

Association of Forensic Medicine & Toxicology Experts.
Library cum Seminar Room, Department of Forensic Medicine & Toxicology,
2nd floor, GCS Medical College Building, GCSMC, Ahmedabad.

Rules and Regulation

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| U.S. No. | 91M |
| Reg. No. | 924/25 |
| Date | 22/1/25 |

(1) **Eligibility and Memberships :-**

Association membership as hereafter shall be of three types :

1. **Founder Member :-**

a. Who are associated with establishment of the association shall be the founder members.

2. **Life members :-**

- a. Forensic Medicine & Toxicology Expert who is engaged in or associated with medicolegal work within the State of Gujarat.
- b. Forensic Medicine & Toxicology Expert who was attached to any Forensic Medicine & Toxicology Department within the state of Gujarat above the age of 62 years. (liable to change with Government Retirement Rules).

[*Forensic Medicine & Toxicology Expert means a person holding MD/DNB qualification in Forensic Medicine & Toxicology or an MBBS working in any Department of Forensic Medicine & Toxicology].

3. **Associate life member :-**

- a. Forensic Medicine & Toxicology Expert who is engaged in or associated with medicolegal work outside the State of Gujarat.
- b. Any other medical practitioner who is engaged in or associated with medicolegal work within or outside the State of Gujarat.
- c. Any other person who pursues a career which has a direct or indirect bearing on the vision and mission of the association whichin or outside the Gujarat State.
- d. Any other person who is interested in the field but is not in the field of Forensic Medicine & Toxicology.

4. **Membership fees :-**

The fee for membership shall be decided by founder members in the 1st year from 2nd year onwards, the fee for membership shall be decided in General Body Meeting.

(2) **Meeting - Quorum :-**

A General Body Meeting [GBM] shall be held at place and time suggested by the Council, constituted as provided in the Bye-laws. At the General Body Meetings, total of 15 members shall constitute a quorum. There shall be a scientific program, an election of office bearers and the transaction of such business as may be considered by the Council. General Body Meeting may also be called at any time at the discretion of the council.



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(1) **Annual General Meeting and Functions :-**

1. Meeting consists of all kinds of members of the trust.
2. Quorum of the meeting will be considered with the Standard of 2/3rd trustees.
3. Only with the attendance of 3/5th trustees, general meeting will start, any procedure for amendment of the constitution of the Association.
4. If it is not possible for calling or holding general meeting, in such circumstance the consent of the Trustees will be obtained through circular and will be decide by majority, such decision will be considered as decided by the general meeting.
5. Majority will do all the decision and works of the general meeting.
6. General meeting will hold the election for the executive committee and its duration will be of two years and they are entitled to be the elected.
7. In the general meeting accounts of the ending years, reports and also programs for the next coming years will have to be presented.
8. Trustees will be informed seven days in advance for calling the general meeting.
9. General meeting will appoint one or more auditors every year for inspecting the accounts.
10. Generally, general meeting will meet once in a year, and will be called for more time if necessary.
11. Meeting postponed due to lack of quorum will meet after half an hour, on the same place, day, place and same agenda and will finalize the work according to agenda.

(2) **Execurtive Committee :-**

1. Duration of the executive committee will be of two years and will be minimum seven trusees and maximum ~~thirty one trustees~~ ^{thirty} trustees.
2. Executive committee will elect office bearers. Their duration will be of two years.
3. If there will be vacant place due to death of members, resignations, or any other reason, the executive committee members by majority fill the vacancy till new election. General body will select extra member by depending on maximum limit of majority. The executive committee will approve resignation of members and office bearers by 2/3rd majorities.
4. This institute will work under the guidance's President in the daily affairs of the Association.
5. Will decided on admitting new trustees.
6. Every year meeting will be held every three months, not letter than six month since last meeting.
7. If it is not possible for to hold meeting of the executive committee than in such circumstance the consent of trustees will be obtained through circular and resolution will be decided by majority, such decision will be considered as decided by the executive committee.



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8. Will appoint Sub-committees for different works. They will be totally responsible to the President.
9. Will appoint, workers on payments and will decide for their salary and other related matters.
10. Quorum of the executive committee will be considered with the attendance of 2/3rd Trustees. Meeting postponed due to lack of quorum will be called for on any other day, date, time and place decided by president on consultation with trustees.
11. Trustees will be informed two days in advance for the calling the meeting of the executive committee.

(3) **Special Meeting :-**

May be conveyed by the president on the requisition in writing stating the object for which such meeting is to be conveyed it must be signed by at least five founder members. Notice of such meeting stating the objects shall be given, at least two dates before, by circulars to all members.

(3) **Officers of the Governing Council :-**

The Executive Officers of this association shall consist of

1. President
2. General secretary
3. Vice – president : one from each zone [5]
4. Joint Secretary : one from each zone [5]
5. Treasurer
6. Editor
7. Joint Editor
8. Executive Committee members : one from each zone [5]

Five zones shall be formed within the State of Gujarat. Above posts shall be filled by nomination in the beginning. Once nominated, the council shall remain functional for a period of 1 year.

Subsequently, these office bearers shall be elected at the General body meeting as stated in Chapter 4. They shall hold the office for a period of 2 years till the newly elected council takes over. Any office bearer cannot hold any post for more than 2 consecutive terms. The Governing Council shall be nominated/elected among Founder Memners of Life Members excluding Associate Life members.

In case any officer of the Council wishes to work outside Gujarat, he/she shall immediately handover all his charges to the President and cease to be a member of Governing Council.

(4) **Distrobution of Zones :-**

North Zone

Kutch/Bhuj
Patan
Sabarkantha
Banaskantha

Central Zone

Ahmedabad
Gandhinagar

West Zone

Jamnagar
Rajkot
Bhavnagar
Surendranagar



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South Zone

Valsad
Bharuch
Surat

East Zone

Vadodara
Anand
Nadiad

Remaining districts may be included in zone of topographic vicinity.

(5) **Amendments :-**

The rules remain inviolate for a period of 6 months after adoption. A subsequent amendment can be made if approved by 2/3 majority of full Council and ratified by the general body by a similar majority. Copies of each proposed amendment shall have been circulated (under certificate of posting) to all voting members at least two weeks in advance of the General Body Meeting at which the final decision is to be taken. An amendment once affected will again remain inviolate for a period of 6 months.

Association can work or do duty or make any change by abiding to its memorandum of Association and by laws, as per rules of the society registration Act 1860's which are in execution at that time.

(6) **Bye laws :-**

Section-I

There shall be three categories of membership in the Association.

1. Founder members
2. Life members
3. Associate life members.

Section-II

As hereinafter used the term member shall refer to anyone in the foregoing classification of membership. All members except associate life member shall have the voting rights after attaining 1 year of membership. Founder members and life members shall be eligible for any post in the council.

Section-III

All applications for membership in prescribed forms shall be submitted to the registered office under C/o. Secretary, Association of Forensic Medicine & Toxicology who will place them before the next meeting of the Council which will take a decision regarding grant of membership.

Section-IV

The Council will consider all the requests and applications received for membership. Such approvals shall be ratified in the GBM.

Section-V

1. The administration, direction and management of the affairs of the association shall be entrusted to a council composed of the office bearers of the association as mentioned in Chapter-5.



2. The officers elected at the General Body Meeting shall hold office for two years or until their successors shall have been elected and assumed office.
3. Office bearers of the Council shall be elected from amongst the founder and life members of the association.
4. The quorum of the council meeting shall consist of five members and any resolution of the council shall not be passed unless motion shall have there assenting votes. If required members are not available then after half an hour available office bearers can take the decision and with permission of president resolution can be passed.
5. If the President is absent at the time of meeting, the powers and duties shall be exercised and performed by Vice President or any other founder member.
6. If the Secretary is absent at the time of the meeting, the powers and duties shall be exercised and performed by Joint Secretary, if both are absent, any of the founder members shall exercise the powers and duties.

Section-VI

The power and duties of the Council shall be as follows :

1. To manage the affairs of the association and for each purpose to make such regulations as may appear to them conducive to the good administration of the Association and the attainment of the vision and mission of its foundation, provided always that such regularations are not inconsistent with anything contained in these rules, that they be reported to do with anything contained in these rules, that they be reported to the next General Body Meeting for the information of the members and that they be subjected to re-decision, or alteration by the General Body Meeting.
2. To consider in the first instance, all communications addressed to the association, to decide which of such communications shall be submitted to the General Body Meeting, and to determine the order and manner of such submission.
3. To superintend and direct all the publications of the association.
4. To appoint as many salaried officers, clerks and servants as they may deem necessary, to define their duties, allowances, salaries, gratitude and privileges and to suspend or dismiss them, or dispense with their services as the occasion may require and to report all such actions to the next General Body meeting.
5. To prepare and submit to the General Body meeting a report on the General concerns of the association, such reports shall set forth the income and expenditure of the financial year of the association, the balance in hand, the debts and assets, the estimated income and expenditure of the financial year of the association, the balance in hand the debts and assets, the estimated income and expenditure of succeeding year and general progress of the association. The report shall also



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- include an abstract of the proceedings of the council during the year.
6. The Council shall be empowered, subject to sanction of an ordinary general body meeting, to take legal proceedings under the act for the recovery of any sums due from a member on account of subscription, books, manuscripts or any other property of the association, in case any member after receiving due notice of his liabilities, shall refuse or fail to discharge them.
 7. To arrange for the establishment of reciprocal relations between the association and other learned bodies in India and abroad.
 8. To constitute and control such administrative and specialist committees as may be required to facilitate the work of the association.

Section-VII

Duties & powers of president :-

1. To preside over all meetings of the association and of the council and to regulate the proceedings of such meetings.
2. To ensure due effect being given to the rules of the association and to the regulations made by the council under Section VI. To be ex-officio-member of all committees appointed by the council.
3. In case of emergency to take any such action as he deems fit in the light of circumstances and to get approval of executive council at its next meeting.

Duties & Powers of Vice President :-

1. To aid President in carrying out his duties.
2. To conduct all proceeding of the meeting and administrations in absence of the President.

Section-VIII

Duties of General Secretary :-

1. To conduct correspondence of the association and to sign letters and papers emanating from the association.
2. To attend the meetings of the association and of the council, to keep a record of the proceedings of such meetings during their progress, and at that commencement of every such meeting to read out the minutes of the previous meeting unless they are taken as read with the consent of the Chairman.
3. To prepare for submission to the General Body Meetings a list of members, corrected to the close of previous years.
4. To enter or cause to be entered in the minute's book all the proceedings of the association and of the council before the following meetings and to see that all letters and papers, and documents of every kind connected with the business of the association are properly filed and preserved.
5. To be ex-officio-member of all the committees appointed by the Council.



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Duties of Joint Secretary :-

1. To aid General Secretary in carrying out his duties.
2. To conduct all proceedings of the meeting and administrations in absence of the General Secretary.

Section-IX

Duties of the Treasurer :-

1. The treasurer shall receive and hold for the use of the association all money paid to the association and shall keep exact accounts of such receipts and payments.
2. Shall open an account in the name of Association for his tenure only and shall receive funds as approved at GBM for each financial year. Upon completion of his tenure such account shall be closed and unspent sum of funds shall be returned back to account of Association along with all necessary records and proof there upon.
3. To meet with expense of Association he shall prepare annual budget and get it approved at GBM every year.
4. The treasurer shall be responsible for the preparation of annual statement of accounts and of the budget and for the presentation thereof to the Council.
5. He shall be the ex-officio members of all the committees constituted by the Council.

Section-X

Duties of the Editor :-

1. The Editor, along with Joint Editor shall bring out a journal under the name of "Journal of Association of Forensic Medicine & Toxicology" (JSAFMT).
2. To begin with, it shall be bi-annual which shall be made quarterly in the course of time before 2nd elected editorial board takes over.
3. It shall also be the responsibility of the Editorial Board along with the Secretary of the Council to prepare a website of the Association wherein the soft copy of the journal to can be assessed by the members, free of charge.
4. All efforts shall be made by the Editorial Board to get the journal indexed with various indexing agencies.
5. Editorial board shall have the discretion of deciding individual and institutional subscription rates of print version as well as electronic version.



Section-XI

Meeting of the Association :-

1. General Body Meeting.
2. Zonal meetings
3. Scientific Meetings.

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Section-XII

All office bearers shall be elected at the General Body Meeting after a period of 2 years and shall assume office immediately thereafter.

Section-XIII

Scientific meetings, social functions and any other session of the association shall be open to all the members.

Section XIV

1) Funds and Expenses :-

Financial administration :

There will be ownership of Association on the funds and its property. Any member cannot claim the personal ownership right on it. The account will be open by the signature of president and the signature of president will do all financial agreement. He will be administrator of property, and do so by the laws of that time. The accounts of Association will be kept in any nationalized banks or post offices.

The Sources of Income :-

Membership fee, Donation, Gift, Grant. All kind of Government Grant and Assistance, Charity shows, welfare programmes etc.

1. All the accounts And assets shall be maintained at Ahmedabad only. Treasurer shall submit "budget" at annual general meeting and get it approved. Office coordinator shall transfer funds to treasurer only after the approval referred above. Transfer of funds to general Secretary, Editor and Treasurer shall be in compliance with provisions of Section-IX – Chapter-II of bye laws.
2. Funds for meetings, the expenses of the association and its zonal branches shall be raised by membership fee, annual subscriptions, donations and grants.
3. The financial year of this association shall be from April to March of every year or as decided by Govt. of India.
4. The expenses for holding scientific meetings, symposia etc. at the zonal level shall be on the organizing Secretary of the academic meet, collection of which shall be on behalf of the council after the expressed consent of the Secretary of the Council.

2) Membership and subscription fees :-

1. At the time of establishment of the association, each of the founder members shall contribute a sum of Rs.5000/-.
2. Life membership fees for all the categories shall be Rs.3000/- [subject to revision in General Body Meeting, with approval of founder members].
A) Associate member fees shall be Rs.,1000/-.
3. Charges for publication of an article in "Journal of Association of Forensic Medicine Experts" shall be decided by 1st Editorial



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- board and subsequently revised as per the new Editorial Board from time to time.
4. Founder/ Life members/ associate members of the association shall not be exempted from payment of charges for publication.
 5. All life members shall have electronic access to publications of the association.
 6. Charges for the print version shall be decided by the Editorial board of the journal.

Section-XV

If upon unfortunate dissolution of the association there shall remain, after the satisfaction of all its debts and liabilities, any property or cash whatsoever, the same shall not be paid or distributed amongst the members of the Association or any of them, but shall be given to some other Society having similar aims and objects to be determined by the votes of not less than 3/5th of the members present personally or in default thereof, by such court as aforesaid.

Section-XVI

All provisions of the "Registration of Societies Act" Govt. of Gujarat, shall apply to this association also.

Section-XVII

The Association shall accept and receive in any manner whatsoever cash, immovable or movable property either unconditionally or subject to any special trust created by any particular donor in furtherance or any one or more of the objectives of the society, provided the donations under the clause shall not in any way be but of the purview of the Section 80(6) of Income tax Act, 1961.

Section-XVIII

Privileges of Life and Associate Members :-

1. All members, after a completion of membership for a period of 1 year shall be eligible to vote for Governing Council of the Association.
2. All the life members along with founder members shall be eligible to get nominated/ elected for Governing Council for a maximum of 2 terms. However "Associate members" shall not be considered for election/nomination to the Governing Council.
3. All the members shall have free access to the electronic version of the journal of the association.
4. All the members shall have a copy of updated directory of members of the association.
5. All the members shall have the right to put any relevant matter with regards to vision and mission of the association to be considered at the General Body Meeting.
6. All the members shall have the right to get a copy of any relevant matter under consideration and give suggestions before any decision is taken by the Governing Council on policy matters aimed towards the vision and mission of the association.



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Section-XIX

a) Disqualification criteria for an office bearer :-

1. Conviction by competent court in India; not subject to further appeal.
2. Conviction by Medical Council of India not subject to further appeal.
3. "Open" communication – derogatory to repute of Association/ its' members/office bearers at any platform other than Association forum.
4. Failure to discharge duty as described in corresponding sections namely : Section VI, VII, VIII and IX in Chapter II.

A working "Disciplinary committee" [composing of President, General Secretary, Editor and two Association members appointed by Governing council] shall look into the matter, shall adopt and practice doctrines of natural justice and all the laws of land. Such working "Disciplinary committee" shall submit the report to governing council and upon recommending the decision of disqualification shall be approved at annual general meeting.

If annual general meeting approves action against such office bearer, upon communication, returning officer shall reject nomination for election in future governing body for once.

b) Disqualification criteria for a member.

1. Conviction by competent court in India; not subject to further appeal.
2. Conviction by Medical Council of India not subject to further appeal.
3. "Open" communication – derogatory to repute of Association/ its' members/office bearers at any platform other than Association forum.
4. Failure to discharge duty as described in corresponding sections namely : Section VI, VII, VIII and IX in Chapter II.

A working "Disciplinary committee" [composing of President, General Secretary, Editor and two Association members appointed by Governing council] shall look into the matter, shall adopt and practice doctrines of natural justice and all the laws of land. Such working "Disciplinary committee" shall submit the report to governing council and upon recommending the decision of disqualification shall be approved at annual general meeting. Such committee shall adopt and practice doctrines of natural justice and all the law of land.

If annual general meeting approves action against such office bearer, upon communication, returning officer shall reject nomination for election in future governing body for once.



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Section-XX (closure of Association)

Decision of dissolution of the Association shall remain with founder members, after the satisfaction of all its debts and liabilities, any proper whatsoever, the same shall not be paid or distributed amongst the founder members of the Association or any of them but shall be given to some other society having similar aim and objects to be determined by the votes of not less than one third or the founder members present personally or in default thereof, by such count as aforesaid.

Statement of Assets and Liabilities :-

At present Association has no an asset or liabilities.

Section- XXI

All provisions of the "Registration of Societies Act" Govt. of Gujarat will apply to this association also.

We, the following members hereby from rules and regulations of this Association as above.

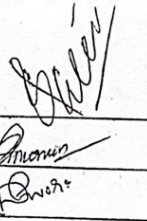
Place : Ahmedabad.

Date : 21/08/2019

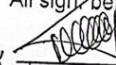
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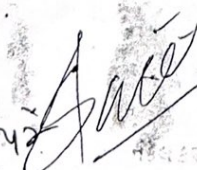
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All sign before me.

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(DHARESH KUMAR TULSI (NOTARY PUBLIC))




Date: 25/08/19
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