

RULES AND REGULATIONS

XYZ CHAPTER OF INDIAN SOCIETY FOR PRENATAL DIAGNOSIS AND THERAPY

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1. CLASSES AND ELIGIBILITY OF MEMBERSHIP

- (a) Patron Members : Any Individual interested in the aims and objectives of the chapter can apply to be a Patron Member by paying Rs._____. Any organisation / institution interested in the aims and objects of the chapter can apply to be a Patron Member by Paying Rs_____.
- (b) Founder Members : All persons present at the meeting convened to form the 'XYZ state chapter of Indian Society For Prenatal Diagnosis and Fetal Therapy' on (the date) _____ shall become Founder Members by paying requisite Life Membership fee. They shall pay no entrance fees.

(c) Life Members :

(1) Eligibility :

Only ISPAT members residing in XYZ State are eligible to become members of XYZ state chapter. ISPAT members residing in neighbouring states having no state chapter of ISPAT may be admitted only after prior approval of ISPAT.

(2) Fees :

Any person eligible to be a life Member can apply for life Membership by paying a one time fee of Rs._____and Entrance fee of Rs.100/-

2. APPROVAL OF MEMBERS BY MANAGING COMMITTEE :

Patron members will be admitted when approved by the General Body on recommendation of the managing committee

Life Members will be admitted when approved by the managing committee

3. PRIVILEGES OF MEMBERS

Patron Members eligible to be life members, Founder Members and Life Members shall have the Privileges to take part in scientific and clinical meetings, social functions and in all activities of the chapter and to receive publication if any, free of charge or at a rate fixed by the managing committee. Patron Members eligible to be Life Members, Founder Members and Life Members shall have a right to vote at meetings and to hold office.

4. RESIGNATION : A member may at any time resign his membership by giving 30 days notice in writing and on paying all his dues to the chapter. He is eligible for re-admission in future on payment of a fresh Life Membership fee and entrance fee.

5. REMOVAL :

Any member of the chapter whose continuance of membership is considered prejudicial to the interests of the chapter may be removed from the chapter by a three-fourths majority of the Members present at a General Body meeting called for the purpose on recommendation of the Managing Committee.

Such a member who is removed is not eligible for refund or compensation by the chapter nor for readmission to the chapter.

6. GENERAL BODY :

- (a) Composition : The General Body of the chapter shall consist of all classes of Members of the chapter.
- (b) Annual General Body Meeting : A notice of 6 weeks shall be necessary for calling a General Body Meeting. This meeting shall be convened by the Honorary Secretary in consultation with the Managing Committee.
- (c) Special General Body meeting : A notice of 6 weeks shall be necessary for calling a Special General Body Meeting. This meeting shall be convened by the Honorary Secretary in consultation with the Managing Committee for special purposes like changes in the constitution.
- (d) Extra-Ordinary General Body Meeting : An Extra –Ordinary meeting may be convened under unusual circumstances at 7 days notice.
- (e) Specially convened General Body Meeting : A Specially convened Meeting of the General Body shall be convened by the managing committee within a fortnight after receipt of a written requisition specifying its purpose and signed by at least 15 of the members or 1/3 of the total membership whichever is less, of the chapter. No matter other than on the agenda shall be discussed at this meeting.
- (f) Quorum : 1/3 members or 25 members whichever is less shall constitute the quorum for any meeting of the General Body. In absence of the quorum the meeting shall be adjourned for half an hour. The adjourned meeting shall require no quorum.
- (g) Resolution : Resolutions to be moved by the members at the Annual General Body Meeting must reach the Honorary Secretary duly proposed and seconded, at least 4 weeks before the meeting for the approval of the Managing Committee. If disapproved by the Managing Committee they should be returned to the proposer so as to reach him at least 10 days before the meeting. The proposer may still bring them before the General Body by sending them again to the Honorary Secretary, supported by 10 other members, so as to reach him at least 3 days before the meeting.

(h) Business of the Annual General Body Meeting : The following shall be included in the business transacted at the Annual General Body Meeting unless otherwise determined at the meeting.

- i. To confirm the minutes of the previous General Body Meetings.
- ii. To adopt the balance sheet and statement of accounts audited by the certified auditors and passed by the Managing Committee.
- iii. To adopt the annual report approved by the Managing Committee.
- iv. To consider such other matters as may have been referred by the Managing Committee or the President.
- v. To appoint scrutineers when required .
- vi. To declare the results of the election when they are held.
- vii. To appoint certified auditors and fix their remuneration.
- viii. To appoint Honorary Legal Adviser, if necessary.

7. MANAGING COMMITTEE

The Management of the chapter shall be vested in the Managing Committee.

(a) Composition : The Managing Committee of the chapter shall consist of :

1. Three Immediate Past Presidents
2. President
3. Vice President
4. Hon. Secretary
5. Hon. Joint Secretary
6. Hon. Treasurer
7. Four Members
8. Not more than one co-opted Member.

(b) Eligibility : Patron Members eligible to be Life Members, Founder Members and Life Members shall be eligible for the elections to the Managing Committee. A person must be a member of the chapter for a minimum period of 2 calendar years at the time of filing his nomination for election.

A person must be a member of the Managing Committee for a minimum period of one term at the time of filing his nomination for election for the posts of Vice President and Hon. Treasurer.

Hon. Secretary, Hon. Joint Secretary and Hon. Treasurer shall be from the place of the head quarters of the chapter.

President, Vice President, Hon. Secretary, Hon. Joint Secretary and Hon. Treasurer shall hold their respective posts for one term only. They are not eligible for reelection for the same posts.

A term of office is defined in clause 7(c).

A Member of the Managing Committee is eligible for reelection as member for one more consecutive term only. He / She will be eligible to be further reelected or co-opted on the Managing Committee only after a lapse of one term.

Members who have not paid their dues to the chapter shall not be eligible to stand for election, to propose or second any nomination for election, to hold any position in the chapter or to vote during any election.

- (c) Election : Every alternate year the Members of the chapter will elect by postal ballot Vice President, Hon. Treasurer and 4 Members of the Managing Committee.
The names for these positions may be recommended by the managing committee while inviting nominations from members. President, Vice President, Hon. Secretary, Hon. Joint Secretary & Hon. Treasurer shall hold office for a period of one term only at the end of which Vice President will become President, Hon. Joint Secretary will become Hon. Secretary & Hon. Treasurer will become Hon. Joint Secretary.
A term of office is defined as a period from installation of a President & his team of Managing Committee till the time their successors are installed.
- (d) Co-option : Managing Committee may fill its interim vacancies by co-opting eligible members.
- (e) Removal : Non – attendance at 3 consecutive meetings of the Managing Committee without prior permission shall make a member liable to be removed from the Managing Committee.
- (f) Meeting : The Managing Committee shall meet at least four times a year.
- (g) Quorum : Six (6) Members shall constitute the quorum for a meeting of the Managing Committee. Managing Committee meeting must have a quorum
- (h) Duration : The Managing Committee shall hold office for a period of two years or until such time the next Managing Committee is duly elected and installed.
- (i) Office Bearers : The President, Vice President and Hon. Secretary shall be the office Bearer's of the chapter.
- (j) Functions and Powers of the Managing Committee : The Managing Committee shall direct and regulate the general affairs of the chapter and shall, subject to the control of the General Body, have powers to regulate and conduct the business at meetings of the chapter, and for the maintenance and administration of the chapter, and for the direction of the publication, if any.

The Committee shall, in addition to the powers expressly conferred upon it by these rules exercise all such powers and do all such things as may be done by the chapter. Without prejudice to the general powers conferred by the preceeding clause, the Managing Committee shall have the powers :

- i. To elect all classes of members except Honorary Members.
- ii. To appoint Special Committees
- iii. To represent before the Government and public bodies or any properly constituted authority any matter in which they consider interests of the chapter are affected.
- iv. The Managing Committee shall consider the reports of the various Committees and submit the same to General Body with their recommendations.
- v. The Managing Committee shall prepare the Annual Report and Balance Sheet and Statement of Accounts to be presented at the Annual General Body Meeting.
- vi. To manage the funds of the chapter in accordance with the General policy laid down by the General Body.
- vii. To permit members to publish in the scientific journals, papers or communications presented before the chapter.
- viii. To organise regular academic & scientific activities under the auspices of ISPAT to promote the aims & objectives of the chapter and to pay ISPAT 30% of the Registration/Delegate fees and 30% of the profits within 4 months of these activities.

(k) Duties of the Office Bearers :

- i. The President shall preside at all General Body Meetings and meetings of the Managing Committee. He shall conduct the proceedings of the meetings, interpret the application of laws, decide doubtful points, put resolutions and motions to vote and shall besides his ordinary vote, have a casting vote in case of a tie. The President will be an ex-officio member on all Committees. The President shall represent the chapter at the State Government.
- ii. Vice President will help the President in conducting affairs of the chapter. He will carry out the duties of the President in his absence.
- iii. The Hon. Secretary will be in charge of administration and office correspondence, convene scientific meetings / conferences / workshops / lectures / orations and demonstrations and shall attend all the meetings of the society and the Managing Committee and keep proceedings thereof and shall be ex-officio member of all the committees.
- iv. The Hon. Joint Secretary shall perform the duties allocated by the President & Hon. Secretary from time to time.
- v. The Honorary Treasurer shall receive and make payments of all monies and deposit them in the Bank, maintain an account of receipts and disbursements of funds, prepare the balance sheet and statement of accounts.
- vi. The President or his representative shall represent the chapter at ISPAT and at all Local and National Conferences.

8. FUNDS :

- a. Reserve Fund : Entire Amount of fees paid by Patron Members and 50% of Fees paid by Founder Members and Life Members and all the Entrance fees shall be set apart to constitute a Reserve Fund. No money shall be withdrawn from this fund without prior sanction of the General Body. The Managing Committee may transfer to the Reserve Fund any surplus money lying in the Ordinary Fund.
 - b. Ordinary Fund : 50% fees paid by the Life Members and Founder Members and income accruing from the Reserve Fund and receipts from other activities of the chapter shall constitute its Ordinary Fund from which the expenses of the chapter shall be managed.
 - c. Properties Rights and Privileges : The Managing Committee is authorised to acquire, hold manage, let, lease, sell or mortgage movable or immovable properties of every description and to acquire any rights and privileges found necessary or desirable for the purpose of the chapter.
 - d. Raising of Funds : The Managing Committee is authorised to raise money in such legitimate manners as it may think fit.
 - e. Accounts : Managing Committee shall maintain accounts with any Nationalised or Schedule Bank or Banks in the name of the chapter operable by any two amongst the President, Honorary General Secretary and Honorary Treasurer. The Accounting year shall be 1st April to 31st March.
 - f. Non payment of ISPAT dues in time may lead to disaffiliation of the chapter
 - g. Winding up of the Chapter : In the event of the dissolution of the chapter for any reason whatsoever the assets of the chapter and the accumulated balance of the surplus if any will be handed over by a majority decision of the General Body to ISPAT and members of the chapter shall not be entitled to receive anything from the said amount.
9. The State chapter must be registered with the Registrar of Societies & the charity Commissioner of the state and have its PAN number and TAN number.
 10. The constitution of the state chapter must have approval of ISPAT

11. CHANGES IN THE CONSTITUTION :

Additions to, deletions from and alterations / amendments in the constitution of the chapter shall be made only after a Special General Body Meeting, as per clause 6(c)

called for the purpose, sanctions the proposed changes by a three-fourth majority of the members present and ISPAT approves them.

The word 'he' wherever it stands in this constitution shall represent both male and female members of the society.