

BYLAWS
of
The Society of Vaginal Surgeons of India

1. Definitions

- (i) **“Society”** shall mean the **Society of Vaginal Surgeons of India**.
- (ii) **“Managing Committee”** means the Central Managing Committee of the Society duly elected from time to time under the rules and regulations to whom management of the affairs of the society is entrusted.
- (iii) **“State Chapter”** shall mean State/Union Territories affiliated to the Society.
- (iv) **“Area of Operation”** shall be throughout India.
- (v) **“The register”** means the register of the members of the Society to be kept pursuant to the bylaws of the society.
- (vi) The word **“he”** wherever it appears in these bylaws shall represent any gender.
- (vii) **“Members of the Managing Committee”** shall be deemed to include the Patrons, National Advisors, President, All Past Presidents, President Elect , Secretary General, All Past Secretary Generals, All Current Vice Presidents , All Past Vice Presidents ,Treasurer , Joint Secretary, Zonal Coordinators and State Chapter Presidents , Secretaries along with the members nominated by them.
- (viii) **“Central Executive Council (Office Bearers)”** shall be deemed to include the President,Immediate Past President,President Elect,Secretary General,Immediate Past Secretary General, 5-Vice Presidents,Treasurer and Joint Secretary.
- (ix) **Member** -A member is one who is holding or pursuing a postgraduate diploma or degree in the field of Obstetrics & Gynaecology recognized by the National /State Medical Council of India and abides by the rules laid down by the Society of Vaginal Surgeons of India from time to time.
 - A) **Life member** – A member holding Postgraduate diploma or degree in the field of Obstetrics and Gynecology and is registered with the National /State Medical Council of India will be eligible for life membership of the society. This membership is non-transferable and non- refundable.
 - B) **Associate member-**
 - 1) A postgraduate student pursuing a diploma/ degree course in the subject of Obstetrics and Gynecology can become Associate member and will become life member on submission of his diploma or degree certificate automatically without

additional payment.

2) Any medical graduate qualifying the criteria laid down in clause-ix and possessing a postgraduate qualification in Obstetrics and Gynecology who neither resides nor practices in India.

3) Any person having postgraduate medical qualification in any field other than Obstetrics and Gynecology, registered with National/State Medical council and has /have special interest in the field of gynecology (Uro-gynecology / Urology / Plastic surgery & Cosmetic surgery etc.) can become a member.

The Associate Members of any category will not have voting rights and cannot contest for any official post.

Privileges of members: All the members shall have the right to attend and take part in discussion at all general and clinical meetings, lectures and demonstrations or any other activities organized by the Society as per conditions laid down by the Society from time to time.

Rights of a member: A person admitted as a life member shall be a member of the Society for lifetime. A life member shall be eligible to vote at the General Body Meeting and shall be entitled to be a Managing Committee Member.

Transfer of Membership:

A member may transfer his membership from one State to another by paying the membership fee of the new State prevailing at that time. The Central contribution can be exempted.

Cessation of membership:

- 1) A member shall cease to be a member on his demise or if he surrenders his medical registration permanently or is cancelled by the National /State Medical council.
- 2) A member shall cease to be the member of the Society on his resignation from the date on which the Society accepts the same in its committee meeting or within 30 days of his submitting resignation whichever is the earlier.

A member who ceases to be a member due to resignation, if he decides to join the Society again, he will have to apply for a fresh membership after one year from the date of acceptance of his resignation. All the terms and conditions for new membership will be applied to him.

Expulsion of a member: A member may be expelled from the membership of the Society if he, in the opinion of the committee acted against the interest of the Society. He should be given an opportunity of being heard at the General Body Meeting of the Society. After hearing from him, a resolution of expulsion has to be presented and passed at least by 2/3rd majority.

An individual whose membership has been terminated with above clause may apply for fresh membership on expiry of a period of expulsion provided his application is endorsed by the parent State Chapter. This application will be then forwarded to Central Executive Council for their consideration, discussion and decision about his membership.

Disciplinary action against a member

Grounds for disciplinary action

- 1) Any member whose conduct is deemed by the Managing Committee to be prejudicial to the interest of the Society.
- 2) Any member whose conduct is found to bring disrepute to the Society as deemed by the Managing Committee.
- 3) Any Member who is held guilty of moral turpitude by the Managing Committee
- 4) Any Member who has made false declaration leading to dual / multiple membership of different Societies.

Disciplinary Procedure

Any Member whose conduct is deemed to justify action on the grounds mentioned above shall be issued a notice by the Secretary General under the direction from the President.

The said Member shall be invited to attend the Managing Committee Meeting where this matter will be taken up for discussion and an opportunity will be given to the said person to present his case in that meeting.

The Managing Committee after perusing the matter may recommend action deemed suitable, ranging from expulsion of the member from certain activities to time bound suspension or termination of such member from the Society, subject to resolution being passed by the two-thirds of the members of the Managing Committee present during the meeting.

The recommendation of such disciplinary action decided by the Managing Committee shall be put as a resolution before a Special General Body Meeting called for the purpose or Annual General Body Meeting, whichever is earlier. Such resolution of the General Body shall be communicated by the Secretary General to the concerned Member and the State Chapter. Now the State Chapter shall take steps to implement the directives from the Secretary General within sixty days of receipt of such communication.

No Life member shall be a member of more than one State Chapter of Society of Vaginal Surgeons of India at a time.

2. Naming of State Chapter:

Any new State Chapter seeking affiliation to the SOVSI shall be named as per the name of State/Union Territory in which it is located e.g. For Odisha Chapter it will be called as **Society of Vaginal Surgeons of India, Odisha Chapter.**

No State/Union Territory may have more than one such Chapter affiliated to the Society.

3. Membership Eligibility for State Chapter:

Any State Chapter continuously having on its roll minimum of fifteen members shall be eligible to become member of SOVSI. It has to also fulfil the necessary requirements of the Society and should complete the formalities laid down from time to time, for affiliation to the Society.

4. Admission to membership for SOVSI :

Any State Chapter desirous of becoming a member of the Society shall apply for membership on a prescribed form supplied by the head office of the Society. The SOVSI Headoffice will provide one copy of the Memorandum of the Association and Bylaws and the prescribed application form. The State Chapter will form their own Bylaws in tune with the Central Bylaws and submit it to the SOVSI Headoffice along with the filled prescribed form. The application shall be placed as an item on the agenda at the Managing Committee Meeting for consideration. An applicant being admitted to the membership will be deemed to have agreed to abide by the Memorandum and Bylaws of SOVSI that may be in force from time to time. On fulfilling the above conditions, a temporary affiliation will be granted by the Managing Committee. The final affiliation will be granted by the Society's General Body.

5. (a) Membership Fees:

A fee of Rs. 3750/- (THREE THOUSAND SEVEN HUNDRED AND FIFTY) plus (GST) as applicable or any other sum as determined by the SOVSI from time to time has to be paid through the State Chapter by an individual seeking membership of SOVSI. The State chapter will retain 33% of the membership fee and 67% will be transferred to Centre. The State Chapter will pay entire GST of the membership fee and issue a receipt for entire amount to the member. It will also send the copy of the receipt to the Centre.

Those who already registered to SOVSI prior may be considered as life members of the Centre and State Chapter without any additional payment.

(b) Other Contribution:

SOVSI may raise funds towards the Society building fund, research fund or any other activity recommended by the Managing Committee and approved by the General Body for every new member admitted to SOVSI.

(c) Official Year:

The official financial year of the Society shall be from April 1st to 31st March.

6. Submission of Member list:

Each State/ Union Territory Chapter shall submit the list of all its members to SOVSI on or before March 31 of each year.

Disaffiliation of State Chapters

- a) If any State Chapter disregards, violates or does not abide by the Memorandum of the Society, the rules and regulations and the Bylaws in force from time to time will be liable to disaffiliation after approval by the General Body .
- b) If any Chapter fails to pay all its dues to SOVSI within six months of the due date, it will be temporarily disaffiliated after a due notice of at least six weeks by the Secretary General in consultation with the President. The temporary disaffiliation will exist till such a time when all dues are paid up.
- c) Any State Chapter which holds the National Conference of SOVSI or any other conference on behalf of SOVSI and does not pay its dues within six months of completion of the Conference will be temporarily disaffiliated after a due notice of at least 6 weeks by the Secretary General of the Society in consultation with the President.

7. Annual General Body Meetings

The Annual General Body Meeting of SOVSI shall be held in conjunction with the Annual National Conference of SOVSI at a time as may be fixed by the Managing Committee. An intimation shall be sent to every State Chapter six weeks prior to the meeting. A regular notice shall be sent to every member at least thirty days prior to the meeting.

The following points shall be included in the agenda besides other matters.

- i. To pay tribute to departed member of SOVSI, if any
- ii. To confirm the minutes of the last Annual General Body Meeting and other General Body Meeting(s) if any.
- iii. To receive and approve the Annual Report of SOVSI.
- iv. To receive and approve the audited Income and Expenditure statement and the Balance Sheet of the Society for the year ending March 31.
- v. To receive and approve report of the Journal Committee.
- vi. To receive and announce the report of the Election Committee for the election for the post of President , Vice Presidents & all other posts of SOVSI including Society representatives to International bodies when relevant.
- vii. To appoint auditors and legal advisor / advisors for one year.
- viii. To consider such resolutions as may be included by the Managing Committee

in the agenda of business and such other resolutions as may be brought forward in accordance with rules.

- ix. To consider such other subjects as may be included by the Managing Committee in the Agenda of business.
- x. Any other matter that may be brought forward with the permission of the chair.

(a) Quorum at General Body Meetings –

The quorum for Annual General Body Meetings shall be fifty. If there is no quorum, the Meeting can be adjourned for at least half an hour and be held at the same place .

(b) Decision Making at General Body Meetings –

- i. Every member of SOVSI is entitled to attend and take part in the deliberation of Annual General Body Meetings. However only life members shall have voting rights. The Secretary of the State Chapter has to intimate the names of their voting members to the Secretary General,SOVSI at least 2 hours prior to the meeting.
- ii. All decisions except disciplinary action against a member at Annual General Body Meetings, Special General Body Meetings and Emergency General Body Meetings shall be taken by a simple majority of voting members present and voting. In case of a tie the presiding officer shall exercise an additional casting vote. In case he decides not to use his casting vote, the decision should be by drawing lots.
- iii. Every member has a right to attend and take part in the discussion of General Body Meetings, but only the entitled voting delegates will be allowed to vote.

8. Submission of Resolutions:

Each State Chapter shall submit any resolution to be discussed in the Annual General Body Meeting of SOVSI to the Secretary General at least six weeks before the date of the next Annual General Body Meeting.

9. Preparation of Agenda :

The Secretary General in consultation with the President shall prepare the agenda of all the General Body Meetings. The Secretary General shall send or make available the Agenda on website / e-mail to every State Chapter, not less than three weeks before all the General Body Meeting.

10. Moving of Amendments put forward by the Resolution:

After the Agenda has been sent to the State Chapters, they shall communicate within fourteen days of receiving the same to the Secretary-General, the suggestions or

amendments they desire to make to the draft of the proposed resolutions or the Agenda .

The Managing Committee

(a) Will consider all such suggestions or amendments at the meeting at Annual General Body Meeting .

(b) Will have power to reject or modify or amend without giving any reasons thereof, any of the suggestions or amendments submitted by the State Chapters

It will however, be open for a member of a State Chapter to move in the Annual General Body Meeting any amendment previously submitted by that State Chapter for the consideration of the House. It will not be open to any member to propose for discussion any new amendment unless the President is satisfied that such amendments are necessary due to the acceptance of other amendments or that it seeks to clarify the resolution. Members will be free to move amendments in the light of discussions that have taken place at the Annual General Body Meeting.

However, whenever a resolution as approved by the Managing Committee is put forward for consideration at the Annual General Body Meeting, the Secretary General will read the resolution as approved by Managing Committee.

11. Rejected Resolutions:

In the event of any resolution that has been discussed and rejected by the Annual General Body, it cannot be proposed by any State Chapter for the next two Annual General Body Meetings

12. Right of the Managing Committee to Give Notice of Resolutions:

The Managing Committee is empowered to include on the Agenda any subject or resolution which has not been circulated for consideration at the Annual General Body Meeting.

13. Rights of the Managing Committee to Give Notice of Fresh Resolution in Emergency Cases

The Managing Committee may bring up a fresh resolution or resolutions on matters of public importance for consideration at the Annual General Body Meeting in case of any emergency. The Committee may nominate a member to propose and support such resolution for discussion at the Annual General Body Meeting. In such a case it will be open for the members to move proper amendments to the resolution.

14. Special General Body Meeting:

A Special General Body Meeting of the SOVSI may be convened by the Managing Committee on its own accord or on the requisition of at least five State Chapters addressed to the Secretary General of the Society specifying the purpose for which the meeting is to be convened. On receipt of such a requisition, the Secretary General in consultation with the President shall convene such a meeting within two months specifying the time and place. The Secretary General shall give notice at least thirty days prior to all the State Chapters and no other business shall be transacted at such Special General body Meeting other than that stated in the notice. However in cases of Emergencies, the Managing Committee may decide to convene the Emergency General Body at very short notice after specifying the circumstances.

15. Members to the Special Managing Committee Meetings:

- (a) Members will comprise of all members of the Managing Committee and President & Secretary of State Chapters and members nominated by State Chapters.
- (b) Nominated Members of the State chapters: -
 - i) Each State Chapters can nominate following number of members

Upto 250 members	One
251 to 500 members	Two
501 onwards	Three
 - ii) The Secretary of the State Chapter shall communicate the names of their nominated members to the Society office fifteen days prior to holding these meetings. However, the final list shall be submitted to the Secretary General not later than 24 hours before the said meetings.
 - iii) Nominated Members of any State Chapter will be allowed to attend the above meetings and may participate in the discussion but will not be eligible to vote.

- iv) Only members of Managing Committee, President & Secretary of State Chapters will be allowed to vote at the above meetings.

16. Ex-Officio:

Office bearers and members of the Managing Committee of the Society for the year shall be ex-officio members to the Special Managing Committee Meeting of the Society with the right of voting.

17. Quorum for Special General Body Meetings:

The Quorum for the above referred meetings should be twenty life members.

If the quorum is not attained within half an hour of the stipulated time it can be adjourned for another half an hour following which if it is still not attained, it will stand cancelled. However, the Special General Body Meeting convened on request by the concerned State Chapter must include the presence of members from the supporting five State Chapters. If there is no quorum for such a requisition meeting, then such a meeting stands dissolved & the request stands cancelled.

18. Communication of the meeting :

The agenda for all meetings can be sent by post /electronic media /website/E mail by Secretary General to each State Chapter.

19. All India Conference

For purpose of holding All India Conference the country shall be divided into 5 Zones.

East Zone

Assam, Bihar, Jharkhand, Manipur, Meghalaya, Mizoram, Nagaland, Arunachal Pradesh Odisha, Sikkim, Tripura, West Bengal

North Zone

Delhi, Haryana, Jammu and Kashmir, Punjab, Uttarakhand, Uttar Pradesh, Leh & Ladakh, Himachal Pradesh, Chandigarh

South Zone

Karnataka, Kerala, Pondicherry, Tamil Nadu, Telangana, Andhra Pradesh

West Zone

Goa, Gujarat, Maharashtra, Rajasthan, Daman Diu

Central Zone

Madhya Pradesh, Chhattisgarh

In case in future any new state is formed, it will be put in the appropriate zone.

The Annual Conference of SOVSI should be held in rotation in West Zone, East Zone, South Zone, North Zone and Central Zone of India in regular order, after due written invitation.

In case no invitation is received from any of the Zonal State Chapters for hosting the annual Conference, in the respective year then the choice of venue will be given to the next zone in the order of sequence as mentioned above.

After the choice is made for the particular year, then the choice of venue for subsequent year will be made according to the above-mentioned procedure laid down.

20. Conference Protocol: The Scientific Program and Guest Speakers should be endorsed by the President and the Secretary General of Society. The President and the Secretary General of Society are the final authority pertaining to any matter of the SOVSI.

21. Delegate Fee:

The delegate fee shall be recommended by the Organizing Team in consultation with the Managing Committee .

A State Chapter organizing the All India Conference of SOVSI will contribute 20% of the total registration fees & 20% of the net profit received and this contribution should be paid within six months of holding the Annual Conference.

A State Chapter organizing the SOVSI Zonal Conference shall contribute 10% of the total registration fees received and this contribution should be paid within three months of holding the Zonal Conference.

Late and spot registration charges will be determined from time to time by the Organizing Committee in consultation with the Managing Committee.

22. The Managing Committee :

The Managing Committee shall comprise of the following:

- (i) Patrons
- (ii) National Advisors

- (iii) President
- (iv) All Past Presidents
- (v) President Elect
- (vi) Secretary General
- (vii) All Past Secretary Generals
- (viii) Current Vice Presidents
- (ix) All Past Vice Presidents
- (x) Treasurer
- (xi) Joint Secretary
- (xii) Zonal Coordinators
- (xiii) State Chapter Presidents , Secretaries along with the members nominated by them

A)President :

- (a) The President's post will be for two years.
- (b) The President shall be the executive head of the Society. At all General Body and Managing Committee Meetings of the Society, he shall preside and control the business of the meeting. In the event of his absence or justifiable unwillingness to preside, President Elect will be acting President .In the event of absence of both of them, any of one of the Vice Presidents shall be selected to preside by draw of lots.
- (c) The President shall preside over the National Conference of SOVSI.
- (d)After the tenure is over, he will be entitled to contest for the post of Representative to other International Organizations and office bearer of Journal Committee. He can contest for the post of President only after a cooling period of at least two years.

B) President Elect

This post will be for two years and at the end of two years the President Elect will automatically become President.

C) Secretary General

The tenure of this post will be for two years and he will be preferably from the state

where the Headquarters of SOVSI is situated.

D) Vice - Presidents :

- (a) The tenure of Vice-Presidents will be for two years.
- (b) All Vice Presidents will be designated as Vice Presidents without any hierarchical designations like first, second etc.

E) Treasurer

- a) The tenure will be for two years, and he will preferably be from the state where the headquarters of SOVSI is situated.

F) Joint Secretary

The tenure will be for two years, and he will be nominated by the President.

G) Members nominated by the State

- a) The tenure will be for two years.
- b) Each State will have a minimum of one representative .

Upto 250 members One

251 to 500 members Two

501 onwards Three

23. Eligibility for contesting or holding positions in SOVSI

(President Elect / Secretary General /Vice Presidents / Treasurer /Zonal coordinators)

(i) For the post of President Elect of SOVSI

Should have served a complete tenure as Secretary General /Vice Presidents of SOVSI.

The President Elect automatically becomes President SOVSI after two years.

(ii) For Post of Vice President of SOVSI

Should have served a complete tenure as a Zonal coordinator / President and/or Secretary of a SOVSI State Chapter and attended at least four Managing Committee meetings of SOVSI. Only life members from a particular Zone will be eligible to contest for the post of Vice President of that Zone.

(iii) For the post of Secretary General of SOVSI

Should have served two years as Treasurer of SOVSI and attended at least

four managing Committee meetings.

(iv) For the post of Treasurer

Should have served as member of the Managing Committee for two years and attended at least four Managing Committee Meetings. Treasurer will be elected from the State Chapter of the Headquarters.

(v) For the post of Zonal Coordinators

Zonal coordinators will be elected from the life members from the Zone and should have served as member of the Managing Committee for two years and attended atleast four Managing Committee Meetings.

(vi) The following rules and regulations will apply to all the official positions in SOVSI

(a) No member holding an official position in SOVSI can contest for or hold a second term in the same office. However the person can contest for the same post which he was holding earlier after a cooling period of two years.

(b) No member shall be permitted to simultaneously hold two official positions of Managing Committee of SOVSI.

(vii) The following rules and regulations will apply to all the State Chapters of SOVSI

The President's tenure should be for a maximum of two years and maximum two terms are permitted after a cooling period of two years.

In each State Chapter there should be democratically elected office bearers. The tenure of the office bearers will be for two years.

24. Administrative Side :

Election Process:

(a) During the first week of May of the election year, the Society office shall call for nominations for the elections. The nominations should reach the Society office on or before May 31 st. The Managing Committee shall appoint an Election Committee which will consist of one Returning Officer & two joint Returning Officers. Decisions are taken by consensus in the Election Committee. However, in case there is no consensus, the decision of the Returning Officer will be final. The voting should preferably be online. The Managing Committee in consultation with the Election Committee will appoint an Electoral agency to conduct the elections. The expenses for the conduct of the elections will be allotted from the Central funds. The final voters list will be provided to the Electoral agency by the Central Office of SOVSI through the Election Committee.

(b) Regarding nominations

- i. All the member State Chapters will be intimated by E mail about the election process and the vacant posts. The State Chapters will be required to nominate names of members for the vacant posts only in the prescribed form by E mail & the same should reach by 31st May 5 pm.
- ii. After scrutinizing all the nomination forms, the Returning officer shall make a list of the nominations which are valid / invalid.
- iii. The same will be communicated to the State Chapters
- iv. The candidates are eligible to submit a brief CV not exceeding 250 words & attach a passport size photograph highlighting their academic qualifications, contributions to SOVSI & society at large, publications, teaching experience, prizes & awards won at University, National & International level. They should specify their vision & plan of action for the benefit of SOVSI if elected.

(c) The Electoral Agency will communicate the details of the election results to the Election Committee along with all the relevant data in original duly signed. The Returning Officer will communicate & handover the same to the President & Secretary General. The Secretary General will convey the results to the candidates, the Managing Committee & to all the members of SOVSI.

(d) The elected office bearers will take charge during the next National Conference of SOVSI

(e) Regarding Election Dispute:

- i) In the event of any dispute regarding the election, the complaint should be lodged to the Election Committee within one week of the declaration of the results.
- ii) The Election Committee, after examining the matter will give its decision preferably within two weeks of receipt of the complaint. Any extension of this period will be granted by the Managing Committee.
- iii) If there are no disputes the Election Committee will be dissolved within one week of the declaration of the results.

25. Term of Office:

The tenure shall be for two years.

(a) Vacancy

- i) Any vacancy in the office of the President prior to taking charge shall be filled by the President Elect. If he wants to contest for the President post again, the cooling in period will apply.
- ii) Any Vacancy in the office of the President after taking office will be filled by

the President Elect for remaining period of the term. Additionally he will continue as President for his tenure of next two years.

- iii) Any Vacancy in the office of the Secretary General would be filled by the Treasurer. The Treasurer will be nominated by the President in consultation with the Managing Committee. The post of Joint Secretary, if it falls vacant will be filled by the President for the balance of their tenure.
- iv) Any Vacancy in the office of the Patron, Advisor, Convenor or Executive Member to international organizations will be filled by the Managing Committee on the recommendation of the President and Secretary General at its next meeting for the balance of the tenure.

(b) Duly Constituted In spite of Vacancy:

The Managing Committee shall be deemed to be duly constituted and to be entitled to carry on their functions despite any vacancy or vacancies in their composition.

26. Duties and powers of the Managing Committee:

The Managing Committee shall have the following powers.

- a) To perform all executive duties and to carry on the work of the Society.
- b) To follow all the rules & regulations & By laws of the Society for which it is established & to carry on its business from time to time. If any By laws are to be modified, the Managing Committee will scrutinize & get it passed in the Annual General Body Meeting.
- c) To delegate such function to Special Committees and persons and on such terms and conditions, and to revoke after such delegation as the Committee may from time to time think fit.
- d) To present a report of their proceedings and a Statement of accounts of the Society duly certified by the auditors at the Annual General Body Meeting of the Society.
- e) To invite from State Chapters suggestions for the venue of National Conference of Society of Vaginal Surgeons of India & select subjects for discussions. It may be noted that the two successive National Conferences should not be held as far as possible in the same zone.
- f) To appoint the Election Committee which will oversee the process of election.
- g) To sell, improve, manage, develop, lease, dispose of or otherwise deal with all or any part of the property of the Society with the sanction or ratification of the General Body.
- h) To subscribe to, become a member of or otherwise co-operate with any other Association, whether incorporated or not, whose objects are wholly or in part similar

to those of the Society.

i) To remunerate any person or company for services rendered to the Society.

j) From time to time to borrow or raise funds which may be required for the purpose of the Society upon bonds, debentures, bills of exchange, promissory notes or other obligations or securities of the Society or by mortgage or charge of the Society's property with the sanction of the General Body as per the rules of the Govt of India.

k) To undertake and execute any Trust, the undertaking of which may seem to the Society desirable either gratuitously or otherwise.

l) To initiate, establish and undertake necessary steps to build a premises for the **"Society of Vaginal Surgeons of India"**.

m) To do all other things incidental to the attainment of the objects of the Society.

n) To accept resignations of the President, President-Elect, Vice Presidents, Vice Presidents Elect and Office Bearers and Members of the Managing Committee.

o) Any requisite matters pertaining to SOVSI.

27. Meetings of the Managing Committee:

Meetings of the Managing Committee will be held at the office of the Society, or at such other place and at such times as will be fixed by the President.

28. Quorum:

Ten % of the members of the Managing Committee shall constitute a quorum for the meeting of the Committee.

29. Mode of communication

The Secretary General under the direction of the President shall send a notice to every member of the Managing Committee

Agenda and Proceedings of the Meeting:

The Secretary General/Joint Secretary shall under the direction of the President arrange the business of the meeting and take minutes or notes of the proceedings.

30. Questions to be decided at Committee Meetings:

Questions before the Managing Committee shall be decided by a majority of the votes of the members present.

However when the President thinks it right, he can ascertain the opinion of the entire members of the Committee by issuing a circular and act in accordance with

the view of the majority of the members.

31. Proceedings of the Meetings:

a. The Secretary /Joint Secretary shall record the minutes, and they shall be circulated among members and signed by the President after confirmation at the subsequent meeting of the Committee.

b. Corrected Minutes of the Proceedings of the Committee of the Society shall be kept in suitable books /electronic media which shall be open to inspection by members at all reasonable times.

32. Resolutions of the Committee:

Any resolution passed at the meeting of the Committee shall not be reconsidered at a subsequent meeting, unless due notice is previously given of such intention nor shall any of the standing orders be altered, modified or deleted without such notice.

33. Casting vote of the President

At all meetings, whether of the General Body or of the Managing Committee in case of equality of votes the President shall decide at his discretion either by his casting vote or by drawing lots.

34. Funds of the Society:

All subscriptions and other money of the Society shall be credited in some nationalized bank named by the Managing Committee. All cheques shall be signed by the Treasurer countersigned by the Secretary General/President. In emergency situations, if the Treasurer is not available, the President & the Secretary General can sign the cheques. In the prolonged absence of the Treasurer from the Headquarters, the President in consultation with the Committee shall authorize any other office bearers for this purpose. A separate current / savings bank account shall be maintained with a Bank for the purpose of current expenditure .This may be operated upon by the Secretary General or such other person as may be authorized by the President in consultation with the Managing Committee and that in such accounts a credit balance in favour of the Society may be maintained up to a minimum of Rs. 10,000/-

35. Duties of the Secretaries

Secretary General

The Secretary General shall work under the supervision of the President and keep fair minutes and records of the proceedings of the Society and of these the Secretary General shall be the custodian.

The Secretary General will act in conformity with standing orders and By Laws of Society.

The Secretary General will be responsible for the day-to-day administration of the Society and the management of the Society's office.

Joint Secretary

In the absence of the Secretary General, the Joint Secretary shall look after the work of the Secretary General.

The Joint Secretary shall work under the supervision of the President and the Secretary General and will be responsible for assisting the implementation of the Society's activities undertaken by the President during the year.

36. Duties of the Vice Presidents

The Vice Presidents shall conduct the Zonal conference with the concurrence from the Managing Committee. They will help to form the State Chapters of their respective Zones and oversee the activities of their respective State Chapters and give guidance to the State Chapters. They shall create a Zonal Committee along with the Zonal Coordinators, Presidents and Secretaries of their State Chapters to plan and execute the academic and administrative activities of the Zone.

37. Duties of the Treasurer

The Treasurer shall be elected from the place of the Registered Office of the Society and shall perform such functions as the Managing Committee may from time to time determine.

The Treasurer shall receive and make payments of all money and deposit them in banks and maintain an account of receipts and disbursements of the funds, prepare the balance sheet and statement of accounts and get them audited by the auditors appointed by the General Body and present them to the Managing Committee and the General Body.

The Treasurer shall be elected from the place of the Registered Office of the Society & in the absence of Treasurer, the Joint Secretary shall look after the work of the Treasurer.

The Treasurer shall work under the supervision of the President and the Secretary General and will be responsible for assisting in the management of account.

38. Duties of the Zonal Coordinators

The Zonal Coordinators shall support the Zonal Vice presidents to plan and execute the academic and administrative activities of the Zone.

39. Indemnity for Acts Done in Good Faith :

The Committee (office bearers and the members of the Managing Committee) shall be indemnified in respect of all acts done by them for the Society in good faith and no office bearer or member of the committee shall be liable for any act done by any office bearer or member of the committee.

40. Legal Proceedings :

Suits or Legal Proceedings by or against the Society may be instituted or taken in the name of the Secretary General of the Society.

41. Amendments to the By laws:

- a. The By laws shall be printed and copies of the same will be available from the office of the Society for members on request / or on website and no alterations or additions shall be made therein or thereto, unless notice of the same has been given first to the Managing Committee which will send them on to the General Body Meeting for final decision.
- b. No amendment, modification or alteration of the By laws shall be valid unless passed by a 2/3 majority at the General Body Meeting.
- c. The resolution of such amendments should be communicated when the notice of the Annual General Body Meeting is issued.
- d. Such amendments should be notified to the Society of the Registrars.