

THE INDIAN PHARMACEUTICAL ASSOCIATION

Registered under the Societies Registration Act XXXI of 1860
No. Bom. 10 of 1960 G B B S D and under the Bombay Public Trusts Act, 1950
(Registration No. F 746 (Bom) dated 4-4-1960)



Memorandum of Association

Rules & Regulations and Byelaws

(As passed by the Special General Meeting held
on 18th October 2003 at Mumbai
and further amended at Special General Meeting held
on 3rd December 2005 at Hyderabad)

&

further amended at Annual General Meeting held
on 23rd December 2017 at Chandigarh

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further amended at Annual General Meeting held
on 20th December 2019

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Accepted by the Charity Commissioner Office through Order issued on 11th May 2023

MISSION

The Indian Pharmaceutical Association (IPA) is the national professional body of pharmacists engaged in various facets of the profession of pharmacy. The IPA is committed to promote the highest professional and ethical standards of pharmacy, focus the image of pharmacists as

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THE INDIAN PHARMACEUTICAL ASSOCIATION
MEMORANDUM OF ASSOCIATION
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and
BYELAWS

1. NAME

The name of the Trust shall be "The Indian Pharmaceutical Association, hereinafter referred to as the "Association" or "IPA".

2. REGISTERED OFFICE AND ADDRESS

The Registered Office of the Association shall be in the city of Mumbai, Maharashtra. The registered office is situated at Kalina, Santacruz (E), Mumbai – 400 098.

3. AIMS AND OBJECTIVES

The objects of the Association are all or any of the following and in constructing the following sub-clauses the scope of no one of such sub-clauses shall be deemed to limit or affect the scope of any other of such sub-clauses;

- a. to promote the sciences and arts of pharmacy in all their aspects and to afford its members the means of mutual helpfulness, mental and moral improvement and rational recreation;
- b. to impart suitable education and training to persons preparing for the profession of pharmacy or those already engaged in the profession;
- c. to conduct refresher course/CPD/CEP alone or in association with statutory bodies to award certificates to eligible participants
- d. to establish, maintain and finance or subsidies research laboratories and to raise special funds by voluntary contributions for this purpose;
- e. to promote scientific research and advancements in pharmaceutical sciences and practice, and provide accreditation services;
- f. to protect the interests and to promote the economic and social status of all those who are directly or indirectly engaged in the pharmaceutical profession;
- g. to uphold the ethics of the profession of pharmacy;
- h. to edit and publish journals, books, magazines, documents and other publications for promoting the causes of the profession of pharmacy'
- i. to hold seminars, symposia, conferences and exhibitions for promoting the causes of the profession of pharmacy;
- j. to affiliate with, subscribe to, become a member of and co-operate with any other association or body in or outside India whose objects are altogether or in part, similar to those of this Association;
- k. to accept either with or without any conditions attached or otherwise, any bequest, gift, donation, grant, endowment or subscription from any member of the Association or from any other person or institution or government or semi-government agency or to establish a fund of endowment for the promotion or attainment of the objects of the Association and to apply the income arising therefrom or resort to the capital thereof for any objects of the Association;

- l. to provide the necessary office and other premises and staff and to take on lease or leave and licence basis and buy, sell, construct and let out buildings and other structures as might be considered necessary or advisable;
- m. to borrow or raise moneys required for the purpose of the Association upon such terms and in such manner and on such securities as may be determined by the Association;
- n. to invest and deal with any moneys of the Association not immediately required for any of its objects in such securities approved by the Indian Trust Act or in fixed deposits with scheduled banks;
- o. to establish branches of the Association in any part of India or outside;
- p. to acquire or arrange for claiming patent right, trademarks and designs and to licence the same on suitable terms and conditions;
- q. to urge or represent on any legislation and other measures and to procure change of law and practice in the interests of the profession of pharmacy in India;
- r. to initiate or support legal action in any Court of Law or Tribunal or before any Authority on all matters affecting the Association or the profession of pharmacy;
- s. to establish and support or aid in the establishment and support of such associations, institutions, funds and trusts as are intended to benefit the servants or ex-servants of the Association or the dependents of such persons;
- t. to do such acts, deeds, matters and things as are incidental or conducive to the attainment of any of the above objects.

THE INDIAN PHARMACEUTICAL ASSOCIATION

RULES AND REGULATIONS

1. DEFINITIONS

In these Rules and Regulations unless there be anything repugnant to or inconsistent with the meaning thereof :

- a. The 'Association' or 'IPA' means The Indian Pharmaceutical Association, a Charitable Trust registered under the Bombay Public Trusts Act 1960
- b. The Association has Members and Associate members. 'Members include a Patron, Annual member, Life Member of the Association for the time being, Foreign Life Member, Institutional Life Member, Nominee of the Institutional Life Member and Hon. Member of the association. Associate members include Associate Life member, Associate annual member, Student member and Student Life member.
- c. 'General Meeting' means a General Meeting of the Association, whether Annual or Special.
- d. the 'Council' or 'CEC' means the members for the time being of the Central Executive Council of the Association constituted as provided under these rules.
- e. 'Office' means the registered office of the Association for the time being;
- f. the 'Secretary' means the National Honorary General Secretary of the Association;
- g. 'Official Year' shall be the 12 calendar months commencing from April 1st to March 31st of the following year.
- h. "In Writing" means either a signed hard copy on the association letterhead, or a signed PDF of the letter or a communication sent from the official email ID of the Association.
- i. 'Office-Bearers' mean the National President, Vice-Presidents, the National Honorary General Secretary, Joint Secretary, the Treasurer of the Association and the Editors of the Association's publications. All office bearers except the Joint Secretary are the members of Board of Trustees.
- j. 'Official Publication' means the publication in which the notifications of the Association will be published.
- k. the 'State Branch' means a Branch of the Association established at the capital city of the State or at any other city in that State approved by the CEC.
- l. the 'Local Branch' means a Branch of the Association established at any District place in the State or at any other place in that State with the approval of the SEC and CEC.
- m. the 'Foreign Branch' means a Branch of the Association established at any place abroad with the approval of the CEC.
- n. 'SEC' means State Executive Council of the State Branch of the Association.
- o. 'LEC' means Local Executive Council of the Local Branch of the Association.

2. MEMBERSHIP

2.1 The Association shall consist of Members, which expression, shall include Patrons, Honorary Members, Annual and Life Members, Institutional Life members, Foreign Life Members, Student Life Members, Associate Life Members, Associate Annual Members and Student Members

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The CEC may prescribe from time to time the procedure to be adopted for the enrolment of Members.

2.2 Any person, other than Patron and Honorary Member, having one or more of the following qualifications and having attained age of 21 years shall be eligible to be an Annual/Life Member of the Association provided however, the CEC may at its discretion reject any application without giving any reason.

- a. A person having a degree in pharmacy or pharmaceutical sciences granted by a recognized University in India or abroad.

- b. A person possessing a diploma in Pharmacy recognized by the Pharmacy Council of India
- c. A person who has a Bachelor's or higher degree in Basic and/or applied Sciences conferred by a recognized University in India or abroad and having a minimum of one year experience in the Pharmaceutical Profession, be it teaching, research, regulatory, analysis and/or industry.

Provided further that all the members admitted to membership prior to the adoption of these Rules and Regulations, shall continue to be members of the Association subject to the Rules and Regulations in force for the time being.

- 2.3 The CEC may confer the title of Patron on a person who has made a lump sum donation of such an amount as may be determined by the CEC from time to time. A Patron shall enjoy during his/her lifetime all the privileges of a Member.
- 2.4 An Institutional Life Member shall have the right to nominate one person having an appropriate qualification/s listed in Rule to be enrolled as Member without his/her having to pay any additional fees.
- 2.5 The CEC may, at its discretion, on its own or on the basis of a recommendation made by a State Branch elect as an Honorary Member such a person, either Indian or foreign origin who has rendered meritorious service or contribution to the cause of the Profession of Pharmacy and/or Pharmaceutical Sciences. Enrolment of such an Honorary Member shall be for his lifetime and he/she shall not be required to pay any membership subscription. The Honorary Member shall enjoy during his/her life all the privileges of a Member.
- 2.6 A person staying abroad and satisfying the condition/s of Membership as Stated in Rule 2.2 shall be eligible to be Foreign Life Member of the Association however, the CEC may at its discretion reject any application without giving any reason. The Foreign Life Member shall enjoy all the privileges of a Member and will get e-copy of Pharma Times.
- 2.7 The CEC may, at its discretion, admit a person having any of the following qualifications as an Associate Member of the Association:
- a. A person registered as pharmacist under the Pharmacy Act but not holding a Diploma in Pharmacy recognized by the Pharmacy Council of India;
 - b. Any other person whose educational qualifications and experience are considered adequate by the CEC;
- 2.8 The CEC on the basis of recommendation of the Principal of the college may, at its discretion, admit a student of Diploma/Bachelors/Masters in pharmaceutical sciences and pharmaceutical management in India/Pharm. D. course in pharmacy of a recognized Institution/University as a Student Member or Student Life Member of the Association.
- 2.9 An Annual Member, A Life Member, an Associate Member, a Student Member, a Student Life Member, an Institutional Life Member and a Foreign Life Member shall pay such admission fees and membership fees as the CEC may determine from time to time. In the case of a Student Member the membership terminates automatically after the completion of academic years for degree or diploma courses respectively from the commencement of the enrolment. The Student member shall pay one time his/her membership fees at the time of commencement of the academic term.
- The Student desirous to become Life Member shall pay the prescribed amount of membership fees at one time or in equal installments during his/her course of study, during which period he/she will be considered as a Student Life Member and after graduation only he/she will be enrolled as Life Member
- 2.10 The annual subscription of an Annual Member shall become due and payable on 1st April of every year without any obligation on the part of the Association to give intimation of the same. In case the subscription remains unpaid till 31st May, his/her name shall be deemed to have been removed from the Register of Members.
- 2.11 A Member paying annual subscription may be admitted as a Life Member and be exempted from payment of further annual subscription on payment of such lump sum amount as may be determined by the CEC from time to time.
- 2.12 Every Member shall be entitled to (i) attend and participate in symposia, conferences, exhibitions, etc., organized by the Association with certain restrictions wherever applicable (ii) have full access to the Association's library, (iii) receive

either print or electronic copy of the official publication of the Association and (iv) receive other publications of the Association at concessional rates, as may be determined by the CEC from time to time. Newly enrolled member shall be entitled to receive only those issues of publication brought out after the date of his/her enrolment.

2.13 Every Member desiring to resign from membership of the Association shall give to the National Honorary General Secretary written notice on that behalf. The CEC shall take note of the resignation at its first meeting after receipt of the Notice. No Member shall on resignation be entitled to any refund.

2.14 The CEC shall be empowered to accept the resignation/terminate membership of a person on the happening of any of the following events :

- a. If he/she resigns by giving notice as provided in Rule 2.13 above;
- b. If he/she is adjudged insolvent or of unsound mind or convicted of an offence which, in the opinion of the CEC, involves moral turpitude;
- c. If he/she fails to pay his/her subscription before 31st May and/or any other sum due from him/her to the Association within a period of six months.
- d. If he/she is expelled or his/her membership is terminated on his/her being found guilty of misconduct which in the opinion of the CEC, renders him / her unfit to be a member of the Association.

3. CENTRAL EXECUTIVE COUNCIL

3.1 The affairs of the Association shall be managed by the Central Executive Council which shall consist of the following members.

- a. the National President,
- b. not more than five Vice-Presidents who are elected individually as the Chairperson of the respective Divisions established by the CEC and designated as Vice-Presidents of the Association, except that the Chairperson of the Pharmacy Student Division who shall not be designated as Vice-President,
- c. one National Honorary General Secretary;
- d. one Joint Secretary (need based)
- e. one Treasurer;
- f. the Editors of the publications of the Association,
- g. up to 5 Divisional Secretaries designated as Associate Secretaries on the CEC,
- h. as many Members from the State Branches as may be determined from time to time by the CEC,
- i. the immediate past National President of the Association,

3.2 (a) The CEC may establish and determine constitution of special groups of members called Divisions covering various facets of Pharmacy Profession. The founder Chairperson and the Executive Committee of each Division shall be nominated by the CEC for the first time on its formation, but subsequently within a period of two years of its formations shall organize and elect its own Committee and its Office Bearers.

(b) The CEC may establish a Board of Pharmaceutical Sciences and a Board of Pharmaceutical Practices consisting of not less than 5 members in each Board to manage effectively the affairs of the Association, continuing education, monitor Divisional activities and for sound financial management. The Boards shall be managed by senior members who shall be nominated by the National President in consultation with the CEC for a term of four years.

3.3 The Joint Secretary of the Association will be nominated by the National President which is need based. The Chairperson of the IPA Student Forum will be nominated by the Chairperson of the Pharmacy Education Division in consultation with the National President.

3.4 The National President may invite former Office-bearers and CEC members as also other distinguished members of the Association to attend meetings of the CEC but such invitees will not have the right to vote. The invitees are eligible to be Chairperson/members of the committee(s) or sub-committee(s) appointed by the CEC. Number of invitees will be determined by the CEC from time to time.

The invitee member will not have right to contest for office bearers position by virtue of being an invitee to the CEC

- 3.5 (a) An Office Bearer and/or a CEC Member of the Association shall hold office for a term of two years and shall be eligible for re-election or re nomination to hold the office for an additional term of 2 years and thereafter shall not be eligible for re-election until 2 years.
- (b) Provided further that the Office Bearers shall continue to hold office until his/her successor is elected or until a period of 6 months after the expiry of his/her term whichever is earlier, except that the editors of publications may be requested to continue to ensure timely release of IPA publications, until a suitable successor is elected or for another term whichever is earlier.
- 3.6 Any vacancy arising for an Office Bearer after the election process is over or after assuming the office will be filled in by the CEC from among its members on the basis of eligibility criteria specified under election rules of byelaws. The term of such an Office Bearer will expire on the day the term of original Office Bearer would have expired.
- 3.7 An Office Bearer of the Association shall not ordinarily hold more than one office . Under special circumstances, the CEC may permit an Office Bearer other than the National President or Vice-President to hold another office but he shall have only one vote in the CEC.
- 3.8 The CEC shall determine from time to time the basis for distribution of seats in the CEC among the State Branches having regard to the following principles;
- a. the need for additional members to be co-opted at the Headquarters of the Association to ensure quorum for the CEC Meeting;
 - b. at least one seat to be allotted to each State Branch, and;
 - c. Proportionately more seats to be allotted to a State Branch representing a larger membership.
- 3.9 The National Hon. Gen. Secretary of the Association shall report the names of the retiring state branch representative members of the CEC in its meeting held in February/March every year and shall invite fresh nominations from the State Executive Council of the respective State Branches from amongst their Council Members to represent on CEC. In case no nomination is received from any State Branch before the prescribed date, the CEC shall nominate persons to fill the vacancies. Vacancies for Headquarter nominees or in case of additional members to be co-opted, CEC shall nominate.
- However the nominee of the branch shall not be an office bearer of any federating associations of IPCA namely IPGA, IHPA, APTI and AIDCOC during the previous two years at the time of filing nomination and also during the term of the current position.
- 3.10 The election of all Office Bearers of the association except a Joint Secretary, who is nominated, shall be conducted in accordance with the elections rules approved by the CEC for the ensuing term by February/March.
- 3.11 The CEC shall fill all casual vacancies in the posts of Office Bearers or elected members of the CEC for the remaining of the respective terms.
- 3.12 The CEC shall ordinarily meet once in every two months and at such other times as may be necessary. There shall be one statutory meeting in a year to be held during September/October for preparing the agenda for next Annual General Meeting.
- 3.13 Ten days' notice shall ordinarily be given for any meeting of the CEC provided that in exceptional cases the National President may call a meeting at shorter notice. Seven members excluding invitees shall constitute a quorum for the CEC Meeting.

- 3.14 All Annual or Special General Meetings shall be chaired by the National President, or in his/her absence, the immediate past National President or one of the Vice-Presidents or in the absence of all of them, the members present shall elect a Chairperson among those present for the meeting.
- 3.15 The CEC shall have full power to perform all such acts as it may deem necessary and conducive or incidental to the attainment and promotion of any of the objects of the Association and shall have full control of all activities and functions of the Association, as laid down in the Memorandum, and shall have full control of the staff, fund and property of the Association and power to transact all business of the Association and to incur all the necessary expenditure. The CEC shall also have power to appoint and from time to time remove such staff and employees as the CEC may think fit and to fix and determine their remuneration and terms and conditions of service.
- 3.16 The CEC may from time to time at its discretion appoint from amongst its members or otherwise, sub-committee for a special or particular purpose, delegate to any such sub-committee the functions and powers of the CEC relating thereto be exercised subject to report to and approval of the CEC. The CEC may from time to time modify the composition or functions of the sub-committee or may dissolve it. "The National President and the National Secretary or the Associate Secretary nominated by the National Hon. Gen. Secretary shall be *ex-officio* members of every sub-committee appointed by the CEC."
- 3.17 The CEC may confer the award of Fellowship, Eminent Pharmacist, Life time Achievement or any such awards approved by the CEC and recognitions to Member/s of the Association and persons who have contributed to the cause of pharmacy profession and pharmaceutical sciences and frame appropriate guidelines for such purposes. The rules made under the guidelines are subject to change from time-to-time.
- 3.18 The CEC shall from time to time make, amend and repeal all Bye-laws not in consistence with these Rules & Regulations as it may think expedient for the furtherance of the objects of the Association and the management of its affairs. All Bye-laws made by the CEC under this rule shall be binding upon the members until repealed by the "Central Executive Council" or set aside by a resolution in the Annual General meeting or a General Meeting of the Association specially called for the purpose.

4. STATE, LOCAL AND FOREIGN BRANCHES

- 4.1 A State or Local Branch of the Association may be formed with the approval of the CEC in India where the members (Life and Annual Members) of the Association number not less than 75 and 35 respectively. However, the CEC at its discretion may lower the minimum requirement of members, the founder President and the Executive council of newly formed State/Local Branch shall be either nominated or approved by the CEC for the first term.
- 4.2 The CEC may at a meeting specially called for the purpose, decide to dissolve a State or Local Branch if, in its opinion, the Branch has not been functioning properly.
- 4.3 In the event any Branch is dissolved at the instance of the CEC or becomes non-functional for any other reason, the CEC is empowered to appoint an *ad-hoc* committee defining its composition, powers and tenure so as to manage the affairs of such Branch until a new Executive Council of the Branch is elected. The *ad-hoc* committee shall have the ultimate authority to recommend to the CEC the disposal or transfer of funds and assets held by the said Branch to the Headquarters of the Association.
- 4.4 All Members and Associate Members of the Association residing in a State/District or City shall *ipso-facto* be deemed to be members of the State or Local Branch as the case may be. Provided that at the time of application for membership, the applicant shall indicate on the basis of his/her work place or the place of residence, the Branch and the Division to which he/she wants to belong. All State Branches shall work under the supervision and control of the CEC and all Local Branches in the State shall work under the supervision and control of the concerned State Executive Council.
- 4.5 State Branches shall elect their own Executive Councils by appointing a returning officer, who shall operate in accordance with the election rules as framed and approved by the CEC. If required, the elections of the executive council of the state branch shall be conducted under the direction/supervision of a member nominated by the CEC.

Local Branches shall elect their own Executive Councils by appointing a returning officer, who shall operate in accordance with the election rules as framed and approved by the CEC. If required, the elections of the executive council of the local branch shall be conducted under the direction/supervision of a member nominated by the respective state EC.

- 4.6 The CEC shall from time to time make, amend and repeal any Bye-laws included in the Bye-laws for state and local branches framed by the CEC as it may think expedient for the furtherance of objects of the Association and the management of its affairs.

Provided further, when any member of the State or Local Branch is also a CEC member, SEC and/or LEC member and/or a member of Divisional Committee or its chapter shall have only one vote.

- 4.7 Share of Subscription: In order to finance the activities of the State/Local Branch, the CEC shall pay to the Branch such amount as may be determined by the CEC from time to time in relation to the subscription collected from the Life Members enrolled by the respective State/Local Branch. In addition a State or Local Branch may collect voluntary contributions for supporting their activities.
- 4.8 Every state and local Branch shall submit to the CEC before the 1st of September each year, an annual report of its activities and audited statements of accounts for the year ending March 31st previous thereto
- 4.9 In the event of failure to submit the Annual Report and/or Statement of Accounts by State/Local Branch in the specified time, the CEC is empowered to disqualify the Office Bearers and/or dissolve the Branch after issuing a Show Cause Notice. For doing so, the CEC will follow the essence of the Rule 4.2 and 4.3.
- 4.10 The proposal to disqualify the Office Bearers and/or to dissolve the State/Local Branch is to be passed or to be rejected by a majority of not less than two third of the CEC Members who are eligible to vote. Those CEC Members unable to attend the Council Meeting may vote by post. The effective strength for determining the two thirds majority will be determined after subtracting the number of those who refrained from expressing their opinion for or against.
- 4.11 In all other matters not specified here the State or Local Branch Executive Council shall be guided by the Rules and Regulations of the Association and the direction which the CEC may give from time to time.
- 4.12 While the CEC may render to a State or Local Branch whatever advice, encouragement or financial assistance it may consider deem fit and possible with regard to any educational or other activities, the financial or legal responsibility for all actions taken by a Branch shall exclusively be that of the Branch concerned and the CEC shall be kept indemnified against any legal liability arising out of the actions or omissions of the State/Local Branch.
- 4.13 Foreign Branch (Overseas) of the Association may be formed with the approval of the CEC in any state/city of the country outside India where the Members of the Association are not less than 25, provided that the CEC at its discretion, may reduce this number further.
- 4.14 No State/Local Branch is authorized to approach any court under the name of the Association without receiving prior written permission from the CEC. Any unauthorized legal action initiated by any Member or group of Members shall be deemed to be initiated by the respective member(s) in his/her personal capacity.

5. ANNUAL AND SPECIAL GENERAL MEETING

- 5.1 The Annual General Meeting of the Association shall be held every year before 31st December or at such time and place as the CEC may decide. A clear fourteen days' notice shall be given for the Meeting and the agenda for it shall include the following namely:
- a. to approve the minutes of the last Annual General meeting and Special General meeting/s if any during the year.
 - b. IPA Activity update
 - c. to adopt the Annual Report of the Association for the year under report.

- d. to consider and approve the Audited Statements of Accounts for the year ending 31st March previous thereto;
- e. to appoint auditors for the ensuing year and to fix their remuneration;
- f. Any other matter with the permission of the chair of which a prior notice is given to the association

5.2 A Special General Meeting may be called by the CEC or upon a requisition being signed by not less than ten CEC Members or fifty Members of the Association. No business shall be brought forward at any Special General Meeting but that for which it is convened and of which at least fourteen days' notice together with details of the matter to be discussed is given to the Members.

5.3 The quorum for the Annual General Meeting or a Special General Meeting shall be thirty Members.

5.4 At all Annual or Special General Meetings, the National President or in his/her absence immediate past National President or one of the Vice-Presidents or in the absence of all of them one of the senior members elected at the meeting as Chairperson, shall preside.

5.5 If within half an hour of the time appointed for any General Meeting quorum is not present, the meeting if convened upon the requisition of Members or CEC Members shall be dissolved. In any other case, it shall stand adjourned after 30 minutes on the same day and at the same place. At such adjourned meeting the members then present shall dispose of the work, which was to have been placed before the original meeting, and the members present shall form a quorum.

6. AUDITORS

The Accounts of the Association shall be audited by duly qualified auditor or auditors who shall be appointed by the members at each Annual General Meeting for the then ensuing year and their remuneration fixed. A vacancy arising in the course of the year shall be filled by the CEC.

7. EXPULSION

7.1 The CEC is empowered, at any time, to expel any Member, Associate Member, or Institutional Member from the Association or to terminate his membership if he/she is found guilty of conduct which the Association regards as rendering him/her unfit to be a member of the Association. No such expulsion or termination of membership shall be valid or effective unless;

7.2 The Member, Associate Member, or Institutional Member concerned is given an opportunity to explain his/her actions;

7.3 The proposal is considered by the CEC on a notice in which the proposal to be considered, the reasons which have prompted it and concerned member's explanation are set out in detail;

7.4 The proposal is to be passed or to be rejected by a majority of not less than two thirds of the CEC Members who are eligible to vote. Those CEC Members unable to attend the Council Meeting may vote by post. The effective strength for determining the two third majorities will be determined after subtracting the number of those who refrained from expressing their opinion for or against.

8. PROPERTY AND FUND

8.1 The whole property belonging to or under the control of the Association shall be subject to the management, direction and control of the CEC and it shall not be disposed of or otherwise dealt with except in pursuance of a direction of the CEC.

8.2 The funds of Association shall be deposited in a scheduled bank and such part thereof as are not required for current expenses may, at the discretion of the CEC, be invested in any instruments for the time being authorized by law for the investment of trust funds or in any fixed deposits with any scheduled bank or banks and such investment shall not be sold or dealt with except at the direction of the CEC on the recommendation of the Office Bearers.

9. COMMON SEAL

9.1 The Common Seal of the Association shall consist of the following design in *IPA – Blue* colour and shall bear the following motto in Devnagari Script, namely.



9.2 The Common Seal may be set or affixed to any deed, instrument or writing in pursuance of an order or minutes of the CEC entered in the Minutes Book and in the presence of the National President or the National Secretary or two Members of the CEC duly authorised by the CEC and they shall sign every instrument to which the Seal of the Association is so affixed in their presence.

9.3 All notices or advertisements shall be issued by the National Hon. Gen. Secretary and in his absence by the Jt. Secretary and such notices are left at the place of business or residence or transmitted by post addressed to the place of business or residence of the person concerned or by email or published in the official publication of the Association, shall be considered as received.

9.4 Notices or advertisements for convening Annual or Special General Meetings shall be issued not less than fourteen clear days and for CEC Meetings not less than ten clear days before the day appointed for the meeting.

10. OFFICE – BEARERS

10.1 The Treasurer of the Association shall be residents of the city in which the Headquarter of the Association is located

10.2 The National Hon. Gen. Secretary shall have among others, the following duties namely ;

- a. to superintend the affairs of the Association under the direction of the CEC;
- b. to maintain the records of the Association, to issue all notices and advertisements, to take down the minutes of all meetings;
- c. be responsible for the safe custody of all documents and property belonging to the Association; and
- d. to report generally on all matters to the CEC. On urgent matters arising in between CEC meetings, he shall consult and act on the instructions of the National President or in his absence, the immediate past National President

Provided that the National Secretary may delegate some or all of these duties to the Jt. Secretary and/or any of the Associate Secretaries.

10.3 The Treasurer or a person authorized by him/her shall receive all subscriptions, fees, donations and deposits paid to the Association and shall deposit all such moneys with the Association's Bankers. He/she shall disburse money on behalf of the Association under the directions of the CEC. He/she shall submit periodical statement of accounts to the CEC and shall prepare the annual budget in consultation with the National President, the National Secretary and the Editors of the Association's publications and shall place the same before the CEC for its approval.

10.4 The Editor of Pharma Times shall edit, print and publish the official journal in such a manner as the CEC may from time to time direct. He/she shall publish in the magazine, among other things, the official transactions of the Association and all notices and advertisements required to be published by the National Secretary or the Treasurer. He/she shall also help the Treasurer in preparing the budget.

10.5 The Editor of the Indian Journal of Pharmaceutical Sciences shall be responsible for editing, printing and publishing the journal. He/she shall also help the Treasurer in preparing the budget.

11. AMENDMENT TO THE RULES AND REGULATIONS

No addition, alteration or amendment shall be made to or in these Rules and Regulations of the Association for the time being in force unless the same has been previously approved by the CEC and the proposition has been agreed to by the votes of three-fifths of the members present at an Annual General Meeting or a Special General Meeting convened for the purpose.

12. MISCELLANEOUS

12.1 If at any time the Association in General Meeting shall pass a resolution authorizing the CEC to borrow money, the CEC shall thereupon be empowered to borrow for the purpose of the Association such amount of money, either at one time or from time to time and at such rates of interest and form and manner and upon such security as shall be specified in such resolution and thereupon the CEC shall at its discretion make all such dispositions of the Association's property or any part thereof and enter into such agreements in relation thereto as the CEC may deem proper for giving security for such loans and interest. All Members and Associate Members of the Association, Members of the Association, whether voting on such resolution or not, and all persons becoming Members or Associate Members of the Association after the passing of such resolution should be deemed to have assented to the same as if they had voted in favour of such a resolution

12.2 The accidental omission to give notice of a meeting to or the non-receipt of notice of a meeting by any member shall not invalidate the proceedings of any meeting.

12.3 Every member shall be bound by and submit to the Rules and Bye-laws of the Association.

12.4 Any dispute between an aggrieved member or an aggrieved person who has ceased to be a member and an office bearer of the Association shall be referred to the CEC whose decision thereon shall be final. The CEC may in appropriate cases refer the matter to a Special General Meeting of the Association.

The Indian Pharmaceutical Association
Bye – Laws
(Framed under Rule 3.18)

1. Membership
(Under Rule 2)

1.1 Categories of Membership shall be as follows.

- a) Member : i) Patron ii) Life Member iii) Annual Member iv) Hon. Member v) Institutional Life Member vi) Foreign Life Member
- b) Associate Member : i) Associate Life Member ii) Associate Annual Member
- c) Student Member/Student Life Member

- 1.2 A person qualified to be elected as a 'Member' or an 'Associate Member' or a 'Student Member' and desirous of being so elected shall submit an application in the prescribed Form of Membership through respective State/Local branch or directly to IPA Office and therewith pay the admission fee and the appropriate subscription amount. All remittances to the Association should be made by Demand Draft payable in Mumbai or by crossed cheque in favour of The Indian Pharmaceutical Association. (Add appropriate commission for outstation cheque.) Money orders or cash will not be accepted.
- 1.3 The Membership Form should be duly filled in and signed by the applicant with a declaration that he/she will abide by the Rules and Regulations of the Association.
- 1.4 The applicant shall also indicate the category of membership and the Division of his/her choice based on his/her current profession so that the name of the applicant on being enrolled as a member may be grouped under the appropriate Division based on its establishment.
- 1.5 Ordinarily the change from one Division to another or from one branch to another shall not be permitted unless the CEC is satisfied with the justification submitted by the Member requesting for the change of Division and/or Branch. Provided further that the Member who is desirous to change his/her Division/Branch, will have right to contest or vote in the new Divisional and/or Branch elections only if the change takes place at least 180 days prior to the date of such election.
- 1.6 Two Members of the Association shall support application for membership. The Principal of the respective college/institution must endorse application for Student Membership. The applicant shall provide his/her two passport size photographs and Blood Group along with the application. The Life member will receive the Membership Card and membership Certificate
- 1.7 The National Hon. Gen. Secretary or a person authorized by National Hon Gen. Secretary shall scrutinize all the applications and place them for ratification of the CEC at its earliest meeting.
- 1.8 A copy of Memorandum, Rules & Regulations and Bye-laws of the Association shall be supplied gratis to every Member and Associate Member on request.
- 1.9 Membership number shall be assigned to a member based on his/her permanent address and the Branch opted by the applicant through which the application is submitted. Applicant forwarding his application directly to the IPA office must indicate the Branch to which he/she wants to belong. In absence of such mention membership number shall be assigned based on the permanent address. Provided further that all the communications to a member will be made to his/her given mailing address

- 1.10 On admission as a member of the Association, every Life Member except Associate and Student member shall be issued a Membership card with status of his/her membership. At any General Meeting of the Association, a Member may be asked to produce proof of his/her membership card before he/she is allowed to exercise his/her vote.
- 1.11 Patron, Life Member, Honorary Member and Associate Life Member shall be issued a certificate in addition to a membership card.
- 1.12 Associate Members and Students Members will not have right to vote or hold office but will enjoy all other privileges of membership. However, Student Life Member after getting the degree in Pharmacy will be entitled to enjoy all the privileges of a Life Member.
- 1.13 Every Member shall inform to IPA Headquarter and State and Local branch he/she belongs regarding change, if any, in his/her mailing address in his/her own interest.
- 1.14 Every Member is entitled to receive print/electronic copy of Pharma Times, an official publication of the Association, as decided by CEC from time to time. The Foreign Life member/Student member/Student Life member will have access to Pharma Times on IPA Website. Newly enrolled member will receive first copy of Pharma Times issued after the date of his/her enrolment as Member.
- 1.15 The Office of the Association shall maintain Branch-wise Register of members and Council Members of all Branches. The IPA headquarter shall update the record adding names of new members to the list and deleting the names, if any of defaulting members from the list and intimate the State/Local branches.
- 1.16 The Association reserves its right to admit, reject or terminate the membership of the Association and amend these Bye-Laws of the Association as and when necessary.

2. Membership Fees

(Under Rule 2.8)

2.1 Patron

A person can become a Patron Member of the Association by paying an amount of Rs.50,000/- or more at one time to the Association.

2.2 Life Member

2.2.1 A person satisfying the qualifications for Membership as stated in Rule 2.2 can become a Life member of the Association on payment of admission fee and membership subscription as approved by the CEC from time to time (Annexure) at the time of application.

2.2.2 A person nominated by CEC as an Honorary Member of the Association in accordance with the Rules and Regulations of the Association need not to pay admission fee and subscription.

2.2.3 Life Membership shall be limited to 20 years for new Life members enrolled after 31st March 2004. The existing Life Members as on 31 March 2004 shall remain as Life Members for next 20 years that is up to 31st March 2024. After expiry of life of 20 years period the member can remain Life Member for another period of 20 years by paying an amount equal to the annual membership subscription prevailing at that time.

2.2.4 A person also can become a Life Member of the Association on payment of admission fee and membership subscription in three equal installments as approved by the CEC (Annexure). The first installment at the time of application along with admission fees and thereafter on payment of two installments on or before 31st March in the same official year in which the application for membership was submitted. Application for Life Membership by installment can be submitted at any time during the year. If full amount of membership fees is not received from a person during the official year i.e. from 1st April to 31st March, the membership shall stand automatically terminated. However, under exceptional

circumstances the National Hon Gen. Secretary in consultation with the National President may consider refund of part of the fees or converting his membership to an Annual Membership

2.2.5 A senior citizen of 60 years and above and qualified to be elected as a Life Member of the Association and desirous of being so elected can pay 50% of the current Life membership fees and become Life Member of the Association.

2.2.6 An Annual Member having 20 years of continuous membership in IPA and desirous to become a Life Member of the Association can pay 50% of the current Life membership fees and become Life Member of the association after verifying with IPA Headquarter the continuity of membership. The Annual Member desirous to become Life member need not pay Admission fees again.

2.3 Annual Member

2.3.1 A person can become an Annual Member of the Association on payment of Admission fee and Annual Membership Subscription of at the time of application as approved by the CEC (Annexure) and thereafter paying annual Membership subscription every year on or before 31st May. Application for Annual Membership can be submitted any time during the year. However next renewal of membership shall become due and payable on 1st April of the following year. If renewal of membership is not done on or before 31st May, the Annual Membership shall automatically stand terminated. Annual Member desirous to become Life Member need not pay admission fee again provided his/her membership is current.

2.4 Institutional Life Member

2.4.1 Institutional Life Membership shall be open to the categories viz. corporate bodies engaged in the manufacture, distribution or sale of pharmaceutical products, machinery or ancillaries, teaching and research institutions. When applying for membership, the institution shall indicate its major line of activity and nominate one person of its choice to represent it as Member of the Association. The person so nominated should satisfy the qualifications for Membership as stated in Rule 2.2. The Institution can replace its nominee member as and when necessary.

The Institutional Life member will get a certificate and receive e-copy of Pharma Times.

2.4.2 An institution can become an Institutional Life Member of the Association on payment of Admission fees and membership subscription as decided by the CEC (Annexure) at the time of application. An Institutional Life Membership shall be limited to 10 years.

2.5 Associate Member - Life/Annual

2.5.1 A person can become an Associate Life Member of the Association on payment of Membership fee as decided by the CEC (Annexure) at the time of application.

An Associate Life Membership shall be limited to 20 years for new Life members enrolled after 31st March 2004. The existing Life Members as on 31 March 2004 shall remain as Life Members for next 20 years that is up to 31st March 2024. After expiry of life of 20 years period the Associate Life Member can remain Life Member for another period of 20 years by paying an amount equal to the annual subscription fees of an Associate Membership prevailing at that time.

2.5.2 A person can become an Associate Member of the Association on payment of Admission fee and Annual Membership fee as decided by the CEC (Annexure) at the time of application and thereafter paying every year annual membership subscription on or before 31st May. Application of Associate Membership can be submitted any time during the year. However, next renewal of membership shall become due and payable on 1st April of the following year. If the renewal is not done on or before 31st May, the Associate Membership shall automatically stands terminated.

2.6 Student Member

- 2.6.1 A Student member as defined under Rule No. 2.8 can become a Student member of the Association on payment of subscription as decided by the CEC (Annexure) at the time of application for his/her entire term of degree. Student Member is exempted from payment of admission fees.
- 2.6.2 A Student of Diploma course in Pharmacy can become a Student member of the Association on payment of subscription as decided by the CEC (Annexure) at the time of application for his/her entire term of Diploma course. Student Member is exempted from payment of admission fees.
- 2.6.3 A Student after completing his Degree course does not remain a Student member. However, if he/she continues his/her education for Master's Degree or Pharm D, (Post Baccalaureate) he/she can continue his/her Student membership of the Association, on the basis of recommendation of the Principal of the college, by paying annual subscription as decided by the CEC (Annexure) until completion of the education.
- 2.6.4 A Pharmacy Student can become a Student Life Member of the Association by paying amount of Life Membership subscription as decided by the CEC (Annexure) in equal installments. The Student Life member will enjoy the privileges of student membership until completion of his/her graduation. After completing his/her Degree the Student becomes Life member of the Association and enjoys the privileges of Life Member. Student Life Member need not pay admission fees.

2.7 Foreign Life member – Life

- 2.7.1 A person staying abroad and satisfying the qualifications of Membership as stated in Rule 2.2 can become Life Member of the Association on payment of subscription as decided by the CEC (Annexure) inclusive of Admission fees at the time of application

A person staying abroad and satisfying the qualifications of Membership as stated in Rule 2.2 can become an Annual Member of the Association on payment of subscription as decided by the CEC (Annexure) inclusive of Admission fees at the time of application at the time of application and thereafter paying annual subscription on or before 31st May.

- 2.7.2 A Foreign Life member shall enjoy all the privileges and shall be abided by the Rules and Regulations, Bye-laws of the Association in respect of an Life Member. Foreign Life members will be provided electronic copy of Pharma Times

3.0 Publications

- 3.1 "Pharma Times" (PT) is the official publication of the association. Periodicity of the publication shall be decided by the CEC from time to time.
- 3.2 The "Indian Journal of Pharmaceutical Sciences" (IJPS) is Official Scientific publication of the association. Periodicity of the publication shall be decided by the CEC from time to time.
- 3.3 Among other things, Pharma Times shall publish the proceedings of the CEC, the Annual Report and Accounts of the Association, Reports on Branch activities, Proceedings of Convention etc. as well as notifications of Indian Pharmaceutical Association and other information such as articles, advertisements, announcements etc.
- 3.4 The Editor of each Publication viz; Pharma Times and Indian Journal of Pharmaceutical Sciences, who shall be responsible for the publication in accordance with the policy laid down by the CEC and the well-established practices of other scientific and professional journals
- 3.5 Each publication shall have an Editorial Board consisting of Editor, Associate Editors, Assistant and an additional Advisory Board, if felt necessary nominated by the CEC on the recommendation of the Editors concerned.

- 3.6 The members of Editorial Board and the Advisory Board of Indian Journal of Pharmaceutical Sciences will be selected, who are experts in different branches of pharmaceutical sciences irrespective of whether they are members of IPA or not. The main function of members of the Editorial Advisory Board is to act as referees on papers submitted for publication in the journal and generally to advise the Editor on relevant matters.
- 3.7 Pharma Times and Indian Journal of Pharmaceutical Sciences shall maintain Separate Bank Accounts. Its respective Editor shall be one of the signatories to operate the account jointly with National Hon. Gen. Secretary/Treasurer/ National President of the Association.
- 3.8 The financial commitments of each publication shall be the responsibility of the CEC. The CEC shall give to each publication an adequate amount from its funds for maintaining the activities of the publication.
- 3.9 The Editor of each publication shall prepare an Annual Report of the publication. The Editor of each publication shall be responsible for preparing budget for the following year for incorporation in the Annual report of the Association in consultation with the Treasurer.

3.10 Subscription for Publications

- 3.10.1 In respect of direct subscribers for Pharma Times, the subscription rates will be approved by CEC. (Annexure) The CEC will have authority to revised the rates of subscription of Pharma Times as an when necessary.
- 3.10.2 In respect of Member subscribers and direct subscribers for IJPS the subscription rates will be approved by CEC. (Annexure) The CEC will have authority to revised the rates of subscription of IJPS as an when necessary.

4.0 Central Executive Council

(Under Rule 3)

- 4.1. a) All The Office Bearers of the Association, National President, Vice Presidents, National Hon. Gen. Secretary, Hon. Treasurer, Joint Secretary and Editors of the publications of the Association.
- b) Representatives of the State/Foreign Branches. Basis for distribution of seats

No of members in The State/Foreign Branch	Number of persons to be nominated on CEC
Up to 100	1
101 to 200	2
201 to 300	3
301 to 500	4
501 to 1000	5
Above 1000	6

Notes:

- i) Membership number means the Members of the Association eligible to vote
- ii) The term of CEC member of the Association shall be for two years
- c) Not more than 2 additional seats for the Headquarters city to ensure quorum.
- d) Immediate Past National President of the Association.

- e) Not more than 5 Associate Secretaries.
- f) Not more than 12 invitees. The invitees will not have right to vote on the CEC.
- g) Joint Secretary

4.2 Every CEC member irrespective of his/her representation in the CEC shall have only one vote

4.3 Normally all the decisions/resolutions shall be taken/passed by a majority vote of CEC members present and voting at the meeting and the same shall be treated as the decision of the CEC. The National President will have casting vote.

4.4 Any member of the CEC desirous of bringing any special motion or proposition before the CEC shall give written notice of the same to the National Hon. Gen. Secretary, who shall include it in the agenda for the earliest possible CEC meeting.

4.5 Election Procedure to elect Office Bearers of IPA on Central Executive Council.

(Under Rules 3.10)

4.5.1 Scope:

The Election procedure described below shall be applicable for electing Office Bearers of the Indian Pharmaceutical Association on the Central Executive Council except Joint Secretary. The election procedure shall be effective from the date of its approval by the CEC.

4.5.2 Office Bearers of IPA Central Executive Council to be elected:

The following Office Bearers shall be elected by following the election procedure.

Office Bearers	
National President	one position
Vice Presidents	five positions
National Hon Gen. Secretary	one position
Treasurer	one position
Editor Pharma Times	one position
Editor – IJPS	one position
Total	Ten positions

4.5.3 Term of the Office Bearers:

The term of the Office Bearers of IPA shall be for two years or till such time their successors elected or until a period of 6 months after the expiry of their term whichever is earlier

4.5.4 Election Rules:

1. These rules shall be called the Election Rules of Office Bearers of the Association to be elected. They shall be deemed to have come into force from the date of their approval by the CEC.

2. The eligibility criteria and electoral college for various positions have been defined in the Table.

Position	Eligibility criteria	Electoral college
National President	<p>The nominee shall be from Past National Presidents, past and existing Vice – Presidents and from past and existing Office bearers of IPA Center and shall be Annual/Life member of the Association for at least 10 continuous years. The candidate should not be an Office Bearer of other Pharmaceutical/ Pharmacy associations affiliated to IPCA namely APTI, IPGA, IHPA and AIDCOC during the previous two years at the time of filing nomination. The nominee candidate shall give undertaking that he/she would not take any office bearers position of other Pharmaceutical/Pharmacy associations affiliated to IPCA.</p> <p>Provided further that the National President of the Association, who has held office for a term of two consecutive years, shall be eligible for re-election for only one more term of two consecutive years and thereafter shall not be eligible for re-election until two years.</p>	<p>IPA Past National Presidents, All the CEC members except CEC invitees. State Branch Council (SEC) members except invitees and co-opted members</p>
Chairpersons of Divisions/Vice Presidents	<p>The nominee shall be from Past National Presidents, past and existing Vice – Presidents, past and existing CEC members of IPA who have opted for the specific Division, a Divisional Committee member for at least for one term and shall be Annual/Life member of the Association for at least 10 continuous years. The candidate should not be an Office Bearer of other Pharmaceutical/Pharmacy associations affiliated to IPCA namely APTI, IPGA, IHPA and AIDCOC during the previous two years at the time of filing nomination. The nominee candidate shall give undertaking that he/she would not take any office bearers position of other Pharmaceutical/Pharmacy associations affiliated to IPCA.</p> <p>Provided further that the Chairpersons of Divisions/Vice Presidents of the Association, who has held office for a term of two consecutive years, shall be eligible for re-election for only one more term of two consecutive years and thereafter shall not be eligible for re-election until two years.</p>	<p>IPA Past National Presidents, all the CEC members for all the Divisional Chairpersons positions except invitees. Members of the respective Divisional committee (Only for the respective Divisional Chairperson.)</p>
National Hon. Gen. Secretary	<p>The nominee shall be a CEC member except invitees for at least one term, past and existing, and shall be Annual/Life member of the Association for at least 5 continuous years. The candidate should not be an</p>	<p>IPA Past National Presidents, all the CEC members except CEC invitees and State Branch Council members except invitees and co-opted members</p>

<p>Hon. Treasurer</p>	<p>Office Bearer of other Pharmaceutical/Pharmacy associations affiliated to IPCA namely APTI, IPGA, IHPA and AIDCOC during the previous two years at the time of filing nomination. The nominee candidate shall give undertaking that he/she would not take any office bearers position of other Pharmaceutical/Pharmacy associations affiliated to IPCA.</p> <p>Provided further that the National Hon. Gen. Secretary of the Association, who has held office for a term of two consecutive years, shall be eligible for re-election for only one more term of two consecutive years and thereafter shall not be eligible for re-election until two years.</p> <p>The nominee shall be a CEC member except invitee for at least one term, past and existing, and shall be Annual/Life member of the Association for at least 5 continuous years. The nominee for position of Treasurer shall be the residents of the city in which the Headquarter of IPA is located i.e. at present Mumbai The candidate should not be an Office Bearer of other Pharmaceutical/Pharmacy associations affiliated to IPCA namely APTI, IPGA, IHPA and AIDCOC during the previous two years at the time of filing nomination. The nominee candidate shall give undertaking that he/she would not take any office bearers position of other Pharmaceutical/Pharmacy associations affiliated to IPCA.</p> <p>Provided further that the Hon. Treasurer of the Association, who has held office for a term of two consecutive years, shall be eligible for re-election for only one more term of two consecutive years and thereafter shall not be eligible for re-election until two years.</p>	<p>IPA Past National Presidents, all the CEC members except CEC invitees and State Branch Council members except invitees and co-opted members</p>
<p>Editor Pharma Times and Editor IJPS</p>	<p>The candidate shall be Annual/Life member of the Association for at least 5 continuous years. The candidate should not be an Office Bearer of other Pharmaceutical/Pharmacy associations affiliated to IPCA namely APTI, IPGA, IHPA and AIDCOC during the previous two years at the time of filing nomination. The nominee candidate shall give undertaking that he/she would not take any office bearers position of other Pharmaceutical/Pharmacy associations affiliated to IPCA.</p> <p>Provided further that the Editors of the Association, who has held office for a term of two consecutive years, shall be eligible for re-election for only one</p>	<p>IPA Past National Presidents, all the CEC members except CEC invitees and State Branch Council members except invitees and co-opted members</p>

	more term of two consecutive years and thereafter shall not be eligible for re-election until two years.	
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3. The updated list of Electoral College shall be available with National Hon. Gen. Secretary of the Association.
4. The CEC in its meeting held in September/October every of the year prior to the expiry of the term of the Office Bearers shall appoint any member either from the existing CEC members or any other member of the Association in the opinion of the CEC competent of conducting the election as Returning Officer and ensure that the implementation of election procedure as per the schedule.
5. The CEC before appointing the Returning Officer shall obtain an undertaking from the member proposed to be appointed as Returning Officer that he/she will not contest election nor propose or second any candidate and shall ensure the secrecy of the information relating to the election.
6. The Returning Officer shall have authority to appoint such polling staff as may be necessary in his/her opinion for the purpose of conducting election.
7. The Returning Officer shall prepare the Election Schedule for conducting the election of Office Bearers of the Association. The Election schedule shall be notified on IPA website for the information of members.
8. The functions of the Returning Officer shall be as follows.
 - To scrutinize the updated list of Electoral College
 - To draw up detailed programme of election after taking into consideration the various stages of election process.
 - To invite nominations, to receive and scrutinize them, to publish list of valid nominations and list of final nominations remaining after receiving consent or withdrawal of nominations if any.
 - To make arrangements for election by postal ballot.
 - To receive the ballot papers, to arrange counting of votes in the presence of candidate or his/her representative and to communicate the results of election to the successful candidates, National President of the Association and the National Hon. Gen. Secretary.
 - To take such other action/s as are necessary for and incidental to the election of the Office Bearers of the Association.
9. The Returning Officer shall issue a notice inviting nominations from members of the Central Executive Council and members of Executive Council of State branches for the following positions of Office Bearers of the Association viz. National President, National Hon. Gen. Secretary and Treasurer, Editor Pharma Times and Editor IJPS in "Form A (1)" appended to these Bye laws.
10. The Returning Officer shall issue a notice inviting nominations from members of the Central Executive Council and members of respective Divisional Committees for the positions of Divisional Chairmen/Vice Presidents of Association in "Form A(2)" appended to these Bye laws.
11. The nominations shall be received in "Form B (1) and B (2)" appended to these Bye-laws which shall be sent to the members along with "Form A (1) & Form A (2)".
12. The nominations shall be delivered to the Returning Officer within the period notified in the notice inviting nominations.

13. The nominations received till the last date fixed for receiving the nominations shall be scrutinized by the Returning Officer on the date and time fixed for scrutiny of nominations and the list of valid nominations shall be prepared. The Returning Officer shall communicate to the persons in writing who have nominated Candidates those are rejected stating reasons of rejection of their nominations. The Returning Officer shall also inform to the valid nominees with regard to his/her nomination/s for the position/s and obtaining the consent.
14. The Returning Officer shall communicate to the persons whose nominations have been declared valid and allow sufficient time to them to withdraw or give consent for their candidature by means of a letter addressed to the Returning Officer in "Form C" appended to these Bye-laws. A candidate can contest for one position only. The Candidate shall inform to the Returning Officer through consent his/her choice of the position.
15. If more than one valid nomination is received for any position, the Returning Officer will conduct election by secret postal ballot for that position. If there is only one valid nomination for any position the nominee shall be declared elected unopposed for the position.
16. In the absence of any valid nomination for any of the position, the position shall be filled by nomination by the CEC after ensuring that the eligibility criteria are met with in its meeting held for that purpose.
17. The ballot paper shall be in "Form D" appended to these Bye laws. Every ballot paper shall bear the seal of IPA and shall bear the signature of Returning Officer with date of issue.
18. The names of the candidates in the ballot paper shall be arranged in alphabetical order with surname appearing first.
19. The ballot paper along with necessary instructions will be sent to all the members of electoral college in a sealed envelope along with empty envelop having address and with proper postal stamps affixed on it for sending ballot papers back to the Returning Officer.
20. The members after making voting mark on the ballot paper should place it in an envelope and shall seal it and place in another self- addressed envelope and send to the Returning Officer. The ballot paper should be sent to the Returning Officer in the envelopes provided by the Returning Officer. The ballot papers received in any other envelope will be invalid.
21. The envelope of ballot papers received till the last date of receiving the same shall be opened by the Returning Officer on the date fixed for counting of votes. The returning officer shall invite the candidates at the time of counting of votes. After counting the valid votes the Returning Officer shall prepare a list of elected Office Bearers and shall communicate in writing to successful candidates and forward a copy of the communication to the National President and National Hon. Gen. Secretary.
22. The ballot papers received after the last date of receiving will not be considered for counting.
23. The National President shall announce the results of the election in the next CEC meeting or a CEC meeting to be convened within 30 days from the date of receiving the results from the Returning Officer whichever is earlier.
24. The National President Elect and the newly elected Office Bearers will take charge from the outgoing National President and the Office Bearers on 1st April or in a CEC meeting convened within 30 days from the announcement of the results whichever is earlier.
25. All the records pertaining to the election shall be sealed by the Returning Officer and shall hand over to the National Hon. Gen. Secretary of the IPA.
26. The National Hon Gen Secretary shall carefully preserve the records under lock and key. If the result of the election is disputed/questioned within a period of three months from the date of the announcement of election by the candidate or CEC member or a member of the association the records pertaining to election shall be preserved

until final decision of dispute. If there is no dispute, the National Hon. Gen. Secretary shall destroy the records after four months.

27. If for any reason beyond the control of the Returning Officer, it is not possible to observe the time schedule prescribed under these Rules, the Returning Officer may revise the same with due notice to the CEC.

28. The CEC if necessary may make amendments to these rules as and when applicable.

5.0 Administrative Committee

(Under Rules 3.14 & 3.15)

5.1 An Administrative Committee shall be constituted mainly for the purpose of overseeing and monitoring administration and accounts of the Association.

5.2 The membership of the Administrative Committee shall be as follows

The National President of the Association.

The immediate past National President of the Association.

The National Hon. Gen. Secretary or in his absence Joint Secretary of the Association.

The Treasurer of the Association.

The Chairman of the Governing Body of Bombay College of Pharmacy or his nominee

The Editor of Pharma Times or in his/her absence a nominee

The Editor of IJPS or in his/her absence a nominee

Administrative head of IPA

5.3 The term of office of the Administrative Committee shall be for two years. However, the members of Administrative Committee shall continue till such time their successors are selected.

5.4 The National President and in his absence immediate past National President will preside over the meeting. In absence of both the members present shall elect a chairperson for the meeting.

5.5 Among other responsibilities assigned to the National Hon. Gen. Secretary by the Administration Committee, he/she shall also be responsible to convene the Administrative Committee meetings and record the proceedings of the meetings.

5.6 The Administrative Committee shall ordinarily meet once in a year and at such other time as may be necessary. Three members shall constitute a quorum for the meeting

5.7 The functions of the Administrative Committee shall be

- a) To recruit the office staff required by the Association's Headquarters office, IPA's publications.
- b) To frame the service and conduct rules for the staff including pay scale, provident fund rules, leave rules, standing orders, disciplinary regulations and other administrative conditions.
- c) To consider matters related to the Accounts of the Association and the Administration of the office of the Association from time to time.
- d) To consider matters related to the property of the Association including land building and services as may be referred by the concerned authorities.

5.8 Decisions taken by the Administrative Committee shall be referred to the CEC for ratification.

6.0 State, Local and Foreign Branches

(Under Rule 4)

Share of Subscription

- 6.1 The Council shall pay to each State/Local Branch as a share of subscription, an amount equivalent to 25% of the subscription collected from Life Members enrolled by the respective State/Local Branches (excluding admission fee, taxes as applicable and bank commission if any) during the preceding year.
- 6.2 The amount of share of subscription will be paid to the branch only after receiving the Annual report and audited Statement of Accounts for the preceding year. If any of the Branch fails to submit the Annual Report and Statement of accounts on or before stipulated date (Rule 4.7) the payment of share of subscription will be withheld for period of one year from the due date of submission of the Annual Report and Statement of accounts. Thereafter the amount shall be transferred to the Corpus Fund of the Association and the Branch shall forfeit its right to receive it.

7.0 Divisions

(Under Rule 3)

- 7.1 The Council has established five special groups of members namely, Community, Education, Hospital, Industrial and Regulatory Affairs, covering various facets of pharmacy profession called as respective Divisions to promote Pharmaceutical sciences and Pharmacy practices in a focused manner. Beside this, there will be a separate Division for students as Pharmacy Student Division.
- 7.2 Every Divisional Chairman within a period of 30 days from the date of assuming the office shall organize election of Office Bearers of Divisional Committee viz. one Vice – Chairman, one Secretary, one Treasurer and not more than five members by postal ballot. On each Divisional committee three members shall be nominated by CEC and two members shall be nominated from the State Branch of IPA in which the Headquarter of the Division is located. In addition to above Student Division shall nominate two members on Education Divisional Committee.

Member desirous to become Office Bearer of the Divisional Committee should be Annual/Life Member of IPA of not less than 4 years standing.

- 7.3 The Secretary of each Division assumes the responsibilities on the CEC as an Associate Secretary in accordance with Rule 3.1(g).
- 7.4 Chairman of each Division shall concurrently assume the responsibility on the CEC as the Vice – President of the Association and be considered as an Office Bearer of the Association.
- 7.5 The Headquarter of each Division shall be located in the city from which place the Divisional Secretary will operate and may avail of the facilities of the State/Local Branch of IPA where available.

Provided that the Divisional Chairman in consultation with the Divisional Committee Members may decide a place other than the recommended above for operating the Divisional Headquarters

- 7.6 Every member of the Divisional Committee should be IPA Life Member or Annual Member and also should have opted for preference to the respective Division.
- 7.7 The outgoing Divisional Chairman shall transfer the bank balance of the Division to the Headquarters of IPA along with statement of accounts and Bank Pass-Book by 31st March. He shall also transfer the important documents to the new office of the Division after its establishment.
- 7.8 Chairman of each Division shall normally attend the meeting of the Council. In his absence, he may depute one of the Office Bearers of the Division to attend the meeting on his behalf.

- 7.9 The Division shall receive amount of seed money as determined by the CEC from time to time to cover the expenses for routine administration. In addition, the Division shall mobilize resources for its activities.
- 7.10 The Divisional Chairman shall submit proposals to the CEC for planned activities and expenditure envisaged for the year latest by 31st July. He shall also submit from time to time and at least once quarterly, the accounts of the Division to the CEC. All surplus funds generated by the Divisions at the end of the activity must be remitted back to the CEC after retaining an agreed sum for its operational activities.
- 7.11 On the establishment of each Division, any State or Local Branch of IPA in concurrence with the Division and its Office Bearers may resolve to form a local unit of the Division after due approval of the CEC.
- 7.12 The newly elected Divisional Chairman shall communicate to the IPA Head Quarters the name of the bank and account number where the account of the Division is opened within 45 days from the date of assuming the office to which the seed money shall be transferred. Provided further that the National Hon. Gen. Secretary and Treasurer of IPA shall also be authorised signatories along with the Divisional authorised signatories to operate the Bank Account.
- 7.13 The Secretary of each Division shall send regularly the minutes of the Divisional Committee meetings to IPA Head Quarters within a period of 10 days from the date of meeting.
- 7.14 The Secretary of each Division shall send report and proceedings of the seminars, symposia, workshops and conventions organized by the Division to the Editor, Pharma Times for publication within a period of one month of the event.
- 7.15 Every Division shall as far as possible publish all its forthcoming events in Pharma Times and IPA Website or any other local publication well in advance for the benefit of all IPA members.
- 7.16 The Divisional Secretary shall inform to all CEC members about the seminar workshop or convention of the Division.
- 7.17 All Divisional programs will normally be organized in co-ordination with respective State/Local branch of IPA.
- 7.18 The Division can organize seminar, workshop or convention jointly with other Division/s however, if it is jointly with other association or institution a prior approval of National President/ National Hon. Gen. Secretary is necessary.

8.0 Bye Laws for the Division
(Under Bye-laws 7.1 & 7.2)

- 8.1 The name of the Division shall be "The Indian Pharmaceutical Association Divisions": Industrial Pharmacy/Pharmacy Education/Hospital Pharmacy/Community Pharmacy/Regulatory Affairs, as the case may be and herein named as "Division".
- 8.2 A State or Local branch of the Association in consultation with the appropriate Divisional Committee and on receiving its written approval shall approach the CEC for obtaining permission to form a "Divisional Chapter" or herein named as "Chapter". The Members classified under a specific Chapter are not less than 25 for a State branch and 15 for Local branch respectively provided that the CEC may at a meeting specially called for the purpose decide to abolish a State or Local chapter if, in its wisdom, the Chapter has not been functioning properly.
- 8.3 All the Divisions and State chapters shall work under the supervision of the CEC.
- 8.4 Everything being equal, Scientific papers and articles of interest received from members of the Division shall also be considered for publishing in Indian Journal of Pharmaceutical Sciences or Pharma Times.
- 8.5 In all other matters not specified here the Divisional Committees and Divisional Chapters shall be guided by the Rules and Regulations of the Indian Pharmaceutical Association and the direction which the CEC may give from time to time.

9.0 Awards

(Under Rule 3.16)

9.1 The CEC shall approve guidelines for any awards given by the Association or discontinue awards as and when necessary.

Currently the following awards are given by the Association

- a. Eminent Pharmacist Award
- b. Prof. M. L. Khorana Memorial Lecture Award
- c. Fellowships
- d. Fellowship to NRIs for exceptional contribution
- e. IRF Life Time Achievement Award
- f. Best State/Local Branch Awards
- g. Prof M. L. Khorana -IJPS Best Paper Awards
- h. National Student Elocution Competition Awards
- i. Dr. M. Venkateswarlu Memorial Lecture Award
- j. IPA National President's Special Oration Award
- k. Prof M. L. Shroff Medal
- l. Prof. M L Khorana Medal
- m. Pharmaceutical Industry of Excellence of the year

The CEC may amend these guidelines or incorporate new awards in its meeting held for that purpose as and when necessary.

10.0 Rules and Bye laws for State and Local Branches

(Under Rule 4.5)

10.1 Model Rules, Bye-laws and Election Procedure for State Branches

10.2 Model Rules, Bye-laws and Election Procedure for Local Branches

Form A (1)

Circular Letter inviting Nominations

Ref. IPA/

Date

To
All Central Executive Council Members &
All State Executive Council Members

Dear Member,

1. As per the Rules of the Indian Pharmaceutical Association, the following Office Bearers are due to retire on the 31st March 200__.

PRESENT OFFICE BEARERS	
National President	: _____
National Hon. Gen. Secretary	: _____
Treasurer	: _____
Editor – Pharma Times	: _____
Editor – IJPS	: _____

2. Nominations are herewith invited from the members of the Central Executive Council as well as from the members of the State Executive Councils of the State Branches of the Association in accordance with Rule 3.5 and Rule 10.1 for the following positions, so as to reach IPA Office on or before _____ .

National President	(one position)*
National Hon. Gen. Secretary	(one position)*
Treasurer	(one position)**
Editor – Pharma Times	(one position)*
Editor – IJPS	(one position)*

* Rule 3.5 An Office Bearer and/or a CEC Member of the Association shall hold office for a term of two years and shall be eligible for re-election or re nomination to hold the office for an additional term of 2 years and thereafter shall not be eligible for re-election until 2 years. In any case, an office-bearer shall continue to hold office until his successor is elected or until a period of 6 months after expiry of his term, whichever is earlier, except that the editors of publications may be requested to continue to ensure timely release of IPA Publications, until a suitable successor is elected or for another term whichever is earlier.

** Rule 10.1 The Treasurer of the Association shall be the resident of the city in which the Headquarters of the Association is located.

3. Information on Eligibility criteria for Nomination and the Electoral College

Position	Eligibility criteria	Electoral college
<p>National President</p>	<p>The nominee shall be from Past National Presidents, past and existing Vice – Presidents and from past and existing Office bearers of IPA Center and shall be Annual/Life member of the Association for at least 10 continuous years. The candidate should not be an Office Bearer of other Pharmaceutical/ Pharmacy associations affiliated to IPCA namely APTI, IPGA, IHPA and AIDCOC during the previous two years at the time of filing nomination. The nominee candidate shall give undertaking that he/she would not take any office bearers position of other Pharmaceutical/Pharmacy associations affiliated to IPCA.</p> <p>Provided further that the National President of the Association, who has held office for a term of two consecutive years, shall be eligible for re-election for only one more term of two consecutive years and thereafter shall not be eligible for re-election until two years.</p>	<p>IPA Past National Presidents, All the CEC members except CEC invitees. State Branch Council (SEC) members except invitees and co-opted members</p>
<p>National Hon. Gen. Secretary</p>	<p>The nominee shall be a CEC member except invitees for at least one term, past and existing, and shall be Annual/Life member of the Association for at least 5 continuous years. The candidate should not be an Office Bearer of other Pharmaceutical/Pharmacy associations affiliated to IPCA namely APTI, IPGA, IHPA and AIDCOC during the previous two years at the time of filing nomination. The nominee candidate shall give undertaking that he/she would not take any office bearers position of other Pharmaceutical/Pharmacy associations affiliated to IPCA.</p> <p>Provided further that the National Hon. Gen. Secretary of the Association, who has held office for a term of two consecutive years, shall be eligible for re-election for only one more term of two consecutive years and thereafter shall not be eligible for re-election until two years.</p>	<p>IPA Past National Presidents, all the CEC members except CEC invitees and State Branch Council members except invitees and co-opted members</p>

Position	Eligibility criteria	Electoral college
Hon. Treasurer	<p>The nominee shall be a CEC member except invitee for at least one term, past and existing, and shall be Annual/Life member of the Association for at least 5 continuous years. The nominee for position of Treasurer shall be the residents of the city in which the Headquarter of IPA is located i.e. at present Mumbai The candidate should not be an Office Bearer of other Pharmaceutical/Pharmacy associations affiliated to IPCA namely APTI, IPGA, IHPA and AIDCOC during the previous two years at the time of filing nomination. The nominee candidate shall give undertaking that he/she would not take any office bearers position of other Pharmaceutical/Pharmacy associations affiliated to IPCA.</p> <p>Provided further that the Hon. Treasurer of the Association, who has held office for a term of two consecutive years, shall be eligible for re-election for only one more term of two consecutive years and thereafter shall not be eligible for re-election until two years.</p>	IPA Past National Presidents, all the CEC members except CEC invitees and State Branch Council members except invitees and co-opted members
Editor Pharma Times and Editor IJPS	<p>The candidate shall be Annual/Life member of the Association for at least 5 continuous years. The candidate should not be an Office Bearer of other Pharmaceutical/Pharmacy associations affiliated to IPCA namely APTI, IPGA, IHPA and AIDCOC during the previous two years at the time of filing nomination. The nominee candidate shall give undertaking that he/she would not take any office bearers position of other Pharmaceutical/Pharmacy associations affiliated to IPCA.</p> <p>Provided further that the Editors of the Association, who has held office for a term of two consecutive years, shall be eligible for re-election for only one more term of two consecutive years and thereafter shall not be eligible for re-election until two years.</p>	IPA Past National Presidents, all the CEC members except CEC invitees and State Branch Council members except invitees and co-opted members

4. Enclosed herewith is the Nomination Form I.

- Please ensure that Nomination Forms are sent, so as to reach IPA Headquarter, Mumbai, by _____, by Fax (Original to be followed by mail) /Post/Hand delivery/Courier.
- Please ensure that the Nomination Forms sent for the IPA Office bearer the IPA Seal and signature of the Executive Secretary.
- Enclosed please find a self-addressed envelope for your convenience.

With best regards,
Yours truly,

RETURNING OFFICER

Form A (2)
Circular Letter inviting Nominations

Ref. IPA/

Date

To

All Central Executive Council Members (CEC)

All Respective Divisional Committee Members

Dear Member,

1. As per the Rules of the Indian Pharmaceutical Association, the following Office Bearers are due to retire on the 31st March 200__.

PRESENT OFFICE BEARERS	
Chairman, Industrial Pharmacy Division (IPD) & Vice President	: _____
Chairman, Regulatory Affairs Division (RAD) & Vice President	: _____
Chairman, Pharmacy Education Division (ED) & Vice President	: _____
Chairman, Community Pharmacy Division (CPD) & Vice President	: _____
Chairman, Hospital Pharmacy Division (HPD) & Vice President	: _____

2. Nominations are invited from the Members of the Central Executive Council and from the Members of the respective Divisional Committee Members for the following positions, so as to reach IPA office on or before _____.

Chairman – IPD	-	(one post)*
Chairman – RAD	-	(one post)*
Chairman – ED	-	(one post)*
Chairman – CPD	-	(one post)*
Chairman – HPD	-	(one post)*

- * Rule 3.5 An Office Bearer and/or a CEC Member of the Association shall hold office for a term of two years and shall be eligible for re-election or re nomination to hold the office for an additional term of 2 years and thereafter shall not be eligible of re-election until 2 years. In any case, an office-bearer shall continue to hold office until his successor is elected or until a period of 6 months after expiry of his term.

3. Information on Eligibility criteria for nomination and the Electoral College

Position	Eligibility Criteria	Electoral College
Chairpersons of Divisions / Vice Presidents	<p>The nominee shall be from Past National Presidents, past and existing Vice – Presidents, past and existing CEC members of IPA who have opted for the specific Division, a Divisional Committee member for at least for one term and shall be Annual/Life member of the Association for at least 10 continuous years. The candidate should not be an Office Bearer of other Pharmaceutical/Pharmacy associations affiliated to IPCA namely APTI, IPGA, IHPA and AIDCOC during the previous two years at the time of filing nomination. The nominee candidate shall give undertaking that he/she would not take any office bearers position of other Pharmaceutical/Pharmacy associations affiliated to IPCA.</p> <p>Provided further that the Chairpersons of Divisions/Vice Presidents of the Association, who has held office for a term of two consecutive years, shall be eligible for re-election for only one more term of two consecutive years and thereafter shall not be eligible for re-election until two years.</p>	IPA Past National Presidents, all the CEC members for all the Divisional Chairpersons positions except invitees. Members of the respective Divisional committee (Only for the respective Divisional Chairperson.)

4. Enclosed herewith is the nomination form II.

- Please ensure that Nomination Forms are sent, so as to reach IPA Headquarter, Mumbai, by _____, by Fax (Original to be followed by mail) /Post/Hand delivery/Courier.
- Please ensure that the Nomination Forms sent for the IPA Office bearer the IPA Seal and signature of the Executive Secretary.
- Enclosed please find a self-addressed envelope for your convenience.

With best regards,
Yours truly,

RETURNING OFFICER

FORM B
Nomination Form I

IPA seal with signature of Executive Secretary

To
The Returning Officer,
Indian Pharmaceutical Association
Kalina, Santacruz (E),
Mumbai – 400 098.

Dear Sir,

Please refer to your Circular No. _____ dated _____, inviting nominations for the Office Bearers on Central Executive Council of Indian Pharmaceutical Association for the period from 1st April 200_ to 31st March 200_.

I hereby nominate as follows :-

Name of the Position	No. of Positions	Name of the Nominee
National President	(one position) :	
National Hon. Gen. Secretary	(one position) :	
Treasurer	(one position) :	
Editor – Pharma Times	(one position) :	
Editor – IJPS	(one position) :	

With best regards,

Yours truly,

Signature _____ Name _____
(in BLOCK letters)

Date _____ Place _____ IPA Membership No. _____

FORM B
Nomination Form II

IPA seal with signature of Executive Secretary

To
The Returning Officer
Indian Pharmaceutical Association
Kalina, Santacruz (E),
Mumbai – 400 098.

Dear Sir,

Please refer to your Circular No. _____ dated _____, inviting nominations for the Divisional Chairmen for the period 1st April 200__ to 31st March 200__.

I hereby nominate as follows :-

Name of the Position	No. of Position	Name of the Nominee
Chairman – IPD	(one position) :	
Chairman – RAD	(one position) :	
Chairman – ED	(one position) :	
Chairman – CPD	(one position) :	
Chairman – HPD	(one position) :	

With best regards

Yours truly,

Signature _____ Name _____

(in BLOCK letters)

Member of the IPD / RAD / ED/ CPD / HPD Divisional Committee

Date _____ Place _____ IPA Membership No. _____

FORM C
Consent from Nominee

To
The Returning Officer,
Indian Pharmaceutical Association
Kalina, Santacruz (E),
Mumbai – 400 098.

Dear Sir,

I, Dr/Mr/Mrs/Miss _____ hereby signify my consent to serve as _____ on the Central Executive Council of Indian Pharmaceutical Association, Mumbai for the years _____, if I am elected to the said position.

Place : _____

Date : _____

Signature of the Candidate

FORM D (1)

IPA SEAL WITH SIGNATURE OF RETURNING OFFICER

BALLOT PAPER
(To be put in cover 'A')

POSITION	Candidate	Voting Mark
National President	1. _____ 2. _____	<input type="checkbox"/> <input type="checkbox"/>
National Hon. Gen. Secretary	1. _____ 2. _____	<input type="checkbox"/> <input type="checkbox"/>
Treasurer	1. _____ 2. _____	<input type="checkbox"/> <input type="checkbox"/>
Editor – Pharma Times	1. _____ 2. _____	<input type="checkbox"/> <input type="checkbox"/>
Editor – IJPS	1. _____ 2. _____	<input type="checkbox"/> <input type="checkbox"/>

.....CUT HERE.....

(To be put in Cover B)
Signature of Member
Name in BLOCK Letters :
Place :
Date :

Important Note : If this part of the Ballot paper is not found in cover B, the Ballot paper in cover A will be treated as invalid.

IPA SEAL WITH SIGNATURE OF EXECUTIVE SECRETARY

FORM D (2)

IPA SEAL WITH SIGNATURE OF RETURNING OFFICER
BALLOT PAPER
(To be put in cover 'A')

POSITION	Candidate	Voting Mark
Chairman - IPD	1. _____	<input type="checkbox"/>
	2. _____	<input type="checkbox"/>
Chairman - RAD	1. _____	<input type="checkbox"/>
	2. _____	<input type="checkbox"/>
Chairman - ED	1. _____	<input type="checkbox"/>
	2. _____	<input type="checkbox"/>
Chairman - HPD	1. _____	<input type="checkbox"/>
	2. _____	<input type="checkbox"/>
Chairman - CPD	1. _____	<input type="checkbox"/>
	2. _____	<input type="checkbox"/>

.....CUT HERE.....

(To be put in Cover B)	
Signature of Member	
Name in BLOCK Letters :	
Place	:
Date	:

Important Note : If this part of the Ballot paper is not found in cover B, the Ballot paper in cover A will be treated as invalid.

IPA SEAL AND SIGNATURE OF EXECUTIVE SECRETARY

INSTRUCTIONS

Please read the instructions before voting

- a) Please put '**X**' mark in the box against the candidate in whose favour you wish to vote.
- b) If there is more than the required number of '**X**' the vote will be considered invalid.
- c) Please sign and write your name, and date at appropriate place.
- d) Cut along the dotted line and put the ballot paper in the envelope **marked 'A'** and seal it.
- e) Put the envelope '**A**' and slip bearing your name and signature in the envelope '**B**' and seal it.
- f) As an additional security you may sign across the sealed envelope '**B**'

NOTE :

- I. Please note that the names are listed in alphabetical order.
- II. Please check to ensure the ballot paper has the signature of the **Returning Officer** and **IPA Seal**.
- III. Any ballot paper received without the **slip** will be considered invalid.
- IV. Please ensure that your ballot paper in sealed cover reaches IPA Office on or before _____. (You may like to courier/hand deliver/post it to IPA Office) Please do not send it **to the Returning Officer**.