

CONSTITUTION FAMILY BENEFIT SCHEME OF IAP

I. Title :

The Scheme shall be known as Family Benefit Scheme of the IAP and will be treated as a Mutual Benefit Scheme **launched by Central IAP.**

II. Head Quarters :

The Head Quarters of the Scheme shall be located at Hyderabad.

III. Date of Effective Operation:

The Scheme will come into operation from 27-03-2011.

IV. Aims and Objectives :

1. To provide immediate substantial financial aid to the family of the member/s of the Scheme on his / her demise.
2. To promote Life Membership of IAP.
3. To promote charitable activities.

V. Eligibility:

1. Must be a life member of Central IAP. When husband and wife are members of IAP and intend to join the Scheme they have to join as individual members in the Scheme.
2. Must not have completed 55 years of age as on the date of payment of the relevant fees for enrolment in the Scheme by Demand Draft. Relaxation of 10 Years will be given for founder members who join during the first year of inception of the Scheme.

VI. Procedure of Enrolment:

1. IAP life members will have to apply in the prescribed application form which can be obtained from the Hon. Secretary of the Scheme / Hon. Secretary of the Central IAP / concerned Local Branch or downloaded from the web site of Family Benefit Scheme.
2. The completed application form along with Rs.1900/- (Rupees One thousand nine hundred only) consisting of (Caution deposit of Rs.1500/- and Administration Fee Rs.400/-) plus the correct Joining fee of the Scheme (as described below in Clause VI.3) is to be sent by demand draft drawn in favor of "Hon. Secretary FBS" Payable at Hyderabad , proof of Life Membership of IAP (Xerox copy of Life Membership Certificate, or copy of identity issued by the Head quarters along with Membership No. or cover copy of Indian Pediatrics showing the Life membership Number or if none of them are available, verification from the CIAP) and proof of age (self attested copy of first page of S.S.C register or Transfer Certificate from an educational institution in which the member has studied or Passport or Driving License or Pan Card or the first page of Service Register of Govt. Employees indicating the date of birth) has to be submitted to the Secretary of the Scheme, through the Local IAP Branch Secretary with his attestation on the application form at the prescribed place.. The Membership Certificate will be issued only after receiving the application form completed in all respect, crediting of the amount in Scheme`s bank and after approval of the Hon. Secretary of the scheme. The Hon. Secretary of FBS will then issue the Certificate within fifteen working days from date of approval.

3. Following is the breakup of the Joining Fee according to the age

Completed Years

1. 25 to 30 Years – Rs.5000/-
2. Above 30 to 35 Years – Rs.7500/-
3. Above 35 to 40 Years – Rs.10000/-
4. Above 40 to 45 Years – Rs.12500/-
5. Above 45 to 55 Years – Rs.15000/-

The same rate of Rs.15000/- is applicable to those founder members that get the relaxation of 10 years for joining during the first year.

4. A voluntary Health Declaration is Compulsory, to be submitted with the Application.

VII. Fees:

1. Administration fees of Rs.400/- (Rupees Four hundred only) per member per annum.
2. Caution deposit Rs.1500/- (Rupees One thousand five hundred only) refundable at the time cessation of membership on demise of the member or under Clause IX, or sub clause 3 of Clause X.
3. Every member of the Scheme shall pay Rs.300/- (Rupees Three hundred only) each time towards fraternity contribution in the event of death of a member which will be paid to the Nominee/s of the deceased member.
4. A member has to pay the administration fee and the Fraternity Contribution continuously as long as he is a member of the Scheme to enjoy all the privileges of a regular active member.
5. The Fraternity Contribution will be drawn from the Caution deposit of each member and paid to the Nominee/s of the deceased within 60 days of the claim received complete in all respects. Then a demand will be made by the Secretary to each member once in 6 months i.e months of March 31st & September 30th each year for the outstanding dues as on that date. This amount is to be paid by all the members within 45 days of the demand.

VIII. Privileges of Members:

The family of the deceased member Nominated by the member of the FBS will be entitled to the Death Fraternity Contribution (DFC). Benefit from the members of this Scheme calculated at Rs.300/- per member on the register of the Scheme as on the first day of the month in which the death has occurred. The Nominee/s should be members of his family. If Major Nominee/s is not there, then Minor Nominee/s will be accepted. A Member has a right to change the Nominee as many times in the prescribed form.

On completing 75 years of age and 20 years of Fraternity payments, a member shall be given the option to claim 50 % of Death Fraternity Contribution as on date, as Optional Fraternity Contribution. Rs.150/- (50%) will be collected from every member under this provision as OFC. They may continue to be a member of FBS by paying the regular Fraternity Contribution & nominee/s will be given 50% of DFC as on the date of death. Rs.150/- (50%) will be collected from every member under this provision as balance 50% DFC.

IX. Voluntary Retirement:

If a member voluntarily retires from the membership of the Scheme, by giving a written request to the Secretary, his / her membership will be terminated and he / she shall get the refund of his/ her caution deposit only i.e. amount of Rs.1500 (Rupees Fifteen Hundreds Only) less all the dues of Fraternity Contribution as on the date of retirement.

X. Termination of Membership:

The membership in the Scheme will be terminated on the following grounds.

1. If a member furnishes wrong information in his / her application form or at any time during the period of his / her membership by which he/ she violates any provision of this Scheme and thus tries to obtain any benefit under this Scheme, then after giving him/ her an opportunity of being heard before the Managing Committee and if his / her explanation is not found satisfactory, the Managing Committee of the Scheme shall terminate his/ her membership of the Scheme.
2. If a member fails to pay his / her share of Fraternity Contribution within 45 days of the demand by the Secretary, he/ she shall be treated as a defaulter and he/ she shall pay an extra amount of Rs 50 /- per month or part thereof as late fee. If a member does not clear his/ her dues within 6 months after the demand / reminder by the Secretary, his/ her membership will be terminated and his/ her caution deposit forfeited after issuing a notice under registered post acknowledgement due.
3. If a member, at any time, for any reason ceases to be a life member of IAP, his /her membership of this Scheme shall automatically cease. But if such a member revives his / her life membership of IAP through Central IAP within a period of 12 months, he/ she will get his/ her membership of the Scheme revived on payment of Rs.1000/- and arrears of Fraternity Contribution demand, if any. If he/she does not get his/ her membership revived within the stipulated period, he/she will be treated as a voluntary retired member and he/ she will be given such benefits as per Clause IX of the constitution of the Scheme. Revival by this method can be done only once.

XI. Claims :

(a) Procedure:

1. In the event of death of a member, the Nominee/s / Local Branch Secretary (s) have to inform the same to the Secretary of the Scheme and ask for the claim form within six months of death of a member.
2. The benefit to nominees will start only if the member expires one year after date of admission in to the Scheme, unless it is an accidental death. During this window period for DFC, if the Member Passes away, the Nominee/s will be refunded only the total joining fee amount paid by the member.
3. The claim form duly filled in along with the Death Certificate and other relevant enclosures as mentioned in the claim form are to be sent to the Secretary of the Scheme. (Duly attested and forwarded by the Secretary/ President of the concerned local branch within one year from the date of death of the member)
4. The first Nominee/s (or the second nominee in case of prior death of the first nominee) of the deceased member will get the claim as given below:

(b) Computation of Fraternity Contribution Benefit Payable:

The fraternity contribution is calculated according to the membership strength as on the 1st day of the month in which the death has occurred at the rate of Rs.300/- per member plus the caution deposit of Rs.1500/- less dues of Fraternity Contribution, if any, from the member at the time of his/her death.

XII. Management of the Scheme:

The management of the Scheme shall vest with the Managing Committee of the Scheme.

XIII. Managing Committee:

Central IAP will nominate the members for the initial 3 Years from the start of the Scheme.

(a) Composition:

The management of the Scheme shall consist of the following members.

Elected Members:

- Chairman
- 5 Vice –Chairmen (from 5 Zones)
- Hon. Secretary from Hyderabad
- Hon. Joint Secretary cum Treasurer from Hyderabad
- All India Executive members (One from each state)

All the above members are duly elected from among the members of Scheme at the Annual General Body meeting of the Scheme, with two years membership standing in the scheme as eligibility criteria.

1. Advisory Committee from Hyderabad and A.P. - Five Members (nominated by National President IAP in consultation with Hon. Secretary FBS)
2. Executive Members from Hyderabad – Five Members (nominated by National President IAP in consultation with Hon. Secretary FBS)
3. National Advisory Committee - Five Members (nominated by National President IAP)
4. Vigilance officer or Internal Auditor nominated by National President of IAP every year

Ex-officio Members:

- Immediate Past Chairman of the Scheme
- Immediate Past Secretary of the Scheme
- President of CIAP, President Elect of CIAP, Presidents of Twin Cities Branch (Hyderabad) & AP State
- Vice President of CIAP
- Hon. Secretary of CIAP and Twin Cities Branch (Hyderabad) and AP State
- Hon. Treasurer of CIAP and Twin Cities Branch (Hyderabad)

(b) Functions:

- The Managing Committee shall be overall in charge for the Management of the Scheme.
- It shall receive, discuss and approve the reports and accounts submitted by the secretary and joint secretary cum treasurer for the period between two consecutive meetings of the Managing Committee.
- The Managing Committee shall decide the policy regarding disbursement and investment of funds at the disposal of the Scheme as fixed deposits as mentioned in sub-clause 7 of Clause XVI. The funds shall be spent only for the attainment of the objects of the Society and no portion thereof shall be paid or transferred directly or indirectly to any of the members through any means.

(c) Meetings:

- The Managing Committee shall meet at least two times in a year, out of which one will be held immediately preceding the meeting of Annual EB Meeting at the National Conference Venue.
- The quorum of Managing Committee shall be Ten of whom at least Eight should be elected members (exempted for the first three years of inception)
- If a member fails to attend two consecutive meetings of the Managing Committee without giving prior intimation in writing to the Chairman / Secretary of the Scheme indicating valid reasons for the absence, he will automatically cease to be a member of Managing Committee from the date of the second meeting.
- The ex-officio members who are not members of the FBS shall not have voting rights in the Managing Committee meetings.
- The notice of the meeting of the Managing Committee shall be sent forty days before the date of the meeting.
- Emergency Meeting: The Secretary of FBS, shall, in consultation with the Chairman, convene an emergency meeting of Managing Committee to transact any urgent business with a notice of one week.

(d) Elections to Managing Committee:

- All the members of the Managing Committee of the Scheme shall be elected from among the members of Scheme.
- The Chairman will be elected from All India members.
- Five Vice Chairmen shall be elected from among the members from respective zones.
- All India Executive members shall be elected from among the members of the respective states.
- The Hon. Secretary, Joint Secretary cum Treasurer shall be from among the members from Hyderabad.
- The Hon. Secretary shall invite nominations for all posts at least 30 days before the schedule meeting of the General Body. The nominations should reach the Secretary of the Scheme by the date fixed by him which shall be at least 10 days before the General Body meeting. Any withdrawals can be made on the floor of the house provided the candidates are physically present or their written consent is obtained in advance. The above election will be held at the Annual FBS General Body Meeting.

(e) Tenure of Office: The term of the office will be for 3 years.

XIV. General Body:

(a) Composition:

- The General Body consists of all the members of the Scheme.
- It shall be the supreme authority of the Scheme.

(b) Functions:

The General Body shall meet at National PEDICON Venue with a notice of 30 days in advance and it will be the annual General Body Meeting.

(c) Meetings:

The quorum for the meeting shall be 20% of the members of the Scheme or 60 members whichever is less. If there is no quorum, the meeting shall be adjourned and subsequently convened after 30 minutes to transact the business on the agenda only. The General Body shall take decisions by simple majority of the members present.

(d) Requisition meeting:

The requisition meeting of the General Body shall be called for by a requisition signed by 20% of the members of the Scheme on the register as on that date or by 100 members whichever is less. If there is no quorum at such a meeting, the same shall be deemed to be dissolved for that requisition.

XV. Procedure for Amendments to Constitution :

1. The Hon. Secretary of the Scheme shall send a circular to all the Members before 31st January each year asking for any resolutions/amendments to the constitution to be placed on the agenda of the annual meeting of General Body. The FBS Managing Committee members shall inform the same to all the primary members of FBS in their branches. Copies of the circular will also be marked to the President and Hon. Secretary of the Local Branches.
2. The resolutions/amendments to the constitution of the FBS duly proposed and seconded by two individual members of the Scheme shall be sent to the FBS Office latest by 31st March of the year. Any resolution received after this date will not be considered valid.
3. The resolutions/amendments to constitution have to be duly circulated to all the members of the Scheme along with the notice of the General Body Meeting.
4. The resolutions/amendments to the constitution have to be considered by the Managing Committee at its meeting held after 31st March and give its recommendations preceeding the annual meeting of the General Body for its decision.
5. The resolutions/ amendments to the constitution shall be considered and accepted as passed provided two thirds of the members of the General Body present, and voting at the meeting, vote in favor of the resolutions/amendments to the constitution.
6. The amendment passed by the General Body shall take effect from the date notified by the **Managing Committee**.

XVI. Accounts and Audit:

1. Separate Bank account shall be opened in any nationalized bank. The account shall be operated jointly by Joint Secretary cum Treasurer and the Secretary. The accounts shall be maintained by the Secretary and Joint Secretary cum Treasurer.
2. The Financial year of the Scheme shall be from 1st April to 31st March.
3. The Audited Accounts will be presented in the Executive Board Meeting of CIAP every year by the Hon. Secretary of the Scheme.
4. The Managing Committee shall approve the accounts submitted by the joint Secretary cum Treasurer duly audited by the Chartered Accountant as also the budget for the succeeding year.
5. The accounts shall be audited every quarter by internal audit.
6. Audited accounts of the Scheme and the budget for the succeeding year passed by the Managing Committee shall have to be ratified by the CIAP Executive Body and General

- Body of the Scheme at its annual meeting presented by secretary / joint secretary cum treasurer of FBS.
7. The ultimate authority for investment, utilization and disbursement of the funds shall entirely vest with the Managing Committee of the Scheme and will be informed to the General Body of the Scheme. Any surplus funds available with the Society shall be invested in such modes as may be specified Under Section 11(5) of the Income Tax Act from time to time.
 8. The funds of the Scheme shall be deposited in Nationalized Bank. The Secretary and the Treasurer will jointly operate all the accounts. Any withdrawal of above Rs.25000 /- at a time should be supported by an approval from the Chairman.

XVII. Duties and Privileges of Office Bearers:

1. Chairman:

The Chairman of the Scheme shall preside over all the meetings of the Managing Committee and General Body. In the absence of the chairman, a Chairman shall be elected from **amongst the Vice Chairmen present**. The Chairman shall have a casting vote in addition to his regular vote in case of there being a tie of votes whenever there is voting either in the Managing Committee or General Body. The Chairman is the executive head of the Scheme. The chairman will nominate one of the vice chairmen to perform his responsibility in his absence.

2. Secretary:

The Secretary shall carry on the day to day functions of the Scheme and shall implement the decision taken by the Managing Committee. He shall be overall in charge of the membership enrolment, fees collections and routine administration besides other duties and functions that are specified by the Managing Committee. He shall be assisted by the Joint Secretary cum Treasurer in discharging his duties.

3. Treasurer cum Joint Secretary:

The Treasurer shall look after maintenance of the day to day accounts of the Scheme and submit the accounts for approval to the Managing Committee and General Body. He shall submit a statement of Audited Accounts and the budget estimates for succeeding year annually to the Managing Committee and General Body at the annual meeting for approval. He shall act for the Hon. Secretary during the absence of the later. He shall also submit statement of accounts to the meetings of the Managing Committee.

XVIII. Traveling Allowance:

1. The Chairman, Secretary, Jt. Secretary and Treasurer shall be paid two way **II A/c class** railway fare Or Apex flight fare booked at least 1 month in advance, as T.A to attend meetings and discharge other duties of the Scheme.
2. Members of the Managing Committee will be paid a two way II A/c class railway fare Or Apex flight fare booked at least 1 month in advance, for attending the meetings of the Managing Committee.
3. Traveling Allowance shall be claimed from this Scheme provided no T.A has been claimed for the same from anywhere.
4. No Traveling Allowance is admissible for the General Body Meeting as well as Managing Committee meeting during Annual National Conference of IAP PEDICON.
5. Accommodation will be arranged by Managing Committee except during National Conference.

6. In case of Emergency Managing Committee meeting, travelling allowance will be paid on actuals or up to Rs.10,000/- (Rupees Ten thousand) whichever is less.

XVIII. Conveyance Allowance to Office Bearers:

The Hon Secretary, Jt. Secretary cum Treasurer shall be paid Rs.1000/- per month as honorarium for attending the office and other work related to the administration of the Scheme. This amount can be varied by the Managing Committee under changing circumstances.

XIX. Miscellaneous:

1. Every member shall specify his nominee/s for obtaining benefits under this Scheme.
2. Any income derived from the property of this Scheme be utilized only for the objects of this Scheme. Under no circumstances the FBS funds can be diverted for any other purposes.
3. The Secretary of the Scheme will submit periodical reports of FBS at the Executive Board Meeting of Central IAP.
4. The Central IAP Office Bearers and the Executive Board will discuss the reports presented. Any suggestions / recommendations shall be discussed by the Managing Committee which will pass on the same with its recommendations to General Body of the Scheme who shall take the final decision.
5. All notices for meetings under this Scheme shall be sent under Certificate of Posting and electronic mails.

XX. Dissolution :

If it becomes impossible to carry out the objectives of the Scheme, the Scheme shall be dissolved by a decision taken at an extra-ordinary General Body Meeting of the members of the Scheme convened by the Secretary. The meeting shall be attended by at least 20% of members on rolls as on the day of the notice. It shall decide by the vote of 3/4 of the members who attended the meeting. Another such extra-ordinary General Body Meeting of the Scheme shall there upon decide the final disbursement of the fund, after meeting the liabilities and debts and recovering the assets keeping in view, the objectives of the Scheme. This decision taken by the extra ordinary General Body meeting shall be final, legal and non-negotiable.

- XXI. Hyderabad is the Legal Jurisdiction for any Disputes.