

Eternal Vigilance

ISA

Indian Society of Anaesthesiologists

INDIAN SOCIETY OF ANAESTHESIOLOGISTS CONSTITUTION

Registration No. 8/1999 (Chennai)

MEMORANDUM OF ASSOCIATION

**With
Rules and Regulations
Of
The Indian Society of Anaesthesiologists**
(Founder Member of the World Federation of Societies of Anaesthesiologists)

(Amendments brought to constitution of Indian Society of Anaesthesiologists
up to November 2021 are published)

ISA National Head Quarters

Dr. Naveen Malhotra, Honorary Secretary
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THE AIMS AND OBJECTS

1. To associate together in one corporate body all reputable and medical persons registerable to MCI, practicing or interested in the science and the art of 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 advice on legislations affecting the 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 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 bye-laws of the society and to delete, change or add to the same as and when necessary.
15. To add all such things 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 Society and it's members like Family Benevolent fund, Professional protection, acceptable remuneration, career promotion, accident insurance etc.

THE RULES AND REGULATIONS

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ARTICLE-I

PRELIMINARY

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

In the construction of these rules and regulations, generally, unless repugnant to the context, the singular shall include plural, masculine the feminine and vice versa and within shall include printing, lithograph or 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 No. 1203, Casagrand Monte Carlo, Anna Salai, NGR Colony, Saidapet, Chennai, Tamil Nadu-600015; the executive Office of the Society, will be functioning 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.

1. FOUNDER / CHARTER MEMBERS:

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

2. 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.

They shall not be eligible to vote or to hold office in the Society.

3. LIFE MEMBERS :

Medical graduates of modern medicine registered in India, possessing qualification in anesthesiology (recognized by MCI) & Registration of the PG qualification in Anaesthesiology with Medical Council 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 with the membership will automatically lapse. This will come into existence for the members who joins after 1st April 2016.

4. ASSOCIATE LIFE MEMBERS :

Medical graduates of modern medicine registered in India and studying as postgraduate students in anaesthesiology are eligible for associate membership till qualified. The 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. Applicants holding MCI recognized PG qualification in Anaesthesiology, but not registered their additional qualification with Medical Council will be registered as ALM only. After completion of the PG & registering additional qualification can apply for Life Membership with copy of Certificates of Qualification and Registration.

5. OVERSEAS MEMBERS :

Medical practitioners of modern medicine registered in India or register able in India and possessing qualification in anaesthesiology (recognized by MCI) 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. The membership of the life member of the society whose address is changed to outside India will also be classified as overseas member and they will pay subscription as overseas membership.

6. CORPORATE MEMBERS :

Corporate group(s) related to Anaesthesiology and Critical care services (equipment

makers/dealers, pharmaceutical company) 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.

7. 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 MCI). 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 2007 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 with 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 Anaesthesia which is recognized and registrable with MCI or show proof thereof, and pay the difference in the Life Membership fees in force at that time.

ARTICLE-IV

ENROLMENT OF MEMBERSHIP

Application for membership shall be made on an application online in www.isaweb.in and submit & a print out of the same with signature of the Applicant and the proposer & seconder to be sent to ISA National Secretary with the requisite membership fee / online payment receipt. The photo, copy of Degree Certificate, Copy of Registration Certificates, Bonafied Certificate etc to be filed 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 in turn submits to GC with his comments / recommendations for approval. The decision of Governing Council shall be final. Pending final decision by the Governing Council, Hon. Secretary may enroll an applicant, temporarily, as member, on receipt of the application and subscription, which will entitle the applicant to privileges of his class of membership, but without any rights of voting or attending business meetings.

After successful completion of their P G course (MCI recognized) & registration of Addl. Qualification with Medical Council, the associate life members will become eligible to apply for life membership. They shall send 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, but at least one month earlier to the before annual general body meeting for the grant of life membership. On receipt of payment, enrollment & 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. 8500/- |
| c. Life Membership (associate, India) - | INR. 8500/- |
| d. Life membership overseas | US \$ 750/- |
| e. Corporate Membership | INR. 50000/- for ten years period and
Renewable after the expiry. |
| f. SAARC Countries | INR 10000/- ((yearly renewable) |

The membership subscription amount shall be revised every three years, on recommendation from Governing council, if approved by two third majority of members present at AGBM.

ARTICLE - V

TERMINATION / CESSATION OF MEMBERSHIP

Membership from the society shall cease by:

1. 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.

2. Disciplinary action.

a) The Governing Council may recommend by a two thirds majority to delete the name of a member from the membership for any proved unprofessional behavior or criminal misconduct, or action prejudicial to the interest of the Society at large. The membership of such member shall remain suspended till the AGBM ratifies the decision at next meeting. Before any disciplinary action of such a nature is taken, the accused member will be served a notice in writing to appear in the next meeting of the Governing Council and will be given an opportunity to explain his conduct.

b) A member whose name has been removed from the membership of the society under the above clause may be readmitted on expiry of three years or thereafter, provided his application for re-enrolment is approved by two-third majority of the Governing Council and confirmed by the General Body at its next meeting.

ARTICLE - VI

MANAGEMENT

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

1. President - one year
2. Vice- President - one year
3. President Elect - one year (internal audit)
4. Honorary Secretary - three years

5. Honorary Treasurer - three years

6. Editor-in -Chief Indian Journal of Anaesthesiology- three years

7. Governing Council members -three years. The total number of governing council members will be nine. One governing council member shall be elected from each of the six zones (total six) from zonal electorate. Rest three seats of governing council are open for all ISA Members, to be elected from national electorate.

8. Immediate Past President one year (Chairman academic activities, Trainings and Chief election officer)

9. Immediate Past Hon. 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), he 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 on the deliberations pertaining to their subject.

1. Organizing Secretary of the National Conference of the year.

2. Secretary/President to the Family Benevolent Fund (FBF)

3. And any other member invited. All posts in the governing council are honorary. 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.

4. All elected members shall hold office for maximum of three years during their tenure, except Vice-President (One Year).

ARTICLE – VII

ELECTIONS

All the elections of the society will be conducted by online voting only. Notification will be issued in September every year. Schedule of elections will be published by the Secretary in consultation with the chief election officer in September every year as per the Election Calendar in Annexure III.

Elections will be conducted from the administrative Office i.e., the Hon. Secretary's Office, and 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 annual general body meeting 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 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 Anaesthesiology 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. Online ballot papers for Honorary Secretary and Honorary Treasurer will be combined and they will be voted as a team by one single vote. Resignation or absence of one among them will not affect the membership of another member. Members of 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 re contest for the same post.

4. The Hon. Secretary shall notify the vacancies in the Governing Council to be filled at the forthcoming elections by 15th September each year through ISA Website /Indian Journal of Anaesthesia/News letter.

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 /Registered Post with acknowledgement due/ Courier / Speed Post/ By hand (Receipt to be obtained) so as to reach him by the 30th September 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 AGBM 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 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 CV of the contesting candidate not exceeding 250 words may accompany the nomination and will be circulated to alleligible 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. 20,000/- (Rupees Twenty thousand only)

Vice President: A sum of Rs. 10,000/- (Rupees Ten thousand only)

Secretary*: A sum of Rs. 10,000/- (Rupees Ten thousand only)

Treasurer*: A sum of Rs. 10,000/- (Rupees Ten thousand only)

Governing Council Member: A sum of Rs. 10,000/- (Rupees Ten 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. The nomination form of the applicant for the post of the Secretary shall mention the name of the partner Treasurer contestant & the nomination form of the applicant for the post of the Treasurer shall mention the name of the partner Secretary contestant, with ISA Numbers, Addresses, E mail ids and Mobile numbers of both.

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 General Body then he is not eligible to contest or, to propose or to second a candidate in election.

(a)ii. Contestant must be a continuous member of society for not less than 10 years for the post of President Elect and Vice-President, and not less than 5 years for the other posts. "

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

(a)iv. 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 G C Member.

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

(a)vi 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 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 Headquarters.

(d) A member can contest for only one post in the Governing Council. All office bearers in governing council desirous to apply or proposed for more than one post then he/she has to submit written letter for withdrawal of nomination made for additional posts (other than the one which he/she wishes to contest) in 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 or before 5.00 p.m. on 8th October. The Chief Election Officer can avail the services of more members from GC 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 October. If 15th October 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 those eligible members present at 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 office for the remaining period for which his predecessor would have held office. Vacancy so filled shall not exceed three per year.
- (i) The GC member after completion of the term shall be eligible to contest for higher post.

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 members migration to the foreign country.
- e) If by a resolution the General Body decides by two third majorities 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 Annual General Body Meeting 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. Appendix 2 attached: Electronic voting

Even if the electronic elections are conducted and results were 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 GC members, other than the contestants, will not be done from personal email, mobile, facebook, whats app and other social & electronic media

ARTICLE - VIII

MEETINGS

GOVERNING COUNCIL

1. The Governing Council shall meet at least four times a year first meeting soon after assuming office and second preferably in the months of March /April, 3rd in the month of August and another just before the commencement of the Annual Conference. One or more (as required) GC meeting may be done by either tele / video conference or immediately after the induction of Office Bearers on last day of conference (29th November). 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, limiting to Rs 15000/- from the air port near their residence to the place of meeting. A total sum of INR 30,000 is reimbursible to GC Travel expenses in calendar year; 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 and act in accordance with the views of the majority.

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.

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 Hon. 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 at 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. 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 these shall bear the expenses of such meeting including the travelling expenses of the office bearers.

These meeting shall restrict the business to the specific agenda for the meeting and no other business shall be transacted at such meeting.

A special GBM shall be conducted with the 3rd 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.

2. Separate bank account for the journal shall be maintained by Editor of the Journal. The accounts shall be operated by the Editor. These 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.

3. A loan may be given / granted from time to time by the Society to 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.

4. Articles from valid members only shall be accepted for publication.

5. Outstanding contribution from non-members may be accepted subject to approval of Editorial Board.

6. 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 for online access or hard copy or both by registering online at www.ijaweb.in or sending the following details to the Editor In Chief by E mail: Name, ISA membership no., postal address with PIN code, email id, mobile number and date of birth

7. Members already registered for one year/ previous year, must renew their choice for the next year (from Jan to Dec) by renewing online at www.ijaweb.in on or before 30th of September.

ARTICLE-X

1. 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 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 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, decided 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.

2. 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 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 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 subsequent year both the posts of President Elect and President will be advertized.

3. VICE-PRESIDENT

- I. In the absence of the President, the Vice-President shall officiate for him.
- II. He shall assist the President in the performance of his duties.
- III. 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.

IV. 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 in chair.

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 President. 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 on consensus.

In particular the Secretary shall:

- 1. Be correspondent on behalf of the society.
- 2. Convene meeting 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.
11. All notices, 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 or authenticated by the Hon. Secretary. When so signed or authenticated, it shall be conclusive.

ARTICLE - XII

TREASURER

1. In extraordinary circumstances, 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.

ii) 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.

iii) All money of the Society shall be deposited and / or invested, in Nationalized bank.

iv) Accounts and other investments in the name of the Society shall be operated by the Hon. Secretary and Hon. Treasurer. (Subject to Clause ii 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 Annual General Body meeting 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. 2,00,000/- each for their travelling expenditure when visiting the branches / official work.

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 Rs 50,000/- per year, reimbursable on actual travel expenditure to ISA NHQ incurred by the Treasurer.

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 next 10 years. Zonal rotation is preferred. Within that Zone, (let us say that as 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 this Zone (i.e., Zone B) would be considered as per the criteria defined earlier. The cycle of Zonal rotation from 2021 is 2021 North East, 2022 North, 2023 East, 2024 Central, 2025 South, 2026 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 31 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 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 on first day of conference, in evening followed by entertainment and conference dinner. Inaugural program to be restricted to 1 hour only. One banquet only to be hosted by Org Committee on Saturday, the day 2 of conference. No second banquet shall be hosted even if it is proposed by Org Committee voluntarily. All awards to be presented on day 1 & 2 of conference between 1-2 PM (Lunch Time). Zonal Conference in the zone of ISACON will not 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 citybranches (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 the 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 question of selecting the venue of the Annual Conference and selection of Organising Secretary could not be decided by the general body of that city, the same shall be decided by the Governing Council.
6. Governing Council along with the conference scientific committee shall be responsible for scientific programme at 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, 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 Program 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 Scientific Committee to the Editor in Chief before Oct.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. Minimum of Rupees 20 lakhs shall be credited to ISA (National), as ISA share, by the conference organizers as early as possible and latest by Second Mid Term GC Meeting.

(To be implemented from ISACON 2019). Organizing Chairman and Organizing Secretary shall sign an agreement regarding satisfactory conduct of the conference as well as compliance of the financial obligation to ISA as per protocol.

12. Organizers shall have to submit a detailed report and present the Audited Financial Accounts/ the audited report of the conference accounts within one calendar year, failing which the organizing branch shall be derecognized temporarily, on recommendation of the Governing Council and will initiate suitable action.
13. All National Past Presidents, Past Secretaries, Ruling President & Secretary, life time achievement award winners and members above 75 years of age and their spouses shall get Complementary Registration and accommodation at the Annual Conference which shall be at par with GC members.
14. Delegates' rights or charter will be published in the Conference Brochure by the conference organizers.
15. Complementary 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. The Organising Secretary shall open a Joint Account in Nationalized / Scheduled Commercial Bank and all the funds / money of Conference to be credited to this account only.
18. 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.
19. 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.

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 / bye-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 3rd governing council meeting.
2. 2/3 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. The name of the state branch shall be 'State (to be replaced by state name) Society of Anaesthesiologists' The city branches shall be named as 'City(to be replaced by city name) Society of Anaesthesiologist. 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), residing in that city or its vicinity and whose names appear on the register of the society, may apply in writing along with a affiliation fee of 2000/- payable to ISA. The metro city branch (the metro status will be considered as per Govt. India Metro City status) application must come from 50 valid ISA members residing at 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 and shall receive 10%/ 15% respectively of the ISA membership fee from new member 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 quarter. 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 newmembers shall be sent by the national secretary after approval of GC. 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.

3. The branches thus formed shall have same aims and objects as that of the society (or additional aims and objects which are not contravening to the aims and objects of ISA). The branches shall have 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 objects or the constitutional provisions of the Indian Society of Anaesthesiologists. The branches shall display ISA Logo and have to mention 'incorporated in Indian Society of Anaesthesiologists' respectfully on all form of communications.

4. 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.

5. 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.

6. 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 by these chapter 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.

ARTICLE-XVI

ANNUAL ORATION

There shall be two Orations every year on the first day of the annual conference. 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 Governing Council (Dr. M. Venkat Rao Oration). Both orators may be given an honorarium which shall be decided by Governing Council.

ARTICLE-XVII

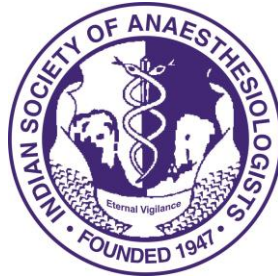
APPOINTMENTS

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 its purpose and financial implications shall be informed to the GB and it shall be ratified at 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 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 of 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 Governing Council.
- Use of ISA Logo or name without prior permission shall be illegal.
- The protocol based on hierarchy, seniority and achievements of members and office bearers/ shall be maintained in ISA.

ARTICLE XIX

ANNEXURE I

ZONES

ISA has six zones. Zone is below the National formation and above State chapter ISA. Zones are conglomeration of adjacent states and geographical area of each State is taken

in to 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 zone :

1. East Zone Bihar, Orissa, Jharkhand, West Bengal, Andaman & Nicobar Islands
2. West Zone Goa, Maharashtra, Gujarat, Rajasthan, Dadara, Nagar & Haveli, Daman & Diu
3. North Zone Punjab, Haryana, Delhi, Chandigarh, Himachal Pradesh, Jammu & Kashmir
4. South Zone Kerala, Tamil Nadu, Andhra Pradesh, Telangana, Pondicherry, Karnataka, Lakshadweep Islands
5. Central Zone Madhya Pradesh, Chattisgarh, 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 under take financial responsibilities for its functioning. The total number of governing council members will be nine. One governing council member shall be elected from each

of the six zones (total six) from zonal electorate. Rest three seats of governing council are open for all ISA Members, to be elected from national electorate.

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 29th November of the preceding year as cut off.

ANNEXURE II: ONLINE ELECTIONS

The online voting will be from 1st to 5th November from 2016. Last date for updating e-mail and mobile number for participating in electronic voting will be 1st October every year. The eligible voter list will be displayed in ISA office / web site by 15th October.

ANNEXTURE III, ELECTION CALENDER

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 15 September
2. Last Date to Receive Nominations by Hon. Secretary 30 September
3. List of all Nominations received published in ISA office on www.isaweb.in on 1 October
4. Video Conference GC Meeting between 1-7 October 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 October
6. Last Date of Withdrawal of Nominations by candidates 15 October
7. Final list of Eligible candidates will be published in ISA Office and ISA website on 16 October
8. Last date for Registering for Online Voting is 01 October.
9. The final voter lists (online only) will be published in the ISA Website (www.isaweb.in) on 15th October.

10. Online voting will be open for five days, from 1 November (08:00 AM) to 5 November (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 5 November.

Nominations can be sent by E-Mail /Registered Post with ACK due / 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

The elections to all branches of ISA across the country will be conducted from 16- 20 July every year.

The cut off date for eligible voters will be date of notification of elections.

Notification of elections by Hon. Secretary ISA National.

Election process will be completed by State/City CEO

Online elections (if required) will be conducted using ISA National Software..

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. It will be implemented preferably by 16th October 2020 but not later than 16 October 2021.

The cost of online elections for using software of ISA will be borne by ISA National.

ARTICLE XX

SUB FORMATIONS

a) 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 annual conference at conference venue. Presently the following forums are existing

1) Cardio-thoracic Anaesthesiologists forum 2) Neuroanaesthesiologists 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) Army Anaesthesiologists forum 12) Railway Anaesthesiologists forum. 13) Transplant Anaesthesia

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

b) Family Benevolent Fund: (Registered under 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.

ARTICLE XXI

CONCLUSION

All notices for the meetings under this society shall be sent under email / 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 there upon 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.