

THE INDIAN DIETETIC ASSOCIATION CONSTITUTION

ARTICLE – I

The name of the Association is the “Indian Dietetic Association” (IDA), hereafter called the “Association”.

ARTICLE – II

The Registered Office of the Association shall be, for the present, situated c/o Ms. Gitasree Saha, AE-645, Sector-I, Salt Lake City, Kolkata-700064.

2.1 Awards:

Any new Award to be instituted should follow the guidelines given in the Bye Law section XV.

2.2 Appointment of Consultations:

Auditors can be appointed by NEC for IDA Tax Consultants and Lawyers can be appointed as & when the necessity arises.

ARTICLE – III

The aims and objectives of the Association shall be:

To promote the cause of science by encouraging the spirit of active pursuit of knowledge and original scientific research in the field of nutrition and dietetics.

To facilitate social, scientific and cultural fellowship and cultivation of goodwill among the Association members.

To promote close contact between persons practicing different specializations of dietetics and thus facilitate the development of a wider outlook and the integration and application of available scientific knowledge for the welfare of society.

To uphold dietetics as a profession in terms of academic and clinical training and research.

To disseminate dietetics information through its official journal and other publications.

To conduct conventions, seminars, symposia, workshop, etc., for the promotion of the science of Dietetics.

To do and perform any or all other acts, matters and things as are conducive to, or incidental to, or necessary for the above objects.

ARTICLE – IV

The Membership of the Association shall be open to all those persons who qualify under the eligibility criteria of the Byelaws.

ARTICLE – V

The Association shall have the following statutory bodies:

The General Body (GB)

The National Executive Committee (NEC)

Officers of the Association

The composition and functions of these statutory bodies shall be provided for in the Byelaws.

ARTICLE – VI

Regular meetings of the Association and its statutory bodies shall be held at such times and places as determined by the Executive Committee.

ARTICLE – VII

Amendments to the Constitution may be made according to the provision of the Registrations of Societies Act of 1980 or any act, which may supersede it.

ARTICLE – VIII

There shall be awards and prizes instituted by the Association and / or other donors.

ARTICLE – IX

The Association may be dissolved through a specific resolution by a three-fourths majority of the voting members present at a regular General Body Meeting or one called specially for the purpose after giving the members sufficient due notice.

BYE-LAWS

Rules and Regulations as amended in July 2017.

The words EC and NEC are interchangeable within these byelaws.

SECTION - I

Headquarters

The Headquarters of the Association – c/o Ms. Gitasree Saha, AE-645, Sector-I, Salt Lake City, Kolkata-700064. However, it can be moved to another place by a two-thirds majority vote of the General Body Members present and voting at an Annual General Body Meeting or Special General Body Meeting.

SECTION – II

2..1 Membership

There shall be the following classes of Memberships: Life Members, Associate Life Members and Student Members.

Life Member (LM):

Any individual who is eligible for life membership as laid down by the Byelaws of the Association may become a Life Member by paying the one-time Life Membership fee.

Eligibility –

A. Graduate degree (minimum three years) in Home Science with Foods /Nutrition / Dietetics or Foods & Nutrition / Clinical Nutrition / Dietetics.

OR

B. Post-graduation (diploma or degree) in Nutrition / Dietetics with a graduation in another science discipline

Associate Life Member (ALM):

Any individual who is eligible for associate membership may become an Associate Life Member by paying the one-time Associate Life Membership fee.

Eligibility –

Anyone, who does not fall under the criteria of Life / Student membership, is eligible to be an Associate member. This membership is only for allied health professionals.

Student Member (SM):

Any student of graduation or post graduate diploma or degree course in dietetics or nutritional sciences and is willing to pay the Annual Student Membership Fee is eligible for student membership of the Association.

2.2 Admission to Membership

Persons seeking membership shall apply to the respective Chapter President or the General Secretary of the Association in writing in the prescribed form with copies of their bio-data, certificates and credentials.

The registration and membership fees shall be enclosed with the application.

The application shall be placed before the Chapter EC for consideration. An applicant being admitted to membership will be deemed to have agreed to abide by the Code of Ethics and the rules and regulations of the Association that may be in force from time to time. The EC shall rule on whether the applicant meets the criteria for membership satisfactorily.

Updated directory of IDA Member list should be published every 2 years.

2.3 Fees

The National Executive Committee shall propose all dues for different categories of members. These decisions will be implemented with the concurrence of the general body. Membership shall be counted from 1st January to 31st December for purposes of annual student subscriptions.

The Membership Fee Structure shall be announced by the Association on its Official Website or in such manner as is normally done.

Members who have not paid their annual subscription by 31st December shall be sent a notice by the Chapter Treasurer giving them till 31st March to clear all outstanding dues. Non-payment of subscription by 31st March would result in removal of the member's name from the rolls.

2.3.1 Members who have not paid their dues by 31st March, are not eligible to vote in that calendar year.

2.3.2 Members whose names have been erased from the rolls of the Society may be re-admitted to the status of their original Membership after receiving the prescribed application form and re-admission fee.

2.4 Registration and other Fees:

A registration fee will be charged for all types of new members.

2.5 Migration Fee:

Life Members or Associate Life Members who wish to transfer their membership from one chapter to another should first inform in writing the parent chapter of their intention to migrate. They are then required to pay a one-time Migration Fee to the chapter they seek an affiliation to, together with a copy of the letter written to their parent chapter.

SECTION – III

Official Communication:

3.1 The official mode of communication of all Notices, including Election Notices, Membership Fee structures, etc, shall be the official website of the Association, which at present is www.idaindia.com

3.2 All Notices shall be posted on the website for a period of at least Four months continuously.

The member shall check the official website for all notices at least every quarter i.e. on December 31, March 31, June 30 and September 30. The Association or its Statutory Bodies shall not be responsible for the ignorance of a Member due to not accessing the Official Website at least every quarterly.

The Association discourages the postal method of sending Notices to individual Member in order to save costs and the environment.

3.3 The President shall be the custodian of the Official Website.

SECTION – IV

4.1 Code of Conduct of Members (Rights, Responsibilities and Obligations)

- A member should regularly attend the Annual General Meetings of the Association, as also other local Chapter events such as seminars, workshops, lectures, discussions, etc.
- A member should not lend/couple her/his name with any merchandise so that it appears that she/he is promoting or advertising a brand.
- Members should abide by the Professional Code of Ethics laid down by the Association and use their best efforts to promote the objectives of the Association.
- Members shall have the duty to pay membership fees on time.
- Only those members who have been awarded the R.D. (Registered Dietician) by the IDA are officially permitted to affix R.D. after their names.

4.2 Code of Ethics

The Code of Ethics applies to all members of the IDA working in the sphere of nutrition and dietetics as academics, dietetics practitioners, researchers, members engaged in community service or any other area of work. By accepting membership to the IDA, the individual agrees to abide by this Code.

The Nutrition and Dietetics Practitioner agrees

- To discharge his / her responsibilities in all honesty, integrity and fairness.

- To provide professional services with objectivity, accountability and confidentiality keeping in mind the health, safety and welfare of the public at all times, and do no harm.
- To adhere to high standards of professional competence and practice, following evidence based principles and current information which is updated from time to time, assuming a life-long responsibility and accountability for professional competence.
- Not to engage in advertising or endorsement of goods, services or products in a manner that is false, deceptive or misleading but to provide accurate and truthful information to the public or individuals. Not lend/couple her/his name with any merchandise so that it appears that she/he is promoting or advertising a brand.
- To be committed to educating and mentoring students, interns and colleagues.
- To provide objective and fair professional evaluations of performance for employees, colleagues, job applicants, students and interns.
- To encourage research in the field of dietetics, participate in leadership and other roles that support, advocate and advance the profession.
- Not to use IDA name or platform or logo or Dietetics Day name or platform or logo for self-promotion.
- If a national level activity is promoted/ endorsed by a specific chapter, IDA logo to be used after approval of NEC. For local activities, IDA logo with chapter name at the bottom to be used.
- To respect the IDA, its code of ethics, and its code of conduct while representing the association in various regional, national and international forums.

The Nutrition and Dietetics Practitioner understands that the IDA reserves the right to revoke or suspend her/his membership in the IDA and/or standing as a Registered Dietitian if she/he is found to be in violation of this Code of Ethics.

4.3 Cessation of Membership

Membership shall cease:

1. On receipt of a written resignation by the member.
2. If fees are in arrears for more than twelve months after the last date they are due, i.e. December 31st. However, the NEC or CEC, on the request from the defaulting member may grant an extension of time. If the person gets admitted to the Association again after cessation of Membership, such admission shall be a new admission and the member shall not get the privileges of her earlier membership.
3. If any member is found working against the interest of the Association OR is convicted in a criminal offence, she/he may be removed from membership by the Executive Committee after giving the member a chance to defend his/her case before the Executive Committee.
4. If any member hampers or attempts to hamper the working of the Association, OR brings or attempts to bring the working of the association to a standstill,

with or without legitimate cause, she may be removed from membership by the Executive Committee after giving the member a chance to defend his/ her case before the Executive Committee. The members acknowledge that whatever differences may arise within the Association, including differences between the members or any member and the management or between chapters, such grievances shall be addressed only through the Executive Committee.

5. Without exhausting all other resources, if a member goes to court, his / her membership can be ceased.

SECTION – V

Chapters

5.1 Structure of the Association

The Association shall facilitate the organization of its members into Chapters. Such Chapters shall not have a separate legal status and are organized only for the purposes of administrative convenience and efficient functioning.

The Chapters shall have its organization similar to the Association as stated under these bye-laws. The Chapters shall not have separate Bye-laws.

5.2 Chapter Formation

A Chapter can be formed if 50 potential Life Members residing within a geographical area apply to the National EC for recognition as a chapter of the Association

The Application should include a detailed list of the names, number, place of work and type of members. To form a chapter, members may be new or existing ones. In case of new members, their filled in membership forms together with their entire membership and registration fees should be submitted with the application.

The Executive Committee will rule on whether the applying group/organization satisfactorily meets the criteria for recognition as a Chapter.

5.3 If the Chapter President is not able to attend any general and/or special meeting of the Association, she may depute before the said meeting, in writing, the name of the officer/member who will substitute her as official representative at the said meeting. However, such official representative shall not exercise the voting rights of the Chapter President.

5.4 The chapter shall appoint an auditor every year at the beginning of every year and such information shall be conveyed to the President for forwarding the same to the NEC.

5.5 Each chapter shall help the HQs in collecting all the dues from the members belonging to their chapter and shall take turns in hosting the Annual Convention of

the Association. They shall also remit 25% only from the Registration fees collected during the convention to the accounts of the HQ.

5.6 Each chapter shall remit 50% of the membership fees collected from life members enrolled in the current calendar year to HQ. This amount shall not be less than the amount equivalent to 50% of the membership fees of five life members and such amount shall be paid by the chapter even if it is unable to enroll new Life Members.

5.7 Each Chapter shall send the updated membership list as on March 31st of every year to the HQ.

5.8 At every Annual General meeting the Secretary of each chapter should present the report of the activities of the chapter for the past one year and the treasurer should present the audited financial report for the past financial year. In the event of their inabilities to attend the A.G.M. they may nominate a member of the chapter to attend the meeting and present the reports. Each chapter shall conduct periodic academic meetings and symposia on its own or in collaboration with other scientific organizations. It shall also endeavor to carry out other activities such as those outlined earlier.

5.9 Each chapter shall have its own Executive Committee consisting of President, Vice-President, Secretary, Joint Secretary, Treasurer and three to five Executive Committee members.

5.10 Each chapter shall conduct elections within one month after the election of National Executive Committee, so that the term of its Executive Committee synchronizes with that of the National Executive Committee.

5.11 The elections to the EC of the Chapters shall be held in the same manner as prescribed for the NEC.

In case of any conflict between the provisions applicable to Chapters and the provisions applicable to the IDA Association, the latter shall prevail.

5.12 The Chapters shall actively promote the participation by all their members in the activities of the Association at the National level.

SECTION – VI

Statutory Bodies of the Association

The Association shall consist of the following statutory bodies:

General Body (GB)
National Executive Committee (NEC)
Officers

SECTION – VII

The General Body (GB)

All the Members of the Association, including the members without voting rights, constitute the General Body.

SECTION – VIII

Annual Conference and Annual General Meetings

The Annual Conference is an Annual Scientific Session that is open to all categories of members of the Society, and others, including practitioners and students of medical and allied sciences on payment of appropriate delegate fees.

The Association shall try to organize the presentation of papers and/or special lectures and/or seminars/ workshops and receive and implement suggestions in this regard from the General Body.

There shall be at least ONE Meeting of the General Body (Annual General Meeting - AGM) every year. The National Executive Committee shall fix the time and place of the meetings of the General Body.

Notice of the AGM with the Agenda shall be posted on the Official Website of the Association or in the alternative, sent to all the eligible members, at least twenty three days prior to the date of the AGM.

The AGM shall, if not otherwise found inconvenient by the NEC, be held simultaneously with i.e. immediately before or after, an Annual Conference.

The business of the Annual General Meeting shall ordinarily be as follows:

- Address by the President.
- Report of the registration board.
- Resolutions and recommendations as approved and passed by the NEC.
- Annual reports of the Hon. General Secretary and the Hon. Treasurer.
- The National Election Officer shall declare the results of the election (only during the election year);
- Reports of affiliated chapters/member organizations.
- Any other matters that form part of the Agenda circulated along with the notice of AGM

The Quorum for the AGM is 1/3rd of all members registered to attend the AGM. However, if there is deficient quorum at the scheduled time of the meeting, the AGM shall be adjourned and reconvened after 30 minutes. At such reconvened meeting, business shall be proceeded with as per the Agenda, even in the absence of a quorum.

The Annual General Meetings and other general meetings shall be chaired by the President of the Association, and in her absence, by such person as appointed at the start of the meeting by the NEC members attending that meeting.

SECTION – IX

Amendments

All proposals for amendments to the Constitution and Bye-laws shall be circulated to all the Members of the Association by the NEC at least 2 months before the General Body meeting. Such proposals shall be accepted if 2/3rd of the members present and voting, vote in favour of the proposals.

The Amended Constitution and Bye-Laws shall be posted on the official website of the Association or circulated to all the Members of the Association by the NEC within 2 months of the AGM at which the amendments are accepted.

SECTION – X

10.1 National Executive Committee (NEC)

There shall be a National Executive Committee for implementing the policies and for the conduct of the affairs of the Association.

The Executive Committee shall consist of the following Elected, Nominated and Ex-Officio Members:

10.2 Elected Members:

The following members shall be elected:

The Honorary President

Three Honorary Vice-Presidents (one from Head Quarters)

The Honorary General Secretary (from Head Quarters)

The Honorary Joint Secretary (from Head Quarters)

The Honorary Treasurer (from Head Quarters)

Three Executive Committee Members (from Head Quarters)

Seven Executive Committee Members

One Publication Secretary (from Head Quarters)

Every life member of the Association is eligible to contest the election for any post or be nominated to any post.

10.3 Only a member residing in and around the Head Quarters (currently Kolkata) of the Association is eligible to contest the election for the following posts. One post of Vice President, One post of Honorary General Secretary, One post of Honorary Joint Secretary, One post of Honorary Treasurer, Three posts of Executive Committee Members, One post of Honorary Publication Secretary. To clarify, EIGHT posts as

described above are open to contest only by eligible members residing in and around where the Head Quarters of the Association is situated, and not by members residing anywhere else.

For the avoidance of doubt, it is clarified that this provision is inserted to enable the records of the Association to be maintained at the Head Quarters conveniently and with the assistance of members getting elected to the above posts.

All the other elected posts are open to contest by eligible members residing anywhere in India.

Only a Life Member who is a senior dietician, nutritionist and/or senior academician and who has been a Member of the Association for at least 5 (five) continuous years at any point of time and has been a member of the NEC at any point of time before, is eligible to contest the election for the post of President.

10.4 Co-opted Non-elected Members:

Honorary Joint Secretary
Editor-in-Chief

All life members who have been a member of the Association for a continuous period of at least three years are eligible to be nominated.

The Editor-in-Chief shall be nominated by the Publication Secretary.

The Honorary Joint Secretary shall be co-opted by the President. The co-opted members are eligible to attend the EC meetings, but do not have the right to vote at such meetings.

10.5 Ex-Officio Members:

The Immediate Past President of the Association

IDA Representative at International Confederation of Dietetic Associations (ICDA)

IDA Representatives at Asian Federation of Dietetic Associations (AFDA)

Presidents of Affiliated Chapters

10.6 Invitees:

As and when the Executive Committee feels the need it may invite any member to attend an EC meeting, but such member shall not have the right to vote at such meetings.

There shall be at least two meetings of the NEC every year; one immediately preceding the Annual Convention and another after six months of the Annual Convention.

SECTION – XI

11.1 Officers

The Officers of the Association shall be:

The President
The Immediate Past President
The Vice-President
The General Secretary
The Honorary Treasurer
The Joint Secretaries
Chairperson, Registration Board
Publication Secretary

The Officers have the duty of implementing the decisions of the Executive Committee.

11.2 Duties of the Officers:

11.2.1 *The President*

The President shall represent the Association.

The President shall chair all the meetings of the General Body and the National Executive Committee.

The President shall guide the functioning of the Association.

The President shall guide the association in co-ordination with the NEC.

The President shall coordinate the work of the Committees. She shall be an ex-officio member of all such committees.

The President with the Secretary and the Treasurer, acting jointly, are authorized to represent the Association in all legal or Court related matters.

The President shall be the IDA representative in ICDA.

11.2.2 *The Immediate Past President (IPP)*

The person holding the post of the President at the time immediately before the new National Executive Committee is announced for every term shall be the Immediate Past President.

The IPP shall be an Ex-officio member of the new NEC.

She shall be the National Election Officer (NEO) and in over-all charge of conducting the elections of the Association.

11.2.3 *The Vice-Presidents*

The Vice-Presidents shall perform all duties assigned to them either by the President or the Executive Committee. They will have the responsibility to coordinate activities, ensuring two-way dissemination of information between IDA and the members.

In the event of the absence, death or enforced withdrawal of the President, the Executive Committee shall have the power to decide which of the Vice-Presidents shall assume the office of the acting President until the next meeting of the general body when elections take place.

The three Vice-Presidents shall be the IDA Representatives in AFDA.

11.2.4 *The General Secretary*

The General Secretary shall conduct all her duties from the Headquarters of the Association. She shall maintain all the records of the Association in a suitable form for ready reference. She shall be responsible for sending the notices together with the relevant documents and keeping a record of all the proceedings and minutes of the Association, General Body and Executive Committee.

Together with the Honorary Treasurer she shall be responsible for maintaining an up-to-date Member's Register. She shall conduct any correspondence on behalf of the Association as directed by the President or EC. She shall report to the President and EC as and when required. She shall prepare the annual report of the Association and present it at the Annual General Meeting. She shall also perform any duties inherent to her position.

11.2.5 *The Honorary Treasurer*

The Treasurer shall operate funds of the Society. She/He will be responsible for / to: Investments & disbursements as per decisions of EC, sending reminder of dues to defaulting members, maintaining account books, getting the audits done, ensuring that all bank accounts are operated as per authorizations only.

The Treasurer shall be responsible, in consultation with the EC, for all matters concerning the finances of the Association including the presentation of the Annual Financial Audited Report and Budget.

She/He shall keep all funds and other properties of the Association and collect all dues and donations.

She/He shall disburse money as authorized by the EC and submit a financial statement as and when required and discharge all other functions inherent to the position.

She/He shall operate bank accounts jointly with the general Secretary.

If required, the Treasurer shall appoint an assistant to help her/him with managing the IDA accounts, and the assistant shall be paid a monthly remuneration which is pre-approved by the EC.

11.2.6 *The Joint Secretaries*

The Joint Secretary (Headquarters), will assist the General Secretary in the execution of her duties. She shall also be a member of the Publication Committee and work in close coordination with the Editor of the Journal.

The Joint Secretary (President's Secretariat) will perform all secretarial duties assigned to her by the President. She shall be in charge of the President's Secretariat and will work in close co-operation with Headquarters.

11.2.7 *Chairperson, Registration Board*

She will be in over-all charge of the working of the Registration Board and report to the Executive Committee.

11.2.8 *Publication Secretary*

She shall convene all meetings of the Editorial Board.

She shall work in co-ordination with the Chief Editor.

SECTION – XII

Term of Office

The Term of Office of the Executive Committee shall be three years (with effect from Jan 1st 2019) starting from the first of January nearest to the day of election.

The same person shall not contest for or hold the post of President of the Association for two consecutive terms.

No person shall hold the same post in the EC for more than two consecutive terms

If the President resigns/retires/dies/ is expelled during her term one of the three Vice Presidents shall act as the President for the remainder of the term.

If the Secretary resigns/retires/dies/ is expelled during her term the elected Joint Secretary shall act as the Secretary for the remainder of the term.

If the Treasurer resigns/retires/dies/ is expelled during her/his term an EC member elected from Head Quarters and be authorized to operate the bank account shall act as the Treasurer for the remainder of the term.

No person shall hold two posts at one time at the NEC. Any person holding a post at the NEC shall not contest for a post in the Chapter EC.

SECTION – XIII

Committees of the Association

The terms of these Committees shall synchronize with that of the Executive Committee. They shall function as per the rules and guidelines laid down by the EC from time to time.

The President in consultation with the EC may appoint more committees whenever needed.

The Chairperson of all the Committees, other than the IDA Registration Board, shall be appointed by the EC. Unless the need arises, the members of each Committee (apart from RD Board) shall be chosen from within the NEC.

13.1 The IDA Registration Board

The Registration Board will consist of the President, the Chairperson, and five members out of which three shall be senior practicing dietitians and two senior academicians. The outgoing Chairperson will be an ex-officio member.

The Chairperson shall convene the meetings of the RD Board.

The members will be appointed by the EC in consultation with the Registration Board Chairperson.

The Registration Board Chairperson and its five members shall be elected by secret ballot. The elections shall be conducted by the outgoing Chairperson of the RD Board. The NEO shall send the bio-data of the candidates standing for election to all NEC members.

In the event that the candidates standing for election of the post of RD Chairperson and the five constituent members are less than the requisite number of posts the newly elected RD Chairperson shall fill in the remaining seats by co-opting any member with the approval of the EC.

The Board shall be responsible for all the activities related to the selection, curriculum, examination, etc., required for registration of dietitians. The Executive Committee shall pass the syllabus.

The tenure of the RD Board shall run concurrently with the tenure of the NEC.

13.2 Advocacy Committee

The committee will dialogue with the health ministry, the government, etc, regarding professional matters, and participate whenever required in policy decisions, educational curriculum and other profession-related discussions.

13.3 JIDA Committee

The Publication Secretary shall head the JIDA Committee. There shall be academicians and practicing dietitians in the committee.

13.4 Education Committee

The Education Committee shall run refresher courses for qualified dietitians and nutritionists.

13.5 Research Committee

The Research Committee shall conduct surveys, research programs or any other activity to update the standards of the profession and the association.

13.6 Media & Communication Committee

The Media & Communication Committee shall liaison with the media to disseminate authentic information about subject matter updates, the professionals and the association.

The Dietetics Day theme for 10th January shall be chosen by the Media Committee every year.

The Committee shall be responsible for compiling and publishing promotional material for IDA like newsletters, position papers, etc.

13.7 Website Committee

The Website Committee shall be in charge of ensuring the smooth running of the IDA website with regular updates and other information.

SECTION – XIV

14.1 Elections

The Elections to the Executive Committee shall be held after every three years.

The persons who holds the post of Immediate Past President at the time the election process to elect the New EC is to begin, shall be the National Election Officer (NEO) and she shall be responsible for the conduct of the Elections.

The National Election Officer shall not be eligible to contest for any post in the elections conducted by her.

No member is eligible to contest for more than one post in the same election.

Elections shall be held by e-ballot / postal ballot, prior to the Annual General Body Meeting of the Triennial Year.

The NEC shall have the right to change the logistics of the election process in the face of exigencies or introduce byelaws for other modes of voting like electronic voting as and when required, after the approval of the General Body.

The election process shall start not later than ten months before the annual convention in which election results are to be announced, referred to here as the “triennial election convention”.

14.2 Electoral Roll

The NEO shall prepare the Electoral Roll. As prelude to finalisation of electoral roll, all Chapter Presidents shall prepare the list of eligible life members of her/his chapter after the due scrutiny of names, addresses, mobile numbers and email ids, and dispatch the same to the General Secretary, who will send it to the NEO within 31st March of the election year.

Invitation for Nominations:

The NEO shall notify the date of the proposed election, posts open for election and invite nominations duly proposed and seconded by Life Members along with consent of candidate with brief biodata in prescribed format.

Such notifications shall be, by Registered Post Acknowledgement Due or by courier or email where necessary, sent directly by the NEO to the members’ addresses for Communication.

The Election Notification shall be accompanied by the Nomination and Consent Forms and shall specify the last date and time for receipt of the Nominations by the NEO.

Candidates desiring for contesting the election must note that they can submit their nominations for one post only. Nomination paper in the name of one individual candidate for more than one post will not be treated as valid.

Nominations unaccompanied by consent letter are to be treated as invalid.

Compilation of Candidates’ List:

After the last date specified for the receipt of Nominations, the NEO shall compile a list of candidates seeking election for each post and post it on the Official Website. NEO is not eligible to vote.

14.3 Ballot Paper – Dispatch and Collection

The NEO shall prepare a final list of Candidates contesting the Elections and such List shall be printed on the Ballot Papers. The NEO shall prepare the postal ballot papers and dispatch the same to every eligible voter after affixing her/his signature by hand and official stamp on every postal ballot paper. The NEO shall issue clear instructions to all voters on the method of signing and return of the ballot papers. The signed ballot papers shall be returned to the NEO by each voter in a sealed envelope,

and another signature affixed over the seal of the envelope. Similar ballot will be sent by email after verification of the email id.

Ballot papers/envelopes of more than one voter if sent back in one cover (joint dispatch) would make all those votes invalid.

NEO shall prepare a sheet regarding total number of ballot papers dispatched and returned undelivered and keep the sheet ready for use during counting of ballots at AGM. Electronic voting shall be made available using technology, by the NEO and the Chairperson of the Website Committee.

The NEO is not eligible to vote in the election. He / she can cast his / her vote only in case of a tie.

14.4 Voting

Members shall vote by marking their candidates of choice for the various posts on the ballot paper and then follow the instructions of the NEO regarding dispatching the ballot envelope. Electronic voting will be done through software.

14.5 Counting of Votes

The NEO shall keep the ballot envelopes unopened 'as received' after clearly indicating the date they were received. By signing across the pasted portion on receipt of the envelope along with the date.

The votes shall be counted one day prior to the Annual General Meeting.

The NEO shall use the assistance of the Election Officer chosen by her/him in a representative manner from the different Chapters to scrutinize all the envelopes from outside to rule out tampering. The Election Officers so chosen shall only be from among members who are not contesting for any post during that election.

Then the seals shall be removed and the ballot envelopes again checked for validity before removing the ballot papers. Finally, the NEO shall supervise the counting of the votes. The votes through electronic voting should be added to the postal votes and the final list should be prepared by the NEO.

The results of the elections shall be tabulated on a sheet of paper and attested by all those present during counting and shall be declared by the NEO at the AGM.

14.6 Documents, Records and Accounts

The NEO shall keep custody of all papers, documents and records in connection with the election held under her supervision till the next NEO of the following election declares the results of that election.

SECTION – XV

Awards and Recognitions

Awards and Recognitions may be instituted or removed based on decisions by the NEC.

Currently the following awards are being given during the Annual National Conference –

1. Pratima Kaushik Award - Clinical Dietetics
2. Swaran Padak Award - Experimental Nutrition
3. IDA Award - Community Nutrition
4. IDA Award - Food Science / Technology
5. IDA Pune Chapter Award – Clinical Case Presentation
6. IDA President's Award for Posters in
 - a. Clinical Dietetics / Nutrition
 - b. Experimental Nutrition
 - c. Community Nutrition
 - d. Food Science / Technology

Additionally, Founders' Oration and Amiya Kumar Bose Memorial Lecture are presented by high achievers in the field of food, nutrition or dietetics, during the National Conference.

Journal of the Association

The name of the official journal of the Association shall be "Journal of the Indian Dietetic Association" (J I D A).

For the present, it shall be published twice a year.

The EC shall decide on the subscription and other guidelines for the publication of the Journal, which may be changed from time to time.

The Editor-in-Chief will be the chief editor, printer and publisher of the Association's official journal.

In consultation with the Editor-in-Chief, the EC shall form an Editorial Board, which will be responsible for the publication of the journal. The Board members shall be nominated from among the members of the Association. The term of the Editorial Board shall synchronize with that of the Executive Committee.

SECTION XVI

16.1 Fiscal Year

The fiscal year shall begin on the First of April every year.

16.2 Authorised Signatories

The Association shall be represented in any legal proceeding or before any Court / Tribunal / Authority of Law only by the President/General Secretary. In a situation where one of the above is unable to sign, the NEC shall decide on an alternative signatory.

All bank accounts, deposits and other investments shall be opened, kept and made in the name of the Indian Dietetic Association.

The bank accounts shall be operated as follows:

All cheques shall be signed only by the Treasurer acting jointly with the President or the Secretary. In a situation where one of the above is unable to sign, the NEC shall decide on an alternative signatory.

16.3 All bills for amounts exceeding INR 50000/- (Rs. Fifty Thousand only) shall be paid only after obtaining the prior approval of the NEC.

16.4 Members attending the NEC meetings are entitled to the expenses for travel from residence to the meeting destination and back, at twice the AC 2 tier train ticket rate or economy class air travel, whichever is lower. The travel expenses for elected NEC members shall be borne by the Headquarters. The travel expenses of the RD Board members shall be borne by the RD Board. The travel expenses for Chapter Presidents shall be borne by their respective Chapters.

16.5 The accounts of the Association shall be consolidated with all the accounts of all the Chapters duly audited by each Chapter.

The accounts shall be circulated to all members of the EC prior to the EC meeting and such accounts shall be placed before the NEC for approval.

No members of the NEC shall be responsible for any errors/ discrepancies arising in any audited accounts of any Chapter, and each Chapter President and the members of the local chapter shall be responsible for the same.

All Chapter Treasurers shall furnish the accounts of the Chapter at the end of every financial year after approval by the executive committee to the Treasurer of the Association duly audited every year.

16.6 Title to the real property of the Association shall be vested in the Executive Committee who shall have power to sell, lease, mortgage or otherwise deal with the same only with the prior approval of the NEC.

The Executive Committee shall hold all funds of the Association using the capital and/or income from them for the purpose for which they are held. All life membership amounts shall be invested as fixed securities and the interest utilized for Association purposes.

16.7 At the end of every convention the auditor of the local chapter shall audit the accounts of the convention and send it to Treasurer for placing the same before the

NEC. These audited accounts shall be independent of the regular accounts of the chapter.

16.8 Budgets shall be prepared in consultation with the Secretary and Treasurer and placed before the NEC for approval.

16.9 On the recommendations of the EC, the General Body shall appoint the auditors.

Auditors appointed at one annual general body meeting will audit all papers and books of accounts of the Association for one year and are eligible for re-appointment.

SECTION XVII

Indemnity

Members of the Association, Executive Committee and the Officers and their heirs, executors and/or administrators shall be indemnified and saved harmless out of all actions, costs, losses, damages etc., resulting from execution of their duties of the Association.

Chapters

The Chapter Presidents shall translate the spirit of these byelaws at the Chapter level. The chapters shall hold at least FOUR scientific meetings in a year to update its members in the field of dietetics and nutrition.

The chapters shall co-operate with the NEC to ensure the smooth administration of the affairs of the Association and shall endeavor to enroll new members and to create an atmosphere of Study, Research and Discussion. The Chapters shall celebrate all nutrition & dietetics related important events.

SECTION XVIII

Dissolution

In the event of need to wind up the Association, a Special General Body Meeting shall be called expressly for this purpose, that is after due notice to all the members of the Association.

Resolution on the dissolution of the Association shall require a three-fourths majority of the votes of the members present.

In the event of dissolution of the Association, the Executive Committee shall decide the manner in which claims and liabilities are to be disposed of. The remaining assets, if any, shall be distributed to organizations or institutions with similar objectives as decided by the Executive Committee.

The President of the Association shall be the liquidator.

DRAFT JULY 2017