ISA
Indian Society of Anaesthesiologists

Eternal Vigilance

CONSTITUTION

OF

INDIAN SOCIETY OF ANAESTHESIOLOGISTS

Memorandum of Association

With Rules & Regulations

Registration No. 8/1999 (Chennai)

(Founder Member of the World Federation of Societies of Anaesthesiologists)

Amendments brought to the Constitution of the Indian Society of Anaesthesiologists up to November 2025 are published

ISA National Registered Office

ISA Balakrishnan House, No. 1203, Casagrand Monte Carlo, Anna Salai, NGR Colony, Saidapet, Chennai, Tamil Nadu – 600015

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THE AIMS AND OBJECTIVES

1. To associate together in one corporate body all reputable and medical persons registerable to the National Medical Commission (NMC), practising or interested in the science and the art of Anaesthesiology, including perioperative medicine, critical care, and pain medicine, hereafter referred to collectively as “Anaesthesiology”.
2. To promote the advancement of Medical Science.
3. To edit and publish a journal of Anaesthesiology.
4. To determine the competence of specialists in Anaesthesiology and to conduct examinations, issue certificates and to make sub formations to run / implement the objectives.
5. To protect the public against irresponsible and unqualified practitioners who profess to be qualified anaesthesiologists.
6. To encourage scientific research and experimental work on anaesthetic problems / issues.
7. To hold / conduct scientific discussions and read / present papers on Anaesthesiology.
8. To watch and advise on legislations affecting Anaesthesiology.
9. To hold / organize (periodically) conferences (at various places) for the betterment of the cause of Anaesthesiology in India.
10. To receive / accept donations and subscriptions from persons who are eligible and desire to join the society and to hold / maintain the funds for the advancement of Anaesthesiology and benefit of members. All the income of the society from wherever derived shall be expended / utilized solely to accomplish or further, any or all the objects of the society as set forth in this memorandum of association and for no other purpose and no portion thereof shall be disturbed / distributed among its members by way of profits, dividends, bonuses, or otherwise, provided that nothing herein shall prevent payment of remuneration to employees for services rendered.
11. To co-operate with other medical and scientific associations.
12. To arrange exhibitions of implements, appliances, devices, etc., pertaining to anaesthesia in different parts of the country and suggest improvements in these implements and appliances.
13. To make / form rules when (deemed) necessary, relating to the discipline and professional conduct of anaesthesiologists.
14. To make / amend rules and regulations and by-laws of the society and to delete, change or add to the same as and when necessary.
15. To add all such things, including office premises, as may be incidental or conducive to the attainment of all or any of the above objects.
16. To prepare / publish a directory of anaesthesiologists in India and abroad who are registered members and to circulate the same to the members.
17. To run / create Funds / Schemes for the welfare of the Society and its members like Family Benevolent fund, Professional protection, acceptable remuneration, career promotion, accident insurance, etc.

THE RULES AND REGULATIONS

ARTICLE I — PRELIMINARY DESCRIPTION

The society shall be called the "Indian Society of Anaesthesiologists" with the aims and objectives specified in the Memorandum of the Society.

In the formulation of these rules and regulations, generally, unless repugnant to the context, the singular shall include the plural, the masculine shall include the feminine and vice versa and within shall include printing, lithograph and other substitute for printing or writing. The word 'Anaesthesia' is to be or should be replaced by 'Anaesthesiology' and word 'Anaesthetist' by 'Anaesthesiologist'.

ARTICLE II — REGISTERED OFFICE

Registered office of the society shall be located at ISA Balakrishnan House, No. 1203, Casagrande Monte Carlo, Anna Salai, NGR Colony, Saidapet, Chennai, Tamil Nadu-600015. The Executive Office of the Society, will function from the place of Honorary Secretary.

Registration Number of the society is - 8/1999 at Chennai.

ARTICLE III — MEMBERSHIP

There shall be the following classes of members:

FOUNDER / CHARTER MEMBERS

Members of the society who were involved in its inception and signed the original memorandum of the society shall be known as founder / charter members.

HONORARY MEMBERS

Those persons, who have rendered outstanding service to Anaesthesiology and contributed in exceptional degree to the advancement of this specialty, shall be eligible for the honorary membership, provided their names have been unanimously recommended by the Governing Council and passed by a two-third majority in the Annual General Body Meeting (AGBM). They shall not be eligible to vote or to hold office in the Society.

LIFE MEMBERS

Medical graduates of modern medicine registered in India, possessing qualification in Anaesthesiology [recognized by the National Medical Commission (NMC)]& Registration of the postgraduate (PG) qualification in Anaesthesiology with the NMC and residing in India will be eligible for life membership in the society. Members already registered as Life Member before December 2007 without requisite qualifications will be treated as Life Members. Existing Life Members will continue for life. The life membership has to be renewed after 20 years with the 10 % life membership fee in force at that time as decided by the GC, failing which the membership will automatically lapse. This will come into existence for the members who join after 1st April 2016.

ASSOCIATE LIFE MEMBERS

Medical graduates of modern medicine registered in India and studying as PG students in Anaesthesiology are eligible for associate life membership till qualified. The Associate Life Members (ALMs) shall be entitled to all privileges and rights of Life Member but they shall not be eligible to vote or to hold office. Applicants holding PG qualification in Anaesthesiology, but not having their additional qualification registered with NMC will be registered as ALMs only. After completion of the postgraduation & registration of the additional qualification, one can apply for life membership with copy of certificates of Qualification and Registration.

OVERSEAS MEMBERS

Medical practitioners of modern medicine registered in India or registerable in India and possessing qualification in Anaesthesiology (recognized by NMC) will be eligible for overseas membership if residing outside India. They will not be eligible to hold any office nor be eligible to vote. They will pay subscription as Overseas Member.

CORPORATE MEMBERS

Corporate group(s) related to Anaesthesiology and Critical Care services (equipment makers / dealers, pharmaceutical companies) may be co-opted as Corporate Members of ISA and they are eligible to all privileges and rights of an Associate Member in ISA. Physical representation shall be limited to a single representative.

PERMANENT ASSOCIATE LIFE MEMBERSHIP

This category is applicable to those medical graduates of modern medicine possessing qualification in Anaesthesiology, registered in India, recognized by State Medical Council and registered in State Medical Council but NOT RECOGNIZED BY NMC. This category of membership applies to those residing in India and who wish to obtain membership of ISA after 1st Dec. 2017. Existing Life Members (members already registered as Life Member before December 2017 without requisite qualifications) will be treated as Life Members. The Permanent Associate Life Membership has to be renewed after 20 years with full payment of the life membership fee in force at that time, and as per the 'current' rules of the time, related to membership of ISA, failing which the membership will automatically lapse. The Permanent Associate Members shall be entitled to all privileges and rights of Life Member but they shall not be eligible to vote or to hold office. They can be converted to Life Members if they acquire PG Qualification in Anaesthesiology which is recognized and registrable with NMC and submit proof thereof.

AFFILIATE LIFE MEMBERSHIP

This category is applicable to those medical doctors who are not anaesthesiologists but are interested in anaesthesia academics. The membership fee will be same. Neither they will have voting rights nor will attend the AGBM.

ARTICLE IV — ENROLMENT OF MEMBERSHIP

Application for membership shall be made and submitted online on www.isaweb.in and a printout of the same with signatures of the Applicant, the Proposer and the Seconder shall be sent to ISA National Secretary with the requisite membership fee online payment receipt. The copy of Degree Certificate, copy of

Registration Certificates, Bonafide Certificate, etc to be submitted online. This shall be duly completed by the applicant, duly proposed and seconded by two valid Life Members of the Society (with their signature & ISA number) whose names appear on the register of the Society as valid members. Such application shall be scrutinized by the National Secretary. The National Secretary shall in turn submit the applications to GC with his comments / recommendations for approval if any discrepancy or doubt exists for a particular applicant. The decision of the Governing Council shall be final. Pending final decision by the Governing Council, Honorary Secretary may enrol an applicant, temporarily as member, on receipt of the application and subscription, which will entitle the applicant to the privileges of his class of membership, but without any rights of voting or attending business meetings.

After successful completion of their PG course (NMC recognized) & registration of Additional Qualification with Medical Council, the ALMs will become eligible to apply for life membership. They shall send the application online with copies of the necessary PG certificates along with medical registration certificate of Additional Qualification and photograph for the photo identity card, to the society's office any time. On receipt of payment, enrolment & Membership Number will be allotted and informed to the applicant.

Membership subscription shall be as follows:

a. Overseas Membership - U.S. $ 50/-(yearly renewable)
b. Life Membership (India) - INR. 10000/-
c. Life Membership (Associate, India) - INR. 10000/-
d. Life Membership Overseas - US $ 750/-
e. Corporate Membership - INR. 1,00,000/- for ten years period and Renewable after the expiry.
f. SAARC Countries - INR 10000/-(yearly renewable)

The membership subscription amount shall be increased by 15% every three years. This membership fees is excluding of Goods & Services Tax (GST), which will be levied as per the prevailing GST at the time of membership application.

ARTICLE V — TERMINATION / CESSATION OF MEMBERSHIP

Membership from the society shall cease by:

Voluntary resignation by the member

A member may resign in writing to the Honorary Secretary. The Governing Council shall accept the resignation unless there is recovery due from or any disciplinary action pending against the member.

Disciplinary action

A. The Governing Council, may recommend by a two-thirds majority disciplinary action against any member for any proven disregard or violation of the rules and regulations of the ISA, unprofessional, abusive or violent behaviour during meetings, conferences or elections of the ISA verbally, in writing or on any social media platforms at the city, state or national levels, criminal misconduct or conviction in a criminal case, or action prejudicial to the interest of the Society at large. The GC may take Suo moto cognizance of such offences, or acts on written complaints supported by documentary or other physical evidence made to the GC by any member of the ISA or the public at large.

Any complaint without supportive documents and evidence will not be considered. The complaint shared on social media will not be considered. The complainant/s have to wait for the decision of governing council. Till that time if the complaint is circulated on social media, the complainant/s and the persons sharing such complaints on social media will be liable for disciplinary action.

The accused member will be served a notice in writing to appear in the next meeting of the Governing Council (physical or virtual) and will be given an opportunity to explain his/her conduct.

The Governing Council may take disciplinary action depending on the seriousness of the offence which may range from

a. Reprimand
b. Suspension from membership of the ISA for a period of 1 week to 1 year. This suspension period if confirmed at the next AGBM will result in a break in continuous membership of the ISA
c. Temporary Suspension or Dismissal from any post held in the national, state or city branch Governing Councils in case of members of such Governing Councils. This suspension period if confirmed at the next AGBM will result in a break in continuous membership of the ISA. This break of 5 days will result in his /her tenure in the Governing Council being deemed as incomplete.
d. Debarring the member from contesting elections in any formation of the ISA for a period varying from 1 year to permanent debarment
e. Termination of membership of the ISA

Disciplinary actions listed above must be presented for endorsement at the next AGBM. The suspension of membership of such member, if recommended by the Governing Council shall remain suspended till the AGBM ratifies the decision at next meeting. The decision of the AGBM will be final and binding on all concerned.

B. A member whose name has been removed from the membership of the society under the above clause may apply for membership after expiry of the term of suspension, provided his application is approved by two-third majority of the Governing Council and confirmed by the General Body at its next meeting. The prior duration of membership will be deleted from the record.

ARTICLE VI — MANAGEMENT

The management of the Society shall be vested with the Governing Council consisting of

1. President - one year
2. Vice- President - one year
3. President Elect -one year (internal auditor)
4. Honorary Secretary - three years
5. Honorary Treasurer - three years
6. Editor-in -Chief Indian Journal of Anaesthesia- three years
7. Governing Council Members -three years.

The total number of GC Members will be twelve. One Governing Council Member shall be elected from each of the six zones (total six) from zonal electorate. Rest six seats of Governing Council are open for all ISA Members; to be elected from national electorate, two seats will be open every year.

8. Immediate Past President - one year (Chairman Academic activities & Vice Chancellor CISA, Trainings and Chief Election Officer)
9. Immediate Past Honorary Secretary - one year
10. Immediate Past Hon. Treasurer - one year
11. Immediate Past Editor - one year

Note

To hold any Office in ISA in any formation (except those pertaining to the National Head Quarters- the National Office Bearers specified in other part of this document), one must have enrolled as member of ISA and have minimum 3 years of membership in the Society.

EX-OFFICIO MEMBERS

All Ex-Officio Members will not have any voting rights in the Governing Council. They will participate only in the deliberations pertaining to their subject. These members include the following-

1. Organizing Secretary of the National Conference of the year.
2. Secretary / President of the Family Benevolent Fund (FBF).
3. Any other invited member. All the Ex-Officio Members have to bear their travelling expenses from the respective bodies; their local hospitality will be borne by the organizing committee of the conference.

All posts in the Governing Council are honorary.

ARTICLE VII — ELECTIONS

All the elections of the society will be conducted by online voting only. Notification will be issued on 16 May every year. Schedule of elections will be published by the Secretary in consultation with the Chief Election Officer (CEO) in May every year as per the Election Calendar in Annexure III.

Elections will be conducted from the Administrative Office of ISA and the CEO or his nominee will be conducting the elections.

No member can hold two posts in any formation; National, Zone, State and City.

1. The President-Elect shall hold office until end of the next AGBM at which he/she will be installed as the President. The President Elect must resign from the post holding at any formation of the society. The tenure of the President shall be one year, at the end of which he shall become Immediate Past President. The President will not be eligible for election to any office in the society within or below the National formation (City/ State/ National). However, the Past President may be nominated for a post of coordinator or chairman of committee or any other post of importance where their services are needed.
2. The Vice-President: He/she shall hold the post of Vice President for a period of one year. She/he shall not be eligible to contest for any post except the President Elect. The past Vice-President will not be eligible for election to any office in the society within or below the national formation (City/ State/ National) except for National President Elect.
3. The Honorary Secretary, the Honorary Treasurer and the Editor-in-Chief of Indian Journal of Anaesthesia shall be elected by online voting as per the election notification. They shall hold office for 3 years, after which they shall not be eligible for re-election to the same post. Resignation or absence of one among them will not affect the membership of another member. Members of the Governing Council will not be eligible for re-election for another term for the same post. Past Honorary Secretary is eligible to contest for the post of Vice President and President Elect only. Past Honorary Treasurer can contest for the post of Secretary, Vice President and President Elect only. Past Editor-in-Chief IJA can contest for all the posts except for IJA Editor-in-Chief and Governing Council Member. Governing Council Members will be elected by online voting. Unless specified, all Council Members shall hold office for 3 years and they are not eligible to recontest for the same post.
4. The Honorary Secretary shall notify the vacancies in the Governing Council to be filled at the forthcoming elections by 16th May each year through ISA Website / suitable social media platform / Newsletter.
5. Every nomination together with the written consent of the candidate to contest the election, duly proposed and seconded by two valid life-members should be sent to the Honorary Secretary by E-mail / Courier / Speed Post / By hand (Receipt to be obtained) so as to reach him by the 31st May by 5 PM each year. If the last date happens to be a holiday, then the next working day shall be considered as last day. The proof of attending 3 out of last 5 regular AGBMs should be submitted by

the contestant while submitting his nomination papers duly notifying the serial number in AGBM register, which shall be available at official website of our Society. For every post to the Governing Council (the President Elect, the Vice President, the Secretary, the Treasurer, the Editor-in-Chief of IJA, Governing Council Member), the nomination must be accompanied by the designated non-refundable nomination fee, in the form of the receipt – self attested counter foil of bank transaction statement, of successful payment via NEFT, favouring "ISA National" payable at the City of Secretary's office. The nomination paper not accompanied by the receipt- self attested counterfoil of bank transaction statement, for the NEFT of Nomination Fee will be deemed invalid. A curriculum vitae (CV) of the contesting candidate not exceeding 250 words may accompany the nomination and will be circulated to all eligible members through society media. Excess of CV beyond first 250 words shall be deleted.

The nomination fees are fixed as below:

- President Elect: A sum of Rs. 30,000/- (Rupees Thirty thousand only)
- Vice President: A sum of Rs. 20,000/- (Rupees Twenty thousand only)
- Secretary*: A sum of Rs. 30,000/- (Rupees Thirty thousand only)
- Treasurer*: A sum of Rs. 30,000/- (Rupees Thirty thousand only)
- Editor-in-Chief IJA: A sum of Rs 30,000/- (Rupees Thirty thousand only)
- Governing Council Member: A sum of Rs. 20,000/- (Rupees Twenty thousand only)

(*The nominee for the post of the Secretary and the nominee for the post of the Treasurer shall submit separate applications, and shall also pay the fixed nomination fees individually.

6(a)(i) Only a valid life member is eligible to contest, or to propose or to second a candidate for election. If he/she has resigned pending decision of the Governing Council or if any disciplinary inquiry or action is initiated against him/her pending decision by the General Body, then he is not eligible to contest or to propose or to second a candidate in the election.

(ii) Contestant must be a continuous life-member of the society for not less than 10 years for the post of President-Elect and Vice-President, Honorary Secretary, Treasurer, and Editor-in-Chief, and not less than 5 years for the other posts.

(iii) A candidate contesting for the post of President-Elect, Vice-President and Hon. Secretary, Hon. Treasurer should have served and completed one full term of office in the Governing Council earlier.

(iv) Candidates contesting for any post in the National governing council or state governing councils, city branch President and Secretary, must be approved members of the ISA Family Benevolent Fund (FBF) at the time of filing their nominations for the elections. It is highly desirable that other executive members of the city branches should also be FBF members.

Additional criteria for contesting for the post of Editor-in-Chief, IJA and other journals of the ISA / CISA:

- The applicant should possess at least 10 years of experience in Anaesthesiology and be a member of the ISA for at least 10 years.
- Applicant should have at least 5 years of experience serving on the editorial board of a PubMed-indexed journal.
- Must have a minimum of 15 original articles / systematic reviews / meta-analyses in PubMed indexed anaesthesiology journals (other than Case reports, letters to the editor, short summaries, etc) or a Google Scholar H-index > 10.

- It is desirable that he/she should have contributed to a registered ethics committee as a member for at least two years.
- Must have at least one Good Clinical Practice training certificate obtained prior to applying as a candidate for election for the post of EIC
- A background in publishing, editing, or journalism is a must.
- Each applicant should provide a summary of the vision document (200 words) outlining editorial strategies for development in the next 3 years to further improve the quality of the Journal.

(v) Past Honorary Secretary is eligible to contest for the post of Vice President and President Elect only. Past Honorary Treasurer can contest for the post of Secretary, Vice President and President Elect only. Past Editor-in-Chief IJA can contest for all the posts except for Editor-in-Chief IJA and Governing Council Member.

(vi) Candidate seeking election for any post should have signed in the AGBM register at three AGBMs in the preceding five Annual Conferences.

(vii) The incumbent Organizing Chairman, Organizing Secretary and Treasurer of the Annual National Conference of ISA shall not be eligible to contest in the election until accounts of the Conference are approved by the respective City & State branches and accepted by the Governing Council which shall be ratified by the AGBM. Also, the Governing Council Members cannot take the post of Organizing Chairman, Organizing Secretary and Treasurer of the Annual National Conference of ISA as long as they are in Office.

(b) Conference attendance refers to signing in regular AGBM register (not special or emergency GBM).

(c) Nomination submitted can be withdrawn by the candidate, through written request to the Honorary Secretary of ISA National Head Quarters.

(d) A member can contest for only one post in the Governing Council. All office bearers in governing council desirous to apply or propose for more than one post have to submit written letter for withdrawal of nomination made for additional posts (other than the one which he/she wishes to contest) in the Governing Council before notification of final nomination list, failing which all his/her nominations will become invalid.

(e) Elections will be held by online voting only.

(f) The Honorary Secretary will scrutinize all the nominations received and present all eligible nominations to the Chief Election Officer with his remarks on eligibility. The Governing Council will nominate two Election Officers, (Governing Council Members who are not contesting in the elections) for smooth conduct of the election process. The Chief Election Officer will be responsible for the entire election process. He shall report to the ISA President and Secretary for any advice. The decision of the Chief Election Officer will be final on the election matter provided it is within the Constitution, Rules & Regulations of the Society. All nominations will be verified by the Chief Election Officer along with election officers and preliminary list of contesting candidates will be notified at the ISA Office and in ISA website on 1st June. The Chief Election Officer can avail the services of more members from the Governing Council to conduct election. The members who have proposed or seconded the nomination of any candidate are not eligible to be in the conduct of election process.

(g) Nominations can be withdrawn (only by the candidate) in writing before the release of the list of valid candidates, that is up to 5.00 PM on 15th June. If 15th June is a holiday, then next working day will be taken into account. In the absence of any valid nominations as stated above, the

General Body shall proceed to hold election of the office bearers from amongst the eligible members present at the AGBM.

(h) In the event of a post of the Governing Council falling vacant (President, President Elect, Vice-President, Hon. Secretary, Hon. Treasurer and other Governing Council Members) during the course of any year, the existing members of Governing Council shall co-opt the office bearer or office bearers in the vacancy or vacancies and person(s) so co-opted shall hold the office for the remaining period for which his predecessor would have held the office. Vacancies so filled shall not exceed three per year.

(i) The Governing Council Member after completion of the term shall be eligible to contest for higher post.

(j) Any sitting member or office bearer of Governing Council of ISA National is not eligible to contest election from 2027 and onwards. Even if they resign to contest election, they are ineligible.

The Office bearers shall cease to hold office:

a) When the prescribed period of their term is over / complete.

b) In the event of the untimely death of the member.

c) On the submission of the resignation of the member for any reason.

d) In the event of the member migrating to a foreign country.

e) If by a resolution the General Body decides by two thirds majority of the members present that such office bearer or office bearers be removed / dismissed / terminated from office.

In the event of a last-minute sudden cancellation of a conference due to extra ordinary situation or not conducting conference for other reasons or failure to hold AGBM due to lack of quorum, the current existing Governing Council will continue to hold the charge of Society till the succeeding conference / General Body meeting.

Even if the electronic elections are conducted and results are declared, the change of office bearers will take place only during the AGBM.

No member is entitled to submit his nomination for any post before completion of the eligibility tenure.

7. Direct campaigning by Governing Council members, other than the contestants, will not be done from personal email, mobile, facebook, WhatsApp and other social, electronic or print media.
8. If there is evidence that any Governing Council member has violated the above campaign norms, he/she can be suspended temporarily from Governing Council from June 26th to 30th of that election year, and he / she will not be allowed to vote.

This break of 5 days will result in his /her tenure in the Governing Council being deemed as incomplete.

9. Prospective candidates should not declare their candidature publicly in any meeting/groups on social media/electronic or print media prior to 16th May of the election year.
10. Canvassing by the candidates themselves will be allowed on social and electronic media only from 16th May onwards till 8AM, 25 June.
11. Any member who feels aggrieved by the content of any campaign material in any media may complain in writing along with documentary proof to the Chief Election Officer. If the Chief Election Officer finds merit in the complaint, he/she will convene a meeting of the national Governing Council to take a decision on the complaint. If a majority of members at the convened Governing Council meeting find that the campaign material is abusive, derogatory, defamatory or potentially promoting hatred towards any group, community or gender, or is found to be prejudicial to the interests and prestige of the ISA, disciplinary action will be taken against any member who has

composed or forwarded such messages in any medium. Before any disciplinary action is taken, the accused member will be served a notice in writing to appear in the meeting of the Governing Council and will be given an opportunity to explain his conduct. Disciplinary action may include one or more of the following-

A. Reprimand
B. Suspension from membership of the ISA for a period of 1 week to 1 year. This suspension period if confirmed at the next AGBM will result in a break in continuous membership of the ISA
C. Temporary Suspension or Dismissal from any post held in the national, state or city branch Governing Councils in case of members of such Governing Councils. This suspension period if confirmed at the next AGBM will result in a break in continuous membership of the said Governing Council
D. Debarring the member from contesting elections in any formation of the ISA for a period varying from 1 year to permanent debarment
E. Termination of membership of the ISA Penal actions b-e listed above must be presented for endorsement at the next AGBM. The decision of the AGBM will be final and binding on all concerned.

12. Once a candidate has filed his nomination for election to any post, he/she should not attend any meeting/CME/PG assembly/webinar/other academic programmes as an invited faculty. He/she may attend as an ordinary delegate without any travel, registration or accommodation provided by the organisers.

ELECTION DISPUTES

1. In the first instance, any complaint pertaining to any process of election must be lodged with the Chairperson of the Election Commission along with documentary proof of any irregularity before the start of the counting procedure.

No complaint other than that of the counting procedure shall be entertained once the counting procedure has started. Complaints pertaining to the counting procedure or counting irregularities, if any, must be lodged in writing by the contestant or his representative with the Chairperson of the Election Commission during the counting procedure or immediately after the counting has been completed or within fifteen days after the completion of counting.

2. Election commission chairperson and members should view election window prior to closure on last day.
3. Election contestants can request to see the post-election voting pattern for his or her post at the office of the Secretary. This will be through a written request and will be in the presence of at least one election commission member nominated for this process. Cost of this will be borne by the complainant.
4. An Election Redressal Committee comprising of the President and two immediate Past Presidents would review the evidence provided by the complainant and would give its ruling within 15 days.
5. If the complainant remains unsatisfied with the decision of the Election Redressal Committee, he/she may ask for hearing by a Review Panel.
    1. The Review Panel is composed of a bench of three past presidents who have not participated in the decision-making in Redressal Committee and two eminent members of the ISA (one nominated by the complainant, and the other nominated by the President, ISA) to find an amicable solution.
    2. The decision of the Review Panel shall be final and binding on all parties.
    3. The travel and accommodation expenses as well as daily allowance (to be determined by the Governing Council) of the Review Panel will be review arbitration if he loses the review. However ISA will bear this cost if he wins it. However the candidate cannot claim any compensation what so ever

4. However no candidate holding stake in election either appellant or defendant can claim any compensation or any allowances related to any head during this redressal or review process.
5. Once results are declared, it cannot be changed by any committee including election committee. It can be changed only following decision by either a Redressal Committee, or the Review Panel.

Annexure II: Online Elections & Annexure III: Election Calendar are attached below

ARTICLE VIII — MEETINGS

GOVERNING COUNCIL

1. The Governing Council shall meet at least four times a year, the first meeting soon after assuming office, the second preferably in the months of March / April, third in the month of August and another just before the commencement of the Annual Conference. One or more (as required) GC meetings may be done by either tele / video conference or immediately after the induction of Office Bearers on the last day of the conference. 1/3rd of the total of the Governing Council members shall form quorum.

All the Governing Council Members attending the Governing Council meeting shall be paid / will be reimbursed with travel allowance, economy air fare, at actuals up to a maximum of Rs. 65,000.00 in a calendar year/- from the airport near their residence to the place of meeting, provided both mid-term meetings are attended.

2. If it is found inconvenient or impracticable to hold Governing Council meeting and if the Hon. Secretary and/or the President deem it desirable that the opinion of the Governing Council be obtained, they shall do so by correspondence and circulation or any other mode of communication like e-mail or online and act in accordance with the views of the majority.
3. A special Governing Council meeting may be held once every year at the registered office of ISA Chennai. Each Governing Council Member will be entitled for Rs. 25000/- maximum as travelling allowance.

GENERAL BODY

1. The Honorary Secretary shall arrange to hold the Annual General Body Meeting (AGBM) every year at the time of the Annual Conference of the Society. This will be a hybrid physical on-site as well as virtual meeting.
2. The quorum of the General Body shall be 50 or 1/4th of the members of the society whichever is lesser. In the event of lack of quorum two adjournments each not exceeding 60 minutes will be allowed for gathering requisite quorum. The quorum shall not be mandatory for the second reconvened meeting.
3. Any member desiring to move a resolution at the Annual General Body Meeting shall give notice of the same in writing to the Hon. Secretary at least 30 days before the date of the meeting.
4. The Honorary Secretary shall circulate the agenda including proposed resolutions (vide clause 3) for the General Body 3 weeks before AGBM. The resolutions for amendments should be submitted 3 weeks before the 3rd Governing Council Meeting.
5. The President shall preside the meetings of the Governing Council, General Body and valedictory function of the Annual Conference.
6. In the absence of the President, the Vice-President shall officiate for him. In the absence of the President and Vice-President, the immediate Past-President shall preside over the meeting. If all the three are not available then the President Elect will preside over the meeting.

7. The President generally shall not vote on a motion but, in the event of a tie, will have a casting vote. The voting may be by show of hands or by ballot, whichever is thought desirable by the President, except for elections to the Governing Council.
8. Additional General Body Meetings (GBMs) may be held in virtual mode within 45 days of the first and second Mid-term meetings of the ISA GC. The procedure for the agenda and conduct of the meeting will be similar to that of the AGBM.
9. The ruling of the President shall be final provided it is according to the constitution, and rules and regulations of the Society. The President shall call a Special General Body Meeting if
    a. An emergency or urgent situation arises or
    b. Fifty or more members submit a written request for a specific purpose. The applicants must be present for such requisitioned meetings and they shall bear the expenses of such meeting including the traveling expenses of the office bearers.

The Special General Body Meeting shall restrict the business to the specific agenda for the meeting and no other business shall be transacted at such a meeting.

A Special General Body Meeting shall be conducted with the second Mid-Term GC Meeting to pass the audited accounts to be submitted to the registrar of societies.

ARTICLE IX — JOURNAL OF THE SOCIETY

1. The Society shall publish an official Journal entitled "Indian Journal of Anaesthesia" under the direction of an Editorial Board. The Editor-in Chief of the Journal shall be elected by online voting from among the ISA Members. The Editor shall nominate other members (at least one member from each zone) of the Editorial Board with the concurrence of the Governing Council.

The President, Vice-President, President Elect, Hon. Secretary & Hon. Treasurer shall be the ex- officio members of the Editorial Board.

The Editorial Board can form separate by-laws for the management and publication of the journal, with the concurrence of the Governing council.

Separate bank account for the journal shall be maintained by Editor of the Journal. The account shall be operated by the Editor. The accounts shall be duly audited annually and submitted to the Governing Council and the General Body for approval adoption. The original receipts and vouchers have to be submitted by the editor to the head office after audit. Adequate funds will be made available to meet the publication of journal with the consent of Governing Council and approval by AGBM.

2. A loan may be given / granted from time to time by the Society to the Journal for meeting contingencies after taking / seeking prior approval of the General Body, which shall direct as to how the same is to be utilized.
3. Articles from valid members only shall be accepted for publication.
4. Outstanding contribution from non-members may be accepted subject to approval of Editorial Board.
5. Online access to IJA is free to ISA members. Whenever the AGBM decides, the members will have to pay a decided price for the hard copy of IJA.
6. Till further orders or decision, members have to register each year for hard copy by registering online at www.ijaweb.in or sending an email or letter to the Editor-in-Chief requesting a hard copy of the journal. There will be an email subscription for hard copies of the IJA will be posted on the ISA website. Only 1000 hard copies which will be distributed on email subscription on first come first basis. Members who wish to avail of hard copies of the journal after the first 1000 print copies will have to subscribe to the journal on payment of the fees in force at that time.

7. The same will apply to other journals that the ISA / College of ISA (CISA) may publish from time to time as mentioned in Article No. XX (College of Indian Society of Anaesthesiologists).

ARTICLE X — PRESIDENT

The President when present shall preside over all the meetings of the Governing Council, General Body, Annual Conference and any other committee meeting of which he may be a member. The President shall hold office until the end of the next AGBM. The tenure of the President shall be one year, at the end of which he shall become Immediate Past President. The Past President will not be eligible for election to any office in the society within or below the National formation (City / State / Zone / National). However, the Past President may be nominated for a post of coordinator or chairman of a committee or any other post of importance where their services are needed. He shall attempt in all possible ways to contribute to the welfare of the people through the medical specialty of Anaesthesiology furthering the aims of the society to the full extent and perform such other services of leadership as are customary. He shall regulate the proceedings of the meetings and the conference, interpret the rules and by-laws, decide doubtful points and put the resolutions / motions to vote. The ruling of the President shall be final and binding provided it is within purview / provisions of the Constitution, Rules and Regulations of the Society. He shall perform such other duties as are provided in the Rules and Regulations of the Society.

PRESIDENT ELECT

The President Elect shall be elected by online voting by the members of the Society. The President elect shall hold office until end of the next AGBM, at which he will be installed as the President. The President Elect must resign from the post holding at any formation of the Society.

The President Elect should be given due importance at par with the President when sharing any function, in the hierarchy above the Secretary. The President Elect shall be installed as the President of the following year by the President of the current year at the conclusion of the valedictory function. The President Elect will be observing all the proceedings of the meetings.

If after getting elected, President Elect resigns / unnatural thing / death occurs; then in the subsequent year, both, the posts of President Elect and President will be advertised.

The President Elect ISA National shall be entitled to an academic grant of 50000 INR.

VICE-PRESIDENT

1. In the absence of the President, the Vice-President shall officiate for him.
2. He shall assist the President in the performance of his duties.
3. The Vice-President shall be elected by online voting by the members. His/her tenure is one year. He shall not be eligible to contest for any post except the President Elect.
4. Vice President ISA National shall be entitled to travel grant of 50,000 INR and complimentary registration with spouse for the ISACON when he/she is holding office.

ARTICLE XI — HONORARY SECRETARY

The Honorary Secretary shall be responsible for carrying out the directions and decisions of the Governing Council and General Body in consultation with the President. The Secretary will act as per the decisions of

the Governing Council. All important matters will be discussed in the Governing Council Meetings and final decisions will be taken in consensus.

In particular, the Secretary shall:

1. Be correspondent on behalf of the society.
2. Convene meetings of the Governing Council and General Body, whenever called upon to do so by the President.
3. Have administrative control over all the affairs of the Society. He shall be the custodian of the ISA Logo and his permission is necessary for any activity to be conducted under the ISA Logo.
4. Have charge of the office and correspondence of, or in relation to the Society.
5. Keep minutes of all meetings of the Society, Governing Council and committees thereof.
6. Prepare the Annual Report of the Society.
7. Be in charge of the furniture, books and all documents and other assets of the Society.
8. Collect all dues of the Society and pay all such amounts into the banking account of the Society and inform the Treasurer from time to time the amount so paid.
9. Make disbursements and maintain vouchers for all expenditures. For any extraordinary expenditure, the Governing Council can sanction a sum of Rs.50,000/- at a time and not more than 2,00,000/- in a year.
10. Perform all such other duties as are incidental to his office.

All notices, communications (including electronic / social media communications), letters, memoranda and other papers, whether they are acts of the Governing Council, or of the General Body, or of any officer of the society shall be signed by the Hon. Secretary.

ARTICLE XII — TREASURER

1. In extraordinary circumstances, the General Body or Governing Council may direct the Honorary Secretary to work as Secretary cum-Treasurer or to Treasurer to function as Treasurer-cum-Secretary.
2. The Treasurer shall maintain accounts of the funds and other assets connected with or in any way controlled by the Society.
3. The custody of the property, movable or immovable, belonging to the Society shall vest in the Governing Council.
    i. No sale or mortgage, lease or other transfer of immovable property belonging to the Society shall be valid unless the President or Vice President and Hon. Secretary shall execute the document of transfer after approval by the Governing Council and approval in AGBM.
    ii. All money of the Society shall be deposited and / or invested, in Nationalised bank.
    iii. Accounts and other investments in the name of the Society shall be operated by the Hon. Secretary and Hon. Treasurer. (Subject to Clause i above).

Accounts of the Society shall be audited every year by internal auditor (President Elect) and one or more Chartered Accountants appointed for the ensuing year by the General Body at the AGBM every year. The audited accounts shall be placed before the General Body for adoption. The auditor or auditors shall be paid such remuneration or honorarium as the General Body may fix at the Annual General Body Meeting at which such auditor or auditors may be appointed.

4. The President & Hon. Secretary shall be provided with an amount of Rs. 3,00,000/- each for their travelling expenditure when visiting the branches / official work. President Elect ISA National and the Vice-Chancellor of the CISA shall be entitled to academic grant of up to Rs. 50000 reimbursable on actual travel expenditure.

5. Building Fund: An amount of Rs. 2,00,00,000/- allotted for building fund with a committee consisting of five people (1) President (2) Secretary and three members nominated by Governing Council and approved by GBM for three years.
6. The Treasurer will have to travel to ISA NHQ frequently to transact important business. A sum of up to Rs 50,000/- per year, will be reimbursable on actual travel expenditure to ISA NHQ incurred by the Treasurer. Treasurer ISA National shall also be entitled to academic grant of 50000 INR.

ARTICLE XIII — CONFERENCE

The venue of the Annual National Conference will be decided by the Governing Council on the basis of merit. The state holding the National Conference will not be eligible to reapply for the next 10 years. Zonal rotation is preferred. Within that Zone, (let us say that is Zone A) out of the bids received, preference would be given to the state branch which has not hosted the Conference before or has not hosted the Conference for the longest period out of the bids received, provided all other criteria for selection are met. Bids can be accepted for consideration from the Zone which is next in the line (i.e., Zone B) for eligibility as per zonal cycle of rotation. In case the bid from the eligible Zone (Zone A) is found not in order and is rejected by the GC then bids from Zone B would be considered as per the criteria defined earlier. The cycle of zonal rotation from 2021 is 2022 North East, 2023 North, 2024 East, 2025 Central, 2026 South & 2027 West. This cycle will be maintained for future. This cycle may be modified by the Governing Council by a resolution with subsequent approval by the GBM as and when necessary, provided their bid satisfies all requirements & criteria and has facilities to hold a National Conference. The bid for hosting ISA National Conference must reach the Hon. Secretary before 31st July and will be discussed in the 2nd Mid Term GC Meeting after presentation by the respective bidders. Representatives of the bidding branches must present themselves on the 2nd day of the GC with full details including blue print of the venue and halls, short video, etc. The credentials and experience of the Organising Secretary and Scientific Committee Chairperson of the ISACON should be detailed in the bid application. Shortlisted venues will be inspected by a subcommittee formed by the GC and they will give their report during the 4th GC Meeting and then venue will be decided on the basis of merit and facilities.

Annual National Conference of ISA (ISACON) should end on last Sunday of November to avoid all week days being ISACON days. Following is the schedule of the ISACON:

- Wednesday: Workshops
- Thursday: CME, Presidential dinner
- Friday: Day 1 of Conference, Conference Inauguration
- Saturday: Day 2 of Conference, AGBM, Banquet
- Last Sunday of November: Day 3 of Conference

There can be separate registration for Workshops, CME and Conference and any combinations of these three. For Workshops and CME, working lunch only. The Presidential Dinner / Faculty Dinner to be held on CME Day. ISACON Inaugural Ceremony to be held on first day of the conference in the evening, followed by entertainment and conference dinner. Inaugural programme to be restricted to 1 hour only.

One banquet only to be hosted by Org Committee on Saturday, on day 2 of conference. No second banquet shall be hosted even if it is proposed by Org Committee voluntarily. Zonal Conference in the zone of ISACON will not be held in the year of ISACON. A request should be made for state & other conferences to be avoided 3 months prior to ISACON.

1. The Annual Conference bid must come from approved State Chapter and City Branches (recommended by the State Branch) of ISA and the venue of the Conference must be within the country. Organizing Chairman, Organizing Secretary, Treasurer and Scientific Chairman shall be elected by the Conference bidding branch to make necessary arrangement for the conduct of the conference. Such officers will present themselves to AGBM and present details of arrangements they are planning for the forthcoming conference. They will be responsible / accountable to the Governing Council of Indian Society of Anaesthesiologists for the good / successful conduct of conference.
2. Any authorized member from any bidding branch may present their bidding on the conference proposed to be held in the year following next conference year.
3. Organizing Secretary will attend the meetings of the Governing Council preceding the conference on a special invitation.
4. The Hon. Secretary (National) will give / issue an authorization letter to the Organising Committee to open a bank account and obtain a separate PAN for the purpose. ISA (National) shall be the sole proprietor without legal and tax liabilities of the Annual Conference or any international conference invited by ISA (National) and all the invitations, brochures etc shall be in the name of the President, Secretary, Treasurer and the other Governing Council Members. The State Chapter and City Branch of ISA to which the organizing committee belongs shall be conducting the Conference on behalf of ISA (National).
5. If for some unavoidable reason / circumstances the selection of the venue of the Annual Conference and Organising Secretary could not be decided by the General Body of that city, the same shall be decided by the Governing Council.
6. The Governing Council along with the Conference Scientific Committee shall be responsible for the scientific programme at the annual conference. Immediate Past President (Chairperson, Academic Committee) will be the Scientific Coordinator to the organizing committee of the conference. The Scientific Committee of ISA National shall comprise of Chairperson Academic Committee (Chairman), President, Secretary, Editor-in-Chief of Indian Journal of Anaesthesia, one GC member nearest to the venue, Organising Chairperson, Organising Secretary and ISACON Scientific Committee Chairperson. The Scientific Committee of ISA National will be responsible for the Scientific Programme of ISACON, selection and appointment of Guest Speakers, discuss and decide subjects / speakers to be presented. Travel expenses of these officers shall be borne by ISA and local hospitality shall be extended by the ISACON Organising Committee.
7. Only valid members are eligible to present the scientific papers.
8. Papers already published or accepted for publication shall not be eligible to be read at the conference. Papers read at the Annual Conference will be published online as a supplement of Indian Journal of Anaesthesia after the conference and ISACON Organizing Committee shall bear the expenses for the online publication. The edited / corrected list has to be sent by Chairman of the Scientific Committee to the Editor-in-Chief before October 15th during the year of conference.
9. The Governing Council shall frame guidelines for arranging the Conference and also the protocol to be followed at the Conference. This shall be communicated to the Organizing Committee for compliance. The Organising Committee has to submit all the documents signed with different organizations to the Governing Council when demanded.
10. In the unfortunate event of a member falling sick or expiring during conference the expenditure incurred for transportation of sick ISA member / dead body along with official escort will be shared by ISA and Organizing Committee of the conference equally.
11. The city branch that has been selected to host the National Annual conference will enter into a contractual agreement with the ISA. This agreement will reflect the provisions of the constitution governing the conference conduct and accounts. The agreement will be signed by the President and Secretary of the ISA on behalf of the ISA and by the (1) President of the city branch hosting the conference, (2) Secretary of the city branch (3) President of the State branch hosting the conference, (4) Secretary of the State branch hosting the conference, (5) Chairman of the Conference Organising Committee and (6) Organising Secretary of the Conference. The same individual must sign in his/her individual capacity, as the case may arise. This agreement will be

signed by all the concerned signatories within one month of the date on which the conference is awarded to the city branch, and must be presented to the Governing Council for ratification at the next Governing Council meeting. In case of a change in the conference organising committee or city branch executive committee, the agreement will have to be signed again by the concerned persons.

12. All receipts in name of conference on any head what so ever will be deposited in the ISA National account only. 85% of such received amount will be transferred to the account of organizing committee of ISACON after GST adjustments and 15% will be retained by ISA National. However, all expenses incurred by the organizing committee of the conference are subject to auditing and will have to be presented to GC within 6 months of completion of the conference and should be approved. GC if so desires, can appoint its own auditors to look into the accounts of the conference. It is advised that no wasteful expenditure is incurred in organization of the conference and maximum savings be done for the city branch also.
13. All National Past Presidents, Past Secretaries, Ruling President & Secretary, ISA National Life Time Achievement Awardees and Dr. A.P. Singhal Life Time Achievement Award Winner of the current year and their spouses shall get complimentary registration and accommodation at the Annual Conference which shall be at par with GC Members. Members above 75 years of age and their spouses shall get complimentary registration at the Annual Conference.
14. Delegates' rights or charter will be published in the Conference Brochure by the conference organizers.
15. Complimentary accommodation shall be provided for Governing Council Members.
16. The Governing Council may sanction an interest free loan up to a maximum of Rupees 10 lakhs to the organising committee as seed money which is repayable.
17. After the Annual Conference, the audited accounts of ISACON will be passed by City & State Branch of ISA and presented to ISA Governing Council. The money saved will be utilized for ISA City & State Branch activities only. The money will be maintained in an account to be operated by Org. Chairperson of ISACON, Org Secretary of ISACON, ISA State President, ISA State Secretary and the senior most Governing Council Member of the Zone.
18. The organizers of ISACON shall use the software of ISA National which is linked with ISA database for the purpose of Registration of the delegates and Scientific Program. ISA App shall be used.
19. The event management company of ISA National Conference will be decided by ISA National including the vendors for audio-visual and the like.
20. YUVA ISACON will be conducted in different zones in the months of April -June on rotatory basis. Bids will be invited from state and city branches. There will be no financial implications on either side. The speakers will be less than 40 years of age and chairpersons should be above 40 years of age.

ARTICLE XIV — AMENDMENTS

1. The Governing Council shall have the power to recommend to the General Body any change in the rules / regulations of the Society. These recommended amendments shall be circulated amongst the members at least 15 days before the meeting of the General Body. Any valid member may propose amendment in the rules / by-laws of the Society and shall submit his proposal in writing to the Hon. Secretary signed by a proposer and seconded by five valid members of the Society three weeks before the 2nd Mid-term Governing Council Meeting.
2. 2/3rd majority of the General Body is necessary for adoption of any amendment to the rule.
3. Amendments to the existing rules shall be made only in the Annual General Body Meeting.

ARTICLE XV — BRANCH OF THE SOCIETY

1. Governing Council may sanction / approve the formation / affiliation of a branch of the society at any place in India by incorporation either as State Branch or Metro / City Branch. In case of the State branch, fifty ISA Life Members (or more), residing in not less than five different places in that state and whose names appear on the register of the society, may apply in writing along with, an affiliation fee of Rs. 3000/- payable to ISA. In the case of City Branch, twenty ISA Life Members (or more), 27 residing in that city or its vicinity and whose names appear on the register of the society, may apply in writing along with an affiliation fee of Rs. 2000/- payable to ISA. The Metro City Branch (the metro status will be considered as per Govt. of India Metro City status) application must come from 50 valid ISA members residing in the city. The affiliation fee shall be Rs.5000. The Branches thus approved / affiliated shall register themselves with the concerned registrar of the societies of the State. They shall have to get separate PAN from income tax department.
2. The membership fee share: Grant-in-Aid shall be distributed to the branches after getting approval from the GC. The State and City / Metro branches shall receive 10% & 15%, respectively of the ISA membership fee from new members as aid, provided these branches have bank account in the name of the branch and PAN, and have submitted up-to-date branch account to the ISA Head Quarters.
3. The Metro Branch or the City Branch in whose state there is no State Branch shall receive 25% of the membership fee. The money along with the registered names and addresses of the new members shall be sent by the National Secretary after approval of the Governing Council. This money is not the share of the branch but grant-in-aid and incentive to the branches to make new members from their areas and to conduct their activities.
4. The branches thus formed shall have same aims and objectives as that of the Society (or additional aims and objectives which are not contravening to the aims and objectives of ISA). The branches shall have the right to elect their own Executive Committee (and other office bearers) and fix their own local subscription. A constitution may be adopted by such branches for their own activities, provided the constitution does not contradict the aims and objectives or the constitutional provisions of the Indian Society of Anaesthesiologists. The branches shall display ISA Logo and have to mention 'incorporated in the Indian Society of Anaesthesiologists' respectfully on all forms of communication.
5. The Secretary of such affiliated branches shall submit quarterly reports periodically and Annual Report with audited balance sheet of accounts to ISA Administrative Office every year before 28th October.
6. The General Body shall have the right to withdraw recognition / affiliation of any branch at any time on recommendation of the Governing Council. The Governing Council may withhold the aid (part of the subscriptions) if the branch has not submitted the Balance Sheet of the Accounts for the Year along with the report of activities.
7. Permanent Account Number of the Income Tax.

PAN: AAATI3385A is the sole property of the ISA (National Body). State chapters and Metro or City Branches shall obtain and use their own PAN. The branches / chapters shall not use the PAN of the ISA (National Body) and if used it shall be considered as illegal. The National Secretary shall extend all necessary help and guidance in obtaining PAN to these chapters and branches. All matters pertaining to accounts of the State Chapters and Metro or City Branches shall be the sole responsibility of these Branches and ISA (National Body) shall not be responsible for their accounts. The affiliates should intimate copy of the Registration

Certificate, PAN, Bank details to ISA (National Body) for record. Sanction to hold academic activities under the banner of ISA shall be given only if these chapter or branches have obtained their PAN and maintained up-to-date audited accounts.

8. A sum of Rs. 500.00 shall be deducted from the membership fee of new members towards affiliation dues of the ISA to the World Federation of Societies of Anaesthesiologists.

ARTICLE XVI — ANNUAL ORATION

There shall be two Orations every year on the first day of the annual conference. The first shall be delivered by the Immediate Past President ISA (Prof. K. Pandey Past President Oration) and the second oration by an orator selected by the Governing Council (Dr. M. Venkat Rao Oration).

ARTICLE XVII — APPOINTMENTS

1. Governing Council shall have the power to appoint persons and committees amongst the members of the society, for a specific purpose to guide, improve or conduct activities of the society.
2. The above appointments shall be for a specific period (not permanent) and their purpose and financial implications shall be informed to the GB and this shall be ratified at the next AGBM.
3. In all situations, Hon. Secretary shall maintain liaison between Governing Council and appointees.
4. Hon. Secretary shall have the power to disburse money to the above appointees for their functioning, including traveling expenses. Above appointments shall be reviewed every year by the Governing Council and AGBM.

ARTICLE XVIII — ISA LOGO, PROTOCOL AND JURISDICTION



- ISA (National Body) Head Office, State Chapters and City Branches are authorized to use the Logo in their official communications.
- In case a body consisting of ISA members should desire to use the ISA Logo for a particular purpose, it shall seek permission from the Hon. Secretary in advance, which shall be duly intimated to the Governing Council.
- Use of ISA Logo or name without prior permission shall be illegal. Prior information to ISA national is necessary for the use of ISA logo, platform and flag especially if it is with other associations.
- The protocol based on hierarchy, seniority and achievements of members and office bearers shall be maintained in ISA.

ARTICLE XIX — ANNEXURES

ANNEXURE I — ZONES

ISA has six zones. Zone is below the National formation and above the State Chapter ISA. Zones are conglomeration of adjacent states and geographical area of each State is taken into consideration in forming of Zone. Zones are formed for functional efficiency, dissemination and percolation of ISA activity equally to all areas in the country, and for representation of each area in the National Governing Council of ISA and to improve anaesthesia education as well as implement quality in anaesthesia service in future years.

The zonal system was implemented from the year 2012 - 2013. The 6 Zones are:

1. North Zone

2. South Zone
3. East Zone
4. West Zone
5. North East Zone
6. Central Zone

Geographical distribution of areas in the Zones :

1. East Zone: Bihar, Odisha, Jharkhand, West Bengal, Andaman & Nicobar Islands
2. West Zone: Goa, Maharashtra, Gujarat, Rajasthan, Dadra & Nagar Haveli, Daman & Diu
3. North Zone: Punjab, Haryana, Delhi, Chandigarh, Himachal Pradesh, Jammu & Kashmir, Ladakh
4. South Zone: Kerala, Tamil Nadu, Andhra Pradesh, Telangana, Puducherry, Karnataka, Lakshadweep Islands
5. Central Zone: Madhya Pradesh, Chhattisgarh, Uttar Pradesh, Uttarakhand
6. North East Zone: Assam, Meghalaya, Tripura, Arunachal Pradesh, Mizoram, Nagaland, Manipur and Sikkim

A consensus management pattern of the Zones shall be framed in association with ISA (National Body) so that it appears uniform throughout the country and maintains liaisons between States of their respective Zones and ISA (National Body). The State Branches shall undertake financial responsibilities for its functioning. The total number of Governing Council Members will be twelve. One Governing Council Member shall be elected from each of the six Zones (total six) from zonal electorate. Rest six seats of Governing Council are open for all ISA Members; to be elected from national electorate, two seats will be open every year. The candidate desirous to contest for Governing Council Member should be on the electoral rolls of that zone at the time of filing nomination for at least one year, with the last Sunday of November of the preceding year as cutoff.

ANNEXURE II — ONLINE ELECTIONS

The online voting will be from 26-30 June every year. Last date for updating e-mail and mobile number for participating in electronic voting will be 1st June every year. The eligible voter list will be displayed in ISA office / web site by 15th June.

ANNEXURE III — ELECTION CALENDAR

ISA NATIONAL ELECTION CALENDAR

If the last days fall on a holiday the next working day will be taken as last day

1. Issuing of Election Notification by Hon. Secretary 16 May
2. Last Date to Receive Nominations by Hon. Secretary 31 May by 5 PM.
3. List of all Nominations received published in ISA office on www.isaweb.in on 1 June
4. Video Conference GC Meeting between 1-7 June for approval of Nominations received by the GC.
5. List of Valid Nominations received published in ISA office and on www.isaweb.in on 8 June
6. Last Date of Withdrawal of Nominations by candidates 15 June by 5 PM.
7. Final list of Eligible candidates will be published in ISA Office and ISA website on 16 June
8. Last date for Registering for Online Voting is 1 June.
9. The final voter lists (online only) will be published in the ISA Website (www.isaweb.in) on 15 June.
10. Online voting will be open for five days, from 26 June (08:00 AM) to 30 June (05:00 PM).
11. The final details of votes polled will be published and the result will be declared immediately after voting is closed on 30 June.

Nominations can be sent by E-Mail / Speed Post / Courier / By hand

Second last day of Annual Conference: AGBM, No manual elections

Last day of Annual Conference: Valedictory function and AGBM and installation of new Office bearers.

ISA STATE / CITY / METRO BRANCH ELECTIONS CALENDAR

1. Issuing of Notification by Honorary Secretary (City/State/ Metro branch) 10 July.
2. Last Date to Receive Nominations by Honorary Secretary (City/State/ Metro branch) 25 July.
3. List of Valid Nominations received published by City/State/ Metro branch office & website on 26 July.
4. Last Date of Withdrawal of Nominations by candidates 1 August.
5. Final list of Eligible candidates will be published on City/State branch office & website on 2 August.
6. Online voting, if required, will be open for any three days, between 6 August (08:00 AM) to 10 August (05:00 PM). The expenses of online elections will be borne by the respective branch.
7. The final details of votes polled will be published and the result will be declared immediately after voting is closed.
8. Last date for Registering (Life Membership) for Online Voting is 10 July. The updation of mobile number or e-mail ID can be done till 31 July.
9. The final voter lists (online only) will be published in the ISA State, Metro, City branch Website on 1 August.
10. Nominations can be sent by E-Mail / Speed Post / Courier / By hand.
11. The date of assuming charge by elected office bearers of state and city will be 16th October. The one year term is defined as from 16 October to 15 October.
12. ISA National Council can nominate observers/GC members for any state/metro/city branch election.
13. Any complaint/ issue pertaining to city election will be dealt by City Chief Election Officer (Immediate Past President/ Past President). Any complaint/ issue pertaining to state/metro election will be dealt by State/ Metro Chief Election Officer (Immediate Past President/ Past President). Any complaint pertaining to City CEO will be dealt by State CEO and any complaint pertaining to State/ Metro CEO will be dealt by ISA National CEO.
14. The term of Office Bearers and Governing Council Members of State Branches (Mandatory) and City Branches (Preferably) will be similar to that of ISA National Office Bearers and Governing Council Members.
15. Candidates applying for any post in the State / Metro Governing Council, City Branch President and Secretary must be approved members of the ISA Family Benevolent Fund (FBF) or have applied for FBF Membership (attach FBF Membership fees receipt) at the time of filing their nominations for the elections. It is highly desirable that other executive members of city branch should also be FBF members.

State / City / Metro elections will be conducted by state branches. ISA National will declare an election notification only.

ARTICLE XX — SUB-FORMATIONS

FORUMS IN ISA

Forums are allowed in ISA representing ISA members of a particular service formation and these are allowed to use ISA logo and meet during the Annual Conference at the Conference venue. Presently the following forums are existing:

1) Cardio-thoracic Anaesthesiologists forum
2) Neuro-anaesthesiologists forum
3) Practitioners forum
4) Pain and Palliative Care Forum
5) Obstetrics Anaesthesiologists forum
6) Paediatric and Neonatal Anaesthesiologists forum
7) Clinical Pharmacology forum

8) Trauma and Critical Care Anaesthesiologists forum
9) Ophthalmic Anaesthesiologists forum
10) Smile Train Anaesthesiologists forum
11) Defence Services Anaesthesiologists forum
12) Railway Anaesthesiologists' forum
13) Transplant Anaesthesia forum

Any new forum has to obtain sanction from the Governing Council of ISA and to be ratified by the AGBM.

FAMILY BENEVOLENT FUND

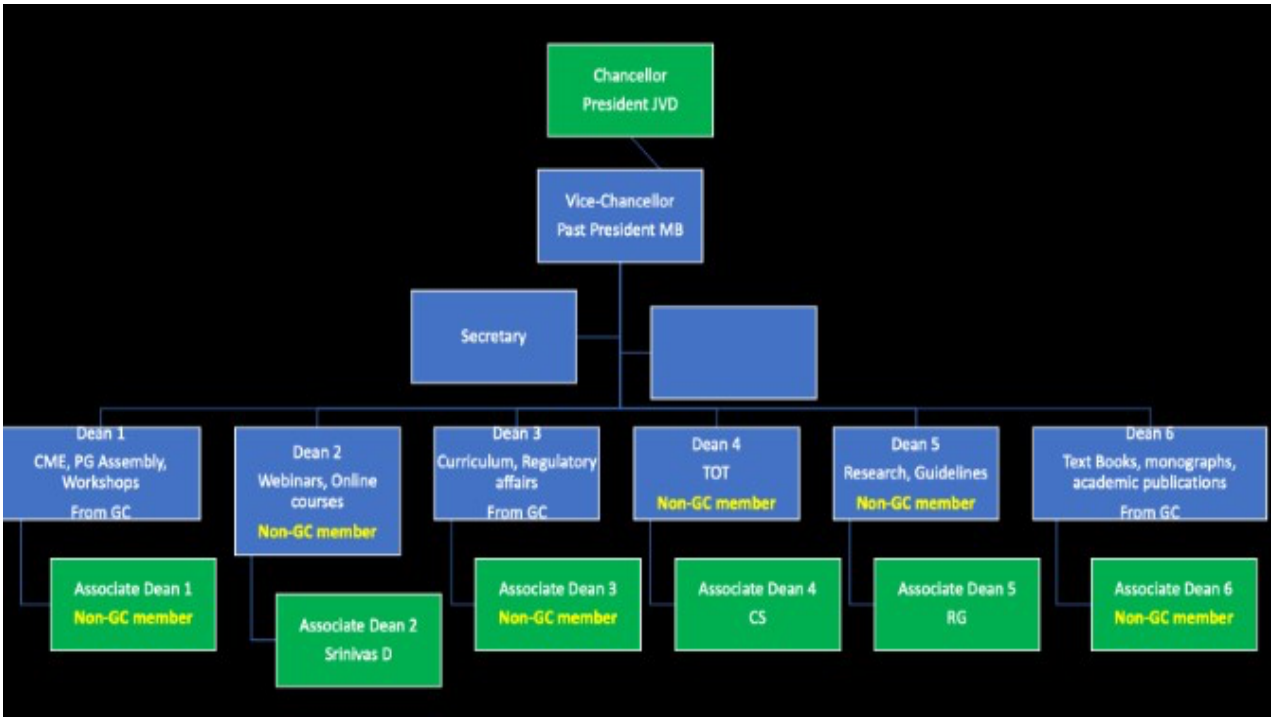
(Registered under the Societies Registration Act, AP: Regd. No. 629/2007)

Family Benevolent Fund has been started in ISA as a Fund to provide financial benefits to the nominee of deceased member of the Fund. It was started in AP Chapter of ISA and later adopted by ISA (National Body).

The Fund is independent and has its own rules, constitution and operating protocols. ISA invites the Secretary of the Fund to Governing Council of ISA for credibility and to disseminate the benefits of the Fund.

COLLEGE OF THE ISA (CISA)

The current structure of the CISA is as follows:



The CISA will follow the rules laid down below. These will come into effect from November 2024, or as decided by the Governing Council and approved by the GBM.

Rules of the College of the Indian Society of Anaesthesiologists

Section 1 — Preamble

The College of the ISA is an organ of the ISA set up to carry out the academic activities of the ISA. Though it has its own structure and composition and rules and functional autonomy, it will function under the Constitutional norms of the ISA.

Section 2 — Aims & Objectives of the College

1) This College will be established within the governance of the Indian Society of Anaesthesiologists for the following purposes:
    a. To implement and carry out all the educational activities of the ISA, including ISA-sponsored CMEs, Post-graduate Assemblies, online webinars, etc
    b. To recognize and honour members of the Society who have shown dedication and leadership in the practice, research or education in Anaesthesiology (including Anaesthesia, Perioperative care, Critical Care Medicine, Pain Management and Palliative Care etc).
    c. To promote a forum for the development of collaborative practice amongst the specialties and professions providing Anaesthesiology.
    d. To guide the Society from time to time in academic activities and develop new programmes
    e. To publish books (including the ISA Textbook of Anaesthesia), monographs and other educational material.

Section 3 — Structure of College

The college will initially have following six wings/cells for its functioning. Each wing/cell will be headed by a Dean.

1) CME, PG Assembly, Workshops
2) Webinars, Online courses
3) Curriculum, Regulatory affairs
4) TOT/Faculty Development
5) Research, Guidelines
6) Text Books, monographs, other academic publications

Section 4 — Board of College for Management

1) This College will be organized as an autonomous body for its internal affairs, but shall in no way act in a manner prejudicial to the Society or contrary to the Society's by-laws, which shall take precedence over this document.
2) The affairs and business of the College shall be managed by the College Board. Total strength of the College will be 12 (all ex-officio members and associate deans will not have voting rights)

3) The composition of the College Board will be as follows:

Post	Tenure *	Responsibility	Voting Rights
Chancellor	1 year	President, ISA will be the Head of College Responsible for coordination between college and ISA GC	Yes
Vice Chancellor	1 year	Immediate Past-President, ISA and Academic Chair • Will be executive head of college • Will be responsible for day to day activities of college • Will coordinate activities between different wings of college with help of secretary of college • Shall report on the activities of the College to the Board and to the Membership at the society's annual business meeting.	Yes
Pro Chancellor	1 year	President Elect will be the Pro Chancellor • Will coordinate with Chancellor and Vice Chancellor for the various activities of the college.	No

Post	Tenure *	Responsibility	Voting Rights
Secretary	2 years	• Will coordinate activities between different wings • Will assist the Vice-Chancellor for day to day activities of college • Keep minutes of the meetings of the College • Maintain current list of Fellows in the Society's office	Yes
Dean (one per Wing / Section of the College)	2 years	• Responsible for running a wing of college on day to day basis. • Will report to College Secretary and Vice Chancellor • Will have voting rights and be part of college board	Yes
Associate Dean (1-2 each wing of college)	2 years	• Will assist Dean in running wing of college they are part of • Will not have voting rights	No
Ex officio Members	As per their term	Secretary ISA	No

* The tenure of the first two boards may be 4 years, after which it will be reduced to 2 years.

4) **Role of the Chancellor:** It shall be the duty of the Chancellor to preside over all meetings of the College and Board, to cast a deciding vote, to see that the proper parliamentary procedure and decorum are enforced in all deliberations of the College. The Chancellor shall appoint committee members. The Chancellor will represent the College in the ISA.
5) **Role of the Vice Chancellor:** He will be the executive head of the College. The Vice Chancellor shall preside over deliberations of the College in the absence of the Chancellor. The Vice Chancellor shall act on behalf of the Chancellor in the event of the Chancellor's incapacity.
6) **Role of the Pro Chancellor:** The Pro Chancellor shall preside over deliberations of the College in the absence of the Chancellor & Vice Chancellor.
7) **Role of the Secretary of the College:** The Secretary shall keep minutes of the meetings of the College and forward these minutes to the Society's office for distribution to Fellows. The Secretary shall maintain the current list of Fellows in the Society's office. The Secretary shall preside over the deliberations of the College in the absence of the Chancellor, the Vice Chancellor, and senior Board members. He will be responsible for monitoring all the activities of the College.

Section 5 — Nomination / Election of Board Members

1) The eligibility criteria and tenure of Board members will be as per the table below:

Post	Tenure *	Eligibility *	Maximum allowed term
Chancellor	1 year	President of ISA	One
Vice Chancellor	1 year	Immediate Past President of ISA	One
Pro Chancellor	1 year	President Elect of ISA	One
Dean (4-6 or as many as number of wings of college)	2 years	• ISA member for 10 years • Fellow of the College • Will be elected as per norms	Two

Post	Tenure *	Eligibility *	Maximum allowed term
Associate Dean (1-2 each wing of college)	2 years	• ISA member for 10 years • Fellow of the College • Will be selected by College board on academic credentials after recommendation by the respective Dean and Vice-Chancellor, and approval of the Chancellor	Two

* After 5 years of commissioning of the ISA College, all contestants should be Fellows of the College.

2) **Election Process**
   a. The interested candidates will apply for the vacant post as per election notification on the designated form with a detailed resume.
   b. Applicant will apply along with a non-refundable fee of Rs. 5000/-.
   c. The Election Commission of the ISA will scrutinize the form within two weeks after the last date of withdrawal.
   d. Elections will be held by electronic method.
   e. The election process for the College may be simultaneous with the general election of ISA or may be conducted at a time decided by the Election Commission of ISA.
   f. If there is no application in any of the categories, the Chancellor and the College Board will nominate to vacant posts.
   g. A member cannot be elected or nominated for more than two tenures.
3) **The electorate** may consist of the following:
   a) ISA GC
   b) All Fellows of the College
4) **Election Officer** — Same as for ISA.
5) **Nomination Fees** — Rs 5000/- (non-refundable).
6) **Vacancies:** A vacancy in any office, other than the Chancellor, shall be filled by nomination of the Chancellor with the approval of two-thirds (2/3) of the Board present at the next meeting. A vacancy in the office of Chancellor shall be automatically filled by the Vice-President of the ISA, who shall serve for the unexpired portion of the Chancellor's predecessor's term prior to beginning his/her own term. Thereafter, the order of precedence shall be Past Chancellor and Secretary of the College.
7) **Nomination Form** — will be enclosed.

Section 6 — Meetings of the College

1) **Number of Meetings**
   a. An annual meeting of the Board shall take place in conjunction with the Society's Annual Meeting, following the annual meeting of the College.
   b. Interim meetings of the Board may be called by or at the request of the Chancellor not more than four times a year. Members will be given at least thirty (30) days' notice of such a meeting. This could be prior to the executive meeting of ISA.
2) **Quorum of Meeting**
   a. A majority of the authorized number of the Board shall constitute a quorum.
   b. A minimum of 4 members should be present.
3) **Presiding Officer Sequence**
   a. Chancellor
   b. Vice Chancellor
   c. Secretary
   d. Senior Dean

Section 7 — Committees of College

1) Credentials Committee
    a. Credential Committee of College (with a tenure of 2 years concurrent with the College Board) may consist of following members:
        i. A Past President of ISA
        ii. Two eminent members of ISA selected by the Governing Council of ISA
            – A serving Head of the Department of Anaesthesiology of a medical college recognized by the National Medical Commission
            – Past Editor-in-chief of IJA
    b. The tenure of credentials committee will be concurrent with tenure of board (initially up to two terms 4 years, thereafter 2 years)
2) Finance Committee- The finance committee of the college will consist of following members
    a. Vice-Chancellor
    b. Secretary
    c. One of the Deans

Section 8 — Award of Fellowship of College

The fellowships of college will be awarded on basis of recommendation of credential committee of college.

1) Eligibility Criteria
    a. Candidates should be Life Member of ISA for at least past 10 years
    b. Candidate should have a National Medical Commission recognized degree or diploma in Anaesthesiology.
2) Application Process- Application in prescribed form should be accompanied by a statement on a plain paper by the candidate describing his credentials supporting his claim for award of fellowship (up to 300 words). This should include nature of work, training, contribution to ISA programs and research work.
3) Application Fees- Rs 10,000 non-refundable
4) Procedure for Award
    a. All applications should be sent to ISA/College Secretariat by post or courier.
    b. The Credentials Committee would examine each application for award of Fellowship. Factors that will be considered by the Credentials Committee include (but are not restricted to) duration of experience in anaesthesiology, teaching experience, publications in indexed journals, memberships of editorial boards for anaesthesiology journals, contribution to the ISA at National/Regional level, (including conference organization, public awareness programmes, socially relevant activities, participation in government programmes, etc), and the applicant's Fellowships, Awards and Honours.
    c. The decision of the Credential Committee would then be put to approval by the College Board.
    d. Candidates will be informed the decision before date.
    e. The decision of Credentials Committee and College Board would be final and appeals from applicants will not be entertained.
    f. Fellowship would be awarded during the College Convocation at the Annual Conference of ISA
    g. If the candidate is unable to attend the convocation and collect the award certificate, the same has to be personally received during one of the subsequent two national conferences, failing which a fresh application would have to be made for the award.
5) Grandfathering of Fellows: The first fellows of the College will be
    a. All current serving members of the Governing council of the ISA
    b. The last 5 Past-Presidents, and Vice-Presidents
    c. Secretaries, Treasurers and Governing Council members of the immediate previous two governing councils
    d. All previous Editors-in-Chief of the IJA

e. All serving Presidents and Secretaries of all ISA State chapters

Section 9 — Office of College

1) The registered office of ISA will be the office of college.
2) The working office of college will be at the place of residence of Vice chancellor/Secretary.

Section 10 — Finances of College

1. Financial committee of college will be accountable to treasurer of ISA for expenditure of allocated funds
2. The College shall be responsible for its own internal organization and for the distribution / utilisation of funds approved by GC of ISA.

Section 11 — Convocation of the College

The convocation of the college will be held along with Annual National Conference of ISA. The convocation will be overseen by Chancellor of the college in collaboration with Governing Council of ISA.

ARTICLE XXI — CONCLUSION

All notices for the meetings under this society shall be sent under e-mail / certificate of posting. Any dispute with regards to any matter relating with rules of the constitution shall be settled by the way of arbitration only. The Governing Council shall nominate the Arbitrator and the decision of the Arbitrator shall be final and binding on the parties concerned. All legal disputes are subject to jurisdiction of courts at the place where the Administrative Office of ISA (National Body) is situated.

ARTICLE XXII — WINDING UP

If it is impossible to carry out the objects of the Society, the General Body Meeting of the members of the Society convened by the Secretary (the quorum for this meeting shall be 2/ 3 of members as on rolls as on the day of notice and decision by the majority of 3/4 of the members who attended the meeting) may dissolve the Society and another such extraordinary General Body Meeting of the members shall thereupon decide the final disbursement of the corpus fund after meeting the liabilities and debts and recovering the assets, keeping in view, the objects of the Society and this decision taken by the second extraordinary General Body Meeting shall be final, legal and binding on all members of the Society.

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