

MEMORANDUM OF ASSOCIATION

1. **Name of the Society** Society for Indian Academy of Medical Genetics
2. **Address of the Society** Department of Medical Genetics,
Sanjay Gandhi Postgraduate Institute of Medical
Sciences, Raebareli Road, Lucknow,
Uttar Pradesh, 226014

3. **Working area of the Society** All India

4. **Objectives of the Society**

The Aims and Objectives of the society shall be:

- a. To run the activities of Indian Academy of Medical Genetics (IAMG)
- b. To stimulate and support patient care, education, and research in the field of Medical Genetics
- c. To promote the advance of art and science of Medical Genetics in India
- d. To foster the development and implementation of methods of diagnosis, treatment, and prevention of genetic diseases
- e. To promote uniform standards of laboratory quality assurance and proficiency testing for genetic diseases
- f. To increase access of general public to Medical Genetics services with the aim to improve public health of community
- g. To promote education of clinicians in the area of Medical Genetics
- h. To promote quality in patient care and diagnostic services in Medical Genetics by publishing guidelines (clinical and laboratory)
- i. To serve as an advisory body to the government and society in the matters of education, patient care and research in Medical Genetics
- j. To serve as a forum to promote and coordinate research in the field of Medical Genetics
- k. To serve as a forum for Medical Geneticists to discuss the issues pertaining to their professional activity
- l. To conduct and co-ordinate meetings, seminars, conferences, workshops to impart and spread awareness and knowledge regarding Medical Genetics
- m. To co-ordinate with the government agencies, corporate bodies, institutions, societies, associations and groups which pursue similar objectives.
- n. To receive donations or funds from individuals, societies, institutions, government agencies or any organization towards the activities of the society

5) Name, addresses, designations and occupations of the members of the Managing committee who have been allotted job responsibilities as per the rules of the society:

Sl. No	Name/Father/Husband's Name	Address	Designation	Occupation
1	Dr Shubha R Phadke W/O Dr Rajendra Phadke	Department of Medical Genetics, Sanjay Gandhi Postgraduate Institute of Medical Sciences, Raebareilly Road, Lucknow, Uttar Pradesh, 226014	President	Doctor
2	Dr Ashwin Dalal S/O Bhikaji V Dalal	Diagnosics Division, Centre for DNA Fingerprinting and Diagnostics, Tuljaguda Complex, Mozamzahi Road, Nampally, Hyderabad	Secretary	Doctor
3	Dr Girisha KM S/O Mohan Kumar K	Genetics Clinic, Department of Pediatrics, Kasturba Medical College, Manipal, Karnataka	Treasurer	Doctor
4	Dr Madhulika Kabra	Department of Pediatrics, All India Institute of Medical Sciences, New Delhi	Member	Doctor
5	Dr Neerja Gupta	Department of Pediatrics, All India Institute of Medical Sciences, New Delhi	Member	Doctor
6	Dr Ratna Dua Puri	Centre for Medical Genetics, Sir Ganga Ram Hospital, Rajinder Nagar, New Delhi	Member	Doctor
7	Dr Prajnya Ranganath	Department of Medical Genetics, Nizam's Institute of Medical Sciences, Punjagutta, Hyderabad, Andhra Pradesh	Member	Doctor
8	Dr Meenal Agarwal	Department of Medical Genetics, Sanjay Gandhi Postgraduate Institute of Medical Sciences, Raebareilly Road, Lucknow, Uttar Pradesh,	Member	Doctor

9	Dr Sankar VH	Department of Pediatrics, SAT Medical College, Trivandrum, Kerala	Member	Doctor
10	Dr Parag Tamhankar	Genetic Research Centre National Institute For Research In Reproductive Health Complex, Jehangir Meherwanji Street, Parel, Mumbai	Member	Doctor
11	Dr SJ Patil	Consultant Clinical Genetics Centre for Molecular and Metabolic Diagnostics & Research, Narayana Hrudayalaya Health City, No 258/A, Bommasandra Industrial Area, Anekal Taluq, Bangalore	Member	Doctor
12	Dr Kausik Mandal	Rabindranath Tagore International Institute of Cardiac Sciences 124, Mukundapur, E.M.Bypass, Near Santoshpur Connector, Kolkata - 700099, West Bengal	Member	Doctor

6) We the undersigned, wish to register the society as per the Memorandum of Association given above under the Societies Registration Act, 1860:

Date:

Signature

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RULES AND REGULATIONS

- 1) **Name of the Society** Society for Indian Academy of Medical Genetics
- 2) **Address of the Society** Department of Medical Genetics,
Sanjay Gandhi Postgraduate Institute of Medical
Sciences, Raebareli Road, Lucknow,
Uttar Pradesh, 226014
- 3) **Working area of the Society** All India

4) Membership:

- a. **IAMG** consists of a General Assembly of Members and an Executive Committee. The Executive Committee may establish further categories of membership as it shall think fit and may levy different rates of contributions to different categories of members.
- b. Membership in the academy is a privilege, not a right. No individual shall be elected to membership or shall remain a member of the academy unless that individual is of good moral character and of high ethical and professional principles.
- c. Members are entitled to participate in all the academic, social and cultural activities of the academy.
- d. A member may at any time resign his membership by giving 30 days notice in writing and on paying all his dues to the academy. Such member is not eligible for refund or compensation by the IAMG. He/she is eligible for re-admission in future on payment of fresh entrance fee and membership fee prevalent at that time.

e. Classification of Membership

i. Member

To be eligible for Membership of the academy the applicant must be a qualified clinical geneticist working in the field of medical genetics.

Minimum qualifications for a member:

A member shall fulfill all the following criteria

- a) Basic medical qualification in modern medicine recognized by the medical council of India: MBBS
- b) A postgraduate medical degree recognized by the Medical council of India: MD/MS/DNB

- c) DM in Medical Genetics from a Medical Council of India recognized medical college or university or an equivalent degree from outside India which should be of at least two years duration. Those without a DM/equivalent degree, but with a regular training of at least one year in medical genetics must have at least 2 years of experience in the area of medical genetics after obtaining the qualification

ii. Associate Member

An associate member can be a non-physician with a PhD in genetics. Clinicians with MBBS degree/ MD/MS degree and special interest in Medical Genetics can also be associate members.

iii. Founding Members

These are the Medical Geneticists who initiated this academy. They qualify as life members for the society. The following are founding members of the academy:

Dr Shubha Phadke, Dr Madhulika Kabra, Dr Ratna Dua Puri, Dr Neerja Agarwal, Dr Girisha KM, Dr S J Patil, Dr Ashwin Dalal, Dr Sankar VH, Dr Kausik Mandal, Dr Prajnya Ranganath, Dr Parag Tamhankar and Dr Meenal Agarwal. They will be executive committee members for the first term of three years.

iv. Patrons

The Medical Geneticists of repute in the country, who have contributed substantially to the field, are Patrons of the Academy. Upon acceptance of the invitation, they will be considered as regular members and have privileges equivalent to that of any member. This is a onetime invitation and it will not be extended after incorporation of the academy. As a onetime gesture, this privilege is being accorded to Dr Agarwal SS and Dr Verma IC.

f. Membership fee

- i. Membership fees of the Association shall be decided by the executive committee of the academy from time to time.
- ii. It is proposed to collect Rs 5000/- as life membership fee from all members until further revision by the executive committee.
- iii. No fees shall be collected from Patrons.

5) Bodies of Society

- A. General Body
- B. Executive Committee

A. General Body:

General Body Meetings

- a. Annual General Body shall ordinarily meet at least once every calendar year.
- b. A notice of 5 weeks shall be necessary for calling a General Body Meeting.
- c. This meeting shall be convened by the Secretary in consultation with the Executive Committee and no matters other than those on the agenda shall be discussed at this meeting.

Quorum

At least 1/3rd of the total membership shall constitute the quorum for any General Body Meeting. In absence of the quorum the meeting shall stand adjourned for half an hour. The adjourned meeting shall require no quorum.

Resolutions

Resolutions to be moved by the members at Ordinary General Body Meeting must reach the Secretary duly proposed and seconded at least 3 weeks before the meeting for the approval of the Executive Committee. If not approved by the Executive Committee, they should be returned to the proposer so as to reach him at least 7 days before the meeting. The Proposer may still bring it before the General Body by sending it again to the Secretary, supported by 4 other members so as to reach him at least 3 days before the meeting.

Business of the Annual General Body Meeting

The following shall be included in the business to be transacted at the Annual General Body Meeting unless otherwise determined at the meeting:

- a. To confirm the minutes of the last General Body Meeting
- b. To adopt the balance sheet and statement of accounts audited by the certified auditors and passed by the Executive Committee along with the auditor's report.
- c. To adopt the annual report approved by the Executive Committee.
- d. To consider and adopt such other matters as may have been referred by the Executive Committee or the President
- e. To appoint scrutinizers, when required.

- f. To elect office bearers and members of the Executive Committee when necessary at the end of their term or in case of resignation of Executive Committee member.
- g. To appoint certified auditors and fix their remuneration.
- h. To appoint Honorary Legal Adviser, if necessary.
- i. Any other matter with the permission of the chair.

Notices and Communication

All notices and correspondences shall be in emails at least two weeks before the proposed date of resolution or meeting. However in case of urgent matters, a decision can be arrived at the level of executive committee via emails with the content copied to all the Executive Committee members.

B. Executive Committee:

I. General terms

- a. The Management of the Association shall be vested in the Executive Committee (EC). The Executive Committee is elected by the general body.
- b. The term of an executive committee member will be three years. However he/she can be re-elected by the members.
- c. At any given point of time, there should be at least 6 physician members and not more than 3 associate members in the EC. The associate members will be encouraged to be a part of the executive committee.
- d. All the executive committee members should have at least five indexed publications in the field of medical genetics.

II. Composition of Executive Committee

- a. The Executive Committee of the Association shall consist of:
 - 1. President
 - 2. Secretary
 - 3. Treasurer
 - 4. Nine members
- b. The President, the secretary, treasurer and the other members of the Executive Committee are appointed for a period of three years.
- c. Dr Shubha R Phadke is the founding president and is considered president elect for the initial term and Dr Madhulika Kabra will be President for the next term.
- d. Dr Ashwin Dalal and Dr Girisha KM will be secretary and treasurers respectively for the first term.

- e. Election will be held for the post of the president, secretary and treasurer 6 months before the completion of their tenures.
- f. An associate member will not be eligible for the post of President, Secretary and Treasurer.
- g. The new Executive Committee members will accept their mandate following the General Assembly of Members.
- h. The Society is legally bound by the Executive Committee.

III. Selection of executive committee members

- a. A total of 12 members will form the executive committee (including the president, secretary and treasurer).
- b. They will be elected by the general body.
- c. The secretary will coordinate the election of the executive committee.

IV. Office Bearers

President, Secretary and Treasurer shall be the office bearers of the academy.

V. Selection of the Office bearers

- a. President, secretary and treasurer shall be elected by the newly elected executive committee.
- b. President shall have a good moral standing in the society. Moreover to be elected as the president, he/she shall have at least 10 publications in Medical Genetics.

VI. Duties of the Office Bearers

- a. The President shall preside at all the meetings of the Association including meetings of the General Body and of the Executive Committee. He/she shall conduct the proceedings of the meetings, interpret the application of laws, decide doubtful points, put resolutions and motions to vote and shall besides his/her ordinary vote have a casting vote in case of a tie. He/she shall be ex-officio member of all committees and sub committees.
- b. The Secretary shall perform the duties of the President when he/she is absent or unable to perform his/her duties.
- c. The Secretary shall be in charge of the office of the society. He/she shall conduct all correspondence, organize, arrange and convene meetings, conferences, lectures, demonstrations, attend all meetings of the society and keep proceedings thereof and be ex-officio member of all committees. He/she

shall perform all other duties as directed by the Executive Committee or President.

- d. The treasurer will maintain the accounts of the society.

VII. Meetings of Executive Committee

- a. The Executive Committee shall meet at least twice a year.
- b. The meetings may be held in person or by modern methods like video conferencing.

VIII. Quorum

Five members shall constitute the quorum for a meeting of the Executive Committee.

IX. Function and powers of the Executive Committee

- a. The Executive Committee shall direct and regulate the general affairs of the academy and shall, subject to the control of the General Body
- b. The committee shall have powers to frame rules and bye laws to regulate and conduct the business at meetings of the society
- c. The committee shall have powers for the maintenance and administration of the society.
- d. The Executive Committee shall, in addition to the powers by these rules expressly conferred upon them, exercise all such powers and do all such acts and things as may be done by the society and which are not hereby expressly directed or required to be exercised or done by the society.
- e. Without prejudice to the general powers conferred by the preceding clause herein, the Executive Committee shall have the powers:
 - i. To approve Memberships and associate memberships
 - ii. To consider the reports of the various Committees and Sub-Committees and to submit the same to the General Body with their recommendations.
 - iii. To organize the annual meet of the academy and other academic activities.
 - iv. To prepare the Annual Report.
 - v. To present the audited accounts to the Annual General Body Meeting.
 - vi. To manage the funds of the Chapter in accordance with the General Policy laid down by the General Body
 - vii. These activities are coordinated through the secretary of IAMG.

6) Funds:

- a. **Reserve Fund:** The membership fees shall be set apart to constitute a Reserve Fund. No money shall be withdrawn from this fund without prior sanction of the General Body. However the interest generated may be treated as ordinary fund.
- b. **Ordinary Fund:** Funds raised by the society in form interest accruing from the Reserve Fund and receipts from other activities of the Association shall constitute its ordinary Fund from which the expenses of the Association shall be managed.
- c. The surplus arising from seminars, conferences and / or campaigns undertaken for raising funds to carry out the objectives of the Association may be earmarked by the Executive Committee for the objectives described in the Memorandum.
- d. **Fundraising:** The Executive Committee is authorized to raise money through donations, organizing seminars, workshops etc.

7) Accounts and Auditing:

- a. **Accounts:** Executive Committee shall maintain accounts with any National or scheduled Bank or Banks in the name of the Association operable by any two executive committee members with at least one being an office bearer. The accounting year shall be from 1st April to 31st March.
- b. **Auditing:** The accounts of the Association shall be audited annually by certified Chartered Accountants.

8) Properties, Rights and Privileges:

Subject to the prior approval of the General Body, The Executive Committee is authorized to acquire, hold, manage, let, lease, sell or mortgage movable or immovable properties of every description and any rights and privileges whenever found necessary or desirable for the purpose of the chapter.

9) Winding up of the chapter:

- a. In the event of dissolution of the society for any reason whatsoever the surplus if any arising on disposing the assets of the Association and accumulated balance of the surplus, if any, will be handed over to Sanjay Gandhi Postgraduate Institute of Medical Sciences, Lucknow and members of the Chapter shall not be entitled to receive anything from the said amount.
- b. Dissolution of Society and its property will be carried out under act no. 13 &14 of Society Registration act-1860.

Dated:

Verified