

CONSTITUTION – INDIAN SOCIETY OF ORGAN TRANSPLANTATION

PART- I

MEMORANDUM OF THE SOCIETY:

- 1. The name of the Society is Indian Society of Organ Transplantation**
- 2. Registered office of the Society: The Society had been registered vide letter no. Income tax no. HQ 1/32-1-2/90-91.**
- 3. Till the establishment of the permanent headquarter of the Society, the office of the Society will move along with the Hony. Secretary of the Society.**

4. AIMS & OBJECTIVES

- I. To promote and encourage new transplant centers in the country.
- II. To promote, develop and exchange scientific knowledge and technical co-operation between clinicians, scientists and others involved in the field of transplantation.
- III. To promote the scientific research in various aspects of transplantation.
- IV. To promote and establish highest ethical standards in the field of transplantation.
- V. To disseminate newer knowledge and information amongst the general public.
- VI. To create public awareness regarding organ donation especially cadaveric donation and transplantation.
- VII. To print, publish, distribute or sell books, pamphlets, pictures, periodicals, newspapers or magazines or any material in print or electronic form or any other material concerning the specialty of organ transplantation.
- VIII. To accept grants, donations and endowment etc. from the Government, Semi-Government, Corporate Houses, public and individuals for achieving the objectives of society, provided there is no conflict of interest.
- IX. To institute awards, fellowships, scholarships, stipends, remuneration to the students and deserving members and the research scholars to enable them to undertake research in the field of transplantation.
- X. To facilitate or to provide financial assistance to the individuals/organizations involved in the promotion of activities of transplantation.
- XI. To undertake projects for the Government, Semi-Government bodies, Universities or other organizations, aimed at fulfilling the objectives of the Society.
- XII. To organize national, international, regional meeting and conferences, CME, exhibitions and circulating study material for research in the field of transplantation.
- XIII. To co-operate with other national and international societies, agencies and individuals to promote the objectives of the society. To receive any government movable

and immovable assets with or without conditions to promote the objectives of the Society.

XIV. To interact with the State and Central Government in formulating laws, national policies in the field of transplantation.

XV. To make by laws, rules and regulations of the Society and to delete, change or add from time to time.

PART- II

RULES & BY LAWS

5. MEMBERSHIP

There shall be 5 categories of members viz. Life full Members, Life Associate Members, Honorary Members, Corresponding Members & Corporate Members.

I. Life full Members: Only qualified registered medical practitioners possessing Postgraduate degree like MS, MCh, MD, MD, DM, DNB & PHD or equivalent foreign qualification as approved by Medical Council of India. The candidate should have worked for a minimum period of two years in any field related to transplantation. Postgraduate trainees should be life associated and then promoted to life full member on acquiring degree.

II. Life Associate Members: Paramedical persons involved in transplant work such as technicians, nurses, transplant coordinators and designated social workers can be enrolled as life associate members. Life associate members do not have voting or the right to propose or second any nomination or to contest any office of the Society.

III. Honorary Members: Honorary membership may be awarded to person who have contributed significantly to science of organ transplantation and confirmed by General body. No fees shall be charged from the Honorary members. The Honorary members have no voting rights.

IV. Corresponding Members: Persons involved in transplant work in any country outside India can be enrolled as a corresponding member provided they fulfill the qualifications for life membership.

V. Corporate Member: Any corporate body or individual donating a minimum of Rs. 10 lacs may be enrolled as corporate member. Corporate members of organization have no voting right. A corporate body can nominate only two persons from their staff for corporate membership for a period of 10 yrs. After 10 years corporation will have to donate again the amount to decided at that time.

6. MODE OF ADMISSION OF MEMBERS

Membership application shall on the prescribed form and the candidate should be proposed and seconded by two life members of the Society. Application form should be accompanied by the documentary evidence regarding eligibility and the prescribed membership fees.

The application will be screened by the Council and approved by the General Body.

7. RIGHTS OF MEMBERS:

All Classes of members shall have a right to attend any Scientific or General Body meeting of the Society.

8. PRIVILEGES OF MEMBERS:

All members will be eligible for the privileges decided by the Society from time to time.

REGISTRATION & CESSATION OF MEMBERSHIP:

I. Any member may resign from membership at any time by serving a notice in writing to the Honorary Secretary. Council shall be the final authority to accept the resignation from membership or to decide about cessation of membership. Membership fee will not be refundable.

II. The council shall have the right to terminate the membership provided that:

a. Material facts mentioned in the application were incorrect. No part of the membership fee will be refunded.

b. Member if found guilty of unprofessional behavior or of working against the interest of the Society. However such members shall be offered full opportunity to present his/her case to the Council. Member if found guilty could either be suspended for 6 months or more or his membership may be terminated. In both 4 the cases of termination / suspension of membership, will be further approved by Annual General Body meeting by two third majority of members present after a prior notification. General body adjourned for lack of quorum cannot take decision regarding termination of membership, but can decide for suspension.

9. MEMBERSHIP FEE:

Membership fee will be decided by the Society from time to time.

10. BANK ACCOUNT:

The bank account will be maintained in a scheduled bank. All cheques shall be signed by two officers of the Society of whom one shall be the Honorary Secretary or any other Officer nominated for the year by the Council. ATM facility cannot be availed.

11. Council Of The Society:

President
President Elect
Immediate Past President
Vice Presidents : **3 posts**
a. Surgeon
b. Physician
c. Basic Scientist
Honorary Secretary
Joint. Secretary
Treasurer
Council Member : **8 posts**

No member of the Society will be eligible for the election to the office of the president/president elect/ secretary, unless he/she has been an executive member of Governing Body in the past.

President:

1. The office of the president will be rotated between a physician and a Surgeon alternately for 1 year. However the election is open to a Basic Scientist as well.
2. The president elect for the given year will automatically become the President in the next year.

Vice President:

the Vice President will be elected for 2 years one each from Surgeons, Physician and Basic Scientist. If no applications are received from any specialty Council can nominate.

Honorary Secretary

The Honorary Secretary will be elected for two years. The Honorary Secretary shall hold office from the day following termination of Annual General Meeting at which he is elected to the termination of the second annual meeting.

The Honorary secretary shall be eligible for immediate reelection for one more term of two years, i.e. up to a maximum of two consecutive terms.

Honorary Treasurer

The Honorary Treasurer shall hold office for two years and shall be eligible for reelection for another term of two years i.e. up to a maximum to two consecutive terms. Thereafter, he will not be eligible for immediate reelection.

Joint Secretary:

The Joint Secretary will be elected for two years only and not eligible for reelection.

12. COUNCIL MEMBERS:

The tenure of the council Members is two years.

13. DUTIES OF THE COUNCIL:

The president shall preside at the Annual General Meeting and at the meeting of the council.

The President elect shall perform all duties of the president in the absence of the later or at his request. The president elect shall have other powers and functions as may be assigned by the Council.

The Honorary Secretary shall look after the day affairs of the society, under direction of the Council. He shall be responsible for summoning all meetings, preparing the agendas and keeping minutes of the proceedings. He will be responsible for preparing scientific programme of the Annual Meeting in consultation with the President, Council members and local organizing committee. He shall be incharge of all documents and books of the society. He shall be responsible for maintaining a directory of members. He shall prepare Annual Report in consultation with the President to be presented to the council and the Annual General Body Meeting. The Honorary Treasurer shall be responsible for receiving all subscriptions and other dues from the members, for paying all bills and for preparing an audited statement of accounts and balance sheet annually to the council and the Annual General Body. He shall keep true and accurate records and all financial transaction of the society. On request from the Honorary Secretary, he shall pay bills authorized by the secretary.

Council would mean President, President Elect, Vice Presidents, Secretary, Treasurer, Joint Secretary and eight Council members.

- I. The Council shall constitute the executive authority of the society in all matters scientific, Business and financial.
- II. The Honorary Secretary in consultation with the chairman Scientific Committee and in close cooperation with organizing Secretary will plan Scientific programme for the year and that of annual meeting, and other programmes of the Annual General Body Meeting.
- III. The Council shall have the powers to appoint subcommittee for any specific purpose on any aspect of the functioning society. Such committees shall be responsible to the council. The reports of such committees shall be submitted to the council. The reports of such committees shall be incorporated in the reports of the council and submitted by the council at the Annual General Body Meeting.
- IV. The Council shall have powers to invest money of the society with due regards to existing laws.
- V. The Council shall meet at the call of the President. Minimum of 7 council members shall constitute a quorum for council meeting.

14. ANNUAL MEETING OF SOCIETY:

I. The Annual General conference shall consist of two parts viz. Business and Scientific.

II. The Council shall have the powers to convene such other business meeting as deemed necessary, when it shall be called a special general body meeting.

III. The council shall have the powers to decide to convene other scientific meeting besides the annual one as deemed desirable.

IV. The agenda of the Annual General Business meeting shall be:

i. Minutes of previous annual general Body Meeting, passing of minutes and action taken.

ii. Report of Auditor and Treasurer.

V. If no quorum is formed at the first instance the meeting shall be adjourned to be reassembled after 15 minutes, when no quorum shall be required.

VI. Resolution: any member desirous of moving a resolution at the Annual General Body meeting shall notify the same in writing to the Honorary secretary at least six weeks before the date of such meeting. No resolution will be accepted from the floor during Annual General Body meeting.

15. ELECTION:

i. The Council shall appoint a returning officer who will not be contesting any post preferable President elect or Vice President. Returning officer will be responsible for the election. Returning officer should have at least 5 years of membership.

ii. A candidate should have been nominated by two life member and candidate himself/herself should have also given his/her consent.

iii. All correspondence including the dispatch of ballot papers shall be through UPC. Postal delay, if any shall not be the responsibility of returning officer.

iv. Returning officer will notify the result of election to the secretary who in turn will inform the council members and Annual General Body.

v. In order to improve upon the existing system, a model is being proposed.

Proposed model for instruction to the voters:

- Nomination is invited.

- Sufficient time to withdraw is given.

- Election officer (returning Officer) will be appointed.

- He will send ballot paper to all along with brief CV of the candidates.

- Three envelop system will be signed by returning officer and numbers.

- Electorate will mark his choice on ballot paper and put it in envelope A

- Envelope A will be kept in Envelope B and sealed. The electorate will sign on this envelope B.

- Electorate will then keep them in envelope C which will be mailed to the returning officer.