

# INDIAN SOCIETY OF BLOOD TRANSFUSION AND IMMUNOHAEMATOLOGY

Registered under the Societies Registration Act XXI of 1860 by the Registrar of the Societies, Chandigarh on December 28, 1973.

## MEMORANDUM OF ASSOCIATION

### NAME

The name of the Society shall be Indian Society of Blood Transfusion & Immunohaematology.

### OFFICE

The Registered Office of the Society shall be located at the Blood Transfusion Department, Postgraduate Institute of Medical Education & Research, Chandigarh but it may be shifted to any other place as may be decided by the Governing Body.

### AIMS & OBJECTS

1. To function as a National body for blood transfusion centre in the country for scientific advancement and research.
2. To ensure that all blood transfusion centres conform to the specified standards of technique and quality.
3. To collect data regarding technical and motivational services and to suggest systems of voluntary blood collection oriented to Indian conditions.
4. To be the forum for exchange of ideas and experience for medical, paramedical and social workers.
5. To organise refresher courses and certification programmes for raising the standard of medical, paramedical and social workers in the above mentioned field.
6. To coordinate the work of National and Regional transfusion services to ensure uniformity.
7. To undertake the publication of Scientific Journals.
8. To establish collaboration with other allied National and International Societies.
9. To mobilise public opinion in favour of blood donation by explaining its values to human life.
10. To carry on public campaign through various media such as newspaper, films and publication of journals and literatures as may appear suitable for the objects of the Society.
11. To act as an advisory forum to the various appropriate authorities, legislative bodies/committees and Governmental bodies in regard to all subjects concerning the objectives of the Society.

12. To raise funds by way of gifts, donations, grants-in-aid, charity shows or otherwise to carry on and implement the objects of the Society.
13. To conduct any other activity as may be decided by the Governing Body of the Society for furtherance of the objects of the Society.
14. To promote reciprocal arrangements for blood and blood components amongst individual and affiliated bodies so as to meet the objectives of the Society by providing SAFE BLOOD and or components in times of need.
15. To set up proper committees or sub-committees and appoint office bearers for smooth running of the society.
16. To organise seminars, symposia, conferences, in co-operation/consultation with the allied organisation(s).
17. To make Rules and Regulations in connection with the management and control of the Zonal Councils and State Centers mentioned herein.
18. The income and profits of the said Society whatsoever derived or obtained shall be solely applied towards the promotion of the objects of the Society.
19. The Society will ensure and protect the rights of its members and safeguard their interests by all lawful means.
20. For the purpose of proper control and management of the affairs of the Society, it shall form a Governing Body which shall be competent to engage any person/persons in any capacity and on such terms and conditions as it may consider necessary for the purpose of its proper and effective functioning.
21. To solicit, obtain or accept subscription, donations grants-in-aid, gifts and endowments, bequests and trusts of movable or immovable property of any kind from Companies, Governments, Municipalities, Notified Area Committees, Cooperatives Societies or other person or persons on such terms and conditions as considered fit and proper by the Governing Body and otherwise to receive them.
22. To borrow or raise money for the purpose of the Society on terms and conditions as may be considered fit by its Governing Body.
23. To establish and guide different Zonal Councils/State Centers/Units of the Society in India.
24. To draw, make, accept, endorse and discount the cheques, notes or other negotiable instruments.
25. For the purpose of the Society, to sign deeds, documents and assurances as may be necessary.

## MANAGEMENT

The management of the Society shall be entrusted to a Governing Body to be constituted as provided in the Rules and Regulations.

# RULES AND REGULATIONS OF THE INDIAN SOCIETY OF BLOOD TRANSFUSION & IMMUNOHEMATOLOGY

## **1. INTERPRETATION**

In the interpretation of these Rules and Regulations unless there is anything repugnant to or inconsistent with the subject or context:

- i) The “Society” means the Indian Society of Blood Transfusion & Immunohaematology.
- ii) The words meaning the “masculine” gender and “singular” number respectively include “feminine” gender and “plural” number where the context so admits.
- iii) “Year” means the period commencing from 1<sup>st</sup> of April and ending with 31<sup>st</sup> March of the immediately following year.
- iv) “Persons” mean and include individuals, blood banks, hospitals, nursing homes, firms, associations, clubs, societies and incorporated bodies.
- v) “Office bearers” mean and include President, three Dy. Presidents (Medico, Technologist & Motivation), five Vice Presidents (The Chairpersons of Zonal Councils), Secretary General, Treasurer and two Editors.
- vi) “Act” means the Societies Registration Act, 1860.
- vii) “Governing Body” means the body which under the Memorandum of Association and the Rules constituted to be the Governing Body of the Society to which the management of the affairs of the Society are entrusted as required by the Act.
- viii) “General Body” means the General Body of the Society.

## **2 MEMBERSHIP**

Any person, or society, blood bank, hospital, nursing home or corporate body or Association or Institution having faith in the Aims and Objectives of the Society as set out in the Memorandum of Association will be eligible to become a member of the Society. The different categories of memberships, the manner in which such members hereinafter referred to can be enrolled as members and their subscriptions or contributions shall be as provided hereinafter in these Rules and Regulations.

There shall be the following classes of members:

Patrons

Founder Members

Institutional members including Corporate Bodies

Life members

### **(i) PATRONS:**

Persons of repute and status in Society who have put in significant contribution in the field of Blood Donation Movement, Blood Transfusion, Scientific Advancement and Research in allied subjects and/or persons who have displayed their interest by giving

substantial financial aids to it and its related disciplines may be invited by the Governing Body to become Patrons of the Society and on their acceptance, shall have the privileges of membership of the Society.

**(ii) FOUNDER MEMBERS**

The persons forming the Society being the signatories to its Memorandum of Association shall be the Founder Members.

**(iii) INSTITUTIONAL MEMBERS:**

Institutional members shall be Companies, Associations, Bodies, Corporate or Institutions who pay a life time subscription of *Rs. 10,000/-*. Institutional directly concerned with blood donation, whole blood/component transfusion, research & advancement of knowledge in Immunohaematology shall pay a life donation of *Rs.1000/-*.

**(IV)LIFE MEMBERS**

An individual paying a membership fee of *Rs 1000/-* and strictly adhering to the Aims & Objectives of ISBTI would be eligible to become a Life member.

**3. CESSATION OF MEMBERSHIP**

Membership of the Society will cease in the following circumstances:-

- (a) In the case of an individual member if he/she becomes of unsound mind or convicted by a court of competent jurisdiction in a criminal offence, on happening of the event.
- (b) In the event of an Institutional member becoming insolvent or being wound up in any manner whatsoever, on happening of the event.
- (c) If any member indulges in any activity detrimental to the Aims and Objects of the Society, on the activity coming to the knowledge of the Society and the Governing Body deciding to terminate the membership.
- (d) By resignation of any member on expiry of the notice thereof the period of which will be at least 15 days prior to the effective date of resignation;

The Governing Body may, by a resolution, remove from membership any member in the above circumstances or for reasons found valid by the Governing Body, which will be intimated to the member. The member will be allowed to appeal before final decision is taken.

**GENERAL**

A person, Association, institution, Blood Banks, Hospitals, Nursing Homes or Corporate Body desirous of joining the Society as a member shall apply in writing in the prescribed form along with a declaration that such person or body subscribe to the Aims and Objects of the Society. The application will be forwarded by the Secretary General who shall place the application before the Governing Body which will deal with such application in accordance with the Rules.

#### **4. REGISTER OF MEMBERS**

The Society shall maintain a Register of Members as required by the Act.

#### **5. GENERAL MEETINGS**

- (a) A General Meeting shall be held at least once in every year which shall be called the Annual General Meeting and not more than 18 months shall lapse between two Annual General Meetings. All others General Meetings are called Extra-Ordinary General Meetings.
- (b) General Meetings shall be convened by the President/Secretary General, or any other person authorised by the Governing Body and shall be held at such date, time and place as the Governing Body may decide.
- (c) Four weeks notice of the General Meeting shall be given in such manner as the Governing Body may prescribe.
- (d) Every member of the Society shall have one vote. Corporate bodies Associations and Institutions may cast their votes through their representatives duly authorised in writing and present at the meeting, such authority being filed with the Secretary General at least 24 hours before the time of the General Meeting.

Every question submitted in the General Meeting shall be decided by a majority of votes and in case of equality of votes, the Chairman of the meeting shall have a second or casting vote. In all cases voting shall be by a poll.

The president of the Society, if present shall preside at all General Meetings. In the absence of the President, the Deputy President and in his absence one of the Vice Presidents (based on seniority in membership shall preside at all General meetings and in the absence of all of them the members present may elect one of the members of the Governing Body present to be the Chairman of the meeting and in the absence of all the members of the Governing Body, the members present may elect one of them to be the Chairman of the meeting.

Unless otherwise decided at a General Meeting, the quorum of the General Meeting shall be fifty members present in person or by proxy of which at least thirty shall be present in person.

If at a General Meeting convened otherwise than through requisition, a quorum is not present within 15 minutes of the time of commencement of the meeting, the same shall stand adjourned, at the same place. At such adjourned meeting the members present shall be competent to transact the business of the meeting irrespective of whether a quorum is present or not. If in respect of a meeting convened on requisition, the quorum is not present within 15 minutes of the time of commencement thereof, the meeting shall stand dissolved.

#### **6. EXTRA ORDINARY GENERAL MEETINGS**

- 1. The President/Secretary General may convene an Extra Ordinary General Meeting of the Society on the resolution of the Governing Body or otherwise on the written requisition of not less than one-third of the total members of the Society.

2. Four weeks' notice shall be required for such a meeting. The requisition so made by the members of the Society shall express the object for which the meeting is proposed to be called.
3. At an Extra-Ordinary General Meeting no subject other than that stated in the notice of the requisition, as the case may be, shall be discussed.
4. All the rules applying to the Annual General Meeting will mutatis mutandis apply to Extra-Ordinary General Meeting.

## 7. FUNDS

The Funds of the Society shall consist of:

- (a) Membership fee received from members;
- (b) Contributions, donations and endowments received from any person, individual, corporation, Government or other body whatsoever;
- (c) Grants-in-aid, subsidies or other payments of like nature received from Government, local bodies, institutions, societies or any corporation, or body whatsoever;
- (d) Income arising out of Investments of the funds of the Society;
- (e) Interest received from Banks and other bodies;
- (f) Receipts of money arising out of the investment of the fund in one or more activities of the Society in pursuance of the objectives of the Society;
- (g) Loans received from Banks, Financial Institutions, Government, Local Bodies, Corporation, Companies or other persons;
- (h) Other legitimate receipts.

## 8. ACCOUNTS AND AUDIT

- a. Books of accounts and other books in relation to the accounts of the Society shall be maintained in such form and in such manner as the Governing Body may, in consultation with the auditors of the Society be prescribed;
- b. After closing the annual accounts of the Society a Statement of Account shall, as soon as possible be prepared in such form as the Governing Body may in consultation with the Auditors of the Society determine;
- c. The Accounts of the Society shall be audited by such Auditors as may be appointed by the Governing Body;
- d. Audited accounts of the previous year together with the Annual Report must be placed before the General Body. If due to any unavoidable reason the Audited Accounts are not ready, unaudited accounts must be presented, followed by the Audited accounts within a period of three months.

### COMPOSITION OF GOVERNING BODY

President	One	Elected by Postal Ballot
Dy. Presidents	Three	
Dy. President (Medico)		Elected by Postal Ballot
Dy. President (Motivation)		Elected by Postal Ballot
Dy. President (Technical)		Elected by Postal Ballot
Vice Presidents	Five	Elected Chairpersons of each of the Zonal Councils
Secretary General	One	Elected by Postal Ballot
Treasurer	One	Elected by Postal Ballot
Editor AJTS-Journal	One	Should be a Medico Elected by Postal ballot

Editor Raktadata-Journal	One	Should be a Blood Donor Motivator Elected by Postal ballot
National Coordinator for Clinicians	One	Should be a clinician To be nominated by Governing Body
Legal Advisor	One	To be nominated by Governing Body
Joint Secretary	One	To be nominated by Governing Body
Joint Treasurer	One	To be nominated by Governing Body
Immediate Past President	One	

## NOTE

### To be added

1. The Chairperson of each State Chapter would be the member of the Governing Body.
2. President would be ex-officio editor-in-chief of both the journals AJTS & Raktadata.
3. Chandigarh will function separately as a State Chapter.

## 9 (B) ELECTION OF THE GOVERNING BODY

Election of the Governing Body shall be as follows:

- i) The election for the post of President, three Dy. Presidents (Medico, Technologist & Motivation) Secretary General, Treasurer and two Editors shall be conducted by postal ballots. All other elections viz. Item 9(A) (C), (h) will be held before the AGM at five Zones and State Chapters as explained in items 11 and 12A and 12B.
- ii) No one having less than *three years* membership shall be elected as Office Bearer of the Governing Body;
- iii) The President, three Dy. Presidents (Medico, Technologist & Motivation) Secretary General, Treasurer, two Editors & all other governing body members shall hold office for a period of three years.
- iv) All members of the Governing Body are eligible for re-election when their term is over.
- v) The Governing Body shall nominate a Returning Officer and an Assistant Returning Officer who shall make all the arrangements required for the conduction of the election. The Returning Officer shall issue an Election Notification four weeks prior to the last date of the filing of the nomination papers and shall communicate the same to all the members of the Society through the website of ISBTI and the State Chapters. The Election Notification shall mention clearly the date of issuance of the Notification, last date and time of receipt of the Nomination Papers, date of scrutiny, date of withdrawal of nomination papers and date and time of declaration of the election results. For the convenience of the candidates desiring to participate in the election process, easily downloadable Nomination Form shall be made available on the Website of ISBTI. Nomination Form duly filled up by the candidate and seconded by two life

members of the Society must reach to the Office of the Returning Officer on or before the last date of the filling of the Nomination Papers.

## 10. FUNCTIONS, POWERS & DUTIES OF THE GOVERNING BODY

- (a) To look after, manage and supervise the management of the properties of the Society and to spend funds required for that purpose;
- (b) To liaise with the Central & State Governments and Statutory Bodies and authorities for achieving and promoting the Aims and Objects of the Society;
- (c) To prepare and submit to the Annual General Meeting an audited Statement of Accounts and Report of the previous year;
- (d) To pay all rates, rents, taxes and salaries and remunerations of the employees of the Society;
- (e) To fix, collect, increase or decrease the sale price and rents for any of the properties belonging to the Society;
- (f) To invest the funds of the Society and to sell, vary or transpose such investments from time to time;
- (g) To manage and deal with all matters pertaining to the provident fund or any other schemes for the benefits of the employees or ex-employees of the Society or their families;
- (h) To fill in vacancies, to make appointments, to direct transfer, retirements and to give promotions, increments, honoraria and to grant leave and extension of service and reduce salaries and to award punishment or to dispense with the service of an employee under the Society and to do such other general work in connection with the staff of the Society as may be necessary;  
The Governing Body would fill any vacancy caused by resignation, death or for any other reason, in between the two Annual General Meetings. The member so inducted in the Governing Body would be a member of the remaining period or till the new Governing Body is reconstituted.
- (i) To carry out the necessary repairs to any of the properties of the Society;
- (j) To invite and accept donations and subscriptions with or without any condition;
- (k) To appoint any Committee or Sub-Committee as and when necessary and with such powers as the Governing Body may deem fit;
- (l) To admit or reject application for membership and accept resignation of members;
- (m) To co-opt any person or persons on the Governing Body as it may deem fit and proper in the interest of the work of the Society. Such co-opted members will not, however, have any voting right;
- (n) To engage on payment of honorarium such persons as may be required for the purpose of the Society;
- (o) To acquire in the name of the Society by gift, purchase, exchange, lease or hire or otherwise howsoever any lands, buildings, easements, rights or privileges for the purpose of the Society;
- (p) To build, construct and maintain houses and buildings and to pull down, alter, extend, improve and repair existing buildings of the Society;

- (q) To borrow or raise funds which may be required for the purpose of the Society upon bonds, debentures, promissory notes or other obligations or securities of the Society subject to a sanction in the Annual General Meeting;
- (r) To amalgamate the Society with any Association, Society or institution having objects altogether or in part similar to those of this Society subject to a sanction in the Annual General Meeting;
- (s) To make and from time to time alter Rules and Regulations of the Society if necessary provided the same shall not be inconsistent with the Memorandum of Association or the Rules and Regulations of the Society subject to a sanction in the Annual General Meetings
- (t) To negotiate and enter into agreement/contracts on behalf of the Society and to vary and rescind such contracts;
- (u) To institute, conduct, defend, compound or abandon any legal proceedings, by or against the Society or its officers or otherwise concerning the affairs of the Society and also to compound and allow time for payment of any due or any demand by or against the Society. To refer any claim or demand by or against the Society to arbitration and observe and perform awards;
- (v) To delegate any of the powers of the Governing Body to any officer of sub-committee or committee;
- (w) To spend the funds of the Society in such manner as the Governing Body shall consider most beneficial for the objects of the Society mentioned in its Memorandum of Association;
- (x) To grant receipts, to sign and execute instruments and to endorse or discount cheques or other negotiable instruments through its accredited agents;
  - To make, sign and execute all such documents and instruments as may be necessary or proper for carrying out the management of the property or affairs of the Society;
- (y) To do all such acts and things as are incidental or conducive to the attainment of the above powers of any one or more of them and to the Objects specified in the Memorandum of Association;
- (z) To exercise overall control and allocate funds for the smooth functioning of Zonal Councils and State Centres who have been entrusted with certain responsibilities as given in item Nos. 11 and 12A and 12B.

## **11. ZONAL COUNCILS**

- (a) For better coordination of the Governing Body of ISBTI with all State Centres (S.C.) there shall be five Zonal Councils (Z.C.) –East, West, North, South and Central Zone ( subject to change if need be, please see Annexure 'A' ). Each Z.C will have S.Cs in their respective Zones affiliated to it. No fee will be charged for these affiliations.
- (b) The Z.Cs will coordinates activities between all the S.Cs in their respective Zones and encourage exchange of ideas and experiences between them by organising seminars, meetings etc.

- (c) The Z.Cs will arrange for refresher courses and certificate programmes for all classes of members in different centres of the Zones.
- (d) The Z.Cs will assist Member S.Cs in their efforts to liaise with the respective State Governments and Local Bodies for enlisting their support in ensuring fulfilment of the Aims and objects of the Society.
- (e) The Z.Cs will, in all their activities, act within the framework of the Aims and Objects of the Parent Body and Rules and Regulation laid down by the ISBTI.
- (f) The President and the Secretary General shall be kept informed of all significant actions taken by Z.Cs particularly with respect to State Governments.
- (g) Each of the Z.C. shall have a Managing Committee Comprising of a Chairman, a Vice Chairman, a Secretary, a Treasurer and three members elected every three year from within the affiliated S.Cs at a meeting specifically called for this purpose. However, there will be a General Meeting every year to pass the audited Annual Accounts and approve the Annual Report. The Office bearers will be elected at a General Meeting by ballot paper unless the members present at the meeting by a majority decide to have it otherwise.

Not more than two members on the Managing Committee will be from the same State and the members of the Managing Committee elected shall as far as possible, be from different areas of the respective Zone.

- (h) All meetings of the Zonal Councils will be presided over by the Chairman and in his absence by the Vice Chairman and in his absence by the Secretary and in the absence of all the three, the members present will choose a person to chair the meeting.
- (i) In all the four Z.Cs the President of the ISBTI will nominate a member of the Governing Body of ISBTI to be the Ex. Officio member of the Zonal Council.
- (j) At least two meetings of the Managing Committee of the Z.Cs will be held every year and the minutes prepared and sent to the President and the Secretary General within a month of each meeting.
- (k) The Chairman of the Z.C of each zone will be one of the Vice Presidents of the ISBTI as mentioned under item (9B) of the Rules and Regulations of ISBTI. In case the Chairman of Z.C happens to get elected as the president or Dy. President of ISBTI then the Vice Chairman of the respective zone would be the Vice President of the Governing Body of the ISBTI.
- (l) The location of the headquarters of each of the Zonal Councils will be decided in the initial stages by the Governing Body of ISBTI. Within three months of the formation of the Z.Cs the State Centres of the respective Zones will decide the location of the headquarters of each zone at a meeting organised by the S.Cs themselves failing which by the President of ISBTI. The head quarter thereafter shall not be changed unless two thirds of the S.Cs of the respective zones decide otherwise by ballot.

- (m) The Z.Cs will encourage reciprocal arrangements with other like-minded Zones to have instant availability of blood to a member and/or his family visiting another Zone in an emergency.
- (n) The number of ISBTI members in each State Centre will be made known to the respective Zonal Councils by the Secretary General.
- (o) The Chairman of the Zone will exercise control over any dispute or misunderstanding arising between member States in the respective Zones.

## **12. STATE CHAPTERS**

- (a) There shall be only one State Chapter in each State. The Head Quarters of which shall not necessarily be at the State Capital. The Managing Committee of the S.C. shall have at least one Managing Committee meeting per year failing which it will be liable to be derecognised by the Governing Body. The minutes of each such meeting shall be sent to the Zonal Council, the President and the Secretary General within one month of the meeting.

It shall also hold an Annual Meeting of all the members in the State.

- (b) There shall be a Chairman, a Vice Chairman, a Secretary and at least two other members in the Managing Committee of the S.C. elected every three years before the AGM of the ISBTI.

## **13. SUB-COMMITTEES**

The Governing Body may, from time to time, appoint any Committee or Sub-Committee (consisting wholly or partly of members of their own body and/or others) as they may think fit and may delegate any of their powers to them and prescribe the functions of and the procedure of any such committee or Sub-Committee.

Either the President or Dy. President or a Vice President or the Secretary General shall always be appointed as a member of every such committee or sub-committee.

## **14. FILING OF DOCUMENTS**

- (a) Within thirty days after holding of every annual General Meeting the following papers shall be filed with the Inspector General of Registration:
  - (i) A list of the names, addresses and occupations of the members of the Governing Body, including the President, the Dy. President, Vice Presidents, Secretary General and the Treasurer of the Society;
  - (ii) An annual report by the Governing Body on the working of the Society.
  - (iii) A copy of the Balance Sheet and the Auditor's Report certified by the Auditor.
  - (iv) The list and the annual report referred to above shall be certified by the President or the Dy. President or one of the Vice Presidents and the Secretary General.
- (b) If any change occurs in the composition of the Governing Body or of the holders of the office of the President or the Secretary General at any time for any reason, whatsoever, such change shall within thirty days be notified to the Registrar.

## 15. PROCEDURES OF THE GOVERNING BODY

(a) Presiding authorities of meeting of the Governing Body:

Every meeting of the Committee shall be presided over by the President. If the President is not present in any meeting, the Dy, President and in his absence one of the Vice Presidents in the order of membership seniority shall preside over the meeting and in the absence of all of them the members present shall choose one of them to be the Chairman of the meeting.

(b) QUORUM

Five members including two office bearers of the Governing Body present in person shall constitute a quorum at any meeting of the Governing Body.

(c) If at a meeting quorum is not present within 15 minutes of the time for commencement of the meeting, the same shall stand adjourned to the same day for half an hour at the same place. At such adjourned meeting the members present shall be competent to transact the business of the meeting irrespective of whether the quorum is achieved or not.

(d) Not less than four weeks notice of every meeting of the Governing Body shall be given to each member of the Governing Body through email.

(e) CONVENING OF MEETING

A meeting of the Governing Body shall be convened by the Secretary General at least once in Six months in consultation with the President. The Governing Body meeting may be held through teleconferencing also.

(f) QUESTIONS TO BE DECIDED BY MAJORITY VOTE

All questions at a meeting of the Governing Body shall be decided by a majority of votes and in case of an equality of votes, the Chairman of the meeting shall have a casting vote.

(g) A declaration by the Chairman that a resolution has been carried or lost and an entry to that effect in the books of proceedings of the Society shall be conclusive evidence of that fact.

(h) BUISNESS BY CIRCULARS

Any business which may be necessary for the Governing Body to transact may be transacted by circulation and approved by 50% of the members signing the Circular shall be effectual and binding as if such resolution had been passed at a meeting of the Governing Body.

(i) MINUTES BOOK

Proceedings of all meetings of the Governing Body shall be duly recorded in the minutes book to be kept for that purpose. The Governing Body shall function notwithstanding any vacancy and no act or proceeding of the Governing Body shall be invalidated by reason of the existence of a vacancy or vacancies among its members or of any defect in the appointment or election of any of its members.

(j) CIRCULATION OF MINUTES

Minutes of the General Body will be circulated within two months of the meeting.

If any member points out an omission or an error in the General Body Meeting, the Secretary General will advise the member concerned, the reason for omission if any or make corrections as necessary.

## **16. BANKERS**

The Governing Body may open account/accounts with any Bank or Banks in the name of the Society and the same shall be operated jointly by two or more of the office bearers or members one of whom will be the Treasurer.

## **17. OFFICE BEARERS OF THE SOCIETY**

Office bearers of the Society shall be:

- i) 1. President
- ii) 2. Three Dy. Presidents (Medico, Technologist, Motivation)
- iii) 3. Five Vice Presidents
- iv) 4. Secretary General
- v) 5. Treasurer
- vi) 6. Two Editors

## **18. FUNCTIONS & DUTIES OF OFFICE BEARERS**

### **(a) FUNCTIONS AND DUTIES OF THE PRESIDENT:**

- i. The President shall preside over all the meetings of the Governing Body, The General Body and all other special meetings;
- ii. The President shall exercise general control over the running of the Society;
- iii. The President shall discharge such other duties and exercise such powers as he may be required to, from time to time, by the Governing Body or the General Body;
- iv. The chairperson presiding at the General Body meeting or Governing Body meetings or any special meetings shall be entitled to a casting vote in the event of a tie;
- v. The President will have powers to incur any expenditure not exceeding a sum specified by the Governing Body.

### **(b) FUNCTIONS AND DUTIES OF THE SECRETARY GENERAL**

- i. The Secretary General shall, subject to the control and direction of the Governing body be in general charge of Public Relations of the Society and in particular maintain liaison with Governmental authorities concerned, related all India Institutions, like bodies and different units of the Society located in various parts of the country.
- ii. Have charge of all the correspondence of the Society;
- iii. Have custody of and maintain in good order and condition all office furniture and other properties of the Society;

- iv. Ensure that all correspondence, records and documents connected with the business of the Society are properly filed and preserved.
- v. Arrange to keep a complete, correct and upto date record of all properties of the Society;
- vi. Exercise general supervision over the employees, agents and contractors of the Society;
- vii. Arrange to keep a register of members and enter therein the particulars regarding name and address of each member, the date of admission and the date on which a member ceases to be a member of the Society;
- viii. Cause minutes of all meetings of the Governing Body and of the General Body and any special meeting to be correctly recorded, confirmed and kept.
- ix. Shall do all such acts and things as may from time to time, be decided by the Governing Body and also in anticipation of the sanction of the Governing Body as may be conducive to the attainment and furthering of the objectives of the Society;
- x. Cause requisite notices to be serve to the defaulting members.

(c) **FUNCTIONS AND DUTIES OF TREASURER**

The treasurer shall subject to the control and direction of the Governing Body jointly and separately:

- i) Invest, deposit and/or advance the funds of the Society not immediately required in such securities, banks or otherwise as may, from time to time, be determined by the Governing Body;
- ii) Be in-charge of all the funds of the Society consistent with the approved budget;
- iii) Be authorised to make and collect payment on behalf of the Society;
- iv) Maintain or cause to be maintained the accounts of the Society and shall be incharge of the all the books of accounts, records and documents;
- v) shall get the accounts of the Society audited by a duly qualified Auditor and obtain the Auditor's report thereon;
- vi) Shall prepare and submit before the Governing Body at its first meeting of the financial year a draft budget of the expected income and expenditure of the Society for approval of the Governing Body;
- vii) Place before the Governing Body the income and expenditure account and capital expenditure statement and donations and subscriptions received from members etc.

**19. ALTERATION OR EXTENSION OF THE PURPOSE**

The Society may alter amend or bridge the purposes of this Society or amalgamate the Society wholly or partly with any other Society in accordance with the provisions of the Societies Registration Act, 1860 as applicable.

## **20. AMENDMENT IN THE RULES**

The Rules of the Society shall not be amended unless the amendment (s) has been approved by 3/5<sup>th</sup> of the members present of the Society in General Meeting.

## **21. DISSOLUTION AND DISTRIBUTION OF THE PROPERTY OF THE SOCIETY**

- i) The Society shall not be dissolved unless 3/5<sup>th</sup> of the members express a wish for dissolution at a General Meeting convened for the purpose.
  - ii) Upon dissolution, if there shall remain after the satisfaction of all its debts and liabilities any property whatsoever, the same shall not be paid to or distributed among the members of the Society or any of them to some other Society whose objects are similar or to the Government to be determined by the votes of not less than 3/5<sup>th</sup> of members present personally or by proxy at the time of dissolution.

Provided that any land or other immovable property held on lease/license by the Society to be governed by the relevant terms of the respective lease or license.

## **22. INSPECTION OF REGISTERS**

All records of the Society including the Register of Members Accounts Register and proceedings book shall be available at the registered office for inspection by member of the Society.

CERTIFIED THAT THIS IS THE TRUE COPY OF THE RULES OF THE SOCIETY