

**THE INDIAN ASSOCIATION OF PHYSIOTHERAPISTS MEMORANDUM OF THE
ASSOCIATION & RULES AND REGULATION 2024
[Passed through 8 Special G.B & A.G.M]**



**THE INDIAN ASSOCIATION
OF PHYSIOTHERAPISTS**

**MEMORANDUM OF ASSOCIATION
&
RULES AND REGULATION
2024**

**CONSTITUTION AND BYE LAWS
M.O.A**

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MEMORANDUM OF THE ASSOCIATION 2024

1. NAME & ADDRESS

The name of the Association is "THE INDIAN ASSOCIATION OF PHYSIOTHERAPISTS" (A National Association of Practitioners of Physiotherapy/Physical Therapy) hereinafter referred to as "I.A.P".

The Association is registered under the Societies Registration Act XXI of 1860 No. 3376 of 1955- 56.

2. REGISTERED OFFICE

The Registered Office of IAP is situated at Mumbai:

The Indian Association Of Physiotherapists, 1094, Rustomjee Eaze Zone Mall, Goregoan - Mulund Link Road, Opp. Ozone Tow- er, Goregaon [West], Mumbai-: 400064.

3. AIMS AND OBJECTIVES

- a) To establish different categories of members of IAP and their enrolment in various categories.
- b) To maintain Registers of different categories of members of IAP, i.e Annual Active Member, Life member, International Member etc.
- c) To set and ensure ethical professional practices and pro- mote high professional standards of independent practice of physiotherapy by the members of IAP.
- d) To convene conferences, seminars, workshops, camps etc. To organise study circles, meetings, and lectures and to publish literature, journals, periodicals, newsletters etc. and such other means/ publications as IAP may determine from time to time.
- e) To organise and provide for continuing physiotherapy edu- cation programs for its members.
- f) To promote scientific research and technology in physio- therapy and related areas to enhance the status of the pro- fession of physiotherapy.

- g) To watch and advise Government Organisations and NGOs on policy matters affecting the development and practice of physiotherapy including advising and assisting the Government in the establishment of statutory council for regulating Physiotherapy education and practice.
- h) To solicit, obtain or accept subscriptions, donations, grants, gifts, bequests of money and all kinds of property movable and immovable either unconditionally or any special terms and conditions or on trusts not being inconsistent with the objects herein above stated which IAP may think fit as per existing law.
- i) To confer honour, awards and scholarships to physiotherapists and other people of eminence in the interests of the profession and also grant or provide travel grants, fellowships or any other monetary assistance to professionals/ practicing physiotherapists as may be in the interests of the development of the profession.
- j) To procure the advisory services of eminent persons or Professionals either by remuneration or in honorary capacity.
- k) To issue certificate of membership to Active, Life Members and other kind of members along with membership identification cards to those who apply for membership in different categories of members.
- l) To certify and accredit the company and their products i.e machines, seminars and workshops. if they wish to do so by IAP.
- m) To procure land/property for establishing offices/academic purpose buildings or other purposes establishments in different parts of country and abroad.
- n) And to generally execute all such acts, deeds, matters and things as may be conducive to or for achieving all or any of the objectives of IAP.

All the incomes, earnings, moveable and immovable properties of the Society shall be solely utilised and applied towards the promotion of its aims and objects stated herein above in the Memorandum of Association and no profits thereon shall be paid or transferred directly or indirectly by way of dividends, bonus profits or in any manner whatsoever to the present or past members of the Society or to any persons claiming through or under any of the present or past members. No member of the Society shall have any personal claim on any moveable or immovable properties of the Society or make any profit, whatsoever by virtue of his membership.

4. GOVERNING BODY

The names, addresses, occupation and designation of the present members of the governing body to whom the management of the Association is entrusted as required under section 2 of the Societies Registration Act, 1860 are as follows:

Sl. No.	Name	Address	Occupation	Designation
1				
2				
3				
4				
5				
6				

5. DESIROUS PERSONS

We the undersigned are desirous of forming an Association namely "THE INDIAN ASSOCIATION OF PHYSIOTHERAPISTS" under the Societies Registration Act, 1860, in pursuance of this Memorandum of Association.

Sl. No.	Name	Address	Occupation	Designation
1				
2				
3				
4				
5				
6				

RULES & REGULATIONS 2024

I. NAME & ADDRESS

The name of the association is "THE INDIAN ASSOCIATION OF PHYSIOTHERAPISTS" (A National Association of Practitioners of Physiotherapy /Physical Therapy) (hereinafter referred to as "I.A.P.")

II. REGISTERED OFFICE

The Registered Office of IAP is at Mumbai.

III. DEFINITIONS AND INTERPRETATION

1. Definitions

- (a)"CEC" means the Central Executive Committee.
- (b)"IAP" or "Association" means "The Indian Association of Physiotherapists"
- (c)"Office" shall mean the registered office of the Association.
- (d)"Members" shall mean a member with specified rights.
- (e)"Branch" means duly constituted Branch of the Association.
[State/District/Women Cell]
- (f)"Committee" shall mean the Executive Committee, unless specified otherwise.
- (g)'CAC" means certification and accreditation committee.

2. Interpretation

Any interpretation, conclusion and decision of these rules and regulations stated herein the memorandum relating to any of the matters incidental or ancillary thereto, made by the Central Executive Committee shall be final.

IV. MEMBERSHIP & PRIVILEGES

1. Membership of the IAP

(a) Eligible Members

Any of the following individuals shall be eligible to be Member of the IAP: Any person possessing a Bachelor degree from a recognised College or an Institution in India recognised by any university approved by U.G.C & respective Government or Government recognised body shall be eligible to become member of the I.A.P.

Individual having qualification as Bachelor degree will be enrolled as physiotherapist[P.T] Such individual shall be enrolled with the IAP in the category as Physiotherapist [P.T], mentioned as member by applying in the prescribed application form with the prescribed fee applicable from time to time.

(b) Kinds of Members

- i. Annual Member [Active]: An individual who is qualified to become a Physiotherapist on payment of membership fees to IAP shall be registered as an Annual Member [Active] of IAP. [Only Annual Members[Active] have the voting rights]
- ii. Life Member: An individual who is registered as physiotherapist on or before 31st March 2024 will remain as life member subject to fulfilment of conditions laid down by IAP from time to time. i.e they need to update their details on IAP information sheet on official website that is www.physiotherapyindia.org every year with their IAP Certificate with their mail .I.D and Phone no. and these members will only be considered in the list of Annual Active Member of IAP. if they fulfil the conditions. [A professional life of average 40 years is taken as Final for any Individual membership]
- iii. Patron Member - A Member who pays to the IAP a Patron membership fee of Rs. 1,00,000/- or more (non refundable) may be considered as a patron of IAP on confirmation by the CEC. A Patron must be a member of IAP. However The CEC in exceptional condition make eminent personalities can make a non-member person also as Patron member.

- iv. International member - An individual who is a qualified Physiotherapist having least 4 year of professional studies at Bachelor level from an recognised university approved by the Government of that country can become a International member of IAP for 3 years with payment of 10,000 INR renewable every 3 years.

2. Rights of Members

Individual registered as Annual Active Member shall be entitled to:

- (a) Attend, receive notices, speak and vote at a Annual General Body meeting /Special General Body Meeting, Voting for elections and on any matter which may be submitted for consideration.
- (b) Contest elections of IAP for the position of an office bearer as per norms.
- (c) Serve as member of any sub-committees appointed by CEC or the general body of IAP.
- (d) Receive all official communications of IAP at his/her address by e-mail on their registered mail address or through IAP Website www.physiotherapyindia.org.
- (e) To use the abbreviation M.I.A.P after their name.
- (f) Receive the copy of the Memorandum of Association at the time of becoming a member,

3. Cessation of Membership

A registered Member of IAP shall cease to be a Member of IAP if he/she:

- (a) Resigns voluntarily by written notice to the CEC unless such resignation is not accepted by the CEC for any reasonable grounds so stated.
- (b) Is declared insolvent or is convicted for an offence by any court of Law.
- (c) Fails to pay any arrears of subscription for a period of more than 12 months after the same become due.
- (d) Is disqualified or removed from membership by the CEC of IAP by a resolution passed by 2/3rd majority of members present in Meeting.

4. Membership Fees

- (a) The Initial Registration Fees towards for Annual Membership [Active] will be Rs. 6000 + applicable tax, the fee will be divided as [1] Rs.500 Certificate fee [2]Rs.500/- (Rupees Five Hundred Only) for administrative fee, [3] Rs. 5000 (Rupees Five Thousand Only) as corpus Fund fee applicable as annual active membership fee for 10 years from the year of registration as Rs.500 year. After that the Every member has to renew the membership by paying Rs.100 (Rupees One hundred Only) for next 10 years and so on.
- (b) Mode of Payment: Annual Membership fees shall be due on 1st of April every year payable. Payment shall be made by any banking mode of payment in favour of "The Indian Association of Physiotherapists".
- (c) Physiotherapists Passing out from a non-member college of IAP shall pay a membership fee of The Initial Registration Fees for Annual membership [Active] from Non Member college will be Rs. 8000 plus applicable tax. The fee will be divided as 1] Rs.500 Certificate fee [2]. 500 for administrative fee, [3]. Rs. 7000 as corpus Fund fee applicable as annual active membership fee for 10 years from the year of registration as Rs.700/- per year. Every after that the member has to renew the membership by paying 100 Rs for next 10 years and so on.

5. Fees For other Services

- (a) A fee of Rs.500/- plus applicable tax will be charged to Members for the issue of a duplicate registration certificate on production of evidence supporting the loss of the original membership (such as a police complaint/FIR).
- (b) Members desirous of verifying their credentials for overseas assignments shall pay Rs.3000 + applicable tax for verification.
- (c) The Initial Registration Fees for college membership will be Rs. 30000 + applicable tax. and Subsequent application will be 20000 Rs + applicable taxes.

Any fee such as Endorsement fee, education fee or any other kind of fee will be decided by CEC on case-to-case basis and will be implemented as and when required, CEC is a competent authority to take decision on it.

6. Penalties

- (a) A member who is in arrears of payment of Annual membership fees for more than one year is liable to lose his rights to vote and eligibility to hold office or serve on committees and shall also be deprived of all normal services by the Association including free supply of the official journals, Newsletters and other communications.
- (b) In order to regain the rights and privileges of membership he/she shall have to pay up all the arrears and may re-register as the Annual Active Member by paying Registration fee of Rs.500/- plus tax / per year, the privilege and rights can be regained only after paying up all dues and confirmation by CEC.

V. CENTRAL EXECUTIVE COMMITTEE

1. Constitution

The Central Executive Committee shall consist of 19 elected members 2 co-opted and 3 ex-officio members.

- (a) The President, Vice-President, General Secretary, Treasurer and Joint Secretary along with two CEC members from each zone will be elected by the General election by members enrolled in Active Member Electoral roll.
- (b) The President, General Secretary and the Treasurer of the preceding CEC shall be ex-officio members of the Central Executive Committee.
- (c) Central Executive Committee would also be authorised to invite such other persons, whether members of the Association or not to attend meetings of the Central Executive Committee as special invitee, if the CEC considers their presence necessary or beneficial for the items proposed to be discussed at the particular meeting". The member of the Central Executive Committee and such invitee will be entitled to draw travelling allowance and daily allowance at such rates as may be approved by the CEC from time to time.
- (d) When a member of IAP represents the International body, the said member would be invited to the CEC during their term at the respective International Committee. The invited member would enjoy all the privileges of an elect-

ed CEC member except voting rights as well as mandatory protocol.

2. Election Method

(a) The election for the Central Executive Committee (CEC) of IAP shall take place every three years in such a way that the newly elected members will be able to assume office in the month of April in subsequent year, Except in exceptional circumstances till the next valid election is conducted. The President, Vice-President, General Secretary, Treasurer and Joint Secretary along with two CEC members from each zone will be elected by the General election by members enrolled in Active Member Electoral roll. prepared for the given election by 31st March of the year in which Election process will start.

The Election will be conducted by the election committee appointed by G.B

(b) The election of other CEC i.e Joint Secretary and two CEC will be divided into five zone. East, West, North, South and Central. from each zone one joint secretary and two CEC members will be elected However the full election process will be on all India Basis and Full CEC will be voted by all across India members.

(c) ZONE WISE DISTRIBUTION

North zone - Delhi, Haryana, Punjab, Uttrakhand, Himachal Pradesh, J&k, & Chandigarh

West Zone - Maharashtra, Gujarat, Goa, Dadar and Nagar Haveli, Daman and Diu and Lakshadweep.

East zone - Uttar Pradesh, Bihar, West Bengal, Orissa, Arunachal Pradesh, Assam, Manipur, Meghalaya, Tripura, Mizoram, Nagaland and Sikkim.

South Zone - Andhra Pradesh, Telangana, Tamil Nadu, Karnataka, Kerala and Pondicherry and Andaman and Nicobar.

Central Zone - Madhya Pradesh, Rajasthan Chattisgarh and Jharkhand

If there is any vacancy from any zone in CEC After election the candidate with max. no. of vote will be taken as representative from any zone on all India Basis.

- (d) The Candidates filing nomination from any zone must have the Adhar Card of that zone/City/State to decide the area and a valid Adhar address will be only deciding document for any such consideration.

3. Election Process

- (a) The voting shall be by registered email address circulated to Annual active members list of IAP on the Electoral Rolls as on 31st March. of the same year of the start of election process. The Electronic ballot returned by the voting member will contain all details of the voting person including signature, signature I.D card, membership no in the form of coded manner and in case of any dispute the election committee can call the members and clarify it with evidence.

The Electronic ballot paper sent by the election committee and each ballot will contain signature of chief election officer and ballot no. on it. the election officer should have the data that which no. ballot was sent to which member. The secrecy will be maintained by the election committee as they should not disclose that which member has casted votes to whom in public.

- (b) Election Committee: The General body of IAP shall appoint three member of IAP other than those on CEC as Election Officers and Chief Election Officer. These three Officers shall constitute an Election Committee and they will open an Election account in a recognised Bank operated by any Two of the Election Committee Members including Chief Election officer. Every Officer should be member of IAP with minimum of 10 years of Membership.
- (c) Election Tribunal: The General Body shall appoint an Election Tribunal consisting of three members who are having membership of IAP for at least 15 years. This Tribunal will hear all dispute arising out of the elections. The decision of the Tribunal shall be binding on all parties. The tenure of the Tribunal shall extend till the new Central Executive Committee takes charge.

- (d) The Chief Election officer through CEC shall announce the program of elections along with Election guidelines.
- (e) Electoral rolls should be prepared by the Treasure in consultation with the CEC consisting of annual active members as on 31st march of same year. Members who are in arrears of their subscriptions on or before the end of the month of march. He\she will not be entitled to vote, propose/ second or stand for election.
- (f) Every candidate contesting election of National IAP Election shall pay a deposit of Rs.10,000/- (Rupees Ten Thousand Only) as election money out of which Rs.5000 (Rupees Five Thousand Only) will be as caution money, and for State Election Rs 5000 (Rupees Five Thousand Only) as Election Money without any Caution Money.
- (g) A contesting candidate who gets less than 10% of the total valid votes received in the by the election officer will lose his/her caution deposit. All other such candidates who get more than 10% of valid votes will be entitled to a refund of the caution deposit within six weeks after declaration of the election results. Any dispute in this regard shall be decided by the Election Tribunal.
- (h) The nomination forms along with election schedule shall be sent to all active members of IAP through Election newsletter through IAP Website www.physiotherapyindia.org. Such communication shall be deemed to be proper notice to the members and no claim in this regard will be taken into consideration.
- (i) Election nominations.[Through Electronic Format and through official website Notifications]
- i. Election nomination will start from 1st November.
 - ii. Last date for receiving nomination to the various posts of the CEC of IAP shall be 15th December.
 - iii. Announcement of Contesting Candidates for each Post By 21st December.
 - iv. Last Date for Withdrawal is 31st December.
 - v. The Chief Election Officers shall announce the final names of Contesting candidates for each post, by 5th January.
 - vi. Sending the ballot papers in electronic formate as prescribed to mail I.D by 15th January.

- vii. Last date of receiving the electronic ballot will be 15th Feb to all Members will specific instructions to return the same by the 15th Feb. Each ballot paper shall bear SL no., the seal of IAP and the Signature print of the Chief Election Officer with all security feature. Ballot will be sent in Electronic Form. with all details membership No., Address, Mail I.D. & Mobile No. in coded form. the member has to send the vote from their registered mail I.d Only on the ballot to make it a valid vote.
- viii. The counting of votes shall take place on the 1st March and the result will be declared on the same day by Chief Election Officer.
- ix. In case of any dispute the tribunal will enquire the matter and give its report by 15th March and their decision will be final and binding on all parties.
- x. Any disputes regarding the matter of election or other matter of the IAP, the Court in Mumbai only where the registered office of the Association is situated shall have the Jurisdiction to entertain and try all the disputes.

4. Election Mandatory Protocol

- (a) Each contesting candidate shall be entitled to a list of IAP members on the electoral roll on mail I.D In Excel format which will be furnished on payment of a fee of Rs.5000/.
- (b) Members entitled to vote shall do so by putting a cross (x) against the name of one candidate for each post out of those standing for election. No member shall give more than one vote in each category of Committee Members; unless until specified. however one can vote for less than the required number of candidates to be elected. The electronic ballot must be posted by email .i.d by the Elec- tion committee. In the event of default of any of the conditions, or if the voting ballot contains any erosion, oblitérations, or alteration to tempering, the ballot shall be considered invalid.
- (c) The candidates or his/her authorised representative shall be entitled to remain present at the time of counting of votes, at their own expense.
- (d) Each contesting candidate will have to file an affidavit on prescribed format along with their nomination and can

contest either the Centre or State election at one time. Non submission of affidavit will disqualify him/her from contesting election.

- (e) Each office bearer of IAP. Who have assumed the CEC [central / State] office for two terms will not be able to con-test election for the third term but thereafter if one term cooling period he/she could again contest for the election.
- (f) Any candidate who is Annual Active member of IAP will be able to contest for election only after 5 years of mem- ber-ship of IAP for Central CEC post and 10 year for the post of Central President, Vice-president, Secretary and treasurer.
- (g) The Chief Election Officers shall submit the Declared election result on 15th March to the CEC and circulate the result to all contesting candidate and on IAP website. Such report shall incorporate details regarding number of nominations received; E -ballot papers sent and received Along with number of invalid votes etc. and the result.
- (h) The nomination forms along with election schedule shall be sent to all active members of IAP through the election newsletter / newsletter & through IAP website www.physiotherapyindia.org Such communication shall be deemed to be proper notice to the members.
- (i) Each elected member shall hold only one post in the CEC whether in Centre or State.
- (j) Chief Election Officer should maintain documents con- cerned with Election till the Elected CEC take charge by 1st April of subsequent year when election process was started
- (k) Any person with less than 5 years of membership will not be allowed to contest for any post in election.

5. Duties and Responsibilities of CEC

(a) The President

- i. The President shall preside over all meetings of the Central Executive Committee, any Committee and General Body and his/her decision on any point of order, the validity of any vote or as to the results of voting shall be final and conclusive.

- ii. The President shall act as a team lead to supervise all the activities of the IAP including expenditure, subject to the budget, and shall generally guide and advise the office bearers, employees and others.
- iii. The President shall have the power to delegate or entrust his/her duties to the Vice- President.
- iv. To address the Annual conference of the Associa- tion.
- v. To operate the bank account jointly with the Trea- surer and General Secretary.
- vi. In the absence of the President, The Vice-President will have all the rights of the President.
- vii. The President shall be the final appellate authority in respect of disciplinary proceedings.

(b)Vice President

- i. In the absence of the President, the Vice President will look after the duties of the President.
- ii. The Vice President will look after any other respon- sibilities delegated by the President / CEC / General Body.

(c)General Secretary

The duties and the responsibilities of the General Secretary subject to the supervision and control of the Central Execu- tive Committee are as follows:-

- i. To convene the meetings of the CEC in consultation with the President and give effect to the resolutions thereof.
- ii. To prepare and present the annual and periodical reports including legal records and minutes book of the CEC and General Body meetings.
- iii. To organise, regulate, supervise and inspect the var- ious activities of the IAP and to supervise the gener- al working of IAP

- iv. To attend to the correspondence of the IAP and shall be responsible for and in charge of all the official records of the IAP.
- v. To operate jointly with the Treasurer and President, the Accounts of IAP.
- vi. To keep an attendance register at the entrance of the General Body Meeting hall and to ensure that the attendance taken on record in the register of the General Body Meeting minutes.
- vii. To ensure that every new member who is registered with IAP will receive a single copy of the Memorandum of Association.

(d) Treasurer

The duties and responsibilities of the Treasurer, subject to the supervision and control of the Central Executive Committee, are as follows:

- i. To receive all payments, keep proper accounts and maintain proper books of accounts, files, receipt books and other necessary papers and records.
- ii. To submit unaudited and audited account of IAP to the Central Executive Committee prior to Annual General Body Meeting, he/she shall also submit the accounts to the President/ General Secretary whenever it is warranted.
- iii. To get the annual account of the IAP duly audited by the auditors, who are Chartered Accountants and keep the same during annual general body meetings for Members.
- iv. Shall not keep more than Rs. 10,000/- in cash with him/her.
- v. To sign on receipts, deposits jointly with the Secretary or President on all withdrawals from Banking Accounts and to operate bank account jointly with the President and Secretary operated by any Two.
- vi. To file income tax return in consultation with the President, General Secretary and an authorised Chartered Accountant and deposit the tax in time as per the Income-tax and other tax laws as applicable from time to time Law.

- vii. To pay the annual subscription of Any fee in consultation with the President.

(e) Joint secretary [in respective Zone]

The duties and the responsibilities of the joint Secretary subject to the supervision and control of CEC are as follows:-

- i. To organise, regulate, supervise and inspect the various activities of the IAP and to supervise the general working of IAP in their zone.
- ii. To attend to the correspondence of the IAP.
- iii. To ensure that every new member who is enrolled with IAP will receive the membership and other documents.

(f) Powers & Functions of the Central Executive Council

The Central Executive Council shall exercise all the powers and perform all the duties that the IAP is competent to exercise or bound to perform for achieving its aims and objectives, save those powers and/or duties which by statute or the provision of the Societies Registration, Act of 1860 and those rules, are to be exclusively exercised or performed by the General Body or are required to be exercised or performed in any other way. Provided however, that they shall include the following:

- i. Raise funds and loans and invest the surplus funds of the IAP in proper securities and investments permitted by law.
- ii. To appoint and/or regulate sub-committees; to entrust them with any specific work or activity for the administration or supervision of activities of the IAP, to delegate such powers as the Central Executive Council may deem proper.
- iii. To discuss the issues of general administration, schemes for expansion and/or termination of any activity of Committee of the IAP.
- iv. To review the recommendations proposed by the committees appointed by the Central Executive Council/ General Body.

- v. To approve the statement of accounts, annual budget and reports of the IAP submitted to the General Body.
- vi. To appoint and fix the scales of pay and other conditions of service of the employees of the IAP.
- vii. To frame or amend rules regarding the terms and conditions of service , leave, scales of salaries, schemes of Provident fund, Insurance, Gratuity, Pension, or loans etc. for employees of the IAP.
- viii. To frame and amend the Rules and Regulations regarding the powers, functions, duties and privileges of the committees appointed by the Central Executive Committee as well as the General Body.
- ix. To pay out of the funds including Corpus fund belonging to the IAP or out of any particular part of such funds all of such expenses incidental to the functions, conference, management and administration of IAP.
- x. To engage, terminate, suspend, discharge or dismiss the services of employees of IAP and take such administrative and disciplinary measures as may be necessary from time to time in consonance with the law of the land.
- xi. To draw, make, accept, endorse and negotiate cheques, promissory notes or other negotiable instruments required in the conduct of activities of the IAP.
- xii. To co-opt a suitable member from anywhere in India
- xiii. To fill any vacant seat not contested in elections by nomination, or State branch/District Branch/ IAP women cell branches/ or any type of subgroups or subcommittees.
- xiv. EC members and sub-committee are entitled to air-fare [economy class of National Airline. In the event of an emergency President/General secretary can sanction other charges for the Central Executive Council and invited members. DA while journey and sitting charges on the days of the meeting as decided by Central Executive Committee members from time to time. Sub-Committee members are entitled only when they attend the meetings and not other-

wise. Remuneration/ honorarium provided for the secretarial staff will be decided by the CEC.

6. Power To Sue Or To Be Sued

The IAP can sue or to be sued through its President/Secretary or any other CEC members decided by CEC through its delegated office bearer for any Legal, Administrative or other Cases. The Jurisdiction for the same is only in Mumbai, except any exceptional decision taken by CEC.

The Decision of CEC will be final in the matter.

VI. MEMBERSHIP REGISTER

The Association shall maintain a Register of its Members, category wise in Electronic format and such a Register will contain the following information regarding each member: Name in full and Date of Birth. Address, present and permanent with pin code and telephone No. and e-mail address Educational Qualification, their date and place of acquisition.

VII. GENERAL BODY

1. General Body and Meeting

The General Body of the IAP shall consist of all Annual Active Members. The Annual General Body Meeting of the IAP shall be held once in every calendar year at such place and time and on such date not more than 15 months after the holding of the last preceding Annual General Meeting as the Central Executive Committee may determine.

The Central Executive Committee may also call a meeting of the General Body as and when it deems fit.

2. Quorum

At least 1/3rd of members of the total number of the members of IAP present in person shall form quorum of meeting of the General Body. If quorum shall not be present at the time fixed for the meeting, the meeting shall stand adjourned. But the adjourned meeting shall be held after 1\2 hour and even if no

quorum is present, all the items of the original meeting, may be transacted and will be binding and final.

3. Voting:

Every member present at the meeting shall have one vote only. All matters unless otherwise expressly provided for by these Rules shall be decided by a majority of votes. If there is a tie in voting, the President of the meeting shall have one casting vote in addition to his own vote as a member. The president of the meeting shall be the sole judge of every year's vote given at the meeting. A person entitled to vote shall not be entitled to ap- point a proxy during any meeting of IAP.

4. Special General Body Meeting:

- (a) The Special General body meeting of the Association may be at any time be summoned by the order of the Central Executive Committee or on requisition signed by at least 10% of the Life members of the IAP. Such meeting shall be held within one month of the date of requisition and shall be held at such time and place as the CEC may de- cide by giving one month notice.
- (b) If the Central Executive Committee fails to hold such a meeting within one month of the date of receipt of the requisition, the applicants or majority of them may call such a meeting. Such a meeting if called by the appli- cants shall be convened and held in the same manner as other General Body Meetings and shall be held in such place and on such date as the applicants may decide. The notice convening such meetings shall specify the object of the meeting and no other business except that so speci- fied shall be considered. Special General Body meeting thus convened by the requisition shall be presided by a Chairman, elected by the members present during the meeting and it is mandatory for all members who called for meeting to be present during the meeting to make the meeting a legal one and valid.
- (c) Whenever it shall appear to the CEC that it is advisable that the aims and objectives mentioned in it the memo- randum of association for which the IAP has been estab- lished be altered, extended, or abridged, or to amalga- mate the IAP either wholly or partially with any other So- ciety, the CEC may submit the proposition to the mem-

bers of the Society, in written or printed report, and may convene a Special Meeting for the Consideration there of according to the regulations herein.

- (d) Provided, that no such proposition shall be carried in to effect unless such report shall have been delivered or sent by post to every member of the Society one month before the Special Meeting, convened by the Governing Body for the consideration thereof, nor unless such proposition shall have been agreed to by the votes of three-fifths of the members, and confirmed by the votes of three-fifths of the members present at a second Special Meeting convened by the Governing Body at an interval of one month after the former Meeting.

5. Business Of The Annual General Meeting

Members should sign the register kept outside the Hall before entering for the

General Body Meeting. The business of the Annual meeting shall be:

- (a) To receive the report and progress by the CEC which shall included in the sub-committees report also, unless asked by a member before 15 days of the General Body Meeting of the IAP during the closing year.
- (b) To receive and pass the audited statement of accounts shall and other financial Meeting report if any including assets and liabilities for the closing year. The report, balance sheet and statement of accounts shall be signed by the President or in his absence by the Vice President, General Secretary and Treasurer.
- (c) To institute award to appoint fellows, patrons etc. on the recommendation of the Central Executive Council.
- (d) To do such other business as may be brought before it by the Members or CEC.
- (e) Any Other matter with Permission of the Chair or as per the Agenda of the General Body meeting.

VIII. NOTICES

1. CEC Notice

Thirty days clear notice shall be given for ordinary meetings and fifteen clear days notice for special meeting of the Central Executive Committee

2. General Body Notice

Thirty days clear notice shall be given for A.G.M and fifteen clear days notice for notices for Special General Body Meeting is essential, Such Meeting Notice shall be uploaded to IAP official website and the Notice will be a valid one and deemed to be seen by members and legal binding on all members.

IX. FINANCE AND BANKING ACCOUNTS

1. Minimum One banking account shall be maintained at a Nationalised Bank. All the Central Accounts of IAP will be jointly operated by the Treasurer, Secretary and President. [By Any Two including Treasurer]
2. Another Bank Account shall be operated at any approved Bank in the district / city where the Treasurer resides. IAP shall create a fund known as the corpus or reserve fund from Initial registration fees.
3. This corpus or reserve fund should be utilised in case of need or fund shortage by CEC , otherwise it can be used only for the purchase of land, construction of building, ren- ovation, and any legal or social and professional work relat- ed with it.

X. BRANCHES [State\District/ Women Cell]

Any place where the number of members is 20 or more by CEC approval, branches may be established for promoting local professional activities within the framework of the constitution of IAP. Each State\District should not have more than one branch/ member of Parliament seats.

The Central Executive Committee shall frame rules regarding the powers and functions of the Branches.

The local affairs of a State Branch shall be managed by a body named the State Executive Committee, [SEC], or District Executive Committee [DEC] which consists of a President, Vice President, Secretary, Treasurer, Two Joint secretary, and five C.E.C. member and three co-opted members form women cell. with the consent and written approval of the Central Executive Committee of IAP The affairs of a State Branch shall be managed by a SEC

Whereas district branches will have Convener, one Secretary, one Joint Secretary and five CEC members along with three co-opted member from women cell.

1. MEMORANDUM OF BRANCHES (STATE / DISTRICT / WOMEN CELL)

(a)Article 1

Branches means: Any State, District or Women Cell Branches.

The name of the Branch will be The Indian Association Of Physiotherapists [State\District/Women Cell].

It is the State\District/Women Cell Branch of The Indian Association Of Physiotherapists

(b)Article 2

OFFICE: The Office of the branches of Association will be situated in The State\District. **The Jurisdiction of the branches of the Association will be in Mumbai only.**

(c)Article 3

For all statutory compliances, State Executive Committee, [SEC] or District Executive Committee [DEC] will be considered as the Association of Persons [herein after to be referred as AOP] and will be responsible for all compliances

here further. The terms of AOP will be terms set out in this Memorandum of Association and as per letter of establishment issued by the CEC.

OBJECTS: The Objects for which the Association is established are mainly as per Central IAP.

- i. To promote and advance Physiotherapy in all their area and to pursue the improvement of public health and physiotherapy education.
- ii. To maintain the honour and dignity and to up-hold the interests of the physiotherapy profession and to promote co-operation amongst the members thereof.

(d)Article 4

METHODS: For the attainment and furtherance of these objects, the branches of Association may:

- i. Hold periodical meetings and conference of the members of the Association and the physiotherapy profession in general in their area with prior approved of CEC.
- ii. Publish from time to time transactions and other papers embodying physiotherapy researches conducted by the members or under the auspices of the Association.
- iii. Conduct educational campaign among the people in the matter of public health and sanitation by cooperating whenever necessary with different public bodies working with same object.

With Prior Approval from Central CEC only.

- iv. Do all such other things as are cognate to the objects of the Association or are incidental or conducive to the attainment of the above objects With Prior Written Approval from Central CEC only. otherwise it will become automatically null and void.

(e) Article 5

Declaration and Binding on all State/Districts/Women Cell Branches

- i. Any alterations, addition or deletion or amendment to any article of the memorandum or rules of branches of the association can be done only by Central CEC only
- ii. Each State\District Branches/Women Cell shall have an area of working recommended by Approved area decided by Government Authority from time to time.
- iii. The formation of a State\District shall be governed by the rules and regulations of IAP. And in Any con- travention to the policies of Central IAP, the all Legal rights to use the name of IAP will automatically be null and void if prior documented approval from the Central body is not taken on any issue.
- iv. Finance: The Branches will only be responsible for all financial commitments and profit and expendi- ture, They will not be able to give any membership to members directly, How-ever they can raise funds by doing activities given in memorandum and they can also have their registration certificate issued from central IAP and permitted by Central CEC along with PAN no. issued by Government Tax Au- thority through the CEC only.
- v. The Central IAP will not have any financial obliga- tion of any act done by branches.
- vi. The CEC [Central] have the full authority to inter- vene on any matter, issue and working of Branches and Can appoint, amend, suspend or terminate the branches on any matter whatsoever at any point of time including the freezing the accounts, transfer the accounts and amalgamate it in Central account if the condition arises. The decision of CEC will be final and binding on all in these matters

(f) Article 6

- i. The Bank Accounts of the Branches shall be opened with any Scheduled Bank in India as the CEC may de- cide from time to time. Further, that the said bank ac-

counts can be open, operated and closed jointly any by two of the following

- President or secretary and treasurer in State Branches
- Convenor or Secretary and treasurer in District Branches
- Co-Ordinator and two member of IAP Women cell

Or with the way mentioned in letter of Establishment of the Branches by given and approved by CEC

- ii. The books of accounts of the AOP shall be audited by a Chartered Accountant appointed by the National IAP CEC and such audited accounts shall be approved, adopted and signed by Signatories of the Branches.
- iii. That the profits or surplus, of fund collected after considering all the expenses of the, shall be shared and distributed between the
 - Branches/women cell:80%
 - National IAP-20%
- iv. The branches will be responsible for obtaining any loss, and will also be responsible for various statutory compliances including filing of various returns under the control of National appointed Auditor by the CEC.

(g)Article 7

A branch shall function with the following framework:

- i. Every State branch of the Association is entitled to a grant of 5% of the subscriptions of membership fees realised from its members on submission of their report of activities and accounts. To make such claims the Branch must have conducted One Annual General Body Meeting in that particular year of claim period and get their accounts Audited through the CEC appointed Auditor. The Branch share will be paid to the Branch of permanent address of the member.
- ii. Branches will submit the annual reports of activities and accounts for the financial year of IAP (ending 31st March) by 31st May. Every Year

- iii. Active Members of IAP may become members of the any one Branch where they reside/work ,The Aadhaar Card address will be a valid I,D for deciding the area of the Member
- iv. Members from places where no branch exists may join the nearest branches at their discretion.
- v. Any official correspondence that a branch wishes to make with external agencies such as Universities, Government Organisation, the CEC of IAP must be in- formed and a prior written approval is mandatory.
- vi. The office bearers of District Branches shall be elected from among its members by General body of District branch/Or Nominated by CEC.
- vii. District Branch/IAP Women Cell office bearers elec- tion/ Nomination should be done before the IAP office bearer elections preferably in April, so that they do not clash with IAP elections and conference and the result or any incidental changes must be conveyed to the Central Executive committee.
- viii. The state branches elections will be done along with central CEC election and election will be on state ba- sis, the procedure will be adopted as per IAP Election guidelines and CEC decisions taken from time to time on the matter will be final.
- ix. Any Branch wish to host a IAP Conference must pay a sum Rs. 50, 000/- or any amount decided by CEC.
- x. Any IAP state/District/Women Cell branches using IAP logo or name for workshops / conferences should take prior permission from IAP CEC.
- xi. The IAP state Branch shall maintain a register of all its districts branches convenors & members, with their phone numbers, permanent address, email id which shall correspond with the register; maintained at the IAP Headquarters and at State IAP chapters.
- xii. Every IAP state branch should try to establish district branches in every districts of the state in a stipulated time period or CEC will take charge to form the State/ District/IAP Women cell branches and form it by nom- ination all over India.
- xiii. All additions, deletions and transfer of members shall be intimated to IAP Headquarters, through the State/

Territorial Branch as laid down in the Rules and Bye- laws of IAP.

- xiv. Every IAP state branch should hear grievances/com- plaints of its district branches and should give satis- factory reply to district convenors/members in within 12 working days.
- xv. Every IAP state branch should submit their state dis- tricts branches working report/complaints to zonal heads of IAP chapter and zonal heads will give reports to National coordination committee and NCC (National coordination committee) should give report to IAP CEC. (Please go through the hierarchy chart)
- xvi. Every IAP branch can apply directly to CEC for Best branch award category & if selected award will be giv- en on that year IAP Annual conference. (Note from whole India one branch will selected for award).
- xvii. In Every year IAP national conference IAP state con- venor along with EC members & every district branch convener along with minimum 5-10 members from each district branch in that state should participate in the conference.
- xviii. Every IAP state branch should work hand in hand with that state IAP Women cell in professional activi- ties.
- xix. Every IAP district branch can forward any complaint by a IAP member facing any legal hassles in regard with professional practice to state redressal committee / central redressal committee.
- xx. Every IAP state branch should strictly adhere to IAP rules, amendments and hierarchy chart in reporting & functioning. Any state branch which don't follow the hierarchy chart will not be entertained in policy mak- ing.
- xxi. IAP state Branch committee members should not at- tend any other associations meetings /conferences un- til unless prior written permission from Central IAP CEC.
- xxii. Every official orders should convey to branches/zonal heads/ IAP CEC through written mails /letter only, no verbal order is consider as official.

- xxiii. Respect every IAP members juniors/seniors and their religions, culture, and always maintain professional ethics of physiotherapy profession.
- xxiv. As by the new rule One Person one Post policy will be strictly abided in IAP district & state branches & sub committees.
- xxv. Any professional activity which the central IAP committee announces any place anywhere in India, IAP state branch along with whole district branch committees in that state should participate compulsory, if any district branch committee members not participating in those events by any reason, the concerned district committee member should give a written explanation to district branch convener and convener should forward the letter to state IAP convener and state convener should forward it to zonal heads/ Joint Secretary.

2. DISCIPLINARY ACTION

The Central executive committee shall be competent to initiate appropriate disciplinary action against a State branch/District branch / member for a violation of the rules & regulation of the association or for any unethical, defamatory, malicious, fraudulent behaviour or may gross professional misconduct on the part of the member of the association. The punishment therefore may be suspension for a fixed period or expulsion by the approval of CEC.

Jurisdiction: The Exclusive Jurisdiction of the Hon. Court will be in Area of Goregaon, Mumbai only for any matter related to IAP whether to sue or to be sued, any other court will not have the Jurisdiction pertaining to IAP matters.

Conflict of Interest: [for State branch/District branch / Women Cell/ Member

Refrain from unjustified or unseemly criticism of fellow members, parent organisation and associating with other physiotherapy organisations with conflicting interest [which makes members and branches].

The Central executive committee shall be competent to initiate appropriate disciplinary action against a State branch/District branch / member for a violation of the rules & regulation of the association including act of Conflict of Interest or for any unethical, defamatory, malicious, fraudulent behaviour or may

gross professional misconduct on the part of the member of the association. The punishment therefore may be suspension for a fixed period or expulsion by the approval of CEC.

3. FINANCE/ OPENING BRANCH BANK ACCOUNT

The branches will only be responsible for all financial commitments and profit and expenditure. They will not be able to give any membership to members directly.

Branches will have to get letter of establishment from CEC which should include the authorised signatories names in the letter to open an account in approved bank. The Auditor appointed by the CEC will get a PAN No. issued from Income Tax Department with prior approved by Central CEC.

The formation of a branches shall be governed by the rules and regulations of IAP.

And in any contravention to the policies of central IAP the all legal rights to use the name of IAP will automatically be null and void if prior approval from the central body is not taken on any issue.

It is mandatory for the branches to get the Financial Audit Done through the Auditor appointed by CEC every year as per tax laws, failing which CEC can take all actions including termination of the branch and appoint a new one along with initiation of appropriate legal and administrative Proceedings.

4. SUB CLAUSES FOR DISTRICT BRANCHES

All IAP District Branch shall function with the following framework:

- (a) Every district branch of the association is entitled to a grant of 8% of the subscriptions of membership fees realized from its members on submission of their report of activities and accounts to make such claims the branch must have conducted one annual general body meeting in that particular year of claim period any no administrative or legal enquiry is pending against that branch.
- (b) Branches will submit the annual reports of activities and accounts for the financial year of IAP (ending 31st march) by 31st may without fail.

5. DISCIPLINARY ACTION

The Central executive committee of IAP shall be competent to initiate appropriate disciplinary action against a District branch / member for a violation of the rules & regulation of the associations or for any unethical, defamatory, malicious, fraudulent behaviour or may gross professional misconduct on the part of the member of the association. The punishment therefore may be suspension for a fixed period or expulsion by the approval of CEC.

6. SUB-COMMITTEES OF BRANCHES

(a)Media Committee: (total 2 members)

One Chairman Media committee and One Editor

(b)ACADEMIC COMMITTEE: (TOTAL 8 MEMBERS)

One chairman academic committee, five district academic member, & 2 direct members.

Note: - District academic committee members is selected from all the physiotherapy colleges in that district, from these district academic committee can nominate one member to state academic committee.

(c)JOURNAL COMMITTEE: (TOTAL 5 MEMBERS)

One Chief Editor, One Editor and four sub Editors. (Total 2 members)

(d)IAP-STATE REDRESSAL COMMITTEE: (TOTAL 4 MEMBERS)

Three senior physiotherapist who has good legal knowledge /did LLB along with one advocate.

(e)DRAFTING COMMITTEE

Total 7 members

7. RULES AND REGULATIONS FOR IAP National\State\District WOMEN CELL

All IAPs National\state\district women cell shall function with the following framework:

- (a) Active women members of IAP may become members of the any one district women cell where they reside/ work and should enter their name in IAP district branch.
- (b) Members from places where no women cell exists may join the nearest women cell at their discretion and should enter their name in IAP district branch.
- (c) Any place where the number of members is 10-25 or more/by CEC approval, women cell may be established for promoting local professional activities within the female physiotherapists, within the framework of the constitution of I.A.P.
- (d) Each district should not have more than one women cell.
- (e) Women Cell will have the same regulations of finances to that of corresponding State and District Branches.
- (f) The central executive committee shall frame rules regarding the powers and functions of the women cell.
- (g) The local affairs of a district women cell shall be managed by a body named the district coordination committee under the district Women Cell branch which consists of one district coordinator and two sub district coordinators and they will be the 3 co-opted women coordinators to IAP district Branch.
- (h) All the district coordinators within a state may form a state women cell with the consent of the central executive council of IAP the affairs of a state shall be managed by a state coordinator & 2 sub coordinators and there will be 3 co-opted women coordinators of state women wing to IAP State Branch/Chapter.
- (i) Any official correspondence that a district women cell wishes to make with external agencies such as universities, government organisation, and the joint secretary / general secretary or President of IAP must be informed with written letter.

- (j) The office bearers of state/district women cell shall be nominated from among its members in consultation with IAP Women cell head and CEC,
- (k) The district women cell coordinator & sub coordinators office bearer's nomination should be done in consultation with IAP National Women cell head and CEC after the IAP office bearer elections preferably in April in every three year.
- (l) All the state/district women cell are forbidden to make any commitment, financial or otherwise on behalf of the IAP to any organisation without the prior written the prior written consent of the central executive committee of IAP.
- (m) Any IAP state/district women cell using IAP logo or name for workshops / conferences should take prior permis- sion from IAP CEC through National women cell head.
- (n) The IAP state/district women cell shall maintain a regis- ter of all its members, with their phone numbers, perma- nent ad- dress, email id which shall correspond with the IAP district branch; maintained at the IAP Headquarters and at State IAP chapters.
- (o) Every district women cell should add minimum 10-15 members each to association in their district branch every year.
- (p) Order of hierarchy will national women cell, State women cell\district women cell
- (q) All additions, deletions and transfer of members shall be intimated to IAP Headquarters, through the State/Terri- torial Branch as laid down in the Rules and Bye-laws of IAP and even sub clause passed by CEC will also be ap- plicable. CEC will have the power to alter, change or delete the things in all subcommittees including women cell.

8. IAP NATIONAL\STATE\DISTRICT STUDENTWING:-

All the powers to nominate, suspend or terminate any name/ branches/ wing is vested with CEC and CEC can do so at any given time if such condition or situation arise to fulfil the aims and objectives of IAP

RULES AND REGULATIONS FOR IAP National\State\District Student Wing

All IAP National\state\district Student wing shall function with the following framework:

- (a) Active student members of IAP may become members of the any one district Student Wing where their college is situated
- (b) Members from places where no Student Wing exist may join the nearest Student Wing at their discretion and should enter their name in IAP district branch.
- (c) Any official correspondence that a district Student Wing want to make with external agencies such as universities, government organisation, and the joint secretary / general secretary of IAP must be informed with written letter. and a proper permission is mandatory from CEC.
- (d) The office bearers of district Student Wing be nominated from among its members by CEC in consultation with IAP Student Wing head and DEC, but CEC will have full authority to decide on it.
- (e) The district Student Wing & sub coordinators office bearer's nomination should be done in consultation with IAP Student Wing and CEC after the IAP office bearer elections preferably in April every three Year.
- (f) All the national/state/district Student Wing are forbidden to make any commitment, financial or other-wise on behalf of the IAP to any organisation without the prior written the prior written consent of the central executive committee of IAP.
- (g) Any IAP district Student Wing before using IAP logo or name for workshops/ conferences should take prior permission from IAP CEC through National Student Wing chairperson.
- (h) The IAP district Student Wing will maintain a register of all its members, with their phone numbers, permanent address, email id which shall correspond with the IAP district branch; maintained at the IAP Headquarters and at State IAP chapters.
- (i) Every district Student Wing add minimum 10-15 members each to association in their district branch every year.

(j) Order of hierarchy will National Student Wing, state Student Wing and district Student Wing.

(k) All additions, deletions and transfer of members shall be intimated to IAP Headquarters, through the State/Territorial Student Wings laid down in the Rules and Bye-laws of IAP. and even sub-clause passed by CEC will also be applicable.

CEC will have the power to alter, Nominate change or delete the things in all subcommittees including all Student Wing.

Each state will be governed by national student wing and represented by their zonal heads of student wing.

XI. DISCIPLINARY ACTION

The Executive Committee shall be competent to initiate appropriate disciplinary action against a member for a violation of the Rules & Regulation of the Associations or for any unethical, defamatory, malicious, fraudulent behaviour or may gross professional misconduct on the part of the member of the Association. The punishment therefore may be suspension for a fixed period or expulsion by the approval of CEC.

XII. DISSOLUTION

1. Should any circumstantial contingency arise whereby it may be necessary to wind up the activities of the IAP. It shall be competent for the General Body by a majority of not less than 3/4th of the members present at the meeting of the General Body to decide whether the Association be wind up or not. The General Body shall not be competent to distribute the assets and properties of the IAP to an Institute or Organisation having similar aim and objects or as the registrar of societies recommends. At least thirty days notice shall be given to active members of the intention to move the resolution thereof for dissolution. The notice shall contain all details in the explanatory note annexed to the Notice.

2. Provision or Dissolution of Association and adjustment of their affairs:

At any time not less than three-fifth of the members of the Association may determine that it shall be dissolved and thereupon it shall be dissolved forthwith, or at the time then agreed upon, and all necessary steps shall be taken for the disposal and settlement of the property of the Association, its claim and liabilities, according to the rules of the Association applicable thereto, if any and, if not then as the Governing Body shall find expedite, provided that, in the event of any dispute arising among the Governing Body or the Members of the Association, the adjustment of its affairs shall be referred to the Principal Court of Original Civil Jurisdiction of the District that is Goregaon, Mumbai.

XIII. ADVISORY COMMITTEES AND ANCILLARY COMMITTEE

The CEC shall appoint special committees to serve the association in a purely for the purpose of assigned to the committee.

Each of these committees shall include at least one member from the CEC who will also act as coordinating Convenor (If more than one CEC member is included, the senior most member of the CEC from among them will serve as the coordinating Convenor unless he/she declines to do so). The term of office of the advisory committees shall be for CEC term. They may, however, be reconstituted after New CEC takes term.

XIV. ETHICAL RULES & GUIDELINES

1. General Responsibilities

(a)Physiotherapists shall provide honest quality care, competent and accountable professional consultancy, therapeutic and otherwise, as 1st contact practitioner to any person who may seek or may be in need of the same.

(b)The Physiotherapists shall administer only such treatment that is in the interest of the patient with the responsibility for the exercise of sound judgment with diligence.

(c)The physiotherapists shall respect the dignity and basic rights of the patients and professional colleagues.

- (d) The physiotherapists shall refer the patient to the appropriate specialists whenever the problems/symptoms of the diseases of the patient so demand.
- (e) The physiotherapists shall maintain secrecy of the patient's disease and shall not divulge the same to any other individual except to professional colleagues during scientific case discussions /meetings.
- (f) The physiotherapists shall provide accurate information to the patient or to the next relative if required about the problem and specific physiotherapy management of that individual's problems if required.
- (g) The physiotherapy management shall have the prior consent of the patient/relative if the procedure adopted involves risk of any damage to the tissue, organ system or any side effects/ complications after explaining the same accurately.
- (h) The physiotherapists shall comply with the laws governing the patient's rights and cause.
- (i) The physiotherapists shall not solicit patients through fee splitting. It shall be based upon their individual competence and ability in accordance with the accepted scientific standards.
- (j) The physiotherapists shall constantly strive to keep himself/herself abreast of the recent and latest scientific developments related to physiotherapy and add to the knowledge fund.
- (k) The physiotherapists shall not indulge in or associate with any activity that goes against the dignity, honour and development of the profession.
- (l) The physiotherapists shall contribute to the planning and development of professional services which address the health needs of the community.
- (m) Maintain high standards of professional conduct. (n) Follow ethical practices outlined in the Code of Ethics.

Strive to follow the ethical practices outlined in the Principles for Physiotherapy Education and practice norms.

- (o) Balance the wants, needs, and requirements of program patients, institutional policies, laws, and sponsors. Members' ultimate concern must be the long-term well-being of Physiotherapy education and practice norms.

- (p) Resist pressures (personal, social, organisational, financial, and political) to use their influence inappropriately and use it for personal gain to influence their professional judgments.
- (q) Seek appropriate guidance and direction when faced with ethical dilemmas.
- (r) Make every effort to ensure that their services are offered only to individuals and organisations with a legitimate claim on these services.

2. In Their Professional Preparation and Development, Members Shall:

- (a) Accurately represent their areas of competence, education, training, and experience.
- (b) Recognise the limits of their expertise and confine themselves to performing duties for which they are properly educated, trained, and qualified, making referrals when situations are outside their area of competence.
- (c) Be informed of current developments in their fields, and ensure their continuing development and competence.
- (d) Stay abreast of laws and regulations that affect their clients.
- (e) Stay knowledgeable about world events that impact Physiotherapy education and practice program patients.
- (f) Stay knowledgeable about differences in cultural and value orientations.
- (g) Actively uphold IAP's Ethical Rules & Guidelines when practices that contravene it become evident.

3. In Relationship with Students, Scholars, and Other Members Shall:

- (a) Understand and protect the civil and human rights of all individuals.
- (b) Not discriminate with regard to race, colour, national origin, ethnicity, sex, religion, sexual orientation, mari-

tal status, age, political opinion, immigration status, or disability.

- (c) Recognise their own cultural and value orientations and be aware of how those orientations affect their interactions with people from other cultures.
- (d) Demonstrate awareness of, sensitivity to, and respect for other education and practice systems, values, beliefs, and cultures.
- (e) Not to exploit, threaten, coerce, or sexually harass others.
- (f) Not use one's position to proselytize.
- (g) Refrain from invoking governmental or institutional regulations in order to intimidate patients in matters not related to their status.
- (h) Maintain the confidentiality, integrity, and security of patients' records and of all communications with treatment program, Members shall secure permission of the individuals before sharing information with others inside or outside the organisation, unless disclosure is authorised by law or institutional policy or is mandated by previous arrangement.
- (i) Inform patients of their rights and responsibilities in the context of the institution and the community.
- (j) Respond to inquiries fairly, equitably, and professionally.
- (k) Provide accurate, complete, current, and unbiased information.
- (l) Refrain from becoming involved in personal relationships with patients when such relationships might result in either the appearance or the fact of undue influence being exercised on the making of professional judgments.
- (m) Accept only gifts that are of nominal value and that do not seem intended to influence professional decisions, while remaining sensitive to the varying significance and implications of gifts in different cultures.
- (n) Identify and provide appropriate referrals for patients who experience unusual levels of emotional difficulty.

(o) Provide information, orientation, and support services needed to facilitate patient's adaptation to a new education and practice and cultural environment.

4. In Professional Relationships, Members Shall:

(a) Show respect for the diversity of viewpoints among colleagues, just as they show respect for the diversity of viewpoints among their clients.

(b) Refrain from unjustified or unseemly criticism of fellow members, parent organisation and associating with other organisations with conflicting interest [which makes members and branches].

(c) Use their office, title, and professional associations only for the conduct of official business.

(d) Uphold agreements when participating in joint activities and give due credit to collaborators for their contributions.

(e) Carry out, in a timely and professional manner, any IAP responsibilities they agree to accept.

5. In Administering Programs, Members Shall:

(a) Clearly and accurately represent the identity of the organisation and the goals, capabilities, and costs of programs.

(b) Recruit individuals, paid and unpaid, who are qualified to offer the instruction or services promised, train and supervise them responsibly, and ensure by means of regular evaluation that they are performing acceptably and that the overall program is meeting its professed goals.

(c) Encourage and support participation in professional development activities.

(d) Strive to establish standards, activities, instruction, and fee structures that are appropriate and responsive to patient's needs.

(e) Provide appropriate orientation, materials, and on-going guidance for patients.

- (f) Provide appropriate opportunities for students to observe and to join in mutual inquiry into cultural differences.
- (g) Take appropriate steps to enhance the safety and security of patients.
- (h) Strive to ensure that the practices of those with whom one contracts do conform to IAP's Code of Ethics and the Principles for Physiotherapy Education and practice.

6. In Making Public Statements, Members Shall:

- (a) Clearly distinguish, in both written and oral public statements, between their personal opinions and those opinions representing IAP, their own institutions, or other organisations.
- (b) Provide accurate, complete, current, and unbiased information.

XV. AMENDMENT OF RULES AND REGULATIONS:

1. The General Body shall be competent to make alterations, additions and amendments in the Rules and Regulations of the IAP by a majority of not less than 3/4th of the members present and voting at the meeting of the General Body provided that one month due notice has been given to the members about the proposal for such change.
2. Every resolution passed and amendment made to the Memorandum of Association & Rules and Regulation shall be indexed year wise in a register or any such place as decided by the CEC

XVI. GENERAL

The financial year of the IAP shall begin on 1st April each year and shall end on the last day of the March the following year.

XVII. Code of Ethics in Physiotherapy (adopted from World Physiotherapy)

The code of ethics for physiotherapists outlines the fundamental principles, values, and professional standards that guide ethical conduct and behaviour in the practice of physiotherapy. While

specific codes may vary slightly depending on the country or organization, they generally include the following core principles:

Respect for Autonomy: Physiotherapists respect the autonomy, dignity, and rights of their patients. They involve patients in decision-making, informed consent, and respect their preferences, values, and cultural beliefs.

Beneficence: Physiotherapists strive to promote the well-being and best interests of their patients. They provide competent, evidence-based care, prioritize patient safety, and avoid harm.

Non-Maleficence: Physiotherapists uphold the principle of non-maleficence by avoiding actions that may harm or cause injury to their patients. They carefully assess risks and benefits of interventions, and ensure patient safety throughout the treatment process.

Justice: Physiotherapists adhere to principles of fairness, equality, and justice in their practice. They provide equitable access to healthcare services, advocate for health equity, and avoid discrimination based on factors such as race, gender, religion, or socioeconomic status.

Integrity: Physiotherapists maintain honesty, transparency, and integrity in all professional interactions. They provide accurate and truthful information to patients, colleagues, and stakeholders, and act with professionalism and accountability.

Confidentiality: Physiotherapists respect the confidentiality of patient information and maintain strict confidentiality standards in their practice. They only disclose patient information with appropriate consent or when required by law, ensuring patient privacy and confidentiality at all times.

Professional Competence: Physiotherapists maintain and enhance their professional competence throughout their careers. They engage in continuing education, training, and professional development activities to stay abreast of current evidence-based practices and advancements in the field.

Inter professional Collaboration: Physiotherapists collaborate effectively with other healthcare professionals, interdisciplinary teams, and community resources to provide holistic, patient-centered care. They recognize the value of teamwork, communication, and shared decision-making in optimizing patient outcomes.

Ethical Research Practices: Physiotherapists conducting research adhere to ethical practices