



National Neonatology Forum

Memorandum

of

Association

(Includes all amendments as received from NNF members, reviewed/ suggested by
Constitution Amendment Committee and NNF Executive Board till October 29 2023)

1. Name of the society



“NATIONAL NEONATOLOGY FORUM”

2. Registered office

The Registered office of the society shall be situated in the National capital Territory of Delhi and at present it is at the following address:

803, Northex Tower, A-9, Netaji Subhash Place, Ring Road Pitampura, Delhi- 110034

The Office shall function from the registered office only and the same would be the address of communications and correspondence henceforth.

3. The aims and objectives, for which this society is established, are as follows:

- i. To encourage and advance the knowledge, study and practice of the science of neonatology.
- ii. To provide facilities to scholars and for the study of research in neonatology in any of its aspects by way of scholarships, fellowships, grants and endowments etc.
- iii. To co-operate and affiliate with other bodies and also to engage in such other forms of activities as may be decided upon by the society from time to time for the purpose of carrying out all or any of the objectives of the society.
- iv. To do all other such things as may be necessary, incidental, conducive, or convenient to the attainment of the above objectives of the society.
- v. To work for the professional support of its members and make guidelines for advocacy & protection of members.
- vi. **To organize charity activities pertaining to neonatal health.**
- vii. **To conduct awareness programme for neonatal health.**

RULES AND REGULATIONS

1. Name of the society:

“NATIONAL NEONATOLOGY FORUM” (here in after referred to as the society) has been established for the objectives specified in the Memorandum of Association.

2. Definitions

- 2.1 The fiscal year of the Society shall be from April 1st to March 31st and/or as per government policy of financial year.
- 2.2 Operational year of the Society shall be from January 1st to December 31st.
- 2.3 At all places hereinafter he / him / himself shall be taken to mean she / her / herself as well.
- 2.4 If specifically stated otherwise at all places hereinafter “society” shall be taken to mean National Neonatology Forum.
- 2.5 At all places except if specifically stated otherwise hereinafter “member” shall be taken to mean member of the Society.
- 2.6 **The new branch of NNF city/state/UT may register as eg. Neonatal Society of _____ (State / UT) Branch of NNF. However, with respect to city/state/UT branches that have been granted affiliation to NNF prior to the date of this amendment, this clause shall not be applicable.**

3. The membership of the society shall be two categories namely:

- 1 (a) Life
- (b) Associate Life
 - (i) Associate Life (Obstetricians, Nursing, **Pediatric Surgeon and Ophthalmologist**)
 - (ii) Corporate Honorary Membership: Membership will be accorded to companies and professional engaged in diagnostic innovation and devices for neonatal care. This membership will be for a term of 5 years renewable thereafter, for corporate's engaged in similar sphere of activities involving neonatal care.

2(a) Contribution towards corpus fund –

Contribution towards corpus fund for various categories shall be decided by the Executive Board of the society and shall be ratified by General body of the society from time to time

4. Eligibility for Membership

4.1 Life member

Any person who is a Resident Indian citizen possessing MBBS degree in Modern medicine recognized by Medical Council of India (MCI) and is holding a diploma/degree in Pediatrics / Neonatology recognized by **National Medical Commission (NMC)** or any equivalent National statutory body formed by Government of India may be approved by the Executive Board as Life member of the society

4.1 Associate Life Member

Associate life members of the society shall not be having any voting right. Associate life members of the society shall not be eligible to contest any election for any post.

4.2.1 For Obstetricians, **Pediatric Surgeon and Ophthalmologist**

Any person who is a Resident Indian citizen possessing a diploma/degree in Gynecology & Obstetrics or **Pediatric Surgery or ophthalmologist** recognized by **National Medical Commission (NMC)** or any equivalent National statutory body formed by Government of India may be elected by the Executive Board as Associate Life member of the society after paying the requisite contribution towards Corpus fund.

4.2.2 Any person possessing MBBS or equivalent degree recognized by **National Medical Commission (NMC)** or any equivalent National statutory body formed by Government of India may be elected by the Executive Board as an Associate Life member of Society after paying the requisite contribution towards Corpus fund.

These include:

4.2.2.1 Resident Indian Citizen

4.2.2.2 Eligible Non-Resident Indian.

4.2.2.3 Eligible Foreign National of Indian/Non-Indian origin

4.2.3 Nurse Associate life Member

Any person having GNM or Graduation in Nursing and registered with Nursing Council of India and having special interest in Neonatology can apply for associate lifemember of the society NNF and can be elected so by Executive Board of the society after paying the requisite contribution towards Corpus fund.

4.3 Any existing Associate Life member who subsequently satisfies the criteria as specified in Rule 4.1 to be Life member may be elected as Life member respectively by the Executive Board at such later date after paying the membership fee if any as decided by Executive Board.

4.4 If any member has given false information while applying for membership, his membership **stands** canceled.

4.5 Procedure for membership

4.5.1 A Life/Fellow member may propose any person who fulfills the above-mentioned conditions for election as member of the Society in the category as applicable and such proposal shall be seconded by another Life/Fellow member.

4.5.2 The proposal for the membership of the Society shall be made in the prescribed form. The applicable membership contribution towards corpus fund should accompany the application for membership of the Society which shall be returned if the proposal for membership of the Society is not accepted by the Executive Board.

4.5.3 The applicant shall pay the applicable membership contribution towards corpus fund according to the specified membership category as per current rates decided by the Executive Board from time to time.

4.5.4 The proposals for election of the members shall be scrutinized by **the Secretary General and Joint Secretary** from time to time and then shall recommend the names to the Executive Board for approval.

5 Cessation of membership

5.1 Suspension of membership

A member guilty of infamous conduct (as defined under ethical code by **National Medical Commission (NMC)**) or of acts prejudicial to the interests of the Society which also include financial irregularity in relation to society NNF may be suspended. **In the event of any allegation of misdemeanor as mentioned above, the Executive Board will entrust a constituted Enquiry Committee to investigate the allegations. The enquiry committee will have the power to summon the accuse and the witness. The Enquiry Committee would submit its report in a time-bound manner to EB. Based on the report, the EB would decide by three fourth majority to issue a show cause notice to the member under investigation, as a prelude to suspension and further action. The member is to reply to the show cause notice within 30 days of receipt. If the response is found to be unsatisfactory, or if the member does not reply within the prescribed time, the EB will implement after once again reiterating the decision of suspending the member with a three-fourth majority of the EB. The details of the decision must be informed to all the members of the Society. The duration of suspension should be till the next GBM and shall continue to remain enforce till the GBM extends this. If any further action is envisaged the EB should ensure completion of the entirety of the investigations including obtaining the responses of the constituted Disciplinary Committee within the awarded period of suspension. In the absence of which the awarded suspension would be considered automatically revoked without prejudice after the prescribed period.**

In case of heinous crimes/proven crimes for which the accuse has been convicted in court of law, he/she will automatically cease to be a member of NNF.

5.2 Termination of membership

Termination of membership can be by resignation, removal or by death.

5.2.1 A member may resign from their membership by giving notice in writing and the resignation shall take effect from the date on which the notice is received in the office. However, resignation shall not absolve any such member from paying the dues and arrears if any. In this event the membership number will be FROZEN and cannot be allotted or re-allotted. In the event the individual rejoins after resigning, it would be considered as a fresh membership and a new membership number allotted, and the duration of society membership in such cases will be considered only from the date of rejoining the society for all purposes including eligibility for the posts of Office bearer(s) of the society.

5.2.2 A member guilty of infamous conduct (as defined under ethical code by Medical Council of India (MCI) or against the interests of the Society which also include financial irregularity may, on the proposal of the Executive Board and after following all the processes as mentioned in clause 5.1 and giving the member 30 days' notice to make any written representation that he may desire to make to the EB, be expelled from the Society, by a resolution, carried by a three fourths majority of the members present in Annual General Body meeting of the Society.

6 FELLOWSHIP OF SOCIETY Fellows of NNF (FNNF) :

6.1 Any Life member who has in the opinion of the Executive Board or a duly constituted committee, has rendered outstanding services in the field of neonatology may be elected as a fellow of NNF.

6.2 The number of awards of Fellow of National Neonatology Forum (FNNF) each year should not be more than one for every 1000 Life members

6.3 An additional Honorary Fellowship can be given for a Non-member for outstanding working for the cause of New born care. Such proposal shall be approved by the Executive Board of the society.

6.4 A Life member may propose for election a life member as Fellow of the society, who fulfills the eligibility as prescribed by Executive Board from time to time and such proposal shall be seconded by another life member.

6.5 The proposal shall be in the prescribed application form duly filled in and signed by the person proposed and proposer.

6.6 Applications for FNNF will be scrutinized by Immediate Past President, President, President - Elect, Vice President and 1 member nominated by Executive Board (Total 5).

6.7 A person passing fellowship exam is not entitled to use FNNF as abbreviation. She/He will use the term "Clinical Fellow of NNF".

7 -Election of Office Bearers and members of Executive Board:

7.1 Following Office Bearers and Executive Board members will be elected by secret E-ballot every alternate year for tenure as specified for the post.

Office Bearers (OB) and their hierarchy

- 7.1.1 President-Elect - Tenure One Year
- 7.1.2 Vice –President - Tenure One Year
- 7.1.3 Secretary General - Tenure Two Years
- 7.1.4 Treasurer - Tenure Two Years
- 7.1.5 Joint Secretary - Tenure Two Years

Executive Board Members (non-Office Bearer)

- 7.1.6 Five Executive Board members (one each from 5 zones) - Tenure Two Years

7.1a The OBs are not eligible to contest for lower OB post .

7.1 b All elected Office bearers and Executive members of the society must COMPLETE the tenure for the post to which they have been elected for, before being considered as eligible for filing nominations for any subsequent elections. Not doing so will make them ineligible for seeking elections for any post of the society for two subsequent terms/election”

7.2 All life members of society will be eligible to seek election and to propose and / or second the nomination of candidates and to vote.

7.3 For conducting the elections, an election Commission of three members will be nominated by the Executive Board in the annual Executive Board meeting and ratified by AGM of the election year. This will be ratified in the AGM Members of the Election Commission shall be member of the society for at least ten years. **A person who has been an Office Bearer of the Society within the previous THREE years will NOT BE ELIGIBLE for being a member of the Election Commission.** The election Commission will be responsible for the scrutiny of nomination papers, informing the candidates about the validity of their nomination papers, informing candidates about the date, time and venue of counting, counting of the votes in presence of the candidates or their authorized, nominee, declaring results and intimating results to the candidates and secretariat. Tenure of election Commission shall be maximum for 2 elections.

A member of the election commission can be appointed/nominated upto a maximum of TWO TENURES only.

7.4 Any Eligible life member can apply for more than one post in initial nominations but shall seek for only one post in final nomination.

7.5 Election will be by e voting only.

7.6. The Secretary General in consultation with the President will finalize the election schedule. He will send notice seeking nomination to the above posts to all the members. **The Election Commission shall issue a Code of Conduct before each election.**

7.7. For seeking election to any of the above posts the candidates shall file signed nomination papers duly proposed by a life member of the society and seconded by another life member of the society.

7.8 The election commission in consultation with the Executive Board shall specify a **NON-REFUNDABLE** nomination registration fee to be paid by any person at **time of filing their nominations.**

7.9. **Status of any conflict of interest/ absence of any conflict must be declared at the time of filing nominations. Absence of such a declaration at the time of filing nomination would result in rejection of the nomination papers. Falsification of information could render the election of the concerned individual as null and void.**

7.10. **Candidates seeking election to the post of Office Bearers of the Society i.e President, Vice-President, Secretary General, Treasurer cannot be conterminously holding positions in any professional medical bodies/societies/associations which has a range of minimum 1000 members including NNF State chapters during the same period for which they are seeking to be elected as Office Bearer of NNF. The candidates while filing their nomination will provide this undertaking to the Election Commission of NNF**

7.11 Only life members of the society shall seek election and shall vote in election.

7.12.-Any eligible life member of the society shall seek election for only one of the posts in the Executive Board.

7.13 Any member who has any complaint regarding the election shall give the same in writing addressed to the Secretary General within 21 days of the declaration of results. An election tribunal nominated by the Executive Board shall go into the complaints and the decision of the tribunal shall be final. **Tribunal will consist of 3 senior members of society i.e NNF of more than 20 years NNF membership . One of the members will be designated as chairman and will be responsible for smooth functioning of tribunal.**

8 Executive Board

8.1 The Society shall have an Executive Board consisting of the following:

8.1.1 President

8.1.2 President-Elect

8.1.3 Vice - President

8.1.4 Secretary General

8.1.5 Immediate past President

8.1.6 Treasurer

8.1.7 Joint Secretary

8.1.8 Immediate Past Secretary General - Ex-officio

8.1.8.1 Five Executive Board Members shall be elected in General Election every alternate year – One from Each Zone

8.1.9 Five Executive Board Members shall be nominated by the President every year– One from Each Zone but from any other state of that Zone, other than the state from where elected Executive Board member belongs to. These members will have voting right in the decisions of Executive Board.

8.1.10 One member each from these **below mentioned categories** shall be elected by respective members i.e. Nursing, Obstetricians and Armed forces to Executive Board by the President and approved by the Executive Board. These members SHALL NOT have any voting right in the decisions of Executive Board.

8.1.10.1 One elected NNF Nursing Executive Board member: Live associate nursing members will vote for NNF Executive member Nursing only. Nurses who became life member before 2018 constitution can vote for all posts of NNF during the election.

8.1.10.2 One elected NNF Obstetricians Executive Board member: Live associate Obstetrician members will vote for NNF Executive member obstetrician only. Obstetricians who became life member before 2018 constitution can vote for all posts of NNF during the election.

8.1.10.3 One from Armed Forces : **The senior-most serving member of the AFMS, shall be the President of this Chapter and ex-officio, the nominated EB Member from the Armed Forces**

8.1.11 Editor of Society's **Journal** - Invited Member

Executive Board members from Number i to viii under clause 8.1 shall be the Office Bearers of the society.

8.2 Distribution of the states in Zones shall be as following -

East Zone - West Bengal, Assam, Meghalaya, Mizoram, Tripura, Manipur, Nagaland, Arunachal Pradesh, Sikkim, Jharkhand, Bihar, Odisha

West Zone – Maharashtra, Gujarat, Goa, Dadra and Nagar Haveli, Rajasthan, Daman and Diu

North Zone – Jammu & Kashmir, Punjab, Himachal Pradesh, Chandigarh, Uttarakhand, Delhi, Haryana, **Ladakh**.

South Zone – Andhra Pradesh, Kerala, Tamil Nadu, Puducherry, Andaman Nicobar, Lakshadweep and Karnataka

Central Zone –Telangana, Madhya Pradesh, Chhattisgarh, Uttar Pradesh

8.3 Tenure of the Executive Board Members –

8.3.1 The President Elect, after tenure of one year will automatically assume charge of President for a period of next one year.

8.3.2 Tenure of Vice – President will be one year.

8.3.3 Tenure of The Secretary General, Treasurer and Joint Secretary of the Society shall be two years. The Secretary General, Treasurer and Joint Secretary shall be elected every alternate year for a period of 2 years.

8.3.4 Tenure of Member Executive Board (Elected) shall be 2 years.

8.3.5 Tenure of Member Executive Board (Nominated) shall be one year only.

8.4 Joint Secretary will be from rest of India (Excluding Delhi NCR)

8.5. The office bearer(s) of the society will be entitled for only one term in a designated post. They cannot contest for the same post again.

8.5 (a) President shall not seek election for any post of Executive Board after demittingthe office.

8.6

Eligibility Criteria for Office Bearer Candidates:

8.6.1 President Elect

Shall be a Life-member of NNF for more than Ten completed years. The candidate for President elect shall have submitted his/her accounts pertaining to any of the projects/Program of NNF before filing his/her nomination. He/She can be a Life member of NNF from anywhere in India. He/ she should have already served the NNF Executive Board either as Office bearer or member Executive Board or in combination for two complete years before filing the nomination.

8.6.2 Vice – President

Shall be a Life-Member of NNF for more than Ten completed years. The candidate for Vice-President should have submitted his/ her accounts pertaining to any of the projects / Programs of NNF before filing his / her nomination. He / She can be a Life Member of NNF from anywhere in India. He / She should have already served the NNF Executive Board either as Office Bearer or member Executive Board or in combination for two complete years before filing the nomination.

8.6.3 Secretary General

Shall be a Life Member of NNF for more than Ten completed years. The Candidate for Secretary General Shall have submitted his/her accounts pertaining to any of the projects/Program of NNF before filing his/her nomination. He/She shall be a Life Member of NNF from Delhi-NCR only. He/she should have already served the NNF Executive Board either as Office Bearer or Member Executive Board or in combination for two complete years before filing the nomination & completion of present tenure.

8.6.4 Treasurer

Shall be a Life Member of NNF for more than seven completed years. The candidate for Treasurer shall have submitted his/her accounts pertaining to any of the projects/Program of NNF before filing his/her nomination. He/ She shall be a Life Member of NNF from Delhi-NCR only. He/ she should have already served the NNF Executive Board either as Office bearer or member Executive Board for one complete year before filing the nomination & completion of present tenure.

8.6.5 Joint Secretary

Shall be a Life member of NNF for more than seven completed years. The candidate for Joint Secretary shall have submitted his/her accounts pertaining to any of the projects/Program of NNF before filing his/her nomination. Joint Secretary shall be a Life Member of NNF. He/she should have already served as the NNF Executive Board Member for one complete year before filing the nomination.

8.6.6 Member Executive Board elected

Shall be a life member of NNF for more than Five Years from the Particular Zone from where he/she is filing the nomination.

8.6.7 Member Executive Board Nominated (Clause (x) of 8.1) - Shall be a Life Member of NNF for more than Three years from the particular Zone from where he/she is being nominated.

8.6.8 **Member Executive Board Nominated** (Clause 11 of 8.1) - Shall be a Life Member of NNF for more than three Years from the particular category from which he/she is being nominated.

9 Power and duties of the Executive Board:

9.1 The Executive Board shall subject to these rules exercise all such powers and do all such acts and things as may be exercised or done by the society.

9.1 The Executive Board may appoint committee consisting of members of the society and /or experts from non-members and delegate to them such powers and duties as it may think fit.

9.2 The Executive Board may frame regulations consistent with these rules for regulating the procedure of the board or its committees, elections of members of the board and the conduct of the affairs of the society.

9.3 The Executive Board shall provide common seal for the purpose of the Society and shall provide for the safe custody of the seal and it shall not be used except by the authority of the Executive Board and in the presence of the President, Secretary and the Executive Board.

9.4 Every deed or other document to which the seal of the Society is required to be affixed shall be by the Secretary General in the presence of the President and in token of its having been so affixed, shall be signed by the President and by the Secretary General. In the absence of the President, the member officiating in his absence will undertake the responsibility.

9.5 Every deed or other document so sealed with the common seal of the Society and signed by the President and by the Secretary General shall be deemed to be duly executed.

9.6 Meetings of the Executive Board

a) The Executive Board shall meet at such time and place as may be necessary for the transaction of the business of the society as directed by the President, and ordinarily it shall meet not less than twice in a year.

b) Meeting of the Executive Board shall be convened and intimated by the Secretary General in consultation with the President. Date, place and time of any such meeting shall be decided by the Secretary General as per directives of the President.

c) Ordinarily fifteen days' notice shall be given of all meeting of Executive Board, except in case of emergency when a meeting may be called at seven 'days' notice at the express direction of the President.

d) The Executive Board meeting will have a quorum constituting not less than 50% of the office bearers AND 50% of other Executive Board members.

e) One third of the members of the Executive Board through a written request to the Secretary General can requisition an extraordinary meeting. Secretary General in consultation with President shall convene the meeting within 21 days of receipt of such notice. Date, Place and time of the meeting shall be decided by President and Secretary General. Only specific agenda mentioned in requisition shall be discussed in the requisition meeting. Quorum is necessary for any requisition meeting of the society. In absence of quorum such meetings shall dissolve.

- f) The President shall preside at meeting of the Executive Board. In his/her absence the **President Elect** shall preside. If both President and **President Elect** are absent, then **Vice President** shall preside over the meeting. If President, Vice President and President-Elect all are absent, then **Immediate Past President will preside. In the absence of these designated presiding officers, the meeting will be considered null and void.**
- g) Every **matter** submitted to a meeting of the Executive Board shall be decided according to the majority of the votes cast by the members present and voting at succeeding meeting. In the case of equality of votes, the President shall have a second or casting vote in addition to his vote as a member.
- h) In the event that the President considers a decision is required urgently, Secretary General may circulate a proposal on mail and if he receives approval for the proposal from a majority of members, this shall constitute a resolution as effective as one passed at a meeting duly convened and held. **The same should be minuted and signed by the concerned persons in the immediate next physical meeting of the executive board.**
- i) The Executive Board shall have the power to terminate the appointment of its members and/or any other committees appointed by it, If in the opinion of its three fourth majority, the continuation of such appointment is not in the interest of the society.

10 Duties & Powers of President

- 10.1 The President will be overall in charge of all activities of the Society and will be consulted by the Secretary General in all issues.
- 10.2 The President and President Elect have the power to formulate an action plan for their year and form Committees with the approval of Executive Board.
- 10.3 The President can write to Government and National / International bodies and individuals on important issues and send messages, copies of which must be forwarded to the Central Office.
- 10.4 The President of the Society shall preside at the Annual Conference, Annual General Body Meeting, Special General Body meetings, any other General Meetings or requisitioned meetings and other meetings of the Society. In his absence the **President Elect** shall preside. In case the President and **the President Elect** are absent, then **Vice President** shall preside. In case the President, the Vice President, and the President-Elect are absent, **Immediate Past President will preside. If President, President Elect, Vice President & Immediate Past President are absent, for the GENERAL BODY MEETING the members present shall elect one from amongst them to preside over the meeting.**

11 Duties & Powers of President-Elect:

- i) President elect shall look after the work of the President in his absence.
- ii) He will formulate an action plan for his Presidential tenure
- iii) He will assist the President in discharging his duties
- iv) He shall take care of responsibilities as assigned by the Executive Board from time to time.

12 Duties & Powers of Vice President

12.1 Vice President shall be in-charge of Central NNF – State Branches relations as per the directions of EB.

12.2 Vice President shall take care of responsibilities as assigned by Executive Board from time to time.

13 The power and functions of the Secretary General:

- a) Secretary General shall be the Head of the Office, in all - important matters, pertaining to the working of the society and the organization of conferences, seminars etc. Secretary General shall consult the President and take decisions.
- b) The Secretary General shall keep the President informed about all important matters and shall send a copy relate to the society correspondence to the President for his perusal and comments.
- c) The Secretary General will write to Government, National and International bodies and individuals on important Issues in consultation with the President. She/he will endorse copies of such communications to the President.
- d) Registry of members - The Secretary General shall keep and maintain a register and/or computerized record in which the names, last known local addresses/ Mobile number and email ID of all members (Life, Fellow and associate) shall be entered with the dates of their election and cessation of membership, if any. Any entry in the register and/or computerized record of members shall be deemed final as regards to admission or cessation of membership and their respective addresses.
- e) Subject to the control and regulations, if any, of the Executive Board, the Secretary General shall be responsible for carrying out the directions and decisions of the Executive Board and in particular he shall:
 - I. Convene meetings of the society and the Executive Board whenever necessary or called upon to do so **on President's direction.**
 - II. Have administrative control over **office.**
 - III. Have charge of correspondence in relation to the society **as per direction of President.**
 - IV. Keep accurate minutes of all the meetings of society and Executive Board.
 - V. Prepare the annual report of the society.
 - VI. Have charge of the movable and immovable assets of the society as directed by Executive Board.
 - VII. With Treasurer, collect all dues of the society and deposit all amounts of the society in specified bank as approved by Executive Board.
 - VIII. Pass all bills for payments on behalf of society in consultation with Treasurer.
 - IX. Be an ex- officio member on behalf of the society of all committees.
 - X. Perform all such other duties as are incidental to the working of the society administration.
 - XI. Society can be sued in name of Secretary General.
 - XII. All notices, communications, memoranda and other papers shall be signed or authenticated by the Secretary General on the approval of the President, and when so signed and authorized shall be conclusive.

14 The powers and function of Treasurer

Treasurer shall assist in the discharge of organizational and financial duties with special reference to the following:

- a) Shall be responsible for keeping up to date accounts of the society with all the account books posted up-to date.

- b) Shall dispose off the bills for payment as sanctioned by the Secretary General and only on his written instruction.
- c) Shall prepare a budget of the estimated receipts and expenditure of the society for each year and present the same for review to the Executive Board.
- d) Shall get the accounts of the society audited by the auditors.
- e) Shall prepare an annual statement of accounts and balance sheet showing the financial position of the society, get it audited by the auditors appointed at the annual general body meeting of the society and present it for adoption by the Executive Board and General Body.
- f) The bank account of the society shall be maintained in a nationalized bank & will be jointly operated by the President, Secretary General and Treasurer, signed by any two out of three.

15 Powers and responsibilities of Joint Secretary

- 15.1 To co-ordinate and execute the assigned duties by President, Vice President, Secretary General and/or Executive Board for smooth functioning of the office and the society.
- 15.2 To carry out all such incidental administrative work at central office as required for smooth functioning of the office, as advised and approved by President & Secretary General except any work related to finances where Treasurer has to advise and direct him.
- 15.3 In case of vacancy of post of Secretary General other than by efflux of time, he will take over as the Secretary General till the new Secretary General is elected and takes over.

16 Privilege of the members

- a. To attend annual General Body/ Special General Body / Requisition meetings.
- b. To attend conferences, seminars, and workshops organized by society on paying the fee if any, as decided by the society.
- c. To receive communications and publications of the society free of cost or at a price as approved by Executive Board and ratified by General Body.
- d. To propose, second and elect and get elected as office bearers or nominated as members of the Executive Board, City/Union Territory (UT)/State or regional branches.

17 State/ UT/City Branches of Society:

- I. The life members of the NNF are allowed to establish City/ Union Territory (UT) / State Branches within the frame work of the Memorandum of Association of NNF. State Branches will have the jurisdiction of a State or Union Territory. City chapters will have a jurisdiction of a city.
- II. The City/ Union Territory (UT) / State Branch shall promote the aims and objectives of the NNF as enunciated in the Memorandum of Association.
- III. A minimum of 10 life members of the NNF are required to constitute the General Body of the City/ Union Territory (UT) / 25 Life members of the NNF for State Branches. Once a state/ city / Union Territory (UT) Branches is established, the Executive Board of NNF must be formally approached by its office bearers to seek official recognition.
- IV. A member of the City/ Union Territory (UT) / State Branches must be a member of the Central NNF. If a State is not having adequate numbers of NNF life members of its own State Branch, the life members residing in such State can join State Branch of the adjoining State with all the privileges and rights of the members of that State Branch.

- V. The City/ Union Territory (UT) / State Branch shall function within the rules and regulations of the NNF stipulated by the Executive Board and the General Body.
- VI. "Finances": All State Branch will be allowed to raise funds by way of subscription, advertisement, registration fee for program permissible under the ethical code for their activities.
- VII. The City/ Union Territory (UT) / State Branch can elect their Office Bearers on the lines of NNF.
- VIII. The City/ Union Territory (UT) / State Branch shall submit the annual report of their activities, the list of members and an annual audited statement of accounts to the Executive Board of Central NNF every year.
- IX. The General Body of Central NNF shall be the final arbitrator of any dispute between the City/ Union Territory (UT) / State branches and the Central NNF. The decision of the General Body of Central NNF shall be final and binding.
- X. The directive principles guiding the activities of the City/ Union Territory (UT) / State Branch shall be communicated by the President/Secretary NNF from time to time.
- XI. To enjoy such other privileges as may be determined by the Executive Board from time to time.
- XII. The City/State/ UT association must be registered as a Society with the Registering Authority of the respective State/ Union Territory, fulfilling all required for the purpose.
- XIII. All City/State/UT associations affiliated to NNF have to sign a MoU which incorporates all the conditions laid down in clause 17 of the constitution of NNF and will need to be renewed every 5 years.
- XIV. The new branch of NNF city/state/UT may register as eg. Neonatal Society of _____ (City/State / UT) Branch of NNF. However, with respect to city/state/UT branches that have been granted affiliation to NNF prior to the date of this amendment, this clause shall not be applicable.
- XV. Only City/State/UT Societies within the Union of India can seek affiliation with NNF as per sub clauses under clause 17 of the Memorandum of Association of NNF.
- XVI. NNF central office will have powers to arbitrate if there is any dispute within the affiliated city/state/UT branch/Society.
- XVII. State President/secretary of the state/UT branch will be Ex officio member of the district branch. Similarly State President/secretary of the state branch will be Ex officio member of the city branch.
- XVIII. Central NNF Executive Board member will be the Ex Officio member of the State NNF branches of the respective zone.
- XIX. All Central Executive Board members of the respective zone will be mandatorily invited in all zonal/state NNF activities/programs.
- XX. All state branches will have to sign MoU with central NNF for affiliation as state/district/city branch of NNF. This MoU has to be renewed every 5 years.
- XXI. The City branch will have MoU with state and State branch will have an MoU with Central NNF and activities in each city branch will be communicated with State and Central NNF.

XXII. All City/ Union Territory (UT) / State branches of NNF will be responsible for the legal and financial matters of the state branch and there will be no liability on Central NNF to present City/ Union Territory (UT) / State branches in respective states.

XXIII. Armed Forces Medical Services; Chapter of the NNF
All members of the NNF from the Armed Forces Medical Services (AFMS) shall form the "Armed Forces Medical Services Chapter" of the NNF which shall function at par with a State Branch of the NNF with the following additional features:

XXIII.1. All members of the Central NNF who are serving in the AFMS (including those who have retired but opt, in writing, to remain a Member of this Chapter) shall be, de facto, Members of the AFMS Chapter.

XXIII.2. There will be no separate membership fee or any other Subscription that shall be collected from Members of the AFMS Chapter.

XXIII.3. The senior-most serving member of the AFMS, shall be the President of this Chapter and ex-officio, the nominated EB Member from the Armed Forces (8.1 xi.i refers). This President shall nominate other members of the Committee of the Chapter who shall be in office, co-terminus with the President.

XXIII.4. The AFMS Chapter shall conduct activities that are in line with the policies and ethos of the Central NNF, such activities can include non-AFMS participants also.

XXIII.5. The AFMS Chapter shall submit to the Central NNF, an annual report of activities conducted at various AFMS sites through the year.

XXIII.6. The AFMS Chapter shall not collect any funds through individual contributions, donations or through sponsorships for conducting various events. In view of no funds being collected, the AFMS Chapter shall not maintain any book of accounts or audits.

18 Powers and Duties of General Body

18.1 An Annual General Body meeting of the society shall be held once in a Calendar year at the venue of the Annual Convention of NNF (NEOCON) to confirm AGM agenda. A notice of at least 30 days shall be given for Annual General Body meeting along with the agenda in Publication of the society/ by Post or by mass mail to all life members to their last known postal / e-mail addresses as entered in registry of members.

18.2 At the Annual General Body meeting, the following business shall be transacted:

- a. Confirmation of the minutes of the last Annual General Body meeting.
- b. Consideration and adoption of the Annual Report of the society.
- c. Consideration and adoption of the Audited Statement of Accounts.
- d. Appointment of auditors and fixing their remuneration.
- e. Appointment of Honorary Legal Adviser.
- f. Any other business, notice of which has been circulated with the agenda.
- g. Any other business of which 15 days' notice has been given to the Secretary in writing.
- h. Any other business with the permission of President.

18.3 No business shall be transacted at any Annual General Body meeting unless a quorum is present at the commencement of the meeting.

18.4 Ten percent of life members shall form a quorum for the annual general body meeting. If within half an hour of the time fixed for the meeting, a quorum is not present the meeting shall stand adjourned to a later time on the same day and at the same place. A quorum shall not be needed for an adjourned meeting.

18.5 Extraordinary General Body meeting can be requisitioned on the written request of ten percent life members of the society addressed to the Secretary with a specific agenda. Secretary General in consultation with President shall convene such meeting within 30 days of receipt of such notice. The venue and Date of such meeting shall be decided by the President.

18.6 At all requisitioned meetings, ten percent of the life members shall form a quorum. If there is no quorum present within half an hour of the time fixed for the meeting, the meeting shall be dissolved. Only specific agenda mentioned in requisition shall be discussed in requisition meeting.

18.7 The President of the society shall preside at the Annual General meeting or requisitioned meetings and other meetings of the society. In the absence of the President, **President Elect** shall preside. In absence of President & **President Elect**, **Vice President** shall preside over the meeting. If President, President-Elect & Vice President all three are absent, then the **Immediate Past President will preside. If Present, President Elect, Vice President & Immediate Past President are absent, then** members present in meeting shall elect from amongst themselves a Chairman for the meeting.

18.8 A question may be submitted to a meeting of the members present and shall be resolved by simple majority of voting if needed. In case of a tie chairman of the meeting shall have a casting vote in addition to his own.

18.9 All statutory notice required to be sent for meetings or any other purpose shall be sent by official publication of the society/ mass e-mail to the last known e-mail address as recorded in the **registry** of the members.

19 NON- BUDGETED EXPENDITURES

President and Secretary General (Both combined and in concurrence with each other) shall have the power to incur total non-budgeted expenditure up to Rs. Five Lakhs in a single financial year (This limit is Amendable as per decision of Executive Board/ General Body). Such expenditures need to be presented in the next Executive Board meeting for the approval

20 FINANCIAL YEAR –

The financial year of the society shall be from 1st April to 31st March or as per the directives of Government of India and Income Tax Act, for every respective year.

21 STATUTORY COMPLIANCE –

President, Secretary General, Treasurer and Auditor of the society shall ensure the statutory compliance in relation to audited accounts, Change Reports etc. as per Society Registration Act every year.

22 Legal proceedings against or by the society

The society can be sued or sue In the name of Secretary General of the society. Jurisdiction of all matters related to society; National Neonatology Forum shall be NCT of Delhi. **Expenses incurred in legal proceedings against Office Bearers will be the sole responsibility of NNF. Upper limit of legal expenses to be fixed and decided by Executive Board.**

23 Assets and Liabilities of the Society

- 23.1 The society shall raise funds by way of subscription, advertisements, registration fee for programs, donations, sponsorship etc. in compliance with the Society Registration Act and as per guidelines given by the Executive Board of the Society from time to time.
- 23.2 All the Corpus Fund money received as “contribution from members towards corpus fund” shall be deposited in a scheduled / nationalized bank in a fixed deposit. Interest of such corpus can be used for administrative expenses of the society. Corpus money can only be utilized with the approval of the General Body as per Society Registration Act as applicable in NCT / State of Delhi.
- 23.3 The authority to deal with all the assets, movable or immovable, belonging to the Society shall be vested in the Executive Board of the society. However, any sale /purchase of the society property and mortgage of any immovable property can only be done as per Society Registration Act as applicable in NCT / State of Delhi and with the permission of the General Body only.
- 23.4 All money received by or on behalf of the Society shall be deposited forthwith in a **Nationalized Bank** selected by the Executive Board and shall not be withdrawn from bank or banks except under the authority of and in the manner prescribed by the Executive Board.
- 23.5 Any money not immediately required for the purpose of Society may be invested by the Executive Board in such a manner as it may deem fit and according to the regulations of Society Registration Act as applicable in NCT / State of Delhi.
- 23.6 Without prejudice to the generality of the foregoing powers, the Executive Board shall have power to acquire, by purchase, lease, gift or otherwise, with or without conditions, any property movable or immovable for the furtherance of the objectives of the Society.
- 23.7 To borrow or raise money in such manner or on such terms as the Society may think fit and according to the regulations of Society Registration Act as applicable in NCT / State of Delhi. **Any Loan whatsoever to be availed in the name of the NNF should mandatorily and prospectively be approved by the central General Body and be specifically for the purpose it is sanctioned by the central General Body.**
- 23.8 To invest money of the Society not immediately required for any of its objectives in such manner as may from time to time be determined by the Executive Board and according to the regulations of Society Registration Act applicable in NCT/ State of Delhi.

24 Dissolution:

The society National Neonatology Forum may be dissolved if necessary or General Body of the society desired so, as per the provisions laid down under section 13 and 14 of the society's registration act of 1860. In such an event the society should first clear all statutory and other liabilities and remaining Assets, whether Fixed Assets, Investments, Fixed Deposits, Cash & Bank balances and other receivable etc. should be either transferred to some society having similar object or State Government or Central Government or any such Government Corporation or body as notified by the State or Central Government from time to time, with the prior approval of Registrar Societies. In no circumstances any of the trust's fund or assets can be utilized for any personal use by the Trustee's or Office Bearers or Committee Members for their own benefit or benefit to their associates, which is strictly prohibited.

25 Applicability Clause:

All the provisions of the Societies Registration Act of 1860 as Extended to the NCT / State of Delhi shall be applicable to this society.

26 Annual Conference of the Society – NEOCON

- 26.1 The National Annual conference of the society NNF- NEOCON is to held in December every year. This is to be Hosted JOINTLY by the affiliated Neonatology Society of the City/Union Territory (UT)/State and the central NNF.
- 26.2 Notification for the BID of the NEOCON shall be two years in advance.
- 26.3 Notification for the BID of NEOCON shall be published in Journal of the NNF / Website / Mass mail to all members of NNF and affiliated Neonatal Society of _____ (City/State /UT name) Branch of NNF.
- 26.4 Neonatal Society of _____ (City/State /UT name) Branch of NNF interested in organizing NEOCON should send their request by stipulated date as mentioned in notification to the office of the Society.
- 26.5 Application should be accompanied by a Demand Draft/ Cheque in favor of National Neonatology Forum for Rs. Two and Half Lakhs (or as decided by the Executive Board from time to time), Payable at Delhi. The amount of Rs 250,000 paid as BID money shall be included and adjusted in the final amount payable to the central NNF by the host association of the State / UT after the conference.
- 26.6 The Annual conference should as far as possible not be hosted consecutively for two years in the same zone and preferably be rotated equally amongst the five zones. In the absence of any BIDs for hosting the conference the matter should be presented to the General Body for resolution.
- 26.7 The branch applying for the NEOCON shall have their own PAN number and bank account in any of the scheduled bank.
- 26.8 If more than one State/ UT has BID for the conference, the Executive Board will scrutinize the BIDs to ensure that they satisfy the applicable norms. All of the BIDs shall be studied and discussed in the Executive Board meeting and voting shall be done to finalize the BIDs. These would be communicated to the General Body.

- 26.9 The hosting city of the NEOCON must be well connected to rest of India and must be having enough infrastructures to organize the NEOCON.
- 26.10** The host branch shall give Rs. 1000/- of each registration to the National Body **or 30% of the profit, whichever is higher. Amount of Rs. 1000/- per registration so collected, will be deposited every two monthly to central NNF.**
- 26.11 Scientific program will be finalized by the **scientific committee under the chairmanship of President-Elect**, Central NNF, as per guidelines and template already approved by the Executive Board. The communication to faculties, speakers, chairs etc. will be sent by Central NNF Secretariat.

27 Journal of the Society

- 27.1 Journal of the society shall be known as “Journal of Neonatology”
- 27.2 Administrative and registered office of the Journal shall be in Delhi- NCR.
- 27.3 Journal shall be under the charge of Editor – in –Chief of the Journal and the Journal committee.
- 27.4 Tenure of the Editor-in -Chief of the Journal shall be three years **extendable to a maximum of ONE MORE tenure**. He/she cannot re-contest for the Editor-in-chief or any other post of the journal committee after demitting the office of the Editor-in -Chief.
- 27.5 The Editor-in-Chief shall be assisted by their respective Journal Committee, the composition of which shall be as follows:
- The Editor-in-Chief
 - The Executive Editor
 - The Managing Editor
 - The Associate Editors (4)
 - Executive Members (8) **and one from overseas members of the NNF.**
- Eligibility criteria and selection criteria for members of Journal Committee & Editors -in -Chief shall be decided by Executive Board of the society **in a transparent manner. The said criteria must be presented at the General Body and ratified. Any change in criteria shall come into force only after ratification by the General Body.**
- 27.6 The members of the Journal Committee shall be appointed by the Executive Board ordinarily for a period of three years on the recommendations of the Editor-in-Chief of the Journal.
- 27.7 President of the society will be overall in-charge of the Journal Committee maintaining the editorial independence of the Editorial Board. The Editorial Advisory Board for the Journal consisting of 10 members and Secretary General of the Society as Ex-officio shall be appointed by the Executive Board for 1 year from amongst Life and / or Fellow members of the Society on the recommendations of the Editor-in-Chief of the Journal and approval of the Executive Board.
- 27.8 Nominations for the post of Editor-in-Chief shall be invited from amongst Life members of Society from anywhere in India. This can be advertised in any of the publications of the Society or by mass mail at scheduled time. The nominations will then be scrutinized by a committee appointed by the Executive Board. The Editor-in-Chief shall be appointed/elected by the Executive Board.

28 The Rule Book:

Society will prepare and have a Rule Book & Finance Manual for routine functioning. It will be reviewed annually.

29. Amending the Memorandum of Association of the Society

29.1 The Memorandum of Association also referred to as The Constitution of the NNF may be amended not more frequently than once in 3 years. Any subsequent amendment is permitted not earlier than 3 completed years after the earlier amendments proposed have been ratified by the General Body. Incorporating amendments earlier than this interval would be permitted only under the extraordinary circumstance of having to incorporate any mandatory government statute.

29.2 EB shall form a Constitution Committee of Five members who should have been life members of the NNF for not less than 15 years. The committee will consist of a chairman and four members including the secretary general as Ex Officio member. The EB will provide all logistic support for the committee to facilitate its activities.

29.3 The tenure of the committee will be for a maximum period of ONE year or before whenever the task is complete. The committee will be given the task to amend specific clauses and not the whole constitution.

29.4 Suggestions received from members / EB would be deliberated by the Constitution committee. The proposals finalized by the committee shall be sent to the EB who will call for a Constitution Amendment Special GB meeting with a notice period of not less than four weeks.

29.5 The proposals accepted by the SGB shall be incorporated as amendments in the Memorandum of Association of the Society. Thus, amended Memorandum of Association of the society would be presented at the Annual General Body meeting whereafter the amendments would be rectified and considered come into force from that date onwards.

29.6 The special GB should have an attendance not less 5% of the total number of life members of the NNF. In the absence of a quorum, the same may be reconvened after 30 minutes. Possibility of convening Special GB online will be explored to enable members to attend after ensuring their verification of NNF membership through secured login.