

INDIAN ASSOCIATION OF PALLIATIVE CARE

MEMBERSHIP OF THE ASSOCIATION

STANDARD OPERATING PRECEDURE: IV

INTRODUCTION

1. The main strength of the team is each individual member. The total strength of each member is strength of the team. The IAPC is a team work and membership instills a sure sense of responsibility they feel for their work in the Association. The IAPC is a **membership** organization which has a particular purpose; that involves connecting people together around Palliative Care activity in a geographical location of India. It has a mission and objectives to achieve. This might simply be to encourage or facilitate interaction and collaboration, but it also often involves promoting and enhancing the purpose itself. Therefore, for generation of funds, members need to pay some subscription.

2. To cater for varieties of professional and individuals, various types of memberships are needed. The Association needs to establish certain rules for enrolment of members, fees, and privileges of members and the termination of membership. For nonprofits associations like the IAPC, member recruitment is about more than revenue. Members are the lifeblood of the Association. They make the magic happen! The word "Association" will mean IAPC in this SOP.

MEMBERSHIP

3. The Association shall have the following categories of membership:

- a. **Individual Members:** Any individual who is actively involved in all or any aspect of Palliative Care and who adheres to the objectives and values of the association.
- b. **Organizational Members:** Any organisation, corporate or unincorporated, that has demonstrated a commitment to the practice or education or administration of Palliative Care and adheres to the objectives and values of the Association.
- c. **Honorary Members:** Any individual or organisation which has made a significant contribution to Palliative Care and which adheres to the objectives and values of the association may be invited by the Executive Committee to be an Honorary Member of the association.

- d. **Overseas Members:** Any individual who is residing in a foreign country and is actively involved in all or any aspects of Palliative Care and who adheres to the objectives and values of the association.

ENROLMENT OF MEMBERS

4. Following procedure shall be adopted for enrolling a new member for the Association under various categories:

a. Individual Member:

- i. The application for membership of the association shall be made in writing. The applicant must be introduced by two members of the association who will be responsible for verifying the details. Presently online application process has been implemented in the Association.
- ii. The application will be considered by the Executive Committee which shall have the absolute discretion to decide upon acceptance or rejection. No reason will be given for its decision, which shall be final and cannot be questioned in any court of law.
- iii. A copy of the Bylaws shall be furnished to every approved member upon payment of the subscription.

b. Honorary Members:

- i. The names of persons of eminence in Palliative Care and others who have contributed immensely to the discipline for the honorary membership shall be proposed and seconded by any member of the Association wherein the merits of the candidate for such honor will be set forth by the proposers. The application will be considered in the EC Meeting.
- ii. The election shall take place at a meeting of the next General Body, voting being done by the secret ballot.
- iii. The person shall be considered elected if two thirds of the members present vote in his/her favour.
- iv. Every honorary member shall cease to be such a member upon a resolution of the General Body to the effect, passed by a majority with not less than two-third of members present and voting.

- v. Honorary members shall not be required to pay any subscription or enrolment fee. They would, however, be requested to fill up the membership form for the records of the Association.
- vi. They shall receive all correspondence, journals and news bulletin on behalf of the Association and shall be free to attend all the functions of the Association and shall be exempted to pay the registration fee, if any, during these functions.
- vii. They shall enjoy all the other privileges and benefits as a member, except the voting rights.

c. Overseas Members:

- i. The persons of eminence in Palliative Care and others who have contributed immensely to the discipline for the honorary membership shall fill up the prescribed membership application, get it proposed and seconded by two members of the Association and submit it along with their enrollment and subscription fee directly to the Executive Committee of the Association.
- ii. The application should be accompanied by a copy of Passport and communication address in India.
- iii. The Hon. Secretary will circulate the names of the applicants with his remarks to the members of the Executive Committee for their approval.
- iv. Ordinary if there are no adverse remarks by a member of the Executive Committee, the applicant shall be enrolled as a member. In case of adverse remarks against any applicant the matter will be placed before the Executive Committee at its next meeting.
- v. In case of acceptance of the applicant as member, the Hon. Secretary shall forthwith give the due notice of the same to the Journal Office and the new member.
- vi. The application form of the member shall be filed as documents at the Secretariat of the Association.
- vii. The new members will be entitled for all the right and privileges as available to other members in the category of membership under the provision of the bye-law of the Association.

SUBSCRIPTION

5. The Executive Committee may determine different fee for different categories of members i.e. Doctors, Nurses, Para medicals, Social Workers and Volunteers etc. who are offering free service and are not getting any remuneration from the organisation or society.

RIGHTS & PRIVILAGES OF MEMBERS

6. Every Individual Member shall be entitled to:

- a. H/She can actively participate in various activities of IAPC; can share the expertise, knowledge and other skills for advocacy, awareness and education of Palliative Medicine/Care.
- b. Can attend, take part and vote in General Body meetings of the Association; be entitled to vote in any manner prescribed by the association.
- c. Can be elected as members of the Executive Committee of the Association. Can propose or second candidates for admission.
- d. Can take part in the activities of Indian Journal of Palliative Care and APM.
- e. H/She can introduce visitor/s to scientific meetings of the Association.
- f. Can avail digital copy of each issue of the IJPC and News Bulletin and other publications of the Association.
- g. H/She could be selected to represent IAPC in various Government meetings.
- h. H/She will get a chance to become National Palliative Care faculty based on the experience and qualifications.

TERMINATION OF MEMBERSHIP

7. Membership may be terminated in any of the following ways:

- a. **By Resignation:** A member may at any time, voluntarily and unconditionally, resign the membership by giving 30 days' notice in writing to the Hon Secretary of the Association.
- b. **By Removal Of Names On Ground of Undesirable Conduct:**
 - i. If the conduct of a member be deemed by the Executive Committee prejudicial to the interest of the Association or be calculated to bring the medical profession into disrepute, the Executive Committee will serve the offending member a notice in writing to appear before the next meeting of the Executive Committee and to give a written explanation of his/her conduct.
 - ii. If the Executive Committee is not satisfied with the explanation, they can ask the member to resign. If the member refuses to resign the Executive Committee can decide by a two-third majority to delete the name of the member from the Association.

- iii. Member will be expelled from the association only after the decision of the Executive Committee is passed by a majority decision at the General Body Meeting. The affected member retains the right to appeal to the General Body within one year of the above decision.
- c. By removal of name **on the ground of conviction in a court of Law**
- d. **Misuse of Logo of the Association:** Regional Office bearers of the Association can use the logo for official purposes only. If any member is found using the logo of the Association for any other purpose, his/her membership is liable to be terminated.

MEMBERSHIP REGISTER

- 8. There shall be a Membership Register, maintained by Hon Secretary in which the name of all the members of the Association shall be entered with their qualifications, addresses, contact information and bio-data.
- 9. The photographs of the individual members will also be obtained and retained in the records of the Membership Register. A directory of members, giving important information, shall also be brought out regularly by the Association.
- 10. It shall be obligatory on the part of the members to keep the Hon Secretary as well as the State offices of the IAPC, updated about their achievements or any changes.
- 11. In a good spirit towards the Aims and Objectives of the Association, it should also be expected of each member to ensure that all the colleagues around them are enrolled as members of the Association and their record are kept updated.

REVIEW AND AMENDMENTS

- 12. The SOP will be reviewed by the Executive Committee of the IAPC every 3 years or earlier if so required, to ensure relevance and effectiveness; proposed changes may be initiated and amended by the Executive Committee of the IAPC.

CONCLUSION

- 13. Members' management is a crucial aspect of any organization, and it involves a wide range of activities, from acquiring new members to keeping them engaged and satisfied. Effective member management can help organizations grow, thrive and achieve their goals. Member management

requires a deep understanding of the needs, preferences, and expectations of members, as well as the ability to communicate effectively, build relationships, and deliver value.

14. Our members are the lifeblood of our organization. They're the reason why we do what we do and they're what keep the IAPC running. The more members we have, the bigger impact the IAPC can make on the community and achieve its mission.

"An organization, no matter how well designed, is only as good as the people who enrol and work in it."

_Dee Hock (Founder and CEO of Visa credit card)