

# MEMORANDUM OF ASSOCIATION [MoA]



## ACADEMY OF HOSPITAL ADMINISTRATION

AHA HOUSE

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# **ACADEMY OF HOSPITAL ADMINISTRATION MEMORANDUM OF ASSOCIATION [MoA]**

1. **Name of the society:** The name of the society shall be "**ACADEMY OF HOSPITAL ADMINISTRATION**" [Institute of Healthcare Management, Training & Research].
  
2. **Registered Office:** The Registered Office of the Society shall remain in the Union Territory of Delhi / National Capital Region and at present is at the following address:

AHA HOUSE- C-56/43, Sector-62, Institutional Area, NOIDA, UP- 201309
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3. **Aims and Objectives:** The Aims and Objectives for which the Society is established are as under:

### **Section (i)**

- A. To promote awareness of health care among all sections of the Indian people.
  
- B. To promote awareness among functionaries involved in **Health and Hospital Management**.
  
- C. To promote research in the field of **Health and Hospital Management**. in order to improve the efficiency of Health Care delivery Systems.
  
- D. To promote the development of high quality hospital services and community health care.
  
- E. To promote a forum for the exchange of ideas and information among health and hospital planners, academicians, administrators, various statutory bodies and the general public for the improvement of Hospital and Health Care delivery Systems.
  
- F. To develop norms and standards for accreditation of the Health Care Organization and adopt means of evaluation of such institutions, so as to improve the quality of health care in the community.
  
- G. To provide opportunities for training and research in all aspects of Hospital Services Health Care Delivery System and Health Care Administration.
  
- H. To update the knowledge and skill of the Health & Hospital Administrators and other personnel involved in the management of health care organization through continuous education and research.

- I. To promote and grant recognition to research in the fields of **Health and Hospital Management** and to grant awards, scholarship and assistance in other suitable forms to meritorious individuals and institutions.
- J. To act as Advisory /Consultative Body, in the best interest of community and country, to Central and State Governments, Public Sector Undertakings, Health Care Delivery Organization, Public Health & Health System Development, Teaching and Training Organization and any other Health related allied organization, when need so arises or services are asked for.
- K. To provide Health Care Advocacy for the benefit of health system management and to endeavor to become a national advisory body for union and state governments.
- L. To publish text books and periodic monographs on current and futuristic trends in health and hospital management.
- M. To help in preparation of SOPs, Manuals, Literature and Books on Health Care Management, Quality & Accreditation, Health Care Technology, Health Care Industry related subjects, Text Books for Health Management Courses for benefit of the Students & Faculty, Hospital and Health Care Organizations and Academic Institutions.
- N. To undertake Professional Consultancy in the field of Health System Management, Quality & Accreditation, Health Technology Assessment, Medical Tourism, Disaster Management, Health Care Delivery Organization, Public Health Facilities & Services for overall improvement of the facilities.
- O. To conduct inter hospital/ Institution awards competition on various parameters to bring competitiveness for improving healthcare quality & training.
- P. To recognize and felicitate the individuals who have made exceptional and significant contributions in the field of Health and Hospital Management in general and to the Academy in particular.

## **Section (ii)**

### **Means of accomplishing the aims and objectives:**

In furtherance of the above aims and objectives, the following programs shall be undertaken by the academy:

- A. Conducting professional development programs for continuing education in health and hospital administration through seminars, workshops and discussions at state and Regional levels.
- B. Initiating and encouraging studies, research and investigations of the problems confronting hospitals & Health Care Delivery Systems and making the results thereof available to all the members.
- C. Collecting, compiling, analysing and evaluating the information of hospital and health facilities in the country.
- D. Holding exhibitions of hospital equipment and disseminating the information about the availability and suitability of equipment for various health care delivery organizations.
- E. Conducting correspondence courses in Hospital and Health Care Management.
- F. Establishing effective means of communication between Health Care Organization and the Community through journals, periodicals, handouts and digital media etc.
- G. Establishing regional chapters as and when and wherever required [Rules and regulations for opening chapter are enclosed as **Annexure-II**].

#### 4. **Incomes and Properties of the Society:**

All the income, earnings, movable or immovable properties of the Society shall be solely utilized and applied towards the promotion of its aims and objectives as set forth in the Memorandum of Association only and no portion thereof shall be paid or transferred directly or indirectly by way of dividends, bonus, profits or in any manner whatsoever, to the present or past members of the Society or to any person claiming through any one or more of the present or the past members. No member of the Society shall have any personal claim on any movable or immovable properties of the Society or make any profits, whatsoever, by virtue of this membership.

#### **Governing Body**

Governing body shall consist of the following members:-

- Patron(s)
- President
- Vice President
- Executive Director
- Program Director
- Finance Director
- Members 7 [Elected -5 & Nominated-2]

The Election/Nomination of the above members shall be as per the procedure laid down in this MoA subsequently.

**4. Desirous Persons**

We, the undersigned are desirous of forming a Society namely "**ACADEMY OF HOSPITAL ADMINISTRATION- [Institute of Healthcare Management, Training & Research]**" under the Societies Registration Act, 1860 as applicable to the U.T. of Delhi in pursuance of this Memorandum of Association of the Society.

S.NO.	NAME & ADDRESS	OCCUPATIONS	SIGNATURE
1.	Dr. A.N. Safaya Medical Superintendent AIIMS Hospital, New Delhi-110029	Service	Sd/-
2.	Maj. Gen. S.K. Biswas Addl. Director General Medical Services, Army Head Qrs. New Delhi-110011.	Service	
3.	Prof. R.P. Sinha Deptt. of Hosp. Admn., AIIMS, New Delhi-110029.	Service	Sd/-
4.	Dr. R.C. Anand Dy. Medical Supdt., AIIMS Hospital, New Delhi - 110029.	Service	Sd/-
5.	Dr. R.K. Sarma Lecturer, Deptt. of Hosp. Admn., AIIMS, New Delhi -110029.	Service	Sd/-
6.	Lt. Col. A Chakravarty Jt. Director (Personnel) Dte. Gen. Medical Services Army Head Qrs., New Delhi - 110011.	Service	Sd/-
7.	Lt. Col. M Srivastava Dte. Gen. Medical Services Army Head Quarters, New Delhi - 110011.	Service	Sd/-
8.	Lt. Col. V.M. Mathur Care - DGAFMS, DHQ, P.O. New Delhi- 110001.	Service	Sd/-

# ACADEMY OF HOSPITAL ADMINISTRATION (INDIA) RULES & REGULATIONS

1. The Academy shall not be used for political or religious purposes or for pecuniary gains or profits of members.
2. Type of members and eligibility

There shall be the following classes of members :

- a) **Fellow**
  - (I) Founder Fellows
  - (II) Life Fellows
  - (III) Honorary Fellows
- b) Life membership (individual)
- c) Institutional membership
- d) Life Associate Membership
- e) Honorary
- f) Student member

## ELIGIBILITY FOR MEMBERSHIP

(I) Honorary Fellowship of Academy of Hospital Administration

Rules and Regulation of Fellowship attached as “**Annexure-I**”

## LIFE MEMBERSHIP (INDIVIDUAL)

Any individual may be admitted as life member provided at the time of admission he / she has

- I. MHA / MD (CHA) / MD (HA) / PhD / DIPNBE in Hospital Administration from MCI/recognized University  
“or”
- II. PGDHM from AHA  
“or”
- III. PG Degree/PG Diploma [2 years]/ MBA in Hospital Administration/ Health Care Administration from institutes/ Agencies recognized by University, Ministry of Health & Family Welfare/ Human Resource Development/ AICTE
- IV. and has been engaged in responsible administrative positions for a period of five years in an acceptable institution after acquiring the qualification.  
‘or’
- V. Holds a responsible administrative position in an acceptable hospital or related health care organization such as that of Director, Dy. Director, Assoc. Director, Medical Superintendent, Nursing Superintendent and has acquired, in the opinion of BoE,

adequate knowledge of the principles, concepts and practice of health / hospital care administration.

‘or’

- VI. Is holding the position of Dean, Sub-Dean, Principal, Vice Principal or any equivalent position in Medical College or College / School of Nursing and has acquired, in the opinion of the Board of Executives adequate knowledge of the functions, principles and practices of hospital administration.

‘or’

- VII. He /She will have voting right.

## **INSTITUTIONAL MEMBERSHIP**

Any medical/Teaching Institution may be admitted as an institutional member by Board of Executive. However, Institutional member would not have any voting right.

## **LIFE ASSOCIATE MEMBER:**

- i) Any individual who undertakes to subscribe to the objectives of the Academy may be admitted to the membership provided at the time of admission, he/she:
- a. Has a degree or diploma in health / hospital administration or allied disciplines from recognized university, school or centre and is engaged in a responsible administrative position in an acceptable hospital or related health activity.  
“or”
  - b. Is a Faculty, Researcher or Director of acceptable Graduate and under Graduate program in hospital and health care management and holds a full time position.  
“or”
  - c. Is an officer engaged in the administration of hospital or health or medical care at Central, State or District level  
“or”
- II. Is a Consultant, Adviser, Coordinator or Administrator of health-related organization such as voluntary health association etc. and in that position influences the operation, growth and development of hospitals of other acceptable hospital services and programs.  
“or”
- III. Medical officers having degrees in alternative systems of medicine and engaged in responsible administrative position or in related health activities.
- IV. Life Associate member shall not have any voting rights.

## **HONORARY MEMBER**

Any individual may be, admitted as an honorary member by the Board of Executive for his/her distinguished services to the Academy or to the cause, which the Academy

seek to serve or whose admission is considered to be in the interest of the Academy or for furtherance of the aims and objects of the Academy.

**Honorary member shall have no voting right. He/She shall not be required to pay the initiation fee.**

## **STUDENT MEMBER**

- a) Any person who is undergoing degree/ diploma in Hospital/ Health management or allied disciplines may be admitted as student member.
- b) He/ She will not have voting right & has to pay membership fee. He/ She will cease to be member once his/ her studies are over.
- c) Validity of Student Membership is 3 years.
- d) Once he/ she becomes eligible for life member/ associate member, he/ she has option to do so by paying the difference of Fee.

## **Privileges of Members**

- a) Every member will be given a membership certificate signifying the type of membership and date of admission.
- b) Life members only will have the right to elect as well as be elected and be represented on the executive committee of the Academy during the Annual General Body Meeting.
- c) Every member will be entitled free of charge, to a copy of the biannual Journal of Academy of Hospital Administration – JAHA, in digital or printed form.
- d) All priced publication by AHA will be made available to members at concessional rates.
- e) Information regarding various Training Programs, Workshops, Seminars and Conferences will be made available to all categories of members in advance. Preference will be given to AHA members for participating in these activities at reduced/ concessional rates of delegation fees.
- f) Members will be entitled to use the following titles according to their respective class of membership.
  - i) **Fellow** - **FAHA**
  - ii) **Honorary Fellow** - **HFAHA**
  - iii) **Life Member** - **MAHA**
  - iv) **Associate Life Member**- **AMAHA**
  - v) **Institutional Member** - **IM**



### **3) Application for Admission to Membership:**

- a) Application for membership in the prescribed form of the academy, duly filled and signed by the applicant, together with the prescribed fee shall be submitted to the Executive Director of the Academy/ through zonal chapters wherever applicable.
- b) The Board of Executives or authorized committee, after receiving the application, shall consider it and take a decision on it as expeditiously as possible but not later than 90 days from the date of receipt of the application. If the Bo E or its duly authorized body rejects any application for membership such decision shall be final and the money received from the applicant shall be refunded forthwith. The applicant shall be informed of the rejection accordingly.
- c) The applicant shall be deemed to be member of this Academy from the date on which he is admitted as a member and his dues will become effective from the same date.

### **4) Initiation Fee/Membership Dues:**

The applicants for membership of the Academy shall be required to pay one time Initiation fee for the type of membership applied for.

The rates of Initiation Fees laid down for different types of membership shall be revised by the BoE and shall be promulgated after obtaining approval of General Body of the Academy once in 3 years.

### **5) Management and Control :**

The management of the Academy shall be entrusted to the "Board of Executive" which shall consist of five office bearers and **seven** other members who shall be elected/ nominated from amongst the members of the Academy at AGM by a majority vote as per the tenure laid down.

### **6) Duties and Power of the Board of Executives :**

The Board of Executives of the Academy shall be vested with all executive powers of the Academy. The Academy shall have the power to obtain and receive money by fees and dues and by other legitimate means, to sue and to be sued; to adopt a corporate seal and change the same at will, to acquire, use, hold, lease, transfer, mortgage, encumber and dispose off the property of every kind, now belonging to, or which may hereafter be acquired by the Academy or any part of the same; to erect, repair, alter or maintain edifices of any kind deemed proper for the purposes of this academy, to borrow money, issue bonds or notes, and make other contracts and to secure its obligation by encumbering, mortgaging or pledging any or all of the property of the Academy to acquire and take any deed, devise gift, donation, bequest or otherwise, any money, movable or immovable property for the uses and purposes herein set out and to execute and administer trusts created for the purpose, to invest money in the name of Academy and acquire the income there from and to maintain Bank Account in the name of Academy ; to own and publish an Academy

Journal and other Academy books and papers in general, the said Academy shall have all of the powers incident and necessary to carry out the objectives and purposes of the Academy.

To admit persons as member or honorary members or to remove the name of any person from the membership. Fee charged will be returned pro-rata if membership is less than 1 year.

#### **7) Amendment to the Rules and Regulations :**

The Academy may adopt by-laws, Rules and Regulations for the management of Academy and may alter, amend and abrogate the same provided, however, that the said Rules and Regulations shall not be inconsistent with the objectives.

#### **8) Quorum for BoE Meetings**

The following members are mandatory for any BoE meeting

1. President or Vice President
2. Executive Director
3. Concerned Director (s) based upon the agenda points.
4. Minimum 2 from amongst other BoE members.

#### **9) Vacancies :**

If the office of any elected officer or any elected members of the Board of Executive shall become vacant between regular annual meetings, such office may be filled by appointment by the Board of Executive until the next annual meeting,

#### **10) Presiding Officer:**

In the absence of the President, the Vice-President of the Academy shall be the Presiding Officer of the BoE. In exceptional cases where the Vice-President too is absent, the Executive Director, shall Preside over the Board of Executive.

#### **11) Publication :**

The Board of Executive shall appoint an Editorial Board or Committee for the publication of a bulletin or journal or book which shall be the official publication of the Academy. All papers read at any session of the Academy shall become the property of the Academy. The Editorial Board or Committee and the Executive Committee may cause the same to be copy righted in the name of the Academy.

#### **12. Auditing**

The Executive Committee shall appoint the auditors as per the prevalent Govt regulations.

### **13. Criteria for Patron (s)**

- a) Patron's position is like guide, philosopher, Advisor for AHA, with a commitment for welfare, growth, development and efficiency of AHA.
- b) He/ She shall contribute to AHA based on his/ her vast experience in the field of hospital and health administration. as and when required /requested
- c) He/ She may be invited for Governing Body Meeting and Board of Executive Meetings for giving his/ her valuable inputs for the overall betterment of Academy activities
- d) Any opinion, suggestions of Patrons will be of advisory in nature and will be given due weightage by BoE before arriving at a Final decision.
- e) Patrons will not issue any executive orders directly to any board members. All such instructions shall be rooted through the President.

### **14. Office Bearers and their duties:**

#### **Eligibility for Appointment**

##### **President**

- a) Must be a life Member of AHA for minimum 15 years.
- b) A Medical Graduate with Recognized PG Degree/DNB in Hospital Administration /Health Administration from MCI Recognized Institute Or Autonomous Institutes so recognized by statutory act of Parliament by Govt of India.
- c) Must have held senior administrative appointment in Hospital / Health Administration for minimum 15 years

##### **Eligibility to contest :**

- d) Indian National from any part of India
- e) Should have no conflict of interest in official working

##### **Vice President**

- a) Must be a life Member of AHA for minimum 15 years.
- b) A Medical Graduate with Recognized PG Degree/DNB in Hospital Administration /Health Administration from MCI Recognized Institute Or Autonomous Institutes so recognized by statutory act of Parliament by Govt of India.
- c) Must have held senior administrative appointment in Hospital / Health Administration for minimum 15 years

##### **Eligibility to contest :**

- d) Indian National from any part of India
- e) Should have no conflict of interest in official working

### **Executive Director**

- a) Must be a life Member of AHA for minimum 10 years.
- b) A Medical Graduate with Recognized PG Degree/DNB in Hospital Administration /Health Administration from MCI Recognized Institute Or Autonomous Institutes so recognized by statutory act of Parliament by Govt of India.
- c) Must have held senior administrative appointment in Hospital / Health Administration for minimum 10 years
- d) He/ she should spare one full day per week and devote time for day to day functioning and liaison with all stake holders.

#### **(f) Eligibility Condition:**

- 1. Must be Indian National and should be from Delhi NCR
- 2. Should have no conflict of Interest in official position

### **Finance Director**

- a) Must be a life Member of AHA for minimum 10 years.
- b) A Medical Graduate with Recognized PG Degree/DNB in Hospital Administration /Health Administration from MCI Recognized Institute Or Autonomous Institutes so recognized by statutory act of Parliament by Govt of India.
- c) Must have held senior administrative appointment in Hospital / Health Administration for minimum 10 years
- d) He/she should spare one full day per week and devote time for day to day functioning of Academy and looking after all financial transaction.

#### **Eligibility Condition:**

- 1. Must be Indian National and should be from Delhi NCR
- 2. Should have no conflict of Interest in official position

### **Program Director (Director Academics & Research)**

- a) Must be a life Member of AHA for minimum 10 years.
- b) A Medical Graduate with Recognized PG Degree/DNB in Hospital Administration /Health Administration from MCI Recognized Institute Or Autonomous Institutes so recognized by statutory act of Parliament by Govt of India.
- c) Must have held senior administrative appointment in Hospital / Health Administration for minimum 10 years

### **Eligibility Condition:**

1. Must be Indian National and should be from Delhi NCR
2. Should have no conflict of Interest in official position

### **Member (BoE)**

There will be total 7 members out of which 5 will be elected and 2 will be nominated by BoE.

### **Eligibility Conditions:**

- a) Must be Indian National **'and need not from Delhi NCR'**
- b) Should have no conflict of Interest in official position
- c) Should be a Life Member of AHA

### **\*Travel and stay arrangements for out station office bearers/ members:**

- a) The local hospitality will be taken care of by AHA Headquarters.
- b) 50% of the TA will be reimbursed by AHA HQ and the balance will be borne by the respective chapter/ individuals.

### **14. Duties :**

#### **i) President :**

- The President shall be responsible for the overall functioning, promotional activities and image building of AHA.
- As far as possible, he/ she will preside over all BoE meetings. In case he / she fails to attend two consecutive BoE meetings, he/ she will attract disqualification for further continuation to hold the office.

#### **ii) Vice-President: Duties as per original Draft.**

- The Vice President shall be conjointly responsible for achievement of all AHA goals and objectives.
- He/ She shall be responsible for procuring and executing professional consultancy assignments on behalf of AHA
- The Vice-President shall in the absence of the President perform the duties of president, subject to the provision of these by-laws.
- As far as possible, he/ she will attend all BoE meetings. In case he/ she fails to attend 2 consecutive BoE meetings, he/ she will attract disqualification for further continuation to hold the office.

**iii) Executive Director:**

The Executive Director shall be a member Ex-Officio of all committees standing and special.

- He/ She shall be available in the office at least one working day in the week.
- He/ She shall act as Secretary of all official meeting of the Academy and keep all records of the Academy in suitable form and for ready reference.
- He/ She shall help in preparing, for approval by the Board of Executive, the programs of the activities of the Academy for the annual meetings and of special projects.
- He/ She shall provide information on professional and educational problems connected with all the consultancy work.
- He/ She shall deal with all the correspondence pertaining to the office.
- As far as possible, he/ she will attend all BoE meetings. In case he/ she fails to attend two consecutive BoE meetings, he/ she will attract disqualification for further continuation to hold the office.

**iv) Director- Academics & Research (A&R)**

- The Director A&R shall be responsible for procuring, planning and executing all professional training programs on behalf of AHA.
- He/ She shall be responsible for all research work- assigned by external parties/ intramural.
- He/ She shall carryout any other assignment given by BoE from time to time.

**v) Director Finance :**

- He/ She shall receive all dues and other funds according to the Academy Rules/ Laws and keep an account thereof. He/ she shall maintain the accounts of the loans and investments.
- He/ She shall maintain a list of all active members and be prepared to submit at any time such a list to the Board of Executive.
- He/ She shall obtain the budget forecast for research, academics, consultancy and any other incidentals and submit an annual budget to Board of Executive for its approval along with his/ her recommendations to the Academy.
- He/ She shall prepare and submit a statement of accounts duly audited at the Annual meeting.

## 15) Other Committees :

- a) Election Committee
- b) Finance Committee
- c) Committee on Credentials
- d) Editorial Committee

**a) Election Committee** –This committee shall have three Life Members with minimum 10 years standing. This committee will be formed by the BoE well in advance and publicized in AHA website/Journal. The committee is responsible for conduct of elections of BoE members for the years specified in their appointments.

**b) Finance Committee-** There shall be a Finance Committee which shall consist of the Executive Director, Director Finance and three other members. This Committee shall prepare the budget for the Academy and look after the Finance of the Academy as may be necessary.

**c) Committee on Credentials :** The Committee on Credentials shall consist of a Chairman and four other members with voting rights and shall be nominated by BoE.

➤ These members should be of high integrity and of considerable status and actively engaged in the field of hospital administration. The Committee shall scrutinize and pass applications for admission to the Academy.

➤ They shall also recommend to the Executive Committee names of the members who deserve to be elevated to the status of Fellows.

**d) Editorial Committee:** The Editorial Committee shall be formed by nominations by BoE from amongst eminent people from all walks of life. Each member will be appointed for a specific period of two years. The committee shall consist of The President of AHA as Patron, Editor in Chief and five more members specifically designated by BoE.

➤ The Committee shall be responsible for the timely publication of JAHA / E-journal.

➤ The committee shall ensure that the quality of scientific tenor, content and presentation are maintained at highest standards.

## 16. Quorum :

The simple majority of the members of any Committee shall constitute a quorum.

## 17. Fiscal Year :

➤ The fiscal year of the Academy shall be same as national Financial year

## **18. Regional Chapters :**

- In order to facilitate the work of Academy, members may organize themselves into Regional Chapter or Association which shall become the geographical branches of this Academy after obtaining the approval of the Board of Executives. These Regional association will be designated as Chapters of the Academy & Regional Chapters will be governed as per the rules for regional chapters defined separately as **Annexure-II**.

## **19. Order of Business of BoE:**

The order of business at BoE meetings shall be:

- Call to order by Presiding Officer
- Report of Absentees
- Welcome address by president
- Presenting of the minutes of the previous meeting by the Executive Director,
- Reviewing ATR and approval of MoM
- Report of the Directors
- Report of Sub Committees, if any
- Report of Regional Chapters
- New Project Proposals
- Any points from the members.
- Conclusion by the presiding officer.

## **20. Annual General Body Meeting :**

- The intimation of the AGBM will be communicated not less than 30 days from the proposed date of AGBM.
- There shall be an annual meeting of the Academy. The time, place and date shall be fixed by the BoE.

## **21. Quorum for AGBM :**

- The Quorum at the AGBM of the Academy shall be 1/3rd of the total members with voting rights. In case of lack of quorum the meeting will be adjourned for 30 minutes. Thereafter, the meeting can proceed irrespective of the number of members present.

## **22. Extra Ordinary General Body Meeting :**

- Extra Ordinary General Body Meeting of the Academy may be called by the President or in his absence by the Vice President or Executive Director upon resolution of the Executive Committee or upon the written petition of not fewer than 25 members having voting rights. The Executive Director with the



consent of the President/Vice President, will issue notice to all the members not less than 15 days before the date fixed for such special meetings and no other business shall be transacted at such special meeting.

**23. Voting Rights & Privileges :**

- Only the Life members shall be allowed to exercise the franchise at any AGBM or extra ordinary AGBM of the Academy.
- All office bearers shall be elected by ballot except those for which there is only one nominee.

**24. Agenda Points for AGBM**

- All issues/ points requiring resolutions by the AGBM shall be first submitted to the Board of Executives for its recommendations before being considered and acted upon.
- Such resolutions shall have to be presented in writing to the Executive Director not less than 15 (fifteen) days prior to the convening of such an AGBM

**25. Source of Income and Utilization of Funds :**

Source of Income :

- i) Membership Fee
- ii) Professional Consultancy charges
- iii) Grants in aid from the Government/ Private Institutions and Individuals
- iv) Sale of Study Material
- v) Course Fees & Delegation Fees for National Conferences / Seminar & other management Development Programs

**Utilisation of Funds :**

"All the incomes, earnings, movable or immovable properties of the Society shall be solely utilised and applied towards the promotion of its aims and objectives only as set forth in the Memorandum of Association and no portion thereof shall be paid or transferred directly or indirectly by way of dividends, bonus profits or in any manner whatsoever, to the present or past members of the Society or to any person claiming through any one or more of the present or the past members. No member of the Society shall have any personal claim on any movable or immovable properties of the Society or make any profits, whatsoever, by virtue of this membership.

**28. Audit of Accounts :**

- The audit of accounts shall be carried out in accordance to the statutory provisions of the Societies Registration Act, 1860.

## **29. Authorized Signatories for bank operations**

- All bank transactions need to be operated by Finance Director along with either President or Executive Director.
- No payment shall be made without recommendations of Director Finance. However, In emergencies, a transaction may be undertaken without finance director's recommendations, but need to be put up to Finance Director for his ex-post facto remarks/recommendations.

## **30. Annual List of Managing/Governing Body (Sec.4 of the Act) :**

- Once in every year list of the officer bearers and members Societies shall be fixed under the Registration Act, 1860.

## **31. Legal Proceedings (Section 6 of the Act) :**

- The Society may sue or be sued in the name of **Executive Director** as per provision laid down under Section 6 of the Societies Registration Act, 1860 as applicable to the UP State.

## **32. Amendment in the Memorandum:**

- Any amendment in the Memorandum or rules shall be carried out in accordance with procedure laid down under Section 12 and 12A of S.R. Act, 1860.

## **33. Dissolution and adjustment of affairs:**

- If the Society needs to be dissolved, it shall be dissolved as per provisions laid down under Section 13 and 114 of the Societies Registration Act, 1860 as applicable to the UP State.

## **34. Mode of Election of the members other than officer to Executive Body :**

- Five members of Executive Body shall be elected by a ballot vote with other office bearers for a duration of two years.
- Two Life Members will be selected and nominated by the Board of Executive for a duration of one year.

## **35. Tenure of the Executive Body :**

- Following elected members of Board of Executive will have **two** year tenure:
  - **President**
  - **Vice President**
  - **Executive Director**
  - **Director Academics & Research**
  - **Finance Director**
  - **Five other Members of BoE**
  - **[Two other nominated members will have one year tenure only]**

- A member can contest and hold the same office for two consecutive tenures. But if contesting for a third tenure, he/ she should have minimum two years gap.
- These amendments in tenure will not be applicable to the current office bearers and shall become operative only after approval by the AGBM.

**36. Application of the Act :**

- All the provisions under all the sections of the Societies Registration Act, 1860 as applicable as per statutory laws of the land, shall apply to this Society.

**37. Essential Certificate :**

"Certified that this is the correct copy of the rules and regulations of the Society".

**[PRESIDENT]**

**[EXECUTIVE DIRECTOR]**

**[FINANCE DIRECTOR]**

## ANNEXURE I

### FELLOWSHIP OF ACADEMY OF HOSPITAL ADMINISTRATION

#### 1.0 INTRODUCTION

- 1.1 The Academy of Hospital Administration has firmly established itself as a professional body in the field of hospital and health administration within a short period. It is a matter of pride that academy has passed all the mile stones of the infancy and reached a stage when we need to consider enhancing the status of the members. The members of the Academy have been unanimous in their opinion that modalities for award of fellowship of the academy be deliberated.
- 1.2 This paper aims at outlining the general philosophy, basic considerations, and fundamental criteria of the selection for the fellowship and the objective behind it.

#### 2.0 GENERAL PHILOSOPHY

- 2.1 The general philosophy of fellowship is peer recognition, recognition of extra ordinary contribution and noteworthy service in the field of hospital and health administration. Besides these the basic objective is to provide advancement opportunities to life members of the academy who attain specified number of years of active association with academy and recognition of their contribution made to the field of hospital administration.

#### 3.0 OBJECTIVES: The objectives of the award of fellowship could be

- 3.1 To provide a method for the conferment of fellowship and to provide recognition to individuals who have done or are doing noteworthy service in the field of hospital and health administration.
- 3.2 To provide opportunities for peer recognition as well as to appreciate extra-ordinary contribution to the profession of hospital and health administration within the total context of health service delivery.
- 3.3 To establish a standard of competence and to promote excellence in health and hospital administration.
- 3.4 To provide for hospital and health administration an opportunity for continuing education, peer recognition and expanded development in the profession.

#### 4.0 CATEGORIES OF FELLOWSHIP

- 4.1 In view of the general philosophy, basic consideration and objectives mentioned above the following categories of the fellowship is proposed.

- Founder Fellows
- Life Fellows
- Honorary Fellows

##### **Founder Fellows:**

- The founder fellowship may be awarded to the individuals who have made extraordinary contribution to the hospital and health administration.
- This is primarily meant to recognize the torchbearers of the discipline of hospital and health administration with or without formal qualification in the field.
- It is to acknowledge those who have made notable contribution to the academy and put in untiring efforts for creation of the Academy of Hospital Administration.
- It is to recognize the peers in the discipline and those who have held important positions in the field of hospital and health administration and held them with distinction.
- The list of founder fellows should reflect towering professionals in the field of hospital and health administration.
- Founder fellowship will be awarded by nomination by the Executive committee. There would be no initiation fee for this fellowship.
- The citation of the founder fellows selected is to be read by a senior member of the academy during the special ceremony.

#### **Life Fellows:**

- Advancement of a life member to the status of the life fellow shall be decided by the Executive committee on the recommendations of the credentials committee.
- A life member of the academy may be advanced to the status of fellow upon meeting such standards, requirements and qualifications as an established and approved by the Executive Committee/Board of Governors and passed in Annual General Body Meeting.
- Credential committee consisting of 11 [Eleven] members shall be constituted from among the fellows/life members of repute and of notable standing in the profession. The credential committee shall evaluate the applications for life fellowship on the basis of established committee to be changed at a time. The appointment to the Credential committee shall be approved by the Executive Committee and Annual General Body Meeting.
- The details of the criterions, procedure for Life fellowship are narrated subsequently.
- The life fellowship will be awarded only to those holding Masters Degree in Hospital Administration [MHA] or MD [HA] or MD [CHA] from [recognized, reputed university]. In no case life fellowship can be awarded to those not in possession of the basic pre-requisite of post-graduate degree in Hospital Administration/Health Administration.

- The pre-requisite of the postgraduate degree for award of life fellowship cannot be condoned by the Credential Committee or Executive committee.

## **Honorary Fellowship**

- Honorary fellowship is a special category of membership granted to men and women who have made extraordinary contribution to the profession of hospital and health service administration within the total context of health service delivery.
- The Executive committee may grant Honorary Fellowship to individuals who have rendered distinguished service in the hospital or in related areas and who are otherwise ineligible for active status in the academy.
- Honorary fellows shall pay no initiation fees, or membership dues and shall be ineligible to sit on the Credential committee or executive committee or Board of Governors.
- Person, whether formally qualified hospital or health administrators or not who have made notable contribution in the field of hospital administration may on nomination by executive committee be admitted as Honorary fellows.
- Honorary fellowship will be awarded with much restraint and only in recognition of their extraordinary contribution. However, there should not be more than 15 Honorary Fellows at any given time.
  - Conferment of an Honorary fellowship is the highest accolade the academy can bestow and the academy reserves it for persons of outstanding distinction.
  - Procedure for conferring Honorary fellowship will be that the names suggested by the Credentials committee will be brought by the Chairman for discussions with the Executive committee. Chairman credential committee will prepare brief report on the extraordinary contributions made by the person in the field of hospital and health administration.
- Executive committee will deliberate in the presence of full quorum for final decision. Each of the Executive members shall have veto power for deciding the award of Honorary fellowship.

## **5.0 Criterion Life Fellowship**

- The criterion for conferring life fellowship needs careful considerations. The following basic criteria are proposed.

### **Basic Criteria**

- Candidate must be a life member of the academy for minimum of 10 years.
- Eligibility of the candidate is to be determined primarily by
  - The notable contribution made to the field of hospital/health administration
  - The reputation and standing of the candidate in the profession.

### **Secondary Criteria**

- a) Extraordinary performance and notable contributions in the field of hospital and health administration examples:-
- i. Has attained a position or post in service (public /private) responsibility high enough to justify the level of merit and efficiency in medical field and perform in the same position for a reasonable period in an exemplary manner.
  - ii. Special award or appreciations received from president or similar authorities for his / her
  - iii. contribution in health administration.
  - iv. iii. Scholastic qualities of extraordinary nature as professor in hospital and health administration and publication of at least 10 original articles in the field of medico – administrative research.
  - v. Authored and published books on hospital and health management and has been acclaimed as an outstanding text book by the users in the field.
  - vi. Has personally contributed to the cause of the Academy for its upliftment and progress in its activities.

#### **Process for award of fellowship:**

1. The proposal for award of fellowship to any distinguished life member can be initiated by either of the following ways:
  - A) A candidate duly proposed and seconded by any two life members.
  - B) Any candidate identified to be suitable for award of fellowship by the BoE.
2. The proposal will be submitted to the Chairman- Committee on Credentials.
3. The responsibility for identifying eligible candidates, preparing their brief, proposing their candidature to the BoE after obtaining consent from the concerned member will rest with the committee for credentials. The Chairman of Committee for Credentials will exercise due caution and diligence in proposing candidates for awarding fellowship.
4. While deciding the membership, the Committee should carry out a thorough background check and the individual's contribution towards Health & Hospital Administration in general and to AHA in particular.

#### **GUIDELINES AND INSTRUCTIONS FOR NOMINATION OF CANDIDATES**

- I. The fellow/life members nominating the candidate should certify from personal knowledge of the professional and scientific achievements of the candidate.
- II. Every Candidate shall be proposed and recommended by a statement in writing signed by at least two Fellows/Life members in good standing.
- III. The criteria for selection to life fellowship are as under:-
  - a) The candidate must be a life member of the academy for minimum of 10 years.
  - b) The candidate must be a post-graduate degree holder in Hospital/Health Administration i.e. MHA/MD [HA]/MD [CHA] of reputed and MCI recognized university.

# PARTICULARS & DETAILS OF NOMINEE

## PART-I

1. Name in Full : \_\_\_\_\_

2. Date of Birth : \_\_\_\_\_

3. Address for Correspondence

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4 Email ID

5 Mobile No. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

6. PG Qualifications

(in reverse chronological order)

7. Present Designation :

8. Experience and contribution as Hospital/health administrator:

NOTE: Attach a detailed brief of academic and professional achievements in the field of Health & Hospital Administration.

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Proposed By -----

Name

Sig: \_\_\_\_\_

MAHA No.

Seconded By

Name

Sig: \_\_\_\_\_

MAHA No.

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Findings & Recommendations of the Chairman- Committee on Credentials:



## Annexure II

### **ACADEMY OF HOSPITAL ADMINISTRATION (INDIA) RULES & REGULATIONS FOR REGIONAL CHAPTERS**

1. At least 10 members of AHA out of which minimum of five should be Life members.
2. Where the Executive Committee of AHA feels satisfied with the strength of members in region a suitable member may be appointed to organize a regional chapter.
3. Availability of basic infrastructure facility for conducting Programs/Workshops/ Seminars/Symposium/Conferences.

#### **Terminologies**

- i. Academy means **ACADEMY OF HOSPITAL ADMINISTRATION, NOIDA-INSTITUTE OF HEALTHCARE MANAGEMENT, TRAINING & RESEARCH.**
- ii. Chapter means **REGIONAL CHAPTER OF ACADEMY OF HOSPITAL ADMINISTRATION.**
- iii. Executive Committee means **EXECUTIVE COMMITTEE OF ACADEMY OF HOSPITAL ADMINISTRATION AT NOIDA.**

#### **Relationship Between AHA and Regional Chapters**

1. Each application for membership or transfer of grade of membership should be submitted to AHA. After the membership is approved by the Executive Committee a copy of the membership certificate along with the approval thereof will be sent to the Regional Chapters for their reference and records.
2. Regional Chapters will provide the same privilege to the members as are provided by the AHA.
3. All conference/programs etc. organized by the Regional Chapters will be intimated to AHA. Repayable financial assistance can be provided by the AHA if required, but the raising of funds for organizing the programs shall be the responsibility of the Regional Chapters.
4. 25% of surplus revenue earned by Regional Chapters by conducting consultations/ training programs/ project work etc. will be contributed towards the corpus fund of AHA every year along with the audited accounts.
5. 25% of all membership fees collected by AHA from the particular Regional Chapters will be paid to the Regional Chapter for its development purposes on quarterly basis.
6. SASH: The National conference conducted under the brand name of SASH is exclusive IPR of AHA. As such all SASH conferences will be publicized as offered by AHA as the principal partner. The local chapter or any other institution will be an associate partner only. The surplus generated will be equitably distributed between AHA and regional chapters.
7. Other conferences: The regional chapter/ any local institution, while conducting a conference on their own, may include AHA as a collaborator after prior approval from AHA. A royalty of 20% of the surplus will be paid towards corpus fund of AHA.
8. Regional Chapters will inform in advance to Executive Committee of the Academy of their activities/ programs/ new ventures and policy matters.

9. In no case an activity not provided for in the Memorandum of Association shall be undertaken by Regional Chapters. The ACADEMY will not be responsible in any manner for a breach of its Memorandum of Association by Regional Chapters of members individually.
10. Decision of the ACADEMY shall be binding on Regional Chapters in all matters.
11. Academy shall not be responsible for the liabilities incurred by any members in his/her personal capacity.
12. No member of Chapter shall use the Academy material of any kind for his personal benefit.
13. Articles/Publication of the Regional Chapters of Academy are property of the Academy and the same shall not be disseminated without prior approval by the Executive Committee of the Academy.
14. Academy shall provide a reference and guidance centre for the benefit of the chapters for their professional growth.
15. Academy shall provide help to the chapters in the form of printed materials, professional expertise and consultancy etc. as and when required. Financial help may be also considered.
16. The Academy reserves the right to alter, amend and introduce new rules for the regional chapters if necessity arises after due approval from the Executive Committee.
17. Any suggestions for amendment/alternations/modifications in the rules of Regional Chapters can be forwarded by the Regional Chapters for examination and approval by the Executive Committee of the Academy.
18. Regional Chapters may form as many committees as required with the permanent members.
19. Violation of any of the Articles of the Memorandum of the Association will be considered a breach of discipline. Penalty may result in termination of membership/ dissolution of the Chapter as decided by the Executive Committee. Members/Office bearers are liable to make good the losses.

### **Organization of Regional Chapters**

1. Each Regional Chapter will elect its own Executive Director, Treasurer and Member Secretary through a General body meeting of the members available locally.
2. The Regional Chapter will commence further only after a written approval is obtained from the AHA Executive committee. The duties and responsibilities of the various regional office bearer will be framed by the Regional Executive Director and submitted to AHA office for vetting and concurrence.
3. Each Regional Chapter will elect the following Regional Office Bearers:-
  - a) Regional Executive Director (e.g. Lucknow Chapter)
  - b) Finance Secretary (e.g. Lucknow Chapter)
  - c) Member Secretary (e.g. Lucknow Chapter)
  - d) Executive Members (minimum two and maximum four)

Regional Chapter Executive committee meetings must have a quorum of simple majority.

## **Financial Management**

1. Bank account will be opened in the name of "Regional Chapter AHA" and operated jointly by at least two office bearers.
2. The accounts of the Chapters shall be maintained as per the requirements of the statutory audit.
3. Accounts will be got audited preferably by a chartered accountant, or internally by the Regional Chapter, annually, and audited accounts will be presented to the AGBM of the Regional Chapter during each financial year. The audited accounts will thereafter be forwarded to the office of AHA latest by 15<sup>th</sup> June every year.
4. Accounts of the chapters can be frozen as well as taken over by the Executive Committee of the Academy if breach of financial discipline is brought to their notice.
5. Income and expenditure statement will be maintained for all Conference /Meetings/ Programs/ Projects etc. conducted by Regional Chapter either directly or on behalf of AHA, and the same shall be submitted to AHA within 3 months of the event.
6. Mortgaging of the property of the Academy is forbidden by the Regional Chapter.

## **Closing of Regional Chapters**

- a. Violation/breach of any of the aforementioned rules can lead to the closure of the Regional Chapter after due approval of the Executive Committee of AHA. Pending decision of the Executive Committee all activities/financial transactions will be suspended.
- b. The closure will be intimated by advertisement in all the leading newspaper.