

Final

INDIAN SOCIETY FOR MEDICAL STATISTICS



CONSTITUTION

Memorandum, Rules and the Bye-laws

(Revised up to 20 November 2016)

Registered Office:

Department of Biostatistics

All India Institute of Medical Sciences

Ansari Nagar, New Delhi 110 029, India

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INDIAN SOCIETY FOR MEDICAL STATISTICS

The Indian Society for Medical Statistics (ISMS) was formed at Jhansi (Uttar Pradesh) in 1983 and several changes have taken place in its working during past over 3 decades. This called for revision of its original Constitution.

In its General Body Meeting, held in the University of Jammu, Jammu (J&K), on 2 November 2014, a 5- member 'Constitution & Awards Committee' was constituted to revise its original Constitution and awards rules. This Committee had worked on this agenda in the year 2015 and proposed some changes to be made in the original Constitution and awards rules. In Society's business meetings, held at Belgaum (2015), some additional changes were suggested by members in the above revised draft – documents. The Society, in the year 2016, then revised its 'Constitution and Awards Committee' by expanding it to 7 members to give a re-look to the above documents afresh and make further necessary changes in both the revised drafts.

Constitution & Awards Committee -2016

Names of Chair and Members* of the Constitution & Awards Committee, as revised and expanded in 2016, are given below:

Dr. Babu L Verma, Jhansi,	Chair
Dr Ajit Sahai, Pondicherry,	Member
Dr Anil Mathew, Coimbatore,	Member
Dr C M Pandey, Lucknow,	Member
Dr D K Subbakrishna Bangalore	Member
Dr G D Shukla, Jhansi,	Member
Dr T Krishnan, Chennai,	Member

**Names of the members are written in alphabetical order.*

The above Committee reviewed the original Constitution afresh and changes suggested therein by its members in the year 2015. The members of the above Committee held series of discussions through personal interactions, telephonic discussions and e-mails during past 2 years, to bring-forth the re-revised version of the Constitution in the final shape which is given here in the subsequent pages.

PART I

Memorandum of the Society

Article - I

Name

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

Article - II

Aims

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

Methods

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

10. hold annual national conferences and periodic scientific meetings,
11. print, publish, translate, sell, lend and distribute information whether in the form of a periodical, journal or books, monographs, treatises, web pages or pamphlets and distribute the same among its members / non-members,
12. publish annual reports of the Society, special bulletin and monographs from time to time.

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

PART II

Rules of the Society

Article - I

Definitions

1. (a) "Society" shall mean the Indian Society for Medical Statistics
- (b) "Council" shall mean the Governing Council of ISMS.
- (c) "Committee" shall mean the Executive Committee of ISMS.

(d) "Member" shall mean a person or institution, duly admitted to the Society, by the General Secretary and / or the Treasurer on behalf of ISMS.

(e) "Fellow" shall mean, unless otherwise specified, elected Fellow of the Society.

(f) "Journal" shall mean the official journal of the Society.

(g) "Bulletin" shall mean the official Bulletin of the Society.

Article - II

The Society

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

Article - III

The Office

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

Article - IV

Register of Members, Fellows and the Awardees

4.1 There shall be a Register in which the names of all members of the Society shall be entered with their addresses including e-mails and shall be updated from time to time. The General Secretary shall enter the names of the newly admitted members in the Register, give them membership number and inform such entries to the Web Coordinator and to the member concerned. The member shall be deemed to have been admitted to the Society on the date informed to him / her by the General Secretary /Treasurer. The category of membership shall be determined by the General Secretary and / or the Treasurer at the time of his /her admission to the Society.

4.2 There shall be a separate Register for fellows in which their names and addresses including e-mails, area of specialization etc, shall be entered year-wise. Relevant information of fellows

shall be updated from time to time. This will be maintained by the General Secretary of the Society.

- 4.3 There shall be separate registers for each award, oration, prize, medal, grant and memento. The General Secretary shall enter year-wise relevant data of each awardee in these registers.

Article - V

Classification of Members

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

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

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

Article - VI

Admission of Members

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

Article - VII

Termination of Membership

8. A person / organization shall cease to be a member of the Society if his / its name is removed from the Membership

Register. The name of the person / organization shall be removed from the Register by the Governing Council:

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

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

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

Article - VIII

Reinstatement of Members

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

Article – IX

Privileges to the Members

12. **I. Life Member :**

Each Life Member shall have the right to:

- (a) attend the General Body Meeting of the Society and to vote on all issues,

- (b) receive information on Society's routine activities including the statement of accounts and copies of reports, bulletin, journal or any other publication - either free or at the subsidized rate, as the Society may decide from time to time,
- (c) use the Society's library and room, if any, set apart for the purpose,
- (d) attend and take part in scientific meetings, lectures, workshops, seminars etc. of the Society, and
- (e) enjoy such other privileges of membership as may from time to time be conferred on members by Rules and Bye-laws of the Society.

II. Institutional Member:

Any institution, human welfare organization or society as an Institutional Member, shall have right to:

- a) depute 3 professionals to attend and take part in scientific meetings, lectures, workshops, seminars, etc., of the Society,
- b) depute any one nominee to attend the General Body Meeting of the Society and to vote on all issues,
- c) receive information on Society's routine activities including the statement of accounts and copies of reports, bulletin, journal or any other publication either free or at the subsidized rates, as the Society may decide from time to time, and
- d) enjoy such privileges, mentioned above in 12 I (c) & (e).

Article - X

Responsibilities of the Members

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

Article - XI

Year of the Society

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

Article - XII

Membership Fee

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

Article - XIII

Branches

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

Article - XIV

Affiliation with other Societies or Bodies

17. The Society may affiliate or be affiliated with any other national, foreign or international organization or professional Society-engaged in the promotion of medical biostatistics in any way.
18. Regional branches, if any, shall not affiliate or be affiliated with any other organization, unless the Society is affiliated with the latter.
19. Organizations affiliated by the Society shall pay the subscription or any other payment at a rate, agreed upon in the Memorandum of Understanding (MOU) signed between them.

Article - XV

Management

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

There will be a Web Co-ordinator, named by the Governing Council. He / She will be a member of both the Executive Committee as well as the Governing Council.

Article XVI

Composition of Executive Committee

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

Article - XVII

Powers and Functions of Executive Committee

22. (a) The Executive Committee may meet - physically or by e-mail, for transactions of business as and when it deems fit. Presence of the Committee's 3 Members (out of 6) will form quorum, provided that it includes President or, in his / her absence, the President-Elect, and the General Secretary or, in his absence, the Treasurer. General Secretary, as Convenor, will call these meetings with the consent of the President. Every matter will be decided on consensus basis and in case of any controversy, by the majority vote. In case of e-mails, concurrence of at least 4 members of the Executive Committee, including the President, shall be required. In instances of equality of votes, the President (in his absence, the President-Elect) shall exercise his second vote or casting vote.
- (b) The Committee shall be entitled to act with the authority of the Society in the furtherance of the aims and objects of the Society.
 - (c) The Committee shall take action from time to time during the year on decisions taken by the Society in its Governing Council and General Body meetings.
 - (d) The Committee will have powers to appoint or remove salaried personnel of the Society, if any.
 - (e) It will continue to work, despite any vacancy that takes place in between.
 - (f) In case of any casual vacancy of any office-bearer, the Committee will have power to fill the same on *ad hoc* basis, if necessary, subject to the ratification by the Governing Council.

This shall be regularized only after the approval of the General Body.

- (g) The Committee may take any decision which is considered necessary towards fulfillment of the aims of the Society, subject to the ratification of the same by the Governing Council and the General Body.

Article – XVIII

Composition of the Governing Council

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

*Provided s/he had completed her / his full term as an elected regular office-bearer.

Article – XIX

Powers and Functions of the Governing Council

- 24. (a) The Governing Council will normally meet for the transactions of business once in a year during annual conferences. However, special meetings, if necessary, may also be called. A meeting of the Governing Council at which a quorum is present (see, Part III, Section 21) shall be competent to exercise all or any of the functions of the Council. All questions arising at any time of the Council meeting shall be

determined by majority of votes. In case of equality of votes the President shall exercise a second or casting vote.

- (b) The decision of the Governing Council of the Society in all matters pertaining to the Society shall be final, subject to ratification by the General Body at its Annual General Meeting.
- (c) The Governing Council shall be entitled to act with authority of the Society in the furtherance of the aims and objects of the Society and transaction of any business or financial matter that may arise.
- (d) The Governing Council shall have the power to appoint committees and fix their terms of reference as and when necessary. Any such committee may co-opt as members thereof, such persons who have experience in matters to be dealt by it. Any member of the Society may be co-opted as member of a committee. The Chairman of each committee shall be nominated by the Governing Council.
- (e) The Governing Council shall have power to form rules for election of office-bearers of the Society. To implement the procedure made, it will have power to constitute a Nominating Committee (see, Article XXVII of Part II) to recommend suitable candidates to the Governing Council, for vacant positions of office bearers and Council Members. If election through voting for any position (in case of any controversy on candidate's name) shall be required, the Governing Council will have power to form an Election Committee for the purpose.
- (f) The Governing Council shall have power to form rules for election of fellows and constitute a Fellowship Committee (see, Article XXV of Part II) to elect fellows of the Society, each year.
- (g) The Governing Council shall also have power to form rules for different awards and constitute Awards and Search Committees (see, Article XXVI of Part II) to process their entries and form its recommendations to the Council. In view of different nature of awards, the Governing Council shall also have power to constitute additional committees to process their entries and finalize them as and when needed.
- (h) The Governing Council shall review and scrutinize the proposals, received for organizing Annual Conferences and make recommendations in this effect to the General Body for final decision.

Article - XX

Casual Vacancies

- 25(a) The Governing Council shall have power to fill-up, based on Nominating Committee's recommendations, vacancies occurring in its members during its terms of office. Such members shall hold office only for the remaining period of the term.
- (b) In normal circumstances, an office-bearer shall give three months notice of his / her desire to resign.
- (c) Office-bearers of a committee must inform the President and the General Secretary if they are unable to serve for any length of time. In such a case, alternative arrangements will be made by the Executive Committee.
- (d) A regular office bearer who did not complete full term of his / her office due to any reason or the one - appointed against a casual vacancy, shall not enjoy the benefit of ex-officio position, if any, for the subsequent term.

Article – XXI

The Journal & the Bulletin

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

Article – XXII

Amendment to Memorandum, Rules and Bye-laws

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

resolution shall be sent to the General Secretary not less than 30 days before the Annual General Meeting.

Article – XXIII

Fellowship and Awards

29. **Fellowship:** The Society will bestow fellowship (FSMS, in abridged form) to its senior life members for the significant contributions, made by them to the discipline and also, to the Society as per the rules framed for this purpose. Elected fellows may write FSMS, after their names. It will be a highest honor of the Society, bestowed on its member. Entries / nominations for this purpose shall be processed by the Fellowship Committee.
30. **Awards:** Similarly, the Society– to recognize important scientific research contributions, made by its members and to encourage scientists, faculty and students, working in the area of their interest – will institute orations, awards, prizes, medals, scholarships, grants and mementos., under different names and will bestow on them, each year, following rules in force – which the Society may form from time to time, for each award separately. The processing of awards’ entries / nominations shall be done either by the *Awards Committee* or by the *Search Committee* – as the case may be, unless otherwise mentioned. These Committees will process the entries for various awards and forward their recommendations to the Governing Council for final decision (unless mentioned otherwise for any award), subject to the ratification by the General Body.

Article XXIV

Committees of the Society

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

Article XXV

Fellowship Committee

32. There shall be a Fellowship Committee – consisting of 10 senior life members (President and 9 members) with current President

as its Chair. The tenure of this Committee shall be of 3 years with provision of re-election of its members.

33. The Governing Council will make rules for formation of this Committee and procedure for electing fellows. The Fellowship Committee will process the entries as per rules in force and recommend candidates for election of fellows to the Governing Council. Fellows shall be elected by the Governing Council, subject to the ratification by the General Body.

Article XXVI

Awards and Search Committees

34. Various awards of the Society in form of orations, awards, prizes, grants, medals, scholarships and mementos, etc shall be dealt with either Awards Committee or Search Committee, unless otherwise mentioned.
35. **Awards Committee:** There shall be a 5-member Awards Committee to deal with one category of awards, namely: i) Professor B G Prasad Award, ii) Smt Surajkali Jain Award, iii) Professor P V Sukhatme Award, iv) Professor K R Sundaram Young Research Scholar Award and v) Smt. Saroj Shukla Travel Scholarship.
36. The tenure of the Awards Committee shall be of 3 years with provision of re-election of its members. The Governing Council will make rules for formation of Committee and processing of entries for each award. This Committee will process entries as per the rules in force and recommend candidates for each of the above awards. Final decision on each award shall be taken by the Governing Council (unless mentioned otherwise for any award), subject to the ratification by the General Body.
37. **Search Committee:** There shall be a 5 - member Search Committee, consisting of senior life members to deal with other group of awards, namely: i) Professor S K Bhattacharya Oration, ii) Smt. Ramrati Lalima Sahai Award, iii) Lifetime Achievement Award and iv) Professor A Indrayan Travel Grant.
38. The tenure of this Committee shall also be of 3 years with provision of re-election of its members. The Governing Council will make rules for formation of Committee and identification of candidates for each award. This Committee will recommend candidates for each of the above awards for final decision by the Governing Council (unless mentioned otherwise for any award), subject to the ratification by the General Body.

Note: The Governing Council of the Society, at any time however, may add any new award or delete any existing award,

enlisted under either Awards Committee or Search Committee. Also, it may interchange any of the awards enlisted under one committee to the other.

39. **Exceptions:** The two other awards, namely Professor R N Srivastava Award and Professor P P Talwar Memento, not covered under the above two committees, shall be dealt with as under :

- a) **Professor R N Srivastava Award Committee:** Entries for this award shall be invited each year by the General Secretary along with other awards of the Society. Its entries shall be submitted directly to the Organizing Committee of the Society's Annual Conference with a copy to the General Secretary. President will form a 4 - member *ad hoc Committee* during the Annual Conference for evaluation of entries. Governing Council will form rules for formation of this Committee and processing & evaluation of entries.

Note: The Governing Council for a new award may set an additional Committee, if so required, to handle entries of the same.

- b) **Professor P P Talwar Memento:** This award shall not be competitive. The memento shall be given to the Organizing Secretary of the Annual Conference each year in recognition to his / her outstanding services to the Society.

Article – XXVII

Nominating Committee

40. There shall be a Nominating Committee, appointed by the Governing Council, to identify and suggest names of office-bearers and members to the next term of the Council. The General Secretary of the Society shall invite nominations from the members for every vacancy in the Governing Council, well in advance (at least 3 months before the Annual General Body Meeting).
41. It will consist of 3 former Presidents (one Chair and 2 members). Its tenure will be for 3 years, with provision of re-election of members for subsequent terms. To maintain the continuity, all the members of the Nominating Committee will not be changed at one time.
42. Nominating Committee, based on general consensus amongst its members - as far as possible, will identify suitable members for various vacant positions and facilitate their nominations, each time.

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

Article XXVIII

Journal Management Committee

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

Article XXIX

Assets after Dissolution

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

Part III

Bye-laws

Article - I

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

Article - II

Fellowship & Membership Fee and the Subscription

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

Article - III

Office-Bearers of the Society

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

Article – IV

Duties, Powers and Terms of Office-Bearers

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

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

6. **President-Elect**

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

7. **General Secretary**

- (a) The General Secretary shall hold office for three years and shall be eligible for re-election at the end of this term,
- (b) shall be In - Charge of the Office of the Society,
- (c) shall admit new members to the Society in consultation with the Treasurer,
- (d) shall, ordinarily, conduct all correspondences,
- (e) shall have general supervision of accounts, may pass bills for payment,
- (f) shall assist the Treasurer in preparing a fully audited annual statement of accounts for presentation at the Annual General Body Meeting of the Society,
- (i) shall maintain an up-to-date Register of all members, fellows and awardees (for each award separately) of the Society and update them from time to time,
- (j) shall assist to the Web Coordinator in preparing, updating and maintaining website of the Society,
- (k) shall organize, arrange and convene meetings of the Society,
- (l) shall attend meetings of the Society and prepare proceedings thereof,
- (m) shall be ex-officio member of all sub-committees,
- (n) shall bring any matter which he / she considers necessary in the interest of the Society to the notice of the Governing Council for guidance and decision,

- (o) shall maintain the record of attendance in the Governing Council and General Body meetings,
- (p) on expiry of his / her term, shall hand over the properties, registers and books etc to the newly elected General Secretary before the commencement of the next calendar year (i.e., before 1st January), and
- (q) shall be responsible for updating records of the Secretariat.

8. Treasurer

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

9.1 Editor-in-Chief

- (a) The Editor-in-Chief shall hold office for five years and shall be eligible for re-election at the end of this term,
- (b) shall be responsible for publication of the Society's official journal,
- (c) shall be the Chairman of the Editorial Board and of the Journal Management Committee and form the Editorial Board. The Journal Management Committee (JMC) shall be a committee under the Governing Council but the Editor-in-Chief, unlike the Chairman of any other committee, shall have power to constitute this Committee, subject to the ratification by the Governing Council.
- (d) shall present journal's annual report at the Council and Annual General Body Meetings of the Society,
- (e) shall be responsible for mobilizing resources/ funds for running the journal. However, he / she may send appeals, from time to time, to the Society for partial funding support to the journal for consideration of the Governing Council,
- (f) shall keep coordination with the Executive Committee throughout, and
- (g) shall submit an audited statement of accounts to the Treasurer every year at the appropriate time.

9.2 The Editor – Bulletin

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

10. Web Co-ordinator

- a) The tenure of Web Co-ordinator shall of 3 years with provision of re-nomination. Web-Coordinator may work on this position in the Society as long as the Governing Council may so desire.
- b) Responsibilities of the Web-Coordinator will be to construct, maintain, update and improve the Society's web page from time to time without any charge. The Society may consider paying actual cost for hosting its web site.

- c) The Web-Coordinator will work for the Society in close association with the Secretariat. He / she will place material, provided by the General Secretary, duly approved by the President, on the Society's web page. The routine matters of the Society, however, like - Secretariat's circulars, statement of accounts, meetings' minutes and ISMS Bulletin etc, shall be placed on the webpage on the request of the concerned Office Bearer, without prior approval of the President, provided copies of such electronic requests are also simultaneously endorsed to the President for information and to the Secretariat for office record..
- d) Web Coordinator will pass-on the username and the password to his / her successor on demitting the Office within one month.

Article – V

Term of Office of the Governing Council Members

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

Article - VI

Election of Office-Bearers and Governing Council Members

- 12. All Office-Bearers including Governing Council Members (President-Elect, General Secretary, Treasurer, Editor-in-Chief and Governing Council Members) shall be elected (except Web Coordinator and the Editor – Bulletin) through Nominating Committee at the Annual Governing Council and the General Body Meetings.
- 13. The Web Coordinator and the Editor of the Bulletin shall be nominated (and not elected, like other Office-Bearers):
 - a) The Nominating Committee will identify suitable names for both the positions amongst the life members of the Society and recommend them to the Governing Council.
 - b) Thus, any life member desirous to be nominated on these two positions will contact the Chair – Nominating Committee, before the last date, set by the General Secretary for this purpose. Nominees' consent and a brief statement in this effect shall be necessary.

- c) The decision of the Governing Council in these matters shall be final, subject to the ratification by the General Body.
- 14. The General Secretary, at least 3 months before the annual conference, will invite, through a Circular, nominations for the elected positions only for the next term. These nominations, as a soft copy, will be directly sent to the Chair - Nominating Committee, with a copy to the General Secretary who will check entries for eligibility etc from the records. The Nominating Committee, will process all entries, following rules in force, and will recommend to the Governing Council, the names of suitable member for each vacant position. The Committee will submit recommendations to the President at an early date (at least 2 weeks before the date of the Governing Council meeting in that year). The Council will finalize the candidates for each of the positions, subject to approval by the General Body. Efforts will be made to elect members for different vacant positions through Nominating Committee on consensus basis.
- 15. If any controversy arises in the General Body over name(s) cleared by the Council for any of the positions, the matter will be decided through electronic voting and / or paper ballot by the general members of the Society, to be held soon after the General Body Meeting in that year.
- 16. The election for this purpose shall be conducted independently by an *ad hoc* 3 - member Election Committee, to be formed by the President in the General Body Meeting itself. Efforts shall be made to complete the election process well before 31 December of that year. The result of the election shall be announced on the day of counting of votes / ballots.
- 17. The budgetary allocation for such election, as per the requirements, shall be made in the General Body itself, to avoid any delay in the election process.

Article - VII

Meeting of the Governing Council

- 18. The meetings of the Governing Council shall be of three kinds:
 - (a) The ordinary meeting shall be held once a year during the annual conference.
 - (b) A requisition meeting shall be called within six weeks from the date of receipt of a requisition, signed by at least five members

of the Governing Council, stating the business for which the requisition meeting is required.

- (c) The extra ordinary meeting of the Governing Council can be called by the General Secretary, with the permission of the President, for which at least 15 days notice shall be given to all members of the Council.
- 19. **Notice** - At least four week's notice except in case of 18(c), specifying place, date, time and the agenda of business to be transacted at the ordinary or special meeting shall be given to each member.
- 20. For the annual Governing Council meeting which will normally take place as part of the Society's annual conference, its all past Presidents shall be invited. An invitation, along with the agenda-items, shall be sent to them well in advance. The minutes of the Governing Council Meeting shall be sent, like other members of the Council, to those past Presidents, who will actually attend the meeting.
- 21. **Quorum** - (a) Quorum for ordinary meeting shall be five with at least 3 office-bearers including President / President-Elect. (b) Quorum for requisition and extra ordinary meeting shall be 6 with at least 4 office bearers including President and the General Secretary.
If the Quorum is not complete the Council Meeting shall have to be adjourned. It can re-assemble to conduct the business for which no Quorum shall be necessary.
- 22. The decision of the Governing Council in all matters pertaining to the Society shall be final subject to ratification by the General Body at its Annual General Meeting.
- 23. Every meeting of the Governing Council shall be presided over by the President (or by the President-Elect in the absence of the President) or by a member, chosen at the meeting in the absence of both the President and the President-Elect.
- 24. A Governing Council meeting will take place prior to every General Body Meeting.

Article - VIII

Calling of the Annual General Body Meeting

- 24. The Annual General Body Meeting shall usually be held during the Annual Conference of the Society.
 - (a) Notice and agenda of the General Body Meeting shall be sent by the General Secretary to all members of the Society at least 30 days before the meeting. An initial information about the venue

- (city or town) and provisional dates of the Annual Conference (and so of the Annual General Body Meeting) shall be given to all members by the General Secretary in a circular at least 90 days before the Annual General Body Meeting.
- (b) The General Body Meeting shall be presided over by the President or by the President-Elect in the absence of the President. In absence of both, the Governing Council may choose a senior member of the Society for doing so.
 - (c) The Governing Council shall have power to fix or change the date and venue of the Annual Conference and Annual General Body Meeting of the Society under special circumstances.
 - (d) **Business to be transacted** - The business to be transacted at the Annual General Body Meeting shall include the following:
 - (i) Condolence resolution, if any.
 - (ii) Confirmation of the minutes of the last Annual General Body Meeting and Extra-ordinary General Body Meeting, if any.
 - (iii) Adoption of the General Secretary's report.
 - (iv) Adoption of the Treasurer's report and statement of audited accounts.
 - (v) Adoption of Editor-in-Chief's and Editor's report.
 - (vi) Election of office-bearers and members of the Governing Council against retiring members, as recommended by the Governing Council.
 - (vii) Election of fellows
 - (viii) Oration and awards including grant and memento, as recommended by the Governing Council.
 - (ix) Venue of the Society's next annual conference in view of the recommendation of the Governing Council.
 - (x) Amendment of Rules and Bye-laws, if any, as proposed by the Governing Council.
 - (xi) Resolutions from members.
 - (xii) Any other business with the permission of the Chair.
 - (e) The proceedings of the General Body Meeting shall be regulated according to the Rules and Bye-laws of the Society. Unless otherwise determined by the Rules, every question submitted to the General Body Meeting shall be decided by show of hands

and in case of equality of votes, the person presiding over shall have and exercise a second or casting vote.

- (f) The minutes of the General Body Meeting shall be recorded by the General Secretary.

25. **Quorum** - The quorum of the General Body Meeting shall be 30. The attendance register for this purpose shall be maintained by the General Secretary.

If quorum is incomplete, the General Body meeting shall have to be adjourned. Members can re-assemble to conduct their business for which no quorum shall be necessary.

Article - IX

Appointment of Auditor

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

Article – X

Salaries & Remunerations

Re-coup

27. With the consent of the President, General Secretary shall keep an imprest –account, not exceeding Rs.5,000/- and shall re-coup the amount spent from the Treasurer on production of vouchers. Expenditure exceeding Rs 2,000/- at a time, except on printing and postage, shall be incurred with the permission of the President only.

The General Secretary and the Treasurer may keep part time or full time support staff, like Clerk, Steno-typist or Computer

Assistant, for the Society's administrative work with concurrence of the Governing Council. The remuneration of such staff shall be decided by the Governing Council from time to time, depending upon volume of work involved and financial health of the Society.

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

Article - XI

Funds of the Society

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

Article - XII

Annual Conference

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

Conference shall usually be held, before the 31st day of December.

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

Treasurer of the Society back. Furthermore, a loan not exceeding Rs.10,000/- may also be given if a request is made by the Organizing Secretary of the Conference, with an undertaking to repay the same before the Conference..

33. The Organizing Committee of the Conference will open only one Bank account for this purpose in any nationalized bank, in the name of the Conference, to be operated jointly, preferably - by the Organizing Secretary and the Treasurer of the conference. The full money flow - income and expenses of the Conference, shall be routed through this account only. In case of savings, the Organizing Committee may transfer part of their savings (at least 25 %) to the Society to strengthen its future programs and activities.
34. Chairs, speakers and delegates and other technical participants of the annual conference, workshop and symposium etc, may be provided a 'Certificate of Participation' in the event. This Certificate shall be jointly signed by the President and / or General Secretary on behalf of ISMS and Organizing Chair and / or Organizing Secretary or by any of their nominee as they decide, on behalf the Organizing Committee of the event.
35. After the Conference is over, accounts of the Conference shall be audited by any recognized Chartered Accountant or Government Accounts & Financial Controller and a copy of the audited account shall be sent to the Treasurer of the Society for record.

Article – XIII

Mode of Correspondence and Maintenance of Records

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

CERTIFICATE

It is certified that the foregoing is a true copy of the currently amended / revised Constitution, corrected up to 31December 2016.

Sd/-
President

Sd/-
General Secretary

Indian Society for Medical Statistics