

INDIAN SOCIETY FOR MEDICAL STATISTICS

Constitution & Awards Committee, 2015

The Society was formed in 1983 and several changes have taken place in its working in past over 3 decades. This called for revision of its Constitution.

In its General Body Meeting held in the University of Jammu, Jammu (J&K), on 2 November 2014, a Committee was constituted to revise its original Constitution and rules of the fellowship & awards. The members of this Committee are:

<i>Dr. Babu L Verma, Jhansi,</i>	<i>Chair</i>
<i>Dr A Indrayan, NOIDA,</i>	<i>Member</i>
<i>Dr G D Shukla, Jhansi,</i>	<i>Member</i>
<i>Dr Ajit Sahai, Pondicherry,</i>	<i>Member</i>
<i>Dr Anil Mathew, Coimbatore,</i>	<i>Member</i>

The above Committee reviewed the original Constitution and identified its contents requiring a change in the light of present working of the Society. The members of the Committee held series of discussions through personal interactions, telephonic discussions and e-mails in past 6 months, to bring-forth the revised version of the Constitution in the final shape. In the Draft-Constitution, the revised contents are in **red colour**.

INDIAN SOCIETY
FOR
MEDICAL STATISTICS

CONSTITUTION

Memorandum, Rules and the Bye-laws

(Revised on 15 August 2015)

Registered Office:

Department of Biostatistics

All India Institute of Medical Sciences

Ansari Nagar, New Delhi 110 029, India

Telephones: +91 - 11 - 26593240; 26593395 (Direct)

PART I

Memorandum of the Society

Article - I

Name

1. The name of the Society shall be "Indian Society for Medical Statistics" (ISMS in abridged form),, hereinafter called the "Society".

Article - II

Aims

2. To promote and advance the discipline of **medical biostatistics including health statistics and medical computing.**
3. To propagate principles of **medical biostatistics** in different areas of medicine, health, population and related disciplines.
4. To formulate and advise the standards of education and training for medical personnel in **medical biostatistics** and to recommend adequate teaching facilities for the purpose.
5. To promote research in **medical biostatistics.**
6. **To secure and administer funds, grants and endowments for furtherance of objectives of the Society.**
7. To safeguard the interest of **the** members of ISMS.
8. To promote ethical standards in the practice of statistics in **medical and health sciences.**
9. To deal with any matter relating to **medical biostatistics** concerning the country and to do all other things as are cognate to the **members** of the **Society.**

Methods

For the attainment and in furtherance of the above aims, the Society may:

10. hold annual **national** conferences and periodic scientific meetings,
11. print, publish, translate, sell, lend and distribute information whether in the form of a periodical, journal or books, monographs, treatises, **webpages** or pamphlets and distribute the same among its members / non-members,
12. publish annual reports of the Society, special bulletin and **monographs** from time to time.
13. advise the Government and other bodies, **such as national and state councils governing medical education in the country, in different areas such as allopathy, dentistry, homoeopathy, ayurveda and**

- nursing, etc., on various aspects of medical biostatistics including legislative, administrative, educational and research,
14. to co-operate with professional and other bodies in the advancement of medical and other sciences including joining other national or international societies,
 15. collect subscriptions and donations, disburse funds for all or any of the aims of the Society
 16. sell, improve, manage, develop, transfer or dispose off any such property of the Society,
 17. purchase or acquire on lease or otherwise any movable or immovable property necessary or convenient for the purpose of the Society,
 18. invest any money of the Society not immediately required for any of its aims, in such a manner as may, from time to time, be determined by the Society,
 19. do all such things and matters as are incidental or conducive to the attainment of the above objects or any of them which are subsidiary to the said aim,
 20. create or assist in creating regional and local chapters or branches for any of the purposes aforesaid,
 21. institute, maintain, bestow and grant fellowship, prizes, certificates, awards and other distinctions.

PART II

Rules of the Society

Article - I Definition

1. (a) "Society" shall mean the Indian Society for Medical Statistics.
- (b) "Council" shall mean the Governing Council of ISMS.
- (c) "Committee" shall mean the Executive Committee of ISMS.
- (d) "Member" shall mean a person or institution, duly admitted to the Society, by the General Secretary and / or the Treasurer on behalf of ISMS.
- (e) "Fellow" shall mean, unless otherwise specified, elected Fellow of the Society.
- (f) "Journal" shall mean the official journal of the Society.
- (g) "Bulletin" shall mean the official Bulletin of the Society.

Article - II

The Society

2. The Society shall consist of members whose names are on the Membership Register of the Society, maintained by the General Secretary.

Article - III

The Office

3. The registered office of the Society shall be located in the Department of Biostatistics, All India Institute of Medical Sciences, Ansari Nagar, New Delhi - 110 029. The Secretariat i.e., the Working Office of the Society shall be located at the place of work of the General Secretary. The working offices of the Treasurer and Editor of the Bulletin as well as Editor-in-Chief of the Society's journal shall be located at their respective places of work.

Article - IV

Register of Members, Fellows and the Awardees

- 4.1 There shall be a Register in which the names of all members of the Society shall be entered with their addresses including e-mails and shall be updated from time to time. The General Secretary shall enter the names of the newly admitted member in the Register, give them membership number and inform such entries to the Web Coordinator and to the member concerned. The member shall be deemed to have been admitted to the Society on the date informed to him /her by the General Secretary/Treasurer. The category of membership shall be determined by the General Secretary and / or the Treasurer at the time of his /her admission to the Society.
- 4.2 There shall be a separate Register for fellows in which their names and addresses including e-mails, area of specialization etc, shall be entered year-wise. Relevant information of fellows shall be updated from time to time. This will be maintained by the General Secretary of the Society.
- 4.3 There shall be separate registers for each award, oration and travel grant, etc. The General Secretary shall enter year-wise relevant data of each awardee in these registers.

Article -V

Classification of Members

5. There shall be two classes of membership, namely - Life Member and Institutional Member.

Eligibility: Membership of the Society shall be open to any graduate in any discipline who subscribes to the objectives of the Society irrespective of race, religion, sex, political affiliation or nationality. In addition, any scientific society, institution and human welfare

organization may be elected to the Institutional Membership of the Society.

- (a) **Life Member:** Those who are eligible for membership of the Society and pay life membership fee and
- (b) **Institutional Member:** Those scientific societies, institutions and human welfare organizations which pay annual institutional membership subscription. This will be on year-to-year basis.

Institutional membership shall be made in the name of Head of the institution, organization or the society.

Article - VI

Admission of Members

- 6. Any person desirous of becoming a member shall make an application in the prescribed form to the General Secretary or the Treasurer along with membership fee, who will review the application for admission to the specific membership category. If the application is accepted, then they will admit the applicant, on behalf of the Governing Council, as a member of the society. This provision shall also apply to any organization / society desirous of becoming Institutional Member.
- 7. After a person / organization is admitted, the General Secretary shall send a Welcome E-mail, informing the concerned person / organization about the admission and later, also provide a membership certificate.

Article - VII

Termination of Membership

- 8. A person / organization shall cease to be a member of the Society if his / its name is removed from the Membership Register. The name of the person / organization shall be removed from the Register by the Governing Council:
 - (a) on the death of a person, or
 - (b) on his / its resignation. The resignation of any member from the Society shall be in writing, addressed to the General Secretary and shall be accepted by the Executive Committee, provided there are no dues of the Society on him / her of any kind. or
 - (c) if the Institutional Membership subscriptions are in arrears for more than 6 months and the dues have not been paid in spite of a final notice from the General Secretary or the Treasurer.
- 9. The membership of any member may be terminated for other reasons which the Governing Council may deem sufficient by votes of not less than two-thirds of the members thereof, present at a special meeting called for the purpose or at the Annual General Body Meeting.

The member concerned shall have a right to explain his conduct and the General Secretary shall acquaint all the members of the Governing Council with his explanation. He or she shall have the right to appeal to the General Body, if he so desires, but in this case he must inform the General Secretary of his desire to do so within one month of the receipt of the decision of the Governing Council.

10. If an **Institutional** Member whose name had been terminated previously under Section 8(c) seeks **re-admission as a member in the Society**, even without disclosing this fact, **its application shall be duly re-considered by the Society for the purpose.**

Article - VIII

Reinstatement of Members

11. In case of termination of membership, except as under Section 9, the member may get reinstated by the Governing Council, after paying the prescribed fee and the arrears.

Article – IX

Privileges to the Members

12. **I.** Each Life Member shall have the right to:
 - (a) attend the General Body Meeting of the Society and to vote on all issues,
 - (b) receive **information on Society's routine activities including the statement of accounts and copies of reports, Bulletin, Journal or any other publication - either free or at the subsidized rates, as the Society may decide from time to time,**
 - (c) use the Society's library and room, if any, set apart for the purpose,
 - (d) attend and take part in scientific meetings, lectures, **workshops, seminars, etc.**, of the Society, and
 - (e) enjoy such other privileges of membership as may from time to time be conferred on Members by Rules and Bye-laws of the Society.
- II.** Any institution, human welfare organization or society as an **Institutional Member**, shall have right to:
 - a) **depute 3 professionals to attend and take part in scientific meetings, lectures, workshops, seminars, etc.**, of the Society,
 - b) **depute any one nominee to attend the General Body Meeting of the Society and to vote on all issues,**
 - c) **receive information on Society's routine activities including the statement of accounts and copies of reports, Bulletin, Journal or any other publication either free or at the subsidized rates, as the Society may decide from time to time, and**
 - d) **enjoy such privileges, mentioned in 12 I (c) & (e).**

Article - X

Responsibilities of the Members

13. A member whose name has been entered in the **Membership Register** is obliged to accept the Rules and Bye-laws of the Society and follow them. No one shall be absolved on the plea that he has not received a copy of the Rules and Bye-laws of the Society.

Article - XI

Year of the Society

14. The year of the Society for financial purposes shall be from 1st April to 31st March and for any other purpose of the Society, the calendar year will be considered as "one year".

Article - XII

Membership Fee

15. All members will pay their membership fee at the rate as decided by the Society from time to time. Life Member will pay their life time membership fee – once only, at the time of admission to the Society. The Institutional Members however, will pay their membership fee on annual basis. Membership fees shall be paid to the Treasurer of the Society. All payments will be made in form of electronic money transfer or bank draft / multicity cheques in favor of the "Indian Society for Medical Statistics".

Article - XIII

Branches

16. For better attainment of the aims of the Society, the members of the Society shall, provided its Governing Council so decides (by 2/3 majority votes) and the General membership gives its concurrence (by 2/3 majority votes), group themselves into Regional Branches of ISMS.

Article - XIV

Affiliation with other Societies or Bodies

17. The Society may affiliate or be affiliated with any other national, foreign or international organization or professional Society- engaged in the promotion of **medical biostatistics in any way**.
18. Regional **branches** , if any, shall not affiliate or be affiliated with any other organization, unless the Society is affiliated with the latter.

19. Organizations affiliated by the Society shall pay the subscription or any other payment at a rate agreed upon in the Memorandum of Understanding (MOU) signed between them.

Article - XV

Management

20. The general management of the Society shall vest in the **Governing Council**. Executive Committee shall take decisions on routine matters only from time to time. If necessary, the Executive Committee can also take policy decisions but on *ad hoc* basis only; such decisions will have to be ratified by the **Governing Council and the General Body**. The **Governing Council** will be the main organ of the Society.

There will be a Web Coordinator, named by the Governing Council. He / She will be a member of both the Executive Committee as well as the Governing Council. The nomination and responsibilities of the Web Coordinator will be as per the Article XIII of Part III.

Article XVI

Composition of Executive Committee

21. The Executive Committee will consist of the following 6 office-bearers:
- i) President
 - ii) President-Elect
 - iii) General Secretary
 - iv) Treasurer
 - v) Editor-in-Chief (Editor of the Bulletin, in absence of Editor-in-Chief)
 - vi) Web Coordinator

Article - XVII

Powers and Functions of Executive Committee

22. (a) The **Executive** Committee may meet **physically or by e-mail** for transactions of business as and when it deems fit. Presence of the Committee's 3 Members (out of 6) will form the quorum, provided that it includes President or, in his / her absence, the President-Elect, and the General Secretary or, in his absence, the Treasurer. General Secretary, as Convenor, will call these meetings with the consent of the President. Every matter will be decided on consensus basis and in case of any controversy, by the majority vote. In case of e-mails, concurrence of at least 4 members of the Executive Committee, including the President, shall be required. In

- instances of equality of votes, the President (in his absence, the President-Elect) shall exercise his second vote or casting vote.
- (b) The Committee shall be entitled to act with the authority of the Society in the furtherance of the aims and objects of the Society.
 - (c) The Committee shall **take action from time to time during the year on decisions taken by the Society in its Governing Council and General Body meetings.**
 - (d) The Committee will have powers to appoint or remove salaried personnel of the Society, **if any.**
 - (e) It will continue to work, despite any vacancy that takes place in between.
 - (f) In case of any casual vacancy of any office-bearer, the Committee will have power to fill the same on *ad hoc* basis which will be regularized after the ratification by the **Governing Council.**
 - (g) **The Committee may take any decision which is considered necessary towards fulfillment of the aims of the Society, subject to the ratification of the same by the Governing Council and the General Body.**

Article – XVIII

Composition of the **Governing Council**

23. The **Governing Council** shall **comprise** the following **15** Members of the Society. They all must be Life Members of the Society.
- i) President
 - ii) President-Elect
 - iii) General Secretary
 - iv) Treasurer
 - v) **Editor-in-Chief (if absence, Editor of the Bulletin)**
 - vi) **Web Coordinator**
 - vii) Immediate past President
 - viii) Immediate past General Secretary
 - ix) Immediate past Treasurer, and
 - x) **Six Council Members, to be elected directly from the Life members of the Society (efforts will be made to elect one member from medical or allied sciences and one member from the Society's women membership or less represented geographical region / State in the Society).**

Article – XIX

Powers and Functions of the **Governing Council**

24. (a) The **Governing** Council will normally meet for the transactions of business once in a year during annual conferences. However, special meetings, if necessary, may also be called. A meeting of the **Governing** Council at which a quorum is present (see Part III, Section 17) shall be competent to exercise all or any of the functions of the Council. All questions arising at any time of the Council meeting shall be determined by majority of votes. In case of equality of votes the President shall exercise a second or casting vote.
- (b) The decision of the **Governing** Council of the Society in all matters pertaining to the Society shall be final, subject to ratification by the General Body at its Annual General Meeting.
- (c) The **Governing** Council shall be entitled to act with authority of the Society in the furtherance of the aims and objects of the Society and transaction of any business or financial matter that may arise.
- (d) The **Governing** Council shall have the power to appoint sub-committees and fix their terms of reference as and when necessary. Any such sub-committee may co-opt as members thereof, such persons who have experience in matters to be dealt by it. Any member of the Society may be co-opted as member of a sub-committee. The Chairman of each sub-committee shall be nominated by the Council.
- (e) The **Governing** Council shall have power to form guidelines for election of office-bearers of the Society and constitute a Nominating Committee (see, Article XXVII of Part II) to assess the entries and recommend to the Council, the Society's office bearers and Council Members.
- (f) The **Governing** Council shall have power to form guidelines for election of fellows and constitute a Fellowship Committee (see, Article XXV of Part II) to elect fellows of the Society, each year.
- (g) The **Governing** Council shall also have power to form rules for different awards and constitute an Awards Committee (see, Article XXVI of Part II) to process their entries and form its recommendations for the Council. In view of the nature of a specific award, the Council shall also have power to constitute additional committee(s) to process their entries and finalize them as and when needed.
- (h) The **Governing** Council shall review and scrutinize the proposals, received for organizing Annual Conferences and make recommendations in this effect to the General Body for final decision.

Article - XX

Casual Vacancies

- 25(a) The **Governing** Council shall have power to fill-up, based on Nominating Committee's recommendations, vacancies occurring in its members during its terms of office. Such

members shall hold office only for the remaining period of the term.

- (b) In normal circumstances, an office-bearer shall give three months notice of his/her desire to resign.
- (c) Office-bearers of a sub-committee must inform the President and the General Secretary if they are unable to serve for any length of time. In such a case, alternative arrangements will be made by the Executive Committee.

Article – XXI

The Journal & the Bulletin

- 26 (a) The Society may publish a Journal, which shall be managed by a **Journal Management Committee. The Editor-in-Chief will choose Journal's Editorial Board and publish the Journal.**
- (b) The **Editor-in-Chief of the Journal** shall enter in a Register all books and other Journals, received for **review and form a policy for reviewing such publications in the Journal.**
- (c) In addition to this, the Society may also publish a Bulletin, **called ISMS Bulletin. The Bulletin of the Society shall be managed by a separate Editor. He / She will be responsible for managing the Bulletin independently. Further, in the absence of the Editor-in-Chief, Editor, ISMS Bulletin, will act as a member of the Executive Committee as well as of the Governing Council.**

Article – XXII

Amendment to Memorandum, Rules and Bye-laws

- 27. Amendment to the Memorandum, Rules and Bye-laws of the Society may be made at the Annual General Meeting after adequate notice (of not less than 30 days). Any amendment to be carried, shall have at least two-thirds of majority of those voting
- 28. Resolution for amendment shall be very precise and may be proposed by any life member of the Society who shall inform the General Secretary of his/her desire to do so and send a copy of the resolution for consideration by the **Governing** Council. The resolution shall be sent to the General Secretary not less than 30 days before the Annual General Meeting.

Article – XXIII

Fellowship and the Oration, Awards, Prizes & Grants

- 29. The Society will award fellowship (FSMS, in abridged form) to its senior life members for the significant contributions, made by them to the discipline and also, to the Society as per the rules framed for this purpose. Elected fellows may write FSMS, after their names. It will be a highest honor of the Society, bestowed on

its member. Entries / nominations for this purpose, shall be processed by the Fellowship Committee.

30. Similarly, the Society – to recognize important scientific research contributions, made by its members and to encourage young scientists, faculty and students working in the area of interest – will institute orations, awards, prizes and grants etc., under different names and will bestow on them, each year, following rules in force – which the Society may form from time to time, for each award separately. The processing of such entries /nominations shall be done by the Award Committee, unless otherwise mentioned. This Committee will forward its recommendations to the Governing Council for decision subject to the ratification by the General Body.

Article XXIV

Sub Committees of the Society

31. There shall be following 4 sub-committees of the Society, which will function on regular basis. These committees shall be constituted by the Governing Council.
 - i) Fellowship Committee
 - ii) Awards Committee
 - iii) Nominating Committee, and
 - iv) Journal Management Committee.

Article XXV

The Fellowship Committee

32. There shall be a Fellowship Committee – consisting of 10 senior life members (current President and 9 Fellows and/or Past Presidents) with current President as its chair and 9 others as its members, to evaluate the fellowship entries / nominations and based on rules in force, recommend names to the Governing Council for election of the fellows..
33. As, through this committee the senior fellows and/or past presidents will remain involved with the activities of Society, its members shall normally not be frequently changed, unless warranted, like other committees of the Society. However, if a member does not respond to the fellowship entries continuously for 3 years without any genuine reason, his /her name will be replaced by someone else by the Governing Council.
34. The General Secretary will invite fellowship nominations each year from the members at least 3 months ahead of the annual conference for that year. These nominations shall be submitted directly to the Chair, Fellowship Committee, under electronic communication, with a copy to the General Secretary for information.

35. General Secretary will check the nominations / entries of the fellowship for fulfillment of eligibility criteria etc from the records (if needed, through personal contacts also) in the light of rules in force . In case of any anomaly, he / she shall soon report the matter to the Chair of the Fellowship Committee. The criteria for evaluation of fellowship, in force, and entries shall be made available by the General Secretary to the Chair soon after (within one week) the expiry of the deadline for receiving such entries.

Article XXVI

The Awards Committee

36. There shall be a 5-member Award Committee (chair – 1 and members – 4) to evaluate the nominations / entries of oration, various awards, prizes and grants, received by the Society each year. The tenure of the Awards Committee, shall for 3 years. Governing Council will take a decision on formation of the new committee or change in its members.
37. The General Secretary will invite entries / nominations on this account at least 3 months ahead, from the date of the annual conference for that year. The entries / nominations for different awards – except for Professor R N Srivastava Award, shall be submitted, under electronic communication, to the Chair of the Awards Committee, with a copy to the General Secretary. The Committee will submit its recommendations to the Governing Council at least two weeks before the annual conference for the final decision subject to the ratification by the General Body. Entries for Professor R N Srivastava Award, however, shall be submitted by e-mail, directly to the Organizing Secretary of the annual conference for that year with a copy to the General Secretary. These entries shall be evaluated by the criteria, in force, for different awards.
38. The General Secretary will check entries of different awards for fulfillment of eligibility criteria etc., from the records (if needed, through personal contacts also) in the light of the rules in force. In case of any anomaly, he / she shall report the matter to the Chair of the Awards Committee.

Article – XXVII

Nominating Committee

39. There shall be a Nominating Committee, appointed by the **Governing** Council, to suggest names of office-bearers and members to the next term of the Council. The General Secretary of the Society shall invite nominations from the members for every vacancy in the **Governing** Council, well in **advance (at least 3 months before the Annual General Body Meeting)**.
40. It will consist of three **members** - a chairman and two **life** members. Its tenure ordinarily will be of three years.

41. Nominations / entries for different vacant positions shall be submitted directly to the Chair, Nominating Committee, with a copy to the General Secretary.
42. The General Secretary shall check the entries received for different positions in the light of rules in force. In case of any anomaly, he / she shall report the matter to the Chair of the Nominating Committee. This Committee will submit its recommendations to the Governing Council at least 2 weeks before the annual conference for final decision subject to the ratification by the General Body.

Article XXVIII

Journal Management Committee

43. To manage Society's official journal, there will be 5-member Journal Management Committee (JMC) with Editor-in-Chief of the Journal as its Chairperson and two others as Secretary and Treasurer of the JMC.
44. The Editor-in-Chief will constitute the JMC by co-opting other 4 members from the life membership of the Society.
45. This Committee shall be mainly responsible for publishing the Journal and arrange its funding.
46. The tenure of the JMC will be for 5 years. It will require approval of the Governing Council.

Article XXIX

Assets after Dissolution

47. In the event of dissolution or winding up of the Society, the assets remaining as on the date of dissolution shall under no circumstances be distributed among the members of the Society. The same shall be transferred to another charitable trust, society, association or institution whose objects will be similar to those of this Society.

Part III

Bye-laws

Article - I

1. The **Executive** Committee shall have power to frame bye-laws and place them before the Governing Council **for approval and then before the** Annual General Body of the Society for ratification.

Article - II

Fellowship & Membership Fee and the Subscription

2. The membership fee / subscription of the Society shall be decided by the **Governing** Council, subject to approval by the General Body. It can change from time to time according to the **Governing** Council's decision.
3. **Similarly, fellows of the Society may also pay some admission fee (once in life time), as may be decided by the Governing Council from time to time and ratified by the General Body. This may change intermittently.**

Article - III

Office-Bearers of the Society

4. The Society shall have the following five office-bearers.
 - a) President,
 - b) President-Elect,
 - c) General Secretary,
 - d) Treasurer,
 - e) **Editor-in-Chief (and in his/her absence, Editor of the Bulletin)**
 - f) **Web Coordinator**

Article – IV

Duties, Powers and Terms of Office-Bearers

5. **The President**
 - (a) The President shall hold office for two years,
 - (b) shall be the Chairman of the General Body, Extra-Ordinary and Executive Committee / Council meetings and, when appointed, of any other Committee,
 - (c) shall have a casting vote in case of equality of votes,
 - (d) shall regulate the proceedings of the meetings and conferences and interpret rules and regulations and decide doubtful points on the issue,
 - (e) shall preserve the order and shall decide on all points of order at or in connection with the meeting. There shall be no discussion on any point of order and the decision of the President shall be final,

- (f) shall be ex-officio member of all sub-committees,
- (g) shall be consulted on all important matters concerning the affairs of the Society, and
- (h) shall be the leader of any delegation of which he / she is a member.

6. The President-Elect

- (a) The President-Elect shall hold office for two years, and at the end of the term will succeed the President, and
- (b) shall preside over all meetings in the absence of the President and shall have all the powers of the President on that occasion.

7. The General Secretary

- (a) The General Secretary shall hold office for three years and shall be eligible for re-election at the end of this term,
- (b) shall be in charge of the Office of the Society,
- (c) shall admit new members to the Society in consultation with the Treasurer,
- (d) shall, ordinarily, conduct all correspondences,
- (e) shall have general supervision of accounts, may pass bills for payment,
- (f) shall assist the Treasurer in preparing a fully audited annual statement of accounts for presentation at the Annual General Body Meeting of the Society,
- (i) shall maintain an up-to-date Register of all members, fellows and awardees of the Society and update them from time to time,
- (j) shall assist to the Web Coordinator in preparing, updating and maintaining website of the Society,
- (k) shall organize, arrange and convene meetings of the Society,
- (l) shall attend meetings of the Society and prepare proceedings thereof,
- (m) shall be ex-officio member of all sub-committees,
- (n) shall bring any matter which he considers necessary in the interest of the Society to the notice of the Governing Council for guidance and decision,
- (o) shall maintain the record of attendance in the Governing Council and General Body meetings,
- (p) on expiry of his/her term, shall hand over the properties, registers and books etc to the newly elected General Secretary before the commencement of the next calendar year (i.e., before 1st January of the following year), and
- (q) shall be responsible for updating records of the Secretariat.

8. The Treasurer

- (a) The Treasurer shall hold office for three years and shall be eligible for re-election at the end of this term,
- (b) shall be responsible for collection of fees, subscriptions, endowments and donations from members and well-wishers of the Society, maintain records showing up-to-date subscription position, enroll new members and admit them to the Society in consultation with General Secretary,
- (c) shall sign the receipts and prepare statement of receipts and expenditures of the Society, duly audited by an auditor, appointed by the Executive Committee, each year and shall present the same including the balance sheet, at the Annual General Body Meeting,
- (d) shall have power to make payments not exceeding Rs 1,000/- without consent of the General Secretary,
- (e) shall open an account in the name of the Society with any nationalized bank and shall have the authority to operate this account, jointly with General Secretary or in special circumstances, with President / President Elect or with any Council Member – as per the decision of the Executive Committee, for the expenses of the Society,
- (f) shall make efforts from time to time to increase the income of the Society and
- (g) on expiry of the term, shall hand over cash, account books and other papers / documents connected with works of the Treasurer of the Society to the newly elected Treasurer before the commencement of the next calendar year (i.e., before 1st January of the following year).

9.1 The Editor-in-Chief

- (a) The Editor-in-Chief shall hold office for five years and shall be eligible for re-election at the end of this term,
- (b) shall be responsible for publication of the Society's official journal,
- (c) shall be the Chairman of the Editorial Board and of the Journal Management Committee and form the Editorial Board. The Journal Management Committee (JMC) shall be a sub-committee under the Council but the Editor-in-Chief, unlike the Chairman of any other sub-committee, shall have power to constitute this Committee,
- (d) shall present journal's annual report at the Annual General Body Meeting of the Society,
- (e) shall be responsible for mobilizing resources/ funds for running the journal. However, he / she may send appeals, from time to time, to the Society for partial funding support to the journal for consideration of the Governing Council,

- (f) shall keep coordination with the Executive Committee through –out and
- (g) shall submit an audited statement of accounts to the Treasurer every year at the appropriate time.

9.2 The Editor - Bulletin

- (a) The Editor of the Bulletin, shall hold office for 5 years and shall be eligible for re-nomination,
- (b) be responsible for publishing Society’s official Bulletin independently, without any financial liability on the Society,
- (c) shall form his / her own editorial team for publishing the Bulletin, and
- (d) in absence of Editor-in-Chief, will act as a member of the Executive Committee and the Governing Council.

Article – V

Term of Office of the Governing Council Members

10. Ordinary members of the Governing Council shall hold office for three years and shall be eligible for re-election at the end of this term.

Article - VI

Election of Office-bearers and Governing Council Members

11. Election of the President-Elect, General Secretary, Treasurer, Editor-in-Chief and Members of the Council shall be held at the Annual General Body Meeting.
12. The decision on Editor of the Bulletin and the Web Coordinator (see, Article, XIII of Part III) shall be made by the Governing Council through nomination only. They shall be identified by the Chair of the Nominating Committee amongst the life members of the Society, in consultation with the President. The consent of the life member for this purpose shall be necessary. The decision of the Governing Council in these matters, will require ratification by the General Body.
13. The General Secretary, at least 3 months before the annual conference, will invite, through a Circular, nominations for the different positions for the next term. These nominations, as a soft copy, will be directly sent to the Chairman, Nominating Committee, with a copy to the General Secretary who will check entries for eligibility etc from the records The Chair – Nominating Committee, will process entries, following prevailing rules for evaluation, amongst committee members and will then recommend to the Council the names of persons for each vacant position. He / she will submit recommendations to the President at least 2 weeks before the date of the Governing Council meeting for that year. The Council will finalize the candidates for each of the positions and will recommend the names to the General Body for final approval.

14. If any controversy arises in the General Body over name(s) cleared by the Council for any of the positions, the matter will be decided through electronic ballot voting by the general members of the Society, to be held soon after the General Body Meeting for that year.
15. The election for this purpose shall be conducted independently by the Chair, Nomination Committee, in consultation with the President. The election process shall be completed by 15 December of that year (or within 1 month from the date of the General Body meeting, in exceptional cases). The result of the election will be announced on the day of the election or on the following day.
16. The budgetary allocation, as required, for this purpose shall be made in the General Body itself, to avoid any delay in the election process.

Article - VII

Meeting of the Governing Council

17. The meetings of the Governing Council shall be of three kinds:
 - (a) The ordinary meeting shall be held once a year during the annual conference.
 - (b) A requisition meeting shall be called within six weeks from the date of receipt of a requisition, signed by at least five members of the Governing Council, stating the business for which the requisition meeting is required.
 - (c) The extra ordinary meeting of the Governing Council can be called by the General Secretary, with the permission of the President, for which at least 15 days notice shall be given to all members of the Council.
18. **Notice** - At least four week's notice except in case of 17(c), specifying place, date, time and the agenda of business to be transacted at the ordinary or special meeting shall be given to each member.
19. For the annual Governing Council meeting which will normally take place as part of the Society's annual conference, its all past Presidents shall be invited. An invitation, along with the agenda-items, shall be sent to them well in advance. The minutes of the Council Meeting shall be sent, like other members of the Council, to those past Presidents, who have actually attended the meeting.
20. **Quorum** - (a) Quorum for ordinary meeting shall be five with at least 3 office-bearers including President / President-Elect. (b) Quorum for requisition and extra ordinary meeting shall be 6 with at least 4 office bearers including President and the General Secretary.

If the Quorum is not complete the Council Meeting shall have to be adjourned. It can re-assemble to conduct the business for which no Quorum shall be necessary.

21. The decision of the **Governing** Council in all matters pertaining to the Society shall be final subject to ratification by the General Body at its Annual General Meeting.
22. Every meeting of the Council shall be presided over by the President, or by the President-Elect in the absence of the President or by a Member chosen at the meeting in the absence of both the President and the President-Elect.
23. A **Governing** Council meeting will take place prior to every General Body Meeting.

Article - VIII

Calling of the Annual General Body Meeting

24. The Annual General Body Meeting shall usually be held during the Annual Conference of the Society.
 - (a) Notice and agenda of the General Body Meeting shall be sent by the General Secretary to all members of the Society at least 30 days before the meeting. An initial information about the venue (city or town) and provisional dates of the Annual Conference (and so of the Annual General Body Meeting) shall be given to all members by the General Secretary in a circular at least 90 days before the Annual General Body Meeting.
 - (b) The General Body Meeting shall be presided over by the President or by the President-Elect in the absence of the President. **In absence of both, the Governing Council may choose a senior member of the Society for doing so.**
 - (c) The Council shall have power to fix or change the date and venue of the Annual Conference and Annual General Body Meeting of the Society under special circumstances.
 - (d) **Business to be transacted** - The business to be transacted at the Annual General Body Meeting shall **include** the following:
 - (i) Condolence resolution, if any.
 - (ii) Confirmation of the minutes of the last Annual General Body Meeting and Extra-ordinary General Body Meeting, if any.
 - (iii) Adoption of the General Secretary's report.
 - (iv) Adoption of the Treasurer's report and statement of audited accounts.
 - (v) **Adoption of Editor-in- Chief's** and Editor's report.
 - (vi) **Election** of office-bearers and members of the **Governing Council** against retiring members, **as recommended by the Governing Council.**
 - (vii) **Election of fellows**
 - (viii) **Oration and various awards, as recommended by the Governing Council.**

- (ix) Venue of the Society's next annual conference in view of the recommendation of the Governing Council.
 - (x) Amendment of Rules and Bye-laws, if any, as proposed by the Governing Council.
 - (ix) Resolutions from members.
 - (x) Any other business with the permission of the Chair.
 - (e) The proceedings of the General Body Meeting shall be regulated according to the Rules and Bye-laws of the Society. Unless otherwise determined by the Rules, every question submitted to the General Body Meeting shall be decided by show of hands and in case of equality of votes, the person presiding shall have and exercise a second or casting vote.
 - (f) The minutes of the General Body Meeting shall be recorded by the General Secretary.
25. **Quorum** - The quorum of the General Body Meeting shall be 30. The attendance register for this purpose shall be maintained by the General Secretary.
- If quorum is incomplete, the General Body meeting shall have to be adjourned. Members can re-assemble to conduct their business for which no quorum shall be necessary.**

Article - IX

Appointment of Auditor

26. Every year, the **Executive Committee** shall appoint a competent Registered Auditor or a **Chartered Accountant** for auditing the accounts of the Society and the duties of the auditor shall be as follows:-
- (a) The Auditor shall audit the accounts at the end of the financial year, **prepare the statement of the accounts including a balance sheet and the assets of the Society in proper format** and shall certify to their correctness, and
 - (b) shall give suggestions for keeping **Society's account**, as required **and advise to the General Secretary and the Treasurer on taking precautions while investing Society's funds and managing them, considering our profits and income tax implications.**

Article – X

Salaries & Remunerations

Re-coup

27. **With the consent of the President**, General Secretary shall keep an imprest – account, not exceeding **Rs.5,000/-** and shall **re-coup** the amount spent from the Treasurer on production of vouchers.

Expenditure exceeding Rs 2,000/- at a time, except on printing and postage, shall be incurred with the permission of the **President only**.

The General Secretary and the Treasurer may keep part time or full time support staff, like Clerk, Steno-typist or **Computer Assistant**, for the Society's administrative work **with concurrence of the Governing Council**. The remuneration of such staff shall be decided by the **Governing Council** from time to time, depending upon volume of work involved **and financial health of the Society**.

The full or part time staff, kept by the Journal Management Committee (JMC) shall be paid salary or remuneration by the Editor-in-Chief independently. The Society shall not be responsible for payment to any staff of the journal,

Article - XI

Funds of the Society

28. **Income** - The funds or income of the Society shall be derived from the following sources:
- (a) Fees and subscriptions paid to the Society by its members **and fellows**.
 - (b) Donations for awards **and otherwise (with approval by the Governing Council)**.
 - (c) Share of the surplus amount accumulated in the hands of the Organizing Committee of the Annual Conferences **and / or any other regional scientific meetings / programs** of the Society.
 - (d) Advertisements on publications of the Society.
 - (e) Proceeds from the sale of periodicals or books and such other property as may be acquired from time to time.
 - (f) Interest on Savings Bank and Fixed Deposit Accounts, **etc**
 - (g) Contributions from the Government or Local Bodies.
 - (h) **Funds in any form from any other legal source.**
29. **Expenditure** - The **Governing Council** shall, out of the funds of the Society, defray all expenses including rents, salaries, wages and such other charges as may be necessary for carrying the work of the Society.

Article - XII

Annual Conference

30. An Annual Conference of the Society shall be organized every year or as the General Body may decide, under the auspices of the Society at a suitable place and time to be decided at the Annual General Body Meeting of the Society. Such a Conference shall usually be held, before the 31st day of December.

31. The General Secretary of the Society, on behalf of its Executive Committee, shall be responsible for:
- (a) the dates of the Annual Conference in consultation with the Organizing Committee,
 - (b) making alternative arrangements, in case the Organizing Committee fails to give a firm commitment regarding the proposed dates for the Conference,
 - (c) identifying venues for the Annual Conferences and negotiating with members - desirous of organizing the next or future Annual Conference at different places, so as to keep 2-3 different invitations always pending,
 - (d) informing all the Members regarding dates & venue of the Conference,
 - (e) inviting delegates from other relevant Societies / Organizations from India and abroad , in consultation with and /or under- intimation to the Organizing Secretary of the Conference,
 - (f) arranging for Railway Concession for delegates, if required by the members,
 - (g) writing to different Government and similar agencies at the Centre and the States to permit members of ISMS, serving under them to attend the Conference on duty leave
 - (h) Arranging participation of the bidders to the next Annual Conference and their Power Points presentation, if available, in the Annual General Body Meeting, for discussions by the members of the Society.
32. The expenses of the Conference shall be wholly borne by the Organising Committee and the Society shall not be responsible for any loss on account of holding the Conference. The Executive Committee shall render every possible assistance to the Organising Committee of the Conference. The Executive Committee may sanction an appropriate non-refundable seed money, not exceeding Rs. 10,000/-, for making preliminary arrangements in connection with the Annual Conference, if requested by the organizers. This amount will be placed at the disposal of the Organising Secretary of the Conference and may be spent for this purpose. Further, if the financial health of the Annual Conference would permit, soon after the Conference, the Organizing Secretary will return this seed money to the Treasurer of the Society back. Furthermore, a loan not exceeding Rs. 10,000/- may also be given if a request is made by the Organising Secretary of the Conference, with an undertaking to repay the same before the Conference..
33. The Organizing Committee of the Conference will open only one Bank account for this purpose in any nationalized bank, in the name of the Conference, to be operated jointly, preferably - by the Organizing Secretary and the Treasurer of the conference. The full money flow - income and expenses of the Conference, shall be routed through this account only. In case of savings, the Organizing

Committee may transfer part of their savings (at least 25 %) to the Society to strengthen its future programs and activities.

34. Chairs, speakers and delegates and other technical participants of the annual conference, workshop and symposium etc, may be provided a 'Certificate of Participation' in the event. This certificate shall be jointly signed by the President and / or General Secretary on behalf of ISMS and Organizing Chair and / or Organizing Secretary or by any of their nominee as they decide, on behalf the Organizing Committee of the event.
35. After the Conference is over, accounts of the Conference shall be audited by any recognized Chartered Accountant or Government Accounts & Financial Controller and a copy of the audited account shall be sent to the Treasurer of the Society for record.

Article – XIII

The Web Coordinator

36. There shall be a Web Coordinator in the Society. A life member of the Society (sometimes, even a non - member who may become its Life Member later) will be identified by the Nominating Committee and the Governing Council will finally take a decision on the Web Coordinator's name.
37. Responsibilities of the Web Coordinator will be to construct, maintain, update and improve the Society's web page from time to time on volunteer basis. The Society may however, pay the actual cost of hosting its web site and the domain.
38. The Web Coordinator will work in close association with the Secretariat. He / she will place material, duly approved by the President, on the Society's web page. The routine matters of the Society, however, like Secretariat's circulars, statement of accounts, meetings' minutes and issues of the ISMS Bulletin etc, shall be placed on the webpage directly when a copy of the electronic mail is already endorsed to the President..
39. Web Coordinator will work on the position in the Society as long as the Governing Council so decide. He / she will pass-on the username and the password to his / her successor on demitting the Office.

Article XIV

Mode of Correspondence and Maintenance of Records

40. Day to day correspondence of the Society shall be made, as far as possible, electronically (i.e., using the internet). Paper correspondence will however, continue in circumstances where electronic correspondence will not be not possible.
41. Records of the Society shall be prepared and maintained in form of either hard copies or as electronic data-base. Gradually, Society's

records shall be changed to and maintained in form of electronic data-bases only.

CERTIFICATE

It is certified that the foregoing is a true copy of the currently amended / revised Constitution, corrected up to 31 December 2014.

Abhaya Indrayan

President

Anil Mathew

General Secretary

Indian Society for Medical Statistics

Dated: 15 August 2015