

**INDIAN ASSOCIATION OF DERMATOLOGISTS,  
VENEREOLOGISTS AND LEPROLOGISTS KERALA**



**IADVL KERALA**

**BY-LAWS**

**IADVL Kerala**

**Registered on 13<sup>th</sup> March, 2013, at Kannur  
under the Societies Registration Act (XXI of 1860)  
(Incorporated up to EGBM of 25 July 2021)**

## **IADVL KERALA EXECUTIVE 2021**

### **President**

Dr. George Kurien

### **President-Elect**

Dr. Muhammed K.

### **Immediate Past President**

Dr. Asokan N.

### **Hon. Secretary**

Dr. Sandeep Lal V.

### **Vice-Presidents**

Dr. Remadevi T.J.

Dr. Mohamed Nazeer K.V.

### **Hon. Treasurer**

Dr. Vinod V. Nair

### **Joint-Secretaries**

Dr. Vinitha V. Panicker

Dr. K.K. Rahul

### **By- Laws of the Indian Association of Dermatologists, Venereologists and Leprologists Kerala**

### **Dr. Sandeep Lal V.**

Honorary Secretary

Indian Association of Dermatologists, Venereologists and Leprologists Kerala,

14A, IMA House, Palarivattom P. O., Kaloor, Kochi - 682025

## **IADVL Kerala Constitution Committee 2021**

### **Chairperson**

Dr. Jacob Thomas

### **Convener**

Dr. Gopikrishnan Anjaneyan

### **Members**

Dr. George Kurien, President (Ex-officio)

Dr. Sandeep Lal V, Hon. Secretary (Ex-officio)

Dr. Vinod V. Nair, Hon. Treasurer and E C Representative

Dr. Abraham C. Peter

Dr. P. K. Balachandran

Dr. Abdul Latheef

Dr. Abraham George

Dr. Thulika Rohan



## Preface

IADVL Kerala is an organization which has been scaling new heights of achievements for 50 years through its strong and cordial inter personal relationship and combined activities based on a very strong constitution which was modified or renewed periodically according to the changing needs.

The honourable members of the IADVL Kerala felt the need of a revision of constitution as number of members have been increasing enormously, the means of communication have been changing, and the meeting patterns also have been changing as the social situations changed. Hence a constitution committee was appointed by the state president under the direction of the state executive committee.

Constitution is the legal document that ensures proper conduct of the association. It defines the rules and principles that govern the nature and extent of activities of an association and its members. It also defines members rights, responsibilities and contribution to the club activities. Also clearly defines the duties and powers of each office bearer.

The constitution committee formulated the revised version after discussion among committee members, after going through all the previous decisions of the association's general body and the established precedents in line with principles laid down by the Indian Association of Dermatologists, Venereologists and Leprologists. The draft constitution was circulated and discussed among members of the association before final approval.

### **Acknowledgement:**


The constitution committee acknowledge gratitude and appreciation to Dr. George Kurien, President IADVL Kerala, Dr. Sandeep Lal V., Hon. Secretary for taking active interest in framing the new constitution. We also acknowledge and appreciate the efforts of Dr Asokan N. and previous office bearers for initiating the steps for making a robust constitution. Dr. Gopikrishnan Anjaneyan as the constitution committee convenor deserves special mention for his efforts to gather all necessary information and convening committee meetings regularly.

All the committee members- Dr. Abraham C. Peter, Dr. Balachandran P.K., Dr. Abdul Latheef, Dr. Abraham George, Dr. Thulika Rohan, Dr. Vinod V. Nair took real pain and efforts to meet many times to give proper advise to make this new constitution fault free.

Dr. Abdul Samad as the chairman of the State Academy and Editor in chief of the Journal of Skin and Sexually Transmitted Diseases took responsibility to formulate details of SOP for selection of award winners and for meeting protocol to be followed in association meetings.

The constitution committee presents this new constitution to IADVL Kerala with the hope that this will help to run the association smoothly and efficiently to reach newer heights of success and acclaim.

25/10/2021

  
**Dr. Jacob Thomas**  
Constitution Committee Chairperson,  
IADVL Kerala



### **Presidential Message**

A well written constitution is absolutely essential for a country or an organization to function in a smooth and orderly fashion. IADVL Kerala has been following the constitution of national IADVL with timely amendments required with changing times and necessities. So, a constitution for IADVL Kerala which will comply with the rules and guidelines laid down by national IADVL, but meet the requirements peculiar to our state branch was a long-felt need. The present constitution which has been formulated by the constitution committee under Dr. Jacob Thomas is a landmark step in that direction. This will serve as a basic framework to function and if needed make modifications and amendments in future to suit the changing times and developments. I thank and congratulate the constitution committee for the meritorious service they have rendered.

Jai IADVL !

A handwritten signature in blue ink, appearing to read 'George Kurien', written in a cursive style.

**Dr. George Kurien**  
President,  
IADVL Kerala

25/10/2021

## **PART I** **CONTENTS**

I.	AIMS AND OBJECTIVES	1
II.	MEMBERSHIP	2
III.	REGISTER OF MEMBERS	2
IV.	AFFILIATED CLUBS AND SOCIETIES	3
V.	MANAGEMENT OF STATE BRANCH	3
	V.I State Council	
	V.II Executive Committee	
VI.	ASSOCIATION YEAR AND FINANCIAL YEAR	6
VII.	FUND AND FINANCES OF IADVL Kerala	6
VIII.	MEETINGS	8
	1.State Council meetings	
	2.General Body Meetings	
	2.1 Annual General Body Meeting (AGBM)	
	2.2 Mid Annual General Body Meeting	
	2.3 Extra ordinary General Body Meeting (EGBM)	
IX.	DUTIES, POWERS AND TENURE OF OFFICE BEARERS AND EDITOR OF STATE JOURNAL	9
	1. The President	
	2. The President-Elect	
	3. Immediate Past President	
	4. The Vice-Presidents	
	5. The Secretary	
	6. The Joint Secretaries	
	7. The Treasurer	
	8. The Editor of the State Journal	
X.	TENURE OF OFFICE OF OFFICE BEARERS	16
XI.	PROCEDURE OF ELECTION OF OFFICE BEARERS	16
XII.	CONSTITUTIONAL COMMITTEES	17
	1. State Academy	
	2. Finance Committee	
	3. Disciplinary Committee	
	4. State Constitution Committee	
XIII.	STANDING COMMITTEES	19
XIV.	AMENDMENTS TO BY-LAWS	19
XV.	DISSOLUTION	19
	IMPORTANT DAYS AND DATES	20

## **PART II**

- I. SOPs
- II. FINANCIAL GUIDELINES

# **RULES & BY-LAWS OF INDIAN ASSOCIATION OF DERMATOLOGISTS VENEREOLOGISTS AND LEPROLOGISTS, KERALA**

The Kerala state branch of Indian Association of Dermatologists, Venereologists and Leprologists (IADVL) shall be named as “**Indian Association of Dermatologists, Venereologists and Leprologists Kerala**” henceforth called as ‘**IADVL Kerala**’ or “**Association**”

Registered as per societies registration act XXI of 1960 with its registered office address:  
14A, IMA House, Palarivattom P.O. Kaloore, Kochi 682025

IADVL Kerala shall have its own GST and PAN number.

## **I. AIMS AND OBJECTIVES:**

1. To promote and advance dermatology, venereology, leprosy, dermato-surgery, and allied subjects
2. To conduct continuing medical education, seminars, and workshops
3. To promote professional fellowship, make a platform for exchanging views among members, and to uphold their interest
4. To educate the public, and to improve their health, related to the specialty, and to take steps necessary to achieve these objectives
5. To publish and circulate a journal by name Journal of skin and sexually transmitted diseases
6. To publish and circulate a newsletter which may contain meeting notices, agenda, minutes of last meeting, resolutions, announcements, and activities of the IADVL Kerala and its branches
7. To organize Affiliated Clubs and Societies which would be financially autonomous.
8. To hold, cooperate with and participate in periodic South Zone Conference (DERMAZONE South) and national conferences (MID DERMACON and DERMACON).
9. To hold an annual state conference CUTICON Kerala (two days) and a midyear state conference MID CUTICON Kerala (one day) in different parts of the state on invitation by various local branches every year
10. To maintain the website presently called [www.iadvlkerala.org](http://www.iadvlkerala.org)
11. To foster and strengthen camaraderie among members by holding periodic meetings and get together.

## **II. MEMBERSHIP**

1. All members of national IADVL (Life Members and Provisional Life Members) applying through Kerala by default is a member of the state branch and separate membership is not mandatory and not possible.
2. Members applying for transfer of membership to Kerala from other branch are also included but they can retain membership in only one branch.
3. Cessation of central membership shall automatically be applicable to the IADVL Kerala and the concerned person shall be removed from the state membership register.
4. Rights and Privileges of the members
  - I. All members shall have the right to attend and participate in general body and scientific meetings organized by the IADVL Kerala. All fees as determined to be paid for the scientific meetings and conferences are payable by all members.
  - II. All life members shall be eligible for election as office bearers according to the prescribed criteria and shall be entitled to vote at meetings of the IADVL Kerala.
  - III. All members of IADVL Kerala shall have access to the official state journal.
  - IV. A member can change his/her membership to another branch by applying online to Honorary Secretary General through the state secretary without paying any fee.

## **III. REGISTER OF MEMBERS**

1. The State Secretary shall maintain a register of the members of the state branch with their updated addresses, e-mails and telephone numbers, and shall help update the register of members of IADVL by intimating the Honorary General Secretary of any change of address in writing or by e-mail.
2. Any change in status of a member by resignation, termination or re-admission shall be as per the Constitution.
3. It is mandatory to regularly update the state branch members' list and send the updated version (separately showing the corrections made) to the Honorary General Secretary every March. The reports shall also include the activities of the state and all Affiliated Clubs and Societies and also problems, if any, faced by them.



#### **IV. AFFILIATED CLUBS AND SOCIETIES**

1. A minimum of fifteen members of IADVL from any district or zone consisting of two or more districts may form an Affiliated Clubs or Society after approval of the State Council after paying the existing affiliation fee at that time. There shall not be more than one affiliated Clubs or Society in one district. If there are more, the second one should merge with the first one and the first one's name retained. The affiliated Clubs or Society shall have an Executive Committee of President, one Vice-President and one Secretary, one Treasurer. The affiliated Clubs or Society may chart out their own Rules and by-laws in consonance with the State and National Constitution.
2. The affiliated Clubs and Societies shall be autonomous both in their scientific and organizational activity as well as their financial assets and liability, but shall, however, function within the gamut of state branch and national IADVL when conducting National and State IADVL events.
3. Only affiliated Clubs and Societies can host state conference of IADVL Kerala and organize state scientific meetings. 50% of the registration amount from the state meetings shall be given to IADVL Kerala. Any income (excluding registration fee) over the expenditure accruing from the CUTICON Kerala and MID CUTICON Kerala shall be shared equally between the affiliated Clubs or Society and IADVL Kerala.
4. Only affiliated Clubs and Societies can organize National or zonal IADVL conferences and CMEs on behalf of IADVL Kerala. Any state share of profit including proceeds from registration shall be further shared between the state and affiliated Clubs or Society in the ratio of 70:30.
5. The affiliated Clubs or Society may also create a fund of its own, by different sources like entrance fee, annual fee, contributions from members, public, trade, etc.

#### **V. MANAGEMENT OF STATE BRANCH**

##### **V. I - State Council:**

1. All the executive and financial power shall lie with the State council or according to the constitution:
2. State council shall consist of the following members
  - President
  - President Elect
  - Immediate Past President

- Vice-Presidents- Two - One Senior and one Junior. Senior Vice-President is the person with more years of membership in the association
- Secretary
- Treasurer
- Joint Secretaries- Two -One Senior and one Junior. Senior joint secretary is the person with more years of membership in the association
- Elected members of State Council at the rate of one member for every 100 Life members or part thereof
- Presidents and secretaries of all Affiliated Clubs and Societies
- All current members of the Central Council (CC) from the state branch. Current office bearers of national executive from IADVL Kerala shall be CC members
- All past and present national Presidents, Honorary General Secretaries and Treasurers from the state with in the last 15 years shall be CC members of the state.
- Editor of JSSTD
- Chairperson of state academy
- Web - Admin
- Immediate past Secretary and Treasurer

### 3. Duties and Powers of the State Council

- a. The Council shall be the principal governing body of the IADVL Kerala. It shall oversee and regulate the general functioning of IADVL Kerala and has overall control on all matters related to the IADVL Kerala subject to ratification by subsequent GBM and also for the publications of the IADVL Kerala through its designated office bearers.
- b. The Council shall in addition to the powers expressly conferred upon it by these rules, exercise all such powers and do all such acts and things as may be done by the IADVL Kerala. The Council shall also exercise powers which are not hereby or by legislative enactments expressly directed as required to be exercised or done by the IADVL Kerala in a GBM:

- i. To propose Rules and By-laws for its own guidance and propose to alter, amend or repeal them, for the ratification by the General Body at the next meeting.
- ii. To appoint committees and subcommittees and ratify the President's action taken in exigent circumstances.
- iii. To represent before the government or the National Medical Commission (NMC) or an equivalent organization of the Government of India or public bodies any matter in which it considers the interests of the IADVL Kerala or of the medical profession or of the specialties of Dermatology, venereology and leprosy or their allied subjects are affected.

## **V. II - Executive Committee**

1. Executive committee shall consist of the President, President Elect, Immediate Past President, Vice-Presidents, Secretary, Treasurer and the Joint Secretaries.
2. It is the executive body of the IADVL Kerala that shall deal with the general administration of the IADVL Kerala under the guidance of the state council.
3. Duties and Powers of the Executive Committee

The committee

- a. Shall be in charge of the maintenance and administration of its office, library and other properties of the IADVL Kerala.
- b. Maintain and regularly update the state members' list
- c. Maintain the accounts of IADVL Kerala.
- d. Update the by-laws which are passed and endorsed by GB
- e. Organize state council meetings and GB meetings
- f. Maintain minutes and records of various Meetings of the IADVL Kerala
- g. Guide the state academy and other committees and to sensitize various authorities on academic issues that are of concern to the IADVL Kerala
- h. Conduct CUTICON Kerala and MID CUTICON Kerala
- i. Maintain the IADVL Kerala website
- j. Administer the activities of various committees of IADVL Kerala
- k. Manage all social media portals for dissemination of IADVL Kerala activities

4. The President shall have the authority to call meetings of the Executive Committee to initiate, control and guide the activities of the IADVL Kerala, including its scientific, academic and administrative activities. The immediate Past Secretary and Immediate Past Treasurer may be invited to attend Executive Committee meetings, they shall not have voting rights. The Executive Committee shall meet physically or virtually at least twice a year.
5. The President may convene a meeting of the Executive Committee at short notice to deal with urgent matters and shall have such actions ratified in the following State Council and the GB meetings.
6. To prioritize the goals and the objectives of the IADVL Kerala, the President may launch a presidential program during the year of his/her term of office and periodically assess or evaluate the program activities by calling meetings as and when needed. At such a meeting, the President can invite eminent personalities, any of the past Presidents, or others to offer their opinions on the subject concerned. However, such invitees shall have no voting right at the meeting.

## **VI. ASSOCIATION YEAR AND FINANCIAL YEAR**

1. The Association year shall be from 1<sup>st</sup> April to 31<sup>st</sup> March of the next year for administrative purposes. However, the President, Secretary and other members of the state council shall start working from the day they assume charge.
2. The financial year of the State branches and local branches shall be from 1st April of a year to the 31<sup>st</sup> March of the next year. The Secretary shall circulate an audited account of income and expenditure and liabilities of the previous year and an unaudited account of the current year with supporting documents certified by auditor at the time of the AGBM in CUTICON Kerala.

## **VII. FUND AND FINANCES OF IADVL Kerala**

1. The State branch shall be entitled to collect funds from different sources and keep it in savings bank / fixed deposit account in nationalized / scheduled banks.
2. The cheques and bank instruments / instructions must be signed primarily by treasurer and secretary or in the absence of either of them the president can sign.
3. It shall have its own PAN number, GST Number for income tax payments if any needed.

4. All the movable and immovable assets or any outline money of the state branch belongs to the IADVL Kerala; no member or group of members shall have the rights to retain, sell, transfer and in any way alter the status of such assets, without a clear resolution circulated to all the members well in advance and approved by the GB with 2/3rd majority of members present at the GB called specifically for that purpose with the quorum being one-tenth of the total number of members on the state registry.
5. Funds of the association
  - i. Budgeted fund  
Amount allocated in annual organizational budget.
  - ii. Reserve fund  
An amount not exceeding 50% of the organizational budget would be earmarked as reserve fund for exigencies.
  - iii. Surplus fund  
Any amount other than budgeted fund and reserve fund shall be kept in fixed deposits in a nationalized/scheduled bank with instructions to transfer the interest to the IADVL Kerala's saving account.
  - iv. Any other investment other than bank deposits in such a manner beneficial to the association shall be undertaken only after a special resolution by the General Body to this effect or by the decision of the State Council to be ratified by the subsequent General Body.
6. Organizational Budget
  - i. The organization budget is prepared by the Secretary in association with the Treasurer, in consultation with the Finance Committee.
  - ii. Budgets are to be approved by the Finance Committee and State Council prior to submission to the General Body for formal adoption.
  - iii. The Secretary shall submit an annual organization budget in the incoming General Body Meeting for approval. The General Body shall also approve a Capital budget if required.
7. Budget Revisions
  - i. Within any budgeted expense category, expenditure changes that do not exceed the total budgeted amount are within the purview of the Executive Committee.

- ii. Non-budgeted expenditures that can be accommodated by shifting expenses from another budget line and Non-budgeted expenditures not exceeding 25% of Reserve fund should prompt a discussion within the Finance Committee to justify the expense, how it will be financed, and how other budgeted expenses may be affected. The Executive Committee may make the final decision. It has to be ratified during the subsequent General Body Meeting.
- iii. Non-budgeted expenditures that exceed 25% of the reserve fund shall be recommended by the Finance Committee for the approval of the State Council. It has to be ratified during the subsequent General Body Meeting.
- iv. Non-budgeted expenditures that exceed the Reserve Fund have to be presented for a formal revision of the approved annual budget during the subsequent General Body Meeting.

## **8. CORPUS AND ENDOWEMENT FUND**

### **8.1 CORPUS FUND**

- i. Corpus Fund shall be created from internal accruals or surplus or by donation by a resolution of the general body.
- ii. IADVL Kerala shall have one or more corpus funds either for general purpose or for specific purpose as per the terms of the fund.
- iii. The principal/corpus of the fund shall be held in perpetuity and invested, with only the earnings from the same spent to support the objective of the fund.
- iv. The fund shall be invested in Fixed Deposit in a scheduled bank or any other securities as permissible by Income Tax act with the approval of general body.
- v. Such fund shall be separately earmarked and shall thereon form part of annual audit report and financial statements of IADVL Kerala.
- vi. Interest income of the fund shall be calculated as on 31st March of the year and will be utilized in the subsequent financial year. Unutilized portion of the interest if any shall flow back into the fund.
- vii. The Executive Committee shall be responsible for utilization of interest income of the fund in compliance with the terms and conditions of the fund.
- viii. The General Body shall have the right to relax, amend, revoke or dissolve part or whole of the fund provided such action is in conformance with the bye law of the association and applicable laws.

## **8.2 ENDOWEMENT FUND**

- i. IADVL Kerala shall solicit and accept donations for establishing Endowments Fund for furtherance of the objectives of the association.
- ii. All such funds shall be in compliance to the Gift Acceptance Policy of IADVL Kerala and are subject to approval of General Body.
- iii. The terms of reference for such funds shall include Corpus of fund, its Intent, Type, Term and Policies regarding its management, investment, withdrawal and usage.
- iv. Such fund shall be separately earmarked and shall thereon form part of annual audit report and financial statements of IADVL Kerala.
- v. IADVL Kerala shall manage the fund prudently and in good faith giving primary consideration to donor intent as expressed in a gift instrument, developing an investment strategy appropriate for the fund and its purpose.
- vi. IADVL Kerala reserves the rights to review, modify or revoke any such endowments in eventualities such as but not limited to
  - a. A fundamental change in the spending policies of the Association
  - b. Shortcomings that emerge in its practical operation
  - c. Changes in applicable legislation
  - d. Recommendations by the Donor, General Body or members citing valid reasons

**(Incorporated in AGM of 15<sup>th</sup> November 2021)**

## **VIII. MEETINGS:**

The meetings of the association shall be physical and in exceptional circumstances can be hybrid or online.

### **1. State Council meetings:**

The Annual State Council meeting shall be held within 14 days before the annual GB. The President may call an urgent State Council meeting at 7 days' notice. Two-thirds of the members can call a Requisition State Council Meeting at 15 days' notice to consider a specific circulated agenda. At the Annual State Council Meeting, the usual routine business shall be transacted on the pattern of the annual Central Council meeting.

### **2. General Body Meetings:**

#### **2.1 Annual General Body Meeting (AGBM)**

AGBM shall take place at the time of CUTICON Kerala to:

- a) Announce the election result and hold elections for unfilled post
- b) Confirm the proceedings of State Council
- c) Adopt an annual budget
- d) Ratify audited and unaudited accounts
  
- e) Decide the venue of the next annual conference, the organizing chairman, the theme for CME, and the scientific chairman,
- f) Appoint the election officer,
- g) Discuss and adopt any proposal from the members.

Secretary shall issue a notice for meeting 30 days before the state meeting. Secretary shall send the circular with the agenda 1 week prior to the GB meeting by email.

## 2.2 Mid Annual General Body Meeting

Mid Annual General Body Meeting (GB) shall take place at the time of MID CUTICON Kerala.

## 2.3 Extra ordinary General Body Meeting (EGBM)

The President may call for extra ordinary General Body to discuss matters requiring extensive deliberations and issues of great importance to the IADVL Kerala. The call for such meetings and the agenda of such meetings shall be circulated to all the members by email and if possible, through appropriate electronic media at least two weeks before the proposed date of meeting. No other matter shall be allowed without the permission of the President.

The quorum for all general body meetings shall be one-sixteenth of the total number of members on the register or 50 whichever is less.

## **IX. DUTIES, POWERS AND TENURE OF OFFICE BEARERS AND EDITOR OF STATE JOURNAL**

All office bearers shall individually possess active e-mail ids and WhatsApp number to facilitate effective and speedy communication. State EC members like President, Secretary, Treasurer, VP, Joint Secretary, contesting for any elections at National EC should resign from the State EC at the time of filing the nomination.



## 1. The President

- i. Shall chair and conduct the proceedings of all the meetings of the executive committee, State council, GB meetings and any of the special committees when appointed and any other committee of which he or she may be a member and for which no Chairperson has been appointed.
- ii. Shall preside the Annual state Conferences for the year of his or her office.
- iii. Shall deliver the Presidential address after the inauguration of the annual state conferences held for the year of his/her term of office. This is mainly to highlight the activities of IADVL Kerala to appraise the members regarding the future roadmap.
- iv. Shall guide and control the activities of the IADVL Kerala along with the Secretary who shall normally be in charge of the office of the IADVL Kerala.
- v. Shall in the case of doubtful points in the Rules and By-laws interpret the same with four other members of the State council consisting of the President Elect, the two Vice-Presidents and the Immediate Past President. In the absence of any of the above members at a specific meeting, the necessary vacancy or vacancies can be filled preferably by one of the senior past presidents present on the occasion. If the interpretation of the ambiguous or doubtful points is not unanimous, the advice of a legal expert shall be sought and his opinion shall be binding.
- vi. Shall in extraordinary, unforeseen circumstances, in consultation with the Executive Committee, use his or her discretionary powers to take a decision to resolve any problem.
- vii. Shall in addition to his or her ordinary vote have a casting vote in case of equality of votes, i.e. in case of a tie. If he or she fails to give his or her casting vote, the motion shall be declared invalid.
- viii. Shall be an ex-officio member of all committees constituted by the State council and shall try to attend their meetings.
- ix. Shall oversee the activities of the Affiliated Clubs and Societies of IADVL Kerala.
- x. Shall call meetings of the Executive Committee of the IADVL Kerala to discuss, evaluate, review and assess the activities and general management of the IADVL Kerala. The venues of such meetings are to be decided in consultation with the Secretary.
- xi. Shall continue as a member of the executive committee after his or her term of office as President for 1 year. During this term as the immediate past president he or she shall be eligible for voting rights.

## **2. The President-Elect**

- i. Shall be a member of the executive committee with voting rights and shall assist the President in the performance of his or her duties and shall succeed to the office of President during the Annual state Conference and Annual General Body Meeting (AGBM) in the year following his/ her election as President-Elect.
- ii. Shall help in expanding the activities of the IADVL Kerala and encourage the activities of the Affiliated Clubs and Societies by attending such meetings, symposia, conferences, etc., whenever possible.
- iii. Shall be actively involved in Executive Committee, State council and GBMs.
- iv. Shall in the case of doubtful points in the Rules and By-law interpret the same with four other members of the Executive Committee consisting of the President, immediate past President and the two Vice-Presidents of office bearers or any dispute among the members of the IADVL Kerala.
- v. Eligibility criteria for President Elect shall be as follows:(1 term = 1 year)
  - a. Should be a member of the Association in good standing for the previous ten years.
  - b. Should have a minimum experience of ten years in the specialty of dermatology, venereology, and/or leprology, after having taken his or her postgraduate degree qualification in the specialty.
  - c. Should be exclusively engaged in the practice and/or teaching and/or research of the specialties of dermatology, venereology and/or leprology.
  - d. Must have been actively involved in the affairs of the association in an official capacity for at least for a one year tenure either at the state branch level as Vice President, Honorary Secretary or Honorary Treasurer; or at least two years as central executive committee member; or at least three years as state council member; or at least two years at the district/city/regional club level as President and should have completed that tenure at the time of filing nomination. Organisational experience for all posts may be either continuous or with breaks

## **3. Immediate Past President.**

- i. Shall help the President, the Executive Committee and the IADVL Kerala with the experience obtained during his/her tenure as a president.

- ii. Shall be a member of the Executive Committee with full voting rights.
- iii. Shall in the case of doubtful points in the Rules and By-law interpret the same with four other members of the Executive Committee consisting of the President, President Elect and the two Vice-Presidents of office bearers or any dispute among the members of the IADVL Kerala.

#### **4. The Vice-Presidents**

- i. Shall act as a presiding officer in the absence of the President, the chair being taken by the Senior Vice-President that is the person with more years of membership in the IADVL Kerala. In the absence of the President and both the Vice-Presidents at a meeting, the president elect, Immediate Past President or a senior member of the State council of the IADVL Kerala shall be elected at the meeting and upon such a Chairperson the powers of the President shall, for the time being, devolve.
- ii. Shall be actively involved with the activities of state or local branches allocated by the President.
- iii. Shall attend all the organizational and scientific meetings.
- iv. The two Vice-Presidents and two Joint Secretaries for and on behalf of the president shall have regular interaction with the Affiliated Clubs and Societies and shall intimate the IADVL Kerala about the progress in the membership drive and any problem faced by the concerned Affiliated Clubs or Societies and any reportable activities.
- vi. Eligibility criteria for Vice President shall be as follows : (1 term = 1 year)
  - a. Should be a member of the Association in good standing for the previous ten years. Should be a member of the Association in good standing for the previous seven years during which period he/she must have had no outstanding dues to the Association.
  - b. Should have a minimum experience of seven years in the specialty of dermatology, venereology and/or leprology after having taken his/her postgraduate qualifications in the specialty.
  - c. Should be exclusively engaged in the practice and/or teaching and/ or research of the specialities of dermatology, venereology and/or leprology.
  - d. Must have been actively involved in the affairs of the Association in an official

capacity either at the state branch level for at least one year as Honorary Secretary General, Honorary Treasurer, Joint Secretary; or at least two years as a Central Council Member from the branch; or at least three years as state council member; or at least two years at the district/city/regional club level as President or Honorary Secretary or treasurer. Organisational experience for all posts may be either continuous or with breaks.

## **5. The Honorary Secretary**

- i. Shall be in charge of the IADVL Kerala Office and be the official custodian of all official IADVL Kerala records.
- ii. Shall conduct all correspondence on its behalf.
- iii. Shall timely update put all the information regarding on the website.
- iv. Shall receive all amounts of money paid to the IADVL Kerala and hand over to the treasurer.
- v. Shall be in charge of general supervision of accounts, pass all bills for payments and shall sign the cheques jointly with the Treasurer or in the absence of the Treasurer with the President. However, if any 2 of the above are not available permission of the President may be taken to authorize one of the Vice-Presidents or one of the Joint Secretaries to be authorized as signatory for a specific period and the bank may be informed accordingly.
- vi. Shall prepare a budget in collaboration with the Treasurer and Finance Committee and get it passed at the first General Body and State council meeting after the AGBM.
- vii. Shall organize, arrange and convene meetings, conferences, lectures and demonstrations.
- viii. Shall attend meetings of the State council and the GBMs and maintain records of their proceedings.
- ix. Shall be an ex-officio member of all committees constituted by the State council and shall attend their meetings.
- x. Shall maintain an accurate and updated register of all members of the IADVL Kerala.
- xi. Shall dispatch all the circulars for various meetings well in time through print/online media. The circulars shall be fully informative.
- xii. Shall present the annual report for his or her period of office.
- xiii. Shall be the returning officer for the upcoming IADVL Kerala election and call for nominations well in time.

- xiv. Shall call for the IADVL Kerala oration and all other awards at least 3 months prior to the proposed date of CUTICON Kerala where it will be presented.
- xv. Shall maintain and update the IADVL Kerala website in consultation with the web admin.
- xvi. Shall hand over all the official documents regarding movable and immovable assets and records of the IADVL Kerala within 1 week to the incoming secretary.
- xvii. Eligibility criteria for The Secretary shall be as follows: (1 term = 2 years)
  - a. Should be a member of the Association in good standing for the previous five years during which period he/she must have had no outstanding dues to the Association.
  - b. Should have a minimum experience of five years in the specialty of dermatology, venereology and/or leprology after having taken his/her postgraduate qualification in the specialty.
  - c. Should be exclusively engaged in the practice and/or teaching and/ or research of the specialities of dermatology, venereology and/or leprology.
  - d. He/she must have been actively involved in the affairs of the Association in an official capacity for at least for one year at the state branch level as Joint Secretary/Vice President/Honorary Treasurer or at least for two years as a Central Council member from the branch; or at least three years as state council member; or a minimum period of two years at the district/city/regional club level as President/Vice President/ Honorary Secretary. Organisational experience for all posts may be either continuous or with breaks.

## **6. The Joint Secretaries**

- i. Shall assist the Secretary or the President, whenever necessary.
- ii. One of the Joint Secretaries in the order of seniority shall act for the Secretary in his/her absence, and under such circumstances, the duties and powers of the Secretary shall, for the time being, vest on him/her. Senior joint secretary is the person with more years of membership in the IADVL Kerala.
- iii. Shall actively involve themselves with the activities of Affiliated Clubs and Societies allocated to them by the President. They shall attend all the organizational and scientific meetings.
- iv. Eligibility criteria for The Joint Secretary shall be as follows: (1 term = 1 year)
  - a. Should be member of the Association in good standing for the previous five years during which he or she must have no outstanding dues to the Association
  - b. Should have a minimum experience of five years in the specialty of dermatology, venereology and/or leprology after having taken his or her postgraduate qualification in the specialty.
  - c. Should be exclusively engaged in the practice, teaching and/ or research of the specialities of dermatology, venereology and/or leprology.

- d. He/she must have been actively involved in the affairs of the Association in an official capacity at the state branch level for at least for two years as a Central Council member from the branch; or at least two years as state council member; or a minimum period of one year at the district/city/regional club level as President/Vice President/ Honorary Secretary/Treasurer/Joint Secretary. Organisational experience for all posts may be either continuous or with breaks.

## **7. The Treasurer**

- i. Shall receive all amounts of money paid to the IADVL Kerala through Secretary and deposit them in the nationalized/scheduled bank account of IADVL Kerala. Shall be responsible for maintaining updated accounts of the IADVL Kerala.
- ii. Shall get all the accounts audited by the auditor of the IADVL Kerala.
- iii. Shall prepare an annual statement of accounts and a balance sheet showing the financial position of the IADVL Kerala and get it audited by the registered auditor of the IADVL Kerala for the financial year, i.e. 1<sup>st</sup> April of a year to 31<sup>st</sup> March next year. He/she shall circulate it to all the members and present it at the closing year's AGBM at CUTICON Kerala. He/she shall prepare and present the unaudited income expenditure statement for the remaining months of the year, i.e., from 1st April to 31<sup>st</sup> October of the year of the Conference and present it at the closing year's AGBM. Any transaction thereafter shall have the prior approval of the executive committee.
- iv. Shall dispose of the bills for payment as sanctioned by the Secretary and only on his/ her written order.
- v. Shall have the right to point out any error or discrepancy in the order of payment of the Secretary and refer the order back to him with his remarks. In the event of disagreement between the Secretary and the Treasurer, the matter shall be referred to the President for a decision to be later approved by the State council at its next meeting.
- vi. Eligibility criteria for the Treasurer shall be as follows: (1 term = 2 years)
  - a. Should be a member of the Association in good standing for the previous five years during which period he / she must have had no outstanding dues to the Association.
  - b. Should have a minimum experience of five years in the specialty of dermatology, venereology and / or leprology after having taken his/her postgraduate qualification in the specialty.
  - c. Should be exclusively engaged in the practice and/or teaching and/ or research of the specialities of dermatology, venereology and/or leprology.
  - d. He/she must have been actively involved in the affairs of the Association in an official capacity at least for one year at the state branch level as a Joint Secretary; or at least for two years as a Central Council member from the branch; or at least three years as state council member; or a minimum period of two years at the district/city/regional club level

as President/Vice President/Honorary Secretary/Treasurer. Organisational experience for all posts may be either continuous or with breaks.

## **8. The Editor of the State Journal**

- i. Shall be elected for a term of 3 years.
- ii. Shall be a member of the IADVL Kerala in good standing for the previous 5 years with no outstanding dues to the IADVL Kerala.
- iii. Shall be the Chairperson of the editorial board and shall take all decisions in consultation with the editorial board.
- iv. Shall prepare an editorial policy/SOP with respect to journal publication and submit it for approval by the state council.
- v. Shall be a member of the state council with voting right.
- vi. Shall propose a budget in the General Body Meeting of the Commencing year where this has to be approved.
- vii. Shall ensure that the journal being the official organ of the IADVL Kerala, the names of the office bearers shall be printed in every issue and the names of the ex-officio members of the Editorial Board printed at the top of the list.

## **X. TENURE OF OFFICE OF OFFICE BEARERS**

1. The tenure of office of the office bearers, unless otherwise mentioned, shall continue till the closing AGBM of the CUTICON Kerala. The tenure of office of the Secretary and the Treasurer shall be 2 years. They cannot file their nomination for any post before the end of their tenure.
2. The State Secretary and State Treasurer, being the Returning Officer and Joint Returning Officer respectively for the election of the State Branch, shall not be eligible to contest for any post as long as they are in office.
3. As soon as a new team takes over in a state branch, it shall be the responsibility of the state secretary to send the list of all office bearers of the state stating their post, telephone number and email ids to the Honorary Secretary General National IADVL within 2 weeks of assuming office.
4. In case the elections are not held due unforeseen circumstances, the state council shall take control and may authorise the existing office bearers to continue functioning till a new set of office bearers are elected and installed.

## **XI. PROCEDURE OF ELECTION OF OFFICE BEARERS**

1. The state branch shall hold the election every year and new office bearers are to be appointed at the CUTICON Kerala.

2. Electoral roll: All those members who are on State Register as on the date of notification and have paid all outstanding dues to the branch shall constitute the electoral roll.
3. Election officer and Arbitration Committee: The State Council shall appoint an election officer for the ensuing session from among the past state Presidents to conduct and supervise the state election. The State Council shall appoint an arbitration committee consisting of three past state presidents for the ensuing session. The State Secretary and State Treasurer shall be the Returning Officer and Joint Returning Officer respectively to help the election officer.
4. The election shall be by electronic ballot. Any unfilled posts shall be filled by direct election at the time of CUTICON Kerala. The Returning Officer shall invite nominations on 15<sup>th</sup> of June every year, last date for nomination in prescribed format shall be 15<sup>th</sup> July midnight.
5. If there are no candidates for a certain post by 15<sup>th</sup> July, the date can be extended till 31<sup>st</sup> July for that vacant post. Scrutinized list of candidates shall be put by 5<sup>th</sup> August.
6. Withdrawals are permitted till 10<sup>th</sup> august. Any disputes or challenges pertaining to the scrutinized list shall be entertained till 10<sup>th</sup> August midnight.
7. On 15<sup>th</sup> August, the candidate list shall be updated on the website and elections shall be held if received nominations exceed the number of posts.
8. Voting will be open till 15<sup>th</sup> September. Results shall be declared on 20<sup>th</sup> September.
9. All election disputes shall be decided by an Arbitration Committee and its decision shall be binding on all the candidates.

## **XII. CONSTITUTIONAL COMMITTEES**

The constitutional committees would be constituted during the Incoming Annual General Body Meeting biannually.

### **1. State Academy**

- i. State Academy shall have seven members with an elected chairperson and a convenor. The editor of JSSTD will be an ex officio member of the academy. The term of the Academy shall be 2 years.
- ii. Scientific programs of all CUTICON Kerala and MID CUTICON Kerala shall be in concurrence with the state IADVL academy.
- iii. All academic events of IADVL Kerala for the ensuing 3 months shall be prepared by the academy.
- iv. The academic events to be held under the aegis of IADVL Kerala shall be informed



well in advance to the academy to avoid any clash of dates.

- v. Selection of all the orations and scientific awards instituted by IADVL Kerala (IADVL Kerala state oration, Prof. Dr. B.K. Hareendran Nair award, Best Teacher Award, Best Practitioner award and IADVL Kerala state best PG thesis award) shall be done by the state IADVL academy as per the laid down SOPs.
- vi. Members of the academy with conflict of interest shall recuse themselves from evaluation of these awards and external judges as required may be invited for the evaluation by the academy.

## **2. Finance Committee:**

- i. The Finance Committee shall be primarily responsible for the overall fiscal affairs of the association. The term of the finance committee shall be of 2 years.
- ii. The Finance Committee shall have the authority to choose the auditor, perform regular, in-depth reviews of the organization's financial activity, and oversee the development of the annual budget.
- iii. Finance Committee shall consist of
  - President
  - Secretary
  - Treasurer
  - Outgoing Secretary
  - Outgoing Treasurer
  - 4 senior members nominated by General Body, preferably past presidents secretaries and treasurers of national and state IADVL

## **3. Disciplinary Committee:**

- i. The committee shall consist of 5 senior members nominated from past national or state presidents.
- ii. This committee shall be solely in charge of conducting an enquiry into any form of alleged misconduct against any IADVL Kerala member. They shall submit their recommendations to the general body through State council for taking appropriate action.
- iii. The term of the committee shall be 2 years.

#### **4. State Constitution Committee:**

- i. The State Constitution Committee shall be responsible for updating the IADVL Kerala Constitution including by-laws and SOPs which shall be regarded as the ultimate governing rule book. The updates shall be based on all the resolutions passed by the GB.
- ii. The committee shall have seven members with an elected chairperson and a convener.
- iii. The term of the committee shall be 2 years.

#### **XIII. STANDING COMMITTEES:**

- i. Standing committees shall be constituted for the furtherance of the aims and objectives of IADVL in the state.
- ii. The President shall call for and form various committees in consultation with the Executive committee.
- iii. All committees shall have their own Chairperson and Convener. They shall function in coordination and guidance of the state EC and State Council.
- iv. Each committee can take the help of persons specially qualified or experienced in any of the subjects referred to.
- v. Each committee shall submit a report to the State Council through the Secretary, every 4 months.
- vi. The State Council shall consider the reports of the working of various committees and shall submit them to the General Body with its recommendations.
- vii. The President and state Secretary shall be ex-officio members of all such committees.
- viii. The Executive committee can continue, discontinue, change or reappoint members of various committees at the end of the IADVL year.
- ix. The President shall have the power, under exigent circumstances, to appoint any ad hoc committee or committees for a specified purpose but shall seek the ratification of the State council and GB for such action at the earliest.

#### **XIV. AMENDMENTS TO BY-LAWS:**

The rules and regulations of IADVL Kerala may be amended by 2/3rd majority of members present at the GB called specifically called for that purpose with the quorum being one-tenth of the total number of members on the state registry.

#### **XV. DISSOLUTION:**

Dissolution shall follow the procedure as mentioned in the national constitution of IADVL.

#### **IMPORTANT DATES**

1. Calling for Awards and Oration - September 15<sup>th</sup>
2. Time Line of Elections
  - a. 15<sup>th</sup> of June – Returning officer calls for nominations
  - b. 31<sup>st</sup> July – Extended date for vacant posts
  - c. 5th August - Publication of scrutinized list of nominations received on the website
  - d. 10th August - Last date of withdrawal of nominations
  - e. 15th August - Final list of candidates published on website
  - f. 15th August - Online Voting starts
  - g. 15th September - Last date of voting
  - h. 20th September - Declaration of results

#### **IMPORTANT DAYS IN IADVL CALENDAR**

1. IADVL Day: 28<sup>th</sup> January
2. Anti-Leprosy Day: 30<sup>th</sup> January
3. IADVL Vitiligo Day: 25<sup>th</sup> June
4. Urticaria Day: 1<sup>st</sup> October
5. Swacch Twacha Diwas: 2<sup>nd</sup> October
6. Psoriasis Day: 29<sup>th</sup> October
7. HIV Day: 1<sup>st</sup> December