

PART - I
MEMORANDUM OF ASSOCIATION

1. NAME :

The name of the society, hereinafter called Association, is **The Homoeopathic Medical Association of India.**

2. OFFICE :-

The Registered office of the Association shall be situated at Delhi at A-51, South Extension Part-1, New Delhi-110 049 and working office (Secretariat) may be located where the Secretary General resides.

3. OBJECTS :-

The objects of the Association are :

- 3.1 to promote and advance the Science of Homoeopathy and Homoeopathic education in India in accordance with the basic principles of homoeopathy, as enunciated by Hahnemann.
- 3.2 to improve public health in accordance with homoeopathic principles as applied to prevalent public health methods.
- 3.3 to maintain the honour and dignity and to uphold and safeguard the interests of the Homoeopathic profession.
- 3.4 to promote cooperation among the homoeopathic fraternity by forming a unitary national organisation of the Homoeopaths.

4. METHODS :-

For the attainment and furtherance of the above objects, the Association may :-

- 4.1 Take measures to safeguard and protect the rights of practice and other rights as partenant thereto, of all the registered and enlisted Homoeopaths in India.
- 4.2 Make effective representations to the Central and State Governments for establishment of medical and Health Service Cadres for Homoeopathy, for opening Homoeopathic health centres and hospitals, for obtaining grants for Homoeopathic institutions and for employment and absorption of homoeopathic institutionally qualified Practitioners in various services including Employees State Insurance Scheme, Research Schemes etc. and for directing the autonomous bodies and other undertakings to provide facilities for homoeopathic treatment to their employees.
- 4.3 Arrange for maintaining and uplifting the educational, professional and ethical standard of the members.
- 4.4 Hold periodical meetings, congresses and conferences and arrange from time to time, lectures, discussions and demonstrations in any aspect of homoeopathy and allied sciences.
- 4.5 Publish and circulate a journal as official organ of the Association for

the Homoeopathic profession.

- 4.6 Establish Central Homoeopathic library and form or encourage formation of branch libraries.
- 4.7 Provide guidelines for writing, editing, printing and or publishing textbooks for homoeopathic education on various pre-clinical and clinical subjects.
- 4.8 Co-operate with or be affiliated to or associate with international Homoeopathic organisations or bodies of other countries, not formed for the purpose of profit and whose objects are wholly or partly similar to those of the Association.
- 4.9 To affiliate any Registered Association subscribing to the policy and programmes of the Association.
- 4.10 Purchase, take on lease or otherwise acquire, hold, manage, let, sell, exchange, mortgage or otherwise dispose off movable or immovable property of every description and all rights and privileges as appurtenant there to as may be necessary in the circumstances.
- 4.11 Erect, maintain, improve, alter and keep in repair any building or buildings for the purpose of the Association.
- 4.12 Borrow or raise money in such manner as the Association may think fit and collect subscriptions and donations for the purpose of the Association.
- 4.13 Invest any amount of money of the Association, not immediately required for its purpose, in or upon such investments, securities or property as may be thought fit.
- 4.14 Acquire, draw, buy, discount, purchase, accept or negotiate bills of exchange promissory notes, cheques or other negotiable instruments for the aforesaid objects.
- 4.15 Accept grants or subsidies from the Government or corporate bodies or trusts for any purpose of the Association or accept donation from public.
- 4.16 Express its views on matters pertaining to any proposed legislation affecting public health in general and Homoeopathic profession and education in particular and place the same before the Central and other State Governments.
- 4.17 Establish relations with Statutory Bodies, Boards, Councils, Universities, other teaching institutions.
- 4.18 Support candidates sponsored by the Association to all Homoeopathic bodies at Centre & States.
- 4.19 Conduct educative campaign among the masses of India in matter of Public health and sanitation and participate in the public health programme organised by the Govt.

- 4.20 Organised Medical Camps for providing medical relief during epidemics and in times of emergency.
- 4.21 Establish and support or aid any charitable or benevolent Institution constituted to benefit persons through Homoeopathy.
- 4.22 Establish, develop and maintain Homoeopathic Medical Pharmacies and manufacturing concerns for production of reliable Homoeopathic Medicines.
- 4.23 Encourage research in Homoeopathy and allied sciences with grants out of the funds of the Association, by formation and/or maintenance of societies, of provers or other research units or committees and by establishment of scholarships, prizes, or awards and in such other manner as may be determined by the Association from time to time.
- 4.24 Do all such other things and adopt all such other ways and means as are cognate to the objectives of the Association or are incidental and conducive to the attainment of the above objects or any of them.

5. DISPOSAL OF INCOME AND PROPERTY :

The Income and property of the Association, wheresoever derived from, shall be applied towards the promotion of its aims and objects as set forth in the above memorandum and no portion thereof shall be paid or transferred directly or indirectly by way of dividend, bonus or otherwise, by way of profit to the persons who at any time, are or have been, members of the Association or to any person or persons claiming under them; provided that nothing here in contained shall prevent payment done in good faith or remuneration to any officer or servant or other persons in return for any service actually rendered to the Association.

6. DISSOLUTION :

If, on the winding up or dissolution of the Association there remains, after satisfaction of all its debts and liabilities, any property or funds whatsoever, the same shall not be paid to or distributed among the members of the Association or to any of them, but shall be given or distributed to similar Association, Institution, Society or body having objects similar to those of the Association , to be determined by the National Council of the Association and in default there of , by the Registrar of Societies.

**PART II
RULES AND REGULATIONS
CHAPTER 1 (GENERAL)**

1. **DEFINITIONS :** Unless indicated otherwise or with reference to the context;
 - 1.1 "ASSOCIATION" means The Homoeopathic Medical Association of

India.

- 1.2 "BRANCH" means any State Branch of the Association as constituted under rule 16.1.
- 1.3 "CENTRE" means the Central Organisation of the Association.
- 1.4 "CABINET" means the Office Bearers of the Centre.
- 1.5 "MEMBER" means member of the Association under any category.
- 1.6 "NATIONAL COUNCIL" means the General body of the Association as constituted under Rule 17.1
- 1.7 "NEC" means the National Executive Committee constituted under Rule 17.2.1
- 1.8 "PRESCRIBED" means prescribed under the Rules & Regulations of the Association or Appendies.
- 1.9 "RECOGNISED QUALIFICATION" means the Qualification as defined in Homoeopathic Central Council Act 1973.
- 1.10 "SECRETARIAT" means the working office of the Secretary General.
- 1.11 "STATE COUNCIL" means the General body of the State branch constituted under Rule 16.2.
- 1.12 "SEC" means the Executive Committee of the State Branch.
- 1.13 "UNIT" means a branch of the Association formed in a localized area under Rule 14.1
- 1.14 "UEC" means the Executive Committee of the Unit.

2. COMPOSITION :

This is a three tier organisation Viz. Unit, State and Centre; also a coordination Committee is provided to coordinate the activities of the Units in the District. The Association shall consist of all the members of different categories, who are on the central Register and those subsequently enrolled under Rule 4.

3. HEADQUARTERS :

The Registered Office of the Association shall be located at Delhi, Working office (Secretariat) may be located wherever the Secretary General resides. Office of the Journal or other periodicals etc. may be located at places as may be determined by the "NEC" from time to time.

CHAPTER II MEMBERSHIP

4. MEMBERSHIP AND ITS CATEGORIES :

Any Registered Homoeopathic practitioner (duly registered / enlisted from any central/State Homoeopathic council/Board Constituted by Central or state governments) desirous of joining the Association may be enrolled as a member as per rules and regulations of the Association. The membership shall consist of following categories :-

4.1 Primary Members :

Any Registered or Enlisted Homoeopathic Practitioner who pays the bi-annual subscription and admission fee as decided by the National Executive Committee from time to time shall be called as Primary Member.

4.2 Life Member :

Any Registered Homoeopathic Practitioner who is eligible for Primary membership and who pays the life membership subscription as decided by the National Executive Committee from time to time.

In case the Unit through which life member is enrolled becomes defunct or non-viable, the Life Member of such unit will be attached to the nearby unit by the Centre on the recommendation of the Branch or in consultation with the Member concerned and any change in the existence of the unit shall not alter the position or status of the member nor deprive him of any of his rights. Membership of a life member, enrolled directly by the Central Secretariat, shall be attached to a unit nearest to either the professional or residential address of the member, in consultation with the member concerned.

4.3 Institutional Member :

Any society, Trust or corporate body directly or indirectly connected with Homoeopathy & Homoeopathic Development programmes can become Institutional member by making an application to the Centre.

4.4 Honorary Member :

A person of high medical, scientific or literary attainments or a person who had rendered conspicuous service to Homoeopathy or the Association, or whose cooperation with the Association is desirable, may be accepted as an Honorary Member by the National Executive Committee at a meeting, the agenda of which includes this item specifically.

4.5 Patron :

Any person holding prominent position in the society or having active interest in Homoeopathy or in humanitarian works and who pays Rs. 20,000/- or more at a time, to the Association may be accepted as Patron by the National Executive Committee at a meeting, the agenda of which includes this item specifically.

4.6 Affiliated Member from Affiliated Organization :

Members representing the affiliated Organizations.

5. ENROLMENT :

5.1 Primary Member :

A Registered Homoeopathic Practitioner desirous of becoming a member shall apply to a Unit or where no unit exists in the area of Residential or Professional address of the applicant, to the Branch or to the centre directly where no state branch exists, in the prescribed application form (Annexure-1) in triplicate, along with 3 photo copies of Registration and Homoeopathic qualification certificates, if any, 2 Passport size photographs together with admission fee and the subscription.

Membership shall come into force from the date of application and only on approval by the State Executive Committee/National Executive Committee.

5.2 Life Member :

A registered Homoeopathic Practitioner desirous of becoming a Life Member shall apply to a Unit or to the Centre in the prescribed application form alongwith subscription subject to the approval by the National Executive Committee. In case when applied to a unit, the application should be forwarded to the Centre through the State Branch duly scrutinised.

5.3 Institutional Member :

Any Homoeopathic Institution or any Society or Trust, serving the cause of Homoeopathy desirous of associating with the Association, may apply to the Centre along with bi-annual subscription and admission fees as decided by the National Executive Committee from time to time, and submitting the details of its functions and other required information, Such institution /Society/Trust Member may be admitted with the approval of the National Executive Committee, in consultation with the Branch concerned.

5.4 Honorary Member :

Proposals for awarding Honorary Membership may be accepted by the National Executive Committee, if sponsored by five National Executive Committee members or by a Unit or Branch along with the biodata of attainments.

5.5 Patron :

Proposals for patrons may be accepted by the National Executive Committee, if sponsored by five National Executive Committee members or by a unit or a branch along with the bio-data of attainments.

5.6 Affiliated Bodies :

Any Homoeopathic organisation desirous of affiliating with the

Association shall apply in prescribed form along with the list of its members and the activities carried out by the organisation, to the Centre. The National Executive Committee on approval of the application shall intimate the organisation requesting it to pay the fees, as may be prescribed by the National Executive Committee from time to time. On receipt of the fees the organisation will be deemed to be affiliated, as per the terms, conditions and regulations of the Association.

6. REFUNDS :

Membership fees once deposited will NOT be refunded in any case whether membership is accepted or not, what so ever.

7. INSTALLATION CEREMONY :

Whenever a member of any category is enrolled and accepted, he will be honoured at an installation ceremony at unit level, as and when guidelines for the same are formulated and enforced.

8. RENEWALS :

Renewals of Membership, excepting those of Life Members, Honorary Members and patrons, shall be done every two years in the months of January, but in no case later than in March. Membership shall be over with the term, irrespective of joining date of membership.

9. REGISTER OF MEMBERS :

9.1 The Unit, State branch and the Centre shall maintain a register of members of all categories with the following data. There should be separate register for each category of members. The register should contain 1) Serial Number 2) name and surname 3) Age and sex 4) Address (of correspondence) 6) Registration Number or the number of enlistment and the Body/Council and the State in which registered 7) Date of enrolment 8) Whether in service, if so details 9) Remarks if any.

9.2 The Central will maintain a separate register of Life Members, State wise, with the details as above and to which Unit attached. When enrolled, with entries of transfer or removal or termination of Membership.

9.3 Separate Register of institutional Members and Affiliated organisations shall be maintained by the Centre containing the details, of such bodies, as specified.

9.4 Register of Patrons and Honorary Members with relevant details shall be maintained by the Centre.

10. TRANSFER OF MEMBERSHIP :

A member desirous of transferring his Membership may inform the Branch concerned & Center stating the reasons thereof, under intimation to the present Unit and to the Unit intended to be transferred to.

11. RIGHTS & PRIVILEGES OF MEMBERSHIP :

- 11.1 Take part in Scientific Seminars, Meetings, Lectures, Discussions, Demonstration and Conferences of the Association or its Units and Branches, on payment of fee as and when prescribed.
- 11.2 Receive the Journal or any other publications of the Association at free of cost or on payment of fee at such rates as may be decided by the National Executive Committee from time to time. Provided that the member shall be entitled to receive the journal or other periodicals published in the succeeding month in which his enrolment is approved.
- 11.3 Use of the Library or such other premises set apart there of, under such terms and conditions as may be decided.
- 11.4.1 The primary and Life Members shall be entitled to vote at the elections or at any meeting or on any issue, and to hold any office or to be elected for representation.
- 11.4.2 The Primary or Life Members, who are also member of any Organization, Society, Trust, Corporate body except Homoeopathic Academic Institution directly or indirectly connected with Homoeopathy & Homoeopathic development programmes holding any office bearer post there may not contest in the post of President, Secretary & Treasurer. However this shall not apply to Units.
- 11.5 Patrons and Honorary Members shall not be entitled to vote at the elections or at any meeting or to hold any office of the Association or its Branch or Unit, Provided they satisfy the requisites of Primary members and are attached to the unit concerned.
- 11.6 Institutional representative members shall not be entitled to vote or to hold office in the Association unless they are eligible for primary Membership.
- 11.7 Affiliated Members will be entitled to participate in all the meetings of discussion, but shall have no voting power. Each Affiliated organization will be entitled to depute one representative to the National council but he will have no power of voting.
- 11.8 Each member having the power of vote as above shall be entitled to a single non transferable vote only and voting in person.
- 11.9 Records and files of the Central, Branch or Unit offices and those of other committees may be made available for inspection to members of respective bodies by the Secretary General or General Secretary or Secretary concerned, and at a time and place fixed thereof by the

latter.

11.10 Members shall be entitled to such other privileges and rights as may be prescribed from time to time.

11.11 No members whose subscription at the time of voting has been in arrears, shall be entitled to vote or to any of the other privileges.

12. TERMINATION OF MEMBERSHIP :

Termination of Membership shall be on any of the following grounds :

12.1 By death.

12.2 By resignation in writing to and on being accepted, confirmed by the Executive Committee of the Unit concerned.

12.3 Failing to pay renewal subscriptions for more than 2 months.

12.4 On his being convicted by a court of Law for an offence involving moral turpitude.

12.5 On his being declared insane or of unsound mind by a competent authority.

12.6 When found guilty on prima facie facts or after an enquiry in such manner as may be prescribed, on ground of misconduct, disrepute in profession or otherwise infringement of the rules and regulations of the Association, or of wilfully doing anything prejudicial and detrimental to the interests and objects of the Association.

N.B. if any enquiry is proposed to be held, the member shall be given an opportunity to explain his conduct. If his explanation be unsatisfactory, he may be advised to apologise or to resign and such apology or resignation shall be duly considered.

If the member refuses to apologise or to resign or to abide by the decision of the UEC, the case shall be referred to the SEC, the SEC will forward the same, with its remarks and findings, to the National Executive Committee, whose decision shall be final.

12.7 On his medical qualification, or Registration of practice being forfeited on the ground of his misconduct or for any other reason.

13. RE-ADMISSION :

13.1 In case of termination under the rule 12.3 above, the member, shall be re-admitted on payment of subscription and admission fee.

13.2 In case of termination under Rule 12.6 above, the member may be re-admitted by National Executive Committee after expiry of four years, or he may be re-admitted by National Executive Committee earlier if he apologises or if National Executive Committee otherwise consider the case not earlier than completion of a tenure period.

13.3 In case of termination under Rule 12.7 above, the member may be re-admitted on revival of the forfeited qualification, by National Executive Committee.

CHAPTER - III ORGANISATION

14. UNIT :

- 14.1 FIFTEEN or more Primary/Life members who reside, practice or are employed in a place or its neighbourhood, or otherwise convenient to the members, may form themselves into the General Body of a Unit, subject to the recognition by the National Executive Committee.
Provided in remote places or small villages where adequate number of homoeopathic Practitioners are not available, centre may permit, as a special case on recommendation of the State Branch, the formation of a Unit with not less than eight primary members.
- 14.2 Units shall be formed on the basis of Block, Police Station/ Postal/Revenue Jurisdiction, Municipal area, or sub-division, subject to approval by the Centre. There shall not be more than one unit in the same area/locality and with the same name.
- 14.3 All units shall be attached to the Branches concerned or if there be no State Branch, to the Centre.
- 14.4 On enrolment of or renewal with minimum of 15 or 8 as per rule 14.1. the Convenor in case of new unit, or the Secretary in case of old unit, shall convene General Body meeting in which the following shall be elected.
 - 14.4.1 An Executive committee of not more than 7 members; provided this shall necessarily include minimum of one Life Member, if available, on the roll of unit or attached to and presents himself at the meeting.
 - 14.4.2 The Executive Committee, herein-after referred to as "UEC" elected as above shall elect the office bearers : President, Vice President, Secretary and Treasurer, or other office bearers as may be necessary.
 - 14.4.3 Representatives for the State Council in ratio of one for every 15 Primary/Life Members or part thereof, but in no case more than three.
 - 14.4.4 Representatives for the State Executive Committee, herein after being referred to as SEC, in ratio of one for every 50 Primary/Life members of the Unit or part there of but in no case more than two. Representative to SEC shall be from among those elected under Rule 14.4.3.
 - 14.4.5 Representatives for the National Council in ratio of one for every 50 Primary Members or part thereof.
 - 14.4.6 In the meeting convened for the above transactions, resolutions as prescribed shall be adopted.
 - 14.4.7 On thus completing the formation of Unit or the renewal, the Unit's Secretary shall forward one set of the following documents to the

Branch and another set to the Centre directly.

- (a) Election proceedings and the copies of resolutions passed.
- (b) Copies of membership of application forms intended for State and Centre.
- (c) Copies of receipts intended for State and Centre.
- (d) A statement of account showing total number of members of each category, amount collected and distribution of amount among Unit, District, State and Centre as per the rates decided.
- (e) Crossed Bank Drafts one in favour of The Homoeopathic Medical Association of India State Branch” (Write name of your state, in blank space)” towards State’s share and the other in favour of “The Homoeopathic Medical Association of India” towards Centre’s share, to be sent separately to respective offices.
- (f) List of members, typed on one side of the paper separately for primary and Life Members indicating Serial Number, Name, Qualifications, Registration Number, Category of membership, amount paid, option for journal or otherwise and remarks if any. These lists should necessarily carry the name of the unit and the State to which they belong and the signature of the Unit’s Secretary. This list should be prepared in triplicate, one to be sent to the Branch office and two copies for the Centre (one for Journal Office). Two passport size photographs to the centre for their record and identity card of each new member; one xerox copy of registration and qualification certificates to state and centre. A consent letter from every Life Member attached to units must be enclosed with the list.
- (g) In case of life members, incorporated in the unit duly attested photocopy of the life member’s certificate and written consent of life member must be sent to the centre failing which the names of the life member will not be entertained as part of the unit. They will be treated as “DORMANT”.

14.5 Where there is no Branch, the Unit shall send all the documents referred to in Rule 14.4.7 meant for the Branch to the Centre and the Centre shall retain them till the formation of the Branch.

14.5.1 The Centre, on receipt of all the requisite documents shall send official receipt for the amount, certificate of recognition and other necessary requisites to the unit within 10 days

14.6 Associate Member :

14.6.1 Subject to the stipulations under Rule 14 and Its sub rules, the

recognised Units may enrol genuine sympathizers of Homoeopathy and subscribes to the policy and programme of the Association as Associate Members, on payment of the same subscription as per primary member which will be fully credited to the Unit accounts only.

14.6.2 The Associate members so enrolled will have no privilege of representations on any other bodies of the Association, shall have no voting right and eligibility to any office.

14.6.3 The unit, if deems fit, may nominate not more than three Associate Members on the UEC, who may take part in the discussions on any matter.

14.6.4 The Unit shall however inform the Centre and the Branch about the names, addresses and occupation of such members enrolled by the Unit.

14.6.5 The Unit may formulate other guidelines for the Associate members for their own local functioning and shall send a copy of such guidelines, if formulated to the Branch and to the Centre for record.

14.7 Installation of Members :

At least once in 6 months a special meeting of the Unit General Body shall be convened to honour and install newly admitted Members, presenting them with a kit containing copy of constitution, identity card, membership certificate, ethical code, insignia etc.

15. DISTRICT CO-ORDINATION COMMITTEE :

15.1 Where there are three or more recognised units in a District, a District Co-ordination Committee shall be formed and each Unit will depute two of its members as representatives to the District Co-ordination Committee.

15.2 District Co-ordination committee shall elect from amongst themselves three or five coordinators, one among them shall be chief co-ordinator.

15.3 Wherever district co-ordination committee is formed each unit shall pay share of subscription to the district coordination committee as decided by National Executive Committee from time to time.

15.4 The functions of district co-ordination committees shall be as follows :

15.4.1 To organise district Level functions like Hahnemann's birthday, symposia and conference etc.

15.4.2 Organise clinical study circles and education programmes for Members.

15.4.3 Organise medical camps for Urban and Rural population and thus strive for spreading Homoeopathic Science.

15.4.4 Organise Homoeopathic research work.

15.4.5 Organise all such activities aimed for the promotion on homoeopathy

and rendering service to the suffering humanity through Homoeopathy in the District.

15.5 On its formation the District Coordination Committee shall furnish to the State Branch the list of Coordinators, with copy to the centre.

16. STATE BRANCH :

16.1 A State Branch shall be formed when five or more Units in a State are formed and duly recognised by the Centre.

16.2 The General body of the State shall be called the State council and shall be constituted with :

(a) Representatives elected and deputed by the Units as per Rule 14.4.3

(b) Active Life Member residing in the State, who has provided written consent for remaining active members in the unit.

16.3 On formation of a new Branch or Renewal of existing Branch, two from amongst the Life members of the State shall be elected for the State Executive Committee, by the State Council.

16.4 The State Executive committee shall be composed of the following :

(a) Life Members elected under Rules 16.3

(b) Representatives elected by the Units under 14.4.4.

16.5 The Convenor or the General Secretary, as the case may be, shall convene a general meeting of the State Executive Committee, hereinafter referred to as SEC, to elect the Office Bearers, from amongst themselves : President, Vice Presidents (not more than five), General Secretary, Joint Secretaries (Not more than five), Preferably (one from Branch Headquarters). Organising secretaries (one from every ten districts or part thereof) and Treasurer.

16.6 The Convenor or the General Secretary, as the case may be, shall also convene a meeting of the members of the national Council elected by the Units under Rule 14.4.5, to elect members of the National Executive Committee, in ratio of one for every 100 members or part thereof, but in no case more than 10 from the state.

16.7 All elections under 16.3, 16.4 and 16.6 shall be conducted by the Election Officer.

16.8. On formation of a new Branch or on renewal of existing Branch, the Convenor or the General Secretary as the case may be, shall send the following documents to the Centre :

(a) Resolutions adopted in the meetings held under the foregoing clauses as prescribed.

(b) List of the members of the SEC and the Office Bearers, with their full addresses.

- (c) List of the National Executive Committee members elected from the State under Rule 16.6, with names, addresses etc.,
- 16.9 The Centre, on receipt of the above documents, shall send the certificate of recognition of the Branch as early as possible within and in 20 days, not later under any circumstances.

17. CENTRE :

17.1 National Council :

All the members of all the Units of the Association shall form the General body of the Association. For all practical purposes the National Council as constituted below shall be the General body :

17.1.1 Formation :

National Council shall be composed of the following;

- a. All patrons and Honorary members.
- b. All Life Members (as per rule 14.4.7 (g)).
- c. All representatives of the Units.
- d. All institutional members.
- e. Representatives from each of the affiliated association.
- f. Two representatives from each of the standing committees.
- g. Immediate Past President and immediate past Secretary General.

17.1.2 Powers & Functions of National Council :

The National Council shall have over all control of the Association. It shall decide the organisational policies and programme of the Association. The National Council shall direct and regulate the affairs of the Association and shall have power to :-

- (a) Frame, alter, amend, and repeal Memorandum of Association or Rules & Regulations of the Association.
- (b) Exercise general control over the finances and property of the Association.
- (c) Delegate its powers to the National Executive Committee except the powers under sub clause (a) above relating to the Memorandum of Association.
- (d) Exercise, in addition to the powers conferred by the rules, all such powers and do all such acts as may be exercised or done by the Association and which are not expressly barred by the rules and regulations of the Association or any law for time being in force.
- (e) The decision of the National Council in all matters not covered by the Rules and Regulations and pertaining to the interpretation or

implementation thereof, shall be final.

- (f) Any express delegation of powers to either the National Executive Committee or any other body/Committee in this constitution does not bar National Council from exercising such powers and take decisions when it is in session.
- (g) Relax procedure and time limitation for circulating amendments to constitution and permit consideration of any proposal in case of emergency.
- (h) To constitute Standing Committees.

17.2 National Executive Committee :

All the members of the national Executive Committee including the Office Bearers shall be primarily members of the National Council.

17.2.1 Formation :

National Executive Committee shall consist of :

- (a) The members elected by the representative of the national Council Members from each State as per Rule 16.6.
- (b) Immediate past President & immediate past Secretary General. They become National Executive Committee members, when new National Executive Committee meets for electing office bearers in its first meeting, following biennial Congress.
- (c) 3 Life Members elected from amongst themselves after Biennial Congress.
- (d) One member from each of the four standing Committees preferably the chairman.
- (e) Representative of Institutional Members at 1 for 5 or part thereof.
- (f) One for every 5 representatives of affiliated bodies, but not more than three.
- (g) Not more than three members to be nominated by the New National Executive Committee.

17.2.2 Powers and functions :

The National Executive Committee shall have powers to :

- (a) Nominate 3 members from amongst National Council Members to the National Executive Committee in its first meeting held after the biennial congress and before the election of the office bearers.
- (b) Carry into effect the policy and programme of the Association as laid down by the National Council, and shall be responsible to the National Council.
- (c) Make regulations and issue instructions for the proper working of the Association and for the organisation, maintenance and administration of its premises, office, library, properties, and

publications.

- (d) Constitute sub/other committees as and when necessary, in such manner as may be prescribed.
- (e) Recognise or de-recognise any Branch or Unit which will be ratified by the N.C.
- (f) Represent matters to the Government or other bodies on behalf of the Association its branches and members.
- (g) Consider and decide applications for all categories of membership or for resignations.
- (h) Suspend members or branches/units and take such disciplinary action as it may deem fit against any member or branch or unit for misconduct, wilful neglect or default.
- (i) Write off the whole or part of any unrealizable arrears or outstanding dues of the Association or of its publications, if considered desirable, which will be ratified by N.C.
- (j) To consider the accounts and balance sheet of the Association and those of the Journal and Biennial Congress / Scientific Seminars.
- (k) Appoint or remove salaried officers and employees of the Association or Inspectors, Convenors, Supervisors or such other officers or Election Commissioner.
- (l) Fix up the rates of traveling expenses to be paid to the office bearers and officers and members of the National Council, National Executive Committee and all committees.
- (m) Consider all matters presented to it by various committees and make necessary recommendations to the national council.
- (n) Make recommendations to the National Council in matters of any amendment to the Memorandum of Association and Rules & Regulations in case of emergencies subject to ratification by the National Council, may also interpret any of the Rules & Regulations, in case of any doubt or challenge and it shall be final.
- (o) Sell, Let, Exchange or otherwise dispose off, absolutely or conditionally, any of the movable properties of the Association not required by it.
- (p) Purchase land or buildings, construct, maintain, alter, let or take on lease any land or building which may be necessary or convenient for the purpose of the Association, and settle the price or cost thereof subject to the approval of the National Council.
- (q) Enter into any arrangement for sharing work, union of interest or cooperation with any person, association or educational institution carrying on work similar, wholly or in part, to that of the Association.

- (r) Appoint or authorise any person as agent or attorney with necessary powers and duties in order to execute any instrument or to transact any business or to act on behalf of the Association.
- (s) Sell, let, exchange or otherwise dispose off, for consideration or by way of gift, absolutely or conditionally, any of the immovable properties of the Association subject to the approval of National Council.
- (t) Invest the funds of the Association in or upon Securities. However, any withdrawal from such deposit or transfer of any investments shall be with the prior approval of national council.
- (u) Raise or borrow money on bonds, mortgages, promissory notes or other obligations or securities or against any of the properties and assets of the Association, or without any security and upon such terms and conditions as may be prescribed by the National Council, provided that the National Executive Committee shall not have the power to borrow more than Rs. 10,000/- it may, however, raise funds for any specific purpose through donations, charity shows or entertainment programme or any other respectable methods.
- (v) Make, draw, accept, endorse and negotiate promissory notes, bills, cheques or other negotiable instruments, provided that all such instruments shall be signed by at least any two of the three office bearers, namely the President, the Secretary General and the Treasurer.
- (w) In case of emergency, perform any duty laid upon the National Council by the Rules, but in such a case, it shall report any action so taken to the national Council at the next meeting of the National council, for confirmation. The National Executive Committee may also choose to consult the members of the National Council by Post on any matter on which a regular meeting of the National Council is not considered possible or necessary.
- (x) To authorise any other body/ committee to decide or act as directed in times of need, and when the National Executive Committee is not in session.

18. CENTRAL OFFICE BEARERS :

18.1 The following office Bearers of the Association shall be elected by the National Executive Committee from amongst its members as provided under Rule 17.2.1 in the 1st meeting of members of new National Executive Committee held during or after the Biennial Congress.

- (1) President
- (2) Dy. President
- (3) Secretary General
- (4) Joint Secretary Generals - (Three)
- (5) Treasurer

18.2 Zonal Office Bearers :

National Executive Committee members of each of the stipulated Zones shall, elect the following Zonal Office Bearers from respective zones at the time of the meeting held for elections under Rules 18.1.

- (a) Zonal Vice Presidents, one from each zone.
- (b) Zonal Organising Secretaries General, one from each zone.

18.3 Administrative Zones :

For the purpose of effective organisation the country shall be divided into following zones.

Zone 1. Madhya Pradesh, Bihar, Orissa, Jharkhand, Chhattishgarh.

Zone 2. West Bengal, Assam, Sikkim, Tripura, Manipur, Mizoram, Nagaland, Arunachal, Meghalaya, Andaman and Nicobar Islands.

Zone 3. Delhi, Uttar Pradesh, Uttaranchal.

Zone 4. Haryana, Punjab, Chandigarh, Himanchal Pradesh, Jammu & Kashmir

Zone 5. Gujarat, Maharashtra, Goa, Diu, Daman and Dadra Nagar Haveli, Rajasthan.

Zone 6. Karnataka, Kerala, Tamil Nadu, Puduchery, Andhra Pradesh, Lakshadweep.

18.4 Eligibility :

18.4.1 Members seeking election for the office of President of the Association, should be primary/Life Members with whole time homoeopathic practice of 10 years standing. For other central offices, Members with whole time Homoeopathic Practice of 5 years standing from the date of registration shall only be eligible. However, this shall not apply to Units and Branches.

18.4.2 The members seeking election for Central office bearers shall have atleast 4 years continuous Primary / Life membership of the Association. However this shall not apply in case of Units and Branches.

18.4.3 No office Bearer shall hold two offices concurrently and in case one is elected to some higher office, he shall have to resign from the office at other level.

18.4.4 All elections shall be conducted by the Election Officer.

18.5 Powers and Duties of the Office Bearers :

18.5.1 The President :

The President shall :

- (a) Preside over all the meetings of the Association, the National Council, the National Executive Committee and other committees of which he may be a member, and over the All India Congress.
- (b) Guide and control the activities of the Association.
- (c) Regulate the proceedings of the meetings and conferences.
- (d) Sign the minutes of the meetings and other important documents on behalf of the Association.
- (e) Exercise a casting vote, in addition to his ordinary vote, in case of equality of votes at any meeting of the Association which is presided over by him.
- (f) Be generally responsible to the members for the offices and finances of the Association.
- (g) Be competent to sanction expenses upto Rs. 5000/- in cases of urgency pending sanction by the National Executive Committee or the National Council.

18.5.2 The Deputy President :

In the absence of the President, the Deputy President, will act and exercise all the powers of the President. He shall, in general, help the President in discharge of his functions. In the absence of the Deputy President one of the Zonal Vice Presidents or in their absence any member elected as Chairman for the meeting shall exercise all the powers of the President in that particular meeting.

18.5.3 The Secretary General :

He shall :

- (a) Be overall incharge of all the offices of the Association including the Central and the Journal and other publications, offices and of the Library.
- (b) Conduct all correspondence.
- (c) Have general supervision over the accounts, pass all bills for payments and sign cheques, along with co-signee.
- (d) Get prepared by the treasurer quarterly and annual Statements of accounts and get them audited for adoption by the National Executive Committee and the National Council.
- (e) Prepare the budget of the Centre and put it before the National Executive Committee and National Council.
- (f) Organise meetings of the National Council and the National Executive Committee and keep proceedings thereof.
- (g) Be ex-officio member of all committees.
- (h) Maintain a correct and up-to-date Register of all members

category-wise, unit wise and branch-wise and prepare the list of the members of the National Council prior to the elections of the National Executive Committee.

- (i) Organise the Association with the help of other Secretaries by organising and encouraging establishment of new branches where they do not exist and by creating general interest in the working of the Association.
- (j) Have the power to incur expenditure upto Rs. 5000/- pending sanction of the President and the Executive Committee.
- (k) Exercise all powers that may be delegated or entrusted to him by the President or the National Executive Committee or the National Council.

18.5.4 The Joint Secretary General :

Joint Secretary Generals shall help the Secretary General for efficient discharge of their functions and shall act and exercise all the powers in his absence, as may be directed by the President, and they shall carry out all the directions given for the organisation of this Association.

However their specific functions shall be as follows :

- (1) One of them shall be responsible for Administration and office up-keep.
- (2) One will be responsible for the organisational aspects in cooperation with Zonal Organising Secretaries.
- (3) One will be the incharge of the Scientific and academic activities.

18.5.5 The Treasurer :

The Treasurer shall :

- (a) Be responsible for proper upkeep of the accounts of the Association.
- (b) Be responsible for the collection of all subscriptions, corpus fund contributions and other dues of the Association.
- (c) Receive all money of the Association and deposit them into a Bank or Banks approved by the National Executive Committee.
- (d) Pay all Bill signed by the Secretary General or otherwise provided under the rules. The treasurer may point out any error or discrepancy in such pay orders and refer them back with his remarks. In the event of disagreement between him and the ordering authority still persisting, the matter shall be referred to the President or the National Executive Committee as the case may be.
- (e) He shall present quarterly statement of accounts before the National Executive Committee, as well as prepare the Annual

Balance Sheet; Statement of Income and Expenditure and get them audited and place them before the National Council.

- (f) Treasurer may keep at any time an amount of not more than Rs. 1000/- with him as cash balance.
- (g) Bank Account in the name of the Association shall be operated by any two of the following office bearers viz., (1) President (2) Secretary General (3) Treasurer

18.5.6 Vice Presidents :

They shall help the President or Deputy President in discharging of their duties particularly in their respective zones. Vice President shall preside over any National Meeting of the Association held in his zone, if both President and Deputy President are absent. He shall carry on any work in his zone on the direction of President, National Executive Committee and National Council.

18.5.7 Zonal Organising Secretary General :

They shall assist the Secretary General and Joint Secretary Generals in discharging of their duties in their respective zones. The Zonal Organising Secretary General shall carry on all the functions and duties as directed by the Secretary General in his Zone. He shall work to improve the organisation in the zone in all respects and shall guide and supervise the branches and units, in the zone and submit his quarterly progress report to the Secretary General.

19. JURISDICTION :

- 19.1 All Units within the jurisdiction of the Branch will be guided by the latter in all matters and they shall refer all matters concerning the state or the Central Government, to the Branch and the Branch shall likewise refer all matters concerning the Central Government to the Centre, for decision and necessary action.
- 19.2 No Branch and Unit shall have any dealing or correspondence directly with the Central Government or the state Government respectively without the approval from the Centre or the Branch, as the case may be.
- 19.3 Copies of every correspondence done by the Branch with the State Government and that by the unit with the local authorities shall be forwarded to the centre or the branch as the case may be.
- 19.4 The National Executive Committee and the State Executive Committee, as the case may be, shall review the working of the State and units from time to time' and take suitable steps to secure their proper functioning.
- 19.5 In all matters relating to the recognition of new branches, units and de-recognition of those which are recognised but not functioning

properly, the decision of the National Executive Committee shall be final subject to an appeal to the National Council.

20. VIABILITY :

20.1 If a recognised Unit at any time fails to have atleast 15 primary members, renewed or fresh enrolment, 'within two months of the beginning of new financial year, the Unit shall cease to be considered a viable unit for all practical purposes and any election held under above circumstances shall not be valid.

20.2 If a recognised Branch at any time fails to have atleast five viable and recognised units, it shall cease to be considered a viable Branch and the Centre shall directly, supervise the units which were under that said Branch. If a Branch fails to hold elections within the prescribed time, the centre shall take steps to hold the Branch elections directly.

21. REPORTS & RETURNS :

Units and Branches shall submit every year their Annual Reports, Returns etc., in such manner as prescribed.

CHAPTER IV AUXILIARY BODIES

22. ADVISORY COUNCIL :

22.1 There shall be an Advisory Council of the Association which shall include.

(a) Past Presidents and Secretary General (six), unless any of them excluded by the NEC;

(b) Three members, excluding office bearers, nominated by National Council. Such members shall be having professional standing of over 20 years, or Life Membership of the Association over 10 years.

22.2 Two seniormost (by way of term of office) from amongst the past Presidents and Secretaries General shall retire whenever immediate Past President and Secretary General are entitled for the Advisory Council. Nominated Members shall retire with the biennial election and the vacancies thereof will be filled up by the National Council. The retiring nominated members may be eligible for renomination.

22.3 The Advisory Council shall appoint from amongst themselves, the Chairman and Secretary.

22.4 Powers & Functions of Advisory Council :

As decided by National Council from time to time.

23. STEERING COMMITTEE :

23.1 There shall be a steering committee of nine members which shall be constituted by the new National Executive Committee in its 1st meeting held after every biennial congress. Each zone shall be

represented by one nominee chosen by the respective of the zone and three members will be nominated by the cabinet from amongst the National Executive Committee members. President and Secretary General of HMAI shall be the Ex-officio members of this committee who shall not however have the voting right.

23.2 This committee shall have a convenor to be elected from amongst themselves after the constitution of the committee; who shall organise the meetings of the committee and conduct its functioning. The meeting shall be presided over by a member of the committee, chosen from amongst themselves at each meeting.

23.3 The functions of Committee shall be :

(a) To establish liason and other assistance to the functioning of the organisation.

(b) To tabulate, consider and consolidate the resolutions received from various sources; formulate resolutions with their opinion and forward the same for consideration in the Biennial Congress.

(c) To pursue and to follow up implementation of resolutions passed by the National Executive Committee/National Council Conferences/Congress, as referred to by these bodies.

(d) Resolutions adopted, actions taken and the issues dealt with will be reported to the National Executive Committee for its consideration in its meeting, through Secretary General.

23.4 This Committee shall be dissolved alongwith the National Executive Committe and reconstituted at every biennial Congress.

24. TRIBUNAL :

24.1 Advisory Council and the Cabinet shall together constitute a Tribunal consisting of three members, to be nominated from amongst the Members.

24.2 Honorary Legal Advisor of the Association shall be ex-officio member.

24.3 One of them shall be chosen as the Convenor.

24.4 After every 2 years one member from the top shall retire and vacancy will be filled up as per the above procedure after the biennial congress. However the retiring member may be eligible for re-nomination.

24.5 The Tribunal for all purposes shall be the house of Judicature who shall deal with :

(a) Election disputes

(b) All other disputes.

They shall consider the election disputes brought forth by either of the parties in an issue and in all other disputes brought forth by a member/unit/State Branch of whosoever is agrieved and referred by National Council or National Executive Committee.

24.6 Remedy for any dispute shall rest with the Tribunal prior to seeking legal redress.

25. STANDING COMMITTEES :

25.1 For efficient working of the Association the National Council shall constitute the following Standing Committees with specific terms of reference, consisting of not more than 5 members for each, including a Secretary and Chairman.

(i) Constitution Standing Committee.

(ii) Finance Standing Committee.

(iii) Scientific Standing Committee and

(iv) Journal Standing Committee.

25.2 These Committees shall be reconstituted from time to time by nomination by the National Council. Out of them 3 shall be from National Executive Committee and the remaining may be from National Council.

25.3 The said committees shall have advisory functions and will report their activities periodically, or within specified time if so directed, to the Secretary General for consideration by the National Executive Committee.

25.4 These Committees may be authorised to incur expenditure in connection with their duties and functions.

25.5 The members of the Standing Committees will continue notwithstanding the term of National Executive Committee unless and otherwise changed (wholly or partly). The Chairman and Secretary of the Standing Committee shall enjoy the Status of the Cabinet.

26. SUB COMMITTEES :

26.1 The National Executive Committee may constitute any or all of the following sub committees : (1) Ethical Code (2) Medical Relief (3) Publicity (4) Editors (5) Education (6) Research (7) Ladies (8) Pharmacy and any other committees if and when necessary.

26.2 Their term will run concurrently with that of the National Council.

26.3 These Committees shall keep reporting their activities to the Secretary General.

26.4 Organisational Wings :

Separate wings for students, Teachers and Pharmacists etc. will be formed and governed as stipulated by the National Council from time to time.

**CHAPTER-V
ELECTIONS**

27. GENERAL :

- 27.1 One should be a Primary/Life Member to be eligible for election to any executive body or for representation to different tiers of the organisation. In case of election for National Executive Committee Members one should necessarily be a member of National Council.
- 27.2 One should not be in arrears.
- 27.3 One shall have only one non-transferable vote.
- 27.4 Voting by proxy shall not be permitted.
- 27.5 A candidate for election should file his nomination papers before the election officer in person.
- 27.6 Candidates to the National Council and State Councils shall not be eligible for elections had they been members of such body during the past term and had failed to attend any meeting during the term without mentioning valid reasons to the concern secretary.
- 27.7 Members to be elected for the State/National Executive shall not be eligible for election had they been members of such body in the past term and had failed to attend at least two meetings of the respective body during the terms without intimating valid reasons to the concern secretary.
- 27.8 Members to be elected for State / National Executive shall not be eligible for Election had they been Chairman / Secretary / Treasurer of such committee they have been organised Congress / Conference / Seminar etc. All India / State / District / Unit had failed to submit the Account.

28. ELECTION COMMISSION :

- 28.1 Election Commission shall be constituted with the Chairman of the Constitution Standing Committee as Election Commissioner. He shall co-opt two members on the commission from the existing National Executive Committee/ National Council. They shall not be eligible to contest in election. If the election commissioner fail to co-opt two members within three months, Secretary General may appoint two members.
- 28.2 **Election Officers :**
Election Commission may appoint Election Officers from amongst the National Council Members for conducting various elections at the Centre and Branches on request of the Secretary General or State Branch failing which, the Secretary General may appoint election officer. The responsibilities of travelling expenses & their hospitality will be borne by Centre/Branch as the case may be.
- 28.3 **Guidelines for conducting of Elections :**
 - 28.3.1 Election Officers should possess the latest electoral roll supplied by the Centre;

- 28.3.2 No voter shall be allowed without his identity card.
- 28.3.3 Election shall be by ballot.
- 28.3.4 Election Officer shall verify the credentials of the candidates and voters; On verification, voter shall be issued with an entry pass serially numbered and duly signed by the Election Officer, which shall have to be exchanged for the ballot.
- 28.3.5 Election Officer shall choose two or three of the voters present to assist in counting of the votes.
- 28.3.6 Candidate securing highest number of votes shall be declared elected; where there is a tie of votes between two or three candidates, result shall be decided by draw of the lot, inviting any body from the voters to pick up.
- 28.3.7 Wherever elections are held, the General Secretary in the States and Secretary General in case of Centre, as the case may be, shall make necessary arrangements for conducting of elections.
- 28.3.8 In case where no State branch cooperates for conducting of elections, Centre shall arrange to hold the scheduled election as soon as possible.

Note : Election Officer shall also verify that the amount from all units was collected and properly deposited in the Bank.

29. MODE OF ELECTION :

29.1 National Executive Committee Members :

- 29.1.1 The meeting of the National Council Members representing different unit of the State shall be convened as per the election schedule, by the General Secretary of the state for the purpose of electing the State Representatives on the National Executive.
- 29.1.2 Election Officer deputed shall conduct the election.
- 29.1.3 The list of National Council Members of the State shall be circulated to the National Council Members alongwith the election meeting notice by the General Secretary.
- 29.1.4 For computing the quota of the National Executive Committee Members of a State, one for every hundred or part thereof in the State shall be considered, subject to a maximum of 10.
- 29.1.5 The Voters for the election shall all be the National Council Members elected from the units.

29.2 Central Office Bearers :

- 29.2.1 The National Executive Committee in its first meeting, for

election, held on the day following the biennial congress shall elect the Central Office Bearers specified in Rule 18.

29.2.2 The Election Officer, deputed, assisted by two or three other members shall conduct the election of the Central Office Bearers as follows :

- (a) Nomination of three Life Members to the National Executive Committee elected from amongst themselves.
- (b) Nomination of three National Council Members to the National Executive Committee, thus making it complete.
- (c) The Election of all Central Office Bearers, National Executive Committee Members of each zone shall elect the following from amongst themselves:
 - (a) Zonal Vice Presidents
 - (b) Zonal Organising Secretary Generals
 - (c) Members of the Steering Committee

30. ELECTION SCHEDULE :

- 30.1 The elections of the Executive Committee and the Office Bearers of a Unit shall be held before 15th June.
- 30.2 The elections of the Executive Committee and the Office Bearers of the State Branch shall be held before 31st July.
- 30.3 Election of the National Executive Committee Members of each State shall be held alongwith elections of State Branch before 31 st July.
- 30.4 Election of the Central Office Bearers shall be held, in the first and election meeting of new National Executive Committee, the day/during Biennial Congress.
- 30.5 The National Executive Committee in special cases on merits of situation, may however permit short extensions of time in the above election schedule except in case of 30.4 above.

CHAPTER VI TERM OF OFFICE

31. TERM OF OFFICE :

- 31.1 Members of the Unit Executive/State Council/State Executive Committee shall continue till the new bodies are elected and shall hand over the office within 10 days to their successors, during the year of the biennial elections.
- 31.2 Term of office for the members of the National Council shall be for a period of 2 years subject to its retirement on the days when new

National Council holds its first meeting (though elected earlier as per election schedule, only to complete the process of election at different Tiers.)

- 31.3 Term of office of the members of the National Executive Committee shall continue for two years and extend till the day the new National Executive Committee holds its first meeting for election.
- 31.4 The National Executive Committee members once elected cannot be recalled or removed by the National Council Members of the State, except by virtue of provisions of Rule 12.
- 31.5 Central Office Bearers shall cease to be the Office Bearers as soon as the new National Executive Committee holds its first meeting for election of office bearers, but however handover the charge within a fortnight of the election.
- 31.6 No Office Bearer shall hold office in the same post for more than two consecutive terms. For this purpose the interim and Break-up periods do not count.
However, this shall not apply to the Chairman/Secretary of the Standing Committees since they are nominated in consideration of their proficiency.

CHAPTER VII VACANCIES

32. VACANCIES :

- 32.1 Vacancies in the UEC, SEC created under Rule 12 or by failure to attend three successive meetings may be filled up by the UEC through nomination and by the SEC on recommendation of, the names by the Unit from which the vacancy is created, failing which, by the SEC, themselves, from among their Council Members.
- 32.2 Casual Vacancy under Rule 12 in case of the Members of the National Council elected under Rule 14.4.5 shall be filled by the respective unit or Branch as per Rules and Regulations. Such a member shall hold office for the remaining period of the term.
- 32.3 All vacancies created in the National Executive Committee under Rule 12 or by absence from three consecutive meetings without sufficient valid reason and without being condoned by the National Executive Committee, may be filled by a member of the National Council from respective State of which vacancy is created, through nomination by the National Executive Committee.
- 32.4 Vacancies created in the office of the President, Deputy President, Secretary General or Joint Secretary General or Treasurer shall be

filled by Election by the National Executive Committee from amongst the members of the National Executive Committee.

Provided that for the vacancy in the Office of the Secretary General, the President may nominate any of the Joint Secretary General, to officiate as Secretary General and any Zonal Organising Secretary General to officiate as Joint Secretary General till further election of the new Secretary General or Joint Secretary General.

- 32.5 Vacancies in the office of the Zonal Vice Presidents, and the Zonal Organising Secretary General may be filled up by the National Executive Committee from the members of the National Executive Committee of respective zone of which the vacancy is created.

CHAPTER VIII MEETINGS

33.1 GENERAL :

- 33.1.1 All the meetings shall be usually presided by the President/Chairman of the concerned body and the Secretary concerned shall assist him in holding the meetings. The latter in consultation with the former is responsible for programming the meetings; issue of notices, recording of minutes, circulating them and maintenance of all relevant records.
- 33.1.2 The minutes of all the meetings shall be correctly recorded and circulated to all concerned as early as possible and confirmed at the next meeting. Detailed proceedings of meetings shall also be maintained (not to be circulated). Units/State Branches should endorse copies of their minutes to the Centre for information and likewise Units to the State Branch.
A brief account of the minutes and the resolutions may also be published in the Journal or other periodicals.
- 33.1.3 No resolution once adopted or rejected at a meeting shall be reconsidered until after a lapse of 6 months.
- 33.1.4 In case of equality of votes at a meeting the Chairman shall have the casting vote.
- 33.1.5 The Chairman of the meeting may adjourn the meeting if deemed necessary or particularly when a majority of members present so desire. Only the unfinished business shall be transacted at the adjourned meetings and no quorum shall be necessary for such adjourned meeting.
- 33.1.6 The proceedings of the meetings shall not be invalidated merely on the ground of any accidental omission in the process of giving notice

as required or of any vacancy among the members or any defect in the election or nomination of any of its members.

33.1.7 All decisions and resolutions shall be passed by a majority of votes and in cases of disciplinary action against the member by a majority of at least 2/3rd of members present.

33.2 SCHEDULE :

33.2.1 Units/State branches shall meet at least once in three months and twice a year respectively.

33.2.2 National Executive Committee shall meet at least twice a year.

33.2.3 National Council shall necessarily meet once in a year.

33.2.4 Various Committees and other Bodies may meet as per their needs but usually synchronising with the meeting of the National Executive Committee/National Council/Conferences/Seminars/Congress.

33.3 NOTICE :

33.3.1 Units/District/State Branches shall hold their Executive/General Body/Council/other meetings usually with a prior notice of 10 days, fixing the date, place and time by the Secretary concerned in consultation with the President of the respective body.

Provided an emergency or special meeting may be called for by the Secretary concerned or the President himself with seven days notice.

33.3.2 The National Executive Committee/National Council meetings shall be held with prior notice of 21 days for which place, date and time and the agenda shall be fixed by the Secretary General in consultation with the President.

Provided an emergency meeting may be called by the Secretary General or the President himself with 10 days notice.

33.3.3 All Committees at Unit/District/State Level shall observe the notice prescribed in (i) above and the Committees and other bodies of National level shall follow the procedure for notice prescribed in (2) above.

33.4 BUSINESS :

33.4.1 In all meetings only the agenda circulated shall be transacted.

33.4.2 In emergency meetings only the business specified in the Agenda warranting such special meeting, shall be transacted.

33.4.3 In annual meetings the following business shall be transacted :

(a) Adoption of annual report, balance sheet, audited account and audit report of the previous year.

(b) Consideration of the budget for the year.

(c) Consideration of the reports of the Branches and Zones as the case may be and review their working.

- (d) Consideration of resolutions received in advance from the Members.
- (e) Conducting of elections as per schedule prescribed in Chapter-V.
In addition, the National Executive Committee and National Council shall have to transact the following business.
- (f) Consideration of constitution amendments, if any, by the National Executive Committee as recommended by the constitution Standing Committee.
- (g) Consideration of the constitution amendments, if any, by the National Council as approved and recommended by the National Executive Committee.
- (h) Appointment of Honorary Legal Advisor.
- (i) Appointment of Auditors.
- (j) Appointment of Election Commission.
- (k) Appointment of the Internal Audit Board, advisory council, steering committee / Tribunal.
- (l) Appointment of Honorary Legal Advisor and Auditors shall be done only by the new National Council.

33.5 QUORUM :

- 33.5.1 Quorum for the meetings of the Unit General Body shall be 1/3rd of members but in any case not less than 10; for the UEC meeting quorum shall be 1/3rd of the members but in any case not less than 5 members.
- 33.5.2 Quorum for meetings of the State Councils and State Branch Executives shall be 1/5th of the members or minimum of 10 and 5 respectively whichever is less.
- 33.5.3 Quorum for the National Executive shall be 1/5th of the members or 20 whichever is less.
- 33.5.4 Quorum for the National Council shall be 1/5th of the members of which office bearers shall not be more than ten. For the purpose of quorum only the National Council members elected by the units shall be taken into consideration.
- 33.5.5 In absence of quorum the meeting may be adjourned for one hour and such adjourned meeting shall not require Quorum.

33.6 REQUISITION :

- 33.6.1 General : Specified number of members of any body (Unit/State Branch, Council/Executive) as prescribed in the following Rules may requisition meeting, specifying the purpose thereof.
- 33.6.2 The Secretary concerned shall, in consultation with the President convene such meeting within the stipulated time, issuing due notice.

In case of his failure the requisitionists may themselves hold such requisition meeting, duly issuing a notice. Provided the notice issued by the requisitionists themselves shall be sent to all the members concerned and Secretary General through Registered Post.

- 33.6.3 Unless there be any thing contrary to the rules and regulations all decisions taken at such requisition meeting shall be valid as if they are taken, by an ordinary normal meeting. The minutes of such meeting shall be recorded in the minutes book and circulated to all the members of the body concerned.
- 33.6.4 In requisition meeting only the business for which the meeting is called for should be transacted and nothing else.
- 33.6.5 For a requisition meeting of the General Body of the Unit/State Council/State Executive, a requisition signed by 20% or more of the members of the respective bodies is required and to be delivered to the concerned Secretary. If the Secretary fails to hold such meeting not later than 20 days from the date of receipt of requisition at 10 days notice, the requisitionists may hold themselves such meeting with 7 days notice.
- 33.6.6 On a requisition signed by 1/5th or more members of the National Executive Committee who must be from more than 5 State Branches. Secretary General shall convene such meeting within 30 days of the receipt of the requisition at a notice of 21 days. If the Secretary General fails to convene such meeting the signatories to the requisition may themselves call and convene such meeting at a time and place decided by them with a prior notice of at least 15 days to all the N.E.C. Members.
- 33.6.7 On a requisition signed by 20% or more of the members of the National Council, who must be from atleast 5 States, Secretary General shall call such a meeting within 30 days from the receipt of the requisition, at a notice of 21 days. When the Secretary General fails to call such meeting, the signatories to the requisition may hold such meeting with a prior notice of 15 days.
- 33.6.8 The quorum for requisition meetings of all Executive bodies shall be 1/3rd and the Councils (General Bodies) 1/5 of the total numbers of the respective bodies.

33.7 NO CONFIDENCE MOTION :

- 33.7.1 The motion of no confidence lies only against the office bearers. This does not apply to the members of the executive of council except their removal as member of the Association under Rule 12.
- 33.7.2 Such motion can be moved by 1/3rd of the members of the Unit/or State and 1/4th of the members of the National Executive Committee

and National Council.

33.7.3 Such motion shall be carried out and valid only when passed by 2/3rd majority in a meeting specifically called for and included in the Agenda.

33.7.4 Before passing such resolution, reasonable opportunity should be given to the concerned to defend himself.

CHAPTER IX CONSTITUTION AND AMENDMENTS

34. GENERAL :

34.1 Every member shall owe allegiance to the provisions of this constitution and any action contrary to the provisions on his part shall render liable him for either disciplinary action or termination of membership as the case may be in terms of relevant rules.

34.2 No Unit/Branch shall have separate constitution of its own but they shall adopt, MUTATIS MUTANDIS, the constitution of the Association, notwithstanding those rules and regulations specifically provided for the Branches and Units.

35. AMENDMENTS :

35.1 Any Unit, through the Branch, or any Branch or any member of the National Executive Committee/National Council or the National Executive Committee itself may, at anytime, but not later than three months before the next Annual General Meeting, propose in writing any amendment to the Memorandum of Association or to the rules and Regulations.

35.2 The Secretary General, after due consideration by the Constitution Standing Committee, shall circulate the said proposals to the members of the national Council along with the notice for the said meeting.

35.3 The Secretary General shall also convene a meeting of the National Executive Committee for its opinion on the said proposals prior to the consideration by the National Council and in that case the opinion of the National Executive Committee shall be placed before the meeting of the National Council.

35.4 Every proposal for amendments to the memorandum of Association, shall be considered and decided upon by the National Council at the Annual General Meeting or at a special general meeting convened for the purpose.

35.5 Every Proposal for amendments to the Rules and Regulations shall be considered and decided upon by the National Executive Committee.

- 35.6 No amendments to the Memorandum of Associations shall be carried out, into effect unless such amendments have been passed by a majority of at-least 2/ 3rd of the members of the national council present at the meetings of the National Council specially convened for the purpose.
- 35.7 No amendments to the Rules and Regulations shall be carried out into effect by National Executive Committee unless passed by atleast 3/5th majority of votes of the members present at the meeting, the agenda of which includes this item.

36. SUITS :

The Secretary General shall represent the Association in all suits and other legal proceedings by or against the Association. In his absence or inability, the President may nominate one of the Joint Secretary Generals therefor.

36.1 Suit Jurisdiction

For all suits by and against the Association and all its organs/bodies/committees, jurisdiction of the place shall be wherever the Secretariat (Working office of the Secretary General) is situated.

36.2 Any matter not specifically mentioned herein shall be dealt with in accordance with the usual parliamentary procedures and conventions, and or as decided by the National Executive Committee.

CHAPTER X PUBLICATIONS

37. JOURNAL :

37.1 The Association shall run a Journal as an official organ of the organisation.

37.2 The Journal shall be called by the title, run for the periodicity and its office situated at place, as decided by National Executive Committee from time to time.

37.3 The Journal shall have an Editorial Board of Editors for different Departments, chosen by the National Executive Committee from among the Members in consultation with the Journal Standing Committee, purely on the merit of their proficiency and aptitude in the Departments concerned.

37.4 The Journal shall be bilingual viz. English and Hindi.

37.5 The Editorial Board should strictly conform to the principles and policies of the Association, as enunciated in the constitution, while printing any scientific material or accepting advertisements in the Journal.

- 37.6 There shall be a Journal Standing Committee constituted by the National Council with directives pertaining to the principles governing the management of the Journal, which will control the publication and the management of the Journal.
- 37.7 Subscription for the Journal may be linked with the annual membership fee or may be separate, as may be decided from time to time.
- 37.8 Units/State Branches are however, permitted to publish any Journal/Bulletin/News Letter etc., in their regional languages for circulation among their members, whether priced or not, duly managed by themselves and supported by their own finances.

38. TRANSACTIONS :

The Secretary General shall endeavour to publish transactions of every seminar/Scientific Session of a conference/congress or symposia within 3 months of such event and make available for sale to the Members. The Scientific Standing Committee shall assist the Secretary General in preparation of these transactions.

39. OTHER PUBLICATIONS :

The National Executive Committee may undertake publication of Homoeopathic Literature and may offer them for sale.

CHAPTER XI FUNDS

40.1 FINANCIAL YEAR :

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

40.2 BANK ACCOUNT :

All funds shall be operated through a Scheduled Bank by any two among the President, the Secretary General and the Treasurer.

40.3 DISTRIBUTION OF MEMBERSHIP SUBSCRIPTION :

The fees shall be divided among the Unit, State Branch and Centre as follows :-

Category of Membership	Total for 1 Term	Unit	State	Centre	Adm Fees	Corpus Fund	D.C.C.
				*	**	***	
New Member	350/-	75/-	75/-	75/-	100/-	13/-	12/-
Old Member	250/-	75/-	75/-	75/-	—	13/-	12/-
Life Member	3000/-	600/-	600/-	1800/-	—	—	—
Journal	100/-	—	—	100/-			

*Full Admission fee to be sent to the Centre

**Corpus Fund to be sent to the Centre

***D.C.C. District Co-ordination Committee

40.4 The amount collected from the Life Members shall be wholly deposited in the Corpus Fund by the Centre.

40.5 The whole amount towards the affiliation shall be credited to the Corpus Fund.

40.6 Admission fee shall wholly be credited to the Centre for supplying membership kits.

41. CORPUS FUNDS :

41.1 There shall be a Corpus Fund and only the interest accrued may be used for the organisational activities. This shall be governed by a Trust constituted by the National Council with its own bye-laws. The Trust shall however, govern the fund for the purposes and implementation of the Policies decided by the National Council from time to time.

41.2 Receipts :

Corpus Fund shall receive money from :

41.2.1 Contributions from Life Time Trustees.

41.2.2 Existing fixed Deposit .Amounts of HMAI.

41.2.3 Receipts from Patrons and Honorary Members.

41.2.4 Life Membership Subscription (in full).

41.2.5 Affiliation Fee.

41.2.6 Share from Membership Subscription as fixed by the National Executive Committee from time to time.

41.2.7 The Central Share from the savings of the All India Homoeopathic Congress and Seminars.

41.2.8 Donations.

41.2.9 Collections from the cultural activities organised for the purpose.

41.2.10 Any other source of Receipt as approved by National Executive Committee from time to time.

42. BOARD OF TRUSTEES :

The following shall be the Trustees in the Board of Trustees:

42.1 Any Primary/Life Member who contribute Rs.25,000 or more shall be the Life Time Trustee subject to the approval of the National Executive Committee but not more than Twenty Five (25) in total.

42.2 Five Trustees to be elected from amongst National Council Members out of whom two from the bottom in the list shall retire after every 4 years at the time of Biennial Congress and the vacancies shall be filled by electing two members by National Council (New). However the retiring Trustees are eligible for re-election.

43. ASSETS & LIABILITIES :

The Association shall not have any claim over the assets and shall not be liable for any liabilities incurred by the Unit or State Branches and vice versa. In all matters of finances collected by local arrangements, the State Branch, District bodies and Units shall be autonomous subject to the general control of the Association. Branches and Units may raise funds and acquire any property for the regional and local needs and activities including publication of magazines or bulletins or running libraries etc.

44. TRAVELING ALLOWANCE :

Traveling expenses may be allowed to the Office Bearers or the members of the National Council or the National Executive Committee or any Standing Committees or Sub-Committees appointed under the Rules, if the funds permit and as may be prescribed by the National Executive Committee from time to time.

45. INTERNAL AUDIT BOARD :

45.1 An internal Audit Board of 3 persons shall be constituted by the National Council once in 2 years for the purpose of conducting internal audit of the Central Accounts once in a year and present its report to the National Council in its Annual meeting through the National Executive Committee. The members of the Board shall be nominated by the new National Council in its first meeting after the Biennial Congress from amongst its members with due preference to their knowledge in Accounts and Auditing.

45.2 The Board shall also Audit accounts of the Biennial Congress and All India Scientific Seminars within 3 months of the completion of the event.

45.3 Out of the 3 persons of the Internal audit board at least two persons must be present in course of audit of the centre or other accounts. Necessary traveling expenses of the persons will be borne by the centre or organizing committees as the case may be.

46. AUDITORS :

The Auditors shall be appointed from amongst the registered Accountants, with remuneration mutually settled. They shall audit the Central Accounts of the Association, prepare the Balance Sheet and the Statement of Income and Expenditure annually and submit them to the Secretary General through the Treasurer. They may also give their suggestions for proper maintenance of accounts of the Association. The Units and the Branches may also appoint auditors for their purpose.

47. INDEMNIFICATION :

All the members of the National Executive Committee including the Office Bearers, their heirs, executors and administrators shall indemnify out of the

income and assets of the Association for or against all actions, costs, losses, charges, damages and expenses which they or any of their heirs, executors or administrators shall incur or sustain by reason of any bonafide act, concured in or permitted, in or about the execution of their duty or supposed duties in their respective offices, and none of them shall be answerable for the acts or omissions of the other or others of them or joining with them for the more sake of conformity, them for any loss or damage arising from the bankruptcy or tortious acts of any of their bankers, agents or servants or other persons with whom any money or assets belonging to the Association be placed in or invested, or for any other loss, misfortune or damage which may happen by or through the latter's own wilful neglect or default respectively.

48. CONTRACT FOR BORROWING MONEY :

No contract or arrangement entered into for borrowing money or otherwise on behalf of the Association with any member of the HMAI or with a Company or firm of which any member of HMAI may be a share holder or a partner, shall be void, nor shall such a member be liable to account to the Association for any profit accrued out of such contract or arrangement, only by reason of his holding the office or the functionary relation thereby established, nor shall such a member be entitled to vote in respect of any such contract or arrangement in which he is interested otherwise than as a member of the Association.

CHAPTER-XII MEETS/SEMINARS

49. GATHERINGS :

The general gathering organised by the Centre on All India level shall be called the "congress". Those organised on zonal or state or district level may be termed "Conference" or "Conventions" in accordance with the dimension and purpose. '

50. BIENNIAL CONGRESS :

A Congress of the Homoeopaths of India may be held every alternate year, under the auspicious of the Association, as may be decided upon by the National Executive Committee, preferably in the winter season. Any Branch or Unit shall have the privilege of inviting/hosting the congress. The said "Congress" shall be called the All India Homoeopathic Congress. For this purpose the Secretary General will issue circular to all Branches and units within six months after the previous Congress and invite proposals and those received shall be put up before the National Executive Committee for decision. In case no such proposal is received, the National Executive Committee shall itself decide.

50.1 Organising Committee :

50.1.1 The Executive Committee of the Branch or Unit Organising the Congress shall form the nucleus of the Organising Committee, with Secretary General and the Treasurer of the Association as Ex-officio Members. The Organising Committee shall also include all Central Office Bearers; President, Secretaries of every State Branch, President, Secretaries of Standing/Sub Committees/Other Committees of the Association; besides other nominees. The Committee shall nominate its own Chairman, Organising Secretary and Finance Secretary from amongst its members.

The Organising Secretary shall be the Chief Executive of the Congress.

N.B. Since the Congress is sponsored by The HMAI, National Executive Committee shall be supreme and final in all decisions and Organising Committee shall be subservient to the National Executive Committee and shall organise the Congress within the stipulated policy of the Association and the guidelines provided by the N.E.C.

50.1.2 The Organising Committee shall have the following functions :

- (a) Decide the rates of fees for various categories of persons attending the Congress, with approval of the National Executive Committee.
- (b) Recommend dates for the Congress for approval by the National Executive Committee.
- (c) Decide about the Inaugurator, Chief Guest, Guests etc., Patrons or other personnel for the Congress.
- (d) Appoint Chairman for different scientific sessions and fix topics and personnel in consultation with the Scientific Standing Committee of the HMAI and approved by National Executive Committee.
- (e) Appoint various sub committees, their respective Chairman or Conveners, for different works of the Congress, from amongst the Organising Committee, Reception Committee members or members of the National Executive Committee/National Council. It is desirable that some of the Standing/Sub Committee members of the HMAI find place in these Committees, preferably their Chairman/Secretary.

The Finance Secretary of the Congress shall be the Secretary of the Finance Committee.

- (f) Appoint Auditors for the accounts of the Congress.
- (g) Employ necessary staff, with or without remuneration, for carrying out the works of the Congress.

- (h) Arrange, in general for smooth execution of all functions of the Congress and particularly for providing all possible facilities and amenities to the persons attending the Congress.

50.1.3 Reception Committee :

Shall be formed by the Organising Committee with a Chairman and Secretary and may nominate any person as Member with or without collecting any fee.

50.1.4 Resolution Committee :

The Cabinet and the Steering Committee together shall form themselves into the Resolution Committee, to frame official resolutions, duly screening the proposals received from all concerned and to submit them to the Delegate Session, with powers to co-opt not more than 3 Members of National council, if necessary. Chairman and Secretary of the Constitution Standing Committee shall be the ex-officio members of this Committee.

50.1.5 Categories of Persons Attending the Congress :

- (a) Reception Committee Members
- (b) Delegates : The Primary or Life Members of the Association.
- (c) Participants : Relation or Friends accompanying delegates may register as participants.
- (d) Student Participants: Bonafide students from homoeopathic Institutions.
- (e) Guest participants : Husband/Wife/and children over 12 years age who accompanying the Delegates or R.C. Members or Participants.
- (f) Guests : Prominent Public persons, specially invited by the Organising Committee, who may be exempted from payment of the fees.

50.1.6 Rights & Privileges of Attending Persons :

- (a) Rail Concession : Will be available only to the N.C. Members, Delegates, Participants, Student participants, Guest participants and Exhibition stall holders as and when allowed by the Railway Authorities.
- (b) Voting rights : Will be enjoyed only by the Delegates/R.C. Members those who are Primary/Life Members of the Association. The above persons will be issued Delegate pass for their entry into Delegate session.
- (c) Souvenirs etc., will be supplied at free of cost to all the persons attending the Congress or on payment of prescribed fees for different categories.
- (d) **Lodging and Boarding :**

If arranged for the Congress, these facilities may be provided only to the R.C. Members and Delegates, Participants, Student Participants and Guest Participants, on previous payment, in such manner as may be decided by the Organising Committee. However, any person attending the Congress may make his own arrangements for which no claim shall be made on any account for refund.

(e) **Scientific Seminars :**

R.C. Members, Delegates, Participants and Student Participants only will be privileged to take part in the discussions.

50.1.7 Funds :

Funds of the Congress shall include the following :

- (a) The fees received from different categories of the persons joining the Congress. The fees for different categories of persons attending the Congress may be separate from the fees that may be levied for Boarding and Lodging or other amenities and facilities.
- (b) Hiring charges from stall holders of Exhibition.
- (c) Charges recovered from .Advertising and Printing of Physician's Directory, if any, in the Souvenir.
- (d) Sale of Insignia etc.
- (e) Advance from the Centre if any (refundable).
- (f) Any grant or subsidy from the government or any other body.
- (g) Donations.
- (h) Any other source approved by the National Executive Committee.

50.1.8 Exhibition Stalls :

Homoeopathic Pharmaceutical Companies subscribing to the aims and objects and the policy of the Association, or, any other organisation or firm not related to Homoeopathic Science except other medical systems may also be permitted to put up stalls in the Exhibition. Fees for the stalls shall be fixed by the Organising Committee and shall be payable in advance or on the last day of the Congress.

Only two persons of the stall holder will be given the facilities of boarding and lodging, if provided by the Organising Committee at free of cost. For any extra person full payment shall have to be made by them. Final decision of allotment of stalls shall rest with the Organising Committee.

Organising Committee shall not be responsible to provide the stall or accommodation for more than one day before and one day after the days of the Congress.

50.1.9 Accounts :

- (a) An account in the name of the Congress shall be opened in any scheduled bank, authorising the Chairman, Secretary and Finance Secretary of the Organising Committee to be operated by any two of them.
- (b) The accounts shall be first audited by the internal audit board within 3 months and thereafter shall be audited by an Auditor appointed by the Organising Committee and shall be submitted to the National Executive Committee along with explanations to any remark of the Auditors within six months of the closing of the Congress.
- (c) The expenses of the Congress shall be borne wholly by the Unit or Branch inviting the Congress.
- (d) The Central Office of The HMAI shall be entitled to receive from the Organising Committee 50% of their savings of the Congress which shall be deposited in the corpus fund account by the hosting State Branch.
Unit shall receive the remaining 50% of the savings of the Congress which too shall keep this money in fixed deposit and use only its interest.

50.1.10 Programme :

- (a) Proceeding of the Congress : Meetings of :-
The Organising Committee
National Executive Committee (Old)
National Council (Old)
Standing/Sub Committees/Other Bodies of the HMAI.
Resolution Committee of the Congress.
- (b) During the days of Congress :
Inaugural Session-to be presided by the President of the Association.
Scientific Sessions.
Delegate Session : for consideration of resolutions and other matters of the Association.
- (c) After the Congress :
Nomination of Life Members to the National Executive Committee.
First meeting of the newly elected National Executive Committee Members with Agenda :
Nomination of 3 members to the NEC.
Thus Completing the formation of new National Executive Committee.
Election of the Office Bearers

- Adoption of the Budget
- The Future Programme
- The New National Council meeting with Agenda
- Any other Programme.
- (d) Announcement of Policies.
 - Constitution of the Internal Audit Board
 - Appointment of Auditors
 - Nomination of the Honorary Legal Advisor
 - Any other matter

51. SCIENTIFIC SEMINAR :

51.1 The National Executive Committee in coordination with the Scientific Standing Committee shall organise the All India Scientific Seminars with a minimum of once during a year. On receiving proposals from the State/District Branches or a Unit, the National Executive Committee shall approve the host, dates, topics and main speakers, and also decide the Delegation, Reception Committee Members, and participant fee, dignitaries for the sessions and the cost of the transactions etc.

The hosting Branch/Unit shall draw guidelines for organising the Seminars from the detailed procedure prescribed for the Biennial Congress vide Rule 50.

51.2 The State/District Branches and Units may organise symposia periodically at their level.

52. CONFERENCES AND CONVENTIONS :

The State/District Branches may organise the State/District Conferences /Conventions at least once in 2 years preferably in the year when there is no biennial congress.

53. The old records on expiry as decided by the N.E.C./N.C. will be disposed off.

54. To avoid wear & tear of the central office records may be kept at one place with the responsible member as decided by the N.E.C./N.C. The Secretary General shall maintain the current files of proceeding two years, minutes books of the N.C./N.E.C., cash books, register of the membership & records of the journal. He may ask to supply the previous records as required.