

**ASSOCIATION OF  
PHYSICIANS OF INDIA  
(API)  
KERALA CHAPTER**



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**BYE-LAWS OF THE ASSOCIATION  
&  
THE ELECTION PROCEDURE**

*Dear Colleague,*

*The Annual State Meeting of the Kerala API Chapter held at Trivandrum on 13-8-2000, in the General Body Meeting was in the opinion that the guidelines and bye-laws, for the election procedures were incomplete. So the decision was taken to form a committee with Dr. N. N. Asokan as the convenor and Dr. M. Achuthan, Dr. Kasi Visweswaran, Dr. Sajith Kumar and Dr. Krishnan as members, to draft the new bye-laws for the Kerala API Chapter.*

*The First Quarterly Meeting of Kerala API Chapter 2000-2001 at Thalassery on 19th November 2000 decided to send the drafted bye-laws of the election procedures and the bye-laws of the association, to circulate to all members of our association. The suggestions from the members regarding the election procedures will be discussed in the next General Body Meeting and amended if necessary.*

Trichur,  
28-12-2000.

**Dr. V. M. HARIDAS**  
Hon. Secretary

# 1. ASSOCIATION OF PHYSICIANS OF INDIA KERALA CHAPTER



## BYE-LAWS OF KERALA CHAPTER - API

1. The following shall be the rules of the Kerala Chapter Association of Physicians of India herein after called the Kerala Chapter of the Association of Physicians of India.
2. The membership of the Chapter shall be of only one category, Life Member. The Eligibility for membership will be similar to that of Central API, ie. with post graduate qualifications.
3. SUBSCRIPTION: Life Membership fees Rs. 525/- payable to Treasurer, API Kerala Chapter (Inclusive of admission fee of Rs. 10/- + outstation cheque charge.)
4. The meeting of Kerala Chapter shall be held atleast once in 3 months at different centre. The quarterly meeting will be a one day affair and the annual conference will be for 2 days with a family get-together. The annual conference will be in the month of July-August.
5. The general body meeting will be held along with every API meeting before lunch and it will be presided by the President of the Chapter and in his absence by one of the Vice Presidents.
6. The presenting author of a paper should be a member of the API, Kerala Chapter or a post graduate student in medicine.

7. An auditor (from among the members) should be appointed to look into the details of the account which must be submitted to the members during the Annual General Body meeting by the Treasurer.
8. QUORUM: There must be at least 15 Members present in the general body meeting for conducting the business session.
9. The tenure of office bearership must be limited as the following:

President	-	1 Year
Vice President	-	1 Year
Rest	-	not more than 3 Years

10. For convenience sake, the treasurer shall be from the same city, or town as of the Hon. Secretary.
11. An applicant for the API Kerala Chapter membership need not be a Central API member. But API Kerala Chapter request all its members to become Central API members.
12. API Kerala Chapter will have 3 Orations (Dr. V. C. Mathew Roy Memorial, Dr. G. K. Warriar Memorial and Dr. T. K. Raman Memorial) annually.
13. API Kerala Chapter will have 3 original research paper session annually.
14. Best Paper, Award Paper Session will held in the Annual conference. The paper will be judged by a panel of 4 senior Physicians.
15. **ELECTION PROCEDURE**
  - a) API Kerala Chapter will have annual election and the office bearers will assume charge in the annual general body meeting.
  - b) API Kerala Chapter election will be by Postal Ballot.

c) Returning Officer will be nominated in the annual general body meeting.

d) A member is eligible to contest for any official post of API Kerala Chapter only after completing 2 year of API Kerala Chapter membership and she / he should have attended at least 50% of the previous two years API meeting.

e) A member who is elected to a particular post of API Kerala Chapter must be present in person in the Annual General Body Meeting to assume the post. Absence of such persons automatically cancels his post. The opposing candidate will assume charge in such an event.

f) Election will be held annually for the following post:

1. One President
2. Two Vice Presidents
3. One Hon. Secretary
4. One Treasurer
5. One Joint Secretary
6. Executive Committee Member -10

(Preferably from different districts. Past President and Secretary will also be executive committee members.)

g) Member must apply in prescribed form of nomination for any post which will be published in the circular when the election is announced. Election announcement will come in the first circular of the third quarterly meeting. All procedures for the postal ballot will be observed like in any other associations. Election will be completed before annual general body meeting and the elected members will be informed sufficiently early. Final result of election will be announced in the annual general body meeting. If no nomination are there by Post ballots, election will be held in the Annual General Body Meeting.

h) Decision of the Returning Officer will be final in case of any dispute.

16. Before 1st Quarterly meeting, Executive committee must meet and decide the programme for the next year. Hon. Secretary is authorised to make any final changes, in case of need, in consultation with the president.

17. API will have 3 Awards:

1. Travel fellowship for a member of Rs. 5000/-
2. Research Award of Rs. 5000/- (Members)
3. Travel fellowship for PG Students of Rs. 2500/-

18. All new API members must get a copy of Rules and Directory of API.

19. Any constitutional amendments must be circulated to all members in advance before it is discussed in General Body Meeting. Suggestion by a member becomes constitutional amendment only after it is approved by the General Body.

20. In all academic activities (oration, original paper, free paper, guest lecture) API Members must be given preference.

21. All Local Organising Secretaries must pay a minimum amount equivalent to total registration fee of that Conference, to the Kerala Chapter API fund. Any money collected by conference committee above this amount also may be given to the API proportionately.



## 2. ASSOCIATION OF PHYSICIANS OF INDIA KERALA CHAPTER

### BYE - LAWS OF ELECTION PROCEDURE

**Executive Council :** This consists of

1. President
2. Secretary
3. Treasurer
4. Vice Presidents (3)
5. Joint Secretary (1)
6. Executive Committee Members
  - Thiruvananthapuram
  - Kollam
  - Kottayam
  - Alappuzha
  - Pathanamthitta
  - Idukki
  - Ernakulam
  - Thrissur
  - Malappuram
  - Palakkad
  - Kozhikode
  - Kannur
  - Wynad
  - Kasargode

### ELECTION PROCEDURES

The tenure of the Office Bearers.

Usually the following shall be the tenure of the Office Bearers.

- |                    |               |
|--------------------|---------------|
| 1. President       | - one year    |
| 2. Vice President  | - one year    |
| 3. Secretary       | - three years |
| 4. Joint Secretary | - one year    |
| 5. Treasurer       | - three years |

### ELIGIBILITY

**Eligibility for the post of President, Vice Presidents, Secretary, Treasurer and Joint Secretary :**

The candidate should have held an elected position in the Executive Council as a member for one year. He should have attended at least 5 out of 10 preceding regular meetings of API. **(It is mandatory to have an attendance register to be signed by all the members present in every meeting).**

### For The Post of Executive Council Members :

A Membership of the association at least for one year is required.

No arrears in any form shall be found against the names of the Office bearers nominated.

For all positions he/she shall be the resident in Kerala for the period of tenure of the office for which they are nominated.

The member shall not contest simultaneously for more than one post of the Office bearers.

### WHEN DO THE ELECTION PROCEDURES BEGIN?

As the new office bearers have to assume office during the **Annual Conference in July**, procedures of the election shall commence in the 3rd quarterly meeting. The Returning Officer shall be elected in the 3rd quarterly meeting by the general body. The Returning Officer shall be assisted by a **Vice President from another zone**. Both the Returning Officer as well as the Vice President assisting the Returning Officer **shall not contest** in the election for the post of President, Secretary, Treasurer, Vice Presidents and Joint Secretary.

The Secretary shall hand over **the current membership list, the attendance register and the copy of Bye-laws** regarding the election procedure immediately after the 3rd quarterly meeting to the Returning Officer.

The Returning Officer shall send information to each member regarding the vacancies in the Executive Council and invite nominations in the prescribed form. It shall be mentioned in the same that the nomination shall be sent by any valid member nominating the candidate with the following details (Performa is enclosed).

#### **ANNEXURE - 1**

1. The Name of the post for which the candidate is being nominated.
2. The Name, Address, Telephone number, Fax number, E-mail address etc., of the candidate.
3. The Name, Address, Telephone number, Fax number, E-mail address etc., of the proposer.
4. The Name, Address, Telephone number, Fax number, E-mail address etc. of the seconder.
5. Below which the candidate himself has to affix his signature, with the statement affirming about his willingness to contest for the election and to serve the Executive Council if elected.

All documents including the minutes book; attendance register, current membership document and accounts **shall be handed over to the new office bearers** at the time of the annual conference.

In all the matters concerning the election, the decision of the Returning Officer shall be final. There shall be separate nomination paper for each candidate. **The nominations should reach the Returning Officer on or before 15th May.**

Each candidate in the final list **should be provided with the current voters' list** by the Returning Officer.

#### **LAST DATE OF WITHDRAWAL**

The Returning Officer shall inform each candidate about the list of contestants and if any one wishes to withdraw his / her nomination, he / she shall inform the Returning Officer in writing **on or before 30th May.**

#### **BALLOT PAPER**

The Ballot Paper shall be posted under the certificate of posting by the Returning officer **on or before 15th June.**

The Ballot Papers shall have a format **(Annexure 2).**

Each Ballot Paper should be **signed by hand** by the Returning Officer with **his name and address printed below.**

The President, Secretary or any other Executive member shall not be a party to the issuing or posting of the ballot paper to the members.

The name and address has to be mentioned in alphabetic order. On the right hand side of each ballot paper, the squares are given in which the **voting is to be done by putting 'x' mark, and not the tick mark or signature.**

Collection of ballot papers by contesting candidates or others are not allowed. If any candidate or a member or any of the agents employed by them is found indulging in such activities, the candidates concerned or the candidate for whom the other members have been doing so **will be debarred from contesting elections for the next 3 consecutive years.**

**All ballot papers should reach by post to the Returning Officer on or before 5th July.**

If the deadline for any of those procedures falls on a Sunday or on a postal holiday the delivery by post on the next working day shall be considered as the deadline.



The Returning Officer shall inform the candidates the date, the time and the venue of the counting of the Ballot Papers which will be done in the presence of the candidate or his / her **authorised representative**.

In case the candidate or his / her authorised representative happens to be absent the decision of the returning officer shall be final regarding the opening and counting of the Ballot papers.

The opening of the ballot papers and counting shall be done **only in the presence of** the candidate or his / her authorised representative **at the venue of 4th quarterly meeting** or Annual Conference **before the Annual General Body Meeting** and for declaration of the results thereafter.

Any Executive Council member may sign his or her position by giving notice of 30 days in writing to the Secretary or the President. The resignation shall take effect from the date of its acceptance by the Executive Council.

In the event of vacancy, arising from the office of the President, the Vice President who is senior **as per the membership** of API in years shall carry over the functions as acting President of the remainder of the Association year.

In the case of the post of the Secretary falling vacant, the Joint Secretary shall perform his functions during the interim period.

In the case of any other office falling vacant, the executive council shall meet and take an appropriate decision which is to be ratified by the next General Body Meeting.

#### **CO-OPTING OF THE EXECUTIVE COUNCIL MEMBERS**

The Executive council shall co-opt the following members.

- Immediate Past President.
- Organising Secretary of the Annual Conference of Current Year.

#### **THE POSTING OF THE BALLOT PAPERS**

The posting of the ballot papers has to be done by the Returning Officer with the following enclosures:

1. The ballot paper (If there is more than one sheet, all the sheets should be numbered and stapled together).
2. Signature of the Returning Officer by hand is a must on the ballot paper.
3. **Three envelopes** are to be enclosed.
  - a) One plain small envelope marked 'a' in which ballot paper is to be enclosed without any address or signature of the member who casts the vote.
  - b) The envelop 'A' with the ballot paper, will be enclosed in envelope 'B'. Over this envelope the name, address, of the valid member has to be given, leaving the space for the voter's signature in the lower left-hand side corner.
  - c) The envelope 'B' shall be enclosed in envelope 'C' in which **a sufficient postage stamp is affixed** and **address of the Returning Officer is printed** so that member is prompted to post the same without delay after casting the vote immediately.

**All these 3 envelopes and the ballot paper** have to be enclosed **in a larger envelope**, and is to be posted to each and every member **with enough postage stamp**, under certificate of posting.

4. There shall be enough clear instructions of item 3 above, given separately to help the voter.

## DECLARATION OF THE RESULT OF THE ELECTION

This shall be done only by the Returning Officer with the consent of the candidates contesting the election and their agents or representatives in the Annual General Body meeting held on the second day of the Annual Conference or on the first day itself if it is held only for one day.

The declaration of the result of the election have to be handwritten or typed as the case may be, signed by the Returning Officer and the candidates / representatives.

The Returning Officer shall bring the following documents to the Annual Conference, and he is expected to preserve them in safe custody for scrutiny if necessary for a period of one year.

1. Nomination papers.
2. Certificate of posting issued by the post office.
3. Counted ballot papers.
4. Unused ballot papers.

The unfilled vacancies shall be filled by the Annual General Body.

In the case of any election dispute, the appeal is to be addressed to the President, who shall nominate the two Past Presidents and three Presidents together will function as the final appellate authority.

*This has been presented in the Annual General Body Meeting during the first quarterly meeting of the API Kerala Chapter held on 19-11-2000 in the IMA Hall, Thalassery, Dr. R. Kasivisweswaram could not be present in the meeting. On behalf of the panel, Dr. N. N. Asokan read the draft of the Bye-laws.*

(Sd/-)

**DR. N. N. ASOKAN**

Head of the Panel



## ANNEXURE - 1

### ASSOCIATION OF PHYSICIANS OF INDIA KERALA CHAPTER

#### NOMINATION PAPER FOR ELECTION OF OFFICE BEARERS OF THE EXECUTIVE COUNCIL

Office for which the  
candidate is nominated : .....

Name of the candidate : .....

Address of the candidate: .....

Tel Nos. : (Res.) .....

(Hos.) .....

Fax No : .....

E-mail : .....

API Membership No. /  
Year of Joining API : .....

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Name of the Proposer : .....

Address of the Proposer : .....

Tel Nos. : (Res.) .....  
(Hos.) .....

Fax No : .....

E-mail : .....

Membership No. : .....

Date : .....

Signature of the Proposer

Name of the Seconder : .....

Address of the Seconder: .....

Tel Nos. : (Res.) .....  
(Hos.) .....

Fax No : .....

E-mail : .....

Membership No. : .....

Date : .....

Signature of the Seconder

#### CONSENT OF THE CANDIDATE

*I agree to serve on the Executive Council of the Association of Physicians of India in the capacity of the nomination mentioned above, if elected.*

Date .....

Signature



#### ANNEXURE - 2

### ASSOCIATION OF PHYSICIANS OF INDIA KERALA CHAPTER

#### THE BALLOT PAPER FOR ELECTION OF THE OFFICE BEARERS OF THE EXECUTIVE COUNCIL FOR THE YEAR 2001

**"No Name or Address is to be written in the Ballot Paper.  
Voting is to be done by putting 'x' mark and  
not the tick mark or a signature."**

Post : **PRESIDENT** ( 1 to be elected)

#### Candidates

1. Dr. X  
(Place)
2. Dr. Y  
(Place)
3. Dr. Z  
(Place)

Post : **SECRETARY** ( 1 to be elected)

#### Candidates

1. Dr. X  
(Place)
2. Dr. Y  
(Place)
3. Dr. Z  
(Place)

Post : **TREASURER** ( 1 to be elected)

**Candidates**

1. Dr. X  
(Place) ☐
2. Dr. Y  
(Place) ☐
3. Dr. Z  
(Place) ☐

Post : **VICE PRESIDENTS** ( 3 to be elected)

**Candidates**

1. Dr. X  
(Place) ☐
2. Dr. Y  
(Place) ☐
3. Dr. Z  
(Place) ☐
4. Dr. A  
(Place) ☐
5. Dr. B  
(Place) ☐
6. Dr. C  
(Place) ☐

Post : **JOINT SECRETARY** ( 1 to be elected)

**Candidates**

1. Dr. X  
(Place) ☐
2. Dr. Y  
(Place) ☐
3. Dr. Z  
(Place) ☐

Post : **EXECUTIVE COMMITTEE MEMBERS**  
(14 to be elected)

**Candidates**

1. Dr. A  
(Place) ☐
2. Dr. B  
(Place) ☐
3. Dr. C  
(Place) ☐
4. Dr. D  
(Place) ☐
5. Dr. E  
(Place) ☐
6. Dr. F  
(Place) ☐
7. Dr. G  
(Place) ☐
8. Dr. H  
(Place) ☐
9. Dr. I  
(Place) ☐

10. Dr. J  
(Place)

11. Dr. K  
(Place)

12. Dr. L  
(Place)

13. Dr. M  
(Place)

14. Dr. N  
(Place)

15. Dr. O  
(Place)

16. Dr. P  
(Place)

17. Dr. Q  
(Place)

18. Dr. R  
(Place)

19. Dr. S  
(Place)

20. Dr. T  
(Place)

*Signature of Returning Officer (to be signed by hand)*

*Address ( to be printed)*