CONSTITUTION
INDIAN SOCIETY OF ORGAN TRANSPLANTATION

PREAMBLE

The Indian Society of Organ Transplantation was founded by the joint efforts of Dr. H.L. Trivedi, (Ahmedabad), Dr. Vidya N. Acharya (Bombay), Dr. J.C.M. Sastry (Vellore), Dr. S. Sunder (Bangalore), Dr. C.M. Thiagarajan (Madras), Dr. Meshak Kirubakaran (Vellore) and Dr. A. Gopal Kishan (Hyderabad) at Ahmedabad. The Society was registered at Ahmedabad under the Societies Act of 1860 on dated 24th of April 1990.

1.1 PART- I

1.1.1 MEMORANDUM OF THE SOCIETY:

1.1.2 1. The name of the Society is Indian Society of Organ Transplantation

1.1.3 2. Registered office of the Society: The Society had been registered vide letter no. Income tax no. HQ 1/32-1-2/90-91.

1.1.4 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.

1.1.5 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.

1.2
1.3 PART- II

Office of the society

The registered office of the Society shall shift to the work of the Hony Secretary of the Society at the time of assumption of the change of his office.
The following shall be rules (subject to such modifications as may be made from time to time in accordance with the provisions made here under rules of the Indian Society of Organ Transplantation hereinafter called the Society.

1.3.1 RULES & BY LAWS
1.3.2 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.

1.3.3 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.

a. **Applications for the membership would be received by the general secretary of the Society at least on month before the date of the annual meeting of the Governing Body. Those who are considered suitable shall be admitted to the membership.**

1.3.4 7. RIGHTS OF MEMBERS:

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

1.3.5 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.

Retired Members

b. A member of at least 10 years standing, who has crossed the age of 65 years and is no longer in the active practice of the profession, may apply to the governing body to be considered as a retired member and should then be accepted as such members will not have to pay the annual subscription. They will have all the privileges of membership including the right to vote in elections for office bearers and will continue to receive the journal free of cost.

c. Not withstanding any condition mentioned persons who are already admitted members of the society shall continue to remain members in the categories in which they had previously been admitted.

III A register/soft copy of members containing their names and addresses shall be maintained and brought up to date as and when new members are admitted or old members cease to be members. Any change of address shall be recorded when this is communicated by any member. List of members of the Society shall be circulated to all the members of the Society once in three years.

1.3.6 9. MEMBERSHIP FEE:

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

1.3.7 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.

1.3.8 11. Council Of The Society:

President
President Elect
Immediate Past President
Vice Presidents : **3 posts - New post Liver Transplant group**
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.

Ex.Offico members

Chairman Scientific Committee
Chairman Credential Committee
Editor, Indian Journal of Transplantation
Organizing Secretary of Annual Conference

1.3.9 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.

1.3.10 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.

1.3.11 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.

1.3.12 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.

1.3.13 Joint Secretary:

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

Zonal Chapters and Branches

a. **They shall be four zonal chapters comprising different states as follows: -**

b. **East: Arunachal Pradesh, Assam, Bihar, Manipur, Meghalaya, Mizoram, Nagaland, Orissa, Sikkim, Tripua and West Bengal.**
c. **West: Daman, Diu, Goa, Gujarat, Madhya Pradesh, Maharashtra.**
d. **North: Chandigarh, Delhi Haryana, Himachal Pradesh, Jammu & Kashmir, Punjab, Rajasthan, Uttar Pradesh.**
e. **South: Andhra Pradesh, Karnataka, Kerala, Lakshadweep, Pondichery, Tamilnadu, Andaman Nicobar.**

f. **The zonal chapters may hold zonal meetings.**

g. **Any city or town or group of towns having at least ten valid members of the Society can form a Branch.**

h. **All branches and chapters, zonal or city, shall be governed by the Constitution of the Society. They may adopt their own constitution, which should be in accordance with the Constitution of the Society of their own functioning.**

Membership of chapters and branches

a. **Only persons who are members of the Society shall be accepted as members of the branches and chapters of the Society. The chapters and branches may collect their own subscriptions, but shall not accept as a member any one who is not a member of the Society, nor the Chapters or Branches can deny membership to any member of the Society who lives and works within the area of the chapter or branch concerned.**

b. **20% of the registration fee collected by chapters and branches for their annual conferences shall be remitted to the Society.**

c. **Each chapter and branch shall submit to the General Secretary a written report of its activities during the preceding year including a statement of audited accounts, which should reach the secretary at least two months before the Annual General Meeting.**

Fellowship

A member with ten years standing in profession who has distinguished himself/herself in the academic and research field or has performed exceptional service to the Society can apply for fellowship of the Society. Application should be sent to the Secretary Indian Society of Organ Transplantation by 30th of April. The Secretary will forward the application to the Credentials Committee for consideration (presently no such committee exists in ISOT). The application will remain valid for two years and during that period the candidate may update his/her bio data if he/she so desires. The total number of fellowships will not exceed 10% of total membership. Fellowship is an honour and does not carry with it any right or privileges. Candidate has to be proposed and seconded by two fellows. Fellowship fee shall be paid by the fellow on entry to the fellowship.

1.3.14 12. COUNCIL MEMBERS:

The tenure of the council Members is two years.

1.3.15 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.

1.3.16 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.

The agenda of the Annual General Business meeting shall be:

a. Minutes of previous annual general Body Meeting, passing of minutes and action taken.
b. Report of Auditor and Treasurer.

IV. 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.
IV. 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.

IV. Members of the Society may request the President or the Secretary in writing to have the privilege of organizing the forthcoming Annual Conference. The final decision of the venue of the Conference shall rest with the Executive Council. In the absence of suitable officer, the General Body may request an individual member to undertake the responsibility. At the annual meeting of the General Body the venue and the organising secretaries of the conference for the next two years may be decided.

IV. The Organising Secretary shall remit to the Society 30% of the registration fee of the delegates collected for the conduct of the Annual Conference.

1.3.17 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. Retuning 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/**Speed Post**. 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.

vi. Barring the immediate Past President, Zonal Representatives and the Ex-Officio members, the rest shall be elected in the following manner.

vii. Elections shall be conducted by Returning Officer, who shall be nominated by the Governing Body at its Annual Meeting from among the members present at the Annual Conference. Once nominated, the officer concerned shall liaise with the Secretary to conduct the elections.

viii. Nominations for the vacancies on the Executive Council shall be called for by the Secretary by the 10th of January each year. The nomination shall be received by the 15th of February. Once the Secretary has received nominations for various posts, he will screen nominations and if there are more than one candidates for one post the information in this regard will be posted to all the candidates by 28th of February. The last date of withdrawal is 31st of March.

ix. Secretary will dispatch ballot papers to all the members by 10th of April under UPC. Completed ballot papers should be received in the office Secretary (except when he is a candidate) by 15th of May. Whenever last day falls on Sundays or holidays, the next working day will be the last date. If any member does not receive the ballot paper by 30th of April, he or she can contact the Secretary for a duplicate ballot paper which will be sent by Secretary by speed post.

x. The nomination shall be proposed and seconded by two life members and should also be singed by the candidate.

xi. The candidate should be a member of the Society. If he/she ceases to be such a member at any time between the date of his nomination and the date fixed for election, his name shall be removed from the list of candidates.

xii. The counting will be done by the Returning Officer and the Secretary in the presence of representatives of the candidates, if any. The Secretary shall inform the respective candidates for the elections about the date and place of counting of votes by 20th of May. The Returning Officer will declare the results as well as inform the President about the results. The candidates will also be informed of the results.

xiii. No candidate shall stand for election to more than one post at any one time.

xiv. If the nominations are less than the seats on the Executive Council, or if there are no nominations, the vacancies shall be filled up by election at the time of the Annual General Meeting.

1.3.18 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 them keep them in envelope C which will be mailed to the returning officer.

1.3.20. Scientific Committee

While the physical organisation of the conference will be in the hands of the Organising Secretar . The governing council shall nominate five members of the Society (members from all sections) to serve on the Scientific Committee. Honorary General Secretary will be the Convenor of the Scientific Committee. One of the members will be nominated as a Chairperson. The function of the Committee will be to screen the free papers and posters submitted for the annual Congress. The committee will also be responsible for selection of the candidates for various awards and orations of the Society. The list of candidates recommended for these awards and orations will be forwarded to the Governing Body for final decision. The term up this committee will be for a period of three years.

1.3.20.Credentials Committee

The members of this committee and its Chairman shall be nominated by the Executive Council and will consist of seven members. Those will include Honorary Secretary the Editor of the journal and five more members of the Society. The Honorary Secretary will be the Convenor. The Committee will selected suitable candidates from amongst those nominated for the fellowships of the Society and recommended the names to the Governing Body for approval.

1.3.21. The Journal of the Indian Society of Organ Transplantation

i. **The Society shall publish a journal, in which scientific papers pertaining to transplantation especially but not exclusively authored by members of the Society, shall be published.**

ii. **The Editor's post will be filled by inviting nomination from the members of the Society. Nomination shall be placed before the Credential Committee (presently not existing) appointed by the Governing Body. The Committee will recommend one or more names in order of merit to the Governing Body for final decision. The term of the editor will be of three years. He will be allowed a maximum of two terms with the approval of the Governing Body.**

iii. **The Editor shall co-opt five members to constitute an Editorial Board with the approval of the Governing Body.**

iv. **The purpose of the Journal is to serve as a medium for publication of the Scientific work pertaining to nephrology and its allied specialities. If the Editor desires to publish any supplements he / she may do it if majority of members of Editorial Board agree for the same.**

v. **All articles submitted to the journal shall be subjected to peer review by at least two referees. In case of any difference of opinion between the two references, the editor shall exercise his / her casting vote regarding whether the article should be published or rejected.**

vi. **The retiring Editors would be designated as Emeritus Editors and would be Ex-Officio members of the Editorial Board.**