Rules and Regulations of the Society

1. Name of the Society
The name of the society shall be ‘Indian Association of Medical Journal Editors (IAMJE)’.

2. Membership
a) Members: Editors and members of the editorial boards of peer reviewed medical journals will be eligible to be ordinary members of the Association. This membership will not be renewed if a member has not been an editor or member of the editorial board for the past five years. Applications for memberships must be received at the registered office of the society before the cut-off date advertised by the society. Applications will be scrutinized by the Governing Body and presented to the General Body for approval at its next meeting by a simple majority of members present and voting.

b) Associate Members: All previous members who have relinquished their editorial positions but continue to have an interest in the editing and publishing of journals may be enrolled as associate members. Such members will not have voting rights.

c) Honorary Members: The General Body, on the recommendation of the Governing Body, can enroll any individual as an Honorary Member of the Association if it feels that such enrollment will benefit the Association. Honorary Members shall not be eligible to vote.

3. Subscription
1. Admission fee: Rs 200 at the time of admission
2. Subscription: Rs 200 per annum
Subscription rates will be reviewed every year by the governing body and, if required, will be revised w.e.f 1 January of the coming year.

4. Termination of Membership
The Governing Body shall have the power to remove a member from the Society on the following grounds:
(a) Non-payment of subscription continuously for more than 2 years from the due date.
(b) On his/her written resignation.
(c) Two-thirds majority of members present at a duly convened meeting of the Governing Body, provided notice of such intention had been included on its agenda.
(d) If he/she has not attended 3 consecutive meetings of the general body without any prior intimation.
(e) If he/she brings disrepute to the society or its members
(f) If he/she found to be involved in any anti-social activities.
(g) If adjudged by any court of law to be a criminal offender or of unsound mind
(h) If found guilty by means of anti-propaganda of Aims and Objects of the Association
(i) If he/she is expelled from the Association by the governing body by three-fourth majority of members present at the meeting on grounds of misconduct

Note:- The decision of the governing body regarding the termination from the membership of the Association shall be communicated to the member concerned.

(j) On his/her demise

5. **Register of Membership**
The Association shall maintain a register in which the below mentioned details shall be entered:-

(i) The name of each member with the complete mailing address
(ii) Amount of admission fees and subscription fees paid by the member along with payment particulars like cheque number, bank name, date of payment, etc.
(iii) Permanent Account Number of the member

6. **Appeals**
All appeals shall be referred to the Governing Body. The decision of the Governing Body shall be final. The reasons for rejection/acceptance shall be communicated to the person concerned.

7. **Re-admission**
In case a member is removed by the Governing Body, she/he can be re-admitted provided the member agrees to pay all the dues to the Society. However, the decision of the Governing Body shall be final.
8. **General Body of the Society**

There shall be a General Body of the Association consisting of all the members. The meeting of the General Body shall be held at least once in a year with 1/3rd quorum. An emergent meeting of the General Body may also be summoned on the written request of 2/3rd members, with 10 days prior notice for such meeting. The notice period of the annual general meeting of the General Body shall be 21 days. The following business shall be transacted in these meetings:

1. To discuss and approve annual financial statement (i.e. Balance Sheet, Income & Expenditure A/c and Receipt & Payment A/c) of the society.
2. To ratify the election of the office bearers and members of the Governing body.
3. To discuss and decide all such matters and issues which are directly or indirectly related to the affairs of the Society.
4. Accept New members and enrol Associate and Honorary members
5. To appoint a qualified auditor for conducting annual audit of the Society.
6. Ratify the decisions of the Governing Body
7. To consider any other business brought forward by the Governing Body.

**In case the quorum for a duly convened General Body Meeting is not sufficient, the meeting can be adjourned and reconvened with the members present forming the quorum.**

9. **Governing Body**

The day-to-day management of the affairs of the Society shall be vested in the Governing Body consisting of the following:

1. President One
2. Vice President One
3. Secretary One
4. Treasurer One
5. Member Seven

The Governing Body’s strength shall be 11. The members of the Governing Body shall hold office for 3 years. The meeting of the Governing Body shall be held as and when necessary for
which 10 days notice will be required and the quorum shall be 2/3rd of the members. The Governing Body will meet at least once in 3 months.

10. Bank Account
The bank account of the Society will be in the name of the Society and shall be operated by the Secretary and Treasurer jointly. If the Secretary and Treasurer are in 2 different cities then any other member from the Governing body who is in the same city as the Secretary will be the second signatory.

11. Functions of the Governing Body
To consider any matter brought before the Governing Body

12. Source of Income
The sources of income of the society shall be
   1. Admission fee which will be placed in a Corpus fund
   2. Membership fee and donations from members
   3. Donations and gifts from the public
   4. Grants from government, semi-government, charitable trusts, institutions and associations.

13. Election of Governing Body and Quorum
The General Body in its Annual Meeting will elect the President, Vice President, Secretary, Treasurer and Members of the Governing Body by secret ballot for a term of 3 years. The quorum of the General Body and Governing Body shall be 2/3rd of the members. The ballot may be conducted by paper or electronic means.

14. Management of Funds
All the income of the Society shall be deposited in a Bank A/c. The General Body will approve all expenditure of and above Rs 2,00,000. The Governing Body may approve expenditure below Rs 2,00,000. The President and Vice President will have powers to sanction expenditure up to Rs 10,000 each in a calendar year and the Secretary and Treasurer will have the power to sanction
up to Rs 3,000 each in a calendar year. All expenditure incurred in the preceding financial year must be approved by the General Body.

15. **Powers and Duties of Office Bearers**

**President:** will be the senior statesperson of the Society and will preside over the General and Governing Body meetings. He shall also:-

1. preside at and conduct meetings of the Association and its Governing Body and shall have a casting vote.
2. supervise the general activities of the Association.
3. exert himself to improve the finances of the Association.
4. appoint sub-committees if and when necessary with terms of references as decided by the Association or the Governing body.
5. have the right to call the Governing body and General Body meeting in times of emergency.
6. carry out all the activities of the Association covered by its aims and objectives to the best interest of the association.

**Vice President:** will in the absence of the President preside over the meetings of the General and Governing Body. He will also look after all the other duties of the President in his absence.

**Secretary:** will summon and attend the meetings of the Governing and General Body in consultation with the President. He will, in consultation with the President, call the extraordinary meeting of the General Body if desired on written request of at least 3/4th of the members. He will also

a) take decision on application of new membership (if need arise)
b) manage the affairs of the association and to keep control over the property of the association and all its assets
c) complete the election process
d) prepare the membership register as well as proceeding register to record the minutes of the proceedings of the governing body and the general body meeting and have them duly signed by the members who attend the meeting
e) enter into any agreement for and on behalf of the association.
Treasurer: will keep accounts of all receipts and expenditures of the Society and furnish necessary information to the Governing Body. She/he will keep with him a maximum of Rs 3000 (Three Thousand only) and the balance account will be deposited in the bank account. She/he shall also have the following duties:-

a) To pass the necessary expenditure to meet the day to day requirement of the association (as per prescribed limits if any)
b) To prepare plans, projects and programs
c) To arrange and receive the loan from any bank or from any other legal entity or individual on reasonable terms and conditions.
d) To produce all the required books for inspection of the auditors who are appointed for the purpose of audit and for the information of the members of the association at the Annual General Body Meeting.
e) To issue receipts for all values received.
f) To keep bills or vouchers and also payees receipts whenever possible for payments made by her/him and maintain a regular record of Section accounts.
g) To prepare and make available to the Governing and General body the annual statements of income and expenditure.

Members: They will participate in meetings of the Governing Body.

16. Branches
The Governing body in its meeting shall approve/form branches/chapters and/or subcommittees to attain the aims and objects of the Association.

17. Audit
The accounts of the society shall be audited at least once a year by an auditor (Chartered Accountant) appointed by the Governing Body.

18. Financial year
The financial year of the society shall be from the 1st day of April to the 31st day of March every year.
19. **Tenure**

The tenure of the Governing Body shall be 3 years.

20. **Amendments**

Any amendment in the Memorandum of Association (MoA) or Rules and Regulations will be carried out in accordance with the procedure laid down under Section 12 and Section 12-A of the Societies Registration Act of 1860 as applicable to the National Capital Territory of Delhi.

21. **Legal Proceedings under Section 6 of the Act**

The Society may sue or be sued in the name of the President as per provisions laid down under section 6 of the Society Registration Act, 1860 as applicable to the National Capital Territory of Delhi.

22. **Annual List of the Governing Body**

Once a year a list of the office bearers and members of the Governing Body shall be filed with the Registrar of Societies, Delhi as required under Section 4 of the Societies Registration Act, 1860 as applicable to the National Capital Territory of Delhi.

23. **Dissolution**

If the society needs to be dissolved, it shall be dissolved as per provisions laid down under Sections 13 and 14 of the Societies Registration Act Delhi of 1860 as applicable to the National Capital Territory of Delhi.

Further, all funds, stocks and assets, remaining after settlement of all outstanding dues shall be donated to the World Association of Medical Editors.

24. **Application of the Act**

All provisions under all the sections of the Societies Registration Act, 1860, as applicable to the National Capital Territory of Delhi, shall apply to this society.