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THE INSTITUTION OF HOMOEOPATHS KERALA

(Registered under T.C. Literary, Scientific and Charitable Societies Act XII of 1955)

Reg. No.264/87

CONSTITUTION

PART – I

MEMORANDUM OF THE INSTITUTION OF HOMOEOPATHS KERALA

1. **Name:** The name of the Society, hereinafter called "The Institution" is "THE INSTITUTION OF HOMOEOPATHS KERALA".
2. **Office:** The registered Office of the Institution of Homoeopaths Kerala shall be situated at "IHK BHAVAN", TC 43/1496(4), Balvan Nagar Road, Perunally Junction, Vallakkadav P.O., Muttathara, Thiruvananthapuram-695008 and the working office (Secretariat) shall be located at the office or residence of the General Secretary.
3. **Objects:** The objects of The Institution are:
 - (1) To promote and advance the science of Homoeopathy especially in the Indian State of Kerala in accordance with the basic principles of Homoeopathy as enunciated by Master Christian Friedrich Samuel Hahnemann.
 - (2) To continue Homoeopathic Medical Education for those Homoeopathic practitioners in Kerala who possess the basic qualifications approved by the Central Council of Homoeopathy in order to make them outstanding in practice.
 - (3) To maintain the honor and dignity and to uphold and safeguard the interests of the Homoeopathic profession.
 - (4) To improve public health in accordance with the Homoeopathic principles as applied in the prevalent public health methods.
 - (5) To promote co-operation among the Homoeopathic fraternity by forming a unitary organization of the Homoeopaths of Kerala
 - (6) To provide financial benefits to the dependants of members after their death.
4. **Methods:** For the attainment and furtherance of the above objects the Institution may:
 - (1) Make effective representations to the Central and State Governments for establishment of Medical and Health Service Cadres, for opening Homoeopathic Health Centers and Hospitals, for employment of institutionally qualified Homoeopaths in various services and for directing the autonomous bodies and other undertakings to provide facilities for Homoeopathic treatment to their employees.
 - (2) Hold periodical meetings, seminars and conventions and arrange from time to time lecturers, discussions and demonstrations in any aspect of Homoeopathy and allied sciences.

- (3) Compel the Central and State Governments to take action against pseudo-practitioners in Homoeopathy and to abolish the unrecognized institutions conducting postal tuition and thereby producing fake practitioners in Homoeopathy.
- (4) Express its views on matters pertaining to any legislation affecting public health in general and Homoeopathic profession and education in particular and to place the same before the Central and State Governments and take such other steps regarding the same as may be expedient from time to time.
- (5) Conduct educative campaign among the public in matters of public health and sanitation in general and Homoeopathy in particular and participate in the various public health programmes organized by the government.
- (6) Organize medical camps for providing medical relief during epidemics and in time of emergencies.
- (7) Establish, develop and maintain Homoeopathic pharmacies and manufacturing concerns for the production of reliable Homoeopathic medicines.
- (8) Establish and support or aid any charitable or benevolent institution constituted to benefit people through Homoeopathy.
- (9) Encourage and support or undertake various research programmes in Homoeopathy.
- (10) Publish and circulate Journal[s] as official organ(s) of The Institution.
- (11) Conduct Inter-collegiate competitions for Homoeopathic students of various colleges in Kerala so that the students may develop awareness and interest in the functioning of the Institution.
- (12) Purchase, take lease or otherwise acquire, hold, manage, let, sell, exchange, mortgage or otherwise dispose of movable or immovable property of every description and all rights and privileges appurtenant thereto as may be necessary in the circumstances.
- (13) Erect, maintain, improve, alter and keep in repair any building or buildings for the purposes of the Institution.
- (14) Borrow, organize money in such manner as The Institution may think fit and collect subscription and donations for the purpose of The Institution.
- (15) Invest any money of The Institution not immediately required for its purpose in or upon such investment, securities or property, as may be thought fit.
- (16) Acquire, draw, buy, discount, purchase, accept or negotiate bills of exchange, promissory notes, cheques or other negotiable instruments for the above said objects.

- (17) Accept grants or subsidies from the Government or corporate bodies or trusts or donations from the public for any purpose of The Institution.
- (18) Establish relation with Statutory Bodies, Boards, Councils, Universities or other Teaching Institutions in Homoeopathy in their activities consistent with the aims and objects of The Institution.
- (19) Support candidates sponsored by The Institution to all Homoeopathic bodies at the Centre and the State.
- (20) Co-operate or amalgamate with or be affiliated to or associated with other International, National or State organizations or bodies not formed for the purpose of profit and whose objects are wholly or partly similar to those of The Institution.
- (21) Encourage publication of Books and periodicals on Homoeopathy and formation of libraries for the benefit of the members of The Institution.
- (22) Do all and such other things and adopt all and such other ways and means as are cognate to the objects of The Institution or are incidental and conducive to the attainment of the above objects.

5. Disposal of Income and Property

The income and property of The Institution whosoever derived from, shall be applied towards the promotion of its aims and objects as set forth in the above memorandum and no portion thereof shall be paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to the persons who at any time are or have been, members of The Institution or to any person or persons claiming under them, provided that nothing herein contained shall prevent payment done in good faith, or remuneration to any officer or servant or other persons in return for any service actually rendered to The Institution.

6. Dissolution

If on the winding up or dissolution of The Institution there remain, after satisfaction of all its debts and liabilities, any property or funds whatsoever, the same shall not be paid to or distributed among the members of The Institution or to any of them, but shall be given or distributed to similar Association/Institution, society or body having objects similar to those of The Institution to be determined by the SEC of The Institution and in default thereof by the registrar of societies.

PART II RULES AND REGULATIONS Chapter 1 – GENERAL

1. Definitions: Unless indicated otherwise or become applicable with reference to the context, the expression: -

- (a) 'The Institution' means THE INSTITUTION OF HOMOEOPATHS KERALA.
- (b) 'Secretariat' means the working office of the General Secretary of The Institution.

- (c) 'State Council' (SC) means the general body of The Institution constituted under Rule 13A.
- (d) 'State Executive Committee' (SEC) means the executive committee of The Institution constituted under Rule 13B
- (e) 'District' means the branch of The Institution formed by all the units in a Revenue District of the State.
- (f) 'District Committee' (DC) means the District President, District Secretary, District Treasurer and all the state Council members of the district constituted under Rule No.12 A.
- (g) 'Unit' means the smallest branch of the Institution constituted under Rule No 11 A
- (h) 'Unit Executive Committee' (UEC) means the executive committee of the unit constituted under Rule No 11 A.
- (i) 'Member' means member of The Institution.
- (j) 'Recognized Qualification' means the qualification as defined in the Homoeopathy Central Council Act 1973.
- (k) 'Prescribed' means prescribed under the rules and regulation of the Institution.

2. Composition: This is a three tier organization viz. Unit, District and State. The Institution shall consist of all members enrolled under Rule 4.

3. Headquarters: The Registered Office of the Institution shall be located at 'IHK BHAVAN', Trivandrum; working office (Secretariat) may be at the office/ residence of the General Secretary; Office of the journal may be located at the place determined by SEC from time to time.

Chapter II MEMBERSHIP

4. Eligibility: Any Homoeopathic practitioner with a Degree or Diploma recognized by the State Government or the Govt. of India, residing or practicing or having an address in Kerala shall be eligible for membership. Any such person as aforesaid desirous of joining The Institution may be enrolled as a member, as per rules and regulations, on his making an application in the prescribed form along with the admission fee. The Institution may fix the admission fee and subscription fee from time to time. Such enrollment (s) shall be subject to the approval of the SEC of The Institution.

5. Types of Membership: The membership shall consist of two categories viz. Ordinary and Life. Holding of membership in The Institution in violation of the provisions contained in this memorandum shall be subjected to the decision(s) of the SEC of The Institution.

(A) ORDINARY MEMBERSHIP

(1) ENROLLMENTS: A candidate for membership shall apply to a unit in the prescribed form (Annexure-1) in duplicate along with subscription fee for one year and the admission fee. Application can also be made through the format published in the IHK Web site. Any candidate applying for membership after 31st December of a year shall remit the annual subscription fee and admission fee in full, but he shall not pay his fees for the succeeding year. Subscription fee of those applicants not accepted, as members shall be refunded except the admission fee.

(2) RENEWALS: Renewal of membership shall be done every year from January to March but in any case not later than the annual convention conducted usually in the month of the following April. Renewals done after the date of annual convention shall be required to pay Admission fee in full along with the subscription.

(B) LIFE MEMBERSHIP:

Any candidate eligible for membership in The Institution and subject to the condition of tendering an application in duplicate in the prescribed form (Annexure I) as in case of the ordinary membership and who pays a lump sum amount equivalent to the total of twelve years subscription fee in vogue shall be deemed as a Life Member of The Institution. Even though Life Membership is to be initiated through the units of the Institution, the membership shall continue to be enjoyed by the person even in the event of the dissolution of the unit to which he belongs. In such a case he can continue his activities as a Life Member through such existing units as is convenient to him to associate with or he can have his activities conducted directly through the SEC under intimation of the fact to the General Secretary. In such case, he can continue his activities, as a Life Member through such existing unit as convenient to him under intimation to the General Secretary

6. Register of Members: The unit and the state secretariat shall maintain a register of members with the following data.

1. Sl. No. 2. Name 3. Age and Sex 4. Address for communication including telephone numbers and e-mail address 5. Qualifications with dates and names of conferring body 6. Registration Number obtained from the Medical Council 7. Category of Membership 8. Date of enrollment 9. Occupation and its details 10. Remarks if any. The unit shall also keep a copy of the Diploma or Degree Certificate of the members for verification if needed for by the SEC. In case a member is transferred or removed from membership the fact should be recorded in the register.

7. Transfer of Membership: A member desirous of Transferring his membership from one unit to another may inform the state Secretariat for unit activities under intimation to the parent unit and the unit to which the member intends to get transfer.

8. Rights and Privileges of Members: Every member shall be entitled to:

- (i) Take part in scientific seminars, meetings, lecture classes, discussions, demonstrations, conferences and all other activities of The Institution or its units on payment of the prescribed fees wherever it is prescribed.

- (ii) Receive the journal or any other publication of The Institution free of cost or on payment of fee on such rates as may be decided by the SEC from time to time.
- (iii) Vote at the elections or at any meeting or on any issue, and to hold any office or to be elected for representation. Each member shall be entitled to a single non-transferable vote only. No member whose subscriptions at the time of voting have been in arrears shall be entitled to vote or to any of the other privileges.
- (iv) Records and files of the state or unit offices may be available for inspection to member of the respective bodies on a written application to the General Secretary or Secretary concerned and at the time and place fixed thereof by the latter.

9. Termination of Membership

Termination of membership may be on any of the following grounds.

- (i) By death
 - (ii) By resignation in writing to and on being accepted by the unit executive committee.
 - (iii) By failure of renewal of membership as under 5A (2)
 - (iv) On his being convicted by a court of law on offence involving moral turpitude.
 - (v) On his being declared insane/or of unsound mind by the State Executive Committee
 - (vi) When found guilty on prima-facie facts or after an enquiry in such manner as may be prescribed, of misconduct, disrepute in profession or otherwise infringement of the rules and regulations of The Institution, or of willfully doing anything prejudicial and detrimental to the interests and objects of The Institution or the profession or to the cause of Homoeopathy.
- N.B. If any enquiry is proposed to be held, the member shall be given an opportunity to explain his conduct. If his explanation be unsatisfactory, he may be advised to apologize or to resign and such apology or resignation shall be duly considered.

If the member refuses to apologize or to resign or abide by the decision of the UEC the case shall be referred to the SEC whose decision shall be final.

- (vii) On his medical qualification or Registration of practice being forfeited on the ground of misconduct or for any other reason subject to the approval by SEC.

10. Re-Admission

- (i) In case of termination under 9 (ii) and (iii) above, the member shall be re-admitted on making fresh application along with the admission fee.
- (ii) In case of termination under 9(vi) above, the member may be re-admitted by SEC if the SEC considers the case favorably under particular circumstances.
- (iii) In case of termination under 9 (vii) above, the member may be re-admitted by SEC on revival of the forfeited qualification.

Chapter-III UNIT ORGANIZATION

11. A. Unit:

- (i) Fifteen or more institutionally qualified Homoeopathic doctors who reside, practice or are employed in a place or its neighborhood or otherwise if it is convenient for them to assemble regularly may form themselves into a unit subject to the recognition by the State Executive Committee.
- (ii) Unit shall bear the name of the area or locality subject to the approval of the SEC.
- (iii) All units shall be attached to the District and to the State Organization of the Institution.
- (iv) On enrollment of or renewal with 15 or more members the convener in case of a new unit or the secretary in case of an old unit shall convene the general body meeting in which the following shall be elected.
 - (a) An executive committee of not more than 11 members (including the past President and Secretary of the unit, in case of old unit)
 - (b) The executive committee elected as above shall elect the office bearers consisting of (1) President - one (2) Vice-President - one (3) Secretary - one (4) Joint Secretary - one (5) Treasurer - one (6) State Council Members (Minimum -2) of whom one will be the Secretary of the unit, and the other (s) as one each for every 50 Members or part thereof over each 50 Members.
- (v) The new unit in their first meeting of formation shall pass the resolutions prescribed in Annexure II.
- (vi) On thus completing the formation or the renewal, the unit's secretary shall forward the following documents to the state secretariat.
 - (a) Election proceedings and the copy of the resolutions passed.
 - (b) Application forms for Membership (intended for state) duly filled.
 - (c) Statement of account showing total number of member's category of membership, amount collected and the unit's and state's shares.
 - (d) Crossed Bank Draft for the state share in favor of the Treasurer of The Institution.
 - (e) List of members, typed on one side of the paper indicating Sl.No., Name, correct postal address, telephone No., e-mail address, qualifications, Reg. No., amount paid, category of membership and remarks if any (new member/Life number/renewal/Readmission). These lists should necessarily carry the names of the unit and the signature of the unit's Secretary. Fifteen copies of the address list shall also be prepared out of which 12 copies shall be forwarded to the Managing Editor of the Journal and one each to the General Secretary and Treasurer. The unit shall retain one copy.
 - (f) The unit shall also send the following to the state secretariat.
 - (i) List of unit executive committee including office bearers.

- (ii) Names, postal address and telephone numbers of the representatives elected to the state council.

B. JURISDICTION

a. All units will be guided by the SEC in all matters and they shall refer all matters concerning the State and Central Governments to the SEC for decision and necessary action.

b. No unit shall have any dealing or correspondence directly with the Central or State Governments without the approval of the SEC. Units can however do correspondence with the district authorities.

c. Copies of every correspondence done by the unit with the local authorities shall be forwarded to the Secretariat.

d. SEC shall review the working of the units from time to time and take suitable steps to secure their proper functioning.

e. In all matters relating to the recognition of new units and de recognition of those which are recognized but not functioning properly, the decision of the SECX shall be final.

C. VIABILITY:

If a recognized unit at any time fails to have at least 15 members, renewed or fresh by enrolled, at the beginning of the new year and prior to the time for holding elections, the unit shall cease to be considered as a viable unit for all practical purposes and no election shall be held and the said unit shall not be represented in the State Council.

D. REPORTS AND BALANCE SHEETS

Units shall submit their monthly reports so that they may reach the secretariat / state secretary for unit reports before 5th of succeeding month. Units shall also submit every year their annual reports, balance sheets etc in such manner as prescribed.

Chapter – IV DISTRICT ORGANIZATION

12. A. DISTRICT

- i. District Organization is formed by all the units located in a Revenue District of the State of Kerala.
- ii. District shall bear the same name of the respective Revenue District of the State of Kerala.
- iii. All Districts shall be attached to the Institution.
- iv. The Secretaries and SC members of all the units in the district constitute the district Committee.
- v. From the District Committee the district level office bearers shall be elected: President-1, Secretary-1, Treasurer-1, Vice President-1, and Joint Secretary-1 etc.
- vi. In case there exists only one unit in a district, the office bearers of the unit will automatically form the District Office bearers and the UEC will automatically form the District Committee.

vii. The District Secretary elected will automatically be a member of the State Executive Committee.

viii. On completing the election procedure, the elected district secretary shall forward the list of office bearers and the copy of the resolutions passed as prescribed in Annexure III

B. JURISDICTION

- (a) All the districts will be guided by the SEC in all matters and they shall refer all matters concerning the state and central governments to the SEC for decision and necessary action.
- (b) No district shall have any dealings or correspondence directly with the central or state governments without the approval of the SEC. Districts can however do correspondence with the district authorities.
- (c) Copies of every correspondence done by the district with the district or local authorities shall be forwarded to the secretariat.
- (d) SEC shall review the working of the districts from time to time and take suitable steps to secure their proper functioning.
- (e) In all matters relating to the inclusion of units in a district, the decision of the SEC shall be final.

C. REPORTS AND BALANCE SHEETS

Districts shall submit their monthly reports so that they may reach the secretariat before the 5th of succeeding month. Districts shall also submit every year their annual reports, balance sheets etc. in such manner as prescribed.

Chapter – V STATE ORGANIZATION

13. A. STATE COUNCIL:

- (i) General Body of The Institution shall be composed of the following.
 - (a) Members of the immediate past State Executive Committee.
 - (b) The representatives of the units, of whom one will be the Secretary and the others at the rate of one each for every 50 members or part thereof in excess of each fifty.
- (ii) Powers and Functions of State Council.
 - (a) SC shall elect 15 SEC members in addition to the 14 District secretaries already elected from the districts
 - (b) SC shall have overall control of The Institution. It shall decide the policies and programmes of The Institution.
 - (c) The SC shall direct and regulate the affairs of The Institution and shall have power to:
 - i. Frame, alter, amend and repeal Memorandum or Rules and regulations of The Institution.

ii. Exercise general control over the finance and property of The Institution.

iii. Delegate its powers to the SEC except the powers under sub clause (a) above.

iv. Exercise in addition to the powers conferred by the rules all such powers and do all such acts as may be exercised or done by The Institution and which are not expressly barred by the rules and regulations of The Institution or by any law for the time being in force.

v. The decisions of SC in all matters not covered by the Rules and regulations and pertaining to the interpretation thereof shall be final.

vi. Any express delegation of powers to either the SEC or any other body/committee, in this constitution does not bar SC from exercising such powers and take decision when it is in session. Similarly SC may also authorize the SEC or any other body/committee to decide or act as directed in times of need and when SC is not in session.

vii. Relax procedure and time limitation for circulating amendments to the constitution and permit to consider any proposal in case of emergency.

B. STATE EXECUTIVE COMMITTEE:

(i) FORMATION: SEC shall be constituted as under:

- (a) Immediate Past State President, General Secretary and State Treasurer.
- (b) IHK Trust Chairman, IHK Trust Secretary.
- (c) Representatives of the Institution in Central and State Government Bodies like CCH as decided by the State Council.
- (d) Nominees by the State President if deemed helpful for the Institution, to a maximum of three in number, and by the approval of the SEC.
- (e) 15 members elected by the SC during the Annual Convention.
- (f) 14 members elected from each district Committee.

(ii) POWERS AND FUNCTIONS: SEC shall have powers to:

- (a) Elect the state office bearers of The Institution.
- (b) Carry into effect the policy and programme of The Institution as laid down by the SC and shall be responsible to the SC.
- (c) Make regulation(s) and issue instructions for the proper working of The Institution and for the organization, maintenance and

- administration of its premises, office, library, properties and publication.
- (d) Constitute standing/sub/other committees and when necessary in such manner as may be prescribed.
 - (e) Recognize or derecognize any unit.
 - (f) Represent matters to the Government or other bodies on behalf of The Institution, its units and members.
 - (g) Consider and decide upon resignations/terminations and applications for membership/transfer.
 - (h) Suspension of members or units and the question of taking such disciplinary action as it may deem fit against any member or unit for misconduct, willful neglect or default.
 - (i) Write off the whole or part of any realizable arrears of subscription or other outstanding dues of The Institution or its publications if considered desirable and to consider the accounts and balance sheet of the SC.
 - (j) Appoint or remove salaried officers and employees of The Institution or Inspectors, Conveners, Supervisor or such other officers.
 - (k) Fix up the rates of TE to be paid to the office bearers and members of the SC, SEC and all other committees.
 - (l) Consider all matters presented to it by various committees and make necessary recommendation to the SC.
 - (m) Make recommendation to the SC in matters of any amendment to the Rules and Regulations. May also interpret any rule of The Institution in case of any doubt or contest.
 - (n) Purchase land or building, construct, maintain, alter, let or taken on lease any land or building which may be necessary or convenient for the purpose of The Institution, and settle the price or costs thereof subject to the approval of the SC.
 - (o) Sell, let, exchange or otherwise dispose off absolutely or conditionally, any of the movable properties of The Institution not required by it.
 - (p) Enter into any arrangements for sharing work with the union of interest or co-operation with any person, association, educational Institution carrying on work wholly or in part similar to that of The Institution.
 - (q) Appoint or authorize any person as agent or attorney with necessary powers and duties in order to execute any instrument or to transact any business or to act on behalf of The Institution.
 - (r) Sell, let, exchange or otherwise dispose off, for consideration or by way of gifts absolutely or conditionally any of the immovable properties of The Institution subject to the approval of SC.
 - (s) Make such grants as it may think fit for the benefit of the employees of The Institution.
 - (t) Invest the funds of The Institution in or upon such securities as the SC may approve of, and transpose any investment from time to time as may be expedient.
 - (u) Raise and borrow money on bonds, mortgages, promissory notes or other obligation or securities against any of the properties and assets of The Institution, or without any security and upon such terms and conditions as may be prescribed by the SC, provided that the SEC shall not have the power to borrow more than Rs.5000/-. It may however raise funds for any specific purpose through donation,

charity shows or entertainment programme or any other respectable methods.

- (v) Transpose or alter any security given for the debts or obligation of The Institution.
- (w) Make, draw, accept, endorse and negotiate promissory notes, bills, cheques or other negotiable instruments, provided that all such instruments shall be signed by the three office bearers, viz, the President, the General Secretary and the Treasurer.
- (x) In case of emergency, perform any duty laid on the SC by the rules, but in such a case, it shall report action so taken to the SC at the next meeting of the SC, for confirmation. The SEC may also choose to consult the members of the SC by post on any matter on which a regular meeting of the SC is not considered possible or necessary.

(iii) The election of the members of the SEC shall be conducted in the month of April or during the first meeting of the SC during the Annual Convention.

(iv) The election shall be conducted by the election officer appointed by the SEC and approved by the SC.

C. STATE OFFICE BEARERS

(i) FORMATION The following office bearers of the Institution shall be elected by SEC from amongst its members as provided under Chapter V 13 B (i).

1. State President -1
2. Vice Presidents – 3 for each Zone – North, Middle and South
3. General Secretary – 1
4. State Secretaries – 4
 - (a) Membership development
 - (b) IHK News/Managing Editor
 - (c) Unit activities
 - (d) Liaison with the Government
5. Treasurer
6. Editor
7. Public Relations Officer
8. Chairman, Teaching Faculty
9. Chairman, Scientific Committee
10. Chairman, Social Security Scheme
11. IHK Trust Nominee

(ii) POWERS AND DUTIES OF THE OFFICE – BEARERS

(1) THE PRESIDENT: The President shall.

- a. Preside over all the meetings of the Institution, the SC the SEC and other committees of which he may be a member and over the State Annual Convention.
- b. Guide and control the activities of the Institution.
- c. Regulate the proceedings of the meetings and conferences and give his rulings on contested and doubtful points.
- d. Sign the minutes of the meeting and other important documents on behalf of the Institution.
- e. Exercise a casting vote, in addition to his ordinary vote, in case of equality of votes at any meeting of the Institution, which is presided over by him.

- f. Be generally responsible to the members for office and finances of the Institution.
- g. Be competent to sanction expenses up to Rs.5000/- pending sanction by the SEC or the SC in cases of urgency.
- h. Sanction the participation of special invitees from outside the SC or SEC if needed and they are allowed in discussions concerning the special topics without any voting power.

(2) VICE-PRESIDENTS

In the absence of the President, the Vice-Presidents will act and exercise all the powers of the President. They shall in general, help the President, particularly in the organization of the units, by tours and addressing members and other personals etc. In the absence of the Vice-Presidents any member elected as chairman for the meeting shall exercise all the powers of the President in the particular meeting.

(3) THE GENERAL SECRETARY

He shall:

- (a) Have over-all charge of all the offices of the Institution including the State Secretariat, journal, and offices of their publications and of the library.
- (b) Conduct all correspondence.
- (c) Have general supervision over the accounts; pass all bills for payment and sign cheques along with consignee.
- (d) Get prepared by the treasurer quarterly and annual statements of accounts and get them audited for adoption by the SEC and SC.
- (e) Prepare the budget of the state and put it before the SEC and SC.
- (f) Organize meetings of the SC and SEC and keep proceedings thereof.
- (g) Be ex-officio member of all committees.
- (h) Maintain a correct and up-to-date Register of all members unit-wise and prepare the list of the members of the SC prior to election of SEC.
- (i) Organize the Institution with the help of District Secretaries by organizing and encouraging establishment of new units where they do not exist and by creating a general interest in the working of the Institution.
- (j) Have the powers to incur expenditure up to Rs.2500/- pending sanction of the President and the Executive Committee.
- (k) Exercise all powers that may be delegated or entrusted to him by the President or the SEC or SC.

(4) STATE SECRETARIES

Secretaries shall help the General Secretary for the efficient discharge of the respective functions and shall act and exercise all the powers in his absence as may be directed by the General Secretary or by the SEC and they shall carry out all the directions given for the organization of the Institution.

(5) THE TREASURER

The Treasurer shall:

- (a) Be responsible for proper up keep of the accounts of the Institution.
- (b) Be responsible for collection of all subscriptions, fund contributions and payment of other dues of the Institution.

- (c) Receive all moneys of the Institution and deposit them in a Bank or Banks approved by the SEC.
- (d) Pay all bills signed by the General Secretary or otherwise provided under the rules. The Treasurer may point out any error or discrepancy in such pay orders and refer them back with his remarks. In the event of disagreement between him and the ordering authority still persisting, the matter shall be referred to the President or the SEC as the case may be.
- (e) Prepare and present quarterly statement of Accounts before the SEC, as well as prepare the annual Balance Sheet, statement of Income and expenditure and get them audited and place them before the SC.
- (f) Treasurer may keep at any time an amount not more than Rs.2500/- with him as cash balance.
- (g) Bank Account in the name of the Institution shall be operated by any two of the following office bearers viz. 1. The President, 2. General Secretary, 3. Treasurer.

(6) DISTRICT SECRETARIES

The District Secretary shall carryout all the functions and duties as directed by the SEC in his District. He shall work to improve the organization in the District in all respects and shall guide and supervise the units in the District and submit his quarterly progress report to the General Secretary as well as to the SEC.

Chapter – VI AUXILLIARY COMMITTEES

14. For efficient working of various departments, SEC shall constitute various committees with specific terms of reference. They may include such persons who may not be members of the SEC. Members of all the sub committees appointed under the rules unless specifically provided with terms of reference or otherwise, shall be treated as retired and will retire along with the SC.

Chapter – VII ELECTIONS

15. a. GENERAL

- (i) In case of election for SEC members one should necessarily be a member of SC.
- (ii) One shall have only one non-transferable vote.
- (iii) Voting by proxy shall not be permitted.
- (iv) Election of a candidate in absentia shall not be permitted. However such persons may be permitted if physically disabled due to sickness and if favored by 2/3rd majority in the election meeting.
- (v)
 - (a) Members to be elected for SC shall not be eligible for elections had they been members of SC during the past term and never attended any meeting of SC during the term.
 - (b) Members to be elected for SEC shall not be eligible for election had they been members of SEC in the past term and failed to attend any meeting of the SEC during the term.
 - (c) Candidates proposed for the posts of the State President, General Secretary and State Treasurer of the Institution shall have worked in two

consecutive and immediately preceding SECs and SCs without having more than 20% absence from these bodies.

- (vi) Election officer appointed by the SEC should verify the correctness of electoral roll, certificates of recognition, viability of the Units and credentials of voters participating.
- (vii) Election shall be by ballot.

b. MODE OF ELECTION

Units shall follow the procedure mentioned in Rule 11.

STATE EXECUTIVE COMMITTEE

- (i) The meeting of the members of the State Council representing different units, which were renewed and recognized by the secretariat, is convened by the outgoing general Secretary in the month of April or during the first meeting of the SC during the annual convention.
- (ii) The election shall be conducted by the election officer appointed by the SEC and approved by the SC.

STATE OFFICE BEARERS: SEC in its first meeting shall elect the state office bearers specified in rule 13C.

c. ELECTION SCHEDULE

- (i) Election of the Executive Committee and the Office Bearers of a unit shall be held before 30th march.
- (ii) Election of the SEC members and the State Office bearers shall be held in the election meeting of the new SC during the Annual Convention.

Chapter – VIII TERM OF OFFICE

- 16.**
- 1.** Members of the UEC, SC and SEC shall continue till the new bodies are elected and shall handover the office within 10 days to their successors.
 - 2.** Term of office of the UEC, SC and SEC shall be for a period of one year from the day they are elected to the next annual election of the respective bodies.
 - 3.** An office bearer is eligible for re-election to the same office for a second consecutive term by simple majority, for the third by 2/3 majority, for the fourth by $\frac{3}{4}$ majority and from the fifth onwards unanimously only.

Chapter – IX VACANCIES

- 17.**
- (a) Vacancies in the UEC or SEC created as specified or by failure to attend three successive meetings may be filled up by the UEC from members and by the SEC from among the SC members by election.
 - (b) Vacancies created in the offices of the President, Vice Presidents, General Secretary, State Secretaries, Treasurer and other state office bearers shall be filled by election by the SEC from amongst the members of SEC, those in the offices of other members of the SEC shall be filled by election by the SC and those in the office of the District secretaries shall be filled by election by

the respective District Committees. Vacancies in the office of the SC shall be filled by election by the UEC.

Chapter X MEETINGS

18. (a) GENERAL

- (i) All the meetings are usually presided by the President of the concerned body and the Secretary concerned shall assist in holding the meetings. The latter in consultation with the former is responsible for programming the meetings, issue of notices, recording of minutes, circulating them and maintenance of all relevant records.
- (ii) Minutes of all the meetings shall be correctly recorded and circulated to all concerned as early as possible and confirmed at next meeting. Detailed proceedings of meeting shall also be maintained (not to be circulated). Units shall endorse copies of their minutes to the state secretariat for information. A brief account of the minutes and the resolutions may also be published in the journal or other periodicals.
- (ii) All decisions and resolutions shall be passed by the majority of votes and in cases of disciplinary action against the members, by a majority of at least 2/3 of the members present.

(b) SCHEDULE

- (i) Units shall meet at least once in a month, but may be exempted in the month when the state scientific seminars are conducted.
- (ii) State council shall meet at least four times in an year.
- (iii) SEC shall meet at least four times in an year.
- (iv) Various committees and other bodies may meet as per their needs.

(c) NOTICE

- (i) Units shall hold their Executive or General Body Meetings usually with a prior notice of 10 days, fixing the date, place and time by the secretary in consultation with the President, provided in emergency, a special meeting may be called by the Secretary or the President himself with 5 days notice.
- (ii) SC or SEC meetings shall be held with prior notice of 15 days for which place, date and time and the agenda shall be fixed by the General Secretary in consultation with the President, provided in emergency, meeting may be called by the General Secretary or the President himself at 7 days notice.
- (iii) District Committees shall observe the notice schedule prescribed in (i) above.
- (iv) All committees at Unit and State level shall observe the notice schedule prescribed in (i) and (ii) respectively.

(d) BUSINESS

- (i) In all meetings, usually, only the agenda circulated shall be transacted and also any other item not specified but with the permission of the chair.
- (ii) In emergency meetings only the business specified in the agenda warranting such special meeting shall be transacted.
- (iii) In annual meeting usually the following business in transacted.

- (a) Adoption of annual reports of the various secretaries and chairman of various committees, balance sheet, audited account and audit report of the previous year.
 - (b) Consideration of the budget for the ensuring year.
 - (c) Consideration of the reports of the District Secretaries and review the working of the units under them.
 - (d) Consideration of resolutions brought for by the members of respective units.
 - (e) Conduct of elections.
- In addition, the SC and SEC shall have to transact the following business:
- (1) Consideration of constitution amendment if any by SEC as recommended by the constitution standing committee and present it before the SC.
 - (2) Constitution amendment if any by State Council as approved and recommended by the SEC.
 - (3) Appointment of Honorary Legal Advisor by the new SC.
 - (4) Appointment of Auditors by the new SC.

NB: The outgoing SC and SEC shall present a tentative budget for the guidance of the new SEC and the SC and only the new SC and the SEC shall finalize the budget in their 1st meeting during the annual convention.

(e) QUORUM

- (i) Quorum for the meetings of the unit general body shall be 1/3 of members but in any case not less than 7. For UEC meeting Quorum shall be 1/3 of the members but in any case not less than 4.
- (ii) Quorum for District Committee shall be 1/3 of the members but in any case not less than 4.
- (ii) Quorum for meeting of SC shall be 1/5th of the members.
- (iii) Quorum for meeting of SEC shall be 1/3 of its members.

(f) REQUISITION

(i) GENERAL

- (1) Given number of members of UEC/SC/SEC as prescribed in the rules following may request an unscheduled meeting, specifying the purpose.
- (2) The Secretary concerned shall in consultation with the President convene such meeting within the stipulated time issuing due notice. In case of his failure, the requisitionists may themselves hold such requisitioned meeting duly issuing a notice provided the notice issued by the requisitionists themselves shall be given wide publicity by publishing in newspapers and the Institution's journal and other periodicals and ensuring delivery of such notice to the General Secretary.
- (3) Unless there by anything contrary to the rules and the regulations of the constitution of the Institutions, all decisions taken at such requisitions meeting shall be valid as if they are taken by an ordinary normal meeting. The minutes of such meeting shall however be circulated to all the members of the body concerned.

- (4) In requisition meetings only the business for which the meeting is called for should be transacted and nothing else.
- (ii)** For a requisition meeting of the unit / district committee or SC / SEC a requisition signed by 20% or more of the members of the respective body is required and should be delivered to the Secretary or General Secretary. If they fail to hold such a meeting not later than 20 days from the date of receipt of requisition at 10 or 15 days notice respectively the requisitionists may hold themselves such a meeting with 7 or 10 days notice respectively.
- (iii)** The quorum for requisition meeting of all executive shall be 1/3rd and General bodies and Councils 1/5th of the total members respectively.

(g) NO CONFIDENCE MOTION

- (i) The motion of no confidence lies only against office bearers.
- (ii) Such motion can be moved by 1/3rd of the members present in the unit and district committee and 1/4th present in the meeting of SC and SEC.
- (iii) Such motion shall be carried out and become valid only when passed by 2/3rd majority in a meeting specially called for and included in the agenda.
- (iv) Before passing such resolution, reasonable opportunity should be given to the concerned to defend himself.

Chapter – XI PUBLICATIONS

19. A. JOURNAL

- (i) The institution shall run a journal as an official organ of the organization.
- (ii) The journal shall be called by the title, run for the periodicity and its office situated at a place as decided by the SEC from time to time.
- (iii) Journal shall have an editorial board consisting of a Editor and Editors for different departments constituted every year by the SEC. The right and responsibility of the management of the Journal shall completely rest with the SEC and the directive of the SEC shall be binding to the Editorial Board. A Managing Editor to look into the affairs of the Journal on behalf of the SEC shall be appointed every year by the SEC. The Editor and the Managing Editor shall be the conveners of the Editorial Board.
- (iv) Journals shall be bilingual viz. Malayalam and English.
- (v) Editorial Board should strictly confirm to the principles and policies of the Institution as enunciated in the constitution, while printing scientific material or accepting advertisements in the journal. No advertisements of any pseudo-Homoeopathic products shall be entertained.
- (vi) There shall be a journal standing committee constituted by the SEC with directives pertaining to principles governing the management of journal, which will control the management of journal.
- (vii) Journal shall be supplied free of cost or priced by collecting separate subscription fee for the journal.
- (viii)** Units are however permitted to publish any Journal/Bulletin, Newsletter etc. for circulation among their members, provided it conforms to the policy of

the Institution. A copy of every such publication should be forwarded to the secretariat.

- (ix) The Editor and the Managing Editor shall be the permanent invitees of the SC and SEC meetings.

B. TRANSACTIONS

General Secretary shall endeavor to publish transactions of every seminar/scientific session of a conference/convention or symposium within 3 months of such event and make the same available for sale to the members. Scientific standing committee shall assist the General Secretary in preparation of these transactions.

C. OTHER PUBLICATIONS

SEC may undertake publication of Homoeopathic literature and offer the same for sale.

Chapter – XII FUNDS

20. A. FINANCIAL YEAR

The financial year of the Institution shall be from 1st April to the 31st March of the subsequent year.

B. MEMBERSHIP SUBSCRIPTION AND DISTRIBUTION

- 1. ORDINARY MEMBERSHIP:** The annual subscription of the Institution of Homoeopaths Kerala shall be fixed by the SEC from time to time. Every new enrolment is made by collecting an admission fee, which shall be fixed by the SEC from time to time as decided by the SEC. One of the couple members may be exempted from subscribing to the Journal thereby allowing a reduction in their membership subscription (This exemption will not apply in case of Life Membership).
- 2. LIFE MEMBERSHIP:** The subscription amount collected from Life Member by each unit shall be surrendered in total to the SEC then and there. The SEC will deposit the amount in fixed terms on behalf of The Institution in any of the Nationalized Banks decided by the SEC. The unit will get its share of the annual subscription of its Life Members from the SEC every year. The Admission fee collected additionally in case of new applicants shall be retained by the unit.

C. CORPUS FUND

There shall be a corpus fund and only its fringe benefits shall be used for the organization activities. This shall be governed by the SEC. The amount may be deposited in any of the Nationalized Banks as decided by the SEC. The FD thus deposited shall be withdrawn by the sanction of 2/3 of the SEC.

- (i) **RECEIPTS:** Corpus Fund shall receive money from any source of receipts as governed and approved by the SEC from time to time.
- (ii) **UTILIZATION:** The fringe benefits of the corpus fund shall only be utilized from time to time by the SEC for implementation of the policy and within the budget approved by the SC.
- (iii) **GOVERNANCE:** The SEC shall govern the fund for implementation of the policies of the Institution formulated by the SC. However the decision of the SEC shall be final.

D. ASSETS AND LIABILITIES

The Institution shall not have any claim over the assets of and shall not be liable for any liabilities incurred by the units or districts and vice versa. Units or districts shall be autonomous. In all matters of finances collected by local arrangements the units or shall be autonomous subject to the general control of the Institution. Units or Districts may raise funds and acquire any property for the local needs and activities including publication of magazines or bulletins or running libraries, constructing unit or district secretariat building etc.

E. TRAVELLING ALLOWANCE:

Travelling expenses may be allowed to the office bearers or the members of the SC or the SEC or any standing committees or sub committees appointed under the rules, if the availability of funds permit and as may be prescribed by the SEC from time to time.

F. INTERNAL AUDIT BOARD

An Internal Audit Board of 3 persons shall be constituted by the SC once in a year in its first meeting during the annual convention with due preference to their knowledge in Accounts and Auditing. The Internal Audit Board shall present its report to the SC in its Annual meeting.

G. AUDITORS

Auditors shall be appointed from amongst the chartered accountants on remuneration mutually settled. They shall audit the State Accounts of the Institution, prepare the balance sheets and statements of income and expenditure, annually and submit them to the General Secretary through The Treasurer. They may also give their suggestions for proper maintenance of accounts of the Institution. The units or Districts may appoint auditors for their purpose.

H. INDEMNIFICATION

All the members of the SEC including the office bearers their, heirs executors and administrators shall indemnify out of the income and assets of the Institution for or against all actions costs, losses, charges, and expenses which they or any or their heirs, executors and administrators shall incur or sustain by reason of any act bonafide done concerned in or permitted in or about the execution of their duty or supposed duties in their respective offices, and none of them shall be answerable for the acts or omissions of the other or others of them or joining with them for the mere sake of conformity, or for any loss or damage arising from the bankruptcy or tortuous acts of any of the bankers, agents or servants or other persons with whom any money or assets belonging to the Institution be placed in or invested, or for any other loss, misfortune or damage which may happen by or through the letters own willful neglect or default respectively.

I. CONTRACT OR BORROWING MONEY

Any contract or arrangement entered into borrowing money or otherwise on behalf of the Institution with any member of the SEC or with a company or firm of which any member of the SEC may be a share holder or a partner, shall be void, nor shall such a

member of the SEC be a share holder or a partner, nor shall such a member be liable to account to the Institution for any profit/loss accrued out of such contract or arrangement, only by reason of his holding the office or the functionary relation thereby established, nor shall such a member be entitled to vote in respect of any such contract or arrangement in which he is interested otherwise than as a member of the Institution.

Chapter –XIII MEETS/SEMINARS

21. A. ANNUAL STATE Conventions

Any unit or District shall have the privilege to host the annual State convention. For this purpose the General Secretary, during the first SC meeting shall invite proposal and those received shall be put up before the SEC for decision. In case no such proposal is received, the SEC shall itself decide where to hold the annual State convention.

1. ORGANIZING COMMITTEE

Executive committee of the Unit or District committee organizing the convention shall form the nucleus of the organizing committee. The organizing committee shall also include all state office bearers, chairmen of various standing and sub committees of the Institution besides other nominees. The committee shall nominate its own Chairman, Organizing Secretary and the Finance Secretary from amongst its members. The Organizing Secretary shall be the Chief Executive of the convention. But such organizing committee shall be subservient to the SEC and shall organize the convention within the stipulated policy of the Institution and the guide lines provided by the SEC.

The Organizing Committee shall

- (a) Decide the rates of fees for participants and present it before the SEC for approval.
- (b) Recommend the dates for the convention for approval by the SEC.
- (c) Decide about the inaugurator, Chief guest, guests or members of the faculty and other personals for the convention.
- (d) Appoint Chairman for different scientific sessions and fix topics and personal in consultation with the scientific standing committee of the Institution and with the approval of the SEC.
- (e) Appoint various sub committees their Chairmen or Conveners from amongst the organizing committee, reception committee members or member of the SEC/SC or Chairmen of various standing/sub committees of the Institution.
- (f) SEC shall appoint auditors for the accounts to the convention and employ necessary staff for carrying out the works of the convention. Audited account of the convention should be presented at the SEC that is held after the convention.

2. RECEPTION COMMITTEE: Shall be formed by the organizing committee.

3. RESOLUTION COMMITTEE: The Office bearers of Institution shall form themselves into the resolution committee to frame official resolutions duly screening the proposals received from all concerned and to submit them to the SEC for approval.

4. FUNDS: Funds of the convention include the following:

- (a) Fees received from participants and delegates.
- (b) Hiring charge from Exhibition stallholders if any.
- (c) Charge recovered for Advertising in the souvenir, if any.
- (d) Advance from the state if any (refundable or not)
- (e) Any grant or subsidy from the Government or other bodies.
- (f) Donations.
- (g) Any other source approved by the SEC.

5. EXHIBITION STALLS: Homoeopathic pharmaceutical companies subscribing to the aims, objects and the policy of the Institution or any other organization or firm not related to Homoeopathic science may be permitted by the organizing committee to put up stalls in Exhibition in the vicinity of the annual State convention.

6. ACCOUNTS:

- (a) The expenses of the convention over the funds raised as above, shall be borne wholly by the unit or district hosting the convention.
- (b) The state office of The Institution shall be entitled to receive from the organizing committee 15% of the Registration fee of the convention/seminar, it shall be utilized for the day to day activities of the institution, the remaining 85% shall be deposited in the unit account.

7. PROGRAMME:

- A.** The Annual State Convention shall be held on the earliest convenient two consecutive days in the month of April every year preferably on the 2nd Saturday and Sunday.
- B.** First day of the Convention (On Saturday)
 - (i) Organizing committee meeting (SEC + hosting unit/ district's organizing committee)
 - (ii) Current SEC meeting
 - (iii) Current SC meeting
 - (iv) Standing sub-committees or other bodies of the Institution, if any.
 - (v) Resolution committee meeting
 - (vi) Informal meeting of the newly formed SC presided over by the State President.
 - (a) Roll call of SC members and verification of credentials by the General Secretary.
 - (vii) First formal meeting of the newly elected SC.
 - (a) Appointment of the Returning Officer, if not made earlier.
 - (b) Conduct of election to the new SEC, by Returning Officer.
 - (c) Dispersal of SC temporarily to facilitate SEC meeting.
 - (viii) First meeting of the new SEC presided over by the Returning Officer.
 - (a) Election of new office bearers.
 - (b) Installation of newly elected State President.
 - (c) Preparation of agenda for the first newly formed SC meeting.
 - (d) Dispersal of SEC to facilitate continuation of newly formed SC with agenda.
 - (ix) First meeting of the newly formed SC with agenda.
 - (a) Announcement of names of newly elected state office bearers.
 - (b) Future Programme.
 - (c) Adoption of budget.
 - (d) Constitution of Internal Audit Board.

- (e) Appointment of auditors.
- (f) Nomination of honorary legal advisors
- (g) Appointment of Chief Editor.
- (h) Appointment of Teaching Faculty Chairman.
- (i) Formation of legal aid cell.
- (j) Fixation of state scientific seminars.
- (k) Fixation of Leaders Training Program.
- (l) Fixation of beginners training program.
- (m) Fixation of next annual convention.
- (n) Any other matter.

- (x) First meeting of the newly formed SEC with agenda.
 - (a) Adoption of budget.
 - (b) Future program.
 - (c) Any other matter.

C. Second day of the convention (On Sunday)

- (i) Inaugural session – presided over by the President.
- (ii) Business meeting of IHK.
- (iii) Installation ceremony.
- (iv) Scientific session.
- (v) Valedictory function.

B. STATE SCIENTIFIC SEMINARS

SEC in co-ordination with the Scientific Standing Committee shall organize scientific seminars with a minimum of one every 4 months. They may be conducted in April along with the Annual State Convention, August and December. Units can voluntarily host the State scientific seminars and the SEC shall approve the dates and the SC and SEC meetings also may be held in connection with the scientific seminars. Units or Districts can also hold scientific seminars region wise or district wise, but they shall not coincide with the State programmes of the Institution.

Chapter – XIV CONSTITUTION

22. A. GENERAL

- (i) Every member shall owe allegiance to the Institution and subject to the provisions of this constitution and any action on his/her part contrary to the provisions contained herein shall render disciplinary action or termination of membership, as the case may be of such member in terms of the relevant rules.
- (ii) No unit or District shall have separate constitution of its own but they shall adopt MUTATIS MUTANDIS, the constitution of the Institution in addition to those rules and regulations specifically provided for the units, District, within the framework of the constitution of the Institution.

B. AMENDMENTS

- (i) Any unit or any member of SC/SEC or SEC itself may, at any time, but not later than 2 months before the next annual convention propose in writing

any amendment to the memorandum or to the Rules and Regulations of the Institution.

- (ii) General Secretary after due consultation with the constitution standing committee, shall circulate the said proposals to the members of the SC 21 days before the annual convention or 7 days before the special general meeting along with the notice for the said meeting.
- (iii) The General Secretary shall also convene a meeting of the SEC for its opinion on the said proposals, prior to the consideration by the SC and in that case SEC shall place its opinion before the meeting of the SC.
- (iv) Every such proposal for amendments to the memorandum of the Institution or the rules and regulations shall be considered and decided upon by the SC at the Annual Meeting or at a special general meeting convened for that purpose.
- (vi) No amendments to the memorandum of the Institution shall be carried out into effect unless such amendments have been passed by a majority of at least $2/3^{\text{rd}}$ of the members of the SC present at the meeting of the SC specially convened for the purpose.
- (vii) No amendments to the rules and regulations shall be carried out into effect by SC unless passed by at least $3/5^{\text{th}}$ a majority of votes of the members present at the meeting the agenda of which includes this item.
- (viii) No amendment to the memorandum of the Institution by way of addition, deletion or alteration shall be made without the prior permission of the commissioner of Income tax Thiruvananthapuram.

C. SUITS: The General Secretary shall represent the Institution in all suits or other legal proceedings by or against the Institution. In his absence or inability the President may nominate one of the Secretaries thereof.

D. SUIT JURISDICTION

For all suits by and against the Institution and all other Bodies/Committees the jurisdiction shall be the place wherever the secretariat (working office to the general secretary) is situated.

E. Any matter not specifically mentioned herein shall be dealt with in accordance with the usual parliamentary procedures and conventions and/or as decided by the SEC.

ANNEXURE I

THE INSTITUTION OF HOMOEOPATHS KERALA

Reg.No.264/87 Under TC Literary Scientific and Charitable Societies Act XII of 1955

BY LAW OF IHK SOCIAL SECURITY SCHEME

The scheme is called The **Institution of Homeopaths Kerala SOCIAL SECURITY SCHEME (IHKSSS)**.

This is a security scheme implemented by IHK for its members. The scheme is for the welfare of the family of the members. The scheme will give protection to the family of IHK members. It does not have any agency to operate it. It is done by the organization for the members of the organization.

II. Office

The registered office of the IHK SSS will be IHK Bhavan, TC.43/1496(4), Balvan Nagar Road, Perunally Jn, vallakadavu p.o, TVPM-695008

III. Commencement of the scheme

The scheme is implemented in the financial year 2008-2009. The scheme will be in force from financial year 2009-2011. The scheme operates from financial year 2011-2012 onwards.

IV. Aims and Objectives

1. The scheme is purely designed on brotherhood/sisterhood basis and try to help the family member (Nominee) of the member on the event of the death of the member.
2. To provide welfare scheme and social security scheme for the benefit of IHK members.

v. Benefit

1. The deceased member's family/Nominee will get financial assistance.

VI. Member

All the members of IHK are eligible to become the members of the scheme. To be a part of the scheme you have to be a **live** member of the scheme. To be a live member you have to renew your membership every year on or before 31st March and the life members have to pay the membership fee of social Security Scheme every year. Any member of IHK who is residing in India is eligible to become a part of this scheme.

VII. Enrolment to the scheme

The member has to furnish the application form of the Social Security Scheme to the State through the unit which he is a member. He has to give a photograph along with the application. The enrollment to the scheme is through the respective units only.

VIII. Default of Membership

a) The ordinary member has to renew the membership of IHK every year. The Life Member has to pay the membership fee of the Social Security Scheme subscription every year. If they fail to do this their membership will break and become a defaulter. The defaulters will automatically be out of the scheme and he/she will not be eligible for benefits of the scheme.

b) How to correct default?

For a defaulter for one year he has to pay the amount of the year, the defaulted year and also a fine of Rs.200 to become the part of the scheme. For more than one year, he has to take the permission of the SEC. The SEC has the right to decide the terms and conditions to reinstate the members to the scheme.

IX. Nominee

The member has to furnish the details of the nominee suggested by him at the time of enrolment to the scheme with a photograph and his/her personal details. Every member shall specify his nominee for obtaining the death benefit under the scheme. More than one nominee is possible. Legal heirs means nominated heir/heirs, like spouse, sons or

daughters and in the absence of them the heirs under any legal succession or any customary succession.

X. Benefit for the Members

a) Benefit for the family of the deceased

This is the main feature in the Social Security Scheme. If a death occurs to the member, Social Security Scheme will give the benefit to the nominee of the deceased. The nominee has to submit the claim to the Special Officer of Social Security Scheme through the unit. The welfare committee will scrutinize the claim application and settle the claim at the earliest preferably within six months of the acknowledgement of claim from unit secretary. For availing the death benefit the minimum maturity period of the membership in the scheme is one year (ie., the member has to complete at least one year in the scheme.)

XI. Management of the scheme.

The management of the scheme will vest in the Welfare Committee

a) Welfare committee-The organization will have an Welfare Committee with 5 members, President, General Secretary, Treasurer of IHK, IHK SSS Special Officer and IHK SSS Member. The scheme shall convene the meeting of the welfare committee at least thrice a year and look in to the complaints, requests, claims and submit their recommendations to the SEC. They have the right to inspect the functioning of the scheme and irregularities if any should be reported to the president of IHK .

b) Unit convener-Every IHK unit can elect one member from themselves as unit convener. He has to coordinate with the Unit President and Secretary for the smooth functioning of the scheme.

XII. Functions

a) Welfare committee- As per the constitution of IHK it shall meet at least thrice in a year , out of which one meeting will be held at the time of General body of IHK. It shall receive, discuss, if necessary amend or approve the account presented by the Treasurer for the period between the two subsecutive Welfare committee meetings. This recommendation will be placed before the SEC and will be ratified there.

b) Election

- i. The SSS Special officer of the scheme shall be elected by the SEC of IHK and his tenure shall be for one year. He should have an experience of SEC at least for 1 year.
- ii. IHK SSS member shall be elected from the SEC.
- iii. Unit convener shall be elected every year.

XIII. Accounts and Audits

1) Financial year of the scheme shall be from 1st April to 31st March.

2) A separate bank account shall be opened in any nationalized bank as per the constitution of IHK and IHK president, secretary and treasurer, will operate the account.

XIV. Fund for the scheme

a) The state share from the membership fee (Rs.100/-) of the annual members and Annual subscription (Rs 100/-) from life members will form the corpus fund of the scheme. It will be deposited in the bank.

b) Every member of the scheme shall pay a fraternity contribution of Rs. 100/- in the event of each death .

c) Members has the option to pay a fraternity contribution of Rs 500/- in advance and has to again pay only after 5 deaths.

d) Every year during the renewal of membership the members can pay the fraternity contribution of the no. of deaths at a stretch.

XV. Collection of fund

a) Annual subscription of Rs.100/- shall be collected every year at the time of membership renewal and the beginning of the financial year.

- b) Fraternity contribution of Rs.100/- shall be collected at the time of each death. President, General Secretary of IHK and the Special officer of IHK SSS will give an appeal to the members of the scheme through IHK News or a circular for this purpose. Those members failing to pay the dues within 45 days will be terminated from the scheme on 45th day of issue of circular. Option for pre payment of fraternity contribution of Rs 1000/- is available.
- c) The unit Secretaries, SC Members, Unit Conveners, District Secretaries shall assist in the process of fund collection.
- d) The contribution can be sent directly by the members either by money order, DD, OR cheque to the IHK Treasurer of the scheme.
- e) The members have the provision to deposit the contribution directly in the bank account of the scheme and inform the Treasurer.

XVI. Settlement of claim

First year 2009-2010 is the maturity period of the scheme. Maturity period of the scheme is one year. The members have to complete one from the date of joining for the death benefit. For a claim the nominee has to apply for it through the respective Unit Secretary within one month. The Welfare Committee has to scrutinize the applications every six months and shall settle the claims or if possible within 30 days of claim, on request. This has to be approved by the SEC. The Welfare Committee shall present the statements in the SEC every year.

a) Death claim: For death the nominee has to furnish the claim within one month to the organization through the respective unit secretary in the authorized claim form which is available in the units. The Welfare Committee has to scrutinize the claim and settle the claim at the earliest preferably within 30 days. This has to be approved by the SEC.

XVII. Terms and Conditions

- 1 First he has to be a member of Social Security Scheme
- 2 Should furnish all the relevant documents at the time of enrolment (age proof, photo and the name of the Nominee)
- 3 Should renew the membership regularly
- 4 Should be a **Live** member of the Social Security Scheme
- 5 Should complete one year from the date of joining for the death benefit.

XVIII. Miscellaneous

- a) Mismanagement of IHK SSS Fund shall be considered as a major offence. SEC shall take necessary action legally or in other words to get the amount from the person/persons responsible for the mismanagement.
- b) The life members will be given an option to pay the membership fee of the Social Security Scheme in single, 5 years, 10 years basis. That is Rs. 100,500,1000 accordingly. This will give an opportunity to the life members to pay their annual subscription as a lumpsum amount.
- c) Offices expenses for the effective conduct of scheme shall be spend either from the fringe benefit of the scheme or from corpus fund itself. If it is from corpus fund that won't exceed more than 10% of corpus fund and that too with 2/3rd majority.
- d) Constitution, Suite and Judiciary as per IHK constitution.
- e) Assets and liabilities as per IHK constitution.

ANNEXURE II
THE INSTITUTION OF HOMOEOPATHS KERALA
Reg.No.264/87 Under TC Literary Scientific and Charitable Societies Act XII of 1955

APPLICATION FOR MEMBERSHIP

Name.....

Age.....Sex.....

Address for Communication.....

.....PIN.....

E-mail.....

Permanent Address.....

.....PIN.....

E-mail.....

Telephone No.(Residence).....

(Clinic/Office).....

Homeopathic Qualifications (with years).....

Name of the University/Council/Board, which awarded the Degree/Diploma.....

.....

Registration No. State's.....Central (CCH).....

Special Interest: Homoeopathic Education: Research: Clinical Practice:

I..... wish to be enrolled as a Life/ Ordinary member of theUnit of The Institution of Homoeopaths Kerala.

I do hereby undertake to abide by the Rules and regulations and Bye-Laws of the Institution as are in force or amended from time to time, and if enrolled as requested, I shall remit my enrollment fee and membership fee as may be prescribed.

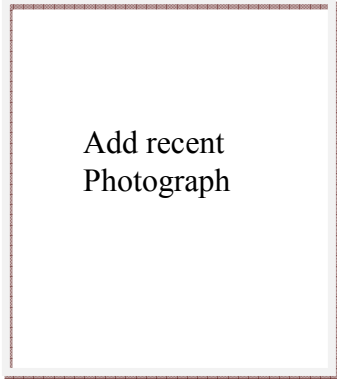
Place.....

Date.....

Signature

Sponsored by (1).....(2).....

Members ofUnit.



TO BE FILLED IN BY THE STATE OFFICE

Remarks of State Executive Committee.....

Date.....

General Secretary

Secretary
.....Unit

Three passport size photographs are to be submitted along with the application.

ANNEXURE III

THE INSTITUTION OF HOMOEOPATHS KERALA RESOLUTIONS TO BE ADOPTED AT THE FORMATION OF A UNIT

Reg.No.264/87 Under TC Literary Scientific and Charitable Societies Act XII of 1955

- No.1. Resolved that the persons enrolled as members of IHK from this.....
(Name of town or area) up to(Date). gathered here on this day
the.....(Date) hereby form themselves the unit of the(Name
of town or area) hereinafter called the ".....unit of I.H.K." and the
gathered persons shall be called the general body of unit.
- No.2 Resolved that the area of jurisdiction of thisunit shall extend
and cover the city of of the
..... District.
- No.3 Resolved that this meeting of all the elected members of IHK should be called the
general meeting of the general body of..... unit
- No.5 Resolved that the following office bearers are elected as the UEC of
..... Unit at the first meeting held on
.....at(Place)
in the supervision of the election officer.....
- | | |
|------------------|------------------------|
| 1. President - 1 | 2. Vice-President - 1 |
| 3. Secretary - 1 | 4. Joint Secretary - 1 |

ANNEXURE IV

THE INSTITUTION OF HOMOEOPATHS KERALA

Reg.No.264/87 Under TC Literary Scientific and Charitable Societies Act XII of 1955

I.H.K.SOCIAL SECURITY SCHEME

Head Office:I.H.K. Bhavan,TC.43/1496(4),
Balvan Nagar Road,Perunally Jn,
Vallkadavu P.O.Muttathara,Thiruvananthapuram-695008

PHOTOGRAPH

APPLICATION FORM

(To be filled in BLOCK LETTERS)

FOR OFFICE USE

File No.
I.H.K. SSS No.
Unit:
District:
Category:

Surname :

First Name :

Name of Father/Husband :

Date of Birth/Age :

Qualification/Sex :

Name of the nominee with relationship:

Correspondence Address :

.....

District.....Pin code.....

Telephone No:
Residence :
Clinic :
Mobile No :
E-Mail :

I the undersigned hereby apply for the membership of IHK Social Security Scheme. I do hereby declare that the above information are true and I agree to pay amount demanded as per the death of a member of this scheme. I further agree to abide by the condition laid down to the constitution.

.....
Applicant's Signature

CERTIFICATE

This is to certify that Dr.....is a Life/Ordinary Member
of.....Unit of IHK..... District.
From:..... Date:..... Signature.....

Unit Secretary/President
(Rubber stamp of Local Unit.)

ANNEXURE V
THE INSTITUTION OF HOMOEOPATHS KERALA

Reg.No.264/87 Under TC Literary Scientific and Charitable Societies Act XII of 1955

RESOLUTIONS TO BE ADOPTED AT THE FORMATION OF
A DISTRICT COMMITTEE

- No.1. Resolved that the SC members elected from the units of IHK from this..... (Name of District) up to(Date), gathered here on this day, the.....(Date) hereby form themselves theDistrict, of I.H.K',, hereinafter called the ".....district of I.H.K. and the gathered persons shall be called the*District Committee of I.H.K*".
- No.2 Resolved that the area of jurisdiction of this District shall cover the entire revenue district of
- No.3 Resolved that this meeting of all the elected members of SC of all units of District shall be called the "..... District Committee meeting of I.H.K."
- No.4 Resolved that the following office bearers are elected from the District Committee of I.H.K. at its meeting held at on in the supervision of the election officer.....
 District President.....
 District Secretary.....
 District Treasurer.....
 (District Vice-President.....
 District Joint Secretary.....)
5. Treasurer - 1
- No.6 Resolved that the following members are elected as the Representatives of the Unit for State Council.
 (1)
 (2)
 (3)
 (Name, Address, Registration number, Telephone Numbers, E-mail address to be given)
- No.7 Resolved that the official address of the Unit shall be as follows.....
- No.8 Resolved that banking account be opened in the name of Unit I.H.K. in bank and that any two of the following three shall be entitled to operate the account.
 1.....2.....3.....
- No.9 Resolved that the State be requested to recognize this..... Unit and to please issue the recognition letter.
- No.10 The secretary is hereby authorized and directed to forward the application forms and the fees of the members along with the copies of above resolutions to the offices concerned.

