

**BYLAWS OF
THE INDO-AMERICAN PSYCHIATRIC ASSOCIATION, INC
(A Not-for-Profit Corporation)**

ARTICLE I: OFFICES

The Principal office of the corporation shall be located and can be changed by determination of the Board of Trustees [BOT] as needed to fulfill and maintain requirement as duly registered corporation in the State of New York.

Current Address is:

**Indo American Psychiatric Association
1466 Threepine Place, SW
Lilburn, GA 30047-5681**

ARTICLE II: MEMBERS

Article II – Section 1: Definitions

The word “Indian” in this document refers to Asian Indian. IAPA means Indo-American Psychiatric Association.

Article II – Section 2: Categories & Eligibility

1. General Member: Physicians of Indian descent who have completed postgraduate residency training in psychiatry, and hold an active license to practice medicine in a state or province in the United States or Canada, or formerly held such an active license in good standing, and then retired. Members who belonged to the Life Member category before the adoption of these amended bylaws will hereafter be categorized as General Members, and any reference to Life Membership in documents prepared prior to the adoption of these amended bylaws will hereafter be recognized as referring to General Membership.
2. Resident/Fellow Member (RFM): Physicians of Indian descent who are in an approved residency/fellowship training program in psychiatry in the United States or Canada.
3. Associate Member: Non-psychiatric physicians, Indian Psychiatrist practicing in another country, other mental health professionals (*such as psychologists, social workers, nurse practitioners, guidance counselors, marriage counselors, substance abuse counselors, clergy, etc*), academicians, and psychiatrists of non-Indian descent, with an interest in the IAPA, or trainees in the above categories. Associate members may be from any country and of any ethnicity. Associate members must maintain good standing in their respective disciplines.

4. Medical Student Member: Indo-American medical students who are in an approved medical school.
5. Honorary Members: Individuals elected by the Indo-American Psychiatric Association (IAPA) Executive Committee (EC) and approved by the Board of Trustees (BOT) for outstanding contributions to the field of mental health and/or for promoting the goals and objectives of Indo-American Psychiatric Association (IAPA).

Only General Members in Category 1 are voting members; other categories are non-voting members.

Procedure for becoming an IAPA Member:

1. Completion of application form online. (<http://www.myiapa.org/membership.html>)
2. Payment of applicable fees.
3. Acceptance by the IAPA Executive Committee.

Article II – Section 3: Rights and Duties of Members

1. All members are expected to familiarize themselves with the mission of this organization and promote the goals as outlined on the IAPA website.
2. Only General Members in good standing are eligible to vote.
3. All members in good standing can attend meetings of the Association.
4. Only General Members in good standing can hold elected office.
5. Any category of member can serve on the various Committees at the discretion of the President.
6. All members are expected to pay their dues, maintain their standing in their professional discipline, and adhere to professional standards and IAPA values and guidelines.

Article II – Section 4: Termination of Membership

The following will constitute grounds for termination of membership:

1. Members whose professional license is suspended or revoked in any State of USA or Canada.

The procedure for termination shall be as follows:

The President of Indo-American Psychiatric Association (IAPA) or any member can bring the above to the attention of the Executive Committee (EC). The President will appoint a committee that submits a report in 15 days and recommends a course of action based on facts gathered. The Executive Committee will send the recommendations to Board of Trustees (BOT) after deliberations. The Board of Trustees will vote for or against termination. The Secretary will keep the minutes of all deliberations and a tally of the votes. The President will notify the final decision to the member by regular mail.

If the member wishes to appeal he/she can do so within 30 days of receiving the final notice. The appeal will be reviewed by EC and BOT and the member will be notified of the decision within 60 days of receiving the appeal.

Article II – Section 5: DUES

The current dues in US dollars (May 2015) are as follows:

- General Member: \$350.00 (onetime fee)
- Medical students/Residents/ Fellow Members: No fee until they complete training except for /Initial Registration fee of \$5.00.
- Associate Member: \$250.00 (onetime fee)
- Honorary Member: Fees waived

Membership dues may be revised as necessary. The President shall appoint a committee which will present its recommendations to the EC. Upon the EC's and the BOT's approval by simple majority votes, the revised dues and the application forms will be posted on the website. The secretary will keep minutes of the discussion.

ARTICLE III: IAPA OFFICE BEARERS & Extended Executive Council

Article III – Section 1: Members of the Executive Council (EC)

President: Assumes the office at the end of the annual meeting, which is generally held in conjunction with the American Psychiatric Association (APA) annual meeting, in May. The term is for two consecutive years.

President-elect: Elected for a term of two consecutive years and automatically assumes the office of the President when the term of the outgoing President ends. To be eligible for election to this position, a candidate should have served on the EC for a minimum of two years.

Secretary: Elected for a term of two consecutive years. Although not a strict requirement, service as an officer in a local chapter for two years and on the EC for two years is preferred.

Treasurer: Elected for a term of two consecutive years. Although not a strict requirement, service as an officer in a local chapter or as an IAPA leader (e.g. council member, editor; international liaison) for two years is preferred.

Immediate Past President and the Chair of the Board of Trustees (BOT): The term is for two years.

The Chair of the BOT will be a nonvoting member of the EC. The rest of the above officers will be voting members of the EC. In case there is a tie in voting, the President can break the tie by casting an extra vote.

Article III – Section 2: Members of Extended Executive Council (EEC)

The members of the EEC will comprise members of the EC and the following appointed members who do not have votes in decisions of the EC.

Editor: The President will appoint a General Member as an Editor for 2 years. He/she will work with the webmaster in maintaining IAPA website and be responsible for developing the newsletter, and the brochure for the annual meeting. The Editor in consultation with the President appoints an Editorial Board. The time served as Editor counts towards eligibility for office of Executive Council or the Board of Trustees.

Council Members: Maximum three General Members are appointed by the President for a term of two years. Their time on EEC counts towards eligibility for office in the Executive Council or the BOT.

Representatives of the Resident Fellow Member (RFM) and Early Career Psychiatrist (ECP) each appointed by the President for a term of two years. If there is more than one qualified RFM or ECP, the President may appoint two RFMS and/ or two ECPS after consultation with EC & BOT. RFMs and ECPs' time on EEC does not count towards qualifications for office of Executive Council or BOT.

The Editor, three Council Members and the ECP and RFM Representatives shall be nominated by the President, and voted upon by the EC.

Article III – Section 4: Other Committees

- The President shall appoint committees as follows: Outstanding Resident Award Committee; Outstanding Academician Award Committee; Outstanding Service Award Committee; Outstanding Public Sector Award Committee; Outstanding Chapter Award Committee; and committees for any other awards created in the future.
- The President may also appoint one or more Liaisons to various organizations like the American Psychiatric Association (APA), Indian Psychiatric Society (IPS), British-Indian Psychiatric Association (BIPA), etc. Additional Committees may be appointed for a specific task at the discretion of the Executive Council and with the concurrence of the Board of Trustees.
- The term will be for duration of the President's term unless terminated earlier by the President.

- Consultants and Advisors: BOT or the EC may include consultants and advisors for specific projects on a temporary basis.
- In the event of the President leaving office before expiry of term, the incoming President may dissolve the existing committees and appoint new committees with new Chairs, except the Nominating Committee which shall be constituted as described below.
- The Nominating Committee shall consist of the Immediate Past President as Chair, President, President-Elect, a member from the Board of Trustees (BOT), a Chapter President, and one General Member. The Chapter President and the General Member will be selected by the President, and the BOT Member by the BOT Chair. The Nominating Committee shall nominate candidates for elections to the Executive Council and the Board of Trustees. Any candidate desiring to contest for office of the Executive Council in the current election should be recused from the Nominating Committee.

ARTICLE IV: DUTIES OF OFFICERS

President: The President is the Chief Executive Officer [CEO] of the IAPA and is responsible for day to day operations of the IAPA with help of members of the EC under global guidance provided by the BOT. The President shall preside at the meetings of the association and/or the EC. He/ She shall also communicate to the BOT on such matters and make such suggestions as may in his/ her opinion tend to promote the mission of the association and shall perform other duties as are necessarily incident to the office of the president.

President-elect: The President-Elect will work closely with the President to accomplish the goals and mission of the IAPA. In addition, the President-Elect will also serve as Chief Coordinator for the IAPA annual meeting and other academic /scientific events. In the event of the absence or disability of the President, the President-Elect shall act in his/ her place.

Secretary: Shall give notice of and attend all meetings of the Association, the EC and the various committees, shall keep record of their proceedings, shall conduct the correspondence of the association, keep all records and minutes of the association and maintain membership database current.

Treasurer: Shall collect, receive disburse and account for all sums of money due or belonging to the association. He/ She shall also furnish the necessary information about the financial transactions of the association to the Internal Revenue Services by the due date for filing.

Except as provided otherwise in the Constitution and By-Laws, the Executive Council shall have control and management of the day to day affairs of the association.

Please also check IAPA website <http://www.myiapa.org/ECM.html> for a description of the duties of all IAPA office bearers.

ARTICLE V: THE BOARD OF TRUSTEES (BOT)

Article V – Section 1: Number of Members

- The Board of Trustees will have a minimum of 5 members and a maximum of 7 members, as determined by the majority of the BOT. Three Immediate Past Presidents will serve on the board and the other members will be elected by the voting members at the General Body Meeting. The board members will vote for a Chair, in an election conducted by the President.

Article V – Section 2: Qualifications for nomination to Board of Trustees

1. Service on the Executive Council, including a qualified position on the EEC, for at least 6 years, or
2. Service on the Executive Council, including a qualified position on the EEC, for four years and service in an elected office in a local chapter for four years.

Article V – Section 3: Term of office

1. Each immediate Past President member will serve for a term of six years. Thus, every two years one member will rotate out and the new Immediate Past President will replace him/her.
2. The term for the elected members will be four years. Two members will be elected every two years to replace two who will rotate out.

Article V – Section 4: Vacancy

- In case one of the trustees leaves before expiry of term, an Acting Trustee, who meets the qualifications, will be appointed by the Board of Trustees, to be ratified by the membership at the next General Body Meeting to serve out the term.

Article V- Section 5: Duties

- The BOT serves in an advisory capacity to the EC and is not involved in operational duties. The long term strategic planning of the association is under the aegis of the BOT. The BOT will have fiduciary responsibilities governed by general principles of Duty to care, Duty of Loyalty and Duty of Obedience. The BOT shall have the final authority in the IAPA for ensuring its fiscal welfare and stability. The BOT will be responsible for maintaining Trust Funds and will exercise fiscal responsibility of investment and growth of the funds for IAPA's economic sustainability. In case there is a tie in voting during the BOT deliberations, the Chair can break the tie by casting an extra vote.

Article V – Section 6: Financial Governance

Governance & Distribution of Funds/Finances

- a. There will be two general category of the funds, Trust funds (handled by Trustees) and Operating funds (handled by EC).
- b. All new General membership dues collected from voting member and Associate member dues should be distributed as 10% or \$50 (whichever is higher) towards operating budget, 10% or \$50 (whichever is higher) towards Local chapter account (if one exists; if not existing for that particular state, then should be created for accounting purpose, and chapter can stay dormant, till emergence of the local leadership and then the chapter will be able to utilize the funds). Remaining amount should be added to Trust Funds.
- c. Trust Funds will be handled by Board of Trustees and should be treated as permanent assets. Only interest earned from funds can be given to the Executive Council for operational funds. If there is any award given by BOT, this will be given out of the interest from Trust Funds, or from the operational funds of the EC if the EC agrees.
- d. The EC will have following sources of the funding (1) New General membership dues distribution as mentioned above, (2) Interest earned from Trust Funds, (3) Funds generated through exhibit booths, grants, sponsorships, advertisements, registration fees, or other funding support secured from engagement with different projects.
- e. Guiding principle for EC will be no loss operational budget.
- f. The EC can raise funds and can spend total amount towards annual operating budget. Though it is an expectation to have no loss budget, at the time of crisis, BOT will allow EC to borrow funds from Trust funds towards operating budget and EC will replenish the funds in a time period stipulated by the BOT.
- g. At the end of the term of EC, remaining funds in the operational accounts should be transferred to new EC every 2 years for operational funds.
- h. Amount more than \$50000.00 in National operational account may be transferred to Trust Funds from Operational account at the end of the 2 year term of the EC, at the discretion of the EC.
- i. Chapter accounts will be maintained by the central office, under operational funds, but the governance of funds and determination of

discernment or use of funds will be governed by chapter leadership, consonant with principles and values of the IAPA.

- j. Seed monies for Chapter for first 3 years will be given every year from operational budget per guidelines for seed money unless such arrangement is changed upon adaptation of different mechanism to help establish local chapter. (See Guidelines Chapter Seed monies - below).

ARTICLE VI: Election of Officers

- Eight weeks or more before the due election date, the Chair of the Nominating Committee will invite suggestions for the electable positions on the EC and the BOT.
- The Nominating Committee shall draw up a slate of nominees for the offices of President-elect, Secretary, and Treasurer, and for vacancies on the Board of Trustees. This slate will be presented to the Executive Council for its final approval, no later than four weeks prior to the annual election. The election will be held during the Annual General Body Meeting. Prior to the election, opportunity will be given for nominations from the floor. The nominations from the floor should be accompanied by signatures of 15 General Members supporting the nomination and should meet the requirements for the office as laid down in the bylaws.
- Though preferred method is to fill position by succession (Treasurer moving up to become Secretary and Secretary moving up to become President Elect), any qualified member can contest for the positions of President-elect, Secretary and Treasurer.

ARTICLE VII: THE IAPA CHAPTERS

Article VII – Section 1: Number of Chapters & Chapter Presidents

- The Indo-American Psychiatric Association (IAPA) will strive to have a minimum of one chapter for each state in the United States of America.
- Each chapter president shall be a non-voting member of the Extended EC (EEC) of the IAPA. Chapter Presidents will be invited to join segments of meetings organized by Executive Committee, via phone or video or email Chapter presidents may also be invited for face to face meetings. Their time on the EEC will not count towards qualifications for the President-Elect.

Article VII – Section 2: Qualifications for being a chapter of IAPA

- Each chapter shall abide by the Constitution and By Laws of IAPA.

- The President and President Elect of the chapter shall be General members of the IAPA. If not already a General member, each officer of the Chapter shall become a General Member of IAPA within 3 months of assuming office.
- Each chapter shall hold a chapter meeting at least once a year.
- Each chapter shall hold elections if possible to coincide with the IAPA cycle of elections.
- Each chapter shall keep the IAPA EC updated on its activities, by providing periodic chapter reports.

Article VII– Section 3: Seed fund monies for New Chapters

- Any time a core group of IAPA general members want to start a local chapter for their state/ region (provided there is no other local chapter that is in conflict with formation of new chapter), IAPA will provide seed monies to meet initial expenses. Minimum 7 General members of IAPA are needed to start a chapter.
- IAPA will provide \$25.00 per year per General Member for 3 years initially, if needed, for financially strengthening and supporting the local chapter meetings. If however, the new chapter already has \$2000.00 or greater in its account, seed monies will not be provided.
- Seed monies will be given to chapter each year for first 3 years and not as a single payment for all 3 years.
- All chapters are to follow same principle that national IAPA follows of no loss balance budget (i.e. Amount raised should be equal or greater than amount spent).
- Seed funds are given to establish initial financial stability; but as mentioned above, if the newly formed chapter is financially strong (has \$2000.00 or more in its account), IAPA will not give any seed monies. If seed money is given then during the time local chapter gets seed money chapter will not receive distribution of 10% or \$50 per new General member during the period the Chapter receives seed monies. General membership fund distribution will resume once the chapter is no longer receiving the seed monies.

These By-Laws were reviewed and approved by the Executive Council and Board of Trustees as of April 24, 2015, and were ratified at the annual business meeting of IAPA, May 17, 2015.

Vani Rao, MD
President

Ashwin Patkar, MD
President-Elect

Ramaswamy Viswanathan, MD
Chairman, Board of Trustees