



The Indian Association of Physiotherapists

Registered under: (1) Public Trust No: F.1335 (2) Societies Act XXI of 1860: No. 3376 of 1955- 56

IAP's Guidelines of Branch activity and functioning.

- 1) Executive Committee of a Branch must consist of One Convenor, One Treasurer and Three Executive Committee Members. These office bearers are elected through Branch election by postal Election or Elections conducted on the floor during the Branch General Body Meeting. The Branch Committee may choose co opted members from their jurisdiction to draw their assistance for the activity of the Branch. A new branch started with required number of IAP members can nominate interim office bearers during its first meeting of the branch and the term of those office bearers will be for the period of 90 days. The nominated office bearers must call for a General Body meeting of the Branch with clear **30 days** notice to its members and elect office bearers for the regular term. The term of the Branch EC will be till the term of the Central EC. The elections of the Branch should be conducted such a way that newly Elected Office bearer of the branch should go with the term of Central Executive Committee of IAP.
- 2) The Branch must open an account in a Nationalized Bank in the name of “**Indian Association of Physiotherapists, ----- Branch**” (name of the Branch) and operate all the financial transaction through Branch Bank account only. Branch bank accounts should be operated jointly by the Convenor and Treasurer of that Branch
- 3) Branch can collect voluntary donations but not subscription.
- 4) Any active IAP member resides in and around the jurisdiction of the Branch may join in the branch by giving a simple letter addressed to Branch Convenor. IAP members from zones where no Branch exist may choose to join in the nearest Branch.
- 5) All branches are expected to conduct **One Annual General Body Meeting** with clear **30days notice with meeting agenda** to all its members and get all the activities and audited accounts approved by the Branch General Body during its annual meeting.
- 6) The Branch must conduct minimum **Three Branch Executive Committee meetings** in a year to discuss and approve the plans and activities of Branch.
- 7) All the minutes of both GB and EC meetings should be recorded in separate registers (EC and GB Minutes book separate) and must take signatures of members attending the meetings.

Contd-2

8) All communication to IAP should be sent Central IAP Branch Coordination Committee, with one copy to General Secretary's office and in case of Annual Report and Audited

Accounts of the Branch, one copy should be sent to Treasurer's office in addition to Branch Coordination and GS office. Please note that the Branch audited account must accompany the Xerox copy of the Bank Account Pass Book.

9) No activity of must clash with policies of Central IAP.

10) If Central Executive Committee, of IAP find that the activity of the Branch violates the Constitution of IAP, and clashes with the policies of IAP and feels fit, can cancel the approval granted to that Branch.

11) The Branch may conduct fund raising programs like Workshops, Seminars, CME and Symposiums and generate funds for the Branch. But all the expenses and transactions must reflect in the Branch Bank account and must reflect in the Branch Annual Audited statement of Branch account.

12) IAP will grant financial assistance to one Resource person in a year from its resource person's list (One way travel and 50% of course material Charge both should not exceed Rs.15,000/) for conduct of workshop/CME to the active Branch, subject to fulfillment of all the requirements of IAP including activity report and audited account of the Branch.

13) All Branches must remit 30% of its annual, profit of the Branch to Central IAP through Demand Draft along with audited statements and activity report of that year. Branch can claim its 30% Branch share from IAP with all the above mentioned submissions and list of new members (With name, IAP number, addresses and signature/Consent letter of all its New IAP Member of that year) and send it along with annual report. The Branch Share should be deposited as corpus fund in the joint name of Branch and Central IAP and the interest drawn from such deposit (Corpus fund) can be used for the activities of Branch.

14) All the above guidelines are to be adopted for the total transference of Branch and smooth relationship with its members and Central IAP.

Note:

The above guidelines are subject to change time to time which will be notified to the Branches through letter or IAP News Letter.