

ISPAT CONSTITUTION

INDIAN SOCIETY FOR PRENATAL DIAGNOSIS AND THERAPY

RULES AND REGULATIONS

1. CLASSES AND ELIGIBILITY OF MEMBERSHIP

- (a) Patron Members : Any Individuals interested in the aims and objectives of the society can apply to be a Patron Member by paying Rs.10,000/- Any organisation / institution interested in the aims and objects of the society can apply to be a Patron Member by Paying Rs.50,000/-
- (b) Honorary Member : Any eminent individual who has made outstanding contribution to the Science of Medical Genetics / Prenatal Diagnosis / Fetal Medicine or towards the aims and objects of the Society may be approved as an Honorary Member by General Body of the society on recommendations of the Managing Committee. Honorary members need not pay any fees.
- (c) Founder Members : All persons present at the meeting convened to form the “Indian Society For Prenatal Diagnosis and Fetal Therapy” on Thursday 16th February, 1989 at BIRTH DEFECTS CENTRE, A – 11 Elco Arcade, Hill Road, Bandra (West), Bombay shall be Founder Members by paying Rs.1000/-.
- (d) Life Member Fees.
 - (1) Eligibility :
Eligibility for Life Membership : Minimum Qualification Graduate or Post Graduate in the field of Medicine, Laboratory Sciences and Social Sciences.
 - (2) Fees :
Any person eligible to be a Life Member can apply for Life Membership by paying Rs.4000/- and Entrance fees Rs.250/-
- (e) Foreign Members :

Any person residing outside India, eligible to be a Life Member can apply for Life Membership by paying US Dollars 150 as Life Membership and US Dollars 10 as Entrance Fees.
- (f) ISPAT Chapters ---

Life Members fees should be Rs.3500/- till 31st March 2006 and Rs.5000/- there after (Ispat chapter to receive Rs.1000/- and ISPAT to receive the rest).
Entrance Fees of Rs.50/- till 31st March 2006 and Rs.250/- there after to be received by ISPAT. ISPAT chapters can decide on additional Entrance Fees for the chapter if they so desire.

2. APPROVAL OF MEMBERS BY MANAGING COMMITTEE :

PRVILIGES OF MEMBERS

Patron Members, Honorary 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 Society 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 only shall have a right to vote meetings and to hold office.

3. 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 Society. He is eligible for re-admission in future on payment of a fresh Life Membership fees and entrance fees.

4. REMOVAL :

Any member of the Society whose continuance of membership is considered prejudicial to the interests of the Society may be removed from the Society 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 society nor for readmission to the society.

5. GENERAL BODY :

- (a) Composition : The General Body of the Society shall consist of classes of Members of the Society.
- (b) Annual General Meeting : A notice of 6 weeks shall be necessary for calling a General Body Meeting. This meeting shall be convened by the Honorary General Secretary in consultation with the Managing Committee.
- (c) Extra-Ordinary General Meeting : An Extra –Ordinary meeting may be convened under unusual circumstances at 7 days notice.
- (d) Special General Body Meeting : A Special Meeting of the General Body convened within a fortnight after receipt of a written requisition specifying its purpose and signed by at least 30 of the members or 1/3 of the total membership whichever is less, of the society. No matter other than on the agenda shall be discussed at this meeting.
- (e) 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 adjourned for half an hour. The adjourned meeting shall require no quorum.
- (f) Resolution : Resolution to be moved by the members at the Annual General Meeting Body Meetings must reach the Honorary General 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 General Secretary, supported by 10 other members, so as to reach him at least 3 days before the meeting.

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

- i. To confirm the minutes of the last General Meeting.
- 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.
- 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.

6. MANAGING COMMITTEE

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

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

1. Five Immediate Past Presidents
2. President
3. President elect
4. Vice President
5. 2nd Vice President
6. Secretary General
7. Joint Secretary
8. Treasurer
9. Joint Treasurer
10. Ten Members
11. Not more than 2 co-opted Members.

(b) Eligibility : Patron Members eligible to be Life Members and Life Members shall be eligible for the elections to the Managing Committee. A person must be a member of the society for a minimum period of 3 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 3 years at the time of filing his nomination for election for the posts of 2nd Vice President, Joint Secretary and Joint Treasurer.

The Joint Secretary and the Joint Treasurer shall be from the place of the head quarters of ISPAT.

President, President elect, Vice President, 2nd Vice President, Secretary General, Joint Secretary, Treasurer and Joint Treasurer shall hold their respective posts for one term only. They are not eligible for reelection for the same posts.

Members of the Managing Committee are eligible for reelection as members 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 Society shall not be eligible to stand for election, to propose or second any nomination for election, to hold any position in the Society or to vote during any election.

- (c) Election : Every alternate year the Members of the Society will elect by postal ballot 2nd Vice President, Joint Secretary, Joint Treasurer and 5 Members of the Managing Committee.

The names for these positions may be recommended by the managing committee while inviting nominations from members. 2nd Vice President, Joint Secretary and Joint Treasurer shall hold office for a period of one term at the end of which they will automatically become Vice President, Secretary General and Treasurer respectively to hold office for a period of one term. The Vice President shall automatically become President elect at the end of his term. President elect shall automatically become President at the end of his term. The 5 elected members shall hold office for a period of two consecutive terms. For the election to be held in 2005, the Managing Committee shall decide upon the 5 members of the present Managing Committee who will continue to hold office for one more term.

A term office is defined as a period from installation of a President & his team of Managing Committee till the time their successors are installed.

The President, President elect, Vice President Secretary General and the Treasurer shall be office bearer's of the Society.

- (d) Co-option : Managing Committee may fill its interim vacancies by co-opting members.
- (e) Removal : Non – attendance of 4 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 : Seven (7) Members shall constitute the quorum for a meeting of the Managing Committee.
- (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.
- (i) Office Bearer's : The President, Vice Presidents, Honorary Secretary General, Honorary Joint Secretaries and Honorary Treasurer shall be the office Bearer's of the Society.
- (j) Functions and Powers of the Managing Committee : The Managing Committee shall direct and regulate the general affairs of the Society and shall, subject to the control of the General Body, have powers to regulate and conduct the business at meetings of the Society, and for the maintenance and administration of the Society, and for the direction of the publication, if any.

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

- i. To elect all classes of members except Honorary Members.
- ii. To appoint Committee and Sub-Committees.
- iii. To represent any matter in which they consider interests of the Society are affected before the Government and public bodies or any properly constituted authority.
- iv. The Managing Committee shall consider the reports of the various Committees and Sub-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 society 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 society.

(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 society at the Government of India and at All the National and International bodies, organisations and committees.
- ii. The President elect shall perform the duties of the President when he is absent or unable to perform his duties.
- iii. Vice President will help the President in conducting affairs of the Society.
- iv. 2nd Vice President shall perform the duties of the Vice President when he is absent or unable to perform his duties.
- v. The Secretary General will be in charge of administration, office correspondence and convene office meetings. Honorary Secretary will arrange all the 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 members of all the committees.
- vi. The Joint Secretaries shall perform the duties allocated by the President from time to time.
- vii. 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.

- viii. Joint Treasurer shall perform the duties of the Treasurer when he is absent or unable to perform his duties.
- ix. The President, Honorary Secretary General shall represent the society at all local, national and international conferences in addition to any other representatives that may be recommended by the Managing Committee.

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 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, Founder Members and Associate Members, income accruing from the Reserve Fund and receipts other activities of the Society shall continue its Ordinary Fund from which the expenses of the society 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 Society.
- d. Raising of Funds : The Managing Committee is authorised to raise money in such manners as it may think fit.
- e. Accounts : Managing Committee shall maintain accounts with any Schedule Bank or Banks in the name of the society operable by any two amongst the President, Honorary General Secretary and Honorary Treasurer. The Accounting year shall be 1st April to 31st March.
- f. Winding up of the Society : In the event of the dissolution of the Society for any reason whatsoever the assets of the Society and the accumulated balance of the surplus if any will be handed over by a majority decision of the General Body to any public or Charitable organisation having similar objects to those of the Society and members of the society shall not be entitled to receive anything from the said amount.

9. CHANGES IN THE CONSTITUTION :

Additions to, deletions from and alterations / amendments in the constitution of the Society shall be made only after a Special General Body Meeting, as per clause 7-d, called for the purpose, sanctions the proposed changes by a three-fourth majority of the members present.

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