

STATE BRANCHES OF IAPA - Guidelines

1. IAPA National Executive committee may approve the formation of a state branch of the society at any place in India. The name of the state branch shall be **“IAPA ‘State name’ chapter”**.
2. In case of the State branch, **Fifteen IAPA life members (15 or more)**, residing in that state and whose names appear on the register of the IAPA, may apply in writing along with the number members and **General body meeting (GBM) resolution** to form State chapter.
3. **State chapter executive committee** should be limited and in odd number, One President, One Vice president, One general secretary, one treasurer and three EC Members.
4. **The Branches thus approved by state GBM should send ASSOCIATION OF PERSONS DOCUMENT (legal) to IAPA National HQ and a request letter on their letter head asking about NOC for application of STATE PAN CARD. State has to get separate PAN from income tax department. After getting their PAN Card, they should apply for BANK ACCOUNT in any nationalised bank.**
5. The **membership fee share Grant in aid** shall be distributed to the all branches after getting approval from the National Executive Committee. The state branches will receive 25% share (incentive to the branches to make new members from their areas and to conduct their activities) of the IAPA membership fee from new member, provided these branches have bank account on the name of the state branch and PAN, and **have submitted up to date, branch account details to the IAPA National EC.**
6. The state branches thus formed shall have same **aims and objectives** as that of the National IAPA... The state branches shall display IAPA Logo.
7. The General Secretary of state branches shall submit quarterly reports periodically and Annual Report with audited balance sheet of accounts to IAPA Administrative Office every year before 30th June, to discuss in national EC Meeting in August.
8. For any state conferences / CME, before **selecting faculty** it's mandatory to enquire about IAPA life membership of that faculty.
9. It is advised to do **bimonthly academic activities** at state level regularly.
10. IAPA General Body shall have the right to withdraw recognition of any state branch at any time on recommendation of the National EC. National EC may withhold the share (part of the subscriptions) if the State branch has not submitted the Balance Sheet of the Accounts for the Year along with the report of activities.

