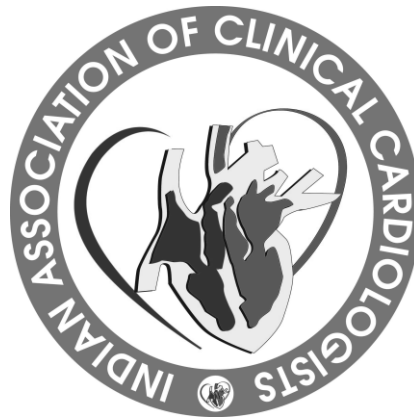


**INDIAN ASSOCIATION OF CLINICAL CARDIOLOGISTS (IACC)**  
**CONSTITUTION**



1. The name of the Society shall be **Indian Association of Clinical Cardiologists** (here-in-after referred to as “IACC”).
2. **The Aims & objectives of IACC are:**
  - a. To promote, educate, encourage and advance the study and practice of science and art of cardiology with specialisation in clinical and non - invasive cardiology
  - b. To provide constructive support to Government and other appropriate authorities for initiation, popularisation, running and development of postgraduate course in Clinical Cardiology.
  - c. To promote Preventive Cardiology
  - d. To organise training, workshop etc for doctors, paramedics with an objective to disseminate quality cardiac care at all levels of the community.
  - e. To hold scientific conferences, discussion and arrange for presentation of papers on clinical cardiology and to maintain a reference library.
  - f. To publish and distribute bulletins, books, periodicals etc. to update knowledge on Clinical Cardiology.

- g. To raise funds in cash and/or kind by way of donations, Gifts, Grants, Subscriptions or by any other lawful means and spend them in fulfilling the objects IACC
- h. To keep liaison with other like minded national and international organisations to achieve the aims and objectives.

### **3. Amendments :**

- Any change in the Constitution must first be considered by the Executive Committee and later passed by a 2/3rd majority at a General Body Meeting. In the case of changes in the Constitution, the change becomes operative, if a majority of 2/3rds or more valid votes are obtained in a postal ballot conducted.

### **4. Members:**

#### **4.1 Different categories of members are:**

- a. Life Members :
- b. Annual Members
- c. Associate Members
- d. PGT Members
- e. Corporate Members

#### **4.2 Eligibilities for being a member:**

##### **1. Annual Member:**

- a) Any Registered Medical Practitioner holding a postgraduate degree in Cardiology or postgraduate diploma in Clinical Cardiology and has special interest in Clinical Cardiology and agrees to abide by the rules and regulations of IACC

OR

- b) Any Registered Medical Practitioner holding a postgraduate degree in General Medicine and practicing in the field of Clinical Cardiology for at least 2 years after obtaining the postgraduate degree and agrees to abide by the rules and regulations of IACC.

## **2. Life Member:**

Any person eligible for annual membership may on paying the approved fee at one time, become a Life-member and will enjoy all the privileges of an ordinary member.

## **3. Patrons:**

Eminent teachers of the medical profession or persons of high scientific attainment from any country may be elected Patrons (if so approved by the Credential Committee). Members desirous of proposing such members must send details of the person to the Secretary. The total number of Patrons shall not exceed 15 at any time. A Patron will not be entitled to hold office or vote at any meeting. Prof.G.Vijayaraghavan is the chief patron IACC.

## **4. Corporate Member:**

Any “public or private company or firm, a Society registered under any law, a duly constituted trust, a statutory body, any association or special fund organisation set-up under an Act of Parliament or a State Government” approved by the Executive Committee may be elected as a corporate member of IACC.

**5. PGT Member:** Any postgraduate trainee in the field of Medicine and Cardiology/Clinical Cardiology.

6. Associate Members : Medical professional of other specialties and Non-medical members of related specialties with a recognised post-graduate degree and whose major work/research is related to the Cardiovascular system.

### **4.3. Privileges of Membership**

- (a) All full Life Members and Annual Members shall be eligible to participate in all activities of IACC including the right to vote and contest elections.
- (b) All Associate Members and PGT Members shall be entitled to participate in all activities of IACC, however they shall not be entitled to vote or contest elections.

- (c) Members from whom any subscription or any other amount is due shall be disqualified to vote, contest elections or hold any office.
- (d) Members not allowed to vote are debarred from attending General Body or other business meetings.

Members of IACC shall have the privilege to attend and take part in all general meetings, conferences, lectures, discussions and demonstrations. They shall receive copies of all proceedings and publications of the IACC from the date of their membership and to attend special activities free or at such terms that the Executive Committee may fix from time to time.

#### **4.4 Resignation and termination of membership:**

- a) A member may at any time resign from his membership in the Society by giving notice one month's ahead in writing to the Secretary and on paying all moneys due by him and after returning all books, periodicals, papers and other properties of IACC which may be in his possession.
- b) If any subscription remains in arrears by more than one year, in-spite-of one reminder by registered post, all the privileges of membership will cease.
- c) Any member who has not paid his arrears for a period of 2 years shall automatically cease to be a member of IACC.
- d) If the conduct of any member shall be deemed by the Executive Committee to be prejudicial to the interest of IACC, the member may be requested to resign from IACC. In the event of said member refusing to do so, the name shall be removed from the register provided that 2/3rd of the members present at a general body meeting called for this purpose vote for the removal of the said members.
- e) Further, any member who deprives IACC of its rightfull money or moneys may be penalised by having his / her name removed from the register if so recommended by the Executive Committee and voted by not less than 2/3rd of the members of a general body meeting called for this purpose.

#### **4.5. Re-admission of Membership:**

Any person who has ceased to be a member may become a member again on paying the usual membership fees and all previous dues, if any and the application fee. Any person ceased to be a member for not following the

constitution of IACC shall not be re-admitted except when 2/3rd of the members present at a special general meeting, called for the purpose, record their votes in favour of his re-admission.

#### **4.6. Membership:**

PGT annual Membership: Rs.2000/-

Associate Life Membership: Rs. 5000/-

Annual Membership: Rs.2500/-

Life Membership : Rs.10000/-

Corporate Member: Rs. 5 lakhs at a time.

#### **4.7 Powers and Functions of the Executive Committee:**

Elected Members :-There will be a total of 17 elected members, 5 of those will be elected on a zonal basis (North, East, South, West and Central Zones as defined by Central Government). The remaining twelve will be elected on an all India basis. Six out of these 12 (with lowest votes) will retire after one year while the remaining six will serve for two years. After the first election there will be elections every year for 6 elected members on an all India basis and every 2 years for 5 zonal members. No member shall be allowed to contest the elections for membership of E. C., after he / She has served the Executive Committee for six years continuously or otherwise.

(a) Executive Committee shall direct and regulate the general affairs of the Society and shall subject to confirmation at a general meeting, have power to frame rules and bye-laws for the conduct of business at meetings and conferences of IACC to publish journals or other literature.

(b) The Executive Committee shall have the power to form councils & Sub committees as and when necessary

(c) Ordinarily 6 executive committee meetings will be held every year. Two meetings shall be held at the time of annual conference, one at the Head quarters, one at the zonal meeting, one at the place of the President, and Pre Conference Meeting at the city where IACC Conference will be held. However, the venue may be changed by the consensus of the Executive Committee and the permission of the President. But this will not involve the 2 meetings which are mandatory to be held during Annual Conference. The first meeting at the time of the Annual Conference will be that of the outgoing EC and the second one will be that of newly formed EC.

(i) Nomination to the Scientific Committee of the IACC - The President Elect shall be the Scientific Committee Chairman. Scientific Committee shall have 2 members nominated by the Executive Committee. Scientific Committee Chairman could nominate more members on the committee to facilitate his / her work.

(ii) Nomination to special committees, as for example those dealing with lectures and Orations of the IACC.

(iii) Appointment of Credential Committee.

(iv) Nomination of 7 members to the Editorial Board.

(d) The Secretary shall call for a meeting of the Executive Committee with the consent of the President if a special meeting is requested in writing by not less than 8 members of the Committee for any specific agenda of emergency nature.

(e) Quorum for the Executive Committee meeting shall be 7 members of the Committee. One should be non-office bearer. If there is no quorum within 15 minutes at the time when the meeting is called, the meeting convened upon the requisition of members under (e) shall stand dissolved and in any other case shall stand adjourned 15 minutes later in the same place. At such in an adjourned meeting, members present may transact the business for which the meeting was called.

(f) In the absence of the President or a Vice-President, the members of the Executive Committee may elect from among themselves a Chairman pro-tem.

(g) The Executive Committee shall direct the Secretary to carry out the general affairs of the IACC.

(h) The Executive Committee may appoint and dismiss such staff as may be found necessary to manage the work efficiently.

**4.8 Subscriptions:** The details of subscriptions are given below, which may change from time to time as decided by the Executive Council.

<b>Corporate Members</b>	<b>Life members</b>	<b>Annual Members</b>	<b>Assoc. Members</b>	<b>PGT Members</b>
Rs.500000/- (one time)	Rs.10000/ (one time)	2500/ Annually	5000/ (Annually)	2000/ (one time)

#### **4.9. Tenure of Membership:**

- a) Life Member : Throughout his/her life
- b) Annual Member: One year from the date of subscription. However the same can be renewed.
- c) Assoc. member : Same as laid down for Annual Member
- d) PGT Member: Valid till his/her current course is completed. The membership expires on completion of course and question of renewal does not arise.
- e) Corporate Member: Life time membership for Industry partners can be included in this category.

- 5. State or Zonal Chapters:** The same can be formed on application of at least 12 persons who simultaneously apply for Life Member or Annual Member , pay the requisite subscription and are eligible for the membership. The application should be done to the secretary of IACC, along with proposed name of office bearers which should be in concordance with the rules laid down in the constitution of IACC. The respective state/Zonal Chapters will be formed after formal approval by the Executive Council.

The State or Zonal Chapters already formed and affiliated by IACC as on 18<sup>th</sup> October,2013 are exempted from the above mentioned formalities and shall continue as respective state or Zonal Chapters.

#### **6. Office-Bearers of central IACC:**

The following officers shall be elected from among the members:

- (a) President – 1
- (b) President Elect – 1
- (c) Vice- Presidents – 3 ( 2 on All India basis and one from Head office.
- (d) Secretary – 1
- (e) Joint Secretaries -2
- (f) Treasurer – 1
- (g) Editor, Journal – 1

## **6.1 The National Executive Committee:**

- Founder President (Dr.Rajesh Rajan) and Secretary ( Dr. Mohammed Shafiq) will be permanent members of National Executive Committee
  - Immediate past President of the Society.
  - 17 members elected
  - 2 past Presidents of the Society nominated by the Executive Committee
  - A nominated member from government sector by the Executive Committee
  - A Joint Secretary nominated by the President elect
  - One Asstt. Secretary from Head Office

They will be selected through election to be conducted after the Annual General Meeting.

## **6.2 National Executive Members:**

The founder president and secretary of the IACC is a permanent member of the national executive until and unless he opts out. In case he opts out the said post stands automatically deleted. The founder president and secretary of the IACC will be permanent invitee of the IACCCON the annual conference of IACC with travel and housing allowance.

The immediate past National President and National Secretary will be automatically inducted to the national executive council for one tenure (2 years).

One executive member will be appointed by each State/Zonal chapters through election or by selecting unanimously in a GB meeting. The same should be endorsed by the President of the concerned chapter and communicated to President IACC who may ask for relevant documents if desired.

## **6.3 Tenure: 2 years**

## **6.4 State Executive Committee**

### **6.4.1 Formation :**

A) Portfolio bearers: President, Vice-President (2), Secretary, Joint Secretaries (2), Treasurer and Asst. Treasurer.



They will be selected through election to be conducted after the Annual General Meeting.

**B) Executive Members:**

The founder president and Secretary of the respective State/Zonal Chapter are a permanent member of the State Chapter Executive Council until and unless they opt out. In case they opt out the said posts stand automatically deleted.

The immediate past Chapter President and Secretary will be automatically inducted to the committee for one tenure.

Another 5 members will be elected by election which may be done simultaneously along with Portfolio bearers.

**6.4.2 Tenure: 2 years.**

**7. Office-Bearers Duties:**

**President:**

The President shall be elected annually from among the members of the Society and should have a standing of at least 5 years in the IACC and should have previously served for at least 3 years on the Executive Committee. He shall hold office for a term of two years. No person shall be eligible to be elected as President for more than one term. The President shall preside over at all meetings and shall regulate the proceedings of the meeting. He shall besides his ordinary vote have a casting vote in case of equality of votes among members. In his absence one of the vice-Presidents shall officiate for him, failing whom a member elected at the meeting shall perform his duties. The President shall have a fund of Rs 1 Lakh at his disposal for promoting public education activities for prevention of heart disease. The fund will be allotted from the fund of IACC HQ and President of IACC will submit the audit report of the above fund to be utilized by him for office Record.

**President-Elect:**

The President-Elect shall be elected from among the members of IACC and should have a standing of at least 5 years in the Society and should have previously served for at least 3 years on the Executive Committee. He shall hold office for a term of two years as President Elect and shall automatically become the President during the following year.

In the absence of the President, one of the Vice-Presidents shall officiate for the President (and not the President-Elect). President elect will be the Chairman of the Scrutinizing Committee of IACC election.

### **Vice-Presidents:**

Three Vice-Presidents shall be elected from the members of IACC and they shall have a standing of at least 3 years in IACC and have previously served for at least 2 years on the Executive Committee.

Their term of office shall be for two years and they are eligible to a maximum of 2 terms. In the absence of the President, Vice-President shall perform the duties of the President. One of the Vice-Presidents shall be from the Headquarters of IACC.

### **Secretary :**

The Secretary shall be elected from the members of IACC and should have a standing of at least 5 years in IACC and have previously served for at least 3 years on the Executive Committee. The Secretary shall hold office for one term of 2 years. No person shall be Secretary for more than one term, consecutive or otherwise. The Secretary shall be from the Headquarter of IACC. Subject to the control and regulation of the Executive Committee, the Secretary shall be responsible for carrying out the decisions of the Executive Committee and the affairs of IACC as laid down in the Constitution.

- (1) Convene meetings of the Executive Committee
- (2) Have administrative control over the affairs of IACC
- (3) Have charge of the correspondence in relation of IACC
- (4) Keep accurate minutes of all meetings of the Society, Executive Committee and other Committees thereof
- (5) Prepare the annual report of IACC
- (6) Be in charge of all documents and property and other assets of IACC
- (7) Shall maintain a register of the members in the various categories of membership. For the purpose of IACC the address mentioned in the register will be considered the valid one. Any change in address must be intimated to the Secretary and confirmation received from the Secretary that the necessary change in the register has been effected.
- (8) Shall perform all such duties as are incidental to that office.

## **Joint Secretary :**

The President Elect shall nominate a Joint Secretary to help him in his work for a period of two year.

## **Assistant Secretary:**

One Assistant Secretary shall be nominated by the Executive Committee from the Head quarters of IACC. The term of office shall be for a period of two year and for a maximum of 3 terms.

## **Treasurer:**

The Treasurer shall be elected for a term of 3 years and a maximum of 2 terms. He should have served earlier for atleast one year on the Executive Committee and must be from the Headquarters of IACC. The Treasurer shall receive all moneys relating to IACC and deposit them in respective accounts in banks approved by the Committee to the credit of an account kept in the name of IACC. The Treasurer shall

- (1) Collect all dues to IACC and pay in all the amounts into the banking account/s of IACC.
- (2) Make disbursement within the limits of the annual budget and maintain vouchers and records of all such disbursements. In exceptional circumstances the budget may be exceeded by an amount of upto Rs. 500/- only with the concurrence of the President and by an amount not exceeding of Rs. 1500/- with the prior sanction of the Executive Committee.
- (3) All cheques shall be signed jointly by the Treasurer and the President/Secretary.
- (4) The balance sheet, accounts and audited reports shall be submitted by the Treasurer at the time of the Executive Committee meetings and also at the Annual General Body Meeting.
- (5) Any change of Office bearers should be notified to the banks as per banking law.
- (6) Apply for income tax exemption and other formalities as required and send annual report to the charity Commissioner.

## **8. Guidelines for the State Chapters**

1. All IACC State Chapters shall be under the administrative control of the parent body.

2. Chapters must follow the constitution of the IACC with regard to membership, elections, functions of the office-bearers and aims & objectives.
3. Each chapter should have its own articles of association and rules and regulations registered with the registrar of societies. This is needed as the composition of the executive committee and the scientific committee will depend upon the existing strength of the members and is likely to be at variance with that of the parent body.
4. Chapters should use correct logo and stationery in conformation with that approved for the parent body.
5. New Chapters to be created should follow the state-wise pattern (pre-existing chapters would not be disturbed). City chapters should have affiliation to the state chapter and the state chapters should be directly responsible to the parent body. Zonal chapters, if formed, must have membership from contiguous states and union territories and not from one state/city only. It is desired that correct nomenclature of the chapters be followed to avoid confusion and overlap.
6. Chapters should have regular elections at least once in every two year. It would be, the jointly as well as separate responsibility of the Secretary and the President of the outgoing executive committee to send the notification regarding newly elected office bearers to the parent body. If there is no election for two or more consecutive terms, the branch shall stand dissolved and all monies/assets owned by it shall vest with the parent body till alternative arrangements are made. Bankers of the chapters must be given a copy of this resolution at the time of opening of the chapter or when the office bearers change.
7. The election of the chapter body should be direct with all members offered an opportunity to participate. Number of office bearers would not exceed 10% of the current membership with a minimum of four office bearers. There should be no provision for nomination although the articles of association should mention the method of filling of any interim vacant post. All such decisions should be ratified by the general body with a copy to the parent body.
8. Each chapter have its own bank account, PAN, TDS number and 80G certificate. This should be communicated to the parent body as soon as it becomes available. However, the parent body shall not share any financial liability. All tax matters will be the responsibility of the chapter. No proceedings would be permissible against office bearers of the parent body (IACC) for the lapses of the branches.

9. Audited accounts of the chapter should be submitted every year to the HQ. These will be shown as annexures in the annual report of the IACC parent body. Only the portion of the money which are physically transferred to the accounts of the HQ shall form part of the latter's accounts. Failure to submit audited accounts for two or more consecutive turns without a valid and acceptable reason shall result in dissolution of the chapter. "The names of auditors and bankers must be communicated to the HQ." The HQ shall reserve the right for external audit in case of complaints, if any.

10. A chapter must periodically (once in six months) submit a report of its activities to the Headquarter.

11. Chapters shall enjoy complete financial autonomy with regards to the funds collected by them. However, wherever a large capital expenditure more than 5 lakhs is contemplated, prior permission of the HQ should be obtained. Each chapter should make a provisional budget in advance and seek approval from its own general body.

12. Chapters are expected to optimally utilize the resources and it is desirable to send a periodic report about it to the HQ.

13. All disputes and disagreements related to any Chapter shall have final arbitration by the national executive committee of the IACC.

14. "A member either annual or Life Member of the Central IACC could be ordinary or Life Member of the Chapter. Others could only be Associate member of the branch".

15. To open a branch, the required number of members should be 12.

**9. Election :** Election for national and chapter bodies will be conducted as per guidelines detailed below:

a) At least 90 (Seventy) days before the date of the Annual General Meeting (AGM), the National Executive Committee shall appoint three Election Committee Officers (10 nos) who will be :

- Life Members of IACC
- Shall not contest in the forthcoming election
- Not a member of outgoing executive council
- Only 2 members from a state
- Chairman, Vice Chairman , Secretary and members

b) The committee shall issue notice inviting nomination paper at least 70 days before the date of Election. The notice has to be sent to all eligible members by e-mail. The hard copy of the same to be submitted to all members of national executive council and all chapter Presidents.

c) The last date of submission of nomination will be 50 days before dt. of election.

d) The last date of nomination withdrawal will be 30 days before dt. Of election.

e) The date of election will be on the day of Annual General Body Meeting at the end of the session and the counting will be done after 30 minutes after closure of election hours. The result will be declared on the same day and will be signed by all the election commission members.

During counting apart from the election commission members and counting staffs (not more than two) either the candidate or a member of IACC nominated by the candidate will be present at the counting hall.

f) It is mandatory that the election process need to be free, fair, impartial and election commission has to take all necessary steps to ensure that. For this rules and code of conduct may be imposed by the commission and the same to be declared during the invitation of nomination papers, i.e 70 days prior to the election.

The Election Officers shall prepare their report about the election and will submit the same to the Presiding Officer, giving the name of the candidates and number of votes secured by them and declaring those as elected. The report of the Election Officers will be read out in the Annual General Meeting.

**Eligibility for candidate or voter:** All Life member and Annual Members are eligible to participate, provided that they do not have any dues to IACC 90 days prior to the dt. Of election excluding the date of election.

**Voters' List :** A formal voter list will be announced by the commission at least 45 days prior to election and a copy of same to be submitted to Executive Council and all Chapter President within 24 hours of announcement of the same. A copy of the same will be displayed at the AGM venue.

**Election expenses:** The Central Election Commission will fund all the necessary expenses and other logistic support for conducting election. The Election commission will submit expense report to the Executive Council

supported by necessary vouchers and documents within 10 days from the date of election.

(g) Voting papers bearing signatures of the 2 of the scrutinizers-Secretary and Chairman Scrutinizing Committee with appropriate directions shall be issued to all eligible members by the Secretary under registered post 30 days before the date set for receipt of votes. Members after recording their votes on the ballot paper should insert it in the smaller envelope marked A which then should be put in bigger envelope B. Duplicate voting paper marked 'Duplicate' may be issued by the General Secretary to a member on his requisition in writing in case of loss, non-receipt or spoiling of the original voting paper. An account of all voting papers printed and issued (Duplicate or otherwise) and those in hand, shall be kept by the Secretary and made over to scrutineers at the time of scrutiny. The election to the Executive Committee and of all the office-bearers shall be done at the same time.

(h) Voting papers duly filled in and addressed to the scrutineers shall be returned in the printed self-addressed envelopes. No hand delivery will be accepted.

(i) Two or more of the scrutineers shall on the specified date and time scrutinise the voting papers, count the votes received by each candidate and submit the returns thereof along with all the voting papers in a sealed cover to the Secretary who shall place the report unopened before the President at the meeting of the Executive Committee and this will latter be presented at the Annual General Body Meeting. The candidates or their agents may be present during the counting of votes. A list of voters shall be kept from the outer envelopes and this shall be available at the time of the Annual General Meeting.

The scrutineers shall separate the outer envelopes from the inner envelopes with the actual voting papers. The inner envelopes with the actual voting papers shall be mixed before being finally opened to ensure secrecy of the ballot.

(j) In the event of an equality of votes or non filling of the posts of the office bearers or members of the Executive Committee the matter shall be decided by ballot at the Annual General body Meeting.

(k) The report of the scrutineers on the result of voting shall be maintained in the office for reference until the next election:

(l) The Executive Committee shall have the power to fill vacancies occurring during the year.

## **10. Collection & Distribution of membership Subscription:**

All payments and application/renewal of membership will be submitted to the national President through the Chapter President alongwith his/her recommendation. The president will send the confirmation of membership within 15 days from date of receipt of the same.

The details of the sharing of fees are given below:

Category	National	Chapter	Journal/Benovelent Fund
Life	50%	30%	20%
Annual	30%	40%	30%
PGT	20%	50%	30%
Corporate	70%	10%	20%
Associate	50%	30%	20%

The share for journal/ Benovelent Fund will be kept in a Separate Account and the President and treasurer will be the custodian. Until and unless a journal of IACC or any fund of benovelence is floated the fund has to be kept intact. The fund is to be kept as fixed deposit and is updated every 6 months. In no circumstances the said fund can be used for loan, mortgage or any purpose other than for which they are meant for.

## **11. Head Office:**

The Head Office of the Society shall be at Kerala or at any other place as decided by the General Body, the present registered address being at 6A2, Samrudhi Venpakal Heights, Kunnukuzhy, Vanchyoor P.O, Trivandrum, Kerala 695035.

## **12. General Body Meeting:**

**Annual General Body Meeting:** Shall be held every year by the association at the time of Annual Conference and will be presided by the President. In case of absence the President, the Vice-President will chair the meeting. The business to be transacted at the Annual General body Meeting shall be-

1. Apologies
2. Condolences



3. To receive and adopt the annual report of the association for the past year.
4. Minutes of the last Annual General Body Meeting.
6. To submit and adopt the audited accounts of the association.
7. To submit, discuss and pass the provisional budgets for the association for the next financial year.
10. To transact such other business as should or may be brought up at any general meeting.
11. Presentation by affiliated state/Zonal chapters regarding activities, achievements, constraints etc.
11. Consider any other business brought forward by any members at least 2 days in advance.
12. Selection of venue for next 2 years and its tentative dates.
13. Miscellaneous.

### **12.2 Special General Body Meeting :**

1. When a requisition is made in writing by at least 10 percent of valid members of the association to discuss specific emergency agenda.
2. When felt necessary by the Central Executive Council to discuss an emergency agenda.

### **12.3. Notice of the General Meetings:**

Notice of all General Body Meetings shall be despatched to all members not less than 30 days before the date of the meeting.

### **12.4. Quorum of General Meetings:**

33% of members(having right to vote) shall form the quorum for a general body meeting. If at the time appointed for the annual general body meeting there is no quorum, the meeting shall stand adjourned for 30 minutes at the very same time and place of the meeting.

### **13. Executive Council Meetings:**

The committee shall meet 4 times in a year during zonal meetings. The President may whenever he thinks necessary shall call emergency meeting of the committee only if any emergency agendum is to be discussed. The Secretary shall, on receiving letter signed by 50% or more members of the

committee, call a special meeting of the committee with formal consent of the President, if only emergency agenda is to be discussed.

The notice of a meeting of the Committee shall be despatched to each individual member of the Committee at least 4 weeks before the meeting. Emergent meetings may be called by the Secretary on a 3 clear days notice. Quorum of the Committee meetings: 51% members shall form a quorum at a meeting of the executive council of which at least two should be a non-office bearer. In case there is no quorum an adjourned meeting will be held at the same place on the same day 15 minutes later.

**14. IACCCON :** There will be one annual conference named IACCCON in every year to share the latest cardiology updates between members and distinguished guest speaker. The venue and tentative date will be decided at AGM. The meeting needs to be organised in a prominent city of India having good connectivity by air/rail/road to other part of the country. The host chapter will be overall in-charge of organising the conference with time to time discussion with President/Executive Council about the progress and other necessary issues as deemed necessary.

An Annual Scientific Conference shall be held every year by the IACC. An audited financial statement of the Annual Conference shall be submitted to IACC. The new Office-bearers and Executive Committee shall be installed and take over their office at the time of the Annual meeting. The timing of the elections shall be so fixed, to facilitate the change over.

The Executive Committee shall appoint Scientific Committee Chairman for organising the scientific programme for the Annual Conference.

## **ORGANIZING NORMS OF ANNUAL CONFERENCE OF IACC**

### **1. Venue**

The conference may be held in any city which is easily accessible by air, rail and road transport. The city should have a good auditorium or a convention center having adequate seating capacity. Four to six additional halls with a seating capacity of 100-200 per hall should be available close to the auditorium of convention center. In addition, one hall with a capacity of 400 to 500 persons should preferably be available. There should be adequate space available for the trade exhibition and catering within the conference venue. The city should have sufficient accommodation (hotel, guest houses, etc. ) for housing the registered delegates, spouses, members of the industry and others attending the conference.

## **2 Timing of the Conference.**

The conference should preferably be held in the first fortnight of October.

## **3. Organization of the Conference.**

The venue and Organising Secretary shall be decided two years in advance. The duration of the conference should be of three days. The first day should be devoted to continuing Medical Education (CME) Programme and Workshop, if any. Those interested in holding the conference should apply to the Secretary of IACC in advance and provide detailed information in their application about the conference facilities in the city.

The applications for holding the conference should be received in advance.(for example, for the annual conference of year 2015, the applications by the IACC office should be received by June of Year 2013 so that a decision regarding the venue and the Organizing Secretary can be taken during the annual conference of the year 2013)

## **4. Hosts.**

The application for hosting the conference should come from a branch/local chapter of the IACC. The application should come from the authorized representative of these bodies (Secretary, Convenor, Coordinator etc.) after holding a meeting at the local level. In the application, the names of the secretary and chairman of the Organising Committee should be mentioned.

## **5. Budget.**

The Organizing Committee shall submit at least six months in advance the budget estimate of the conference including the anticipated expenditure of the chairman, scientific committee. This shall include the expected revenue and likely expenses. The details of the revenue to be expected from the stalls, advertisements, display of banners, registration fee, donation, sponsorship of lunch, dinner, symposia, other sources, should be specifically mentioned. Similarly, a detailed estimate of the likely expenditure on scientific program, sponsoring of guest speakers, conference venue, lunches/dinners, etc., should be mentioned. The Executive Committee shall review income/expenditure in its regular meetings.

## **6. Registration Fees.**

The various categories of registration fees will be decided by the local Organizing Committee and approved by the Executive Committee of the IACC.

## **7. Seating arrangements of the Dias.**

Chief Guest should be in the center and on each side - the founder President of IACC the President of IACC then Chairman of the Organizing Committee will be seated. Next to them will be President Elect on one side and Organizing Secretary on the other side. The Secretary of the IACC will be sitting next to the organizing secretary.

## **8. IACC's Share.**

This should be as follows.

50% per cent of the net profit of the Conference shall go the Central IACC fund. In the event of Organizing Committee running into a loss, IACC parent body shall not reimburse the loss. This arrangement should be reviewed periodically for suitable modification by the EC and General Body of the IACC The IACC Endowment Fund shall be created and the money will be utilized as per the decision of the Executive Committee.

The Accounts of the conference should be audited promptly by an accredited Chartered Accountant at the local level. The audited accounts should be submitted to the Honorary General Secretary of IACC within one year of the conclusion of the Conference. If necessary, the Executive Committee should decide to get these accounts verified by other auditors or the Committee itself. Finally, the accounts should be submitted to the General body for approval.

## **9. Chairman of the Scientific Committee.**

The Scientific Chairman is responsible for the preparation and finalisation of the Scientific Program. He will do so in consultation with the members of the Scientific Council, Executive Committee and other eminent colleagues from the country. The provisional program prepared by the Chairman, Scientific Committee shall be discussed, finalized and ratified by the Executive Committee and if necessary in the Scientific Council Meeting at least 8 (eight) weeks prior to the Conference.

A committee comprising the Founder President of IACC, the President IACC, Chairman, Scientific Committee and Organizing Secretary will be responsible for finalizing the budget of the Scientific Program. The chairman, Scientific Committee shall submit to the President IACC and

Organizing Secretary the expenses likely to be incurred by him for the scientific program including the sponsorship of guest speakers, printing, communication, travel, hospitality and other expenses. The number of overseas speaker should be restricted between 10 to 12.

The Organizing Secretary shall reimburse the expenses of the Scientific Committee as per the agreed budget. If the number of invited guests exceeds the agreed number, the Scientific Committee Chairman should be responsible for arranging the funds. If the Chairman, Scientific Committee raises funds for his day-to-day expenses he will submit the audited accounts to the Executive Committee of the IACC. All the balance amount if any should be remitted to the general corpus of the IACC.

#### **10. Expenses of the Executive Committee Meetings :**

During a year, usually 6 Executive Committee Meetings are held. The first and last (incoming and outgoing) Executive Committee Meetings are held at the venue of the annual conference. The second one is usually held at the headquarter. The third one at the venue of Zonal Conference, the fourth one in the city from where the President is elected. The fifth meeting should be held at the site of the proposed conference to enable Executive Committee members to oversee the arrangements for the conference. The air travel and accommodation expenses of Executive Committee Members for the fifth meeting should be taken care of by the local Organizing Committee of the annual conference. The Chief Coordinator of the Zonal Conference meeting should cover the to & fro airfare and local hospitality at the Executive Committee, for the third Executive Committee Meeting. The expenses for the first and last meeting should be borne by the IACCCON fund as these are the meetings during the annual conference which they are attending. The issue of expenses for the second and the fourth meeting can be met from the IACC fund, if the fund position permits.

#### **15. Zonal Conferences of IACC:**

State Chapters should conduct four Zonal conference in a year. Venue and dates to be decided in the AGM during IACCCON. Venue to be decided 2 year in advance.

- **January : Central & West Zone** = Andhra Pradesh, Madhya Pradesh, Orissa Maharashtra, Rajasthan & Gujarat..
- **March : East Zone** = West Bengal, Assam, Bihar and other North Eastern States.

- **June : North Zone** = Delhi, Chandigarh, Uttar Pradesh, Haryana, Punjab, Himachal Pradesh, Jammu & Kashmir
- **August: South Zone** = Tamil Nadu, Karnataka, Kerala, Pondicheri