

**MEMORANDUM OF A SOCIATION
Of
INDIAN HEALTH ECONOMICS AND POLICY ASSOCIATION**

1. Name of the Association : Name of the Association shall be "Indian Health Economics and Policy Association", here-in-after called **IHEPA**.
(To be Registered under the Karnataka Society's Registration Act of 1960)

2. Place and Address : The Registered office of the Association shall presently be located at :
Centre for Multi Disciplinary Development Research (CMDR)
Plot No.82, Dr.B R Ambedkar Nagar,
Yalakki Shettar Colony, Lakamanahalli,
Dharwad – 580 004.
Karnataka State

3. The IHEPA has set for itself the following objectives:

- i. To provide a forum for academicians, researchers, students, policy makers and the civil society in the domain of health economics, health financing, health planning & policy, health systems and management of India and other parts of the world to discuss issues of common interest in this professional area;
- ii. To facilitate development of research & teaching and training related to health economics, health finance, health planning and policy, and health systems and management through the *modus operandi* of conferences, seminars and similar discussion platforms;
- iii. To encourage dissemination of research findings in the above stated areas ;
- iv. To organise conferences, workshops, training programmes, capacity building and other activities leading to the fulfilment of the objectives of the Association;
- v. To take the initiative for developing the memorandum regarding the issues relating to the above stated areas and submit the same to the appropriate authorities;
- vi. To undertake publications of the books, journals, policy briefs and related material in the areas mentioned under (i) above;
- vii. To promote developing suitable teaching and research material with the involvement of competent professionals;
- viii. The income of the Association from any sources shall not be distributed among the members and it shall be used solely for the fulfilment of the objectives of the Society;
- ix. The IHEPA strictly opposes the practice of child labour. If IHEPA comes to know about employment of under 14 children in any household/s, society, organisation, apartment, grocery shops and hotels or any other place, the IHEPA shall make all efforts for the release of such children;
- x. If any of the clauses stated above is opposed to Karnataka Society's Registration Act, the same clauses would get cancelled automatically;
- xi. To submit the MOA and the rules and regulations of the society and to interact with the Registrar of the Society, we authorise the Joint Secretary of the Association Shri.Vinod B Annigeri to transact business in this regard.

Rules and Regulations

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3. ORGANIZATIONAL SETUP

The IHEPA shall have a General Body and a Governing Council.

4. MEMBERSHIP

4.1 The membership of the Association shall be open to any persons(s) irrespective of sex, race, creed, class or caste and institutions(s) engaged in research/teaching/planning and policies in the focal areas of IHEPA.

4.2 The membership of the Association consists of categories such as –Founder Membership, Annual Membership, Life Membership, and such other categories as may be determined by the General Body from time to time. Membership further consists of Institutional membership and Honorary membership.

4.2a **Founder Members:** Founder Members are those who came together personally or otherwise to decide about the formation of IHEPA as well as those who contributed to the formation of IHEPA and consented to be Founder Members. Founder Members are Members for Life of IHEPA.

4.2b **Annual Members:** Annual members shall be enrolled by the Association and shall pay such fees and subscriptions as may be decided by the Governing Council from time to time. This includes Student Membership.

4.2c **Life Member:** On payment of such sums as may be decided by the Governing Council, shall be termed as Life Member.

4.2d **Institutional Members:** Institutions shall be enrolled by IHEPA as Institutional Members on payment of such fees and subscriptions as may be prescribed by the Governing Council and General Body from time to time. Such membership further consists of Annual and Life Membership.

4.2e **Patrons and Honorary Members:** Distinguished personalities may be invited by the General Body as patrons and Honorary members of IHEPA on recommendations of the Governing Council.

4.2f **Membership Fees:** The Governing Council shall fix the membership fees and other charges as and when necessary. The General Body may consider the recommendations of Governing Council in this connection and accord its approval before the same are brought into effect.

4.3 **Voting Rights :** All members, inclusive of Ex-officio members shall have voting rights.

4.4 The General Body may terminate membership of those who are found to be involved in any activity detrimental to the objects and functioning of the Association (IHEPA).

4.5 All membership applications shall be scrutinized and screened by the Governing Council of IHEPA.

5. GENERAL BODY

5.1 The General Body shall consist of all members of the Association and it is the supreme decision making body.

5.2 Founder Members, Annual members, Life members, Institutional members and Patrons & Honorary members shall constitute the General Body.

5.3 General Body shall meet once in a year to discuss and transact the agenda prepared for this purpose such as approval of the Annual Report, Audited Statement of Accounts, Appointment of Auditors and their fees, etc.

5.4 President, or, in his/her absence, the Vice-President IHEPA shall preside over the meetings of General Body. In the absence of both the President and Vice-President, the General Body shall choose one of the members who are present in the meeting to conduct the proceedings as the President of the meeting.

5.5 Secretary, IHEPA shall convene the General Body meeting in consultation with the President.

6. GOVERNING COUNCIL

6.1 Eleven members including the representatives from such institutions as may be determined by the Association at its General Body Meeting shall constitute the Governing Council.

6.2 The General body, from out of its own members shall elect the members of the Governing Council. The procedures for election shall be decided by the General Body.

6.3 President, or, in his/her absence, the Vice-President, IHEPA shall preside over the meetings of Governing Council. In the absence of both the President and Vice-President, the Governing Council shall choose one of the members who are present in the meeting to conduct the proceedings as the President of the meeting.

6.4 The Governing Council is responsible for the management of the affairs of the Association.

6.4a. make, alter and rescind Statutes, Regulations and Byelaws as provided in the Rules, subject to the approval of the General Body;

6.4b. fill up vacancies among the office-bearers and members of the Governing Council during the year subject to the approval of the General Body;

- 6.4c delegate by specific resolution any of its powers to any member of the Association for specific purposes;
- 6.4d institute fellowships, scholarships and awards of different categories for meritorious and professional work in the field of health economics, health financing, health policy, health systems.
- 6.5 Fourteen days notice shall be given to the members for all the meetings of the Council.
- 6.6 One third of the total number of members of the Governing Council would constitute the quorum. If there is no quorum, the meeting shall be adjourned by half an hour and can be convened again to transact the same agenda. The decisions taken in such an adjourned meeting shall be valid like the decisions taken in the meeting with full quorum.
- 6.7 All decisions shall be taken by majority.
- 6.8 The Governing Council can also take decisions through a *modus-operandi* of circular resolutions.
- 6.9 General Body or Governing Council of IHEPA may constitute different committees from time to time in order to facilitate its functioning. For example there can be Conference Organization Committee, Editorial Committee to scrutinize the papers received for presentation in the Conference, Funds Raising Committee, Expenditure Committee to plan annual expenditures or Finance Committee relating to the last two activities, etc. GB / GC may decide to invite members of G.B. or those from outside, evincing interest in selected matters of the functioning of the IHEPA to become members of these committees.

7. ADVISORY COMMITTEE

- 7.1 In order that IHEPA continues to derive the benefits from the Founder members, who have striven hard to bring this Association into existence, a non-statutory Advisory Committee with the membership of the Founder Members along with few co-opted members (professionals) shall be constituted. This Founder Members' Advisory Committee (FMAC) shall serve as liaison between GB and GC of the Association. Due consideration shall be given by both the General Body and Governing Council to the views expressed by FMAC, which should have regular meetings as and when necessary or at least once a year prior to the GB meeting.

8. OFFICE BEARERS

- 8.1 The Association shall have the following office-bearers:
 - a) President,
 - b) Vice-President,
 - c) Secretary,
 - d) Treasurer and
 - e) Two Joint Secretaries.

8.2 Tenure of Members of Governing Council and Office Bearers – 3 Years

8.2a Governing Council members (office-bearers as well as members) may be re-elected to a maximum of two consecutive terms. This may not bar members to get re-elected on Governing Council after a break of one term.

8.3 Functions of the Office Bearers

8.3a **The President** and the **Vice President** shall guide the activities of the Association for fulfilling its objectives.

8.3b **The Secretary** shall be responsible for preparing Minutes of General Body / Governing Council, keeping the documents of the Association, including the Minutes Book, proper administration of the affairs of the Association and such functions as decided by the General Body. S/he shall represent the Association in all business, legal and financial transactions. The financial documents shall be signed jointly by Secretary and the Treasurer. S/he shall sign all other documents on behalf of the Association subject to the Byelaws and the direction of the Governing Council. The Governing Council can also nominate any member for transacting the above business in the absence of the Secretary.

8.3c **The Treasurer** shall be the official custodian of all funds belonging to the Association.

8.3d The Governing Council shall have two Joint Secretaries. Responsibilities of each of the two Joint Secretaries shall be spelt out by the Governing Council.

9. MEETING PROCEDURES

9.1 An Annual General Body Meeting shall ordinarily be held around the time of Annual Conference of the association to consider the Annual Report, Statement of Accounts, appoint of Auditors, and to consider any other business proposed by the Council for this purpose.

9.2 21 days notice shall be given to members for all General Body Meetings of the Association.

9.3 Ten members or one third of the total members of the General Body, whichever is less shall form the quorum for the General Body Meetings.

9.4 If there is no quorum, the meeting shall be adjourned by half an hour and can be convened again to transact the same agenda. The decisions taken in such an adjourned meeting shall be valid like the decisions taken in the meeting with full quorum.

9.5 The President or, in his/her absence, the Vice-President shall preside over all General Body Meetings of the Association. If the President and the Vice-President are absent, members present shall choose one of the members from amongst themselves to preside over the meeting.

9.6 In case of any emergency and unforeseen situation the extraordinary General Body Meeting can be convened with notice of 21 days.

9.7 The President and the Vice President shall have the right to attend all the meetings of IHEPA or any of its committees.

10. PROPERTIES, BANKING AND AGREEMENTS

- 10.1 All properties belonging to the Association and all banking accounts, documents, securities, etc., shall stand in the name of the Association.
- 10.2 Bank accounts of the Association shall be operated and securities standing in the name of the Association shall be endorsed, transferred or otherwise negotiated by the Treasurer and the Secretary of the Association or by any other member of the Association duly authorized by the General Body.
- 10.3 The Secretary and the Treasurer are authorized to open a bank account for the Association and operate the account jointly.

11. ASSOCIATE AND AFFILIATED INSTITUTIONS

- 11.1 The Governing Council, subject to the approval of the General Body, may work in association or collaboration with any other organization or institution or association which already exists or which may be set up and may declare such institution or organization as an associate institution for purpose of these rules. The Council may also rescind such declaration if and when considered desirable.
- 11.2 Relation between the Association and the associate institutions or organizations shall be such as may be decided by the Council from time to time, subject to, however, any statues or regulations that may be prescribed by the General Body.
12. **Investment Clause:** The funds of the Society shall be invested in the modes specified under the provision of section 13(1) (d) read with Sec.11(5) of the I.T Act, 1961 as amended from time to time.
13. **Accounts Clause:** There shall be maintained all accounts of the Association regularly. The accounts shall be duly audited by a Chartered Accountant. Every year the accounts shall be closed by 31st day of March.
14. **Amendment Clause :** No amendment to the Trust Deed / Memorandum of Association / Bye – Laws / Rules & Regulations shall be made which may prove to be repugnant to the provisions of Sec.2(15), 11, 12 and 13 and 80G of the I.T Act, 1961 as amended from time to time. Further no amendment shall be carried out without the prior approval of the Commissioner of Income Tax.
15. The Rules and Regulations of the IHEPA shall not be altered except by a majority of 2/3rd of the member present at a meeting of the General Body.
16. **Dissolution Clause:** In the event of dissolution or winding up of the Society, the assets remaining as on the date of dissolution shall under no circumstances be distributed among the Trustees/ Members of the Managing Committee / Governing Body but the same shall be transferred to another Charitable Society whose objects are similar to those of this Society and which enjoys recognition u/s. 80G of the IT act, 1961 as amended from time to time.
17. The Benefits of the Society shall be open to all irrespective of Caste Creed or Religion.
18. The funds and the income of the Society shall be solely utilized for the achievement of its objectives and no portion of it shall be utilized for payment to the Members by way of profit, interest, dividends, etc.

19. The Association shall not distribute any part of its income or profits as dividend, gift or bonus or in any other way among its members, provided nevertheless that office-bearers, workers and other employee shall not be debarred from receiving remuneration or participating in grants because of their status as members of the Association.
20. All the property and funds of the IHEPA shall belong to the IHEPA and in corporate character and no individual member shall have any proprietary rights over the same or spend any amount on his / her own responsibility.