“PEDIATRIC & NEONATAL NURSES FORUM INDIA” UNDER SOCIETIES REGISTRATION ACT, 1860 as applicable in all India bases in the pursuance of memorandum of association of the society.

The aims and objectives for which the forum is established are to:

1. Support the development of knowledge and skills among nursing professionals in Neonatal, Pediatric and Adolescent Nursing Care in various levels of Health Care Institutions forproviding quality Nursing Care.
2. Develop and promote standards of Pediatric and Neonatal Nursing
3. Create public interest in the contribution of professional Nurses in promotive, preventive and restorative activities contributing to health and welfare of newborn, children and adolescent.
4. Provide a viable platform to Pediatric and Neonatal Nurse specialist to exchange views on quality care of newborns, children and adolescent.
5. Promote the Nursing research activities in all the priority areas of newborn, Child and Adolescent Nursing/Health Care and disseminate research findings.
6. Foster the welfare of the Nursing Professionals working in neonatal, pediatric and adolescent healthcare areas.
7. Influence the policy and programs of the country to attain the highest level of health for all Neonates, Children and Adolescent.
8. Collaborate with existing Government and Non-Government National and International Neonatal, Pediatric and Nursing/Health Care Organization that share similar values for care of Neonates, Children and Adolescent health care.
9. Organize, promote and sponsor conferences, workshops, lectures, meetings, seminars, and exhibitions etc. for the advancement of Nursing Care of newborn, child and adolescent.
10. Publish journal, newsletters/bulletins, and policy papers in pursuance of the aims and objectives of the forum.

All the incomes, earning, movable/immovable properties of the society shall be solely utilized and applied towards the promotion of its aims and objectives only as set forth in memorandum of the society and no profit thereof shall be paid or transferred directly or indirectly by way of dividends, bonus, profit or in any manner whatsoever to the society or make any profits, whatsoever, by virtue of this membership.

RULES AND REGULATIONS
OF
PEDIATRIC & NEONATAL NURSES FORUM (PNNF, India)

1. RULES AND REGULATIONS:-

1) **Name of the Forum:-**Name of the Forum shall be **"Pediatric and Neonatal Nurses Forum"** Hereinafter referred to as the "PEDIATRIC AND NEONATAL NURSES FORUM".

2) **Registered office :** A – 200, Shastri Nagar, New Delhi 110052

3) **Address for correspondence** – All correspondence will be made to the Secretary of Forum/Society (Pediatric And Neonatal Nurses Forum) on the address where Secretariat of Forum/Society is located.

4) **Definitions**

a) Governing Body

The main policy making forum of the Pediatric and Neonatal Nurses Forum shall be the Governing body who is entrusted to manage affairs of society/forum under rules and regulations of forum.

b) General body

Supreme body consisting of founder members and life member shall be known as general body.

c) Standing Order

Rules framed by Governing body containing directions for proper administration and procedures shall be referred as standing orders.

d) Voting member

Any member of Pediatric And Neonatal Nurses Forum shall be termed as voting member who is legally a member of Pediatric And Neonatal Nurses Forum as defined and covered under any definition under this constitution and who has cleared all full dues of membership against his name in register maintained for the purpose.

5) **Legal Jurisdiction**

For legal purposes including institution of suits against Pediatric And Neonatal Nurses Forum, jurisdiction shall be High Court of Delhi

6) **Membership**

6.1Category of Members

i) Founder Member
ii) Life Member
iii) Ordinary Member
iv) Associate Member
v) Co-opted Members

6.2 Eligibility of Membership

6.2.1 Founder Member

Founder members are those professionals who originated the forum and whose names appear as the first members of the society in schedule I of the Memorandum of Association. Such persons shall continue to be the founder members of the society during their lifetime or until they tender their resignation or any of them is found to be guilty of malpractices or moral turpitude.

6.2.2 Life Member

For Nurses to become life Member:

a. All M.Sc.in Pediatric Nursing/ Child Health Nursing and MSc Nursing (MCH) will be eligible for life membership of the Society/Forum.
b. Post Basic Diploma in Neonatal Nursing/ Pediatric Nursing.
c. M.Sc./M.Phil./ Ph.D. in Pediatric / Neonatal Nursing.

Life Members shall continue to be life members of the society during their lifetime or until they tender resignation or any of them is found to be guilty of malpractices or moral turpitude.

6.2.3 Ordinary Member

For Nurses to become Ordinary Member

a. All M.Sc.in Pediatric Nursing/ Child Health Nursing and MSc Nursing (MCH) will be eligible for life membership of the Society.
b. Post Basic Diploma in Neonatal Nursing/Pediatric nursing.
c. M.Sc. / M.Phil./Ph.D. in Pediatric / Neonatal Nursing.

6.2.4 Associate Member

Any person interested in Pediatric and newborn related activity. This may include a person with:

a. BSc Nursing and GNM having work experience in pediatric and neonatal care units/area and those interested in Pediatric and Neonatal care will be eligible for associate membership of the society.
b. MBBS (Once they become eligible for Ordinary / Life Member they can apply for the same).
c. Graduation/ Post Graduation/ Higher Studies in field of
    i. Nutrition
    ii. Child Development,

iii. Social Sciences i.e. Psychology, Sociology etc.

d. Any Nurse – GNM/B.Sc. Nursing/ M.Sc. Nursing (Obstetric / Community health/ MCH Nursing) working for at least one year in Neonatal Pediatric medical / surgical Units with interest and commitment to Pediatric and New Born Care.

6.2.5 Co-opted members: These will include 2-3 members nominated by President and Secretary from among the national and professional association involved in pediatric care.

6.3 Right and privileges of membership

All life members' associate and ordinary members if called upon by the governing body of the forum-

(a) Shall be entitled to participate in meetings, cultural/education functions and other lawful gatherings, called/arranged by the forum.

(b) Shall be entitled to an identity card after depositing the required/prescribed fee (fixed by the Governing Body), if decided by governing body.

(c) Shall be entitled to inspect the record of the society with the prior approval of governing body.

(d) To attend meetings, conferences, seminars and workshops organized by the society.

(e) To receive communications and publications of the societyas per decision of governing body.

(f) To receive the journals on the price decided by the Forum from time to time.

(g) To propose, second and elect and get elected as office bearers or nominated as members of the governing body.

(h) Associate members shall be entitled to participate in all activities of the society however they shall not be entitled to vote and contest election or receive journals/publication.

6.4 Termination, Cessation or Forfeiture of Membership:

The governing body of the society shall have the powers to Expel/terminate a member or/and members, from the membership of the above society/forum, on the following grounds:-

a) On his/her death

b) On written resignation

c) If found to be involved in any anti-social activities

d) If adjudged by any court of law to be a criminal offender

e) If member works against the aims and objects of the society

f) If he fails to pay the subscription of contribution for three month

g) If he has not attended three consecutive meetings

h) If he disregards rules and regulations or disobeys the decisions of the Governing Body

NOTE: - The decision of the Governing body regarding the termination from the membership of the society shall be communicated to the member concerned.

6.5 Subscription of the membership

Executive/ Governing Body will determine the subscription of membership fee. All new members of any category will be required to be approved by Governing Body and General Body.

Society / Forum comprising of above mentioned members will have to pay subscription fee and is subject to change from time to time decided by Governing Body

(Note: - If the membership is not approved by the governing body of the Forum/Society then the reason of refusal shall be communicated to the person/applicant Concerned.)

7. GOVERNING BODY

Governing Body shall comprise of minimum seven and maximum twenty members including office bearers.

The composition of the governing body shall be as under:

1	President/chairman	One
2	Vice president	One
3	Secretary	One
4	Treasurer	One
5	Joint Secretary	One
6	Editor	One
7	Joint Editor	One
	Members	Minimum Five and Maximum Ten(to be nominated by President)

7.1 President may co-opt any other person as a special invitee on a permanent or temporary basis. Such invitee shall have no voting rights. The co-opted members should be from similar organization working for child or new born care.

7.2 The President shall fill any vacancy in the office bearers that may arise on account of death, illness, resignation or any reason.

7.3 Term of the office of the governing Body: - The tenure of every governing Body shall be three years or till such time as the next governing body enters office. Initially the term of governing body can be for two terms to establish the society/ forum by mutual consensus of Governing Body. However no office bearer can serve the society for more than twoterms in one position. It will be mandatory that one of the executive must be from NCT Delhi.

7.4 Governing Body Meeting

7.4.1 There shall be at least two meetings of Governing Body in a year.

7.4.2 The General Secretary shall convene Governing Body Meetings with prior permission/ approval of President. Notice for meeting shall be sent under postal certificate/ email at least 21 days in advance.

7.4.3 Quorum One third of the membership shall constitute the Quorum for a meeting of Governing Body. However, Quorum for an adjourned meeting shall not be required.

7.4.4 The President may also call emergent meetings of Governing Body. Notice for such meetings could be as short as seven days. However, such meetings should be called only to discuss emergent issues and not to decide substantive matters.

7.4.5 The President shall be obliged to call an extraordinary meeting of the Governing Body, if a requisition in writing citing sufficient reasons, is made by at least 50% of the executive members. Such a meeting shall discuss the agenda proposed by the persons requisitioning the meeting.

7.4.6 The President shall be authorized to have certain items approved by circulation, if he is of the view that there is no likelihood of an early meeting of the Governing Body Meeting and the matter is capable of being resolved by circulation. In such cases the agenda notes shall be detailed, so that members have all the material required for a decision. A period of 15 days shall be given to members for sending their response. On the basis of the replies received by the due date, the President shall be able to take a decision, which shall then be circulated to the members for information.

7.4.7 All decisions in the Governing Body shall generally be taken by consensus. The necessity for taking a vote shall arise only for contentious issues. In such cases, the view of the majority shall prevail. The President shall have one vote, but in case of a tie, he may also exercise a casting vote.

7.4.8 Any decision of the Executive Committee may be changed or rescind in a subsequent meeting, by the majority vote after giving necessary justification.

7.4.9. The Governing Body shall have all the powers and perform all such functions, as mentioned in the Memorandum of Association, except those that have been assigned to the General Body under these Rules. The Governing Body shall, in particular, be empowered to frame standing orders with regard to all administrative and procedural matters, including those relating to the recruitment of officers and staff of the Forum, and their control, discipline and conduct.

7.4.10 A member of the Governing Body may cease to be its member when:

a) he/she resigns his/her own.

b) he/she abstains from three consecutive Governing BodyMeetings without leave of absence.

c) he/she indulges in any anti-Forum activities.

Governing Body shall consider and take appropriate decision about the continuation of the respective member.

1.5 Function of the Office Bearers

Governing Body shall be responsible for the management and administration of all affairs of the society, and in these rules and regulations.

The Governing Body shall have following powers:-

1.5.1 President

1. President shall preside over all the general body, governing body and all other meetings of the Forum/Society.
2. President shall see to it that constitution of the forum is adhered to.
3. At the time of voting on any matter/subject (except Election), if the total votes of groups if the numbers happens to be equal in number, the president has the power to cast an extra vote to decide the matter/ subject.
4. President shall have the power to allow inclusion of any subject/ matter in agenda for the discussion in the course of proceeding/meeting.
5. President will sign all the paper / letters, on the behalf of the society, to conduct its correspondences.

6. To formulate the policies of the society and to take such steps from time to time as may be necessary to meet the aims and objects of the society.
7. To delegate powers and duties as may be necessary to any members of Governing Body.
8. President will be the Ex-officio member of the next Governing Body.

1.5.2 Vice president

1. The vice-president of the society shall enjoy all the powers of the President in his/her absence.

1.5.3 Secretary

1. The Secretary will be responsible for the execution of the policies and schemes of the society as well as proper and smooth running of day to day affairs of the office.
2. General Secretary will call and attend all the meetings and keep minutes of all the meetings of the Governing Body and General Body or any other meeting.
3. Secretary will prepare the membership Register as well as the proceeding Register to record the minutes of the proceeding of the Governing Body meetings and General Body Meeting and have them duly signed by the members who attend the meeting.
4. Signs cheque and other negotiable instruments jointly with President or Treasurer.
5. Secretary will be the Ex-officio member of the next Governing Body.

1.5.4 Joint Secretary

1. The Joint Secretary of the society shall enjoy all the powers of the Secretary in his/her absence.

1.5.5 Treasurer

1. All funds of society will be managed by treasurer.
2. Treasurer shall maintain the accounts of all money which is received and /or paid by him/her on behalf of the society.
3. To arrange required funds for the society.
4. To maintain financial statements and accounts of the society.
5. To submit the audited annual accounts and budget of the society in consultation with the President and Secretary.
6. Present audited annual account of the previous year to the members of the society during the meetings.
7. Present budget for the next year.

8. His/her work may be delegated to any other member of the society by President and Secretary in his / her absence due to illness / foreign visit/ resignation.
9. Sign cheques and other negotiable instruments with the Secretary and President.

1.5.6 Editor

1. Help publish periodicals / journals or any other documents of the forum.
2. Perform any other task delegated by the forum.

1.5.7 Joint Editor

1. Will Assist the Editor in publishing the periodicals / journals or any other documents of the forum.

8. GENERAL BODY

8.1 General body defined – Only Founder and Life member of the society will constitute the General Body of the society/ forum.

8.2 Power and Duties/Functions of the General body

Duties of the Members: Every member of the forum shall:

a) Elect the Governing Body of the society/ forum.
b) Attend the General Body meeting of the society/ forum.
c) Give the necessary information to the society, pertaining to matter which is necessary to be known by the society.
d) Not indulge in activities which are prejudicial to the Aims and Objects and /or the Rules and Regulations of the society.

8.3 Notice of meeting and periodicity of meeting :-

a) Notice-A minimum of 21 days' notice shall be given to the members, before the date of convening general body, meeting and enclosing agenda specifying Date, Time, Place and issues to be discussed.

b) Meeting-General Body Meeting shall be held once in every year regularly.

8.4 Quorum- the quorum of General Body Meeting Shall be 2/3rd (two-third) of the total strength of the General body members of the society. However, adjourned meeting does not need any quorum.

8.4.1 There may be emergent meetings of the General Body during the course of the year, if the President feels the necessity thereof. In this case, the notice could be as short as 21 days.

8.5 Appeal and re-admission of membership

(a) Re-Admission

In case, any member of the society is expelled by the governing body on the reason of non-payment of the subscription, he can be readmitted, provided the member concerned pays all up to date dues with the permission of the governing body.

(b)Appeals

All the appeal shall be preferred to the general body of the society and the decision of the general body shall be final.

8.6 Procedures for applying for new membership:

8.6.1 All categories of Members, except coopted will have to apply for membership on the prescribed Performa to be prepared by Pediatric and Neonatal Nurses Forum.

8.6.2 Each Member will have to sign a declaration stating that they agree to abide by the Constitution of the Pediatric and Neonatal Nurses Forum and shall always work for its policies and programs.

8.6.3 Applications for membership will be processed in the office of Pediatric and Neonatal Nurses Forum. The General Secretary after obtaining the permission of the President shall place the case for approval before the Governing Body.

8.7 Disqualification of Members: All /Members shall act in furtherance of the aims and objectives of the Pediatric And Neonatal Nurses Forumand the policies laid down by Pediatric And Neonatal Nurses Forumfrom time to time. In case any Member is found to be deliberately and consciously flouting or acting against such aims, objectives and policies of the Pediatric And Neonatal Nurses Forum, then Pediatric And Neonatal Nurses Forummay take necessary steps as under:

i) Issue a show cause notice

ii) Issue a direction as to the manner in which the Member should modify its stand/policy/activities.

In case there is deliberate and continuous violation of the directions given by the Pediatric And Neonatal Nurses Forum, it may, with the approval of the General Body, take appropriate action against such Member which may include the extreme step of disqualification of Member.

9 Sub Committee and other panels

The President is permitted with the prior approval of the Governing Body, to create sub-committees for specific purposes as deemed fit for which there shall be tenure for their validity.

10 Vote of No confidence

Vote of no-confidence against the President and their office bearers can be taken up in the General Body Meeting, after giving proper notice, citing valid reasons. The notice should be signed by 50% of the total admissible electoral strength and submitted to Pediatric And Neonatal Nurses Forumsecretariat, at least 30 days prior to the AGM.

11 Amendments

11.1 The process of amending the Constitution and the Rules may be initiated by the President Suo-motu or on the basis of proposals and suggestions received from members or points raised in meetings of the General Body, the Governing Body of the Pediatric And Neonatal Nurses Forum. Such proposal should normally be placed before a Sub-committee on Constitutional Reform, so that a proper proposal could be framed after due consideration.

11.2 The General Secretary shall circulate the proposal for Constitutional Reform, from whatever source it might have been received, along with the proposal as formulated by the Sub-committee on Constitutional Reforms and the comments of the President thereon. This should be done at least 60 days in advance of the meeting of the Governing Body.

11.3 The Governing Body may accept, modify or reject the proposed amendment. Decisions in this regard shall require approval of 2/3rds of the membership present and voting in the meeting.

11.4 In case the Governing Body ratifies the amendment, the same shall have to be approved by 2/3rds of the members present and voting in a subsequent meeting of the General Body held within six months of the amendment.

11.5 All provisions of this Constitution and the Rules can be amended.

12. Financial

Financial Year : - The first financial year of the society shall end on 31st of March and the next financial Year of society shall start from 1st April to 31stMarch of next Year.

The financial powers of the society including receipts and expenditure shall be exercised in such manner as may be prescribed by the Governing Body of the Society.

All expenditure will be made with approval of President and subsequently by governing body.
The annual report, the audited accounts and the budget estimates shall be finalized at a meeting of the governing body.

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The specimen signatures and resolution for opening the bank account shall be forwarded to bank under the signatures of President and Secretary. Similarly any change in operation of the bank account shall be notified to the bank under the signatures of President.

These rules shall not be repealed or altered or amended except by resolution passed by majority of not less than 2/3rd of the members of the Governing Body as per section 12 & 12 A society's registration act, 1860.

Until otherwise provided in these bylaws of the society, Application of all the provisions under all the sections of the Society Registration Act, 1860, as applicable to the State of Delhi shall apply to the society.

Arbitration:
In case of any dispute with an outside agency, the President may refer any matter for arbitration by an arbitrator mutually agreed to be appointed by disputing parties.

12.1 Sources of income and utilization of funds :- All the income of the society shall be utilized only for the promotion and up-liftment of the Aims and objectives of the Society/Forum and sources of incomeareasfollowing under:

12.1.1 Admission Fee and Subscription from the members of the forum.

12.1.2 Donations

12.1.3 Contribution and / or grants from private, public, governments departments or institution or any other suitable source from India /Abroad.

12.1.4 Income generated from publication advertisements etc.

12.1.5 Contribution from Honorary membersor any other member.

12.1.6 Income from gifts, legacies of movable or immovable properties, and Income from other activities of the society.

12.2 Audit of Accounts: - The accounts of society shall be compulsorily audited by the auditor (Chartered Accountant) every year. Once appointed chartered Accountant can only be removed either by his resignation or by way resolution passed in the meeting of general body with 3/4th majority

12.3 Operation of the Bank Account: - Bank Accounts shall be operated by the President, Treasurer and secretary jointly. Any two members can sign the cheque. For every withdrawal transaction there should be approval from the President and Governing Body.

12.4 Utilization of funds: President and Secretary shall be entitled to spend Rupees 1000 per month at their own discretion.

13. Annual list of Governing Body to be filed:-Once in every year a list of the office-Bearers and the Members of the Governing Body shall be filed in the office of the Register of societies, Delhi as it is required under section 4 of the societies Registration Act, 1860.

Legal proceedings: - society may sue and/or sued in the name of president/secretary as per provisions laid down under section 6 of the societies Regulation Act, 1860.

14. Dissolution and Adjustment of Affairs: - If the society needs to be dissolved, it shall be dissolved as per provisions laid down under the section 13 and 14 of the societies Regulation Act, 1860, as applicable to Union Territory of Delhi shall apply to this Society. In the event of dissolution decided upon by the society by a resolution passed at Annual General Meeting it shall be lawful for it to transfer and distribute its assets and liabilities to duly constituted body having the same objects as of the society and the society shall be dissolved as per the provisions laid down under section 13 & 14 of the societies registration act 1860 as applicable to the Union Territory of Delhi.

15. **Application of the Act: -** All the provision under all the section of the "Societies Registration Act, 1860" as applicable to the Union Territory of Delhi shall be apply to this society.

16. **Essential certificate: -** Certificate that this is the correct version of the rules and regulations of the society.

17. **Expansion of the Forum**

When the Forum grows and expands its membership, the Governing Body can take a decision of establishing state / regional / zonal chapters to increase the membership and implement the aims and objectives of the Forum. It will also give an opportunity to organize zonal / state level/ regional workshops and provide platform for nursing professional to share and exchange ideas. The Governing Body of Pediatric And Neonatal Nurses Forum then can have nominated representatives from office bearers of these regions/zones/state chapters. These state / regional / zonal chapters elect their own Governing Body with President and Secretary of the central Pediatric And Neonatal Nurses Forum their Governing body members.

The governing body of state/zonal/regional chapters will comprise of President, Secretary, Joint Secretary and Treasurer who will be elected by election as per procedure of Pediatric And Neonatal Nurses Forum.

18. **Election of the Office Bearers:**

18.1 The President and other office bearers shall be elected in an Annual General Meeting of the General Body. The entire membership of the General Body shall form the Electoral College. The voting rights of individual members shall be as indicated in the Rules.

18.2 The electoral process shall start three months in advance of the expiry of the tenure of the outgoing Governing Body. The immediately preceding meeting of the Executive Committee shall nominate a Returning Officer for the election. The Returning Officer shall notify the schedule for the election process and shall adhere to the same. Once the Returning Officer is appointed, he will be fully empowered to go ahead with the electoral process and no one will have the authority to stop or delay the process.

18.3 The General Secretary shall issue a notice for the Annual General Meeting through a registered letter, at least 45 days before the scheduled dated of the meeting. The General Secretary shall extend full support to the Returning Officer, by providing detailed information about the valid members of the Electoral College and any member, debarred from participation due to non-payment of their subscription and other dues.

18.4 Withdrawal of candidates shall be permitted right till the stage of voting, so that a candidate may, if possible, be elected unanimously. However, once the voting has started, it shall be taken to its logical conclusion. At the end of voting, the Returning Officer shall count the votes and declare the results.

18.5. As soon as the Returning Officer declares the result, the elected candidate shall be called the President-designate. In case there are a few days left in the tenure of the outgoing President, the President-designate shall start functioning as an understudy till he actually takes over as the President. This will enable the outgoing President to brief the incoming President about the programs and projects started by him and ensure continuity of policies by the new President/Executive Committee.

18.6 The outgoing President shall preside over the AGM, in which the election of the President is held, except when the agenda item relating to the conduct of the election is taken up for consideration. At that stage, the President shall announce the item and vacate his seat. The Returning Officer shall thereafter preside over the deliberations right through the election process, till he has notified the name of the new President.

18.7 The President shall hold office for a three-year term. He can be re-elected only for the second consecutive term.

18.8 In case of a vacancy created by the resignation, death or otherwise of the President, any one of the existing Vice Presidents, based on consensus within the Executive Committee, shall be nominated as an Acting President for Pediatric And Neonatal Nurses Forum. Formal election to the post of other executive will be held within 6 months from the date of the vacancy created.

19. Election Procedure

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

A society member can seek election for only one of the posts in the governing body at a time.

For conducting the elections, returning officer will be nominated by the governing body.

The Secretary in consultation with the President and the returning officer will finalize the election schedule. A notice of minimum 30 days shall be given for receiving nomination papers.

For seeking election to any of the above posts, following procedures will be followed:

- The candidates shall file their signed nomination duly signed and proposed by one eligible member and send the nomination paper to returning officer appointed by Pediatric And Neonatal Nurses Forum.
- Returning officer will scrutinize the nominations and inform the candidates about validity of their membership.
- Returning officer will declare the list of nominations received and eligible candidates for election.
- Send the final list of nominated candidates.
- Fix the date of withdrawal of nominations.
- Fix the date of election.
- Inform the candidates about the dates of elections which will be conducted during general body meeting and the date and time of counting of votes in the presence of candidates.
- Circulate the instructions for voting to all eligible candidates and members.
- Arrange to provide the ballot paper to eligible candidates during annual general body meeting.
- Conduct the election by secret ballot initially.
- Count the votes in presence of candidates.
- Declare the results.
- Intimate the results to the candidates during general body meeting.

Election should be held during annual general body meeting using ballot papers which should be issued to the members present during the meeting.

20. **"Certified that this is the correct copy of the Rules and Regulations of the Society. We affirm that all provisions under all sections of the Societies Registration Act, 1860 as applicable to U.T. of Delhi shall apply to this Society."**