

Constitution of
Association of Physicians of India
West Bengal Branch

(Registered under the West Bengal Societies Registration
Act. 1961 : No. S/80005 of 1995-96)



Registered Office :
53, Creek Row, Kolkata – 700 014

Secretariat :
Moon Plaza, Flat No.-2D, 2nd Floor, 62, Lenin Sarani, Kolkata –
700013
Phone : (033) 2227 6024 / 48
Email : apiwbbb@gmail.com

Passed in	:General Body Meeting of Members held on 27.09.1975 at the Large Lecture Theatre, N R S Medical College, Calcutta, during the 1st Annual Conference of A.P.I., West Bengal Branch.
1st Ammendment	: Annual General Body Meeting of members held on 24.07.1993 at the Seminar Room, Deptt. Of Medicine, National Medical College, Calcutta.
2nd Ammendment	: Annual General Body Meeting of members held on 22.07.1995 at the Auditorium of N.R.S. Medical College, Calcutta
3rd Ammendment	:28th Annual General Body Meeting of members held on 26th July, 2003 at Seminar Room, Medicine Department, R. G. Kar Medical College and Hospital.
4th Ammendment	: 37th Annual General Body Meeting of memebbers held on 7th July 2012 at Hotel Golden Park.
5th Ammendment	: 38th Annual General Body Meeting of memebbers held on 13th July 2013 at the Seminar Hall of Calcutta Medical College.
6th Ammendment	: 45th Annual General Body Meeting (Virtual) of Members held on 21st Feb 2021
7th Ammendment	: 46th Annual General Body Meeting (Virtual) of Members held on 24th July 2021.
8th Ammendment	: 49th Annual General Body Meeting of Members held on 18th July 2024.
9th Ammendment	: 50th Annual General Body Meeting of Members held on 26th July 2025.

**Constitution
of
Association of Physicians of India,
West Bengal Branch**

1. NAME

This body shall be called “**Association of Physicians of India, West Bengal Branch**”.

2. OBJECTS

The objects of the body are promotion and advancement of medical and allied sciences for the attainment and furtherance of which the Branch may -

- a. Maintain an office.
- b. Hold periodical meetings and conferences of the members and of the medical and allied professions.
- c. Arrange from time to time congress, conference, seminars, lectures discussions and demonstrations on any aspect of the medical and allied sciences.
- d. Maintain a library.
- e. Publish a Journal and special bulletins from time to time for furtherance of the objects.
- f. Initiate, undertake and encourage research, particularly collaborative in medical and allied sciences by the establishment of scholarships, prizes, awards or in such other manner as may from time to time, as desired by the body.
- g. To run charitable polyclinics, dispensaries, laboratories and other similar institutions for serving the causes of suffering humanity.
- h. Do all such things as are consistent with the objects.
- i. Associate with other scientific bodies for furtherance of its objects.

3. BRANCH YEAR :

The year of the branch shall be from 1st April to 31st March.

4. MEMBERSHIP :

4.1 Membership shall be of two categories :

- a. Life Member – Any Life Member of the API is eligible to be a Life Member of the Branch.
- b. Associate Member – Any Associate Member of the API West Bengal is eligible to be a member of the state branch also.

4.2 Every application for membership (Life and Associate) shall be accompanied by one time subscription. Such an application shall be considered by the executive committee who may accept, reject or take any other action as it may deem suitable without ascribing any cause. Decision of the executive committee in this respect shall be final.

5. SUBSCRIPTION

5.1 Life membership subscription shall be Rs.1500/- Only or the amount amended time to time by executive committee approved by the General Body.

5.2 Subscription for Associate member is Rs.1500/- One time payment.

5.3 All subscription is to be paid either in cash or by Demand Draft drawn in favor of the “Association of Physicians of India, West Bengal Branch”.

6. REGISTER

An up-to-date register of members shall be maintained in the office in which the names and address of the members, category of membership and any change from time to time shall be recorded.

7. CESSATION OF MEMBERSHIP

7.1 Any member may withdraw his name from the body by giving one month's notice in writing to the Hon. Secretary of his intention to do so. However, he shall remain liable to pay all the arrears and

return all properties belonging to the body, if any, to the Hon. Secretary, before such withdrawal becomes effective.

7.2 Executive committee any terminate any member whose conduct is against the object of the association.

8. READMISSION :

Any person who has ceased to be a member due to any reason may be readmitted by the executive committee on submission of a written request along with readmission fee of Rs. 500/-. The executive committee may refuse readmission of any such person without assigning any reason.

9. EXECUTIVE COMMITTEE :

9.1 Members : The executive committee shall be composed in the following manner -

Chairman	: 1
Vice-Chairman	: 3
Hon. Secretary	: 1 (From KMDA area)
Hon. Jt. Secretary	: 1
Hon. Treasurer	: 1 (From KMDA area)
Member	: 10

Immediate Past Chairman

Immediate Past Hon. Secretary

In addition 10 members shall be elected as District zonal member and two members as Chairman,s nominee. Members of the district zonal committee , Chairman's nominee, will have the eligibility criteria like elected member for submitting the nomination for the post of Chairman, Vice-Chairman, Secretary, Jt- Secretary and Treasurer or executive member after successful completion of their terms at the time of election as decided by the election commission.

9.2 **Tenure** : Tenure of the office shall be for two years.

9.3 Meetings :

9.3.1. Executive Committee shall meet at least once in three months.

9.3.2. The Hon. Secretary/Jt. Secretary in consultation with the Chairman shall convene all executive committee meetings

- 9.3.3. Ordinarily 10 days notice shall be required for all executive committee meetings. But emergent meetings can be convened with 2 days notice.
- 9.3.4. **Quorum** : Eight members, two of whom may be other than office bearers, shall form a quorum for a meeting of the executive committee.
- 9.3.5. In Case a meeting of executive committee falls through due to want of quorum, it shall stand adjourned automatically and shall be held at the same place half an hour after the scheduled time, on the same day unless otherwise directed by the Chairman. No quorum shall be necessary for such adjourned meeting.
- 9.4 Executive committee membership will be cancelled automatically if any EC member fails to attend 3 consecutive EC meeting without assigning valid reasons to office in writing.
- 9.5 Chairman and Secretary of ICP WB & Chairman and Secretary of PRF WB will be the Permanent Invitee in API WB Chapter's EC Committee.

10. ANNUAL GENERAL MEETING (AGM):

- 10.1 **Time** : The Annual General Meeting shall be held not later than 31st July. The new Executive Committee formed shall assume office by 1st August.
- 10.2 **Notice** : At least 3weeks notice shall be required for the Annual General Meeting.
- 10.3 **Presiding Over Meeting** : Ordinarily the Chairman shall preside over all meetings either executive or general. In his absence one of the Vice-Chairman and in the event of Chairman or any of the Vice-Chairmen being not present, any other member may be elected to preside by the members present.
- 10.4 **Quorum** : Thirty members shall form a quorum for the meeting. In case, a meeting falls through due to lack of quorum, it shall stand adjourned automatically and shall be held at the same place, half an hour after the scheduled time on the same

day unless otherwise directed by the Chairman. No quorum shall be necessary for such adjourned meeting.

10.5 **Agenda :** In the Annual General Meeting the following agenda shall be discussed.

- a) Condolences (if any)
- b) Apologies (if any)
- c) Confirmation of the minutes of the last AGM.
- d) Confirmation of the minutes of Special General Meeting (if any).
- e) Business arising out of the above minutes
- f) Adoption of the Annual Report and accounts of the previous year
- g) Adoption of Budget for the current year.
- h) Appointment of auditors and fixation of their remuneration (if any)
- i) Declaration of Results of Election held during the year.
- j) Consideration of the resolution proposed by the Executive Committee.
- k) Consideration of resolutions proposed by individual members of which notice has been given at least 7 days before the date of the meeting.
- l) Any other business with the permission of the chair.
- m) Chairman's remarks.
- n) Vote of thanks.

11. SPECIAL GENERAL MEETING :

It can be convened with 10 days notice by the Hon. Secretary in consultation with the Chairman to discuss any urgent matter. Quorum shall be the same as that for Annual General Meeting. In case of lack of quorum, similar procedure shall be adopted as per clause 10.4.

12. REQUISITION MEETING :

Requisition meeting of the General Body shall be convened if at least one third of the total valid members send a written request to the Chairman for the same. Ordinarily, the Hon. Secretary shall call the meeting in

consultation with the Chairman with the specific agenda as submitted by the requisitionists. If the Hon. Secretary fails to convene a meeting within a fortnight of the receipt of such a request the requisitionists themselves may convene the same with the special agenda. 75 members present shall form the Quorum of such a meeting. Agenda of such a meeting shall be only the specific agenda for which the requisition meeting has been convened. If the meeting falls through due to lack of quorum, this meeting shall stand cancelled.

13. FUNCTION AND POWER OF THE EXECUTIVE COMMITTEE.

- 13.1 The Executive Committee shall be the executive authority and such shall give effect to the policy and programme of the body as laid down by the General Body and shall remain responsible thereto.
- 13.2 It shall further exercise all such powers and do all such acts and things and transact all such business as may be done by the body subject to overall control by the General body.
- 13.3 It shall have power to frame bye-laws from time to time and to amend them to further the objects of the body, subject to approval by the general body.

14. ELECTION :

- 14.1 The election for the Executive Committee shall be held every two years prior to the Annual General Meeting, ordinarily before 30th June.
- 14.2 Notification for the election along with nomination forms shall be posted in API WB Website by the Hon. Secretary in the first week of April of election year.
- 14.3 Election shall be by postal ballots.
- 14.4 Election shall be conducted by an Election Conduction Committee comprising of three members of which one shall act as the presiding officer. The members shall be nominated by the Executive Committee for this purpose and shall be responsible for the smooth operation of the electoral process with due assistance from the office. Members of the election conduction committee shall not be able to contest in the election for any post.

- 14.5 Every intending candidate for the election shall have to be a valid member of the Branch at least for two years and is to be duly proposed and seconded by valid API WB members in specified nomination form. Each Nomination form submitted shall be accompanied by a non refundable fee of **Rs.2,000/-** either in cash or by A/c. payee cheque drawn in favour of the Branch. If a candidate wishes to contest for more than one post, separate nomination form for each such post shall have to be submitted. Such nomination form is to be duly proposed and seconded and be accompanied by a **non refundable fee of Rs.2,000/-**.
- 14.6 A list of valid members shall be made available at the office by 7th April of the election year. Any objection to the list must be notified to the office in writing by 21st April of the election year.
- 14.7 All nomination forms duly filled up shall be submitted, so as to reach API WB office by 5PM on the first (1st) working day of the month of May of the Election year.
- 14.8 The presiding officer shall scrutinize the nomination papers and valid candidates shall be informed by the office by 15th May.
- 14.9 The last date for withdrawal of the nomination paper shall ordinarily be 25th May.
- 14.10 Ballot papers shall be posted to valid members after 25th May. Duly completed ballot papers in sealed envelopes shall be received at the office only upto 5PM of 30th June. Duplicate ballot papers shall be sent only on written request from valid members.
- 14.11 The date of counting shall be fixed by the presiding officer. Candidate may send their authorized agents (who shall be member of the Branch but not contesting for the election) to be present during counting with specific permission from the Presiding Officer.
- 14.12 The results of the election shall be declared at the time of the AGM.

- 14.13 The newly elected executive committee shall assume office on the termination of the Annual General Meeting and not later than 1st August of the same year.
- 14.14 All the Vacancies in the EC committee including office bearers shall be filled up by the EC Committee for the remaining tenure of that particular post till next general election.

The Honorary Secretary shall issue an urgent short notice in the API WB website inviting nominations & providing time for scrutiny & withdrawals. The valid nominations shall then be placed before the Executive Committee in the immediate succeeding meeting for electing the incumbents.

- 14.15 Chairman would not be eligible to seek election of any position while in office or in future. Vice-Chairman shall not be eligible to seek reelection in the same post. All other office bearers and executive members shall not be eligible to seek reelection in the same post after serving two consecutive terms without a break of one term at least.
- 14.16 For the post of Chairman Candidate must hold 4 terms of executive committee membership, of which one term should be either of secretary or vice chairman. For the post of vice chairman the candidate must hold 2 terms of executive committee member of API WB Branch. For the post of secretary 3 terms in EC committee of whom one term should be as Treasurer or Joint Secretary. For the post of Executive Committee member, one should be at least members of API WB Branch for two years.
- 14.17 Election of WEST BENGAL FORUM OF ICP FELLOWS will be held as per norms of election of API WB Branch.

15. CHANGE OF RULES :

Subject to rules in force from time to time the members in AGM shall have power to add, alter or repeal any of the provisions contained in these rules, provided a resolution to this effect is brought forward by the executive committee or any individual

member. Any resolution in this respect shall be circulated amongst the members by the Hon. Secretary along with the notice of the annual general meeting and if approved by a 2/3re majority of the members present in the meeting shall become effective immediately after the meeting.

16. BANK ACCOUNT :

An account may be opened in a Bank in the name of Association of Physicians of India, West Bengal Branch and the transaction will be operated by any two - one -Secretary, or Joint Secretary, Second-Chairman or Treasurer.

17. APICON (Annual Conference of API)

API WB Branch from time to time may get the responsibility to organize APICON (Annual Conference of API). Under such situation the names of Organizing Secretary, Organizing Chairman and Organizing Committee has to be proposed by EC Committee of API WB Branch. It is also to be confirmed by the General body Meeting of the API West Bengal Branch.

Finances related to APICON shall not be accounted under the name of any other body except API WB Branch.

Finances of APICON hosted by API WB chapter shall be accounted by API WB chapter or any society approved by API WB chapter. After completion of APICON, organizing committee will submit full audit report to both Central Finance Committee and API WB Chapter.

18. In case, the election process can't be held in time during the particular year (when it is due to be held) because of any unprecedented or unavoidable circumstances, the existing EC body have the full right to take future course of action in relation to the activities of the association and the decision of EC must be passed with due permission from general body which may be intimated about such decision of EC through emails / or virtual GB meeting within a period of one month.

19. Criteria for Election of Chairman, Scientific Committee

- 19.1. Selection is to be done by search committee appointed by API WB EC committee.
- 19.2. The Candidate for the same should have teaching experience in under graduate / Post Graduate (MD/DNB) / Post-Doctoral students in NMC or NBE course in recognized Medical College / teaching institute for ≥7years.
- 19.3. The Candidate should have a minimum of five publications in an indexed journal.
- 19.4. Candidate must have completed two terms in EC.
- 19.5. Candidate should have FICP
- 19.6. Tenure of Chairman, Scientific Committee is for two years.

20. Criteria for Election of Editor, Bengal Physicians Journal

- 20.1. Selection to be done by search committee appointed by API WB EC committee.
- 20.2. The Candidate should have teaching experience in under graduate / Post Graduate (MD/DNB) / Post Doctoral students in NMC or NBE courses recognized Medical College / teaching institute for ≥7years.
- 20.3. The Candidate should have a minimum of seven publications in an indexed journal.
- 20.4. Candidate at least one year experience as Editor / Associate Editor / Assistant Editor in any indexed journal / BPJ.
- 20.5. Candidate must have completed one term in EC.
- 20.6. Candidate must have FICP
- 20.7. Candidate should preferably in the rank of professor or associate professor.
- 20.8. The Tenure of Editor for 3years it can be revised for one to more terms by EC Members.

21. Search committee

- 21.1 Search committee will comprise 5 members who will be selected / nominated in 1st EC Meeting of API WB Chapter's of that term.
- 21.2 The Chairman & Secretary of API WB Chapter will be the ex-officio member.

22. Associate Editor

- 22.1. The Candidate should have teaching experience under graduate / Post Graduate (MD/DNB) / Post Doctoral students in NMC or NBE courses in recognized Medical College / teaching institute for > 2years.
- 22.2. The Candidate should have a minimum of two publications in an indexed journal/BPJ.
- 22.3. The tenure of Associate Editor is for 3years.

23. Assistant Editor

- 23.1. The Candidate should have a minimum of two publications in an indexed journal/BPJ.
- 23.2. The tenure of Assistant Editor is for 3years

24. City Branch

- 24.1) City branches of API WB can be formed as per norms laid down in API Central Constitution.
- 24.2) Any application of formation of City branch should be prior approved by API WB chapter before forwarding to Central API Governing body.
- 24.3) City branches once formed have to conduct meeting and a committee to be formed to initiate activity
- 24.4) All city Branches have to follow norms laid down in SOP
- 24.5) All city branches should be registered under Society registration Act, should have its own PAN card, Bank Account.
- 24.6) Annual report every year (before 31stDec) and election result to be communicated to State branch once it is conducted.
- 24.7) Annual conference of City branch to be held with Prior intimation to State branch.
- 24.8) Protocol of Inauguration to be followed as per constitution of API Central and State. State Branch Chairman and Secretary to be invited in Inaugural Programme of City Branch.
- 24.9) Any communication of City branch to Central must be routed through State branch.

24.10) Every City branch to form its Own constitution in concordance with State and Central API constitution.

CONSTITUTION

WEST BENGAL FORUM OF ICP FELLOWS

PREAMBLE

On 19th July 2020, Sunday on a virtual meeting of Executive Committee of API WB Br, it was decided to have a platform for conducting academic and research activity among physicians of West Bengal and to form West Bengal Forum of ICP fellows.

MEMORANDUM OF ASSOCIATION

The name of the forum shall be West Bengal forum of ICP Fellows.

The headquarter of the forum shall be at Kolkata. The office of the forum shall be at Secretariat office of API WB Br, Moon Plaza, 62 Lenin Sarani, 2nd Floor, Flat Number - 2D, Kolkata - 700013.

In subsequent days if the office secretariat address of API WB Br is changed, then the same will be applied in case of West Bengal Forum of ICP Fellows.

AIMS & OBJECTIVES

1. To encourage and advance the knowledge, study and practice of the science of medicine in all ways
2. To encourage research including experimental work in the science of medicine
3. To hold meetings and organize CME's and conferences, exhibitions, study circles or conventions for the study and discussion of problem relating to and allied with the science of medicine
4. To encourage members of Association of Physicians of India from West Bengal to get the fellowship of Indian college of physician and other colleges
5. To award prizes, medals or other certificate of proficiency in the science of medicine to person found deserving.
6. Print, publish, distribute or sell books pamphlets, notices, periodicals or any other literature relating to the science or practice of medicine.
7. To co-operate with other associations or individuals to promote the objects of association

8. To make rules describing standards of professional conduct for members of the forum

DEFINITION AND ABBREVIATION

1. API means the Association of Physicians of India
2. ICP means Indian College of Physicians
3. Annual Conference means the annual conference of the Association of Physicians of India West Bengal Branch
4. Governing Council means the Governing Council of West Bengal forum of ICP fellows
5. Office bearers means a person holding the office of Chairman, Vice Chairman, General Secretary or Hon. Treasurer in the Governing Council
6. This year 2020, Due to COVID-19 pandemic the office bearers of the Forum can't be elected or selected in a formal way. However the ICP Fellows of West Bengal Br who are comprising more than 75% of members of EC committee of Association of Physicians of India West Bengal Br shall after discussion in a meeting form a committee consisting of the following members -
 - a. Chairman - 1
 - b. Convenor - 1
 - c. Treasurer - 1
 - d. Members - 2

The Newly formed Forum of ICP shall conduct the Election as per guidelines laid down as soon as the situation for holding the same becomes congenial. This body will continue to work till the formal election is held.

The convenor of the forum in consultation with other members of forum shall invite the nominations for the posts for holding election as soon as normalcy returns.

TYPES of MEMBERSHIP

1. Life Membership - All the fellows of Indian college of Physicians from West Bengal will be inducted as life member of the forum from the day they are conferred fellowship of Indian college of Physician

2. Honorary Membership - Governing Council of West Bengal forum of ICP Fellows can confer Honorary membership of the forum to such fellows of Indian college of Physician from outside West Bengal who had completed their undergraduate/ Post Graduate qualification from any medical college of West Bengal. This number should not exceed 10% of the total number of membership of the forum at any time.

GOVERNING COUNCIL

☐ CHAIRMAN	-	One
☐ IMMEDIATE PAST CHAIRMAN	-	One
☐ VICE CHAIRMAN	-	One
☐ HON. GENERAL SECRETARY	-	One
☐ HONORABLE TREASURER	-	One
☐ JOINT SECRETARY	-	Two
☐ MEMBER GOVERNING COUNCIL	-	Four
☐ CO-OPTED MEMBER	-	Two

TENURE

1. The tenure of office of Chairman, Vice Chairman, Hon. Secretary, Hon. Treasurer, Joint Secretary and Members Governing Council will be two year
2. No member shall be eligible to seek election for the post of post of chairman for the more than 1 term of 2 year.
3. Vice Chairman, Joint Sec. and Member Governing Council can hold the office for maximum two terms of two years each
4. Hon. Sec & Treasurer can hold the office for maximum four terms of two years each.
5. Hon General Secretary/Treasurer should be from the headquarter.
6. Election shall be held every 2 years for the post of Chairman, Vice Chairman, Hon. Secretary, Hon. Treasurer, Joint Secretary and Members Governing Council.
7. Hon General Secretary shall invite the nominations for all post by the stipulated time by sending the nomination form to all members of the forum by post.
8. Hon. Secretary will inform the last date of receiving nominations and date of withdrawal. If after the date of withdrawal if there are more than 1 nomination for any post, ballot papers will be

sent by the Hon. Secretary to all members which will be received back at the office by the stipulated date.

9. Counting of the ballots will be done by the committee of Chairman Hon. Gen Secretary and the Treasure in the presence of contestant or their representative
10. Result of the election of the Governing Council of the forum will be declared during the meeting held at the subsequent annual conference of API West Bengal Br.
11. In case, the election process can't be held in time during the particular year (when it is due to be held) because of any unprecedented or unavoidable circumstances, the existing Governing Council of the forum have the full right to take future course of action in relation to the activities of the forum and the decision of the governing council must be passed with due permission from members general body of the forum in subsequent time (preferably within one month). This may be intimated to the members of general body of the forum through emails / virtual meeting if situation demands so.

GENERAL COUNCIL MEETING

1. The Annual General Body Meeting of the forum shall be held each year during the annual conference of Association of Physicians of India West Bengal Branch.
2. An extraordinary General Body meeting of the forum can be called by Chairman of the forum on request of at least 25% of the life members.
3. The notice and agenda of the AGM shall be posted well in advance by Hon. Secretary.
4. Founder Chairman/Secretary /Treasurer will be invited as a special invitee to the Governing Council of the forum.
5. 10 members present at the General Body Meeting shall form the forum for that meeting

DUTIES OF OFFICE BEARERS

Chairman

The Chairman shall preside over the General Body, Governing Council and all other official meeting.

The chairman shall guide about the all activities of quorum

Vice Chairman

The vice chairman will preside over the meeting in the absence of the chairman

The Vice chairman shall act according to the duties assigned by the chairman

Hon. General Secretary

Subject to the control and regulation of the Governing Council Hon. General Secretary shall be responsible for carrying out the directions and decision of the Governing Council

Hon. Joint secretary

He shall carry out such duties as the assigned by the chairman/ Hon. General Secretary

Hon. Treasurer

Treasurer will maintain true accounts of the funds and other Assets of the forum. Funds and other assets connected with or in any way controlled by the forum

Management

The management of the forum shall be vested in the Governing Council

API WB Physicians Research Foundation

Aims and Objectives

- 1) To promote research orientation among Physicians and Students
- 2) To Organize Research activity
- 3) To help Students for better Thesis and research activity
- 4) To formulate Guideline

API PRF committee to be formed with the Following Members

- 1) Chairman -1
- 2) Vice Chairman -1
- 3) Secretary – 1
- 4) Member – 4

Election of the committee to be held with API WB chapter as per norms and notification will be done by Secretary API WB chapter.

Function of the Committee

- 1) Secretary with consultation of Chairman will convene meeting.
- 2) Any research proposal to be forwarded to API EC committee for final approval and financial support.
- 3) It will be duty of Secretary to submit final audit report to API EC committee after completion of each Project.
- 4) Chairman and Secretary of Committee will be adopted in API EC committee Meeting and it will be their duty to place proposal before EC Committee.
- 5) Secretary will invite research proposals from members after giving proper advertisement in API WB website.
- 6) PRF bank account will be operated as follows –
There will be two Signatories –
 1. Secretary / Treasurer of API WB Chapter
 2. Chairman / Secretary of PRF