

INDIAN ASSOCIATION OF DERMATOLOGISTS, VENEREOLOGISTS AND LEPROLOGISTS



THE CONSTITUTION

IADVL
Registered on 8th May, 1975, at Lucknow
under the Societies Registration Act (21 of 1860)

Incorporated up to Combined Central Council and Annual General Body meeting 2021 Commencing year

IADVL NATIONAL EXECUTIVE 2021

President

Dr Jayadev Betkerur

President-Elect

Dr Rashmi Sarkar

Immediate Past President

Dr Kiran Godse

Vice-Presidents

Dr Neeraj Pandey

Brg. Dr Sanjeev Vaishampayan

Hon. Secretary General

Dr K Feroz

Hon. Treasurer

Dr S V Rakhesh

Joint-Secretaries

Dr Rajyalaxmi Konathan

Dr Abhishek Kumar Jha

Hon. Secretary General Elect

Dr Dinesh Kumar D

Hon. Treasurer Elect

Dr Savitha A S

Constitution of the Indian Association of Dermatologists, Venereologists and Leprologists

Dr. K. Feroz

Honorary Secretary General

Indian Association of Dermatologists,

Venereologists and Leprologists,

IADVL National Headquarters

314,315,3rd Floor, Sector 14

KM Trade Tower, Kaushambi, Ghaziabad

Uttar Pradesh -201010

IADVL Constitution Committee 2021

Chairperson

Dr Venkataram Mysore

Convener

Dr Anuradha Kakkanatt Babu

Dr Jayadev Betkerur, President (Ex-officio)

Dr K Feroz, Hon. Secretary General (Ex-officio)

Brg. Dr Sanjeev Vaishampayan, Vice President and EC Co-ordinator

Members

Dr Arijit Coondoo

Dr K A Seetharam

Dr Shital Poojary

Dr Mukesh Girdhar

Dr Biju Vasudevan

Dr Jagadish P

Advisors

Dr Deepak Parikh

Dr Subodh Sirur

Dr K H S Rao

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IMPORTANT DATES

15th April

Last date for invitation of nominations for election to posts of office bearers by the Honorary Secretary General

First week of June

First announcement of the IADVL-AAD Fellowship

15th June

Last date for filing nominations/bids

Last date for the bidding of the DERMACON to be held two and half years later, i.e, for DERMACON 2022, the last date for bidding will be 15th June 2019 and MIDDERMACON 2021 to be held two years later, i.e, for MIDDERMACON 2021, last date for bidding will be 15th June 2019

30th June

Last date for sending brochure by the Organizing Secretary of ensuing DERMACON to all IADVL members

15th July

Last date for withdrawal of nominations

16th July

Announcement of valid candidates/bids

31st July

Last date for submission of abstracts for orations and award papers for the ensuing DERMACON

Last date for submission of application/nominations for IADVL Awards

Cut-off date for electoral roll

The Honorary Secretary General will send the list of valid voters to all candidates and the election officer on this date

31st August

The last date for early registration at DERMACON without a late registration charge

23rdSeptember

Last date for registration for e-voting for the ensuing elections

1st October

Opening of e-voting

15th July

Last date for submission of audited accounts by DERMACON organizing committee office bearers to the national executive

15th November

E-voting closes

First Sunday after 15th November

Counting of votes by the Election Officer

Eighth day after counting

The election results should be communicated to the President, Honorary Secretary General, office bearers (including the branch secretaries) and all the candidates (including the unsuccessful ones) on or before this date

30th November

Last date for filing nominations for vacant posts/venues

10th December

Last date for the Returning Officer to declare the final list after verification

IMPORTANT DAYS IN THE IADVL CALENDAR

IADVL Day: 28th January

Anti-Leprosy Day: 30th January

IADVL Vitiligo Day: 25th June

Urticaria Day: 1st October

Swacch Twacha Diwas: 2nd October

Psoriasis Day: 29th October

HIV Day: 1st December

IADVL VISION AND MISSION STATEMENT

Vision

The vision of IADVL is to provide quality skin health for the community, continuing medical education to members, and advocacy on behalf of the specialty and patients.

Mission

1. To strive and work for the welfare of members and provide them with opportunities for continuing medical education and research
2. To enhance the quality and delivery of patient care through medical and surgical modalities and education in the fields of dermatology, venereology and leprology
3. To collaborate, cooperate and co-ordinate with the government and national and international organizations to improve skin health in the community

PART I: BYLAWS

SECTION A: ASSOCIATION

1. NAME

The name of the Association shall be "THE INDIAN ASSOCIATION OF DERMATOLOGISTS, VENEREOLOGISTS AND LEPROLOGISTS" (IADVL).

2. REGISTERED OFFICE

The registered office of the Association shall be in India at IADVL National Headquarters 314,315,3rd Floor, Sector 14, KM Trade Tower, Kaushambi, Ghaziabad. Uttar Pradesh - 201010.

3. AIMS AND OBJECTIVES

The aims and objectives of the Association shall be the following:

- (a) To promote and advance dermatology, venereology, leprology and allied subjects.
- (b) To create public awareness in the aforementioned specialties and educate the public in matters related to the prevention and cure of these diseases in all their aspects and initiate every effort as deemed necessary for achieving these objectives.
- (c) To promote professional fellowship and camaraderie, co-operation, and exchange of views among members and to uphold their interests.
- (d) To co-operate and co-ordinate and/or affiliate with similar national and international organizations.
- (e) To publish and circulate journals named Indian Journal of Dermatology, Venereology and Leprology (IJDVL) and Indian Dermatology Online Journal (IDOJ) which shall be the official Journals of the Association.
- (f) To publish a newsletter named "IADVL NEWS" which shall contain all the meeting notices and agenda, minutes, resolutions, announcements, activities, etc., of the Association and its branches. Three issues shall be published every year of which Issue no 1 and 2 will be online while issue no. 3 will be printed and posted to all members at least 2 weeks before DERMACON.
- (g) To enable exchange of academic knowledge in dermatology, venereology and leprology as well as non-academic topics and news through IADVL e-groups. IADVL e-group is an official e-group that is constituted for the purpose of IADVL administration, either by the incumbent Honorary Secretary General, Honorary Treasurer, IADVL Academy, SIGs or any other committee/ taskforce at the state or central level of IADVL. It can include email groups, whatsapp groups or other groups on other social media
- (h) To maintain a website (www.iadvl.org) of the Association.
- (i) To publish textbooks of dermatology, venereology and leprology, including AIDS, skin and cosmetic surgery and cosmetic dermatology, for undergraduate and postgraduate students, practicing consultants and academics. IADVL Textbook of Dermatology will be published for postgraduate students. It is to be revised every 5 years.
- (j) To constitute state branches, combined state branches of adjacent states (wherever necessary), and zones constituting state branches of that area for the purpose of

encouraging fellowship and exchange of views and ideas among the members and for better attainment of the aims and objectives of the Association.

(k) To hold a national conference (DERMACON) every year, preferably in the month of January, in different parts of the country.

(l) To help branches of each zone to conduct zonal conferences- DERMAZONE

(m) To do all other things as are cognate to the aims and objectives of the Association.

(n) To form a DVL Welfare Trust for the social benefit of IADVL members.

SECTION B: MEMBERSHIP

1. MEMBERSHIP

(a) The Association will consist of those members whose names are now in the Register of Members, and those subsequent members who will be duly accepted as members in a prescribed manner as laid down and upon such conditions as may be prescribed from time to time by the bylaws of the Association.

(b) The eligibility criteria for becoming a **life member** of the Association shall be a postgraduate qualification in the specialty (i.e. a diploma or a degree in Dermatology or Dermatology, Venereology and Leprosy) from a medical college affiliated to and awarded by an Indian University or an institution recognized by the Medical Council of India (MCI)/National Medical Commission (NMC) or an equivalent organization of the Government of India; or a degree or diploma granted by an Indian University or Institution and recognized by the respective State Medical Council (after submission of proof of recognition); or a Diplomate in Dermatology or Dermatology and Venereology of the National Board of Medical Examinations, New Delhi. Others with foreign degrees or diplomas or equivalent qualifications should have their qualifications recognized by the MCI/National Medical Commission (NMC) or an equivalent organization of the Government of India to become eligible.

IADVL Communications: AGBM recognizes the right of members to receive information from the IADVL and authorizes and directs the EC to send communications as necessary about various IADVL activities and sign such contracts as necessary.

Procedure for seeking information from IADVL EC: The member will write directly to specific email addresses decided by the EC seeking specific information. EC should start web-based emails for each position by name, eg. president@iadvl.org, secretarygeneral@iadvl.org,

2. CLASSES OF MEMBERSHIP, ELIGIBILITY, REGISTER OF MEMBERS, PRIVILEGES OF MEMBERS

(a) Life Member (LM)

Any person fulfilling the eligibility criteria as prescribed in section B1(b) above may become a life member by making a one-time payment of an amount of money decided by the general body and enjoy all the privileges of a life member. The person seeking membership will have to apply online at www.iadvl.org and choose the state in which he or she mainly practises (maximum number of days in a week) or where he or she is employed, to fulfill the eligibility for affiliation to the concerned State Branch. The documents to determine the eligibility for registration for a State Branch shall be Clinic Registration with local authorities/Utility bills of the Clinic/any other statutory documents and in case of employees the certificate by the Employer Hospital/Institute. Membership criteria is as per station of work. But residence will be considered if there is no work station.

The States for the purpose of this provision shall be the States and Union territories as per the Constitution of India. After approval from the respective state branch secretary and national

secretary, the applicant should do an online transfer of money. On approval a member will receive a soft copy of the membership certificate and IADVL Constitution by the Honorary Secretary General. The life membership number should be in serial order and there shall be no duplication of the numbers. The Life Membership Number will reflect the member's state branch as well as his number. It shall read as LM/Branch/ Number.

(b) Provisional Life Member (PLM)

Postgraduate students of the specialty can be made provisional life members. They will present to the Honorary Secretary General a letter stating the date of their joining the postgraduate course and the date of its due completion from the Head of the specialty department where they are studying and a letter of recommendation from two IADVL Life members of the same state along with the application for membership. They have to send their qualification certificate within 5 years of their registration for the postgraduate course (or 7 years for states where a 3-year lock-in period and 1 year handling period after postgraduation are mandatory) to the Honorary Secretary General in order to become permanent life members. In case they fail to do so, in the defined period, they will have to register once again as a Life Member after following the due procedure. The Provisional Life Membership Number will reflect their tenure of PLM membership. It shall read as PLM/number/ tenure of PLM membership (e.g. 2014-19). If the PLM wishes to apply as a delegate for DERMACON he/she will need permission from the Head of Department else he/she will be considered as a non-member.

(c) Associate Life Member (ALM)

Associate Life Membership can be awarded to doctors and other specialists working in the field of dermatology, venereology and leprology (e.g. dermatopathologists, academicians, researchers and genetic scientists). They will not have any voting rights and cannot hold any IADVL post. Associate Life Member needs to apply with a letter of recommendation from two IADVL Life members.

A membership committee of three secretaries will scrutinize the applications.

(d) International Life Member (ILM)

NRIs with foreign degrees in this specialty or other foreign doctors working in the field of dermatology, venereology, leprology, AIDS, dermatosurgery, or cosmetic dermatology can be enrolled as international life members, without having voting rights/ shall not attend Annual General Body Meeting (AGBM). Along with their application for membership they will have to submit proof of their qualifications and their license to practice dermatology and allied specialities in their own countries and a letter of recommendation from two IADVL Life members, together with a fee of US\$ 500, to the Honorary Secretary General.

(e) Honorary Members

The IADVL can honor eminent dermatologists, venereologists, leprologists or specialists of allied branches from India or other countries with honorary membership. Such members will not have to pay any membership fee but will not have any voting rights and cannot hold any IADVL post. Selection of honorary members shall be proposed by a senior member and seconded by five members. The proposal shall be submitted to EC with full CV and justification of why the honorary membership should be given. It shall be approved by a committee consisting of President, President elect, immediate past President and secretary,

and approved by a simple majority attending the Annual General Body Meeting. Honorary members shall continue as members for life.

A register of different classes of members shall be maintained by the Honorary Secretary General with their names and latest addresses. The list shall be continuously updated. The names of members in the IADVL records and registers should be identical to their names as they appear in their certificate of registration issued by their respective state Medical Councils. Any abbreviation, addition or alteration made thereafter should be done only by an affidavit before a legal authority and should have previously been recorded in the registers of their respective state Medical Councils.

All classes of members shall have the right to attend and participate in general and clinical meetings, conferences, workshops, lectures, etc., organized by IADVL National or state branches. PLM, AM, international members and honorary members shall not be eligible for election as office bearers or as members of the Central Council, nor shall they be entitled to vote at any meeting of the Association. All special fees and other amounts, as determined, to be paid for the meetings, conferences, lectures, etc., are payable by all classes of members. A member shifting from one state to another should change membership to a new state by informing the Honorary State Secretary and Honorary Secretary General about the desired change without paying any fee to the Honorary Secretary of the new Branch. Life membership of IADVL in a state branch is not a license to practise in a particular state.

3. RESIGNATION, CESSATION, SUSPENSION, DISMISSAL AND RE-ADMISSION OF MEMBERS

(a) A member may resign from membership at any time by sending a letter in writing to the Honorary Secretary General stating the reasons for resignation with a copy to the Honorary Secretary of the State Branch of which he/ she is a member.

(b) The resigning member shall be bound to pay all dues/ settle all accounts if any and return any documents/ properties of the Association in his/her possession.

The General body may deal with such a member in a manner it deems suitable and necessary, if not confirming to the above stipulations.

(c) Resignation shall be accepted after confirmation with the state branch secretary and discussion in EC. The date of submission of resignation shall be the date on which member has signed the letter; the same shall be communicated by email to the member.

(d) If the member changes his mind and wishes to withdraw the resignation before acceptance of the resignation by EC, it can be allowed after approval by EC.

(e) If the member wishes to withdraw the resignation after the acceptance by EC, then the withdrawal can only be approved by CCM/AGBM.

(f) If the member does not satisfy the requirements under clauses b and c disciplinary action as per constitution shall be initiated.

(g) Removal of the name on the ground of undesirable conduct:

(i) A member shall be automatically removed from the list of IADVL members if it comes to the knowledge of the Association that the name of the member is removed from the Medical Council register.

(ii) If the member is suspended by Medical Council, the member shall also be suspended from

IADVL till he/she is reinstated by Medical Council.

(iii) Whenever it comes to the knowledge of the Central Council or managing or Executive Committee of a branch that a member has been alleged to have committed an act or acts derogatory to the dignity of the profession or detrimental to the interests of the profession or the Association or has acted unconstitutionally as an office-bearer, a disciplinary committee consisting of five members consisting of past presidents/ secretaries/ treasurers shall be constituted. The committee shall call upon the member to furnish in writing a full explanation of the act or acts alleged against him and recommend to EC the action to be taken. The said action is to be ratified by CCM/AGBM subsequently. The member shall have the right to appeal to the arbitration committee against the decision of disciplinary committee/ EC.

(iv) Removal of name from member list after demise of a member: The state secretary shall inform Honorary Secretary General about the demise of a member and his/her name shall be removed from the list of members. The number may be allotted to new members.

A member whose membership has been terminated under Section B3(g) i,ii,iii may apply for re-admission after expiry of 5 years from the date of such action by the General Body. Any action to be taken will be decided only by the General body and shall be passed by a majority of three-fourths of the members present in the AGBM. The member shall be informed of the decision taken by email. If readmitted he/she will have to pay the prevailing membership fee. New LM number shall be given to members who are readmitted after termination of membership.

SECTION C: BRANCHES

1. BRANCHES

In order to achieve the objectives of the Association, branches may be formed in various parts of India, if they are not already in place subject to the following rules:

State branches

(a) There shall not be more than one state branch in any state. New state branches may be formed by a state or Union territory of the country where minimum of 25 life members are residing or practicing and resolve to form a branch. Such a resolution has to be signed by all the members wishing to join the branch, together with a letter from the Convener of the proposed branch, explaining the feasibility, viability and necessity for the formation of the branch.

The General body may, by a resolution approved by a two-third majority vote of members present, accord permission for the formation of the new branch, which shall be communicated to the Convener of the proposed branch by the Honorary Secretary General.

NOTE: When new states or union territories are formed by the Government of India, the members on the roster of IADVL residing, working or practicing in the new state may form a new state branch, and elect their own office bearers in the presence of an observer from the National Association.

The General body may approve the formation of the new state branch at the earliest, and all Life Members, Provisional Life Members and Associate Life Members shall become members

of the new branch, and the new branch membership numbers shall be allotted to them. Though the branches are autonomous as far as their management is concerned, their rules shall not be in conflict with the rules of the Association. All their activities must be in conformity with the Bye-Laws as interpreted and decided by the General body. The State branches may frame bye-laws to conduct their own activities, which should conform to the Constitution of IADVL.

A set of "Model bylaws" for the state branches has been provided as a guideline in Annexure II.

State branches shall be entitled to form local or regional units (sub-branches) to extend their activities. These units should also follow the said guidelines. All scientific activities of IADVL members are to be carried out under the IADVL logo and banner.

Branches organized under a state branch shall be of the following category:

- i. Regional branch
- ii. District branch
- iii. City branch

All members organising the scientific activities under the name IADVL should inform the local state branch and the national IADVL from time to time.

All state branches should send Quarterly Reports as and when requested and an Annual Reports by 10th December to the Honorary Secretary General through their General Secretaries. Quarterly reports and annual reports, which should include the activities of the state, city, regional and other branches, will be included in the IADVL NEWS. The Honorary Secretary will inform the President and the other office-bearers of these activities and communicate their reports through the IADVL NEWS to all IADVL members.

The branches shall regularly submit to the Honorary Secretary General a periodic roster of the members, which shall include a list of new members and members who left the branch or transferred themselves to other branches or died during the year.

The state branches should always invite one or more members of the National Executive of the IADVL to their annual conferences and other important functions. Sponsorship of such members shall be borne by the state branches.

All state branch Presidents and Secretaries should possess active e-mail addresses to facilitate effective and speedy communication.

The Association will not be liable for any of the debts or liabilities of any of its branches.

(b) Combined State Branch

Subject to the approval of the Central Council, IADVL members of adjoining states may form themselves into a combined branch, which shall function administratively like a single state branch, with the names of the combining states mentioned as a prefix to the word "branch". Combined state branches shall separate as individual state branches as soon as this becomes viable.

(c) Sub-branches and City Chapters

All city, town sub-branches, clubs or societies of dermatologists functioning independently shall be brought under the fold of the IADVL if all the members of such bodies are IADVL members. They should affiliate and report their activities to their respective state branches. Any new branch should be named as "IADVL /State Branch/ city chapter". Existing branches may retain their names followed in brackets by this nomenclature ("IADVL /State Branch/ city chapter") in all official communications.

There shall not be more than one chapter in one city, unless approved by the state constitution. If there are more, the second one should merge with the first one and the first one's name retained.

(d) Direct members of the Association

In a state where there is no branch, the eligible members of that state should opt to make a combined branch with adjacent state branch and there by become members of the combined state till it is possible to have a separate state on its own.

(e) Armed Forces Dermatology Group (AFDG)

It will be considered as a state branch. Members working in the Armed Forces i.e Army, Air Force and Navy may enrol as direct members of the Association as part of the Armed Forces Dermatology Group (AFDG) during their period of service. The AFDG shall be considered at par with IADVL state branches for all purposes. On retirement from the force one may choose to be member of IADVL branch of the state one settles for work. Membership criteria is as per station of work. But residence will be considered if there is no work station

All correspondence on IADVL matters, including invitations to IADVL meetings, conferences, CMEs, updates, etc., shall be communicated to the Chairperson of the group -the Head of Department/Professor/Senior Advisor (Derm), AFMC, Pune Command Hospital (SC). The Chairperson and Secretary of this group will regularly interact with the Honorary Secretary General of IADVL, especially for matters relating to the change of address.

(i) The Chairperson and Secretary of this group will be invited to the CC MIDERMAMEET. If one of them cannot attend, then another AFDG CC MEMBER can be nominated in that person's place. Central Council members will be nominated from the AFDG in the commencing AGBM of the year according to the number of AFDG members. The Chairperson of the AFDG shall ratify these names before they are nominated.

(ii) A focus session of the AFDG will be organized in DERMACON. Its theme will be decided by the Chairperson of the AFDG in consultation with the Scientific Chairperson of the ensuing DERMACON.

- (iii) One AFDG member shall be part of the Central Supervisory Committee of DERMACON
- (iv) AFDG members may be given a full refund of the DERMACON registration/delegate fee if cancellation is due to the exigencies of military service. They can avail spot registration at the early bird rate.

(f) Dissolution of a branch

If the General body is satisfied that any branch is not functioning properly as per the Constitution, i.e., it is either inactive for a period of one year or the administrative and/or financial affairs of the branch are being mismanaged, it has the power either to dissolve the branch or to remove all the office bearers of the branch from their posts. But prior to this, the President and Secretary of the said branch shall be given a show cause notice by the Honorary Secretary General under the direction from the National Executive and the causes shown shall be considered in the Central Council meeting. Upon the General Body dissolving a state branch, the members who are willing shall be affiliated as direct members until a fresh branch is formed. In case only the office bearers are removed from their posts, fresh election will be held within 6 months, according to the procedure laid by and under an election officer appointed by the President of the IADVL. All assets, movable and immovable, shall stand frozen and remain under the custody of the IADVL after the dissolution of the state branch. Such assets shall be restored to the newly formed state branch as per rules. States can have their own constitution as per the model IADVL constitution for state branches.

SECTION D: MANAGEMENT

1. CENTRAL COUNCIL: MEMBERS, CHAIRPERSON, DUTIES AND AUTHORITY

(a) Members

The General Management of the Association shall be vested with the Central Council, consisting of the following members:

- (i) President
- (ii) President Elect
- (iii) Immediate past president
- (iv) Vice-Presidents
- (v) Honorary Secretary General
- (vi) Honorary Treasurer
- (vii) Joint Secretaries
- (viii) Honorary Secretary General Elect
- (ix) Honorary Treasurer Elect
- (x) Central Council members elected/nominated from the state branches, combined state branches and by direct members. The number of central council members are based on- For the first 100 branch members, 5 Central Council members; for each additional 100 branch members, 1 member. Representatives for the Central Council from direct members shall be elected during first General Body Meeting (GBM) of the commencing Association year. All the IADVL members who wish to become members of the Central Council should compulsorily have a working email ID
- (xi) All the Past Presidents (past 15 years), all the past Honorary Secretary Generals (past 15 years) and all the past Honorary Treasurers (past 15 years)

- (xii) The Present editors-in-chief of the Indian Journal of Dermatology, Venereology and Leprology and of Indian Dermatology Online Journal.
- (xiii) The Chairperson and Convener of the IADVL Academy of Dermatology
- (xiv) The Presidents and Honorary Secretaries of all state branches
- (xv) A few expert members may be co-opted by the Central Council, if needed.
- (xvi) Immediate past academy chair and immediate past academy convener, immediate past editor of the journals

(b) Vacancies:

- (i) Non-attendance of an elected/nominated member at three consecutive meetings of the Central Council without its permission shall constitute a vacancy.
- (ii) Vacancies occurring for any reason, including resignation or death, shall be filled by the Council by a majority of votes.
- (iii) If the vacancy is related to the office of the President, the senior Vice-President shall act as President during the remaining term of the former's office.
- (iv) In the absence of both the President and the senior Vice-President, the second Vice-President will assume the duties of the President during the remaining period of the former's office.

(c) Chairperson of the meetings of the central council:

The President, or in his/her absence one of the Vice-Presidents in the order of seniority, shall preside at the meetings of the Central Council. In the absence of the President and Vice-Presidents, the Central Council shall elect its own Chairperson by a majority vote.

(d) Duties and powers of the central council:

The Central Council shall be the principal governing body of the Association. It shall oversee and regulate the general functioning of the Association and has overall control on all matters related to the Association. It will have powers to frame SOPs to conduct the business meetings of the Association. These rules will need to be ratified by GBM. and for the publications of the Association through its designated office bearers.

The Central Council shall in addition to the powers expressly conferred upon it by these rules, exercise all such powers and do all such acts and things as may be done by the Association. The Central Council shall also exercise powers which are not hereby or by legislative enactments expressly directed as required to be exercised or done by the Association in a GBM:

- (i) To frame SOPs and recommend Bye-laws for its own guidance and to alter, amend or repeal them, subject to the ratification by the General Body at the next meeting.
- (ii) To appoint committees and subcommittees and ratify the President's action taken in exigent circumstances.
- (iii) To represent before the government or the Medical Council of India or an equivalent organization of the Government of India or public bodies any matter which it considers in the interests of the Association or of the medical profession or of the specialty of Dermatology, Venereology and Leprology or its allied subjects is affected.

2. EXECUTIVE COMMITTEE

(a) It shall consist of the President, President Elect, Immediate Past President, Vice-Presidents, Honorary Secretary General, Honorary Treasurer, Joint Secretaries, Secretary General Elect and Treasurer Elect. It is the executive body of the IADVL that will deal with the general administration of the Association under the guidance of the Central Council. It will:

- (i) maintain and regularly update the members' list
- (ii) maintain the accounts of IADVL
- (iii) update the Constitution as and when suggested by the Constitution Committee and endorsed by the GB
- (iv) organize Executive Committee meetings, CC meetings, AGB meetings and meetings of branch Presidents and Secretaries
- (v) maintain minutes and records of various business meetings of the IADVL
- (vi) maintain the IADVL website
- (vii) publish IADVL NEWS
- (viii) guide the IADVL Academy of Dermatology regarding Medical Council of India issues and sensitize various authorities on academic issues that are of concern to the Association
- (ix) conduct DERMACON and also bid/support bids by members for international conferences such as the International Congress of Dermatology, World Congress of Dermatology, Asian Dermatological Congress, SARAD, etc as approved by AGBM. (ANNEXURE III)
- (x) administer the activities of various committees of IADVL and the IADVL Academy
- (xi) supervise the functioning of IJDVL, IDOJ and editing of IADVL textbooks,
- (xii) manage IADVL Facebook and other social media platforms
- (xiii) dissemination of IADVL Newsletter

(b) The President shall have the authority to call two meetings of the Executive Committee in a year to initiate, control and guide the activities of the Association, including its scientific, academic and administrative activities. The Immediate Past Secretary and Immediate Past Treasurer and other committee chairs/conveners and past presidents as deemed fit by the President shall be invited to attend executive committee meetings. Invitees shall not have any voting rights. First meeting shall be preferably in April. The second one may be in December /January after election results and before DERMACON to discuss final issues of DERMACON and also handing over issues. The incoming EC shall be invited to this meeting to facilitate handing over during DERMACON.

(c) The Executive Committee shall meet the branch Presidents and Secretaries twice during the year, during CC MIDERMAMEET and during DERMACON. The President may convene an emergency meeting of the Executive Committee at short notice to deal with urgent matters and should have such actions ratified by the CC and GB at the earliest. To prioritize the goals and the objectives of the Association, the President may launch a presidential program during the year of his/her term of office and periodically assess or evaluate the program activities by calling meetings as and when needed. At such a meeting, the President can invite eminent personalities, any of the past Presidents, or others to offer their opinions on the subject concerned. However, the invitee can only participate and provide opinions and recommendations academically, without having voting rights at the meeting.

3. OFFICE BEARERS OF THE ASSOCIATION

- (a) The office bearers of the Association shall consist of the following:
- i. The President
 - ii. The President Elect
 - iii. The Immediate Past President
 - iv. Two Vice-Presidents; the Vice-President securing more votes in the IADVL election will be the senior Vice President. If there is no contest then the seniority of membership will be considered for determining the seniority of the Vice President
 - v. One Honorary Secretary General
 - vi. One Honorary Treasurer
 - vii. Two Joint Secretaries

4. DUTIES AND POWERS OF OFFICE OF THE OFFICE BEARERS OF IADVL AND EDITORS IJDVL & IDOJ

All office bearers should individually possess active e-mail ids and WhatsApp number to facilitate effective and speedy communication.

(a) THE PRESIDENT

(i) Shall chair all the meetings of the Central Council and any of the special committees when appointed.

(ii) Shall preside at the Annual Conference (DERMACON) for the year of his or her office.

(iii) Shall deliver the Presidential address after the inauguration of the conference held for the year of his/her term of office. This is mainly to highlight what IADVL is doing for its members and to appraise the roadmap of the new EC.

(iv) Shall guide and control the activities of the Association along with the Honorary Secretary General who shall normally be in charge of the office of the Association.

(v) Shall conduct the proceedings of the meetings and conferences held during his or her term of office.

In case of any doubt in the bye laws and SOPs, the president shall after discussion in EC consult the constitution committee for opinion. If necessary, legal opinion shall be taken. The same process shall be followed for financial issues and the finance committee and the auditor shall be consulted.

vii) Shall in extraordinary, unforeseen circumstances, in consultation with the Executive Committee, use his or her discretionary powers to take a decision to resolve any problem.

(viii) Shall in addition to his or her ordinary vote have a casting vote in case of equality of votes, i.e. in case of a tie. If he or she fails to give his or her casting vote, the motion shall be declared invalid.

(ix) Shall continue as a member of the Central Council after his or her term of office as President. During this term as a member of the Central Council, he or she shall be eligible for voting rights.

(x) Shall actively supervise the activities of state and local branches either directly or through his or her Vice-Presidents and Joint Secretaries. The President shall also appoint these officers of IADVL as in-charge of their contiguous branches.

(xi) Shall call meetings of the Executive Committee of the Association to discuss, evaluate, review and assess the activities and general management of the Association.

(xii) Shall liaise with the Headquarters at Delhi and Supervise the functioning of the Delhi office.

(b) THE PRESIDENT ELECT

(i) Shall be a member of the Central Council with voting rights and shall assist the President in the performance of his or her duties and shall succeed to the office of President during the

Annual Conference and Annual General Body Meeting (AGBM) in the year following his/her election as President-Elect.

(ii) Shall be a member of the Venue Inspection Committee for DERMACON to be held 2 years later.

(iii) Shall be a member of the Selection Committee to select Chairperson, Convener and members of the IADVL Academy whenever required

(iv) Shall be actively involved in EC, CC and GBMs.

(v) Shall be a member of the Central Supervisory committee and take active part along with the President.

(vi) Will be involved in the process of selection for Prof. K. C. Kandhari Foundation Award, Dr J C Shroff Memorial Award and Prof. Ratan Singh Award and other specified awards

(vii) Shall present proposals that have constitutional or financial implications during their presidential tenure in the GBM of the Closing Year (Passed in AGBM closing year 2020 as proposal 12)

Such presidential proposals and projects which the President Elect wishes to announce in the inaugural address, if they have financial or constitutional implications, shall be included in the agenda of AGBM after due process, as outlined for such purposes and approved in the closing AGBM before they are announced in the inaugural ceremony.

(c) IMMEDIATE PAST PRESIDENT

(i) Shall help the President, the Executive Committee and the association with the experience

obtained during his/her tenure as a president.

(ii) Shall be a member of the Executive Committee and Central Council with full voting rights.

(ii) Shall be a member of the inspection committee for the venue of DERMACON.

(iii) Shall be a member of the committee to discuss any proposition with possible financial implications sent by the Honorary Secretary General to the Treasurer, Chairperson of the Finance Committee, President, President Elect and Immediate Past President for their opinion. Their opinion on the financial implications of the project should be made available to the General body after submission of the agenda, for its consideration. Shall be one of the signatories of scientific certificates of DERMACON. Shall be an ex-officio member of the Central Supervisory Committee. (vii) Shall be an ex-officio member of the IADVL Academy of Dermatology. Shall be one of the selectors of the Chairperson, Convener and members of IADVL Academy.

(iv) Shall be one of the judges of the Prof. K. C. Kandhari Foundation Award, Dr JC Shroff Memorial Award, Prof. Ratan Singh Award and other awards.

(d) THE VICE PRESIDENTS

(i) Shall act as a presiding officer in the absence of the President, the chair being taken by the Senior Vice President. In the absence of the President and both the Vice Presidents at a meeting, a member of the Central Council of the Association shall be elected at the meeting and upon such a Chairperson the powers of the President shall, for the time being, devolve.

(ii) Shall be actively involved with the activities of state or local branches allocated by the President.

(iii) Shall attend the organizational and scientific meetings, and send an annual report for publication in the IADVL NEWS published at the time of DERMACON.

(iv) The two Vice Presidents and two Joint Secretaries will also act as zonal coordinators. They

shall have regular interaction with the respective branches and should intimate the IADVL about the progress in the membership drive and any problem faced by the concerned branch and any reportable activities.

(e) THE HONORARY SECRETARY GENERAL

(i) Shall be in charge of the Central Office.

(ii) Shall conduct all correspondence.

(iii) Shall be in charge of general supervision of accounts, pass all bills for payments and shall sign the cheques jointly with the Honorary Treasurer or in the absence of the Honorary Treasurer with the President. However, if any 2 of the above are not available permission of the President may be taken to authorize one of the Joint Secretaries or one of the Vice Presidents to be authorized as signatory for a specific period and the bank may be informed accordingly

(iv) Shall prepare a budget in collaboration with the Honorary Treasurer and Finance Committee and get it passed at the first General Body meeting and Central Council meeting after the AGBM.

(v) Shall organize, arrange and convene meetings, conferences, lectures and demonstrations.

(vi) Shall attend meetings of the Central Council and the GBMs and maintain records of their proceedings.

(vii) Shall be an ex-officio member of all committees constituted by the Central Council and shall try to attend their meetings.

Shall maintain an accurate and updated register of all members of the Association and a record of the activities of various branches, zonal branches and sub-branches.

(viii) Shall furnish to the Editor of the Indian Journal of Dermatology, Venereology and Leprology, a list of valid members of the Association every quarter.

(ix) Shall dispatch IADVL NEWS including all the circulars for various meetings well in time. The circulars shall be fully informative.

(x) Shall present the annual report for his or her period of office.

(xi) Shall invite applications for the award of IADVL training fellowships (rules and regulations shall be as per Annexure V).

(xii) Shall send the Association circular to the Editor of the Indian Journal of Dermatology, Venereology and Leprology in time to be dispatched with the journal

(xiii) Shall provide a Life Membership Certificate of IADVL to all life members along with a copy of the IADVL Constitution

(xiv) Shall maintain and update the IADVL website in consultation with the website committee appointed by the GB.

(f) THE HONORARY TREASURER

(i) Shall receive all amounts of money paid to the Association and deposit them in a nationalized bank to the credit of the Association, the operation of the Bank account being subject to Rules 19 and 20.

(ii) Shall be responsible for the collection of subscription from all the members of the

Association.

(iii) Shall submit to the Honorary Secretary General a quarterly updated list of the valid members of the Association taking into consideration the application of Rule 18.

(iv) Shall be responsible for maintaining updated accounts of the Association.

(v) Shall get all the accounts audited by the auditor of the Association.

(vi) Shall prepare an annual statement of accounts and a balance sheet showing the financial position of the Association and get it audited by the registered auditor of the Association for the financial year, i.e. 1st April of a year to 31st March next year. He/she will circulate it to all the members in the first issue of IADVL NEWS for the year and present it at the closing year's AGBM at DERMACON. He/she shall prepare and present the unaudited balance sheet for the remaining months of the year, i.e., from 1st April to 30th November of the year of the Conference and present it at the closing year's AGBM.

(vii) Shall dispose of the bills for payment as sanctioned by the Honorary Secretary General and only on his/ her written order.

(viii) Shall have the right to point out any error or discrepancy in the order of payment of the Honorary Secretary General and refer the order back to him with his remarks. In the event of disagreement between the Honorary Secretary General and the Honorary Treasurer, the matter shall be referred to the President for a decision to be later approved by the Central Council at its next meeting.

(g) THE JOINT SECRETARIES

(i) Shall assist the Honorary Secretary General or the President, whenever necessary.

(ii) One of the Joint General Secretaries in the order of seniority shall act for the Honorary Secretary General in his/her absence, and under such circumstances, the duties and powers of the Honorary Secretary General shall, for the time being, vest on him/her. The seniority of the Joint Secretaries will be determined in the same manner as that of the Vice President.

(iii) Shall actively involve themselves with the activities of state or local branches allocated to them by the President. They shall attend their organizational and scientific meetings and send their annual reports of such activities for publication in the IADVL NEWS published at the time of DERMACON.

(h) EDITOR OF THE INDIAN JOURNAL OF DERMATOLOGY, VENEREOLOGY AND LEPROLOGY (IJDVL) and INDIAN DERMATOLOGY ONLINE JOURNAL (IDJ)

(i) Should be a member of the Association in good standing for the previous 5 years with no outstanding dues to the Association.

(ii) Shall be recommended to the CC by the Editor Search Committee for a tenure of three years with the eligibility to get an extension of a second term of another 3 years. The name of the next Editor shall be proposed by a Committee comprising past Presidents and Editors (the President and Honorary Secretary General will remain ex-officio members) appointed by the CC and GB at least 2 years in advance and approved by the Central Council and GB at the earliest. Nominations should be invited in the IJDVL, IDJ, e-groups and the IADVL website. He or she shall work along with the Editor as an Editor-Elect for one year in charge of the IJDVL.

(iii) Shall, with the help of the Journal Committee, be responsible for the publication and management of the journals.

(iv) Shall be the Chairperson of the Journal Committee and a member of the Central Supervisory Committee

(v) Shall have the discretion of referring articles received for publication to members of the Journal Committee or to any non-member including a foreign author who, in the opinion of the Editor, is an expert in the specific field of work indicated.

(vi) Shall have the sole discretion of editing, condensing or correcting any of the articles received for publication.

(vii) Shall have the powers to increase the number of pages of the IJDVL and IDOJ

(viii) Shall be a member of the central council with voting right.

(ix) Shall hold office with the approval of the central council.

(x) Shall propose a budget in the General Body Meeting of the Commencing year where this has to be approved.

(xi) Shall submit a statement of audited accounts of the IJDVL and IDOJ for the financial year ending 31st March to the Honorary Treasurer, who in turn will consolidate it with his audited accounts for presentation at the Annual Meeting of the Central Council and file returns of income tax for that year.

(xii) Shall submit the subsequent audited accounts (for the period 1st April to 30th November) to the Honorary Secretary General every year to be included in the audited accounts and Honorary Secretary General's report that is to be circulated during the ensuing GBM for the closing year.

(xiii) Shall maintain and update the IJDVL and IDOJ website in consultation with the Journal Committee.

(xiv) Shall ensure that IJDVL and IDOJ being the official organs of the Association, the names of the office bearers shall be printed in every issue and the names of the ex-officio members of the Editorial Board printed at the top of the list.

(i) Hon Secretary and Treasurer Elect shall be in the EC and function as observers for one year preceding their office as apprentice or training or preparation. They shall participate in all EC deliberations without any voting rights and cannot therefore influence decisions. They shall not have any independent functions or positions for work and can only assist secretary or treasurer as may be allotted at the discretion of the secretary or treasurer. They may be invited to important meetings such as EC, Academy and CCM, and the cost of their travel and stay will be borne by the IADV. Their names shall be included in newsletters and important announcements. They will not sit on dais during ECM/CCM and may be placed in front row.

5. TENURE OF OFFICE OF OFFICE BEARERS

The tenure of office of the office bearers, unless otherwise mentioned, shall continue with the Association Year. The tenure of office of the Honorary Secretary General and the Honorary Treasurer shall be 2 years, with eligibility to contest for a second term of two years. They cannot file their nomination for any other post before the end of their tenure.

The IADV will have the posts of Honorary Secretary General Elect and Honorary Treasurer Elect who will be elected in the elections held during the First year of Current Secretary General's and Treasurer's term.

6. STANDING COMMITTEES

(a) The President shall form various committees and subcommittees and appoint chairpersons, conveners and members, after consulting the immediate past president and president elect, with the concurrence of the Central Council and General Body. The president shall propose chairpersons and members for all standing committees mentioned in the constitution. Due representation shall be provided to different states, regions, genders, age groups. The president shall consult the immediate past president and president elect about the names of the members, but he shall have the decision-making authority in all one-year committees. In all committees with more than one year term eg: constitution committee, central finance committee and academy, consensus needs to be achieved with both president elect and immediate past president. Except for the Central Supervisory Committee, which is formed every year for a period of one year; all committees and sub-committees will remain functional until they are dissolved by the President. The president may add new members or delete the names of previously appointed members from these committees and subcommittees as and when required. No non-member will be a member of any IADVL committee, national, zonal or state.

(b) Each committee shall have the authority to appoint a subcommittee or subcommittees for the purpose of fulfilment of any of its functions or duties when necessary.

(c) Each committee can induct advisorsspecially qualified or experienced in any of the subjects referred to.

(d) Each committee shall submit a report to the Central Councilthrough the Hon. Secretary General, every 4 months and as requested by the EC.

(e) Each committee shall have the option of co-opting a non-member when there is a need for an expert. Such a co-opted member shall attend the committee meetings like other members of the committee and shall not have voting rights

The reports of the committees shall be submitted to CCM and AGBM.

(f) The President and Hon. Secretary General shall be ex-officio members of all such committees.

(g)The term of office of the committees shallbe as specified in the bye laws. The following committees shall have a two-year term:

- i)Constitution committee
- li)Finance committee
- lii)Academy

Since these committees are vital for the functioning of the association, they shall continue until they are specifically dissolved/replaced.

(h)The President shall have the power, under exigent circumstances, to appoint any adhoc committee or taskforce for a specified purpose but should seek the ratification of the CC and GB for such action at the next available meeting.

(i) EC Co-ordinator: The President may appoint co-ordinator from EC to different committees to ensure communication and efficiency. However, these co-ordinators are not members of the committees, cannot influence decision making and shall not have voting rights. Their sole purpose is administrative co-ordination.

SECTION E: FINANCES

1. FUNDS OF THE ASSOCIATION

(a) The funds or the income of the Association shall be derived from the following sources:

(i) Donations or legacies from members or well-wishers of the Association.

(ii) Donations will be accepted from members and others (non-members) for prizes, awards, etc., the amount will be kept in a bank as fixed deposit. The prize money, award, etc., shall come from the interest of the deposit, accrued during the year. The prize shall consist of a memento or cash. Out of the said interest, the amount thus used will be 70% of the interest, while the remaining 30% will be kept with the Association in the form of fixed deposit. The donation money will be minimum Rs. 2,00,000 for members and `Rs. 10,00,000 from others (non-members) for 5 years. The memento will be prepared by the Honorary Secretary General.

(iii) Sale proceeds and amounts derived from advertisements in souvenirs, etc., or the transactions or any publications of the Association, including the royalties of the sale of textbooks, except the official journal of the Association.

(iv) Rents due to subletting the premises, if any, authorized by the Central Council.

(v) Total savings accruing from all national conferences (DERMACON and MIDDERMACON)

(vi) 20% of the savings of zonal conferences (DERMAZONE)

(vii) The savings from any International Conference, including the regional one like an Asian or SAARC conference, if hosted by any branch, state or local. The host branch organizing the conference shall get 20% of the share of the surplus savings.

(viii) Royalty from the textbooks and other academic materials published by IADVL should be credited to the central fund and will be the property of the IADVL, the management of which will be vested in the Central Council.

(ix) Such other sources of income as may be authorized by the Central Council.

The PAN of IADVL is AAAT13796 and its TIN number (for deduction of tax at source) is AGRI-10229Cand GST is AAAT13796FD001. Each state branch should have its own PAN independent of the PAN of national IADVL and should file a separate income tax return independent of that of the IADVL. The Income Tax Return of IADVL shall be submitted at its headquarter city.)

(b) Reserve Fund:

(i) At least 25% of the surplus each year shall be credited to this fund.

(ii) The reserve fund shall be deposited in a separate account in a savings bank or fixed deposit account in a nationalized bank as approved by the Central Council.

(iii) Interest in this account should be shown separately in the annual account sheet.

(iv) The reserve fund shall be drawn upon only by a special resolution of a meeting of the Central Council in which three fourths of the members present vote in favour of the resolution of withdrawal and under the exclusive condition that the expenditure is necessary for furtherance of the objectives of the Association, as mentioned under Rule.

2. BANK ACCOUNT

(a) All funds of the Association and its branches shall be kept in a nationalized bank in accounts (savings bank and fixed deposit) opened in the name of IADVL. All banking operations shall normally be carried out by either the Honorary Treasurer and Honorary Secretary General or the Treasurer and one of the Joint Secretaries or Honorary Treasurer and President or Honorary Treasurer and one of the Vice-Presidents.

(b) The entire amount received from different sources by the center will be kept in a bank fixed deposit under the respective heads or can be invested in other sources as per the recommendation of the Central Finance Committee. The Association will meet its expenditure out of the interest earned on different fixed deposits and portion of the savings of DERMACON. Only the Central Council, by a three fourth majority vote, can authorize full or partial withdrawals from the fixed deposits for using the money for specified purposes. No office-bearer shall make full or partial withdrawal from the fixed deposits without the express permission of the Central Council.

The Central Council is authorized to give permission to use up to 50 lakhs from savings accounts during exigency.

3. EXPENDITURE

(a) As per the budgetary allocation, the Honorary Treasurer and Honorary Secretary General, as authorized by the Central Council, shall pay rents, salaries, wages and such other charges as may be necessary for carrying out the work of the Association. It shall further provide for the issue of the journal of the Association when found necessary and such publications as may be authorized and shall be empowered to spend money on scientific investigations, conferences, prizes, awards, fellowships and on such other purposes as it may consider advisable in order to achieve the objectives of the

Association. A committee comprising the President, Honorary Secretary General, Honorary Treasurer and Chairperson, Central Finance Committee shall allocate money during any emergency situation. The President, Honorary Secretary General and Honorary Treasurer will be reimbursed up to a limit of Rs. 5000 per month of their telephone and mobile bills as office expenses. The President, Honorary Secretary General and Honorary Treasurer will be entitled to reimbursement of travel expenses for Association activities.

(b) (i) The properties, movable or immovable, belonging to the Association shall vest in the Central Council.

(ii) No sale, exchange, mortgage, lease or other transfer of immovable property belonging to the Association shall be valid unless the President or any one of the Vice-Presidents and Honorary Secretary General shall execute the document of transfer.

(c) The office holder who draws upon the funds of the Association will be subject to strict accounting for the amount withdrawn and is answerable to the Central Council.

4. INVESTMENT

Any money of the Association, not immediately required, may be invested as determined by the Central Council.

5. ASSOCIATION YEAR AND FINANCIAL YEAR

The financial year of the Association shall be from 1st April of a year to the 31st March of the next year. The Honorary Treasurer will circulate an audited account of income and expenditure and liabilities of the previous year in the first circular/newsletter issued by the centre.

At the time of the AGBM, an unaudited account for the remaining Period will be circulated for the perusal of members.

The Association year will be from 1st April to 31st March of the next year for administrative purposes. However, the President, Honorary Secretary General, and other members of the Executive Committee will start working from the day they assume charge.

6. DISTRIBUTION OF FUNDS

(i) Total savings accrued from all national conferences (DERMACON and MIDDERMALCON) will be distributed to Host branch (30%), IJDVL (15%) and IADVL Academy (20%). This rule will be reviewed every three years. GST and all relevant government taxes have to be paid byDERMACON organizers before submission of audited accounts for DERMACON.

(ii) Membership fee accrued shall be shared with the respective state 20 % and IJDVL 20 %.

SECTION F: ELECTIONS

1. CONDITIONS FOR ELIGIBILITY OF OFFICE BEARERS

Posts

(a) Election for the posts of the following office-bearers shall be held annually:

(i) President Elect

(ii) Vice Presidents – 2 Posts

(iii) Joint Secretaries – 2 Posts

(b) The election to the following posts shall be held every two years.

- (i) Honorary Secretary General Elect
- (ii) Honorary Treasurer Elect

(c) Election Officer:

(i) He/she shall be one of the past presidents of the association and shall be appointed at the opening GBM for the year held during DERMACON.

(ii) Election officer shall not hold any other position either at center or state/combined branches or in any conferences at central or state level.

(iii) The election officer or his/her spouse son/daughter or any central executive member is not eligible to seek election for that year.

(d) Central Election Observer: An election observer (who shall be a previous election officer) shall be appointed in the opening AGBM of DERMACON, whose duty shall be to guide/advise the election officer whenever needed. The role of Central Election Observer is only advisory in nature and not binding on the election officer.

(e) Returning Officer

The Honorary Secretary General shall be the returning officer. In case Honorary Gen Secretary is incapacitated, the treasurer can take over as the Returning officer.

(f) Conditions of eligibility for office bearers

i. Any member proposing to contest for any post of IADVL Executive Committee should be a permanent resident of India for the last five years, except for institutional employees who go on deputation or fellowship for not more than two years.

ii. An applicant for any post must have completed his/her qualifying tenure as office bearer either at the national or at state level at the time of application.

iii. Nobody should be allowed to contest a second term while in office. A member who has become the IADVL National President cannot contest again for any post at any level in IADVL.

iv. An elected member cannot contest for the same post for a second term.

v. For eligibility, Position is defined as an elected position (viz. President, Secretary, Treasurer, Vice President, Joint Secretary, and Executive Committee member) and not membership of committees, positions in conferences and advisor positions. The term Managing Committee member (which may be an appointed member) should not be used by state branches; all state branches should use the same terminology as in the IADVL Constitution.

vi. Any member who holds the post of President/ Vice-President/ Hon. Secretary/ / Joint Secretary/ Treasurer in a state branch, Chairperson/Convener of IADVL Academy, Chairperson/Convener of Special Interest Group (SIG) and Chairperson/Convener of IADVL Standing Committees should resign from that post before submitting the nomination to contest in IADVL elections. (Passed as a proposal in Commencing year 2021 AGBM)

(g) Eligibility for specific positions:

(g.a) President Elect

(i) Should be a member of the Association in good standing for the previous ten years during which period he or she must have no outstanding dues to the Association.

(ii) Should have a minimum experience of fifteen years in the specialty of dermatology, venereology, and/or leprology, after having taken his or her postgraduate degree qualification in the specialty.

(iii) Should be exclusively engaged in the practice, teaching and/or research of these specialties of dermatology, venereology and/or leprology.

(iv) Must have been actively involved in the affairs of the Association in an official capacity either

at the central level as Vice President, Honorary Secretary General or Honorary Treasurer or at the branch/combined branches level as President, and should have completed tenure at the time of filing nomination.

(g.b) Vice President

- (i) Should be a member of the Association in good standing for the previous seven years during which period he/she must have had no outstanding dues to the Association.
- (ii) Should have a minimum experience of ten years in the specialty of dermatology, venereology and/or leprology after having taken his/her postgraduate qualifications in the specialty.
- (iii) Should be exclusively engaged in the practice, teaching and/ or research of the specialties of dermatology, venereology and/or leprology.
- (iv) Must have been actively involved in the affairs of the Association in an official capacity either at the central level as Honorary Secretary General, Honorary Treasurer or Joint Secretary or at the branch/combined branches level as President or Honorary Secretary or a Central Council Member from the branch for a minimum period of five terms either continuous or with breaks.

(g.c) Honorary Secretary General Elect and Honorary Treasurer Elect

- (i) Should be a member of the Association in good standing for the previous five years during which period he/she must have had no outstanding dues to the Association.
- (ii) Should have a minimum experience of ten years in the specialty of dermatology, venereology and/or leprology after having taken his/her postgraduate qualification in the specialty.
- (iii) Should be exclusively engaged in the practice, teaching and/ or research of the specialties of dermatology, venereology and/or leprology.
- (iv) The Honorary Secretary General Elect and the Honorary Treasurer Elect must be proposed jointly from the same zone.
- (v) For Honorary Secretary General Elect: He/she must have been actively involved in the affairs of the Association in an official capacity either at the central level as Joint Secretary/Vice President/Honorary Treasurer or in the branch/combined branch level as Honorary Secretary/Vice President/President. (Passed in AGBM opening year 2021 as proposal 2).

(vi) For Honorary Treasurer Elect: He/she should have been a Joint Secretary, Honorary Secretary, Honorary Treasurer, Vice President or President at the state level or Joint Secretary at the national level.

(g.d) Joint Secretary

- (i) Should be member of the Association in good standing for the previous five years during which he or she must have no outstanding dues to the Association
- (ii) Should have a minimum experience of five years in the specialty of dermatology, venereology and/or leprology after having taken his or her postgraduate qualification in the specialty.
- (iii) Should be exclusively engaged in the practice, teaching and/ or research of the specialties of dermatology, venereology and/or leprology.
- (iv) Must have been actively involved in the affairs of the Association in any elected official capacity at the branch/combined branch level or an attending Central Council Member from a branch for a minimum period of two years either continuously or with a break. Proof of such attendance shall be attached.

2. PROCEDURE FOR ELECTION OF OFFICE BEARERS

(a) The Electoral Roll shall consist of all life members of the Association and on whose behalf CFC has been received at the office of the Honorary Secretary General by the 31st July of the Association Year, and who have no outstanding dues to the Association.

(b) The candidates proposed for various offices shall conform to the requirements laid down under the conditions for eligibility of office bearers. They should provide a letter from their respective state secretaries confirming their position held at the state level and from national Hon Secretary general for post held at central IADVL

(c) They shall be duly proposed and seconded by members in good standing who have no outstanding dues to the Association The application should bear the candidates' willingness and signature.

(d) All candidates should declare any conflicts of interest with special emphasis on pharmaceutical companies, and cosmetics and equipment manufacturers. They should disclose all positions such as consultants, advisors, directors/ any other associations.

(e) The last date for withdrawal of nominations shall be the 15th July. This shall be indicated in the information sent by the Honorary Secretary General to the nominated member. Non-receipt of a letter of withdrawal from the candidate by the Honorary Secretary General shall be considered as acceptance of the nomination by the member.

(f)

On receipt of applications, the returning officer shall scrutinize the application forms and send the list of nominated members with their details, with his comment/recommendation to the election officer. The election officer shall verify all the documents and give his final opinion on acceptance of applications to the returning officer.

The returning officer shall announce the list of valid candidates by 15th July on all official media and also individual mails/sms to the eligible candidates.

j) Any objection by either a member or a candidate about the validity of any candidates or any aspect of the election process should be raised before 31st July of the election year in an email to the returning officer. No objections of any type shall be entertained after this date.

k) The Honorary Secretary General shall inform all eligible candidates by e-mail and SMS.

(g) In case more than one candidate is found nominated for the President Elect's post, more than one candidate for the Honorary Secretary General Elect and the Honorary Treasurer Elect, and more than two nominations each for the posts of Vice Presidents and Joint Secretaries, an e-ballot shall be undertaken to elect the office bearers concerned.

(h) E-Voting for IADVL Election: The members will have to vote through the IADVL website. No ballot paper will be sent to any Life Member eligible to vote.

(i) Individual members cannot use IADVL central or branch organs like e-groups (including WhatsApp groups), web forums, etc., for canvassing. An official group is a group that is constituted for the purpose of IADVL administration, either by the Honorary Secretary General, Honorary Treasurer, IADVL Academy, SIGs or any other committee/taskforce at the state or central level of the IADVL. They shall not seek endorsement by state or zonal branches.

(j) Canvassing by any state branch or branches or by any group of IADVL members individually or collectively for any individual candidate shall not be permitted. Candidates indulging in such practices shall be disqualified for that election and also debarred from contesting the election for the next two years. For bidding cities, the concerned state can use its official group for motivating its members about the city.

(k) All President Elect candidates and bidding cities will be given time to address the CC MID-DERMA MEET to put forward their vision. The time allotted shall be 5 minutes for presidential candidates and 10 minutes for bidding cities. A separate time shall be allotted during dinner time after business hours during CC MID- DERMA MEET.

(l) If any material information provided in the bio-data of a contestant is alleged to be false before announcement of results, then the election officer shall seek an explanation for the same and

hold necessary enquiry, if required. If the allegation is found to be true, the candidate shall be disqualified from the election.

S) If any information in the bio-data of a contestant printed is proved to be false after announcement of results, then the election officer shall seek an explanation and hold an enquiry, if required. If the allegation is found to be true then that candidate's election will be declared null and void. In that event, the candidate who had secured the next highest number of votes shall be declared elected. If there is no other candidates, then procedure mentioned below for election in AGBM shall be followed.

s) If there are no candidates by 15th June, the date can be extended by one week. In case there is no contestant for a post/venue even after this, the EC will announce a fresh election process during the Central Council Meeting for all vacant posts/venues, with 30th November being the last date for filing nominations and the Returning Officer declaring, after verification, the final list by 10th December. If there is more than one application for any post/venue, then election by secret ballot paper will be arranged during DERMACON on the CME day from 11 am to 2 pm and followed by counting. All eligible voters will be invited to cast their vote after verification of their membership and photo identity proof by the Returning Officer. The entire election process will be supervised by the Election Officer. Conflicting with t below to be discussed

(t) The official declaration of the election results, for which e-voting has been held, shall be made by the Election Officer to seek ratification during the closing year's AGBM at DERMACON. The number of votes polled by various contestants shall be announced and subsequently published in IJDVL and IADVL NEWS. In case of a tie the result would be decided by the casting vote of the President. The result of the election, for which votes were casted during DERMACON, will be announced in the closing AGBM

(u) All disputes arising with regard to the election of office bearers shall be referred to the election officer. If any candidate is not satisfied with the decision of the election officer, the matter may be referred to the Arbitration committee. Committee to be nominated by the Central Council and further approved by the General Body. Its verdict shall be final and binding on all parties and election process will be conducted without any hindrance. Any member dissatisfied with the decision of arbitration committee may raise the issue in AGBM as per standard procedures.

(v) Timetable for IADVL election:

In all below days, the day will end at midnight on the day mentioned

Invitation by the Honorary Secretary General for applications for various posts and bids for DERMACON and MIDDERMACON for which the election will be held: 15th April. 15th May as per election taskforce

Last date for filing nominations along with fee: 15th June

Last date for bidding for DERMACON/MID DERMACON: 15th June

Last date for withdrawal of nominations / bids: 15th July

Announcement of valid candidates / bids: 16th July

Cut-off date for electoral roll: 31st July

Last date to raise any objection by a member or a candidate about the election process or the validity of candidates: 31st July

Canvassing to start from 15th August

Last date for registration for e-voting: 24th September

Opening of e-voting: 1st October

Closure of e-voting: Midnight of 15th November 31st October as per election taskforce
Counting of e-votes: First Sunday after the close of voting
Filing of objections, if any, to Election Officer: Within one week post-counting.
Declaration of results on e-groups and website: 8th day post- counting.

Model code of conduct in Elections:

All candidates shall observe a code and proper conduct during campaigning. They shall desist from any reference to race, gender, and shall not make any derogatory references to the other candidates. They shall not make any specific free offers/ gifts of any kind/free registration either by themselves or through pharma.

Any candidate breaking the code of conduct shall be subject to punishment as stated below.

The matter will be referred to the Election Officer either by the Returning Officer or by a candidate directly.

The Election Officer may take any of the under mentioned actions if the complaint is found to be valid, and after giving adequate opportunity to the candidate to explain:

1. Issue a private warning letter if it is the first offence, and in the opinion of the Election Officer, a minor offence.
2. Issue a public warning (announcements in IADVL e-groups and WhatsApp groups) for the second offence or if it is a major offence.
3. Disqualify the candidate for the third offence or a second major offence.

This procedure shall be completed within a period of ten days Action against a candidate who is disrespectful of election officer:

The Election Officer can take the same actions as above against a candidate for showing disrespect towards the Election Officer or Returning Officer.

Action against a member breaking the code of conduct who is not a candidate: Depending on the seriousness of the offence, the Election Officer can take the following actions against a member who is not a candidate for breaking the model code of conduct: (1) a private or public warning, (2) removal from all official groups, and (3) recommend to the GB any of the following actions to be taken in the AGBM: barring the member from voting/ holding any position in any committee or contesting elections for any period / suspension of membership.

Action against a member who is disrespectful of election officer: The Election Officer can take the same actions as above against a member for showing disrespect towards the Election Officer or Returning Officer.

The concerned candidate will have the right to appeal to an Arbitration Committee, which shall be constituted by the President as per the provision of the Constitution, against the decision of the Election Officer. The Committee shall give its decision within one week and that decision shall be final and binding. The candidate or any member on his behalf cannot raise the issue with general members in any of the e-groups and should raise this issue or any issue of dispute only through the Election Officer.

SECTION G: MEETINGS

1. MEETINGS

(a) All business meetings of IADVL (eg. EC MID-DERMAMEET, CC MID-DERMAMEET, IADVL Academy meeting or any committee meeting shall be held at IADVL Headquarters at New Delhi. However, meetings of IJDVL shall be held in smaller cities as decided by IJDVL Editor-in-Chief.

(b) Central Council Meetings

(i) Central Council meetings shall be held during DERMACON and also in August every year (CC MID- DERMA MEET). The CC MID-DERMAMEET will be held annually in the 2nd, 3rd or 4th week of August. It will not be held simultaneously with MID-DERMACON at the same venue and same dates.

(ii) The number of members for CC MID-DERMA MEET from each branch shall be five Central Council members for the first 100 members. For each additional 100 members, there shall be one Central Council member. For CC MID-DERMA MEET the number of members in the Central Council shall be as per the branch member strength on the 31st March of the year. The Chairperson and Secretary of the AFDG (or another AFDG CC member if one of them cannot attend) will be invited to the CC MID-DERMAMEET

(iii) For CC MID-DERMA MEET, the IADVL shall sponsor the Executive Committee members, i.e. the President, President Elect, Immediate Past President, Vice Presidents, Hon. Secretary General, Joint Secretaries, Honorary Treasurer, Honorary Secretary Elect and Honorary Treasurer Elect. Editor of IJDVL, and Chairperson of the IADVL Academy of Dermatology, Convener of the IADVL Academy of Dermatology, and the past Presidents, past Honorary Secretary Generals and past Honorary Treasurers of past 15 years, and 25% of the total strength of Central Council members from the state branches (should mandatorily include President Elect of the state branch). The members shall be reimbursed for Economy class airfare and stay. IADVL will also sponsor the Chairperson and Convener of the following committees – Finance, Constitution, SOP, Awards, PMC and Media. In addition, President in consultation with the EC can invite any IADVL LM whose presence in CCM will be useful. Such invited members' travel and stay will be reimbursed by IADVL National body. Chairpersons of other committees can be called to CC meeting at the cost of IADVL if their presence will help IADVL. Any additional financial commitment for the CC MID-DERMA MEET shall have to be cleared by the Finance Committee. The state branches shall sponsor their Presidents and Secretaries for CC MID-DERMA MEET.

(iv) The annual Central Council Meeting (CCM) for the closing year shall be held on the afternoon of the day before the commencement of DERMACON on the day of the CME. This meeting shall be presided by the outgoing President and shall be conducted by the outgoing office bearers.

(v) The President may convene an emergency CCM giving a 15 days' notice to the members.

(vi) The business to be transacted at the annual CCM for the closing year shall be in the following sequential order unless otherwise determined at the meeting:

- (a) To adopt the annual report of the Honorary Secretary General for the previous year.
 - (b) To adopt the audited statement of accounts of the Honorary Treasurer for the previous year.
 - (c) To adopt the annual report of the Editor of IJDVL for the previous year.
 - (d) To review and adopt the activities of the various committees and subcommittees appointed during the previous year.
 - (e) To consider any resolutions or proposals sent by members. CC MIDDERMAMEET shall have the authority to discuss constitutional proposals and make recommendations to AGBM
- (vii) The business to be transacted at the first CCM for the new Association year will be as follows:
- (a) To discuss the report and adopt the proceedings of the first GBM for the year held earlier
 - (b) Any other business, but not exceeding two matters, shall be allowed by the presiding officer.

(c) Annual General Body Meeting (AGBM)

- i. The AGBM shall be held ordinarily in the month of January during the annual conference (DERMACON).
- ii. The AGBM for the closing year shall be held on the CME day. During this AGBM, the election officer shall announce the results of the election. The newly elected office bearers shall officially take charge from that day.
- iii. The timing and duration of the inaugural function should be decided in consultation with the Organizing Committee Chairperson, Organizing Secretary, President, President Elect and Honorary Secretary General.
- iv. The first AGBM for the commencing year shall be held in the later part of the afternoon on the penultimate day of DERMACON. The office bearers elected for the new Association year shall conduct the meeting.

(d) Extraordinary General Body Meeting

In unprecedented situations, any matter urgent and extraordinarily important, which cannot wait for an AGBM, has to be discussed in meetings of EC & CC, subsequent opinions from constitution committee sought, for reasons stated in the notice for EGBM as to why the matter is extraordinary, an EGBM may be called with a minimum of 7 days' notice. The matter may then be placed in an Extraordinary General Body Meeting (EGBM) with this matter as the agenda. An appropriate decision on the plan of action taken in the EGBM may be implemented. In situations when physical meetings become impossible, virtual EGBM can be held (AGBM Closing year 2020 proposal 13), after providing reasons as to why a virtual meeting is necessary.

Honorary Secretary General, when authorized by the Executive Committee, Central Council or on written request by at least 50 members of the Association, may call a special GBM within a month, in consultation with the President.

2. BUSINESS ORDER OF THE AGBM

(A) BUSINESS ORDER OF THE AGBM OF THE CLOSING YEAR.

There will be combined central council meeting and AGBM held for closing year. AGBM shall start from 11am to 1pm and then from 2 pm to 5 pm. The business to be transacted at the AGBM for the closing year shall be in the following order, unless otherwise determined at the meeting:

- (i) To adopt the annual report of the previous year by the secretary general
- (ii) To adopt the audited accounts of the previous year by the treasurer
- (iii) To adopt the annual report of the Editor of IJDVL.
- (iv) To adopt the report of the Central Council, covering all the activities of the Association.
- (v) To consider any resolutions sent by the members of the Central Council or the state branches or IADVL life members.
- (vi) To elect any office bearer of the Association for which the election has not been completed due to non-receipt of nominations or there being a vacancy due to any reason.
- (vii) To ratify the appointment of the Chairperson and Convener of the IADVL Academy, who will be overseeing various academic activities of the Association as outlined in the Constitution.
- (viii) Any other business, but not exceeding two subjects, allowed by the presiding officer.

(B) BUSINESS ORDER OF THE FIRST AGBM OF THE COMMENCING YEAR.

- (i) To adopt the budget for the Association year.
- (ii) To appoint certified auditors for the ensuing term and fix their remuneration.
- (iii) To decide the venue for the next DERMACON.
- (iv) To decide the subjects for the workshops, symposia and other scientific program for the ensuing DERMACON.
- (v) To elect the election officer for the year. The election officer should be a past IADVL President.
- (vi) To elect zonal and AFDG representative to central supervisory committee
- (vii) To adopt and recommend any specific matter or resolution for consideration by the new Central Council at its first meeting.
- (viii) Proposals by the president elect if any: These shall be considered soon after the administrative/constitutional proposals of the association are considered
- (ix) To consider any resolutions sent by the members of the Central Council or the state branches or IADVL life members.
- (x) Any other business, but not exceeding two subjects, allowed by the presiding officer.

3. NOTICE OF PROPOSITION OR RESOLUTION TO BE MOVED BY THE MEMBERS AT CENTRAL COUNCIL and GENERAL BODY MEETINGS

Invitation to submit proposals shall be announced three months before CCM or AGBM and then the following process would be followed:

- a) All proposals must be received by the Hon. Gen. Secretary at least eight weeks before meeting as per the proposal form.
- b) The Hon. Gen. Secretary in consultation with President/EC shall send the proposals to appropriate IADVL committees such as constitution/SOP/finance/awards/academy/other committees for opinion before placing it in EC/CC/AGM.
- c) Proposals with the opinion form the EC and the committees, along with the agenda shall be circulated to members and announced on the official e-groups, members' area of website, six weeks before AGBM/CCM. Members would be invited to go over the proposals and submit their comments through email to the Secretary General in the specified form. Any member desirous of seeking to explain / obtain explanation the point shall submit his request to the Secretary General along with the comment. The last date of receipt of such comments shall be four weeks before AGBM. During the AGBM, these members who have served notice to speak would be first given an opportunity to speak. Others from the floor would be allowed to speak at the discretion of the chair, only if there are opinions different from those already expressed. If there are differing points of view, up to a maximum of four members, generally two opposing and two supporting, shall be allowed to talk or present a point of view, provided they have an independent and different opinion. Members speaking to repeat the same point would not be permitted to speak. After the members speak, the proposal would be decided either by voice vote or show of hands as decided by the chair.

3(a). PROPOSAL FORM FOR SUBMISSION OF PROPOSALS BY MEMBERS TO CCM/AGBM- Refer annexure V

3(b). METHOD OF HANDLING PROPOSAL

Each proposal to be classified as

- (a) Administrative - to be discussed in EC and implemented AFTER APPROVAL IN CCM/AGBM
- (b) Any proposal beyond the term of current EC will need CC approval
- (c) Any proposal with financial implications exceeding five lakhs INR shall need CC approval
- (d) Policy related – to be discussed in CC and if passed be implemented.
- (e) Any proposal with financial implications exceeding Rs. 50,00,000 shall need GBM approval
- (f) Constitution related – CC MID DERMAMEET can discuss and give recommendations but shall be discussed in AGM.

IADVL EC will have no right to reject any proposal. The CC can after discussion, reject any administrative proposal, but constitutional proposals shall be further discussed in AGBM with recommendations of CCM. Constitution related proposal, once passed in AGBM, will immediately become operational. It is not necessary for the Proposer to be physically present while his/her proposal is taken up for discussion. The Proposer can authorize any one of the signatory seconder members to represent him/her and discuss on his/her behalf. The Proposer must authorize and inform the Secretary in advance

4. QUORUM

- (a) CCM: 75% of the total invited membership of the central council shall constitute the quorum in the midyear CC meeting. If the quorum is not formed within 30 minutes, the meeting will be reconvened at the same time and same place without the quorum. Also, if a Central Council member is not present when the quorum is considered reimbursement of travel expenses shall not be provided.
- (b) GB meetings: Forty valid members present at the GBM will form the Quorum at the GBM

In the absence of a quorum, the meeting of the Central Council or the General Body shall be adjourned for half an hour and shall be held thereafter.

5. MINUTES

- (a) The minutes of the General Body and the Central Council meetings shall be confirmed at the subsequent meeting and duly signed by the Chairperson of the meeting.
- (b) The minutes of each meeting of the Central Council shall be circulated at the subsequent meeting.

6. PROCEDURE FOR CHANGES IN THE BYLAWS

- (a) Any member wanting to propose any change in the rules of the Association shall give at least 8 weeks' notice of such a proposal before the date of the CC/AGB meetings to the Honorary Secretary General, in the prescribed proposal form (Refer Annexure V), signed by the proposer and duly seconded and supported by five other bonafide members.
- (b) The Central Council shall have the power to recommend to the General Body any changes in the rules of the association. The Central Council shall have the power to discuss any changes in the bylaws of the association and make recommendations to be placed in the annual general body meeting (AGBM) based on the 2/3rd majority in the Central Council. Any such resolution by Central Council will be forwarded to the AGBM as recommendation for final approval or disapproval. (Proposal passed in closing year AGBM 2020)

SECTION H: CONFERENCES

A. DERMACON

- (a) A National Conference, known as DERMACON, shall be organized every year. Its number, e.g. "36th National Conference of the IADVL", shall be mentioned in the next line. It should be organized as DERMACON INTERNATIONAL once every four years in the year of the World Congress of Dermatology.
- (i) If feasible, it shall be held in January every year, preferably on the last Friday, Saturday and Sunday.
- (ii) The venue should be decided by election process.
- (iii) Its total duration should not be more than 3 days for the conference. But CME can be held a day prior. Two or more parallel sessions of CME can be held one day prior to DERMACON, to be called as pre-conference CME. Sessions at the pre-conference CME may be called as 'Symposium', 'Workshop', 'Master Class', 'Master Course' 'Focus Sessions' etc.,
- (b) All IADVL members of the Association, including PLM and International Life Members, are eligible to be delegates of DERMACON. Qualified dermatologists with recognized degree who are not IADVL members can register with a higher registration fee.
- (c) All members of the National Executive and Central Council will assume office on the first day of the conference at the AGBM. Since the Honorary Secretary General, Honorary Treasurer, and the Editor of IJDVL have a longer tenure, they will continue in their office for the year in which their tenure is continuous; the other newly elected office bearers shall assume charge of their office.
- (d) The Immediate Past President shall be the co-ordinator for the next DERMACON and shall guide the organizers in implementing the rules and regulations for its organization (Annexure VII).

(e) Though a request may be made to keep the Registration Fee at the minimum to the organizing committee, it can be increased by 10% every year until monetary self-sufficiency is achieved in organizing a DERMACON.

(f) The Organizing Committee should host dinner on the CME day and the first two days of the conference.

(g) Conference halls should not be named after pharmaceutical companies or their products. They may be named after prominent living or deceased members.

(h) Speakers in their presentations in the conference shall disclose any conflicts of interest, including financial or any other relationships with manufacturers of commercial products (including drugs, equipment and services) so that delegates can judge whether a speaker's interests and relationships have influenced the presentation. If there is no interest to declare, then a "no conflict of interest" declaration shall be made.

(i) Scientific certificates should be signed by the President, Immediate Past President, President Elect and the Chairperson of the Local Scientific Committee. The names and titles of the presentations have to be written down by the organizers so that blank certificates are not handed over. The attendance certificate should bear the signatures of the President, President Elect, Chairperson and Secretary of the Organizing Committee of DERMACON, and the Honorary Secretary General.

(j) IADVL shall get a prominently located stall e.g., near the Main Hall or in the foyer. The stall will be minimum 2m X 2m.

(k) Special privileges for senior citizens (above 65 years age):

(i) This category may be separately identified by giving registration slip of different color and writing "priority" on top.

(ii) A helpline number may be provided so that they can contact a person on arrival at the venue.

(iii) In addition, their car may be allowed up to the main gate by providing a separate car pass.

(iv) Venue map showing the location of a ramp should be provided to them.

l) Conduct of DERMACON during unprecedented situations such a natural disaster/Pandemic: "Such a matter has to be discussed first in the virtual/physical meetings of EC and then a virtual/physical Extraordinary General Body Meeting (EGBM) shall be called with this matter as the agenda. An appropriate decision on the plan of action taken in the virtual EGBM may be implemented. (Passed in midyear CCM August 2020 and further in AGBM closing year 2020).

m) Central Supervisory Committee, will supervise not just scientific aspects, but organizational and financial aspects of DERMACON. Refer ANNEXURE: STANDING COMMITTEES OR SUBCOMMITTEES

1. BIDDING FOR DERMACON

(a) Any state branch wanting to hold DERMACON must call its GBM, and, by a majority vote, pass a resolution to that effect and decide the name of the Organizing Secretary and Chairperson of the Local Scientific Committee. The Organizing Secretary must be from the city where the DERMACON is to be held.

(b) The state branch shall send the bid proposal to host DERMACON to the Honorary Secretary General of IADVL two and a half years before the proposed conference only after the above procedure.

(c) The official bid for holding DERMACON shall be given to the Honorary Secretary General on the letterhead of the state branch, with the signatures of the President and Secretary of the branch, and the prescribed proforma (containing the details regarding the facilities available in the city and the suitability of the city for hosting DERMACON) duly filled in (Annexure VIII).

(d) The bid for the DERMACON of a particular year should be sent to the Honorary Secretary General

on 31st July of the year previous to the AGBM where the venue shall be announced after voting. e.g. if the bid is for DERMACON 2022 the decision will be announced at the closing year's AGBM of DERMACON 2020 and the bid should reach the Honorary Secretary General on or before 31st July, 2019. Application for the DERMACON venue will be invited along with all other applications and will have same time line. If there is only one application for DERMACON, then the existing team of the President, President Elect, Past President and Hon. Secretary General shall visit the venue and report to CCM which meets in August. If the venue is not found suitable for DERMACON then the CCM can discuss other options.

(e) After a careful scrutiny of proposals for venue, all eligible venues shall be included in the ballot paper and the venue shall be selected by election process.

(f) All those involved in the conference arrangement, i.e. office bearers, shall disclose any conflicts of interest, including financial or any other relationships with manufacturers of commercial products (including drugs, equipment, and services) in their presentations on the conference.

(g) "In the event of unprecedented and/or unforeseen circumstances,(which includes circumstances due to natural or unnatural causes but is not limited to war, riots, earthquake, floods, outbreak of epidemic/pandemic and the like) in which it is not possible to hold a DERMACON physically, DERMACON may be allotted by the General Body, after considering the said unprecedented and/or unforeseen circumstances, to that particular State and city to which it was allotted earlier, without calling for bids notwithstanding the subclauses (a) to (f), and without disturbing the DERMACONS which have been already allotted or for which the bidding is under process " Provided that 1) The State Branch so affected by the unprecedented and/or unforeseen circumstances submits a proposal (such a proposal should have been approved by the said State Branch General Body) for approval requesting such an allotment. Such an aforesaid proposal shall be a condition precedent for allotment of the DERMACON 2) DERMACON so allotted would be the immediate subsequent year of the year for which the bidding of the DERMACON is under process (Passed in EGBM September 2020 as proposal 1)

(h) MoU/UNDERTAKING FOR CONDUCTING DERMACON

A Memorandum of Understanding (MoU) shall have to be signed by President and Branch Secretary of IADVL State Branch which is hosting the conference along with President/Chairperson of Organizing Committee, Organizing Secretary and Treasurer of the Conference.

This undertaking shall be submitted to the Honorary Secretary General of IADVL, before the central team comes for inspection of the venue. The President/Chairperson of the organizing committee along with Organizing Secretary and Treasurer shall be held responsible for all aspects of the conference and this rule is binding on them. It shall state:

1) We shall open only one bank account in a Scheduled bank. This account should be opened after the resolution is passed regarding the same in organizing committee.

2) We shall send bank statement every month to IADVL Honorary Treasurer and the Chairperson of Finance Committee.

3) We shall send to the National IADVL Treasurer and Chairperson of Finance Committee copies of all the agreements that we enter into for the said conference within 10 days of signing the said contract. Any conflict of interests in this regard shall be disclosed. The event managers as well as major service providers (e.g caterers, AV providers) will preferably not be in any way related to any of the main organizers; (organizing secretary, organizing chairpersons, treasurer). If such a person is appointed, the same shall be reported to all members of the organizing committee and also National IADVL as conflict of interest before appointment

4) We shall abide by all the rules and regulation of IADVL constitution and SOPs related to it.

5) Neither the organizers nor anybody acting on their behalf shall block hotel rooms for the conference dates en-masse in the host city. However, organizers will be allowed to book hotel rooms adequate enough to accommodate:

- a. IADVL officials who are constitutionally entitled free accommodation; This includes all members of outgoing EC, secretary elect and treasurer elect.
- b. Offer rooms at discounted rates to members who seek accommodation directly from the organizers; and
- c. Invited faculty members to whom the organizing committee might have committed free accommodation either in the venue – if the venue happens to be a hotel, or suitable hotels in the city.

6) We shall return the seed money received from IADVL within 3 months before DERMACON along with 4% simple interest till date. (Passed in AGBM closing year 2020 as proposal 4). The State branch will contribute 50% and the Centre shall provide 50% of the seed money Organizing Committee shall try to save a minimum 20% of the DERMACON's total receipts.

* Affiliation amount = 15% of registration + 20% of other collections (Pharma/Instrument company/trade collections). This is the minimum assured amount to IADVL. This affiliation amount is shown as expenditure for the conference. If a conference fails to generate the minimum assured amount then corresponding amount will be deducted from the state share. After paying all the taxes, 75% of affiliation amount should be transferred to IADVL during DERMACON and the balance 25% must be credited to IADVL within a month of finalizing the accounts, and not later than next Central Council meeting at any cost.

*Surplus = Excess of Income over Expenditure. This surplus amount has to be transferred to IADVL within a month of finalizing the accounts, and not later than the next CCM at any cost.

DERMACON Savings

Total DERMACON savings (profit) = affiliation amount + surplus

State share of DERMACON: 30% (GST inclusive) of total DERMACON savings remained after paying all GST and IT as academic grants to respective state. (Passed in AGBM Closing year 2020 as proposal 15)

The Hon. Treasurer shall transfer state branch share of 30% (GST inclusive) of total savings remained after paying all GST and IT as academic grants to respective state.

7) We shall maintain books of account as per law and get the accounts audited as per the schedule mentioned in clause 12. They will be submitted simultaneously to both Central and State EC.

8) The Conference organizers must use IADVL PAN and all taxes should be paid by the organizers. Local organizers shall appoint auditor/accountant who will be in touch with IADVL auditor for filing income tax, GST, other taxes. IADVL auditor's office shall appoint one or two persons to coordinate with local organizing team and their accountant to make the process smooth and proper. Final accounts shall be prepared by local organising team/accountant as per the draft prepared by IADVL auditor and final audited reported will be prepared by IADVL auditor.

9) We shall make all payments by cheque. We will get approval of organizing committee wherever expenditure is more than 10 lakhs under any head. Similarly, money will be accepted by cheque only, except during spot registration and sale of food coupons. Valid vouchers and receipts shall be maintained for all payment except small cash amount where cash voucher should be used.

10) We understand that failure to adhere to these terms in the MOU will attract disciplinary action.

11) Timelines for submitting accounts: it is the duty of the organizing committee to complete the accounts as early as possible and submit the audited report. If full audited accounts are not ready, a preliminary unaudited report shall be submitted at ECM in April following the DERMACON with following specific information:

- a) Number of delegates registered (all categories) and accrued amount; specifically mention spot registrations; Income from each of these categories should be mentioned separately
- b) Number of stalls and income accrued from them (received and receivables to be shown separately);
- c) Income from other sources
- d) Expenditure under different heads (paid and payables); and
- e) 15th July is the last date for submission of complete audited accounts for discussion in CCM. If complete accounts are not submitted, the finance committee shall prepare a report on the issue and submit to CCM. The organizing committee members shall be asked to be present in CCM to provide further explanations. Their presence in CCM shall be mandatory. CCM shall discuss the issue and recommend appropriate action which may include any of the below actions:
 - A) Grant of further time if valid explanations are provided
 - B) Formation of an enquiry committee

The report of enquiry committee shall be presented to the following AGBM for appropriate action including disciplinary action

13) Presence of Organizers in CC/GB meetings: The organizing Chairperson, Secretary and Treasurer of the conference must be mandatorily present during the CC and GB meeting when the audited account shall be taken for discussion. The Treasurer of DERMACON shall read out the accounts in both of these two meetings in the presence of the Organizing Secretary. If the Treasurer or Organizing Secretary can't attend any of these two meetings due to some genuine problem, he/she must be represented by any other senior member of the organizing committee duly authorized by the absentee and the representative shall have to perform the same duties in the meeting including answering questions raised by CC/GB members.

14) Organizers shall ensure proper insurance for the conference against natural calamities/fire etc. Any loss due to such events shall be claimed from the insurance company. The organizers can appeal to CCM/AGBM for assistance in this regard

15) If an IT claim arises after the surplus has been transferred such an amount will be borne by IADVL. The financial liability in case of future IT claims, after disbursement of state share is to be borne equally by the national IADVL and the concerned State branch.

All the above criteria are valid only if the organizers have followed all the terms and conditions and submitted audited accounts in time. Dispute if any shall be decided by the arbitration committee.

16) E-DERMACON to be organized by the IADVL EC and Academy in case of Force Majeure (Passed in EGBM September 2020)

2. CONFERENCE VENUE INSPECTION AND PROTOCOL MAINTENANCE COMMITTEE

(a) On accepting of the bid, the President will appoint a Conference Venue Inspection and Protocol Maintenance Committee of four persons consisting of:

- (i) The President,
- (ii) The President-Elect,
- (iii) The Immediate Past President
- (iv) The Honorary Secretary General

If any of these committee members is unable to go for the inspection, the President shall select any other member of the Executive Committee to replace him/her. The Conference Venue Inspection and Protocol Maintenance Committee shall visit the venue to ascertain its suitability and arrangements for the conference as mentioned in the submitted proforma, immediately after previous DERMACON and prior to ECM. If the conference is to be held in a temporary structure, e.g. pandal, its safety aspects, legal clearances by the local authorities, water supply and standby electric supply etc., should be verified. The venue topography, including auditoria and open spaces should be properly levelled and covered. In general, hosting of conference in pandals is to be avoided as it involves extra expenditure. Preference should be given to venues with pucca structures. In finalizing the venue, economy part is always to be kept in mind. Particular attention needs to be paid to hygiene and toilets. The venue should possess adequate number of toilets, separate for male and female and an efficient system for waste disposal. The host branch shall provide economy class airfare and local hospitality to the members, of the Committee.

(b) The General Body of the host state branch shall have the power to form the Organizing Committee of the conference, provided the Organizing Secretary and Chairperson of the local Scientific Committee named in the invitation to hold the conference are retained in the Organizing Committee with their designations.

(c) The team winning the bid will make a presentation in the commencing year's AGBM at the ensuing DERMACON about their venue including all details and projected budget and willingness to sign the MoU. They may also seek clarifications and answer questions during the AGM.

(d) The MoU should be signed by the Organizing Chairperson, Organizing Secretary, Treasurer, President and Secretary of state in the AGM soon after announcement of results.

(e) . Presently the seed money is Rs.,20,00,000 of which 50% will be provided by the state branch. 50% of the seed money should be provided from the state which will be asked for first. IADVL share of seed money for the DERMACON for the year for which the invitation is accepted shall be handed over to the organizers by the President of IADVL, in consultation with the Honorary Treasurer and the Honorary Secretary General and with the permission of the General Body of IADVL of the commencing year

3. FINANCIAL ACCOUNTS

a) The organizing committee and the host branch is responsible for all financial matters related to the DERMACON. The IADVL will bear no financial liability of the DERMACON.

b) The IADVL PAN card shall be used by all National Conferences of IADVL (DERMACON, MID-DERMACON) and all international conferences hosted by IADVL for all financial transactions of the event.

c) Of the conference collections, 20% of stall money and 15% of registration collected would be IADVL share (affiliation amount). After paying all the taxes, 75% of affiliation amount should be transferred to IADVL during DERMACON and the balance 25% must be credited to IADVL within a month of finalizing the accounts, and not later than next Central Council meeting at any cost. Affiliation money shall be regarded as conference expenditure. The seed money has to be returned 3 months before DERMACON. The surplus amount (Income- expenditure) must be credited to IADVL within a month of finalizing the accounts, and not later than next Central Council meeting at any cost.

d) The Organizing Secretary of DERMACON should submit a monthly report of income and expenditure to the President and Hon. Secretary General of IADVL.

e) The detailed bank accounts, transactions, and quotations received from event management companies should be submitted to impart transparency to the financial aspects of the DERMACON.

It shall be submitted for auditing by the IADVL. A letter with the following wording should be issued by the Chairperson, Organizing Committee and Organizing Secretary of the DERMACON: "We have organized the DERMACON (year) at (place) on (date). A sum of ` is allocated towards the corpus fund of the IADVL out of the total surplus of DERMACON (year). Cheque/DD no..... dated and drawn on (Bank) favouring IADVL is enclosed. PAN Please acknowledge receipt.

SD/- (Chairperson) (Organising Secretary)"

4. INVITEES TO THE CONFERENCE

Prominent public persons, medical persons and dermatologists, venereologists and leprologists and other scientists from India and abroad may be invited by the Organizing Committee of the conference or IADVL to attend the conference as distinguished visitors. Such invitees shall be exempted from paying the registration fee and any other fees. They shall be called invitee delegates. The Association and/or the Organizing Committee of the conference shall not be liable for any reimbursement of their expenses. The Organizing Committee of the conference may, at its discretion, shall bear the travel and accommodation expenses of the outgoing and incoming Presidents, the Honorary Secretary General and the Honorary Treasurer of IADVL.

5. PRESIDENT AND SECRETARY OF THE CONFERENCE

- a. The President Elect of the Association for the previous year who shall be the President of the conference shall be shown in all publications as Congress President and shall deliver the Presidential address on the day of inauguration after assuming office for the year from the first day of the conference.
- b. The Honorary Secretary General for the current year of the Association shall be the Secretary of the conference and shall be known as Congress Secretary.
- c. Academy chair and convener are scientific coordinators for DERMACON and their names shall be shown as such in all publications as National IADVL Coordinator for DERMACON: Immediate Past President will be IADVL coordinator for the conference. Three-monthly progress report shall be forwarded by organizing secretary of the conference to the coordinator who in turn shall keep the national body updated.

6. PROGRAM OF THE DERMACON

(a) Inauguration

The Organizing Secretary of the DERMACON in consultation with the Honorary Secretary General, Honorary Treasurer, the President for the year and the Immediate Past President shall decide the inaugural program and discuss regarding the Chief Guest. It is emphasized that the President of IADVL is the highest dignitary and his or her status shall be maintained in all possible manner and the Presidential speech would not be curtailed under any circumstances. The outgoing President shall hand over the charge to the incoming President by garlanding him with the specially designed IADVL emblem at the inauguration. The outgoing President and other office bearers may be felicitated at the inaugural function.

(b) Scientific sessions, workshops, seminars, etc.

- i. The organizers of the conference shall extend all necessary help in conducting the various scientific programs.

ii. Donations for orations, awards and prizes will be accepted from members and others. The entire amount will be kept by the Hon. Secretary General in a fixed deposit. Out of the interest, 70% will be utilized for mementoes and the remaining 30% shall be retained by the Association and added to the fixed deposit. The donation money for a prize, from the members shall be a minimum of Rs. 2,00,000 and from others Rs. 10,00,000. It is to be reviewed after 5 years. Every award should be for a limited period; awards existing for more than 20 years need to be reconsidered.

iii. Dermatology related associations recognized as "sister societies" based on criteria such as the number of members, background of the executive committee members, transparency of accounts (audited accounts of last three years) publication of journals, regular hosting of CMEs and conferences and involvement of IADVL members, etc., shall be allowed to have focus sessions- subject to availability of space and at the discretion of the IADVL academy. The sister societies desirous of conducting the session, shall write to IADVL academy 6 months before DERMACON and give details of the proposed session, theme of the session, topics to be covered etc. The sister societies will send precise details of the program at least 3 months before the date of DERMACON. The sister society session shall not include sponsored talks by any company.

c. Business Sessions: Details of the Central Council and GBMs are arranged by the Organizing Secretary of the conference and the Honorary Secretary General. The Organizing Secretary will be in charge for the arrangements of the meetings. The Honorary Secretary General will convey all the details and instructions to the Organizing Secretary well in advance.

d. Social Events: Social events such as banquet, entertainment programs, etc., will be organized by the Organizing Secretary with the help of the Organizing Committee. A working lunch will be served during the conference, with no music being played.

During dinner, only soft music should be played until 9 pm. The dinner on the CME day will be called the Presidential dinner. It will be by invitation only. All faculty, state and national executive members, organising and scientific committee members and guests will be invited.

Important Dates

30th June

The Organizing Secretary of DERMACON should send the brochure of the conference to all members by this date.

First information brochure with details of registration and skeleton and framework of scientific program, accommodation and travel information, general information etc, to be mailed to all the members by post and by e mail and official groups one month before the previous year DERMACON to enable them to come prepared for registration during previous DERMACON.

31st July

Last date for bidding of DERMACON: Two and half years before the actual conference date i.e., for 'DERMACON 2022' conference, one should bid on or before 31st July 2019

31st August

Last date for submission of abstracts for orations and award papers

31st August

The last date for early registration at DERMACON without a late registration charge.

B. MID DERMACON

(a) A National Conference, known as MID DERMACON, shall be organized every year. Its number,

e.g. “10TH MID TERM National Conference of the IADVL”, shall be mentioned in the next line.

- (i) If feasible, it shall be held in August every year, preferably on the 2nd Saturday and Sunday.
- (ii) The venue should be decided by election process.
- (iii) It's total duration should not be more than 2 days for the conference. But CME can be held one day prior. Two or more parallel sessions of CME can be held one day prior to MID DERMACON, to be called as pre-conference CME. Sessions at the pre-conference CME may be called as 'Symposium', 'Workshop', 'Master Class', 'Master Course' 'Focus Sessions' etc.,

(b) All IADVL members of the Association, including LM, PLM, ALM and International Life Members, are eligible to be registered as delegates of MIDDERRMACON. Qualified dermatologists with recognized degree who are not IADVL members can register with a higher registration fee. They should be registered only after they provide a copy of their degree/diploma recognised by state medical council/ MCI/National Medical Commission (NMC).

AFDG members may be given a full refund of the MIDDERRMACON registration/delegate fee if cancellation is due to the exigencies of military service. They can avail spot registration at the early bird rate.

(c) Though a request may be made to keep the Registration Fee at the minimum to the organizing committee, it can be increased by 10% every year.

(d) The Organizing Committee may hold a presidential dinner faculty on the CME day and host a dinner on the first day of the conference.

(e) Conference halls should not be named after pharmaceutical companies or their products. They may be named after prominent living or deceased members.

(f) Speakers in their presentations in the conference shall disclose any conflicts of interest, including financial or any other relationships with manufacturers of commercial products (including drugs, equipment and services) so that delegates can judge whether a speaker's interests and relationships have influenced the presentation. If there is no interest to declare, then a “no conflict of interest” declaration shall be made.

(g) Scientific certificates should be signed by the President, Immediate Past President, President Elect and the Chairperson of the Local Scientific Committee. The names and titles of the presentations have to be written down by the organizers so that blank certificates are not handed over. The attendance certificate should bear the signatures of the President, President Elect, Chairperson and Secretary of the Organizing Committee of MID DERMACON, and the Honorary Secretary General.

(h) IADVL shall get prominently located stall e.g., near the Main Hall or in the foyer. The stall will be minimum 2m X 2m.

(i) Special privileges for senior citizens (above 65 years age):

- (i) This category may be separately identified by giving registration badge of different colour and writing "*priority*" on top.
- (ii) A helpline number may be provided so that they can contact a person on arrival at the venue.
- (iii) In addition, their car may be allowed upto the main gate by providing a separate car pass.
- (iv) Venue map showing the location of a ramp should be provided to them.

1. BIDDING FOR MIDDERMACON

- (a) Any state branch wanting to hold MID DERMACON must call its GBM, and, by a majority vote, pass a resolution to that effect and decide the name of the Organizing Secretary/Chairperson of MIDDERMACON and Chairperson of the Local Scientific Committee. The Organizing Secretary Org Chair, Scientific chair must be life members from the same city where the MIDDERMACON is proposed to be held.
- (b) The state branch shall send the bid proposal to host MIDDERMACON to the Honorary Secretary General of IADVL two and a half years before the proposed conference only after the above procedure.
- (c) The official bid for holding MIDDERMACON shall be given to the Honorary Secretary General on the letterhead of the state branch, with the signatures of the President , Secretary of the branch, Organizing Secretary, Organising Chairperson, Chairperson of the Scientific Committee, Scientific Secretary and Treasurer and the prescribed proforma (containing the details regarding the facilities available in the city and the suitability of the city for hosting MID DERMACON) duly filled in (Annexure. The members of the organizing committee which bids for the conference should remain the same till the conduct of the conference unless there is a compelling and valid cause (Such as gross misconduct) and with the consent of national EC.

The bidder must also attach the minutes of the State General Body meeting which has passed the hosting of national conference. The minutes shall specifically say that state branch has agreed to bear 50% of the seed money. The bid submission shall specifically say the organizers have read and understood the MOU which they will have to sign with IADVL in the event of being awarded the right to organize MID DERMACON. Their submission will include all details as needed in annexure

including a project report. IADVL shall give a commitment that If the organizing committee incurs losses and they have followed all the protocols, IADVL shall bear the losses after proper audit and after approval of AGBM/ CCM.

The Organizing Secretary of the conference venue should also send 500 words write up about the venue along with 4 images. The write up will be posted in IADVL official web site and also in newsletter along with the write up. Details of previous event including the amount saved, organizational experience of organizers, expected income and savings, specific information on how they will organize, what would be new, why they should be given MIDDERMACON and what is unique about their bid. Video or slide show presentation may also be attached along with bidding Proforma. The Organizing Secretary may host a web page about the venue.

- (d) The bid for the MIDDERMACON for a particular year should be sent to the Honorary Secretary General 15th June midnight of the year previous to the AGBM where the venue shall be announced after voting. e.g. if the bid is for MIDDERMACON 2023 the decision will be announced at the closing year's AGBM of DERMACON 2021 and the bid should reach the Honorary Secretary General on or before 15th June 2020. Application for the MIDDERMACON venue will be invited along with all other applications and will have same time line. If there is only one application for MIDDERMACON, then the existing team of the President, President-Elect, Immediate Past President and Hon. Secretary General shall visit the venue and report to CCM which meets in August. If the venue is not found suitable for MIDDERMACON then the CCM can discuss other options. If there are no applications as on 15th June 2020, the announcement will be repeated on 16th June 2020 with 1st July being the last date of application in that case
- (e) After a careful scrutiny of proposals for venue, all eligible venues shall be included in the e- voting list and the venue shall be selected by the e-voting process.
- (f) All those involved in the conference arrangement, i.e. office bearers, shall disclose any conflicts of interest, including financial or any other relationships with manufacturers of commercial products (including drugs, equipment, and services) in their presentations on the conference. (Attach conflict of interest form)

(g) MOU/UNDERTAKING FOR CONDUCTING MID DERMACON

A Memorandum of Understanding (MoU) shall have to be signed by President and Branch Secretary of IADVL State Branch which is hosting the conference along with /Chairperson of

Organizing Committee, Organizing Secretary and Treasurer of the Conference and president /secretary of the hosting city chapter (If any). This undertaking shall be submitted to the Hon. Secretary General of IADVL, before the central team comes for inspection of the venue. The Chairperson of the organizing committee along with organizing secretary and treasurer shall be held responsible for all aspects of the conference and this rule is binding on them. It shall state:

1) We shall open only one bank account in a Scheduled bank. This account should be opened after the resolution is passed regarding the same in organizing committee and state EC. The signatories of the account would be the organising chairperson, organising secretary and treasurer with minimum two out of the three signatures required on cheques. Conference account should be opened with IADVL PAN and GST no.

2) We shall send bank statement and expenditure income statement every month to IADVL(Central) treasurer and the Chairperson of finance committee as well as state treasurer and secretary.

3) We shall send to the National IADVL Treasurer and Chairperson of Finance Committee and state secretary and treasurer copies of all the agreements that we enter into for the said conference within 10 days of signing the said contract.

The event managers or those executing individual contracts of the conference should not be in any way related to any of the members of the organizing committee.

4) We shall abide by all the rules and regulation of IADVL constitution and SOPs related to it.

5) Neither the organizers nor anybody acting on their behalf shall block hotel rooms for the conference dates en-masse in the host city. However, organizers will be allowed to book hotel rooms adequate enough to accommodate:

- a. IADVL officials who are constitutionally entitled free accommodation;
- b. Offer rooms at discounted rates to members who seek accommodation directly from the organizers; and
- c. Invited faculty members to whom the organizing committee might have committed free accommodation either in the venue – if the venue happens to be a hotel, or suitable hotels in the city.

6) We shall return the seed money received from IADVL (Central and state branch) within 10 days from last date of registration along with 4% simple interest till date. The State branch will contribute 50% and

the Centre shall provide 50% of the seed money. 15% of share of total registration fees and 20% total Pharma/Instrument company/trade collections will be minimum assured savings. The Minimum assured amount of 15% of total registration fees and 20% of total revenue from pharma& other trade sectors in the industry shall be transferred to IADVL account before MIDDERMACON. Any surplus remaining over this minimum assured amount shall be transferred to IADVL within a month of finalizing the accounts, and not later than next Central Council meeting at any cost. The Hon. Treasurer shall transfer state branch share of 30% (GST inclusive) of total savings remained after paying all GST and IT as academic grants to respective state.

7) We shall maintain books of account as per law and get the accounts audited as per the schedule mentioned in clause 12. They will be submitted simultaneously to both Central and State EC.

8) The Conference organizers must use IADVL PAN and all taxes should be paid by the organizers. Local organizers shall appoint auditor/accountant who will be in touch with IADVL auditor for filing income tax, GST, other taxes. IADVL auditor's office shall appoint one or two persons to coordinate with local organizing team and their accountant to make the process smooth and proper. Final accounts shall be prepared by local organising team/accountant as per the draft prepared by IADVL auditor and final audited report will be prepared by IADVL auditor.

9) We shall make all payments by cheque/Bank transfer. We will get approval of organising committee wherever expenditure is more than 10 lakhs under any head. Similarly, money will be accepted by cheque/ bank transfer only, except during spot registration and sale of food coupons. Valid vouchers and receipts shall be maintained for all payment except small cash amount where cash voucher should be used.

10) We understand that failure to adhere to these terms in the MoU will attract disciplinary action.

11) Timelines for submitting accounts.

A preliminary unaudited report shall be submitted at CCM with following specific information:

- a) Number of delegates registered (all categories) and accrued amount; specifically mention spot registrations;
- b) Number of stalls and income accrued from them (received and receivables to be shown separately);
- c) Income from other sources;
- d) Expenditure under different heads (paid and payables); and
- e) Statement of accounts from bank - 30th November is the last date for presenting the audited accounts of MIDDERMACON. There will be a grace period of 4 weeks in case of an overwhelming reason for not getting the accounts ready. If that period also lapses, then,

after due procedural actions and placing the details before the GBM, the members of the OC would be temporarily suspended from the Association. If even after 6 months of suspension, the accounts are not presented, then those members will be suspended from the Association and in such cases appropriate LEGAL action shall be initiated against the erring officials at their cost, risk and consequences apart from penal interest and other penalty as may be decided by the CC/GBM of IADVL.

13) Presence of Organizers in CC/GB meetings: The organizing Chairperson, Secretary and Treasurer of the conference must be mandatorily present during the CC and GB meeting when the audited account shall be taken for discussion. The Treasurer of MIDDERMACON shall read out the accounts in both of these two meetings in the presence of the Organizing Secretary. If the Treasurer or Organizing Secretary can't attend any of these two meetings due to some genuine problem, he/she must be represented by someone duly authorized by the absentee and the representative shall have to perform the same duties in the meeting including answering questions raised by CC/GB members.

14). Mid Dermacon organizers shall ensure proper insurance for the conference against natural calamities/fire etc. Any loss due to such events shall be claimed from the insurance company. The organizers can appeal to CCM/AGBM for assistance in this regard

15. Conduct of MIDDERMACON during unprecedented situations(FORCE MAJEURE SITUATIONS) such a natural disaster/Pandemic: " Such a matter has to be discussed first in the virtual/physical meetings of EC and then a virtual/physical Extraordinary General Body Meeting (EGBM) shall be called with this matter as the agenda. An appropriate decision on the plan of action taken in the virtual EGBM may be implemented.

2. CONFERENCE VENUE INSPECTION AND PROTOCOL MAINTENANCE COMMITTEE

(a) On accepting of the bid, the President will appoint a Conference Venue Inspection and Protocol Maintenance Committee of four persons consisting of:

- (i) The President,
- (ii) The President-Elect,
- (iii) The Immediate Past President
- (iv) The Honorary Secretary General

If any of these committee members is unable to go for the inspection, the President shall select any other member of the Executive Committee to replace him/her. Before the ensuing MIDDERMACON begins, the Conference Venue Inspection and Protocol Maintenance

Committee shall visit the venue to ascertain its suitability and arrangements for the conference as mentioned in the submitted proforma. If the conference is to be held in a temporary structure, e.g. Pandal, its safety aspects, legal clearances by the local authorities, water supply and standby electric supply etc., should be verified. The venue topography, including auditoria and open spaces should be properly levelled and covered. In general, hosting of conference in Pandals is to be avoided as it involves extra expenditure and safety issues. Preference should be given to venues with pucca structures. At least main hall should be a permanent structure. In finalizing the venue, economy part is always to be kept in mind. Particular attention needs to be paid to hygiene and toilets. The venue should possess adequate number of toilets, separate for male and female and an efficient system for waste disposal. At least 25% of toilets should be permanent structures and not makeshift toilets. The host branch shall provide economy class airfare and local hospitality to the members, of the Committee.

(b) The General Body of the host state branch shall have the power to form the Organizing Committee of the conference, in consultation with the core team consisting of Organising chairperson, Organizing Secretary and Chairperson of the local Scientific Committee, scientific secretary and treasurer named in the invitation to hold the conference. The core team will be retained in the Organizing Committee with their designations as mentioned in the invitation/bidding proforma.

(c) The team winning the bid will make a presentation in the commencing year's AGBM at the ensuing MIDDERMALCON about their venue including all details and projected budget and willingness to sign the MoU. They may also seek clarifications and answer questions during the AGM.

(d) The MoU should be signed by the Organizing Chairperson, Organizing Secretary, Treasurer, President and Secretary of state and President/secretary of city chapter if any soon after announcement of results.

(e) Half the seed money should be provided from the state which will be asked for first. IADVL share of seed money for the MIDDERMALCON for the year for which the invitation is accepted shall be handed over to the organizers by the President of IADVL, in consultation with the Honorary Treasurer and the Honorary Secretary General and with the permission of the General Body of IADVL of the commencing year. Presently the seed money is INR 15,00,000/- (To check and confirm) of which 50% will be provided by the state branch.

3. FINANCIAL ACCOUNTS

- a) The organizing committee and the host branch is responsible for all financial matters related to the MIDDERMACON. The IADVL will bear no financial liability of the MIDDERMACON.
- b) The IADVL PAN card shall be used by all National Conferences of IADVL (DERMACON, MIDDERMACON) and all international conferences hosted by IADVL for all financial transactions of the event.
- c) Of the conference collections, 20% of stall money and 15% of registration collected would be IADVL share, after paying all taxes. This would be IADVL assured share and has to be given before MIDDERMACON . The respective seed money from center and state has to be returned before MIDDERMACON. Any surplus remaining over this minimum assured amount shall be transferred to IADVL within a month of finalizing the accounts, and not later than next Central Council meeting at any cost. The Hon. Treasurer shall transfer state branch share of 30% (GST inclusive) of total savings remained after paying all GST and IT as academic grants to respective state
- d) The Organizing Secretary/ treasurer of MID DERMACON should submit a monthly report of income and expenditure to the President and Hon. Secretary General of IADVL (Central) and state secretary and treasurer.
- e) An audited income and expenditure account of the conference shall be submitted by the Organizing Committee to the Honorary Treasurer of IADVL by 30th November. The detailed bank accounts, transactions, and quotations received from event management companies should be submitted to impart transparency to the financial aspects of the DERMACON.

It shall be submitted for auditing by the IADVL. A letter with the following wording should be issued by the Chairperson, Organizing Committee and Organizing Secretary of the MIDDERMACON: "We have organized the MIDDERMACON (year) at (place) on (date). A sum of ` is allocated towards the corpus fund of the IADVL out of the total surplus of MIDDERMACON (year). Cheque/DD no..... dated and drawn on (Bank) favouring IADVL is enclosed. PAN Please acknowledge receipt.

SD/- (Chairperson) (Organising Secretary)"

4. INVITEES TO THE CONFERENCE

Prominent public persons, medical persons and dermatologists, venereologists and leprologists and other scientists from India and abroad may be invited by the Organizing Committee of the conference or IADVL to attend the conference as distinguished visitors. Such invitees shall be exempted from paying the registration fee and any other fees. They shall be called invitee delegates. The Association and/or the Organizing Committee of the conference shall not be liable for any reimbursement of their expenses. The Organizing Committee of the conference shall bear the travel and accommodation expenses of the IADVL EC members.

Registration is complimentary for all EC members

5. PROGRAM OF MID DERMACON

(a) Inauguration

The Organizing Secretary of the MIDDERMICON in consultation with the Honorary Secretary General, Honorary Treasurer, the President for the year and the Immediate Past President shall decide the inaugural program and discuss regarding the Chief Guest. It is emphasized that the President of IADVL is the highest dignitary and his or her status shall be maintained in all possible manner and the Presidential speech would not be curtailed under any circumstances. The outgoing President shall hand over the charge to the incoming President by garlanding him with the specially designed IADVL emblem at the inauguration. The outgoing President and other office bearers may be felicitated at the inaugural function.

(b) Scientific sessions, workshops, seminars, etc.

The organizers of the conference shall extend all necessary help in conducting the various scientific programs. Applications may be invited from life members for lectures/sessions. Academy shall be in charge of conducting two sessions of 90 minutes (by application), two SIG sessions of 60 minutes and one PG thesis award session of 90 minutes.

c. Social-Events: Social events such as banquet, Entertainment programs, etc., will be organized by the Organizing Secretary with the help of the Organizing Committee. A working lunch will be served during the conference, with no music being played. During dinner, only soft music should be played until 9 pm. The dinner on the CME day will be called the Presidential dinner. It will be by invitation only. All faculty, state and national executive members, organising and scientific committee members and guests will be invited.

Awards during MID DERMACON

Award papers

The time allotted for the awards paper session will not be more than 1½ hours. The number of best

papers to be selected depends on the number of prizes and medals that are available.

The Chairperson of the Local Scientific Committee of MID DERMACON shall invite applications for the award papers. Participants must be IADVL members registered as delegates for MID DERMACON and should mention their membership number (the validity of the membership will be confirmed by the Honorary Secretary General). They must be postgraduate students or young dermatologists below the age of 35 years with IADVL membership (PLM/LM). A summary of approximately 200 words of the presentation should accompany the application. The work may be of the applicant alone or the applicant must be the first among the group of persons who have done the work

The Chairperson of MIDDERMACON scientific committee shall have the discretionary power to select number of candidates that would be accommodated in the various halls during the period for the competition in the event of more entries. The criteria for shortlisting the entries are:

- (a) Valid membership of IADVL (to be confirmed by the Honorary Secretary General)
- (b) Eligibility: PLM/LM of age<35 years
- (c) Preference will be given to who have not participated earlier in case the subject and the quality of work of two of the paper summaries is similar.

2. Awards for posters: The application for the award will be invited by the Scientific Committee Chairperson. Applicants must be IADVL members registered as delegates for the MIDDERMACON and should mention their membership number (the validity of the membership shall be confirmed by the Honorary Secretary General). A summary of the poster paper of approximately 200 words should accompany the application.

3. PG Thesis Award session

PART II: APPENDICES AND ANNEXURES

1. CONSTITUTION

The IADVL Constitution shall be regarded as the ultimate governing rule book of the Association and shall be continuously updated by the Constitution Committee based on and incorporating all the passed resolutions. It should be published only digitally every year and limited number of hard copies should be published every 4 years. (Passed in AGBM closing year 2020).

The Constitution Committee, appointed by the General Body, shall have the authority to incorporate any necessary changes in the text, in consultation with the President, without tampering with the sanctity of the Constitution.

2. OFFICIAL COLOUR OF THE ASSOCIATION

The IADVL logo, constitution book, IADVL News, IJDVL, IDOJ and website will use the peacock blue colour principally and prominently.

3. OFFICIAL LOGO OF THE ASSOCIATION

The Association office, branches and subbranches authorized by IADVL shall use the logo of the Association during all activities, e.g. conferences, meetings etc.



The globe, which is split in two halves, represents the Earth and IADVL, written in its centre, represents the association's ever growing international presence in the field of dermatology, venereology and leprology. The outer ring is a representation of the skin as a protective organ of the human body, while the expanded form of IADVL parallel to this outer circle represents the association's responsibility for caring for the skin.

4. THE STATE BRANCHES

The IADVL has the following state branches: Andhra Pradesh, Bihar, Chhattisgarh, Goa, Gujarat, Haryana, Punjab, Jammu and Kashmir(combined), Jharkhand, Karnataka, Kerala, Maharashtra, Madhya Pradesh, Manipur, New Delhi, North-East (Assam, Meghalaya, Mizoram, Nagaland, Arunachal Pradesh and Tripura), Orissa, Puducherry, Rajasthan, Tamil Nadu, Telangana, Uttar Pradesh and Uttarakhand, and West Bengal. The AFDG shall be considered at par with IADVL state branches for all purposes.

5. ARBITRATION COMMITTEE

Any dispute among members of the Association shall be referred by the President, Executive Committee or Central Council to the Arbitration Committee, consisting of the five Immediate Past Presidents (except immediate past President who is a member of the Executive committee), to be approved by the General Body. The verdict of the Arbitration Committee shall be final and binding on all parties to the dispute. Senior most (Oldest in the year of presidency) past president shall be the chairman and the junior most (most recent) shall be the convener of the committee

6. AFFILIATION

The IADVL has joined the South Asian Regional Association of Dermatologists (SARAD) as the sole representative from India, and is affiliated to the International League of Dermatological Societies (ILDS)

7. OBSERVATION OF DAYS BY IADVL

See page

8. DETAILS OF ORATIONS, AWARDS AND PRIZES

Refer SOP

ANNEXURES

ANNEXURE I: MODEL RULES AND BYLAWS FOR STATE AND LOCAL BRANCHES

The state branches and combined state branches shall be autonomous administratively and financially. They should separately file their income tax returns and have their Permanent Account number. They can have their own rules and bye laws, but these shall be in consonance with the Constitution, and, any point contradictory to this Constitution shall be null and void. The constitution of the states shall use the same terminologies as used in the center. To be effective, the rules and bye-laws of a state or combined state branch have to be approved by three-fourths majority of the members at their AGBM after being circulated well in advance, and then by being ratified by the IADVL Council. To help the state and combined state branches, a model Rules and Bye-laws is proposed as follows.

PART I: RULES

R1. NAME

The name shall be _____state/combined state branch of IADVL.

R2. REGISTERED OFFICE

The office will be the State Secretary's office. The State Secretary should have an office appointed by the State Executive committee

R3. AIMS AND OBJECTIVES

(a) Same as in the Constitution (a), (b), (m).

(b) To organize local, district or city branches who would be financially autonomous.

(c) To hold an annual state conference (CUTICON) in different parts of the state on invitation by various local branches.

R4. MEMBERSHIP

As per the Constitution, except (iv) and (v).

R5. REGISTER OF MEMBERS

The State Secretary shall maintain a register of the members of the state branch with their updated addresses and shall help update the Register of Members of IADVL by intimating the Honorary Secretary General of any change of address in writing or by e-mail. Any change in status of a member by resignation, termination or re-admission shall be as per the Constitution. It is mandatory for all state branch secretaries to regularly update their state branch members' list and send the updated version (separately showing the corrections made) to the Honorary Secretary General every March. The reports should also include the activities of the state, city and all sub-branches and also problems, if any, faced by the branches.

R6. SUB-BRANCHES

A minimum of 20 members of IADVL from any district, town or zone may form a local branch after approval of the State Council. The local branch should have an Executive Committee of

President, one Vice-President and one local Secretary-cum-Treasurer and State Council Representative at the rate of one member for every 10 members and part thereof.

The local branch may chart out their own Rules and Bye-laws in consonance with the State and National Constitution.

The local branches shall be autonomous both in their scientific and organizational activity as well as their financial liability, but shall, however, function within the gamut of the state branch and national IADVL as per Rule 11 of the Constitution.

The local branches may host the State Conference of IADVL and organize scientific meetings.

Any money saved from such a

meet shall be equally shared by the local branch and the state branch.

The local branch may also create a fund of its own, by different sources as outlined in Rule 19 of the Constitution. These branches will write "IADVL____State____Chapter"

R7. MANAGEMENT OF A STATE BRANCH

All the executive and financial power shall lie with the Executive Committee of the state branch according to the Constitution. The executive committee shall consist of the following elected members

a) The President

(b) The President Elect

(c) The Immediate Past President

(d) The Vice Presidents (two) - or one depending on the total membership

e) The Secretary

(f) The Treasurer

(g) The Joint Secretaries (two) - or one depending on the total membership

h) Executive Committee Members at the ratio of one member for every 10 members or part thereof from different local branches as well as from direct members; if the number is more than 100, then it should be one for every 20. Maximum number of executive committee members should be 20.

Central council members: Each state branch shall elect central council members to represent it in the central council.

R8. FUNCTION OF THE STATE EXECUTIVE COMMITTEE

The Executive Committee shall function and have powers at the state level similar to those delineated for the EC by Rules 13, 14 and 15 of the Constitution.

R9. FUND OF STATE BRANCH

The state branch shall be entitled to collect funds from different sources and have a reserve fund as outlined by Rules 17 and 18 of the Constitution.

R10. CENTRAL FUND COLLECTION

The central subscription is to be collected as per the rates fixed by the Central Council directly or through a local branch; the money meant for the central fund contribution and journal contribution should be sent to the Honorary Secretary General and the branch's share shall be retained for the state branch. The state branch may also collect a "state levy" from its members for its general expenditure through a resolution of the State Council.

The State Council shall maintain a bank account, and may invest or spend its money as and when required (as per Rules 17-21 of the Constitution).

All the movable and immovable assets or any outlaying money of the state branch belong to the IADVL State Branch; no member or group of members shall have the right to retain, sell, transfer and in anyway, alter the status of such assets, without a clear resolution circulated to all the members well in advance and approved by the State Council with three-fourths majority, and such a resolution of the State Council has

to be ratified by the IADVL Central Council to become effective.

R11. ASSOCIATION YEAR AND FINANCIAL YEAR

State branches and local branches should have from 1st April to 31st March as the association or financial year. The financial year of IADVL shall change accordingly as per the changes in the Government of India policy on that financial year.

R12. DUTIES, POWERS AND TENURE OF OFFICE BEARERS

To control and administer the state branch, the duties and powers of the state office bearers shall remain same as outlined in Rules 25A-F in the Constitution. The tenure of all the office bearers shall be for one Association year, except for the State Secretary and State Treasurer, for whom it shall be two Association years. The State Secretary and State Treasurer, being the Returning Officer and Joint Returning Officer respectively for the election of the State Branch, shall not be eligible to contest for any post as long as they are in office. The state branch shall formulate the conditions of eligibility of the office bearers in consonance with Rule 26 of the Constitution. As soon as a new team takes over in a state branch, it shall be the responsibility of the state secretary to send the list of all office bearers of the state stating their post, telephone number and email ids to the Honorary Secretary General within 2 weeks of assuming office.

R13. PROCEDURE OF ELECTION OF OFFICE BEARERS

- (1) The state branch and local branches should hold the election every year and new office bearers are to be appointed at the CUTICON.
- (2) Electoral roll: All those members who are on State Register, and have paid all outstanding dues to the branch shall constitute the electoral roll.
- (3) Election Officer: The State Council shall appoint an election officer for the ensuing session from among the past state Presidents to conduct and supervise the state election.
- (4) The State Secretary and State Treasurer shall be the Returning Officer and Joint Returning Officer respectively to help the election officer.
- (5) The mode of election to be decided by State Council shall be either by (a) postal ballots or (b) direct ballot election at the time of CUTICON or c) in case of smaller branches – on the floor of AGBM. The Returning Officer shall invite nominations well in advance, scrutinize them, give an opportunity to contestants to withdraw, and then put to election, which is to be conducted by the election officer, either by postal ballot or direct ballot (as decided by State Council). In case of postal ballot, the procedure may be adopted as per Rule 27 (xii).
- (6) All election disputes shall be decided by an Arbitration Committee consisting of three available state Immediate Past Presidents and its decision shall be binding on all the candidates.

PART II: BYLAWS

BL1. STANDING COMMITTEES

The State Executive Committee shall form various committees for the furtherance of the aims and objectives of IADVL in the state on the pattern and guidelines as in Bye-law 1 of the Constitution. eg. constitution, finance, academy, arbitration committee and other committees as it deems fit.

States may also have a state central councils consisting of EC and council members as following

- i) Presidents and Secretaries of the local sub branches

- ii) All members of the Central Council from the state branch
- iii) All past national Presidents, Honorary General Secretaries and Treasurers who are members of that state branch
- iv) All past Presidents and State Secretaries from the state branch
- v) Editor of the state journal/publications if any
- vi) Co-opted members, 1 for every 50 members
- vii) Members invited by the President for any particular meeting

This council shall be the premier decision-making body for the state and shall meet once in midyear

BL2. MEETINGS

a) State Executive Committee

The Annual State Executive Committee meeting should be held at the time of CUTICON and also at one other time. The President may call an urgent state branch central council meeting at 7 days' notice. Two-thirds of the members can call a requisition state branch central council meeting at 15 days' notice to consider a specific circulated agenda. At the Annual state branch central council meeting, the usual routine business shall be transacted on the pattern of the annual Central Council meeting.

b) General Body Meeting

The General Body Meeting shall take place at the time of CUTICON to (i) hold or announce the election result, (ii) to confirm the proceedings of State central council, (iii) to adopt an annual budget, to decide the venue of the next annual conference and its program, to appoint the election officer, and to discuss and adopt any proposal from the members which may not be more than two in number.

The quorum shall be one-sixteenth of the members on the register or a fixed number as formulated in state bye-laws.

The agenda for the state central Council and General Body Meeting, quorum, minutes and change of rules and bye-laws shall be undertaken as per the bye-laws (Section G: Meetings) of the Constitution.

BL3. CUTICON

The state branch shall organize an Annual State Conference, titled CUTICON followed by the name of the local state branch, hosted by any local branch or on its own, e.g.

CUTICON<name of state><year> (CUTICON-WB-2006, or CUTICON-UP-2006.) ("10th/18th or 12th State Conference of IADVL-----State branch name") will be mentioned in the next line. CUTICON shall have a one or two- day program in which organizational meetings (State Council and General Body Meeting), guest lectures, scientific meetings and symposia, and free papers, shall be organized. There will be an inaugural function, where the newly elected President and other office bearers shall be appointed. CUTICON shall be open to all registered IADVL members. The Organizing Committee shall generally follow the same pattern as in the case of DERMACON and should encourage their members to institute awards, medals and prizes to ensure larger participation. 20% of the delegate fee and industry contribution CUTICON, should go to the State IADVL as a capital fund for the state.

ANNEXURE III: STANDING COMMITTEES OR SUBCOMMITTEES

The President shall form the following committees and subcommittees and appoint chairpersons, after consulting Past President and President-elect, with the concurrence of the

Central Council and General Body of the closing year. The president shall propose chairpersons and members for all standing committees mentioned in the constitution. Due representation shall be provided to different states, regions, genders, age groups. The president shall consult the IPP and president elect about the names of the members, but he shall have the decision-making authority in all one-year committees. In all committees with more than one year term, consensus needs to be achieved with both president elect and immediate past president. Except for the Central Supervisory Committee, which is formed every year for a period of one year; all committees and sub-committees will remain functional until they are dissolved by the President. The President may add new members or delete the names of previously appointed members from these committees and subcommittees as and when required. No non-member will be a member of any IADVL committee, national, zonal or state.

1. CENTRAL SUPERVISORY COMMITTEE

Central Supervisory Committee will supervise not just scientific aspects, but organizational and financial aspects of DERMACON.

(a) The functions of the Central Supervisory Committee are:

- (i) To supervise the scientific, organizational and financial aspects of DERMACON
- (ii) To organize orations, awards, guest lectures, seminars, panel discussions, workshops, in consultation with the IADVL Academy of Dermatology.

(b) Composition of Central Supervisory Committee will be as following:

1. President, Immediate Past President, President Elect
2. Academy Chairperson
3. Hon. Secretary General
4. Academy Convener
5. Treasurer and Finance Committee Chairperson who will supervise financial aspects
6. Previous DERMACON Scientific Chairperson and Organizing Secretary
7. Scientific Chairperson and Organizing Secretary of next DERMACON will be called as invitees to learn the preparations; they will come at expenses of host city
8. Local Organizing Chairman will join with the Organizing Secretary and the Scientific Chairperson
9. One Committee member per zone and AFDG

(c) Duties of Central Supervisory Committee will be the following:

- (i) IADVL President, Immediate Past President, President Elect and Academy Chairperson shall constitute the jury to decide awards.
- (ii) Secretary General will prepare all documents for awards.
- (iii) Academy Convener in addition shall be a member of this committee and will prepare all documents for orations, award papers and also check scientific program along with Academy Chairperson.
- (iv) Treasurer and Finance Committee Chairperson shall supervise the financial aspects
- (v) Previous DERMACON Scientific Chairperson and Organising Secretary shall be on board.
- (vi) Scientific Chairperson and Organising Secretary of next DERMACON shall be called as invitees to learn the preparations, they will come at expenses of host city
- (vii) Local Organising Chairperson shall be on board with the Organising Secretary and the Scientific Chairperson

(viii) One committee member per zone and AFDG.

(d) No member of the National Executive, Central Supervisory Committee or IADVL Academy of Dermatology shall be eligible for any oration or award for that year.

(e) A central supervisory committee member shall not be selected or elected for more than three times and not more than twice in successive years. The GB can also deliberate on whether the advisory roles be restricted to one year after laying down their office for which they were initially appointed.

(f) The visit will begin on a Saturday post lunch to discuss the organizational aspects, venue inspection; this will be followed by meeting of President, President elect, immediate past President and Academy Chairman who will decide the awards. On the next day (Sunday), the awards will be ratified and further discussions on scientific program financial aspects will take place.

2. IADVL ACADEMY OF DERMATOLOGY

The IADVL Academy of Dermatology shall work under the supervision of the IADVL Executive Committee. Its members will be 10-12 eminent dermatologists with an academic background. Representation of all zones and the AFDG should be considered.

President, Immediate Past President, President Elect, Honorary Secretary General, Immediate Past Honorary Secretary General, Treasurer and Immediate Past Treasurer, Immediate past Academy chairperson and Convener, and the Editors of the IJDVL and IDOJ shall be ex-officio members.

Its Chairperson Designate and Convener Designate shall be appointed by the President, President Elect, Immediate Past President and Chairperson of IADVL Academy of Dermatology a year in advance at the Executive Committee meeting and ratified by the General Body. The appointment will be by application. The tenure of the Chairperson, Convener and other members shall be 2 years, with 50% of the members retiring every year.

1. Academy members should not be SIG members as they have a supervisory role.
2. One IADVL member should not be a member of more than two SIGs to promote the participation of more IADVL members in SIGs.
3. If any SIG member is inactive, the SIG coordinator can request the President and EC through Chairperson, Academy to replace that member since SIG coordinators need to be given the freedom to weed out inactive members.
4. The tenure of all SIG members and coordinators should be for two years to be on par with the tenure of Academy members (the change will be prospective).

Also, it should not be obligatory that only CC members can be SIG Coordinators and members since those best suited may not be CC members.

The functions of the IADVL Academy of Dermatology are:

- (a) Preparation of therapeutic guidelines.
- (b) To assist in deciding the recipients of IADVL observerships in consultation with judges.
- (c) To scrutinize and suggest training centers of observerships.
- (d) To select the best postgraduate thesis for award.

- (e) To maintain a registry of the diseases with the help of special interest groups (SIGs).
- (f) To assist the President and Honorary Secretary General in interactions with the Medical Council of India.
- (g) To prepare a bank of research and thesis topics.
- (h) To promote the activities of SIGs.
- (i) To help prepare the curriculum and syllabus for the diploma, undergraduate and postgraduate degree and super-speciality courses in dermatology, venereology and leprosy.
- (j) To prepare guidelines for conducting undergraduate, postgraduate and super-specialty examinations, to be conveyed to the Medical Council of India, Central and State governments, and universities and medical colleges.
- (k) To evaluate orations, awards and award papers after the membership status of the candidates is confirmed by the Honorary Secretary General. The decisions are to be taken in consultation with the President, and then ratified by the Central Supervisory Committee chaired by the President.
- (l) To confer fellowships to members if having membership of IADVL for more than 15 years after their MD and they have 25 or more publications in indexed journals (10 international) and on payment of ` 15,000/- only. Not more than 10 fellows are to be inducted every year.
- (m) To prepare patient information leaflets.
- (n) To assist the Scientific Committee to organize focus seminars, and sister society meetings during DERMACON.
- (o) To prepare a set pattern of a zonal postgraduate teaching program to be conducted by different medical colleges by bidding or by turn in one college of each zone every year for 2 days, with a nominal registration fee. The IADVL should consider sanctioning grants for conducting scientific meetings on subjects not usually covered elsewhere (e.g. courses in dermato-epidemiology, investigative dermatology, research methodology, department development, genodermatoses, drug rash reporting, etc.) as many academic causes are probably kept on the back burner for lack of sponsorship.

IADVL Special Interest Groups

These are set up with the objective of representing and advancing specific specialties in dermatology under the IADVL Academy of Dermatology. Their functions are:

- (a) To organize annual training courses specifically aimed at trainees in dermatology.
- (b) To organize regular updates like symposia, seminars, and workshops on the subspecialty. SIGs can conduct meetings and conferences to raise their own finances for conduct of their academic activities. For sharing of the finances coming out of these conferences, the rules of DERMACON finances sharing could be applied.
- (c) To publish newsletters on matters of current importance.
- (d) To promote and carry out research, surveys and investigations and publish the results.
- (e) As resource groups, to help update IADVL therapeutic guidelines and consensus statements when needed.
- (f) To help IADVL Academy of Dermatology in preparing patient information leaflets. Each SIG will have a coordinator and eight-ten members, two from each zone. Members shall be selected by the above committee and the co-ordinator of the particular SIG by calling for applications. (members will be invited to apply for membership of SIGs

with their bio-data).

IADVL member cannot be a member of more than two SIGs. "The SIG may co-opt a maximum of three additional members for special purposes with the approval of the IADVL Academy. Each SIG shall have a co-ordinator and eight members, two from each zone. These members should have done basic work or research in that field and should be active academicians with 5 years of experience as a consultant dermatologist or a teacher in a medical college. Preference shall be given to those who are not members of other SIGs. IADVL Academy members should not be SIG members. One IADVL member cannot be a member of more than two SIGs. If any SIG member is inactive, the SIG coordinator can request the President and EC through Chairperson, IADVL Academy to replace that member. The tenure of the team is 2 years to ensure continuity of work. Coordinators should have done basic work or research in that field and should be active academicians with 10 years of experience as a consultant dermatologist or a teacher in a medical college (Associate Professor and above). They shall be selected by a committee consisting of the President, President Elect, Chairperson of the IADVL Academy of Dermatology and the Honorary Secretary General. The other members shall be selected by the above committee and the Coordinator of the particular SIG. They should have done basic work or research in that field and should be active academicians at least with five years of experience as Consultant Dermatologists or a teachers in a medical college. Additional experts from fields other than dermatology may be invited by the co-ordinator to participate in meetings (as invited members) or consulted (as consultants), without having a fixed tenure.

The SIG Coordinator should send a quarterly report of the group's activities to the Convener, IADVL Academy of Dermatology, who, in turn, would summarize this for publication in IADVL NEWS or the IADVL website.

The tenure of the team is two years to ensure continuity of work. The IADVL Executive Committee, in consultation with the IADVL Academy of Dermatology, will review the functioning of SIGs, and can add new groups and alter or dissolve existing ones. This needs to be ratified at the General Body Meeting of the closing year. Examples of SIGs that can be established are given in Annexure XII.

3. IADVL CONSTITUTION COMMITTEE

Updating the Constitution is a continuous activity based on alteration, addition or deletion of the rules and bye-laws made by the General Body of the Association. For updating the Constitution, a Constitution Committee, consisting of 5-7 members consisting of past President/Secretary General/ treasurer, vice presidents and joint secretaries at centre or a state level, whose names are approved in the AGBM, with a tenure of two years.

The committee shall have a Chairperson and a Convener.

The duties of the constitution committee shall include updating the constitution and also give opinion on any the validity and implications of any proposal that seeks to amend the bye laws and for any issue referred by the president. In view of the need to maintain institutional memory and ensure continuity of functions, it is recommended that at least 30% of members from the previous committee be continued in the new committee.

4. IADVL ETHICAL ISSUES COMMITTEE

This committee, with a tenure of two years from the date of nomination, shall deal with

ethical issues such as misleading advertisements, ethical practice, the Consumer Protection Act, and the relationship with the media, pharmaceutical industry, and social and government organizations. It shall aim to stop misleading advertisements, including those that promise magical cure, related to skin, hair and sexually transmitted diseases. The committee shall try to ensure that the government enforces the provisions of the Drugs and Magical Remedies (Prevention of Objectionable Advertisements) Act of 1954, and that the media restrain from carrying such advertisements. The members of the Association can inform the Committee about such matters through their branch secretaries. All the MOUs are to be scrutinized by this committee

7. IADVL AWARDS REVIEW COMMITTEE

This committee shall look into various aspects of the existing awards and frame rules and regulations for instituting new ones.

8. IADVL CENTRAL FINANCE COMMITTEE

The Central Finance Committee shall comprise of 11 members (Immediate Past Treasurer as its Chairperson and the Treasurer as its Convener, Immediate Past Secretary General, plus 6 other members preferably past President, Secretary General or Treasurer) in addition to President and Secretary General, IJDVL editor, Academy Chairperson as ex-officio.

The term of office of the committee shall be two years. In view of the need to maintain institutional memory and ensure continuity of functions, it is recommended that at least 30% of senior members from the previous committee be continued in the new committee.

The Committee should help to evolve a budget for the IADVL every year, and suggest investments for savings in tax and to anticipate and assess expenses. It must be consulted for all financial matters.

9. IADVL WEBSITE DEVELOPMENT COMMITTEE

The functions of this Committee are to maintain and update the IADVL website (www.iadvl.org).

10. COMMITTEE FOR IADVL-PHARMA NATIONAL QUIZ

This committee shall frame guidelines and conduct quiz programs at the state, zonal and national levels (Annexure XIII).

11. IADVL RESIDENTS' WELFARE COMMITTEE

It will have a resident convener and resident/PG student members from all four zones of India. This shall be coordinated by IADVL Hon. Secretary General. It will have a newsletter run by the resident editorial board and a Resident's session in DERMACON.

12. IADVL STANDARD OPERATIVE PROCEDURES COMMITTEE

Its aim is to develop Standard Operative Procedures (a set of written instructions) for the functioning of the IADVL. Immediate Past Secretary General shall be the Chairperson of this committee. If past Secretary General is not available or not willing to be the Chairperson of SOP committee, any other past office bearer such as Treasurer or Vice President, can be appointed. Members should preferably have prior association experience as secretary/treasurer/joint secretary either at state or central level.

To Enhance better coordination between Constitution committee and SOP committee:

- a) Updating of Constitution and SOP to be done in coordination

- b) Establishing buddy system between the two committees
- c) A common standalone meeting once a year with EC and both committees

13. IADVL GOVERNMENT LIAISON COMMITTEE.

Its objectives shall be to liaise and influence decision making in different governmental

agencies MCI, National Medical Commission (NMC), National Board, ICMR, Department of Health and family welfare, ICMR, national Academy of medical sciences, topics such as TSDF OR ANY IMPORTANT AND RELEVANT ISSUE / PROBLEM FACED BY THE SPECIALTY. Health is a subject on the concurrent list and hence we need to do these both at the Centre and the state levels.

The contours of such a committee can be:

It shall consist of members who have contacts at the corridors of government – with ministers/MPs/MLAs/secretariat/ministry of health, pharmaceuticals etc

Their term of office shall be two years to develop contacts as this is a time-consuming exercise. Their role shall be to serve as points of contact between IADVL and the GOI/state govt agencies to highlight issues of policy. eg Leprosy elimination/cost of drugs/TSDF/quackery /role of beauty clinics etc. It shall have Chairperson, a convener and 4-6 members.

14. IADVL HEADQUARTERS COMMITTEE

This committee will supervise the administration of the IADVL Headquarters. Consisting of past IADVL EC members, its tenure will be 2 years

15. IADVL PRACTICE MANAGEMENT CELL

IADVL practice management cell will deal with practice issues such as setting up practice, attaining skills in practice such as human resources, communication, legal and financial issues, regulations. It shall be headed by a senior IADVL member with at least 15 years in practice and running a fulltime practice. The convener shall be a senior IADVL member with at least 10 years in practice and running a fulltime practice. It shall have about 6-8 members involved in full time practice with adequate representation to different zones, age groups and gender. The cell will coordinate with government liaison cell for regulations and shall organize periodic meetings in different places, release newsletters, webinars and during DERMACON/MIDDERMACON.

16. IADVL MEDIA CELL shall deal with communication with public, through print, visual and social media. It shall seek to enhance the image of IADVL and dermatologist to educate the public and different agencies. It shall be headed by a senior dermatologist with expertise

and interest in media relations with a convener and 6 members with adequate representation to different zones, age groups and gender.

17. IADVL INTERNATIONAL LIAISON CELL shall deal with different international societies, ILDS, WHO etc on important dermatological issues, to establish and enhance relations, programs, meetings, scholarships, research interactions of mutual interest. It shall be headed by a chairperson, convener and have 8 members with international presence and reputation. It shall assist in the organization of DERMACON International.

18. IADVL COMMUNITY DERMATOLOGY CELL: Community dermatology cell shall deal with promoting organizing community participation and programs for community skin health and education by IADVL such as IADVL chala Gaon ki ore. These include different days such as leprosy day, psoriasis, vitiligo day, world skin health day, IADVL chala Gaon ki ore. It shall be headed by a chairman, convener and have 8 members who have interest in community activity with adequate representation to different zones, age groups and gender.

19. IADVL E-GROUPS (Refer SOP for e-groups)

The IADVL e-groups are official organs of the IADVL formed to promote exchange of knowledge and views about various academic and non-academic topics among IADVL members. On behalf of the IADVL, the Honorary Secretary General is authorized to create the e-groups as their moderator and owner (though these responsibilities may be shared with another member) with the approval of the IADVL Executive Committee, Central Council and General Body. All life members, provisional life members, honorary members and overseas members are eligible to join. Members have the right to unsubscribe from any group at any time. The Honorary Secretary General shall have the power and authority to terminate/discontinue the membership of any IADVL e-group member found to violate any of the rules mentioned in Annexure XI in SOP with the approval of the IADVL Executive Committee, Central Council, and General Body.

The different types of e-groups are:

(a) Non-administrative:

(i) IADVL e-group, for general (non-academic) discussion. All existing members and new LM with a valid e-mail address will be enrolled.

(ii) ACAD_IADVL e-group, for academic matters. Members can help patients by sharing clinical cases, photographs and seeking the opinion of their peers about the diagnosis, investigations and management. The Honorary Secretary or moderator shall email all members inviting them to join this e-group.

(iii) Residents IADVL Facebook Group, for Provisional Life Members.

(b) Administrative:

(i) CC_IADVL e-group, for Central Council members.

(ii) States_IADVL e-group, for state Presidents and Secretaries.

(iii) EC_IADVL e-group, for members of the National Executive.

(c) Additional e-groups:

Additional e-groups, observing the same rules, may be instituted by the Honorary Secretary General for interaction among members for other purposes, such as any IADVL conference (state, zonal, national or international) organization, research groups, journal editorial board, and recipients of international fellowships, in consultation and agreement with the President.

20. **INDIAN DERMATOLOGY ONLINE JOURNAL (IDOJ)**(Refer SOP for Journals)

The rules governing this online journal are to be formulated and included in future editions of the Constitution. The Editor shall be selected following the guidelines framed to select the editor of IJDVL. Search committee consists of two Past presidents, two Past Editors and the Current Editor.

ANNEXURE III: GUIDELINES FOR THE ORGANISATION OF DERMACON

The IADVL National Executive, guided by the Central Council and General Body, is the supreme body which looks after the smooth conduct of DERMACON. Due respect shall be given to the office bearers of the Association. The IADVL is the owner of the IADVL logo, which has to be prominently displayed on the stage, all publications e.g. brochures and abstract book, and on a banner displayed at the venue.

1. CENTRAL SUPERVISORY COMMITTEE MEETINGS

The venue and date of the meeting shall be decided by the Organizing Secretary of DERMACON in consultation with the President well in advance. The Chairperson of the local Scientific Committee of DERMACON should invite all the members of the committee well in advance and should send them the agenda of the meeting and the applications for the orations and the award session papers. The organizing committee of DERMACON shall host the apex airfare and one day local hospitality of the members who attend the meeting of the scientific committee.

The agenda should include the selection of the recipients of the orations, different awards such as life time achievement awards, Prof. K. C. Kandhari Foundation Award, Dr. J. C. Shroff Memorial Award, Prof. Ratan Singh Award and other such awards. The committee shall select the judges for the award papers session. The committee shall finalize the entire scientific content of DERMACON. It shall also discuss the organizational part of the conference, including the inaugural function, valedictory function and various arrangements, and inspect the venue.

2. CENTRAL COUNCIL MEETING (CCM) FOR THE CLOSING YEAR

The meeting shall be held as combined CCM/AGBM on the CME day after 2.00 p.m. for 2 hours.

3. ANNUAL GENERAL BODY MEETING (AGBM) FOR THE CLOSING YEAR

Its venue should be intimated to the Honorary Secretary General well in advance to enable him or her to inform all the members of the venue, date and time of the meeting. The Organizing Secretary of DERMACON, in consultation with the Honorary Secretary General, should include this information in the brochure of DERMACON. A suitable hall with adequate capacity, i.e. 350 persons or more according to the number of registered delegates, with a good P.A. system should be chosen. The dais should be able to seat 12-15 office bearers.

The meeting shall be presided by the President and conducted as per the agenda circulated by the Honorary Secretary General.

The new office bearers shall be installed at this meeting. The proceedings must be audio-video recorded.

4. INAUGURAL FUNCTION OF THE CONFERENCE

(Refer SOP for DERMACON Annexure XVIII)

The inaugural function should be scheduled after the GBM of the closing year. Its duration should be about 1 hour to 1 hour 15 minutes. Its details should be finalized by consultations among the

President, Immediate Past President, President Elect and Honorary Secretary General. It shall be presided over by the incoming President.

The program should be as follows:

- (a) Prayer: 2 minutes
- (b) Welcome address by the Chairperson of the Organizing Committee: 3 minutes
- (c) Introduction of guests: 5 minutes
- (d) Address by the outgoing President: 4 minutes
- (e) Ceremonial installation of the President and office bearers of the current year: 3 minutes
- (f) Presidential address: 10 minutes
- (g) Inauguration of the conference by the Chief Guest: 3 minutes
- (h) Inaugural speech by the Chief Guest: 10 minutes
- (i) Felicitations of the outgoing office bearers by the new President: 3 minutes
- (j) Presentation of the Prof. K. C. Kandhari Foundation Award by the President: 3 minutes
- (k) Brief introduction of the awardee citation to be presented by the Honorary Secretary General: 5 minutes
- (l) Felicitations and bestowing of the awards by the President (the awardees must be formally escorted to the dais): 5 minutes
- (m) Release of IADVL publications by the newly appointed President and the Scientific Committee Chairperson: 5 minutes
- (n) Presentation of life time achievement awards – three in no. and if member receives ILDS award it will also be presented during inauguration
- (o) Vote of thanks by the Organizing Secretary of the conference: 5 minutes. Total duration: 60 minutes. Refer Annexure XIII in SOP The seating arrangement on the dais. In case there are other dignitaries, they shall be seated next to the organizing committee Chairperson and the scientific committee Chairperson. The first row of the main hall must be reserved for past Presidents, past Honorary General Secretaries, past Treasures and office bearers of the current year. The organizers may make suitable changes in the above protocol only after prior consultation with the President and Honorary Secretary General.

5. IADVL FELICITATION DAY

The IADVL Day shall be celebrated on the second day of the Conference during prime time. The Organizing Committee of the conference shall decide the venue, which is preferably the main hall of the conference capable of accommodating all the delegates. No politician is to be invited on this occasion. The IADVL Executive Committee, Organizing Chairperson, Organizing Secretary, and Scientific Committee Chairperson shall be on the dais. The following awards shall be given:

- Prof. J. C. Shroff Memorial Award
- Prof. Ratan Singh Award for meritorious service to the specialty of dermatology, venereology and leprology
- Dr. V. N. Sehgal Award for accomplishing excellence in dermatology
- Prof. Ganapati Panja Memorial Award to the dermatologist dedicated to excellence in Dermatology
- Prof. L. K. Bhutani Memorial Teaching and Research Award
- Dr. L. N. Sinha Award for young dermatologists
- Felicitations of the teachers' par excellence Release of all books etc. which are non-IADVL publications

6. PLENARY SESSIONS

(a) First day: The Dr. B. M. Ambady Oration must be scheduled on the first day of the conference as Dr. Ambady was a senior and respected member of the Association, and the other orations on the second and third days. A brief introduction of the late Dr. B. M. Ambady should be given, and his photograph projected on the screen, before the Dr. B. M. Ambady Oration begins. A banner of the oration must be displayed in the background on the stage.

(b) Second day: IADVL-Pharma Oration Celebration of IADVL Day (details given above).

(c) Third day: IADVL-Pharma Oration

7. IADVL-PHARMA NATIONAL QUIZ

The finals of IADVL-Pharma National Quiz Program should be held at a prime time and place. The venue is to be decided in consultation with the President, President Elect, Honorary Secretary General and the IADVL-Pharma National Quiz Coordinator. The Quiz Master and the Convener for the Final Quiz should be appointed by the President, President Elect and the Honorary Secretary General. The program is to be decided by the Honorary Secretary General, in consultation with the IADVL-Pharma National Quiz Coordinator, Quiz Master and the Sponsor.

8. COMBINED CENTRAL COUNCIL AND FIRST ANNUAL GENERAL BODY MEETING FOR THE COMMENCING YEAR (CCM AND AGBM)

This meeting shall be held on the second (penultimate) day of the conference at 5 p.m. The DERMACON organizers should intimate the Honorary Secretary General of the venue well in advance to enable him or her to intimate the date, time and venue to members. The same information may also be included in the brochure of the conference. Since the venue of the meetings is usually the same as that of the AGBM of the closing year, the same arrangements can be made. A hall to accommodate about 350 delegates may be selected, with an arrangement for seating of 12- 15 office bearers on the dais. This meeting shall be presided by the incoming President.

9. VALEDICTORY FUNCTION

This shall be held on the last day of the conference, after the scientific program is over, at about 1 p.m. in the main hall of the conference. The venue shall be announced by the Organizing Secretary of the conference. Refer Annexure XIV in SOP for the seating arrangement on the dais.

The program of the function shall be as follows:

- (a) Welcome speech by the Organizing Secretary: 2 minutes
- (b) Address by the Chairperson of the organizing committee: 3 minutes
- (c) Address by the President: 3 minutes
- (d) Address by the President elect: 2 minutes
- (e) Presentation of the awards (the Honorary Secretary General will arrange for certificates, medals, etc. and announce the names of winners)
 - Dr. Leslie Marquis Award
 - M. G. M. Medical College Prize
 - Prof. H. C. Mohanty Award
 - Dr. F. Handa Award
 - Prof. B. N. Banerjee Award
 - Dr. B. B. Gokhale Medal
 - Prof. K. Siddappa Medal
 - Prof. D. K. Gupta Medal
 - Dr. Manu Patel Memorial Prize
 - Dr. Bishnupriya Devi Award

- Mrs. Indubala Memorial Award
- Dr. C.S. Bhavani Kumar Memorial Award
- Best Branch Award
- IADVL Training Fellowship
- Prof. G. Senthalmil Selvi Award
- ☒ Prof. S. Premalatha Award for the Best Research

Project in Dermatology

(f) Distribution of appreciation certificates by IADVL to the DERMACON organizers

(g) Address by the Organizing Committee Chairperson or Secretary of the ensuing DERMACON

(h) Appraisals and views of the delegates of DERMACON

(i) Invitation by the organizer of the ensuing DERMACON

(j) Vote of thanks by the Organizing Secretary of the conference.

10. SISTER SOCIETY MEETINGS

Dermatology related associations, such as Indian Association for the Study of Sexually Transmitted Diseases and AIDS, Indian Association of Leprosy, Contact and Occupational Dermatoses Forum of India, Indian Society of Paediatric Dermatology, Cosmetic Dermatology Society of India, and Association of Cutaneous Surgeons of India and any others recognized as “sister societies” by the General Body, can have focused sessions or special sessions before the main conference in consultation with the Central Supervisory Committee. Points to be considered are number of members, background of the executive members, transparency of accounts (audited accounts of last 3 years), publication of journals, regular hosting of CMEs and conferences, involvement of IADVL members, etc., These sessions should not be parallel to the Plenary Session of DERMACON.

11. SUGGESTIONS to DERMACON organisers

As many scientific presentations as possible shall be accommodated, if necessary as poster presentations.

- During the conference plenary sessions, orations and other prime events, stall holders and pharmaceutical companies should not arrange any programs or satellite symposia nor should any local tours or sightseeing programs be arranged for delegates.
- No parallel dinners shall be arranged by pharmaceutical companies.
- Guidelines for selection of Chairperson of scientific sessions and other programs. Names should be invited from state branch Presidents and should be considered and approved by the scientific committee. Chairperson should be a senior faculty, preferably with interest/work done in the respective topic of session.
- Daily proceedings of the conference, containing a summary of scientific papers, orations, guest speaker’s lectures, and the inauguration function with photographs, messages and names of the newly elected office bearers shall be published with the help of sponsors.
- During DERMACON there shall be only one day CME or Workshop prior to ‘two and half day’ DERMACON. This is to make the whole event a three and half day event.
- IADVL stall shall be at a prominent place at the venue of the DERMACON, such as near the main hall (hall A) of the conference in the foyer. Size 2 meters/2 meters.
- On the occasion of the inauguration of DERMACON, an IADVL tree/sapling will be planted in the host city in a locality deemed suitable by the Organizing Committee after obtaining all necessary permissions

Guidelines for DERMACON international

1. The election announcement will be named as DERMACON INTERNATIONAL
2. The venue which is proposed for DERMACON INTERNATIONAL should have proper building and

not need too many tents. It should befit an international congress. It should be in a suitable area with good broad approach roads. Smaller cities with smaller venues, without international airport, limited number of hotels are not suitable.

Bid document should mention complete area available for halls, stalls, function area

3. The city should have access for international air travel and it should have adequate number of five star hotels to cater for international delegates. It should have easily accessible good quality public transport such as radio cabs suitable for international delegates

4. It should have delegate fee in Dollars for international delegates and in rupees for Indian delegates

5. Scientific program should have a hall for international sessions, International sister society sessions, time for international quiz, international free paper session, International quiz should have at least 2 international teams with 2 top Indian teams Indian teams can be shortlisted in preliminary rounds)

6. International scholarships also need to be awarded to encourage delegates Amount to be suggested. It should be of two types: Full (Covering registration, travel) and partial (Registration only) 3 each

7. An international coordinator needs to be appointed by the local organizing team who will work closely with international liaison cell to ensure success.

8. Required permissions for receiving forex (FCRA regulations), visiting international delegates (MEA) to be taken appropriately

9. Venue inspection team will inspect the venue in the light of above requirements

ANNEXURE IV: DVL Welfare Trust

DVL WELFARE TRUST

IADVL has launched a mutual benefit scheme coupled with professional legal protection in 2011 and named it DVL welfare trust.

It is one of the important financial benefit schemes aimed at securing financial security for the family members of the members of our association. The details of this welfare scheme are as follows: DERMATOLOGISTS VENEREOLOGISTS and LEPROLOGISTS WELFARE TRUST (DVL trust) has been established for the benefit of members of IADVL. The trust has been registered at Vadodara. DVL Welfare Trust is by IADVL, of IADVL and for IADVL ites”.

Aims and objectives of the Scheme:

- 1 To provide financial assistance to the family of a member of this scheme in the event of his/her death
- 2 To form a habit of savings among the members.
- 3 To help the members in case of permanent disability.
- 4 To provide (Pension) partial help towards contribution of annual premium for health.
- 5 To provide comprehensive indemnity cover in the event of litigant situations arising out of alleged professional negligence by the members.
- 6 To educate the members (including clinic, and subordinate staff of hospital run by member) to prevent any litigant situation and to guide them, how to deal with it in the event of such a situation

Eligibility of the members: Any life member of IADVL, irrespective of age is eligible to become a Regular Member of the scheme. Family members of Life members of IADVL can also join the scheme as Beneficiary Members.

Total Amount Payable at the time of admission:

1. Admission Fees (as per age –given below).
2. Annual Membership Fees Rs. 300/- with an

increment of Rs. 50/- every year starting from 2012, then effective date being the 1st April every year. 3. Advance Fraternity Contribution (AFC) Rs. 1,500 (Rs Fifteen hundred only) a minimum amount kept with DVL trust towards members future fraternity contributions. Please note that separate forms need to be filled in for each member of a family. Optional amount to be payable at admission:

A). One-time advance deposit of Rs. 10,000: to take care of future annual membership fees and if feasible of future fraternity contribution as well (depending on annual interest accrued on Rs. 10,000 deposit)

B). Legal Fees for professional indemnity payment by those members who opt for this additional professional indemnity benefit based on the type of Dermatology practice as given below.

Details of one-time Admission fees: The Admission Fees payable shall be based on age in years of the proposed member or their family member who likes to join the scheme, as follows: (a) For Children of members up to the age of 10 years Rs.1000, for those from 10 - 20 years, Rs.1500. (b) For adult members or their family members- admission fee based on their age: For Members <30 years of age Rs. 2000, for Members <40 years of age Rs. 3000, for Members < 50 years of age Rs. 4000, For Members <60 years of age Rs. 5000, For Members <70 years of age Rs. 7000, For Members > 70 years of age Rs. 8000.

Optional Legal fees for professional indemnity: Those life members of IADVL who volunteer to have professional legal cover, this option is available. However, they have to be necessarily the members of DVL trust as well. The Annual legal fee is based as per type of Dermatology practice: a) The Consultant with only office practice will have to pay Rs.1000/-per year; (b) The consultant with practice of Dermato surgery will have to pay Rs.2000/- peryear; (C) The consultant with practice of cosmetic, laser and other procedures will have to pay Rs.3000/- per year; to cover these procedural events or litigations. The indemnity coverage will be Rs.7,00,000 (Rupees seven lakhs) per case and Rs.15,00,000 (Rupees Fifteen lakhs only) aggregate per year. If a member wishes, the indemnity coverage can be doubled by paying double the annual legal fees.

Member's annual contribution: (a) Annual membership fee with Increment of Rs.50/- every year (Members who opt to pay one time advance payment of Rs. 10,000 need not pay it every year) and

(a) Fraternity contribution Rs. 210 x N, where N = No. of Death of members) Plus, Optional professional indemnity annual legal fees has to be paid by those members who opt for professional indemnity.

Benefits for IADVL members of DVL trust: (1) Social security to family members: Note: Financial benefits will start after ONE year of joining the scheme. Nominee will get Rs. 210 x N, where N = No. of members of DVL Trust. In other words, when more IADVL members join this scheme, more fraternity benefit for members' families. (2) Professional legal protection, when applicable, for those members opting for it: Legal help is extended in all types of cases like civil, criminal, labour and consumer redressal for a dispute arising out of Clinical Establishment Act.

ANNEXURE V: PROPOSAL FORM FOR SUBMISSION OF PROPOSALS BY MEMBERS TO CCM/AGBM

The proposal should be drafted clearly and specifically as below; (Any proposal which seeks to change byelaws of the association needs to be signed before submission; by the proposer and duly supported by 5 seconders)

1. Title of proposal:
2. Name of proposer/s: State all names with their LM numbers.
3. Is any one of the proposers a member of CC? (Necessary only for proposals for CCM)
4. Is it related to administrative/policy/finance/constitutional? (Select any one)
OR
We are not able to classify and accept the ECs view
5. If constitutional/SOP – will it replace an existing clause? Or modify?
Give details of the clause – page no. and clause no.
6. Give Brief introduction on why the proposal is necessary and how it will help IADVL.
7. Proposal details:
8. Do you think this needs referral to any specific committee? If so, which one?

Signatures:

Name	IADVL LM number	Signature
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For office use:

- (I) Date when received:
- (II) If referred – when and to whom?
- (III) Opinion of committees
- (IV) Date placed in EC along with remarks of committees
- (V) Date placed in CC along with remarks of committees and EC
- (VI) Date placed in GB along with conclusions of committees, EC , CCM

Outcome: Passed/Rejected.

Any dispute arising out of the functioning of Indian Association of Dermatologists, Venereologists and Leprologists shall be subject to the exclusive jurisdiction of the court which shall be having territorial Jurisdiction to the seat of the Secretary IADVL at the relevant period

Commented [Babu1]: EC to check this

DISCLAIMER

Any error, omission or commission, in the IADVL Constitution is not intentional or deliberate. Members are free to point them out and the same shall be corrected. No member of IADVL involved in creating this Constitution is liable for any direct, indirect, incidental, special, consequential or punitive damages arising out of the use of IADVL Constitution.

Submitted by

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