

**INDIAN ASSOCIATION OF OCCUPATIONAL HEALTH**

**CERTIFICATE OF REGISTRATION**  
The Societies Registration Act, 1860  
(ACT XXI OF 1860)

Maharashtra State

Registration No. Bom.161/69 G.B.B.S.D

**IT IS HEREBY CERTIFIED THAT**  
Indian Association of Occupational Health has this day been duly registered under the  
societies Registration Act, XXI of 1860

Given under my hand this  
27<sup>th</sup> day of November 1969

Sd/-

Assistant Registrar of Societies  
Greater Bombay Region

Seal  
Assistant  
Registrar of Societies  
Greater Bombay  
Region

**INDIAN ASSOCIATION OF OCCUPATIONAL HEALTH**

**(Registered under the Societies Registration Act, 1860)**

**Regd No.Bom. 161/69 dated 27<sup>th</sup> November 1969**

**&**

**With the office of the Charity Commissioner, Mumbai**

**Regd. No. F-1953**



**MEMORANDUM, RULES AND BYE-LAWS**

**Founded on: 9<sup>th</sup> July 1948**

## **Preamble**

This association was formed initially as SOCIETY FOR STUDY OF INDUSTRIAL MEDICINE – INDIA in the year 1948 at Jamshedpur, Bihar. On the foundation day, the **9<sup>th</sup> July 1948**, in a meeting of 28 Founder Members, a constitution was drafted and adopted. The society was first registered at Patna. Lt. Col. J.R. Kochar. Lt.Col. Najib Khan and Major R.C. Tarapore were elected as Founder President, Secretary and Treasurer respectively. First branch of the society was formed in Ahmedabad in the year 1950. Other branches at Bombay, Calcutta and Karnataka came up subsequently. The name of the Society was changed to INDIAN ASSOCIATION OF OCCUPATIONAL HEALTH, popularly known as IAOH in the year 1969 and was registered at Bombay under the Societies Registration Act, 1860 on 27<sup>th</sup> November, 1969 bearing the number Bombay 161/69. INDIAN JOURNAL OF OCCUPATIONAL & ENVIRONMENTAL MEDICINE, the official Journal of the Association was first published as “Proceedings of the Society for the Study of Industrial Medicine, India” in March 1949 under the able Editorship of Lt. Col. Najib Khan.

These Bye Laws have been amended and passed by the Central Council at the Council meeting held on 04<sup>th</sup> November 2017 at Madurai (T.N.). The changes proposed were incorporated and presented at the 68<sup>th</sup> Annual General Body meeting held on 20<sup>th</sup> January 2018 at Pune. AGM approved the Bye Laws with proposed changes. This was circulated and presented at the Extraordinary General Body Meeting held on 21<sup>st</sup> April 2018 in Mumbai. This was passed unanimously.

## MEMORANDUM, RULES AND BYE-LAWS

Founded on: 9<sup>th</sup> July 1948

## MEMORANDUM, RULES AND BYE-LAWS

### PART I

#### MEMORANDUM

1. **Name:** The name of the Association is **INDIAN ASSOCIATION OF OCCUPATIONAL HEALTH** hereinafter called the “Association”.
2. The Headquarters of the Association shall be situated in India.
3. **The Object –**
  - (1) Objectives of the Association are:
    - (a) To act as an expert body in matters of education and public interest concerning Occupational and Environmental Medicine.
    - (b) To promote the good practice of Occupational and Environmental Medicine, providing for the protection of people at work by setting the highest professional standards of competence and ethical integrity.
    - (c) To secure effective and complete organization of the members of the Association.
    - (d) To maintain liaison with National and International Organizations active in promoting Occupational and Environmental Health.
    - (e) To unite, amalgamate with or absorb, create or constitute or assist in creating or constituting any other Society or Association with similar and allied objects for the purpose of acquiring or transferring all or any of the properties, rights and liabilities of such Society or Association if it is found that by uniting, amalgamating or absorbing, the cause of this Association will be directly or indirectly benefited. For this purpose, the association may enter into such arrangement with any other society or Association having objects similar to the objects of this Association and absorb the assets and liabilities of such Society or Association and also admit the members of such Society or Association as members of this Association on such terms and conditions as may be agreed upon and decided by the Central Council.
  - (2) For the attainment and furtherance of these objectives the Association may: -
    - (a) Organize periodical meetings and conferences of the members of the Association and collaborate with the Medical profession in general.
    - (b) Arrange from time to time congresses, conferences, lectures, discussion and demonstrations on any aspect of occupational health, safety and allied sciences;
    - (c) Publish and circulate a scientific journal, in print and/or on web, which shall be the official organ of the Association and also publish other literature in accordance with the objectives of the Association:

- (d) Promote scientific work of members & others with interest in Occupational & Environmental Medicine
- (e) Encourage research in occupational and environmental medicine and allied sciences with/without grants out of the funds of the association by the establishment of scholarships, prizes or rewards and in such other manner as may from time to time be determined by the Council of the Association;
- (f) Create community awareness in the field of Occupational and Environmental Health;
- (g) To provide Consultancy and Advisory Services for Stakeholders of Occupational Health
- (h) Mobilize resources in a transparent and ethical manner for promoting the objectives of the Association;
- (i) Invest surplus funds of the Association not immediately required for any of its objectives in such a manner as may from time to time be determined by the Council keeping in view the modes specified under the provisions of section 13(1)(D) read with section 11 (5) of income tax act 1961 as amended from time to time.
- (j) Create or assist in creating Branches to further the objectives of the Association;
- (k) Manage all moveable and immovable assets of the Association.

## **PART II**

### **RULES OF THE ASSOCIATION**

#### **1. Constitution:**

The Association shall consist of members whose names are on the Register of the Members of the Association at the time when these amended Rules and Bye-laws come into operation and of subsequent members, who shall be those persons who, being eligible, shall after the date of adoption of these revised Rules and Bye-laws of the Association, be duly selected in such a manner and upon such condition as may be prescribed from time to time by the Rules and Bye-laws.

#### **2. Headquarters:**

The Headquarters of the Association shall be situated in India. The address of the Headquarters of the Association is Shop No 4, Krishna Kamal Apartments, Mithagar Road, Mulund East, Mumbai 400081.

#### **3. Register of Members:**

There shall be a Register (electronic version) in which the names of all the Members of the Association shall be entered along with their qualifications, attachment to industries (if any), their postal address, e-mail addresses and other relevant information.

#### **4. Local Branches:**

The members of the Association shall wherever possible group themselves into separate local branches with the approval of the Central Council and shall get registered with a competent statutory body. The Branch shall submit in writing an application to the Central Council, seeking its approval for the terms of arrangement/affiliation.

#### **5. State/Territorial Branches:**

Branches within a state or a Union Territory may if they so desire form a group to constitute a State/Territorial Branch. In all such cases, the constituent Branches shall submit in writing an application to the Central Council, seeking its approval for the terms of arrangement/affiliation. The Branch thus formed shall get registered with a competent statutory body.

#### **6. Jurisdiction of Branches:**

There shall be no restriction on the number of Branches that can be formed in a State or in a Union Territory but each Branch shall define its area of jurisdiction and the territory within which it shall operate and get the same approved by the Central Council. Enrolling members outside the Branch territory shall require Central Council approval.

## **7. Rules and Byelaws of Branches:**

Subject to the Rules and Bye-laws of the Association, a Branch shall be free to govern itself in such manner as it shall think fit and for this purpose, to make from time to time Rules and Bye-laws as it may think fit and to repeal or alter the same as and when it shall consider it expedient. The Rules and Byelaws so made and for the time being in force, shall be binding on members constituting the Branch in reference to, which they are made, provided that such Rules and Byelaws are in conformity with the rules and Byelaws of the Association and have been approved by the Council of the Association and the Indian Statute.

## **8. Branches:**

Branches (including the State Branches) shall be free to deal with all matters concerning or pertaining to their State Government, but all matters which have a National and International bearing shall be referred to the Central Council for action.

## **9. Liabilities:**

The Association shall not be liable for any of the debts or liabilities of any of its branches or members, nor shall any of the branches or members be liable for any of the debts or liabilities of Association.

The Central Council reserves the right to appropriate any surplus funds lying with a branch in default.

Annual returns - Branches shall compulsorily submit the annual returns, preferably audited to the centre before the prescribed date every year.

## **10. Eligibility of Membership:**

- (1) Any person possessing medical qualifications as defined in the Medical Degrees Act, 1916 (Act VII of 1916) and duly registered under the Indian Medical Council Act, as amended from time to time in any of the State Medical Councils in India shall be eligible for Membership.
- (2) Persons associated with industries and allied organizations and / or interested in scientific pursuit of matters related to Occupational Health and Safety and whose qualifications are deemed satisfactory by the Council are eligible for enrolling as Associate Members.

## **11. Members**

### **(1) Founder Members:**

Those members who founded the Society for the study of industrial medicine at Jamshedpur in 1948 (which is now known as Indian Association of Occupational Health) shall be the Founder Members.

**(2) Honorary Members:**

The Association shall have the power to elect as **Honorary Members**, such persons and in such a manner as the Bye-laws provide and to admit members so elected to such privileges other than that of receiving notices of meetings, or voting or holding office, as may from time to time be conferred on them by the Central Council or under the Bye-laws.

**(3) Branch Members:**

Persons enlisting, as members through a branch as per Byelaws shall be called **Branch Members**.

**(4) Direct Members:**

Persons who are eligible for membership and reside or practice or are employed in a place where no local, state or territorial branch exists when enlisted, shall be called **Direct Members**, affiliated directly to the centre till such a branch comes into existence.

**(5) Life Members:**

Full Members who pay a lump sum amount in lieu of yearly subscription as per the Byelaws laid down for the purpose shall be called **Life Members**.

**(6) Institutional Members / Institutional Life Members:**

The association shall have the power to admit as members, such institutions and in such a manner and with such privileges as the Byelaws may provide.

**(7) Affiliate Members:**

Members from affiliated bodies as per Rules 25 and 26 shall be **Affiliate Members** on terms and conditions to be decided upon and laid down from time to time by Central Council.

**12. Emblem:**

The Association will have an Emblem, which shall be used by the Headquarters and all the Branches on their stationery and letterheads. Branches shall not use any other Emblem or Symbol on their letterhead and other official stationery. The official emblem/logo of the Association will be considered sacrosanct and will not be changed or mutilated or altered in any way without an explicit resolution passed at the AGM.

**13. Association Year:**

The official year of the Association and all its branches, for financial purposes, shall be from 1<sup>st</sup> April to 31<sup>st</sup> March. For the purpose of Central contribution the financial year may be divided into two half-year periods namely 1<sup>st</sup> April to 30<sup>th</sup> September and 1<sup>st</sup> October to 31<sup>st</sup> March.



#### **14. Subscription:**

The members of the Association shall pay such subscription as provided in the Byelaws.

#### **15. Central Share from Branches:**

Every Branch shall pay to the Headquarters, a Central contribution to be known as Central Share as provided in the Byelaws.

#### **16. Privileges of Membership:**

- (1) Life and Institutional members shall have access to the official Journal of the Association and other publications of the Association, and be entitled to receive a copy of the same in print, at such rates as the Association may fix from time to time.
- (2) All Life Members shall have the right to enjoy all the privileges of membership of the Association and of the branch within whose jurisdiction they may happen to reside or practice or be employed for the time being.
- (3) All members shall have the right to attend and take part in discussions at all general and scientific meetings, seminars and conferences organized by the Association or its branches of which they are members by paying delegate fees if any.
- (4) All members of the Association shall have a right to attend the Annual General Body Meeting of the Association and take part in the discussion. However, the Associate Members will not have any voting right nor will they be eligible to get elected, nominated or co-opted on the Council, nor hold any office either at the centre or at the local branch level.

#### **17. Management of the Association:**

The affairs of the Association, its General Control, Administration, Management and Direction of its policy shall be vested in a body called/styled **Central Council or Council**.

#### **18. Composition of Central Council:**

The Central Council shall consist of Elected Office bearers and Members, Ex-officio Members, Co-opted Members and Representative from other organizations, as laid down below:

- (1) Elected members: Representative from the branches and from among the Direct Members in the following proportion:

One representative for every 50 members or part thereof with maximum number of 5 members from a branch. For computing the total membership, two representative members of institutional members will be taken into account.

- (2) Ex-Officio Members:

- (a) Two immediate Past Presidents
- (b) The Editor of the Journal
- (c) The Associate Editor of the Journal

- (d) The Journal Secretary
- (e) The Hon. Secretary of each Branch (in his absence, a nominee from the branch)
- (f) The members of IAOH on ICOH / MEDICHEM committees and any other such reputed International bodies whose members can be accorded ex-officio member status if deemed fit by the Central Council
- (g) The Web Secretary
- (h) IAOH National Liaison Representative

All the Ex-Officio Members shall have voting rights in the Council.

(3) Co-opted Members:

Two full members of the Association shall be co-opted by the new Council at its first meeting. They shall not be entitled to contest for or hold any office of the Association during their tenure of co-option except when endorsed by the Central Council.

(4) Representatives from other Association:

As the General Body may decide from time to time not exceeding three in number from one organisation. They shall not have any voting rights.

**19. Terms of Office of Central Council Members and Office Bearers:**

- (1) All office bearers will have a term of two years.
- (2) All Council Members will have a term of one year as defined below.

NOTE: One year means the period between two consecutive Annual General Body Meetings and not a Calendar year.

- (a) The aspirants for the position of President and Vice Presidents, IAOH must have served the IAOH, Centre in any of the following capacity before being constitutionally eligible for holding the above posts
  - (i) Honorary General Secretary
  - (ii) Honorary Treasurer
  - (iii) Editor of IJOEM
  - (iv) Organising Secretary of a National Conference of IAOH
- (b) To be eligible to hold the position of central office bearers (except direct members), the aspirant should have held any of the following positions at the branch level.
  - (i) Branch President
  - (ii) Branch Secretary
  - (iii) Organizing Secretary of the Branch Conference

- (3) The Central Council shall assume Office immediately after the conclusion of the Annual General Body Meeting. It will have the following Office-Bearers who shall be elected as per the procedures laid down in the Bye-law 12.
  - (a) One President
  - (b) Two Vice - Presidents
  - (c) The Hon. General Secretary
  - (d) The Hon. Joint Secretary
  - (e) The Hon. Treasurer
  - (f) The Editor of the Journal
  - (g) The Associate Editor of the Journal
  - (h) The Journal Secretary
  - (i) The Web Secretary
- (4) No one receiving salary from the funds of the Association shall be eligible to be elected as an Office Bearer or member of the council of the Association.
- (5) The President, Vice Presidents, Hon. General Secretary, Hon. Treasurer and the Immediate Past President will be the trustees of the Association.

## **20. Power and Functions of the Central Council:**

- (1) The Central Council shall administer the affairs of the Association in accordance with the Memorandum of the Association, the Rules and Byelaws. The Central Council shall exercise such powers and do such acts and things as may be exercised or done by the association. The Central Council shall be the executive authority and as such shall have the power to carry into effect the policy and programmes of the association as approved by the General body and shall remain responsible thereto. Ordinarily, the Central Council will meet at least four times a year.
- (2) It shall have the right to make regulations and issue instructions for proper working of the Association, for the maintenance and administration of Association office, library and property and organization and maintenance of its publications.
- (3) Appoint Committees or Sub-committees, Adhoc Committees and Trust Committees.
- (4) Receive and consider Report of various committees.
- (5) Represents before the Government, public bodies or any other properly constituted authority in any matter in which they consider the interest of the Association or the members are affected.
- (6) Decide applications for membership, resignation of members, suspension of members / branches and the question of disciplinary action as it may deem fit against any Members/Branch for misconduct, wilful neglect or default.
- (7) Raise funds for the furtherance of the objectives of the Association.
- (8) Fill up vacancies during term of office as per Byelaws.

- (9) Write off the whole or part or unrealizable arrears of subscription of members, branches or other outstanding sums due to the Association if considered necessary.
- (10) Amend Bye-laws as per rule 30(3) (a).
- (11) The decision of the Council in all matters not conversed by the Rules and Byelaws shall be final.

## **21. Meetings of the Central Council:**

- (1) There shall ordinarily be 4 meetings of the Central Council in a year. The newly elected Council shall meet first during the National Conference soon after the Annual General Body Meeting to constitute Sub-committees, co-opt two full members as per rule 18 (3) and to attend to urgent work arising out of Annual General Body Meeting. The last council meeting shall be held preceding the conference and besides other things this meeting shall ratify the annual reports, accounts, budgets and journal accounts and election of office bearers of the Association. The second and third Central Council Meetings shall be organised in between the two National Conferences.
- (2) All branch Presidents and Past National Presidents are invitees to the Central Council meeting.
- (3) Quorum for each council meeting shall be ten. At least three of whom shall be other than office bearers and representative of the other bodies.
- (4) The Hon. Gen. Secretary shall convene the Council meeting at such time and place as decided in consultation with President.
- (5) At least four weeks prior notice along with the agenda shall be given to the members by e-mail and will be posted on the website.
- (6) Special Meeting of the Council shall be convened by the Hon. General Secretary in consultation with the President if at any time there is an urgent request by at least 6 members of the Council who must have to specify in writing to the President the reason for which they desire to call a special meeting. Such a special meeting shall only consider such matters mentioned in the request.
- (7) The Council shall have the right to request the Hon. General Secretary to convene a special meeting of the council whenever necessary.
- (8) A notice of 4 weeks shall be given to the members of the council by e-mail / posted on the website along with a copy of the requisition.
- (9) Convening of Special Meeting shall not be postponed or delayed for more than 3 months from the date of receipt of request by the members.

## **22. ANNUAL GENERAL BODY MEETING:**

- (1) (a) The Association shall hold an Annual General Body Meeting once in every year and not more than 15 months shall ordinarily elapse between two successive Annual General Body Meetings

- (b) The annual general body meeting shall be held during the National Conference of each year, ordinarily in the first quarter of the following year.
- (c) The Venue of the Annual General Body Meeting shall be as decided upon by the Central Council.
- (d) The Hon. General Secretary in consultation with the President shall give proper notice of at least 4 weeks by e-mail to all the members of the Association stating the venue, date and time along with the agenda of the meeting.
- (e) The notice and agenda of Annual General Body Meeting shall be posted on website at least four weeks in advance. The notice will also be sent to all branch secretaries by e-mail for circulation to branch members.
- (f) Ordinarily the Annual Report of the Association and audited accounts along with the Auditor's report shall be circulated to all the members of the Association along with the notice of the meeting and shall be posted in the website.
- (g) The quorum for Annual General Body Meeting shall be 25 Members.

**(2) The business to be transacted at the Annual General Body Meeting shall be taken in the following order.**

- (a) Confirmation of the Minutes of the last Annual General and / or special General Body Meeting.
- (b) To receive and adopt the Annual Report of the Association for the previous year.
- (c) To receive and adopt/ ratify the audited accounts with Auditor's report for the previous year.
- (d) To pass the Budget Estimates for ensuing year.
- (e) To appoint Auditors for the next year and fix their remuneration.
- (f) To ratify the election of President and other office bearers.
- (g) To appoint Legal Advisors for the association as and when necessary.
- (h) To consider resolutions, if any, brought forward by the council branches and individual members.
- (i) To consider the proposal if any for amendment of Rules / Byelaws.
- (j) To consider any other important or urgent matter with the permission of the chair.
- (k) Investiture of the incoming president and council.

**(3) General Rules about Annual General Body Meeting.**

- (a) Resolutions passed by the Council shall be ratified in the Annual General Body Meeting, which shall be circulated along with the agenda.
- (b) Resolutions proposed by individual members and branches shall reach the Hon. General Secretary by 30<sup>th</sup> September and the General Secretary shall circulate these along with the agenda.
- (c) No resolution shall be placed before the Annual General Body Meeting except with the special permission of the Chairman.

### **23. The Journal of the Association:**

- (1) The Journal of the Association shall be under the charge of the Editor who shall be assisted by the Associate Editor, the Journal Committee and the Editorial Advisory board.
- (2) The Journal Secretary shall take charge of the printing, circulation and raising funds for the Journal.

### **24. National Conference:**

There shall be a National Conference of the Association every year or at such intervals of time as the Council may decide. The branches of the Association shall have the privilege of extending invitation to host the conference. The Central Council of the Association shall decide upon the venue and dates of the conference.

### **25. Affiliation of the Association with other Medical Association / Bodies:**

For furtherance of its objects, the Association shall have the right to be affiliated to other National or International Medical Associations or other Scientific Bodies on terms mutually decided upon and approved by the Council of the Association.

### **26. Affiliated Bodies:**

Any Medical Association, Union, Society or Scientific Organization in India or abroad may be affiliated to the Association on terms and conditions to be mutually decided upon and approved of by the Council of the Association.

### **27. Fellows of the Association:**

- (1) The Association shall have the power to constitute an academic faculty in furtherance of its aims and objectives.
- (2) The association shall have the powers to admit as Fellows such persons and in such manner and confer on them such privileges as the Bye-laws may provide.

### **28. Validity of Proceedings:**

The proceedings of the Council of the Association or any Committee, Sub-Committee or other body acting under the Rules and Bye-laws of the Association or any of its Branches shall not be invalidated by accidental omission to give any notice thereby required, or any vacancy among the members or by any defect in the election or qualification of any of their members. President in consultation with General Secretary can condone such act of omission or commission.

### **29. Delegation of Authority:**

Where, by or under the Rules and Byelaws of the Association, any act or thing is required to be done by the Association, the same may be done by such office bearer member or members of the Association, as the Council of the Association may appoint for the purpose.

### **30. Amendments of the Memorandum, Rules and Byelaws:**

- (1) Proposal for change in the Memorandum of the Association as and when necessary, shall be considered at a meeting of the Council convened for the purpose. The proposed alterations must reach the Hon. General Secretary at least 4 months before the date of the special meeting and shall be circulated to all the branches for opinion at least 8 weeks before the date of the meeting. Due notice of the proposed change must be given in the agenda of the special meeting of the Council. No such proposal shall be carried into effect unless it is agreed upon by the 60% of members present. This shall have to be ratified at the subsequent Annual General Body Meeting.
- (2) Proposal for change of Rules shall ordinarily be considered only at the Annual General Body Meeting. The proposed alteration must reach the Hon. General Secretary 6 weeks before the 3<sup>rd</sup> Council Meeting or at least 4 months before the Annual General Body Meeting and be circulated to the branches and due notice along with the draft of the changes in the Rules must be given in the agenda of the Annual General Body Meeting. Rules can only be changed by a 60% majority of those members present at the Annual General Body Meeting and / or by voting.
- (3) (a) Any additions to modifications or repeal of the Rules shall come into force only after the proceedings of the meeting at which such changes were passed have been confirmed at the next Annual General Body Meeting.  
  
(b) The proposal for alteration of Bye-laws must reach the Hon. General Secretary by 30<sup>th</sup> September. After due circulation to the branches, Bye-laws can be amended and / or altered at the Annual General Body Meeting by a simple majority of those members present in case voting if necessary.  
  
(c) In anticipation of approval of the General Body, the Council may propose amendment to the Bye-laws at one of its meetings, provided the proposed amendments have been duly circulated to the Branches, and their written consent obtained from the majority (more than 50%)  
  
(d) Immediate effect may be given to such amendments if the council/General Body so decides.

## **PART III**

### **BYELAWS OF THE ASSOCIATION**

#### **1. Branch Members:**

Every candidate for membership of the Association through a local branch shall duly fill up a Membership application Form as prescribed by the Association and forward it to the branch Secretary along with the required subscription. The local branch shall consider the application at its Executive Committee meeting and forward the application to the Hon. Gen. Secretary along with the required Central Share. The individual and the institution shall use prescribed application form of membership.

Candidates will also fill up necessary personal details on the Association Website ([www.iaohindia.com](http://www.iaohindia.com)) by selecting the option of “New Member” on homepage. Details of fees paid will be entered online.

The application of the membership shall be considered for ratification at the next Council Meeting after confirmation of details and receipt of central share. The Hon. General Secretary / Branch Secretary shall give due notice in writing to the Journal Secretary about the membership.

#### **2. Direct Member:**

The membership application forms from direct members shall be forwarded along with their subscription to the Hon. General Secretary who shall give due notice to the Journal Secretary of the same in writing.

The application of membership shall be considered at the next Council Meeting for ratification.

#### **3. Honorary Members:**

- (1) The names for Honorary Membership shall be proposed by a Branch whose membership is at least 150 or by any four Council Members.
- (2) Merits of the candidate for such honour shall be indicated by the proposers.
- (3) The election shall take place in a Council Meeting by ballot.
- (4) No discussion shall be permitted on the merits of the person proposed.
- (5) The person shall be considered elected if sixty percent of the members present vote in his/her favour.
- (6) The name of the honorary member shall be ratified in the Annual General Body Meeting.
- (7) An honorary member shall have access to the Journal of the Association.



#### **4. Life Associate Member:**

Persons eligible for Associate Members under rules 10(2) and 11(6) (Direct/Branch) shall fill up the membership in prescribed form as envisaged under Bye-laws 1&2 & when admitted to membership they shall be entitled to receive the Journal of the Association.

#### **5. Institutional Members**

- (1) Two representative members, one of whom must fulfil the conditions under Rule 10(1) and such a representative only shall have a voting right. The other representative even if he fulfils the conditions under Rule 10(1) will not have a voting right, nor shall he stand for council membership nor hold any office either at the Centre or at the Branch level.
- (2) The Institution and its representative each shall have access to the Journal of the Association.

#### **6. Subscription:**

- (1) Branch members shall pay their subscription to their branch.
- (2) Direct members shall pay their subscription directly to the Hon Treasurer of the Association.
- (3) Rates of subscription for different categories of members (effective from 01<sup>st</sup> Apr 2018) are as under:
  - (a) Life member ----- INR 7000/- (plus taxes where applicable)
  - (b) Life Associate member ----- INR 6000/- (plus taxes where applicable)
  - (c) Institutional member ----- INR 25000/- (plus taxes where applicable)
  - (d) Fellow of IA OH ----- Honorary - No fee
- (4) 75% of the subscription amount (excluding taxes if any) collected by the branches under all the above categories will be known as Central Share and the branches shall pay this amount to the Headquarters before 30th September.
- (5) The Life Membership fees charged by all the branches should be uniform to maintain the credibility of IA OH. However the Branches will have the liberty to charge a higher rate of subscription from their members. They can retain the additional amount after paying the Central share as stated above.
- (6) All Subscriptions are due in advance on 1st April every year.

#### **7. Change of Membership:**

- (1) If a branch member leaves the area of his branch and goes to another branch; he must clear all the dues of the previous branch before he can be admitted as a member of the new branch. He will, however, not be required to pay the subscription of his joining the new branch, if he has already paid the same to old branch.

- (2) If a Life Member changes his area he may join any branch operating in his new place or may continue as a direct member if no branch exists, on due intimation and clearance of any dues of the previous branch and get a permission to join the new branch in the new area of his work.

## **8. Termination of Membership:**

- (1) Membership may be terminated by resignation - A member may resign any time by giving one calendar month's notice in writing to the Branch Secretary in case of Branch Members and to Honorary General Secretary in case of Direct Members. The resigning member shall pay up all the dues against him in respect of the Association.

The resignation shall be notified to the Journal Office by the Branch Secretary/General Secretary after being accepted by the Central Council.

- (2) Membership may be terminated by removal of name on account of:

- (a) Non-Payment of subscription: In case of Branch Members, the Branch shall be free to make any rules and byelaws it likes about payment of its dues by members and for removal of their names on account of non-payment of subscription. When a branch decides to terminate or suspend the privileges of a member for this reason, due intimation in writing shall be given by the branch to the Headquarters.

- (b) Disciplinary actions:

- (1) Conviction in a court of Justice for any crime entailing moral turpitude.
- (2) On removal of his/her name from the register of the Indian Medical Council for unethical conduct.
- (3) Upon forfeiture, through misconduct of the medical qualification.
- (4) If the conduct of any member is deemed by the council to be prejudicial to the interest of the Association, he/she may be requested to withdraw from the Association. In the event of his/her refusing to do so, his/her name may be removed from the Register of Members at an Annual General Body Meeting provided that in the notice calling the meeting, intimation of the proposed resolution to remove his/her name from the Association is given and not less than two-third of the members present vote for his / her removal.

## **9. Funds of the Association:**

- (1) **Income:** The funds of the Association shall be derived from the following sources:

- (a) Subscription from Direct members as per Bye-laws.
- (b) Central Share from local branches on account of members on their rolls as per bye laws viz. Full members, Associate members, Institutional members, Life members and Institutional Life members.

- (c) Conference contribution from the branch organizing the National Conference as per byelaws, which is 30% of the conference delegate fee (out of which 20% to the Association and 10% to the Journal).
- (d) Donations and contributions raised directly or through branches.
- (e) Bequests received by legacies from persons or institutions that desire to benefit the Association.
- (f) Subscription from affiliated bodies as per rules 25 & 26.
- (g) Interest on deposits and investment.
- (h) Rents if any.
- (i) Such income from any other sources as may be authorized by the Central Council.

**(2) Reserve Fund:**

- (a) There shall be a Reserve Fund of the Association. At least 20% of the surplus funds (if any) of the Central and journal accounts each year shall be credited to this Fund the following year. The reserve fund shall only be drawn upon by a special resolution in a meeting of the council the notice for which shall be duly circulated and in which two-thirds of the member's present vote in favour of the withdrawal.
- (b) The proceeds from Life Membership shall go to the Reserve Fund.

**(3) Expenditure:**

- (a) The council shall, out of the funds of the Association, defray all ordinary expenses and shall pay rents, salaries, honorarium and such other charges as may be necessary for carrying out the work of the Association.
- (b) It shall provide fund for the publication of the Journal of the Association or any other publication as may be authorized It shall also provide funds for the maintenance of the website of the Association.
- (c) Shall be empowered to spend money on scientific investigations, conference, members, prizes, mementos and scholarships organized by headquarters.
- (d) Pay subscriptions to National or International organizations of which the association may be a member or an affiliate as per rules 25 & 26.
- (e) Such other purposes as it may consider necessary in furtherance of the objects of the Association.

**10. Financial Operations:**

- (1) Funds of the Association shall be kept in a Bank approved by the Council.
- (2) The Bank account shall be operated jointly by the Treasurer and either the Hon. Gen. Secretary or the President of the Association.
- (3) The Honorary General Secretary and the Honorary Treasurer may ordinarily keep in hand cash up to INR 25,000/- (Rupees Twenty Five Thousand Only) for contingencies.

## 11. Formation of Branches:

- (1) A minimum of 20 persons who are eligible to be members under rule 10 who reside, practice or are employed in a place or its neighbourhood may form themselves into a local branch of the association by a resolution passed at a General Body Meeting of such persons, convened for the purpose. The resolution with the names of the Office Bearers of the new branch with the membership application forms duly signed and filled in along with draft rules as per rule 5 and Central Share as per Bye-laws shall be sent to the Headquarters of the Association. The council of the association at its next meeting after the receipt of the request shall consider the same for final approval and ratification.
  - (a) The branch must be registered with local Charity Commissioner's Office or Registrar of Societies or any other applicable legal body.
  - (b) The branch must be registered with local income-tax office under section 12A.
  - (c) The branch must have a PAN with local income-tax authorities.
  - (d) The branch must have a separate constitution, byelaws and standing orders, which may be based on the constitution of the Centre.
  - (e) The accounts of the branch must be audited by a qualified chartered accountant every year.
  - (f) The branch must file returns with Charity Commissioner's Office or Registrar of Societies or other applicable legal body; and, Income Tax Office in the prescribed format every year as per prescribed dates.
  - (g) The branch must comply with all statutory requirements as advised by the auditor / legal advisor.
  - (h) It shall be entirely the responsibility of the branches to ensure that the above requirements are fulfilled and the Central body will not be liable or responsible if any legal or tax problems which arises due to non-compliance of the statutory requirements.
  - (i) An appropriate communication shall be sent to the President and Secretary of all branches and an undertaking to comply with all the statutory requirement, signed by them shall be sent to Centre.
  - (j) The branch treasurer must send a copy of audited accounts to the Hon. General Secretary and a confirmation letter stating that all the above requirements have been fulfilled for the previous financial year.
- (2) All branches shall submit to the Headquarters and Journal office one yearly return of the members on their rolls by the 30th September each year along with Audited Returns of the Branch. Branches shall also send report of the activities of the branch to the Honorary General Secretary by 30th November each year.

## **12. Election of Central Council Members and Office bearers:**

- (1) Branches will arrange to elect their representatives on the Central Council for the ensuing year in proportion to their membership strength as laid down under rule 18(1) The Branch Secretary shall submit to the Hon. General Secretary the names and addresses of their elected representative by 30<sup>th</sup> September.
- (2) Non-receipt of either the membership list, the names of elected members, annual audited returns or the Central share of subscription and other compliance requirement as outlined by the 'Ethics and Compliance Committee' before 30<sup>th</sup> September will render the branch concerned disqualified from participating in the election of Office Bearers for the ensuing year.
- (3) Direct members shall elect their own representative on the Council from among them in the same proportions as laid down under Rules 18(1). The Hon. General Secretary will conduct this election and complete the same by 30<sup>th</sup> September.
- (4) Only those elected council members whose names have been received by Hon. General Secretary by 30<sup>th</sup> September subject to bye-law 11(2) above and the ex-officio Members as per Rule 18(2) will be eligible to vote for the election of the Office Bearers for the ensuing year.
- (5) Only the elected representatives from the branches and from among the direct members are eligible to Contest for the post of Office Bearers.
- (6) The council members for the ensuing year described under (4) above shall proceed to elect office bearers who will assume office immediately after the Annual General Body Meeting.
- (7) The Hon. General Secretary shall conduct the election. If he himself is contesting the election, the President will direct the joint secretary to conduct the election or conduct it himself or delegate the responsibility to any other senior member.
- (8) By 15<sup>th</sup> October, the Hon. General Secretary shall send intimation to all council members conversed under (4) of the above and who are eligible to vote, notifying them of the post of office bearers falling vacant for the ensuing year along with a list of members eligible to vote and invite nominations for the same.
- (9) Nomination papers duly proposed and seconded by a member of the council eligible to vote and bearing a written consent of the nominated candidate should reach the Hon. General Secretary by 15<sup>th</sup> November.
- (10) The Hon. General Secretary will scrutinize the nominations received, prepare a list of valid nominations and send the same to all council members to enable the candidates to withdraw their nomination if they so desire. Such intimation for withdrawal shall reach the General Secretary by 05<sup>th</sup> December.
- (11) By 05<sup>th</sup> December the Honorary General Secretary will arrange to dispatch the ballot paper containing the names of the candidates proposed for the various offices. The Ballot paper should be returned under certificate of posting to the Hon. General Secretary so as to reach him by 05<sup>th</sup> January.
- (12) Votes shall be sent along with the ballot paper, 2 envelopes (one small and one big). The small envelope should have a stamped BALLOT PAPER, in which the Ballot Paper to be put and the envelope be closed. No other piece of paper shall be put in this small envelope except the Ballot Paper. Nothing should be written on the outer side of this

small envelope. This should then be put in a bigger envelope which should bear on its outside the names, address and signature of the voter.

- (13) The outer envelope shall be opened only by the 'Ballot Committee' to be appointed by the president. The Committee will consist of 3 members of the Council who are not contesting for any office. The Ballot Committee shall preserve all the papers for scrutiny by Council Members until such time as the election is ratified at the Annual General Body Meeting.
- (14) The Ballot Committee will submit the results of the Ballot to the President who will announce the same at the last meeting of the outgoing council. In case of a tie, the President shall draw lots at this meeting of the Council.
- (15) The above results will then be put before the Annual General Body Meeting for ratification and the new Office Bearers will assume office immediately thereafter.

### **13. Filling up of Vacancies among the Office Bearers and Council Members:**

In the event of any vacancy occurring among office bearers or a council member either by way of resignation, incapacitation, and demise or for any other reason the same will be filled in as per procedure laid down below.

- (1) If at any time the post of president falls vacant, the senior Vice-President followed by the other Vice-President in that order will assume the duties and responsibilities of the President until the next Annual General Body Meeting.
- (2) If at any time the post of Hon. General Secretary falls vacant the Honorary Joint secretary will assume the charge of the Secretary, until the next Annual General Body Meeting.
- (3) If at any time the post of the Hon. Joint Secretary falls vacant the same need not be filled in until the next Annual General Body Meeting.
- (4) If at any time the post of Hon. Treasurer falls vacant the Council shall have the power to elect any one from among the elected Council members to this Office. The new Hon. Treasurer will hold Office until the next Annual General Body Meeting.
- (5) Vacancies occurring among the remaining members of the council should be filled in at the next council meeting, as per procedure laid down under rules 18(1), 18(2), 18(3) and 18(4) applicable to the category of the resigning member.
- (6) Filling up of any vacancy should form a separate item, of Agenda in the Council Meeting and be duly notified to the Council Members.

**NOTE:** Any resignation from the post of any office bearer will become effective only after it has been accepted by the council at its subsequent meeting. If however, any Office-bearer is unwilling to carry out his functions forthwith after submission of his resignation the responsibility of his function will be immediately taken over by the next in succession as laid down by the procedures stated earlier till the next Council meeting where the resignation will be considered. If required the President may nominate any other council member to act for the interim period.

#### **14. General Procedure for the Council Meeting:**

- (1) A Notice for meeting, giving the date, time, venue and agenda shall ordinarily be served by e-mail 4 weeks before the date of meeting.
- (2) There shall be maintained a Minute Book in which the minutes of all meetings shall be duly confirmed at the following meeting of the Council.
- (3) Quorum for each Council Meeting shall be ten. At least three of whom shall be other than Office Bearers and representatives of the other bodies.
- (4) For lack of quorum, the Chairman may adjourn the meeting for half an hour and reconvene the same as an adjourned meeting where no quorum will be required. Such adjourned meeting shall consider only those items, which were on the agenda for the originally convened meeting. Intimation that 'If there is no quorum the meeting will be adjourned for half an hour and reassemble thereafter to dispose of the agenda mentioned in the circular convening the meeting.

A council meeting when convened on the requisition of members as per Rule 21(5) shall be dissolved if there is no quorum.

#### **15. Duties and Powers of the Office Bearers:**

##### **(1) PRESIDENT:**

- (a) Shall be the Chairman of all meetings of the Council and preside over any other committee of which he is a member.
- (b) Shall preside at the National Conference, Annual General Body Meeting and all meetings of the association.
- (c) Shall guide and control the activities of the Association.
- (d) Shall regulate proceedings of meetings and conferences, interpret the Rules and Byelaws and decide doubtful point.
- (e) Shall, in addition to his ordinary vote, have a casting vote in case of equality of votes.
- (f) Shall represent the Association in any international forum or delegate to a senior member.

##### **(2) VICE PRESIDENT:**

- (a) The Vice-President shall help in the organization of Branches if possible by making tours and addressing medical men in Industry.
- (b) The Vice-President who polls the higher number of votes in the election shall be regarded as the Senior Vice-President. In case of uncontested elections lots shall be drawn to decide seniority between the two.
- (c) The Senior Vice-President shall be the Chairman of the Policy Committee and sub-committees of which he is a member and also take up the functions of the President in his absence.

- (d) The other Vice-President shall be the Chairman of the Scientific Committee and also take up the function of the senior Vice President in emergencies or in absence of both President and Senior Vice President.
- (e) One of the two Vice Presidents shall be nominated as the Ethics & Compliance Officer for the Association. The Ethics & Compliance Officer shall head an 'Ethics and Compliance Committee' comprising of 3 other members (including Hon. General Secretary as ex-officio member). (Also refer point 11).

**(3) HONORARY GENERAL SECRETARY:**

- (a) He shall be in charge of the Central Office.
- (b) He shall carry out all correspondence, manage the affairs of the Association and its administration and executes the policies of the Association and mandates from the Council subject to the overall control by the President and the central council.
- (c) He shall make endeavour to attend all council meetings and keep minutes of all the proceedings thereof. Minutes of the Annual General Body Meeting, Note and Reports of Sub-committees, agenda of meetings shall be circulated by him and placed before the Council
- (d) He shall organize, arrange and convene meetings, conference, lectures and demonstrations.
- (e) He shall be an ex-officio member of all committees.
- (f) He shall maintain a correct and up-to-date Register of the Members of the Association branch wise.
- (g) He shall organize new branches of the association with the help of the Hon. Jt. Secretary by encouraging establishment of branches where they do not exist and by creating a general interest in the association.
- (h) He shall be authorized to pass all bills for payment not exceeding INR 10,000/- at a time. All bills above INR 10,000/- (Rupees Ten Thousand Only) shall be passed by the Council.
- (i) He shall bring any matter, which he considers necessary in the interest of the Association to the notice of the council for guidance and decision
- (j) He will incur expenditure within the budget sanctioned for the year.

**(4) HONORARY JOINT SECRETARY:**

The Honorary Joint secretary will help the Hon. General Secretary in conducting correspondence, in keeping the registers of members up-to-date, in the preparation of agenda for meeting and so on.

**(5) HONORARY TREASURER:**

- (a) He shall be responsible for collection of all subscription and contribution due to the association. He shall deposit all the money in a Bank or Banks approved by the council, sign cheques and operate the Bank accounts jointly either with the General Secretary or the President.



- (b) He shall dispose of bills for payment as sanctioned by honorary general Secretary and the Council.
- (c) He shall have a right to point out any error or discrepancy in the order of payment issued by the Hon. General Secretary and refer the order back to the Hon. General Secretary with his remarks.
- (d) He shall be responsible for keeping up-to-date accounts of the Association with all the account books posted up-to-date.
- (e) He shall prepare quarterly statement of accounts and send this to the Hon. General Secretary who in turn shall circulate copies to the Members of the Council for their approval at the next Council Meeting.
- (f) He shall prepare Annual Statement of Accounts and a balance sheet showing the financial position of the association, get it audited by the Auditor appointed at the Annual General Body Meeting and submit the same for adoption at the ensuing General Body Meeting. This should be done through the Hon. General Secretary after the Council's approval.

- (6) **Honorary Editor of the journal** - Their duties are as outlined in Byelaw no.16
- (7) **Honorary Associate Editor** - Their duties are as outlined in Byelaw no.16
- (8) **Honorary Journal Secretary** - Their duties are as outlined in Byelaw no.16

(9) **IAOH National Liaison Representative**

The office bearer occupying this position shall liaise with the Stakeholders in New Delhi under the guidance of the President and the Central Council. This position shall be treated as a "Council Member" and shall be selected by a committee consisting of The President, two Vice-Presidents and two immediate past Presidents.

(10) **WEB SECRETARY**

The Web Secretary shall look after the Official Website of the Association and shall be responsible for maintenance and uploading the relevant information of the Association and its activities on the website. He / she shall be ex-officio Member of the Central Council.

(11) **ETHICS & COMPLIANCE OFFICER**

One of the two Vice Presidents shall be nominated as the Ethics & Compliance Officer for the Association. The Ethics & Compliance Officer shall head an 'Ethics and Compliance Committee' comprising of 3 other members (including Hon. General Secretary as ex-officio member).

The role of this committee would be to look after all the ethical and compliance issues of IAOH National body, to fulfil the requirement of Charity Commissioner's Office and for guidance to the Branches.

After each new elected body of Office Bearers of IAOH takes over, Change Report documents shall be kept ready by the Compliance Officer and signed by the Office Bearers during the AGM and submitted within the stipulated period to the appropriate authority.

## 16. The Journal of the Association:

- (1) The journal – Indian Journal of Occupational and Environmental Medicine (IJOEM) shall be the official publication of the Association. The journal offers free Web Access to worldwide readers. Appropriate disclaimers about the views of contributing authors may be printed in the journal.

With effect from 2017-18, IJOEM journal publication and distribution has moved from Printed Version to the Online e-Version.

- (2) The council shall exercise advisory role & control of the overall management of the affairs of the journal shall be with Journal Committee.
- (3) The council at its first meeting shall authorize the Editor to constitute a “**Journal Committee**” and the “**Editorial Advisory Board**” whose term will be for a period of two years.
- (4) Journal committee shall consist of:
  - (a) The President – Editor of the journal
  - (b) Convener - Journal Secretary
  - (c) Members – Associate Editor and 4 other members to be nominated from the Journal Advisory board and /or Journal Committee at the 1<sup>st</sup> Council Meeting or soon after constitution of Journal Advisory Board & Journal Committee.
  - (d) The President, Hon. General Secretary and the Hon. Treasurer of the Association shall be the ex-officio members.

- (5) Functions of the Journal Committee:

- (a) To look after the regular publication of the journal with prescribed regularity.
- (b) To look after all affairs of the journal deemed necessary to maintain and enhance the status, mobilize resource and finance of the journal.
- (c) Recommend procedures for day to day working of the journal.
- (d) Prepare budget estimates and the accounts for the Journal.

- (6) **Editorial Advisory Board** shall be nominated by the Editor and the Editor shall seek advice from the Journal Committee. The editorial advisory board shall advise and render any assistance to the editor deemed necessary in respect of editorials, scientific papers, abstracts, news etc.

**(7) Duties of Journal Office Bearers:**

**1) Editor:**

- (a) He shall be elected for a term of two years.
- (b) He shall be an ex-officio Central Council member, and Chairman of the journal committee and the editorial advisory board.
- (c) He shall with the help of the Journal committee and editorial advisory board, be responsible for receiving, selecting, scrutinizing papers, abstracts and association news, advertisements and any other matter to be published in the journal.

**2) Associate Editor:**

- (a) He shall be elected for a term of two years.
- (b) He shall assist the Editor in all the activities of the Journal.
- (c) In the absence of the editor he shall act in his place.
- (d) He shall be ex-officio Member of the Central Council.

**3) Journal Secretary:**

- (a) He shall be elected for a term of two years.
- (b) He shall be an ex-officio Member of the Central Council.
- (c) As Convener of the Journal Committee, he shall convene all meetings and report the proceedings to the Hon. General Secretary & The President.
- (d) He shall be responsible for distribution by post or otherwise of the Journal to the members and subscribers. He must maintain regularity of publication.
- (e) He shall secure / promote advertisements.
- (f) He shall be responsible for returning the stereos, billing and collecting money from advertisers and subscribers.
- (g) He can authorize official Publisher of IJOEM for collecting money from advertisers and subscribers.
- (h) He shall maintain the accounts of the Journal.

**(8) Finances of the Journal:**

- (a) There shall be a separate bank account maintained in the name of the Journal.
- (b) The bank account shall be operated by the journal secretary jointly with the editor or the Associate Editor of the Journal.
- (c) The journal shall ordinarily receive up to 50% of the total Annual Central Subscription in a year and a stipulated share of Central contribution from Annual National Conference.

### **17. Appointment of Auditors and Legal Advisors:**

- (1) The Annual General Body Meeting every year shall appoint a duly qualified Auditor for auditing the accounts of the association, whose duties shall be:
  - (a) To Audit the accounts once a year at least.
  - (b) To submit a report showing the exact state of financial affairs of the association and certify the correctness of the accounts.
  - (c) To give suggestions for proper keeping of accounts as required.
- (2) Honorary Legal Advisors shall be elected at the Annual General Body Meeting every year if the Council so decides.

### **18. Website of the Association:**

- (1) The Association shall have its website ([www.iaohindia.com](http://www.iaohindia.com)) which will be managed by the Web Secretary who will be ex-officio member of the Central Council.
- (2) All the important events happening in the Association year will be available on the website along with the notice and the minutes of the meetings, membership form and any other relevant information.

### **19. National Conference of IAOH:**

National Conference shall be organized every year at a suitable time and place to be decided by the Council of the Association.

The following guidelines will be adhered to:

- (1) The branches of the Association shall have the privilege of hosting the Conference on behalf of the centre.
- (2) The Hon. General Secretary shall issue a circular to all branch secretaries along with the notice for the 3<sup>rd</sup> Council Meeting to find out if any of them would host the conference. Invitations if any shall be placed at the council meeting. The venue of the forthcoming conference may be announced and ratified at the Annual General Body Meeting.
- (3) The host branch shall have the right to charge a fee from members of the association and other delegates attending the conference. Host branch should give a minimum of 50% subsidy to the members retired from active service.
- (4) The host branch shall pay 30% of the delegate fee to the Centre as conference contribution. The amount shall be paid within three months from the date of conclusion of the conference.
- (5) The Organizing Committee of the conference shall make arrangements for the boarding and lodging of those attending the conference, if so desired by them with previous

intimation and on payment for the same, when required at rates fixed by the organizing committee.

- (6) If required, the organizing / reception committee shall provide a consolidated receipt for all the payments received by them from any participant.
- (7) The organizing committee shall work in co-ordination with the President and the Hon. General Secretary of the Association.
- (8) The National Conference will ordinarily be for 3 days and usually will have the following programmes:
  - (a) An inaugural session, which shall consist of:
    - (i) Welcome Address by the Chairman of the organizing committee
    - (ii) Hon. General Secretary's Report
    - (iii) President's Address
    - (iv) Distribution of Awards
    - (v) Address by other Guest of Honour (optional)
    - (vi) Inaugural Address by the Chief Guest
    - (vii) Vote of thanks
  - (b) Scientific sessions opening with the Sir Ardeshir Dalal Memorial Lecture followed by Dr. C.K. Ramchandar (CKR) Memorial Oration, OHSF - Mumbai Branch Oration; and, Dr. J.C. Kothari (JCK) Memorial Oration.
  - (c) Annual General Body Meeting.
  - (d) Any other special session as decided by the organizing committee.
  - (e) The last council meeting of the previous year shall be held before and the first council meeting for the forthcoming year shall be held after the Annual General Body Meeting.

## **20. Awards and Orations:**

The association may institute such awards and orations on receipt of donations and proposals from amongst the organizations, branches or individual members and shall formulate guidelines for the same from time to time.

Any Branch or donor organization, which fulfills the compliances as mentioned below, could become eligible for Oration / Awards Sponsorship:

- (a) They should be registered under Societies Act / Charity Commissioner.
- (b) They should have PAN Card.
- (c) They should have audited & Certified Accounts undertaken by the Auditor appointed by AGM.

- (d) They should be in good standing & functional for at least 15 years.
- (e) The AGM minutes of any year should be available for inspection by the Central Council.
- (f) Preference shall be given to the older Branch / Donor Organization.
- (g) They should donate corpus of INR 1,000,000 (Rupees Ten Lakhs) and upwards.
- (h) The Central Council shall have the power to amend the Corpus amount enhancement once in 5 Years.
- (i) Additional corpus can be demanded by the Central council, in case of Money Market conditions change.
- (j) The Council shall have authority to recommend the withdrawal of the Oration to AGM.
- (k) The Panel of Judges should be generic positions and not Family members of the Donor Organization.
- (l) The scope & purpose of Oration should be in line with IAOH objectives.
- (m) Assessment of Credibility & Sustainability of Donor Organization should be done by an experienced Committee (Appointed by Central Council).
- (n) Fixed term Orations if feasible shall be considered by Central Council approved by AGM.
- (o) Review of existing Orations by Central Council.
- (p) Wait list for future Donor Organization shall be maintained.

\_\_\_\_\_ END \_\_\_\_\_



APPENDIX-I

INDIAN ASSOCIATION OF OCCUPATIONAL HEALTH

Website: www.iaohindia.com

MEMBERSHIP APPLICATION FORM

Membership Category:

Table with 3 columns: Life, Associate Life, Institutional

To, The Honorary General Secretary, Indian Association of Occupational Health

Dear Sir,

I do hereby apply to be elected as a Life / Associate Life / Institutional member of the Association. I have read the rules and regulations of the Association and if elected, agree to abide by them.

I have filled up necessary details on the association website (www.iaohindia.com) on date..... by selecting the option of "New Member" on homepage.

Details of fees payable DD / at par cheque / NEFT / Online transaction: .....

My particular details are given below.

Yours sincerely,

Signature

Date:

Name:

- 1. NAME (Full Name in Capital Letter, Surname first):
2. MAILING ADDRESS:
3. Phone No: (Mobile)..... (O).....(R).....
4. Personal Email Address: .....
5. Official Email Address: .....
6. DATE OF BIRTH (dd/mm/yyyy): .....
7. QUALIFICATION (With names of Universities or Licensing bodies & year of acquiring them):
8. REGISTRATION NUMBER (with details of State Medical Council and Date):

9. Are you in Service or Practice (please specify):

10. If in service, please indicate your designation and employer:

11. Specialisation - if any (Underline major speciality; indicate additional speciality and subject of super speciality):

12. Are you attached to any Hospital, Office, ESIS, Industry, Plantation, NGO etc.:

13. Areas of professional interest:

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Proposed by..... Of .....Branch

E-mail i.d. of Proposer:

Seconded by..... Of .....Branch

E-mail i.d. of Proposer:

***For Branch Office Records***

- Forwarded to the Honorary General Secretary, IAOH
- Centre's Share of Membership Subscription sent to the Treasurer / enclosed herewith

**Name & Signature of Hon. Secretary:**

Branch:

Date:

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***For Central Office Records***

Membership ratified in the .....Central Council Meeting held on ..... at  
.....

Journal & Web Secretary were informed on ..... vide Email / Letter No.....

**Name & Signature of Hon. Gen. Secretary:**

MEMBERSHIP No.

Date:





# INDIAN ASSOCIATION OF OCCUPATIONAL HEALTH

Website: [www.iaohindia.com](http://www.iaohindia.com)

## General Information

### 1. Eligibility for Membership:

Any person possessing medical qualifications as defined in the Medical Degrees Act, 1916 (Act VII of 1916) and duly registered under the Indian Medical Council Act, as amended from time to time in any of the State Medical Councils in India shall be eligible for Life Membership.

Persons associated with industries and allied organizations and / or interested in scientific pursuit of matters related to Occupational Health and Safety and whose qualifications are deemed satisfactory by the Council are eligible for election as *Associate members*. Associate Members are not eligible to hold any office either at the central or branch level.

### 2. Membership Subscription:

Branch members shall pay their subscription to their branch.

Direct members shall pay their subscription directly to the Hon. Treasurer of the Association.

Life Member	INR 7000 (plus applicable taxes if any)
Life Associate Member	INR 6000 (plus applicable taxes if any)
Institutional Member	INR 25000 (plus applicable taxes if any)

3. Application for Membership: Application to be made in prescribed form through any branch of IAOH. If a local or state branch does not exist in an area, the candidate may apply as a Direct member to the Hon. General Secretary.
4. Candidate will fill up necessary details on the association website ([www.iaohindia.com](http://www.iaohindia.com)) by selecting the option of "New Member" on homepage.
5. After ratification of the membership by the council, a membership number will be allotted to the member and he will receive communications / online publications of the association.
6. Termination of membership: The membership will terminate as per the provision contained in Bye-Law 8 of the constitution.
7. Please send the completed application form with requisite fees to the concerned branch secretary.
8. The member may indicate his areas of Professional interest under the following headings:
  - a. General Practice
  - b. Occupational Medicine
  - c. Specialization and super specialization (Please specify)
  - d. Industrial Hygiene
  - e. Toxicology
  - f. Work physiology and Ergonomics
  - g. Environmental Engineering
  - h. Industrial Safety and Accident Prevention
  - i. Occupational health Nursing
  - j. Industrial psychology
  - k. Industrial social work and welfare, rehabilitation
  - l. Health Education

## **APPENDIX-II**

### **FELLOWSHIP OF IAOH**

#### **1. Eligibility:**

- (1) This is open to the life members of the Association who have completed at least ten years of membership.
- (2) Recognized qualification in the field of Occupational Health shall be given additional weight age.
- (3) The person must be engaged in the field of occupational health actively for a period of fifteen years to qualify.
- (4) Number of publications in national and international journals, distinction in the field of occupational health nationally or internationally will be counted.
- (5) Administrative experience in the field of occupational health will be a qualification.

#### **2. Procedure of Selection:**

- (1) The name of the member for award of fellowship should be proposed by the branch or any two members of the central council.
- (2) The bio-data should be sent to the Hon. General Secretary along with the proposal.
- (3) The Hon. General Secretary shall send the proposal to the members of the Credential Committee for their opinion.
- (4) The members should clearly indicate whether the name is recommended for award of fellowship or not and intimate the Hon. General Secretary in writing.
- (5) If all the members agree unanimously for the award of Fellowship, the Hon. General Secretary shall inform the awardees after consultation with the Chairman of the Credential Committee.

#### **3. Credential Committee:**

The Credential Committee consists of President (Chairman), Hon. General Secretary (Convener), Vice – Presidents, Editor of IJOEM, immediate Past President, and Immediate Past General Secretary. They will scrutinize the names and make final recommendation unanimously to the Central Council for award of fellowship or otherwise preferably before the third meeting of central council.

## **Appendix-III**

### **REPRESENTATION IN OUTSIDE ORGANISATION/S AND TECHNICAL BODIES**

1. Specialist in the particular field who are members of IAOH should be selected.
2. Always 2 nominees should be selected, one as the principal nominee and the other as the alternate nominee. As far as possible, the nominee should be selected at it will be possible for him to attend the meeting.
3. If time permits, the Hon. General Secretary will submit such requests for representation in the Council meeting and the council will take the decision.
4. If the time is not adequate for consulting the council the Hon. General Secretary should select the representatives in consultation with the President and shall submit the names at the next council meeting for ratification.

## **APPENDIX-IV**

### **AWARD AND ORATIONS**

#### **SIR ARDESHIR DALAL MEMORIAL ORATION**

##### **1. Eligibility:**

- (1) The orator should have original contribution in the fields of Occupational Health and / or allied subjects. Apart from original field observations, experiences also should be taken as criteria for the selections.
- (2) The orator should be actively engaged in the fields of occupational health and / or allied specialties.
- (3) The orator should preferably be an Indian but nationality should not come in the way.
- (4) The topic of the lecture should be chosen by the orator, but it should be related to Occupational Health.

##### **2. Procedure of Selection:**

- (1) The Hon. General Secretary shall invite the names along with the bio-data for this Memorial oration from the Branch secretaries and central council members so as to reach him by 30th September.
- (2) The Branch Secretaries shall forward the names in consultation with their executive committees.
- (3) On receiving the names, the Hon. General Secretary shall send the same along with the bio-data of proposed nominees to the members of the Selection Committee.
- (4) The selection committee shall be constituted in the first meeting of central council, which shall consist of the following members:
  - (a) Senior National Vice-President of IAOH (as chairman)
  - (b) Four other members to be elected who need not be Council Members
  - (c) The Hon. General Secretary (as the ex-officio member and co-ordinator)
- (5) The tenure of the Selection Committee shall be for a period of two years and two elected members shall be replaced every year.
- (6) The names of none of the committee member should be recommended for the lecture during the tenure.
- (7) The Hon. General Secretary shall place the recommendations of the Selection Committee preferably in the second meeting of the Central Council for ratification and finalization of the name.
- (8) The Hon. General Secretary should contact and invite the orator and intimate the organizing secretary of the conference.
- (9) In case of any difficulty, the Hon. General Secretary shall take necessary steps in consultation with the President and report the matter in the next council meeting.
- (10) The award for the Oration will consist of medallion, certificate and a sum of INR 5,000/- (Rupees Five Thousand Only) from IAOH.

## **Dr. C.K. RAMCHANDAR MEMORIAL ORATION**

### **1. Eligibility:**

- (1) Any eminent person in the field of occupational health and / or allied subject is eligible to deliver the oration.
- (2) The topic of the oration should be decided by the orator preferably on a subject related to Occupational Health.

### **2. Procedure of Selection:**

- (1) Circular should be issued by the Hon. General Secretary inviting names along with the bio-data from the branch secretaries and central council members so as to reach him by 30<sup>th</sup> September.
- (2) The branch secretaries shall forward the names in consultation with their Executive committees.
- (3) On receiving the names, the Hon. General Secretary shall send the same along with the bio-date of the proposed nominees to the members of the section committee.
- (4) The selection committee shall be constituted in the first meeting of the Central council and shall consist of the following members;
  - (a) National Vice President of IAOH (as chairman)
  - (b) President of Tamil Nadu branch of IAOH
  - (c) Three other members to be selected who should not be members of other committees.
  - (d) The Hon. General Secretary (as the ex-officio member and co-ordinator)
- (5) The tenure of the Selection committee shall be for a period of two years. The elected members will change every year.
- (6) The names of none of the committee members should be recommended for the oration during their tenure.
- (7) The Hon. General Secretary shall place the recommendations of the Selection committee before the central council for ratification and finalization of the name.
- (8) The Hon. General Secretary should contact and invite the orator and intimate the organizing secretary of the conference.
- (9) In case of any difficulty, the Hon. General Secretary shall decide the matter in consultation with the President and report the matter in the next council meeting.
- (10) The award for the Oration will consist of medallion, certificate and a sum of INR 5,000/- (Rupees Five Thousand Only) from IAOH.

**BHARAT ELECTRONICS INDUSTRIAL MEDICINE AWARD  
(BEL – IND AWARD)**

The BEL-IND Award for the Best Scientific Paper at the National Conference of IAOH was constituted in the year 1966 during inauguration of the BEL Hospital Building by the then Minister for Defence Production Mr. A.M. Thomas; with the support of the then CMO of BEL & Past President of IAOH Karnataka Branch Dr. H.C. Shankar.

**Eligibility:**

- (1) Any scientific free paper presented in the National Conference is eligible for the award & is open to all members.
- (2) The papers may be presented by a single author or by joint authorship.
- (3) The author(s) need not be member(s) of the Association.

**1. Procedure of Selection:**

- (1) The author(s) of the scientific papers should handover the paper to the Organizing Secretary/Chairman of Scientific Committee on or before given dead line.
- (2) The contributors should also intimate the organizing secretary the name of the paper, name of first author and co-author, designation and institutional address if any and postal address well in advance.
- (3) The Hon. General Secretary should collect the papers and arrange to send them to the judges for evaluation after the conference.
- (4) The judges should make their assessment and send the result to the Hon. General Secretary well before the 2<sup>nd</sup> council Meeting.
- (5) The Hon. General Secretary shall compile the result received from various judges and finalize the award in consultation with the President.
- (6) In case of joint winner, the award will be equally divided.
- (7) The Hon. General Secretary should inform the Central Council about the result of the award and intimate the winner(s) to receive the award. The respective institutions, which have instituted the award, should also be informed.

**2. Panel of judges:**

- (1) National President of IAOH
  - (2) CMO of Bharat Electronics Ltd. or nominee
  - (3) Editor of Association Journal (IJOEM)
  - (4) Two members of the association attending the conference being nominated by the President.
3. The awardee will receive a Certificate and shall be awarded a sum of INR 10,000/- (Rupees Ten Thousand Only) from Bharat Electronics Ltd.

## HINDUSTAN UNILEVER AWARD

### 1. Eligibility:

- (1) Any scientific free paper presented in the National Conference is eligible for the award & is open to all members.
- (2) The papers may be presented by a single author or by joint authorship.
- (3) The author (s) need not be member(s) of the Association.

### 2. Procedure of Selection:

- (1) The author (s) of the scientific papers should handover seven copies of the paper along with copies of charts, graphs, diagrams, picture, X-ray plates etc.to the Organizing Secretary/Chairman Scientific Committee on or before given dead line.
- (2) The contributors should also intimate the organizing secretary the name of the paper, name of first author and co-author, designation and institutional address if any and postal address well in advance.
- (3) The Hon. General Secretary should collect the papers and arrange to send them to the judges for evaluation after the conference.
- (4) The judges should make their assessment and send the result to the Hon. General Secretary well before the 2nd council Meeting.
- (5) The Hon. General Secretary shall compile the result received from various judges and finalize the award in consultation with the President.
- (6) In case of joint winner, the award will be equally divided.
- (7) The Hon. General Secretary should inform the central council about the result of the award and intimate the winner(s) to receive the award. The respective institutions, which have instituted the award, should also be informed.

### 3. Panel of judges:

- (1) National President of IAOH
- (2) Nominated Medical Officer of HUL
- (3) Editor of Association Journal (IJOEM)
- (4) Two members of the association attending the conference being nominated by the President.

4. The awardee will receive a Certificate and shall be awarded a sum of INR 2,500/- (Rupees Two Thousand Five Hundred Only) from IAOH Mumbai Branch.

## **BEST BRANCH SHIELD**

This award shall be given every year to the Best Branch of the Association in form of a rotating shield.

### **1. Eligibility:**

All branches of IAOH in good standing are eligible to contest for the award.

### **2. Procedure of Selection:**

- (1) The Hon. General Secretary shall issue a circular to all the branches to send relevant information about the activity of the branches during the year for consideration.
- (2) The applications with branch activity reports should reach the Hon. Gen. Secretary by 31<sup>st</sup> December.
- (3) The Hon. General Secretary shall compile the data and present it to the Selection Committee before the third meeting of Central council.
- (4) The selection committee shall handover the result to the general secretary who will place it before the council during the third meeting and intimate the concerned branch secretary or its representative to receive the award during the National Conference.

### **3. Selection Committee:**

The selection committee consists of the following members

- (1) National President of IAOH (as chairman)
- (2) Three immediate National Past Presidents of IAOH
- (3) The Hon. General Secretary (as the ex-officio member and co-ordinator)

### **4. The award consists of a shield.**



## **BEST RESOURCE PERSON SHIELD**

### **1. Eligibility:**

- (1) Any member of the Association is eligible for this award.
- (2) Initiative by the individual and his involvement in matters of the Association at the branch and all India level should form the criteria for selection.
- (3) He should have specific contribution in the field of Occupational Health and in raising the status of the Association in the state national or international level. Enrolment of new members and positive effort made for formation of new branches should be the important criteria.
- (4) His contribution for spreading the message of Occupational health through different forum at various levels should be taken into account.

### **2. Procedure of Selection:**

- (1) The secretaries of all the branches of IAOH should recommend one or two names from their branch for this award to the Hon. General Secretary before 30<sup>th</sup> September.
- (2) The activities / Achievements of the individual during the year ending with the last national conference should be highlighted while making such recommendations.
- (3) The Hon. General Secretary may issue a circular in this regard to inform all the branch secretaries.
- (4) On receipt of the names, the Hon. General Secretary shall send the proposals to the Award Committee for consideration and intimate the council in the subsequent meeting.
- (5) After finalization of the award, the individual and the concerned Branch Secretary shall be intimated and the shield shall be awarded in the ensuing national conference.

### **3. Selection committee:**

- (1) National President of IAOH (as chairman)
- (2) Presidents of any three branches of IAOH
- (3) One National Past President (co-opted by the President)
- (4) The Hon. General Secretary (as the ex-officio member and co-ordinator)

### **4. The award consists of a Shield and Certificate.**

## **OHSF – IAOH MUMBAI BRANCH ORATION**

### **1. Guidelines to Qualify for the Oration.**

- (1) The Orator should be a graduate in Medicine with minimum M.B.B.S. qualification; candidate with Post-graduate qualification in Industrial Health or five years' experience in Industry will be preferred.
- (2) The Orator should at least have five years standing in the field of Occupational Health with genuine contribution.
- (3) The Orator should have at least, five, original Standard Publication (Articles) to his credit.
- (4) The subject matter of the Oration should be left to Orator but it should be pertaining to Occupational / Industrial Medicine / Environment.

### **2. PROCEDURE**

- (1) Hon. General Secretary, IAOH, India should invite names of Orators from Hon. Secretaries of all IAOH Branches before 31<sup>st</sup> October every year.
- (2) The selection of Orator will be done by a committee consisting of: -
  - (a) National President of IAOH (as chairman)
  - (b) President of Mumbai Branch of IAOH
  - (c) Three Immediate Past Presidents
  - (d) The Hon. General Secretary (as ex-officio Convenor & Secretary of the Committee)
- (3) The Hon. General Secretary will invite and obtain nominations of Orators with their Bio-Data from Hon. Secretaries of Branches before 30th September..
- (4) Hon. General Secretary will send the list of names of proposed Orators with their Bio-Data to members of Selection Committee.
- (5) The Selection Committee will give names of selected Orators in order of preference like First, Second and Third to Hon. General Secretary.
- (6) The decision of Selection Committee will be final and no appeal will be entertained.
- (7) Hon. General Secretary should contact the Orator in order of preference for obtaining acceptance. The selected Orator's name and particulars should be included in Hon. General Secretary's Annual Report.
- (8) In case of any difficulty Hon. General Secretary should seek advice of Selection Committee.
- (9) The award for the Oration will consist of Citation.

## **YOUNG SCIENTIST AWARD**

### **(SPONSORED BY JAMNAGAR BRANCH)**

The IAOH Centre instituted this award in the year 1999 to promote interest in Occupational Health amongst young professionals & Students from the field of Preventive & Social medicine, Public Health, & Industrial Hygiene.

- To encourage applied research related to Occupational & Environmental Health.
- To provide a forum for participation in National Conference for young professionals & students.
- To create awareness about IAOH membership & its privileges in Young professionals & students.

#### **1. Eligibility:**

- (1) Young professionals from Occupational Health, Preventive & Social medicine, Public Health, & Industrial Hygiene
  - (2) Age below 35 years
  - (3) Must register for the National Conference
  - (4) Both oral & Poster presentations allowed
  - (5) Panel of Judges at the National Conference shall decide the winner
  - (6) While submitting the abstracts, the author must state his willingness to compete for the award.
2. The awardee shall receive a “Young Scientist Award Certificate” & a sum of INR 5000/- only from IAOH.

## **DR. C.K. RAMCHANDAR ENDOWMENT AWARDS**

The Dr. C.K. Ramchandar Endowment Awards was instituted in 2017 by the family of eminent Occupational Health Physician Late Dr. C.K. Ramchandar.

### **1. The Dr. C.K. Ramchandar Centenary Award for Lifetime achievement**

This award will be honour to an individual who during his/her lifetime has made outstanding contributions to the specialty of Occupational Health. The recipient will be honoured at the annual conference of IAOH. This award will be decided by the Committee. The proposal for the names of the recipient can be suggested by IAOH branches. The award will be in the form of a cheque for INR 20,000/- (Rupees Twenty Thousand Only) from IAOH and a plaque with the necessary inscriptions citing it as 'The Dr. C.K. Ramchandar Centenary Award for Lifetime Achievement'.

The recipient of the Dr. C.K. Ramchandar Centenary Award for Lifetime achievement will be selected by a committee consisting of the following members:

- (a) National President of IAOH (as Chairman)
- (b) Three Past Presidents of IAOH
- (c) One representative of CKR family
- (d) The Hon. General Secretary (as ex-officio Convenor and Secretary of the Committee)

The selection Committee for this Award would be changed every 2 years, and shall be constituted in the first meeting of the Central Council.

The recipient of this Lifetime Achievement Award will get 2 minutes to speak at the Inaugural Ceremony of IAOH.

### **2. The Dr. C.K. Ramchandar Centenary Award for best scientific presentations, both oral and poster individually, presented by medical students during the national conference.**

- i) The award will be given for the best scientific paper for oral presentation by an undergraduate or post graduate medical student at IAOH national conference every year. This can carry a cheque for INR 3,000/- (Rupees Three Thousand Only) from IAOH and a certificate. The members of the scientific committee of IAOH who decide on other awards can judge for this award also and the name can be sent to the Dr. C.K. Ramchandar Centenary Award Committee.
- ii) The award will be given for the best scientific poster presentation by an undergraduate or post graduate medical student of IAOH national conference every year. This can carry a cheque for INR 3,000/- (Rupees Three Thousand Only) from IAOH and a certificate. The members of the scientific committee of IAOH who decide on other awards can judge for this award also and the name can be sent to the Dr. C.K. Ramchandar Centenary Award Committee.

## **DR. J.C. KOTHARI MEMORIAL ORATION**

The Dr J.C. Kothari (JCK) Memorial Oration was instituted by Mumbai & Pune Branches of IAOH from 2018 in honour of Late Dr J.C. Kothari, a great visionary Chest Physician from Mumbai who has immensely contributed to IAOH with his passion & zeal to improve the Occupational Health scenario in India.

### **1. Eligibility:**

- (1) The orator should have original contribution in the fields of Occupational Health and / or allied subjects. Apart from original field observations, experiences also should be taken as criteria for the selections.
- (2) The orator should be actively engaged in the fields of occupational health and / or allied specialties.
- (3) The orator should preferably be an Indian but nationality should not come in the way.
- (4) The topic of the lecture should be chosen by the orator, but it should be related to Occupational Health.

### **2. Procedure of Selection:**

- (a) The Hon. General Secretary shall invite the names along with the bio-data for JCK Memorial Oration from the Branch Secretaries and Central Council members so as to reach him by 30<sup>th</sup> September.
- (b) Branch Secretaries shall forward the names recommended by their respective executive committees.
- (c) Direct members name can be proposed by any Council Member to the Hon. General Secretary.
- (d) On receiving the names, the Hon. General Secretary shall send the same along with the bio-data of proposed nominees and abstract of the topic to the members of the Selection Committee.
- (e) The selection committee shall be constituted in the first meeting of central council, which shall consist of the following members:
  - (1) National President of IAOH (as Chairman)
  - (2) IAOH Mumbai Branch President
  - (3) IAOH Pune Branch President
  - (4) One National Past President
  - (5) IJOEM Editor
  - (6) Hon. General Secretary (as ex-officio Convenor and Secretary of the Committee)
- (f) The tenure of the committee shall be for a period of two years.
- (g) It is desirable that names of the selection committee members should not be recommended for the JCK Memorial Oration during their tenure. However if such situation arises, the President of IAOH shall nominate a past President in his / her place.

- (h) The Hon. General Secretary shall place the recommendations of the Selection Committee preferably in the 3<sup>rd</sup> meeting of the Central Council for ratification of the Orator.
- (i) The Hon. General Secretary should contact and invite the Orator and intimate the Organizing Secretary of the conference.
- (j) In case of any difficulty, the Hon. General Secretary shall take necessary steps in consultation with the President and report the matter in the next council meeting.
- (k) The reward for the JCK Memorial Oration will consist of Citation / Certificate and Cash Award of INR 25000/- (Rupees Twenty Five Thousand Only).
- (l) Mumbai and Pune Branch Presidents or their nominee shall chair the JCK Memorial Oration.
- (m) The Hon. General Secretary shall inform and invite family member/s of Late Dr. J.C. Kothari to grace the Oration.