



THE INDIAN ASSOCIATION OF PHYSIOTHERAPISTS
MEMORANDUM OF THE ASSOCIATION RULES AND REGULATIONS-FULL TEXT
(Approved by CEC and GB on 8th and 9th January 2008 at Dehradun)

(1) NAME & ADDRESS

The name of the Association shall be the “THE INDIAN ASSOCIATION OF PHYSIOTHERAPISTS” (A National Association of Practitioners of Physiotherapy/Physical Therapy) hereinafter referred to as “I.A.P”.
The Association is registered under the Societies Registration Act XXI of 1860 No. 3376 of 1955-56.

(2) REGISTERED OFFICE

The Registered Office of IAP shall be at Physiotherapy School and Centre, Seth Dhurmal Bajaj Orthopedic Centre & Research Institute, Opp. Tata Memorial Hospital, Dr. E. Borges Marg Road, Parel, Mumbai – 400012 until such office is shifted to IAP’s permanent address.

The address of the General Secretary, IAP shall be the address for correspondence with the association.

(3) AIM AND OBJECTIVES:

- a) To establish different categories of members of IAP.
- b) To maintain Registers of different categories of members of IAP. However Life and Ordinary Members will have a common register.
- c) To set and ensure ethical professional practices and promote high professional standards of independent practice of physiotherapy by the members of IAP.
- d) To convene conferences, seminars, workshops, camps to organize study circles, meetings, and lectures and to publish literature, journals, periodicals, newsletters etc. and such other means/ publications as IAP may determine from time to time.
- e) To organize and provide for continuing physiotherapy education programs for its members.
- f) To supplement and complement post graduate courses for the advancement of higher physiotherapy education independently or with the co-operation and collaboration of other Institutions to fulfill or further the aim and objects of IAP.
- g) To promote scientific research and technology in physiotherapy and related areas to enhance the status of the profession of physiotherapy.
- h) To watch and advise Government Organizations and NGOs on policy matters affecting the development and practice of physiotherapy including advising and assisting the Government in the



THE INDIAN ASSOCIATION OF PHYSIOTHERAPISTS

RULES & REGULATIONS

I. NAME & ADDRESS

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II. REGISTERED OFFICE

The Registered Office of IAP shall be at the Physiotherapy School and Centre, Seth Dhurmal Bajaj Orthopaedic Centre & Research Institute, Opp. Tata Memorial Hospital, Dr. E. Borges Marg Road, Parel, Mumbai-400012 until such office is shifted to the IAP's permanent address.

The address of the Secretary, IAP shall be the address for correspondence with the association.

III. DEFINITIONS AND INTERPRETATION

3.1. Definitions

- a) "CEC" shall mean the Central Executive Council.
- b) "IAP" or "Association" shall mean "The Indian Association of Physiotherapists"
- c) "Office" shall mean the registered office of the Association.
- d) "Member" shall mean a member with voting right, unless specified otherwise.
- e) "Branch" shall mean a duly constituted Branch of the Association.
- f) "Committee" shall mean the Executive Committee, unless specified otherwise.
- g) "WCPT" shall mean the World Confederation for Physical Therapy. AWP means "Asia West Pacific Region of WCPT".
- h) "Sub Group" means "Special Interest Group".

3.2 Interpretation

Any interpretation of these rules and regulations stated herein relating to any of the matters incidental or ancillary thereto, made by the Central Executive Committee shall be final subject to the approval of the General Body.

IV. MEMBERSHIP & PRIVILEGES

4.1 Membership of the IAP

(a) Existing Members

Any of the following individuals shall be eligible to be “Existing Members” of the IAP:

- i) Any person possessing a degree in Physiotherapy (Full time on campus program only) from a College or an Institution in India and recognised by the I.A.P. shall be eligible to become member of the I.A.P.

Such individuals shall be registered with the IAP in any one of the categories mentioned above as members by applying in the prescribed application form with the prescribed fee.

(b) Kinds of Members

IAP shall have the following kinds of Members

i) Ordinary Member

An individual who is qualified to become an Ordinary Member of IAP on annual payment shall be registered as an Ordinary Member of the IAP.

ii) Life Member

An individual who is qualified to become an Ordinary Member on payment of Life membership fees to IAP shall be registered as a Life Member of the IAP.

iii) Patron

A Member who pays to the IAP a Patron membership fee of Rs. 50,000/-or more (non refundable) may be considered as a patron of IAP on confirmation by the CEC.

4.2 Rights of Members

(a) Individuals registered as Life Member or Active Ordinary Member shall be entitled to:

- i) Attend, receive notices, speak and vote at a general body meeting of the members of the IAP on any matter which may be submitted for consideration.
- ii) Contest elections of IAP for the position of an office bearer.
- iii) Serve as member of sub-committees appointed by CEC or the general body of IAP.
- iv) Receive all official communications of IAP at his/her address within India.
- v) To use the abbreviation **MIAP** after their name.
- vi) Receive the copy of the Memorandum of Association at the time of becoming a member, free of cost and on payment thereafter.

4.3 Cessation of Membership

A registered Member of IAP shall cease to be a Member of IAP if he/she:

- a) Resigns voluntarily by written notice to the CEC unless such resignation is not accepted by the CEC for any reasonable grounds so stated.
- b) Is declared insolvent or is convicted for an offence involving moral turpitude.
- c) Fails to pay any arrears of subscription for a period of more than 24 months after the same become due.
- d) Is disqualified or removed from membership by the General Body of the IAP by a resolution passed by 2/3 rd majority of all members present and voting after exhausting all disciplinary procedures.

4.4 Membership Fees

- a) The Initial Registration Fees for all categories Rs.500/& Certificate fee for Life members shall be Rs.500/-
- b) The Annual Membership Fee for Ordinary Members shall be Rs.200/-
- c) The One-Time Life Membership Fee shall be Rs 2000/-
- d) Mode of Payment: Annual Membership fees shall be due on 1st of April every year payable at any branch of a Scheduled Bank where the ordinarily elected Treasurer resides. Payment shall be made by a demand draft/pay order drawn in favour of "Indian Association of Physiotherapists".

4.5 Fee for services

- a) A fee of Rs.500/- will be charged to Life Members for the issue of a duplicate registration certificate on production of evidence supporting the loss of the original membership (such as a police complaint/FIR).
- b) Members desirous of verifying their credentials for overseas assignments shall pay Rs.3000/-for the first verification and Rs.1000/- for every subsequent verification.

4.6 Penalties

- a) A member who is in arrears of payment of annual dues for more than two years is liable to lose his rights to vote and eligibility to hold office or serve on committees and shall also be deprived of all normal services by the Association including free supply of the official journals.
- b) In order to regain the rights and privileges of membership he/she shall have to pay up all the arrears may reregister as the Life Member by paying Re Registration fee of Rs.500/- plus 2000/- being Fee for Life membership and Rs.500/- as Certificate fee. If he/she allows a second lapse, the privilege and rights can be regained only after paying up all dues.

V. CENTRAL EXECUTIVE COUNCIL

5.1 Constitution

The Central Executive Council shall consist of 9 elected members and 2 ex-officio members. The Central Executive may co-opt up to 2 members from areas not represented on executive council. The co-opted members shall have full rights as other members of Central Executive Council.

- a) The president of the I.A.P. elected by the General Body.
- b) One Vice- President, One General Secretary, One Treasurer and five members elected by the General Body.
- c) The President and the General Secretary of the preceding year shall be ex-officio members of the Central Executive Council.
- d) Co-opted members, who are not elected members of the Central Executive Council but whose nomination in the opinion of the Central Executive Council is in the interest of the I.A.P. shall when so nominated to the Central Executive Council be designated as co-opted members.
- e) The term of co-opted member shall expire along with the term of the Central Executive Council to which he or she has been nominated. A co-opted member will be eligible for nomination any number of times. The number of co-opted members shall at no time exceed two.
- f) Indian Association of Physiotherapists will sanction the "Cheapest Economy travel grant" and "Dearness Allowance of 100 US \$ per day" for a maximum of "Three" days for an IAP member who is representing India as a Member of the Executive Committee of AWP of the region, WCPT regional Representative and Voting Delegate of IAP as Member Organization for attending the General Body Meeting of AWP and WCPT. This financial assistance granted as per clause 15.3.3 of WCPT Memorandum.
- g) Central Executive Council would also be authorized to invite such other persons, whether members of the Association or not to attend meetings of the Central Executive Council as special invites, if the Central Executive Council considers their presence necessary or beneficial for the items proposed to be discussed at the particular meeting". The member of the Central Executive Committee and such invitee will be entitled to draw travelling allowance and daily allowance at such rates as may be approved by the General Body from time to time.
- h) When a member of IAP represents the International body such as AWP & WCPT the said member would be invited to the CEC during their term at the respective International Committee. The invited member would enjoy all the privileges of an elected CEC member except voting rights as well as mandatory protocol.

5.2 Election Procedure

- a) The election for the Central Executive Committee (CEC) of IAP shall take place every three years in such a way that the newly elected members will be able to assume office in the month of April.

- b) The voting shall be by postal ballot, circulated to active members of IAP on the Electoral Rolls as on 31st October of the proceeding year of the election.
- c) Election Committee: The general body of IAP shall appoint one member of IAP other than those on CEC as Election Officer. The Election Officer shall appoint four other member of IAP as Assistant Election Officers. These five Officers shall constitute an Election Committee and they will open an Election account in a Nationalized Bank operated by Two of the Election Committee Members.
- d) Election Tribunal: The General Body shall appoint an Election Tribunal consisting of three members who have served in the past as president and /or Secretary/ or Past Election Officer of IAP. This Tribunal will hear all dispute arising out of the elections. The decision of the Tribunal shall be binding on all parties. The tenure of the Tribunal shall extend till the new Central Executive Committee take charge.
- e) The CEC shall announce the program of elections along with Election guidelines.
- f) Electoral rolls should be prepared by the General Secretary in consultation with the Treasurer, consisting of active members as on 31st October. Members who are in arrears of their subscriptions on or before the end of the month of October of the year preceding the year of election will not be entitled to vote, propose/ second or stand for election. Newly enrolled ordinary members on & after 1st November and those members paying arrears after the declaration of electoral rolls are not entitled to vote or stand for elections, in the following year.
- g) Every candidate contesting election of IAP shall pay a deposit of Rs.5000/- as caution money, provided that
- i) A contesting candidate who gets less than 20% of the valid votes received by the election officer will lose his/her caution deposit.
- ii) All other such candidates who get more than 20% of valid votes will be entitled to a refund of the caution deposit within six weeks after declaration of the election results. Any dispute in this regard shall be decided by the Election Tribunal.
- h) The nomination forms along with election schedule shall be sent to all active members of IAP through July IAP News Letter of the year proceeding Election year. The same will be made available in the IAP Website. Such communication shall be deemed to be proper notice to the members. Last date for receiving nomination to the various posts of the EC of IAP shall be 7th January. The Election Officer shall send names of Contesting candidates for each post, to all contesting candidates by 15th January, of that particular post permitting withdrawal of his/her nomination by 31st January.
- i) After the last date for withdrawal of nominations, ballot papers together with a short bio-data of fixed format with their passport size photograph of each candidate will be circulated by post UCP by 21st February, to all Members will specific instructions to return the same by the 21st March. Each ballot paper shall bear the seal of IAP and the signature of the Election Officer. The counting of votes shall take place on the Sunday immediately following 21st March in the Election year.
- j) Each contesting candidate shall be entitled to a list of IAP members on the electoral roll in CD format which will be furnished on payment of a fee of Rs.500/-.

k) Members entitled to vote shall do so by putting a cross (X) against the name of one candidate for each post out of those standing for election. No member shall give more than one vote in each category of Council Members; however can vote for less than the required number of candidates to be elected. The member shall not sign the ballot paper, nor shall he put any identification mark on the same. The ballot paper must be posted in the envelope provided by the Election Officer. In the event of default of any of the conditions, or if the voting paper contains any erasion, obliterations, or alteration the ballot paper shall be considered invalid.

l) The candidates or his/her authorized representative shall be entitled to remain present at the time of counting of votes, at their own expense.

m) The Election Office shall submit the election result to the CEC. Such report shall incorporate details regarding number of nominations received; ballot papers sent and received number of invalid votes etc. and the result. The General Secretary of IAP shall circulate the election results to all the contesting candidates by 27th March. Election results will be placed in the website of IAP and circulated to all the members through the Newsletter published subsequent to the election.

(n) If the number of nominations received for any category of posts is equal to or less than the number of candidates to be elected to that category then all such candidates shall be declared to have been declared unopposed.

(o) The Election Officer or one of the Election Committee Members or an IAP member authorized by the Election Officer will oversee the election procedure of the Branches. The expenses incurred for this procedure shall be borne by the concerned branch.

(p) Each elected member shall hold only one post in the CEC.

(q) Election Officer should maintain documents concerned with Election till the Elected CEC take charge.

5.3 Duties and Responsibilities of CEC:

(a) The President

(i) The President shall preside over all meetings of the Central Executive Council, any Committee and General Body and his/her decision on any point of order, the validity of any vote or as to the results of voting shall be final and conclusive.

(ii) The President shall act as an advisor to supervise all the activities of the IAP including expenditure, subject to the budget, and shall generally guide and advise the office bearers, employees and others.

(iii) The President shall have the power to delegate or entrust his/her duties to the Vice-President.

(iv) To address the annual conference of the association.

(v) To operate the permanent bank account jointly with the treasurer and General Secretary.

(vi) In the absence of the President one of the Vice-President will have all the rights of the President.

(vii) The President shall be the final appellate authority in respect of disciplinary proceedings.

b) Vice President

i) In the absence of the President the Vice President will look after the duties of the President.

ii) The Vice President will look after any other responsibilities delegated by the President/CEC/General Body.

c) General Secretary

The duties and the responsibilities of the General Secretary subject to the supervision and control of the Central Executive Council are as follows :-

i) To convene the meetings of the CEC in consultation with the President and give effect to the resolutions thereof.

ii) To prepare and present the annual and periodical reports including legal records and minutes book of the CEC and General Body meetings.

iii) To organize, regulate, supervise and inspect the various activities of the IAP and to supervise the general working of IAP.

iv) To supervise the work of the paid employees of the IAP.

(v) To attend to the correspondence of the IAP and shall be responsible for and in charge of all the official records of the IAP.

(vi) To represent the IAP in all legal matters, to sue and to be sued with information to the President.

(vii) To operate jointly with the Treasurer, the temporary biennial Account of IAP and also operate the permanent account of IAP with President and Treasurer.

(viii) To circulate the agenda of the Executive Council Meeting to each member of the Executive Council at least twenty one days before the proposed date to ascertain the views of the members who are unable to attend and subsequently to circulate the minutes of the Executive Council Meeting to all the members of the Executive Council within twenty-one days of the meeting.

(ix) To circulate the agenda of the Annual General Meeting and the minutes of the last meeting to all the members of the Association one month in advance of the proposed date of Annual General Meeting.

(x) To liaise with the Registrar of Societies and the Bank authorities regarding the names and the addresses of the new office bearers immediately after the takeover.

(xi) To carry out such other duties entrusted to him/her by the President and the CEC from time to time.

(xii) To keep an attendance register at the entrance of the General Body Meeting hall and to ensure that the attendance taken on record in the register of the General Body Meeting minutes.

(xiii) To write the minutes of EC and General Body meeting in his/her own handwriting. The type written copies shall be kept in the custody of the President, General Secretary and the Treasurer.

(xiv) To ensure that every new member who is registered with IAP will receive a single copy of the Memorandum of Association.

(xv) To regulate disciplinary proceedings, perks and benefits and appoint an Enquiry Officer/Committee.

(xvi) To be the custodian of the official seal, negotiable instruments and relevant official documents including records till he/she hands them over to the subsequent successor at the time of relinquishing the post of General Secretary.

(d) Treasurer

The duties and responsibilities of the Treasurer, subject to the supervision and control of the Central Executive council, are as follows:

To receive all payments, keep proper accounts and maintain proper books of accounts, files, receipt books and other necessary papers and records.

To submit unaudited and audited account of IAP to the Central Executive Council prior to Annual General Body Meeting, he/she shall also submit the accounts to the President/ General Secretary whenever it is warranted.

To get the annual account of the IAP duly audited by the auditors, who are Chartered Accountants and circulate the same to all the members through the Newsletter.

To prepare the budget of the IAP every year annually in consultation with the General Secretary and the President and place the same before the Central Executive Council for approval of the General Body.

Shall not keep more than Rs. 10,000/- in cash with him/her.

To sign on receipts, deposits jointly with the Secretary on all withdrawals from a temporary biennial Banking Account and to operate permanent bank account jointly with the President and Secretary.

To release branch share of 30% of life membership fees only when statement of accounts is submitted by the Convenors/Treasurer of the Branch concerned.

To file income tax return in consultation with the President, General Secretary and an authorized Chartered Accountant and deposit the tax in time as per the Income –tax Law.

To pay the annual subscription of the W.C.P.T. & A.W.P. regional fee in consultation with the President and General Secretary.

(e) Powers & Functions of the Central Executive Council

The Central Executive Council shall exercise all the powers and perform all the duties that the IAP is competent to exercise or bound to perform for achieving its aims and objectives, save those powers and/or duties which by statute or the provision of the Societies Registration, Act of 1860 and those rules, are to be exclusively exercised or performed by the General Body or are required to be exercised or performed in any other way. Provided however, that they shall include the following:

- (i) Raise funds and loans and invest the surplus funds of the IAP in proper securities and investments permitted by law.
- (ii) To appoint and/or regulate sub-committees; to entrust them with any specific work or activity for the administration or supervision of activities of the IAP, to delegate such powers as the Central Executive Council may deem proper.
- (iii) To discuss the issues of general administration, schemes for expansion and/or termination of any activity of Committee of the IAP.
- (iv) To meet the current expenses of the IAP and to authorize by resolution such number of its members, not exceeding three, to maintain and operate accounts, provided that such account or accounts shall always be operated by at least two such members jointly.
- (v) To review the recommendations proposed by the committees appointed by the Central Executive Council/General Body.
- (vi) To approve the statement of accounts, annual budget and reports of the IAP submitted to the General Body.
- (vii) To appoint and fix the scales of pay and other conditions of service of the employees of the IAP.
- (viii) To frame or amend rules regarding the terms and conditions of service , leave, scales of salaries, schemes of Provident fund, Insurance, Gratuity, Pension, or loans etc. for employees of the IAP.
- (ix) To frame and amend the Rules and Regulations regarding the powers, functions, duties and privileges of the committees appointed by the Central Executive Council as well as the General Body.
- (x) To pay out of the funds belonging to the IAP or out of any particular part of such funds all of such expenses incidental to the functions, conference, management and administration of IAP.
- (xi) To engage, terminate, suspend, discharge or dismiss the services of employees of IAP and take such administrative and disciplinary measures as may be necessary from time to time in consonance with the law of the land.
- (xii) To draw, make, accept, endorse and negotiate cheques, hundis, promissory notes or other negotiable instruments required in the conduct of activities of the IAP.
- (xiii) To co-opt a suitable member from the previous Executive Council.
- (xiv) To fill any vacant seat not contested in elections by fresh elections within three months.

(xv) EC members and sub-committee are entitled to rail fare (return AC 2nd class) or one way full airfare of National Airline prize. In the event of an emergency president/vice-president can sanction return airfare for the Central Executive Council and invited members. DA while journey and sitting charges on the days of the meeting as decided by central executive council members from time to time. Sub-Committee members are entitled only when they attend the meetings and not otherwise. Accommodation charges shall be condoned by General Body if recommend by EC.

Note: Remuneration/ honorarium provided for the President/ Vice-President, Secretary and Treasurer's secretarial staff will be decided by the CEC.

VI. MEMBERSHIP REGISTER

The association shall maintain a Register of its Members, category wise and such a Register contain the following information regarding each member:

Name in full and Date of Birth.

Address, present and permanent with pin code and telephone No. and e-mail address if any.

Education Qualification, their date and place of acquisition.

VII. GENERAL BODY:

(a) General Body Membership and Meeting:

The General Body of the IAP shall consist of all active Ordinary Members and Life Members.

The Annual General Body Meeting of the IAP shall be held once in every calendar year at such place and time and on such date not more than 15 months after the holding of the last preceding Annual General Meeting as the Central Executive Council may determine.

The Central Executive Council may also call a meeting of the General Body as and when it deems fit.

(b) Quorum:

Atleast 1/3rd of members of the total number of the members of IAP present in person shall form quorum of meeting of the General Body.

If quorum shall not be present at the time fixed for the meeting, the meeting shall stand adjourned. But the adjourned meeting shall be held after an hour and even if no quorum is present, all the items of the original meeting, (except those attending the constitution) may be transacted.

(c) Voting:

Every member present at the meeting shall have one vote only. All matters unless otherwise expressly provided for by these Rules shall be decided by a majority of votes.

If there is a tie in voting, the President of the meeting shall have one casting vote in addition to his own vote as a member.

The president of the meeting shall be the sole judge of every year's vote given at the meeting.

A person entitled to vote shall not be entitled to appoint a proxy.

(d) Special General Body Meeting:

- i. The Special General body meeting of the Association may be at any time be summoned by the order of the Executive Council or on requisition signed by at least 5% of the active ordinary/ Life members of the IAP. Such meeting shall be held within one month of the date of requisition and shall be held at such time and place as the CEC may decide by giving fifteen days notice.
- ii. If the Central Executive fails to hold such a meeting within one month of the date of receipt of the requisition, the requisitionists or majority of them may call such a meeting. Such a meeting if called by the requisitionists shall be convened and held in the same manner as other General Body Meetings and shall be held in such place and on such date as the requisitionists may decide. The notice convening such meetings shall specify the object of the meeting and no other business except that so specified shall be considered. Special General Body meeting thus convened by the requisition shall be presided by a Chairman, elected by the members present.
- iii. Whenever it shall appear to the CEC that it is advisable that the aims and objectives mentioned in the memorandum of association for which the IAP has been established be altered, extended, or abridged, or to amalgamate the IAP either wholly or partially with any other Society, the CEC may submit the proposition to the members of the Society, in written or printed report, and may convene a Special Meeting for the Consideration thereof according to the regulations herein.
- iv. Provided, that no such proposition shall be carried in to effect unless such report shall have been delivered or sent by post to every member of the Society ten days previous to the Special Meeting, convened by the Governing Body for the consideration thereof, nor unless such proposition shall have been agreed to by the votes of three-fifths of the members, and confirmed by the votes of three-fifths of the members present at a second Special Meeting convened by the Governing Body at an interval of one month after the former Meeting.

(e) Business Of The Annual General Meeting

Members should sign the register kept outside the Hall before entering for the General Body Meeting. The business of the Annual meeting shall be:

To receive the report and progress by the General Secretary which shall include the sub-committees report also, unless asked by a member before 15 days of the General Body Meeting of the IAP during the closing year.

To receive and pass the audited statement of accounts shall and other financial Meeting report if any including assets and liabilities for the closing year.

The report, balance sheet and statement of accounts shall be signed by the President or in his absence by the Vice President, General Secretary and Treasurer.

To appoint an auditor or auditors for the IAP for the ensuing year and to determine their remuneration. If no new appointment has been made Auditors for the closing year shall continue to hold office for the ensuing year.

To recognise new Colleges or Institutions as place of instructions in physiotherapy education on recommendation of Central Executive Council.

To institute award to appoint fellows, patrons etc on the recommendation of the Central Executive Council.

To establish a permanent secretariat at New Delhi, and to develop an Indian Academy of Physiotherapy for Higher Education and Research.

To do such other business as may be brought before it by the Members.

VIII. NOTICES

a) EC Notice:

Thirty days clear notice shall be given for ordinary meetings and fifteen clear days notice for special meeting of the Central Executive Council. The President of the Central Executive Council may however, call a meeting of the CEC with only seven days notice in case of Emergency.

b) General Body Notice:

All notices of General Body Meeting shall be sent to the latest address available with IAP. A member who has not furnished his/her address shall not be entitled to receive any notice including that of expulsion and any other material like Journals and Newsletters etc. The Secretary General shall ensure that the agenda and minutes of the last General Body meeting are sent along with the notice before 30 days of the meeting.

IX. FINANCE AND BANKING ACCOUNTS:

(a) The amount of fee collected from Life Members shall be shared by the Central Executive Body with local branches. In reference to the Section 10 clause D (1) State Branch should distribute to District Branch/Branches according to local membership.

(b) One banking account designated as the permanent bank account shall be maintained at a Nationalized Bank (Presently in Mumbai) and later on where the permanent secretariate of IAP is established. This account shall be jointly operated by the Treasurer, Secretary and President.

(c) Another Bank Account designated as Temporary Biennial Bank account shall be operated as Nationalized bank in the district / city where the Treasurer resides. This account shall be opened when the new Central Executive Council takes charge and closed immediately after the new EC takes over and transfers the money in the permanent account. This account will be jointly operated by the Treasurer

and Secretary. The Central Executive Council shall make such other rules for operation of this account as may be necessary from time to time. IAP shall create a fund known as the corpus or reserve fund from a) Initial registration fees b) Life Membership fee, c) Re-Registration Fee and Patron fee.

(d) This corpus or reserve fund should be utilized only for the purchase of land, construction of building, renovation and any such work related with it to set up an Indian Academy of Physiotherapy. If a situation arises that some amount has to be withdrawn only by the approval of the General Body by 2/3rd majority present in the meeting the fund thus withdrawn shall be deposited back in to the account as early as possible.

X. BRANCHES (Within Corporation/Municipality limits)

(a) Any place where the number of members is 100 or more/by CEC approval, branches may be established for promoting local professional activities within the framework of the constitution of IAP. Each city, Corporation/ Municipality, should not have more than one branch.

(b) The Central Executive Council shall frame rules regarding the powers and functions of the Branches.

(c) The local affairs of a Branch shall be managed by a body named the Executive Committee, which consists of a Convenor, Treasurer and maximum of three members. All the Branches within a state may form a State Branch with the consent of the Executive Council. The affairs of a State Branch shall be managed by a Chairman, Treasurer and three Members.

(e) A branch shall function with the following framework:

(i) Every state branch of the Association is entitled to a great of 30% of the subscriptions of Life membership fees realized from its members on submission of their report of activities and accounts. To make such claims the Branch must have conducted One Annual General Body Meeting in that particular year of claim period. The Branch share will be paid to the Branch of permanent address of the member.

(ii) Branches will submit the annual reports of activities and accounts for the financial year of IAP (ending 31st March) by 31st May.

(iii) Active Members of IAP may become members of the any one Branch where they reside/work,

(iv) Members from places where no branch exists may join the nearest branches at their discretion.

(v) Any official correspondence that a branch wishes to make with external agencies such as Universities, Government Organisation, the General Secretary of IAP must be informed.

(vi) On changes in policy matters of National importance the Branch wishing to effect the change must consult external agencies such as Universities, Government for concurrence, activities not matching IAP policies & actions should not be undertaken by any other Branch. If no concurrence/objection is received from the National Body within 24 days of the date of receipt of the letter the change is deemed to have been accepted.

(vii) The office bearers of Branches shall be elected from among its members.

(viii) The Branch office bearers election should be held before the IAP office bearer elections preferably in December, so that they do not clash with IAP elections and conference and the result or any incidental changes must be conveyed to the Central Executive Council.

(ix) Any Branch wish to host a National IAP Conference must pay a sum Rs. 50, 000/- (Non Refundable) to Central IAP before the Conference.

(x) All the branches are forbidden to make any commitment, financial or otherwise on behalf of the IAP to any organization without the prior written consent of the Central Executive Council.

XI. DISCIPLINARY ACTION

The Executive Committee shall be competent to initiate appropriate disciplinary action against a member for a violation of the Rules & Regulation of the Associations or for any unethical, defamatory, malicious, fraudulent behaviour or may gross professional misconduct on the part of the member of the Association. The punishment therefore may be suspension for a fixed period or expulsion by the approval of GB.

EXPULSION:

- (a) Any member of IAP having been suspended twice and with reference clause (3) acting in contravention of the aim and objectives of the Society (IAP) or in any manner detrimental to the interests of the Organization or guilty of misconduct or convicted of criminal offence, committing breach of rules of professional ethics may be disqualified from membership by a resolution passed with 2/3rd majority of members present and entitled to vote at Extra Ordinary meeting of General Body. No such meeting shall be called unless two notices have been served on such member and has previously been given an opportunity of tendering his explanation or resignation and he/she has not explained his/her conduct to the satisfaction of the Central Executive Council or tendered his/her resignation. A person thus expelled shall not be eligible for re-admission for seven year partly or continuously.
- (b) The General Body convened for the purpose may, at its discretion and without expelling a member, suspend the member for a period not exceeding three years from the membership of IAP. Instead of expelling him/her provided there are extenuating circumstances to take such a decision.
- (c) Any member of IAP having been suspended twice with a maximum period of seven years in continuation or in a break (with Reference to Section XI) is liable to be expelled from the membership of any category provided he/she is given an opportunity to explain his/her act/conduct to CEC in writing on a recommendation of CEC GB will expel him/her from IAP. Such individual shall not be eligible for readmission in any category.

XII. DISSOLUTION

- (a) Should any circumstantial contingency arise whereby it may be necessary to wind up the activities of the IAP. It shall be competent for the General Body by a majority of not less than 3/4th of the members present at the meeting of the General Body to decide whether the Association be wound up or not. The General Body shall not be competent to distribute the assets and properties of the IAP to an Institute or Organization having similar aim and objects or as the Charity Commissioner of

Maharashtra recommends. At least thirty days notice shall be given to active members of the intention to move the resolution thereof for dissolution. The notice shall contain all details in the explanatory note annexed to the Notice.

- (b) Provision or Dissolution of Association and adjustment of their affairs: At any time not less than three-fifth of the members of the Association 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 Association, its claim and liabilities, according to the rules of the Association applicable thereto, if any and, if not then as the Governing Body shall find expedient, provided that, in the event of any dispute arising among the Governing Body or the Members of the Association, 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 Association is situate, and Court shall make such order in the matter as it shall deem fit.

XIII. ADVISORY COMMITTEES:

- (a) The CEC shall appoint special committees to serve the association in a purely advisory capacity.
- (b) Each of these committees shall include at least one member from the EC who will also act as coordinating Convenor (If more than one Executive Council member is included, the senior most member of the Association from among them will serve as the co-ordinating Convenor unless he declines to do so). The term of office of the advisory committees shall be for CEC term. They may, however, be reconstituted after a lapse of CEC term. However, the Fellowship Committee shall consist of all the fellows. Each fellow shall retire from the Committee after a tenure of 5 years. The Convenor of the Fellowship Committee will be selected by the among the Fellows.

XIV. SPECIAL INTEREST GROUPS:

- (a) 100 or more active members of IAP may form such a group within the framework of IAP with permission from the EC. Special interest groups shall take up the matters of academic and public interest pertaining to the specialty of the area such as continuing professional education and update of their members including service matters.
- (b) The affairs of such a group will be managed by a Managing Committee consisting of Chairman, Secretary, Treasurer and up to 3 members elected from its members on the lines, concurrent with the IAP elections. This committee may co-opt up to 2 members for regional representation.
- (c) Subgroup shall work within the following framework:
- i. There shall be only one National Special Interest group of speciality/area.
 - ii. Group will collect the fees from their members and approved by IAP from time to time. 30% of the fee Collection shall be transferred as corpus fund to IAP annually with their financial statement by 31st May.
 - iii. IAP must be informed of any correspondence that a group wishes to make with any external agencies such as Universities, Government and foreign Organization etc.

- iv. The activities of the groups shall be consistent with the other activities of IAP.
 - v. Group may organize fund raising activities for promotion of special interest. Rs.50, 000/- to be paid to Central IAP before the National Conference of that sub group.
 - vi. Only active member of IAP are eligible for membership of one or more special group. Defaulters of IAP shall automatically become defaulters of subgroups.
 - vii. Only life members of IAP can become Life Members of Group (s).
- (d) No group shall be entitled to make any commitment financial or otherwise on behalf of IAP to any organization without the prior written consent of CEC.
 - (e) Groups will be derecognized by IAP in the event of failure of compliance with the above. In case of any de-recognition IAP shall take over assets and liabilities of the derecognized group.
 - (f) Members of IAP desirous of forming a Special Interest Group shall apply as per the provision under formation of Special Interest Group under the constitution of IAP along with an undertaking for compliance.

XV. ETHICAL RULES & GUIDELINES

15.1 General Responsibilities

- (a) Physiotherapists shall provide honest quality care, competent and accountable professional consultancy, therapeutic and otherwise, as 1st contact practitioner to any person who may seek or may be in need of the same.
- (b) The Physiotherapists shall administer only such treatment that is in the interest of the patient with the responsibility for the exercise of sound judgment with diligence.
- (c) The physiotherapists shall respect the dignity and basic rights of the patients and professional colleagues.
- (d) The physiotherapists shall refer the patient to the appropriate specialists whenever the problems/symptoms of the diseases of the patient so demand.
- (e) The physiotherapists shall maintain secrecy of the patient's disease and shall not divulge the same to any other individual except to professional colleagues during scientific case discussions/meetings.
- (f) The physiotherapists shall provide accurate information to the patient or to the next relative if required about the problem and specific physiotherapy management of that individual's problems if required.
- (g) The physiotherapy management shall have the prior consent of the patient/relative if the procedure adopted involves risk of any damage to the tissue, organ system or any side effects/complications after explaining the same accurately.

- (h) The physiotherapists shall comply with the laws governing the patient's rights and cause.
- (i) The physiotherapists shall not solicit patients through fee splitting. It shall be based upon their individual competence and ability in accordance with the accepted scientific standards.
- (j) The physiotherapists shall constantly strive to keep himself/herself abreast of the recent and latest scientific developments related to physiotherapy and add to the knowledge fund.
- (k) The physiotherapists shall not indulge in or associate with any activity that goes against the dignity, honour and development of the profession.
- (l) The physiotherapists shall contribute to the planning and development of professional services which address the health needs of the community.
- (m) Maintain high standards of professional conduct.
- (n) Follow ethical practices outlined in the Code of Ethics. Strive to follow the ethical practices outlined in the Principles for Physiotherapy Education and practice norms.
- (o) Balance the wants, needs, and requirements of program patients, institutional policies, laws, and sponsors. Members' ultimate concern must be the long-term well-being of Physiotherapy education and practice norms.
- (p) Resist pressures (personal, social, organizational, financial, and political) to use their influence inappropriately and refuse to allow self aggrandizement or personal gain to influence their professional judgments.
- (q) Seek appropriate guidance and direction when faced with ethical dilemmas.
- (r) Make every effort to ensure that their services are offered only to individuals and organizations with a legitimate claim on these services.

15.2 In Their Professional Preparation and Development, Members Shall:

- (a) Accurately represent their areas of competence, education, training, and experience.
- (b) Recognize the limits of their expertise and confine themselves to performing duties for which they are properly educated, trained, and qualified, making referrals when situations are outside their area of competence.
- (c) Be informed of current developments in their fields, and ensure their continuing development and competence.
- (d) Stay abreast of laws and regulations that affect their clients.
- (e) Stay knowledgeable about world events that impact Physiotherapy education and practice program patients.

(f) Stay knowledgeable about differences in cultural and value orientations.

(g) Actively uphold IAP's Ethical Rules & Guidelines when practices that contravene it become evident.

15.3 In Relationship with Students, Scholars, and Other Members Shall:

(a) Understand and protect the civil and human rights of all individuals.

(b) Not discriminate with regard to race, color, national origin, ethnicity, sex, religion, sexual orientation, marital status, age, political opinion, immigration status, or disability.

(c) Recognize their own cultural and value orientations and be aware of how those orientations affect their interactions with people from other cultures.

(d) Demonstrate awareness of, sensitivity to, and respect for other education and practice systems, values, beliefs, and cultures.

(e) Not exploit, threaten, coerce, or sexually harass others.

(f) Not use one's position to proselytize.

(g) Refrain from invoking governmental or institutional regulations in order to intimidate patients in matters not related to their status.

(h) Maintain the confidentiality, integrity, and security of patients' records and of all communications with treatment program, Members shall secure permission of the individuals before sharing information with others inside or outside the organization, unless disclosure is authorized by law or institutional policy or is mandated by previous arrangement.

(i) Inform patients of their rights and responsibilities in the context of the institution and the community.

(j) Respond to inquiries fairly, equitably, and professionally.

(k) Provide accurate, complete, current, and unbiased information.

(l) Refrain from becoming involved in personal relationships with patients when such relationships might result in either the appearance or the fact of undue influence being exercised on the making of professional judgments.

(m) Accept only gifts that are of nominal value and that do not seem intended to influence professional decisions, while remaining sensitive to the varying significance and implications of gifts in different cultures.

(n) Identify and provide appropriate referrals for patients who experience unusual levels of emotional difficulty.

(o) Provide information, orientation, and support services needed to facilitate patient's adaptation to a new education and practice and cultural environment.

15.4 In Professional Relationships, Members Shall:

(a) Show respect for the diversity of viewpoints among colleagues, just as they show respect for the diversity of viewpoints among their clients.

(b) Refrain from unjustified or unseemly criticism of fellow members, other programs and other organizations.

(c) Use their office, title, and professional associations only for the conduct of official business.

(d) Uphold agreements when participating in joint activities and give due credit to collaborators for their contributions.

(e) Carry out, in a timely and professional manner, any IAP responsibilities they agree to accept.

15.5 In Administering Programs, Members Shall:

(a) Clearly and accurately represent the identity of the organization and the goals, capabilities, and costs of programs.

(b) Recruit individuals, paid and unpaid, who are qualified to offer the instruction or services promised, train and supervise them responsibly, and ensure by means of regular evaluation that they are performing acceptably and that the overall program is meeting its professed goals.

(c) Encourage and support participation in professional development activities.

(d) Strive to establish standards, activities, instruction, and fee structures that are appropriate and responsive to patient's needs.

(e) Provide appropriate orientation, materials, and on-going guidance for patients.

(f) Provide appropriate opportunities for students to observe and to join in mutual inquiry into cultural differences.

(g) Take appropriate steps to enhance the safety and security of patients.

(h) Strive to ensure that the practices of those with whom one contracts do conform to IAP's Code of Ethics and the Principles for Physiotherapy Education and practice.

15.6 In Making Public Statements, Members Shall:

(a) Clearly distinguish, in both written and oral public statements, between their personal opinions and those opinions representing IAP, their own institutions, or other organizations.

(b) Provide accurate, complete, current, and unbiased information.

XVI. AMENDMENT OF RULES AND REGULATIONS

(a) The General Body shall be competent to make alterations, additions and amendments in the Rules and Regulations of the IAP by a majority of not less than 3/4th of the members present and voting at the meeting of the General Body provided that one month due notice has been given to the members about the proposal for such change.

(b) Every resolution passed and amendment made to the Memorandum of Association & Rules and Regulation shall be indexed year wise in a register or any such place as decided by the Executive Council.

XVII. FELLOWSHIP AWARDS:

(a) An active member of the IAP and who has conducted successful research work of high quality in physiotherapy and has distinguished himself/herself for his/her services to the cause of Physiotherapy or has published reputed work on Physiotherapy and whose associations with the IAP in the opinion of the Fellowship Committee is considered to be beneficial to the IAP may be admitted as "Fellow" by the General Body of the IAP on recommendation of the Central Executive Council.

(b) Criteria: The Candidate should be an active member of IAP in good standing and must have minimum of 15 years experience. 2 Fellows or Branches may forward names for the award to CEC and CEC will forward to Fellowship Committee for scrutiny and Fellowship Committee may invite an application for this award. The invited applications must be sent to Fellowship Committee & forwarded to IAP, General Secretary's Office (CEC) later after scrutiny by CEC the list will be sent back to Fellowship Committee for final selections. Such applications (3 copies each of application details of Publications, abstracts, paper read etc.) should reach the convener of the Fellowship Committee by 15th September each year.

XVIII. GENERAL

(a) The financial year of the IAP shall being on 1st April each year and shall end on the last day of the March the following year.

(b) The property of IAP, income of the IAP from its properties and all other income of the IAP from whatever source derived shall form part of the fund of the IAP.