

# KARNATAKA ASSOCIATION OF COMMUNITY HEALTH ®

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( RegNo.12/11-12.VLP No 752/2018-19)

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## KACH BY-LAWS

**1. Constitution:** The Association shall consist of members whose names are on the Register of Member of the Association and other members who will be included in such manner and upon such conditions as prescribed from time to time.

**2. Register of Members:** There shall be a register in which the names of all the members of the Association shall be entered with their qualifications and addresses. Register will be kept open for inspection to the members on requisition.

**3. Administration:**

The affairs of the Association shall be conducted by the Executive Committee; herein-after called the EC. The day to day affairs shall be conducted according to the *regulation* and bye-laws as framed for the purpose from time to time.

The income and property of the Association shall be applied solely towards its objects and no portion shall be paid or divided amongst any of the members by way of profits.

In case of dissolution of the Association, any property whatsoever left over after satisfying all debts and liabilities, shall not be paid to or distributed among the members of the Association but shall be given or transferred to some other society or societies with the same or similar objectives as determined by the votes of not less than three-fourth members in person at the time of dissolution during the General Body

**4. Eligibility for membership:**

- a) Any professional graduate (possessing medical qualification e.g. MBBS or any equivalent degree recognized by any Indian University in Indian system of Medicine / Dentistry (BDS) / Engineering (BE), Nursing (B. Sc. Nursing) / Veterinary (BVSc. & AH))
- b) holding a qualification in public health or related discipline

- c) Any full time staff members of PSM / Community Medicine, in addition to medical faculty, working in Medical Colleges
- d) In case of Sociology, Statistics or Behavioral and Allied science or Arts subject the minimum qualification for becoming a member should be Master degree (MSW, M. Stat. etc.). Candidates with DHE, Dip. Diet or DPHN degree from the recognized university or institution are also eligible. Such aspirants should be interested in public health and should have or be actively pursuing public health work or related work to become eligible to be the members.
- e) Any person possessing other than the above eligibility, interested in public health and actively pursuing public health work can apply and be member subject to approval during a General body.
- f) Payment of membership subscription which will be decided from time to time by the annual general body of the Association.

### **Classification of Membership :**

**Life member:** A member is considered a life member after paying a lump sum amount according to rules or regulation hereinafter laid down following decision of the AGB.

**Associate member:** Any person who is short of eligibility under 4d, 4e, 4f and as resolved from time to time by the AGB are taken as Associate member. Such member will not have voting right

### **Subscription :**

The Annual General Body, from time to time on the basis of the resolution of the Executive Committee will fix membership subscription for

- *Life members*
- *Associate members.*

and will be effective from the 1<sup>st</sup> January of the subsequent year.

*To become a member, application should be submitted in the prescribed format. The form will be duly proposed and seconded by two life members of the Association whose signatures will also appear in the application form.*

??General reserve fund

All such Life members shall be eligible to suffix their names with Member of Karnataka Association of Community Health after paying full amount of membership subscription.

A Membership certificate and Identity card for life members which contains a unique identification number will be given during any event associated with KACH

An eligibility committee consisting of at least 3 members of which one of them is Secretary of the association, will scrutinize membership application forms received and recommend either for approval or

rejection. Any matters of Adjudication will be taken by the Committee headed by the President, Vice - President of the Association and a senior member of the association.

### **Privilege of Members:**

#### **General Privileges:**

All members shall have the right to attend and take part in discussion at all meetings, lectures and demonstration organized or supported by the Association except for the special meetings, workshop, project conference etc. where entry of the members may be conditional.

All members shall have the right to attend conference organized or supported by the Association on such terms as hereinafter laid down Executive Committee and the Organising committee.

#### **Voting Rights:**

The Life members who have no membership dues till date (with name in the membership registry) shall have the right to vote in the election of the office bearers for the Association.

They may put forward resolutions at any meeting of the Association for the interest of public health, national health programmes and related. The voting for the election of the Executive Committee and in the Annual General Body meeting will be guided by the regulation hereinafter laid down.

Any member whose application forms and subscription is not received on or before 31<sup>st</sup> December, in a specific year of election, he/she shall not be eligible to vote in the ensuing election until and unless decided otherwise by the election committee depending on the exigency of the situation or as per the regulation. This exigency of the situation should be clearly explained, should be endorsed in the Annual General Body meeting.

Any member, who is a defaulter, is not eligible to vote for the specific year. But he / she can enjoy voting rights after clearing all dues against him / her by 30<sup>th</sup> December in the specific year for voting.

#### **Eligibility of serving as Office-Bearers:**

The Life members shall be eligible for serving as members of the Executive Committee as per regulation decided from time to time.

#### **Termination of Membership:**

##### **A. By Resignation:**

*A member may at any time resign his/her membership by giving a notice of not less than 30 days but preferably six months' notice in writing to the Secretary.*

The resigning member shall pay up all the dues against him and return all papers, properties or documents of the Association and the secretary will put up a statement of dues against the member or a clearance certificate if all dues are paid along with his resignation to the Central Council for information and necessary action.

**By Removal of Name for Non-payment of subscription after due Notice as follows:**

If the complete subscription remains unpaid for the first two years of the Association year the defaulter shall be informed in writing by the *Secretary*. If after two months of this notification the subscription remains unpaid a registered notice shall be given stating clearly that if within 30 days of the notice the dues are not paid the privileges of membership shall be suspended. If the dues still remain unpaid necessary action will be taken by the Executive Committee.

**By Removal of Name on the ground of Undesirable Conduct:**

If the conduct of any Member as reported to the Executive Committee is found prejudicial to the interest of the Association or is calculated to bring the public health profession into discredit, the *Executive Committee* may ask the member concerned to submit a written explanation of his conduct. In the event of the explanation being found unsatisfactory the Executive Committee shall take such action as considered necessary. In the event of the said member refusing either to explain or to resign when asked to do so, a General *Body* meeting of the members of the Association shall be called to consider the case and at least 7 days' notice of the meeting shall be given to the member concerned with opportunities to explain, if the member wishes to do so. If three-fourths of the members present at the meeting, vote for removal of the name of that member, his name shall be removed from the Register.

**Re-admission:**

Membership cancelled, on account of non-payment of the life membership subscription in installments, within the stipulated time frame, will be revalidated following the receipt of the application for the same and on payment of the outstanding amount, at the existing rate of subscription of life membership, provided Executive Committee considers his / her application. Further, Executive Committee can totally exempt on a valid ground, which should be ratified in AGB.

Members whose names has been removed on the ground of undesirable conduct may be readmitted on the expiry of not less than 2 years, provided their application for re-enrolment is supported by ten life Members of the Association testifying to the conduct during the intervening period. But the members who have resigned under this clause can be readmitted on submitting a written statement regarding his conduct acceptable to the Central Council.

**Association Year & Tenure:**

The year of the association for financial and other purpose will ordinarily be January to December, unless otherwise decided by the Annual General Body meeting of the Association.

Tenure of the office bearers and Executive Committee members would be 3 (three) years, unless otherwise decided by the Annual General Body Meeting of the Association.

Tenure of the Editorial Board members would be 5 years (five) years, unless otherwise decided by the Annual General Body Meeting of the Association.

**Power of Annual General Body:**

The Annual General meeting of the Association shall be called at least once a year and complied at the venue of the conference until and unless decided by the preceding general body, on a date as may be decided by the Executive Committee of the Association.

- (i) It is the highest body of the association. The decision of the AGB shall be final in all matters.
- (ii) One meeting shall be organized yearly along with the annual conference of the association and the notice for such a meeting will be deemed to have been sent along with the conference announcements.
- (iii) Change, modification, addition & deletion of the rules & regulations have to be endorsed in the AGB.
- (iv) Any controversy, which cannot be solved by the Executive Committee, will be taken up in the AGB and in this regard the decision of the AGB would be final.
- (v) The decision of the Annual General Body in all matters not covered by these regulations shall be final and binding upon all members of the association For any major change in the regulation of the constitution or for the major revision of the constitution, opinion of the all members of the association may be sought through postal ballot/ courier / any other recent method of correspondence before putting it in the AGBM.

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

The management of the Association shall be vested on the Executive Committee.

Composition:

The Executive committee shall be composed of the following personnel from amongst the life members as per the regulation.

- (a) Following office bearers shall be elected for management and implementing activities of the Association:
  - a. Vice – President – Two
  - b. Secretary – One
  - c. Joint Secretary – Two
  - d. Treasurer – one
  - e. Members elected at the AGB meeting / Postal ballot - 7

Immediate past President, Secretary and Treasurer will automatically be the member of the Executive committee;

the Professor and Head of the department or any senior professional from the Committee organizing the annual conference would also be the Vice – president of the association and is eligible to be the President subject to the regulations.

Soon after election during the first meeting of the Executive Committee, the President is elected from amongst the 3 Vice Presidents for a period of one year and will hold office for the calendar period of the association. A new President is elected subsequently from amongst the remaining Vice Presidents.

The President will hold office for not more than two continuous terms.

Functions and powers of Executive Committee:

The funds and properties, movable and immovable, belonging to the Association shall be vested in the Executive Committee of the Association herein after called as the EC. The EC shall direct and regulate the general offices of the Association and shall have power to:

a) Organize activities in different parts of the state as desired from time to time on the basis of the needs of the association.

**(b)** Form suitable committees and sub-committees to achieve the objectives of the association and further the cause of Public health and community health

**(c)** Establish, support and aid any establishment of the association or any other registered associations or societies founded for any of the objects of the association.

**(d)** Affiliate with any company, institution, society, association or any other public body having objectives altogether or in part similar to those of the Association.

**(e)** Borrow or raise money for all or any of the objects herein contained on such terms and in such manner and on such securities as may from time to time be determined by the association ( *i.e. taking up research, Project, academic activities, endorsement etc.*).

**(f)** Take up such steps or make personal or written appeals, or hold meetings or shows or otherwise as may from time to time be deemed expedient for the purpose of procuring contribution to the funds of the Association in the shape of donations, annual subscription or otherwise.

**(i)** Invest any money of the Association, not immediately required, for any of its objects in such manner as may from time to time be determined by the Association

**(ii)** Frame, alter or repeal regulations and bye-laws for the conduct of business at meetings of the Association and for the maintenance and administration of the Association room, library and properties and for the organization and direction of publication.

(k) Frame and / or recommend alteration or repealing regulations and bylaws of the Association for consideration of the General Body.

l) Represent matters in which they consider that the interests of the Association or of the public health profession are affected, before the Government, public bodies or any properly constituted authority.

**(m)** Consider and decide applications for membership, resignation of members and the question of taking disciplinary action against any member.

**(o)** Appoint or remove salaried personnel of the association and to frame regulations for the staff from time to time.

**(p)** Exercise, in addition to the powers by these regulations expressed conferred on it, all such powers and do all such acts and things, as may be required to be done by the Association and which are not

hereby or by legislative enactment explicitly directed or required to be exercised or done by the Association in a General meeting.

(q) Considering sharing of the assets / resources with like-minded associations / organizations pursuing similar welfare objective.

The decision of the EC in all matters not covered by these rules shall be final and binding on the members of the association. However controversial matters should be referred to the General Body of the association.

Terms of office of the Executive Committee:

The newly elected EC shall start functioning after the formal announcement of election result in any scientific deliberation / meeting / Annual General Body meeting and shall hold office for a period not exceeding three years or in extreme situations until holding of the next election and announcement of result of the office bearers and EC members.

#### **16. Meetings of the Executive committee:**

In general the EC meeting will be held either at the office of the President or any suitable venue deemed so by the Secretary in consultation with either President or one of the Vice Presidents. The exact date, time and place will be fixed by the Secretary. At least three such meetings in a year shall be held and out of which one meeting must be held just prior to the holding of the annual conference.

Special meeting: A special meeting of the EC may be called within six weeks on receipt of a requisition duly signed by at least two third of the EC, stating the business for which the Special meeting is required. The date, time and venue of such meeting shall be fixed by the secretary in consultation with the President.

Emergency meeting: Depending upon an exigency, the emergent meeting of the Office bearers and or the EC may be called by the Secretary, in any other place as decided indicating the agenda of the business to be transacted at the meeting.

The President and Secretary are authorized to take any vital decision for running of the association and the decisions should be ratified in the next EC meeting.

#### **Notice of EC:**

In general, Two weeks' notice of the meeting, indicating the venue, date and time as well as agenda of business to be transacted at the meeting, shall be sent to all the members of the EC. In no case, the notice should be sent less than one week before the meeting. Notice by fax and e.mail / website would be valid for all types of meetings.

Quorum :

Quorum for any meeting will consist of one third members.

All the above regulations will be applicable until resolved otherwise in an AGB meeting.

Co-option of members: The President may in consultation with EC, may co-opt upto two members from amongst the eligible members of the association. Besides, this person(s) of eminence may be specifically invited to attend a particular EC meeting if necessary. They will participate in the meeting and give their valuable opinion regarding some important issue(s) without any voting right.

The Annual General Body

**Agenda of the AGB meeting will be as follows.**

The election of the chairman of the meeting, if necessary (in absence of the President and all the vice presidents).

Confirmation of the minutes of the previous AGB meeting.

Adoption of the audited statement of accounts.

Consideration of the budget for the coming year.

Declare results of the election communicated by the appropriate body or taking up necessary action for election of the office bearers and announcing the names of the members so elected.

To consider the reports of functional sub- committees, if any.

Discuss the policy of the IPHA regarding the current health programme of national importance.

Appointment of auditors

Amendment of regulations, if any.

Consideration of resolution brought forward by individual member(s) for improvement of public health and health policy.

Appointment of the Electoral officer

Provide guidance based on the constitutional guidelines.

To consider the appeal for organizing next annual conference and suggest date, venue and theme of the conference.

Any other business with kind permission of the chairman.

**Notice:** In general, three weeks (or minimum two weeks' notice of the meeting will be given as per the rule of the Society), including the venue, date & time as well as agenda of business to be transacted at the meeting. The time period of meeting notice is exempted if it is held during the conference when the conference announcement itself will be deemed to be meeting notice. The meeting notice shall be sent to all members through one or more of the means: brochure, journal, email, website announcement, etc.,.

**Quorum :**

(i) Quorum for AGB and any other meeting should be one third of the eligible members. In case quorum could not be achieved within half an hour from the schedule time, the meeting should be adjourned. It shall be called again in consultation with the President on the same day or on the following day, when whatever members present in the meeting will form the quorum. This holds good for all types of meetings.

**Funds of the Association:**



## Income

The funds of the association shall be derived from the subscription of the members, contributions or donations, income from publications, conferences and exhibitions, bequeaths and such other sources as may be authorized by the EC from time to time.

There shall be a General Reserve Fund of the association, the amount of contribution to which shall be resolved in the AGB from time to time.

Any fund can be utilized only with prior approval of the EC. In case of any dispute in regard thereto society shall deal with such matter in the similar as other financial matter shall be dealt with.

Any fund of the Association remaining in excess over expenditure shall be deposited in the account in the name of the association in a scheduled bank or postal savings bank.

A minimum of 10% (ten percent) delegation fees or Rs. 100/- (one hundred) per registered delegate whichever is more, has to be handed over to the KACH at the end of the conference collected from every delegate attending the annual conference. The fund will be kept in the form of fixed deposit or such other monetary instrument, until and unless decided otherwise and would contribute to the general reserve fund. An individual or a group of eligible members of KACH with the recommendation of EC or AGB, may undertake a project or consultancy that may give benefits to the association in terms of donation by the researchers, staff recruitment, stationeries etc. A 3 member project committee, with members from academic research and project background formed under the guidance of EC, will look into all aspects of such project or consultancy before sanctioning it. Secretary will be the Ex-officio member of this committee and the convener.

## Accounts and Expenditure

All expenses in connection with meetings, administration activities of the association, publication, conferences, scientific investigations, prizes, scholarships and such other purpose, considered advisable for the furtherance of the cause of Association, shall be met from the funds of the Association approved by the EC and ratified by the AGB.

A saving account in a nationalized bank will be operative in the name of “Karnataka Association of Community Health”, where all collections from the members in the form of subscription, donation etc. will be kept. This would be the main account from which funds may be diverted to other accounts and F.D.R., as decided in EC for different purposes. This would be jointly operated by Secretary and Treasurer.

## Duties and powers of the office bearers :

### The President

- (i) Shall be chairman of all meetings and any other committee of which he may be a member.
- (ii) Shall preside at the annual conference and all meetings of the association.
- (iii) Shall guide and control the activities of the association.

(iv) Shall regulate the proceedings of the meetings and conferences, interpret the rules and regulations, and decide doubtful points.

(v) Shall, in addition to his ordinary vote, have a casting vote in case of equality of votes.

(vi) The President of the Association will be invited to deliver the Presidential Address at the time of the Annual Conference.

In the event of any emergency arising by reason of any cause such as death, detention, resignation or absence for a considerable period out of India of the President, the duties of the President shall devolve with the senior Vice-president. Pending the acceptance, of the resignation, the Vice-president shall act as indicated above in case the President is unwilling to function as such.

### **(b) Vice-Presidents**

(i) The vice-president receiving the larger number of votes, will preside at the annual conference in case the president is unavoidably absent.

(ii) Shall act as chairman of meetings in the absence of the president.

(iii) Shall be the chairman of the all sub-committees and committees of which he / she is a member in case the president is not a member.

He/she will help encourage & guide to revitalize the activities in his / her jurisdiction.

He/she will guide to organise conference, workshop, meeting and such other scientific deliberations.

He/she may also help in election process as per the instruction of the election committee as per regulation.

He/she will perform such function as will be resolved time to time in the Central Council meeting.

### **Secretary**

With the help of joint secretaries

Is the Officer in charge of the activities of the association.

Shall conduct all correspondences.

Shall have general supervision of accounts, pass all bills for payment and sign cheques.

Shall guide the treasurer for preparing statements of accounts duly audited by the auditor for adoption

Shall attend, organize and convene meetings, conferences, lectures and demonstrations as well as take up activities on behalf of the association.

Shall convene and attend meetings of the EC in consultation with the President and keep proceedings thereof.

Shall be Ex-officio member of all committees and shall have powers to depute one of the joint secretaries if s/he is unable to attend

Shall maintain a correct and up-to-date register of all members of the association

Shall organize the activities with the help of the joint secretaries by encouraging collaborations with the like-minded associations / NGOs / Organizations and by creating a general interest in KACH

Shall bring any matter which s/he considers necessary in the interest of the association to the notice of the EC for guidance and decision

**The joint secretaries** shall help the Secretary in all his / her works in looking after the office in correspondence, in preparation of agenda of meetings, in preparing statement of accounts etc. They will also act for the General Secretary.

### **The Treasurer**

Shall receive all money of the Association and deposit them in a bank approved by the EC to the credit of the Association and operate jointly with the Secretary.

- (ii) Shall be responsible for collection of subscription of members.
- (iii) Shall dispose of the bills for payment as sanctioned by the Secretary and only his written order.
- (iv) Shall point out any error of discrepancy in the order of payment of the Secretary and refer the order back to him/her with his remarks.
- (v) Shall be responsible for keeping up-to-date accounts of the association with the all account books posted up to date.
- (vi) Shall get all the accounts audited by the auditor of the association
- (vii) Shall prepare statement of accounts to be put before the EC meeting
- (viii) Shall Prepare Annual Statement of accounts – Statement of Income and Expenditure, Assets & Liabilities, showing the financial position of the Association. He/she will get it audited by the Auditors appointed at the annual General Body.
- (ix) Shall act for the Secretary in the absence of the Secretary and Joint Secretaries, whenever necessary.

### **Executive Committee members**

7 members to be elected. They will attend EC meeting, give their valuable opinion, point out whether regulations are followed or not, help in organisation of election, if any, with the help of Jt Secretary & Vice- President. They will make constructive criticism and raise fund, and above all, encourage & guide activities of the association. They will undertake membership drive along with all other office bearers.

### ***Election of Office Bearers***

No one in receipt of a salary from the funds of the Association can be elected an office-bearer. Election whenever held will be for the following posts:

Vice-Presidents-two, Secretary - one, Treasurer-one, Joint Secretaries- two and 7 members of the EC. They will be elected by ballots which will be sent by post to all members who are eligible to vote or decided on the floor of the General Body during one of the annual conferences of the association..

Eligibility For Election of Vice- Presidents, Office Bearers, EC Members.

To contest, the candidate must be a member of the Association preferably for continuous three years or as

decided by the election committee.

The nomination for the candidates for the above offices must be supported by atleast two other life members. Nomination of the candidate should be proposed and signed by a *valid* member of the association, who has *no* subscription due at the time of submission of nomination *form*. And also seconded by a *valid* member, other than the person who proposed it, and *sign in it*

To contest for being an office bearer, the candidate should have been an EC member atleast for one term in the past 6 years. In this regard the election committee will consider declaration given by the candidate.

The nomination paper should be duly received by the Electoral officer accordingly to the stipulated date & time

Regulation for the election

No member should hold two vital posts of the association simultaneously. In case a member is elected for two different posts vacant, he/she has to relinquish one post immediately after declaration of result to facilitate early election in the vacant post at the AGB meeting. *In case of absence of the member/s (so elected for different posts), AGBM will decide finally & it will be than binding on the member (if he has not informed anything in this regard before AGBM).*

No member should hold the same post for more than two consecutive terms.

Generally all posts of office bearers will be elected through ballot. Secretary and Treasurer, will be elected preferably from the same place.

The nomination forms will not be sent to anyone *but will be available through Website or can be on a plain paper written according to the pre-specified format.*

In case of any vacancy of the posts of office bearers or EC to be filled in due to any reason/s, AGBM is empowered to fill in vacancy as per norms. Between the two AGBMs if there is any vacancy/ies, EC may take an interim decision.

### **Appointment of the auditor**

An auditor shall be appointed at the Annual GB Meeting for a period of three years for auditing the accounts of the association.

Duties of the auditor

Shall audit the accounts at the end of the year or more often, if so decided by the EC and shall certify to their correctness.

Shall give suggestions for proper bookkeeping as required.

### **The Journal of the association.**

Publication and management of the journal.

#### **(i) Management of the Journal :**

**Subscription to the journal :****The Editorial Board :**

The Editorial Board shall function for a period of 5 years' time or be as per the regulation framed from time to time by the association. It will function based on the resolution at AGM

**The Annual Conference:****Auspices**

(a) An annual Conference shall be organised every year or as resolved time to time in the EC under the auspices of the Karnataka Association of Community Health, at a suitable place and time, decided by the EC. One or more medical colleges or public health bodies / authorities shall have the privilege of hosting such conference. Similarly, association may also organise such conference on its own.

**Conference Registration:****Agenda of business at the Annual Public Health Conference :**

(a) The conference will have –

An Inaugural Session:

Scientific session and Exhibitions open to members and visitors as above

And open Session: (The Annual General *Body* Meeting of the Association).

Presentation of Awards, if any.