

Constitution
of
Gujarat State Branch
of
Indian Society of Anaesthesiologists

Preface to Memorandum

From 1968, The Society is working as an official Gujarat state branch of Indian Society of Anaesthesiologists, working at nation level, registered at Chennai having Registered office, at No.5 Sambandan Street, T. Nagar, Chennai –with Registration Number - 8/1999 (Chennai).

With the change in by laws of the national level INDIAN SOCIETY OF ANAESTHESIOLOGISTS, the state branches of the Indian Society of Anaesthesiologists has to register with the Registrar of the societies of the respective state as a society and have separate Accounting and obtain separate PAN for all financial purposes. The state branches shall be named as 'state(to be replaced by state name) Society of Anaesthesiologists. The Societies/branches thus formed shall have same aims and objects as that of the society (or additional aims and objects which are not contravening to the aims and objects of ISA).

The societies/ branches shall have right to elect their own Executive Committee (and other office bearers) and fix their own local subscription. A constitution may be adopted by such Societies/branches for their own activities, provided the constitution does not contradict the aims and objects or the constitutional provisions of the Indian Society of Anaesthesiologists.

The Societies/branches shall display ISA Logo and have to mention 'incorporated in Indian Society of Anaesthesiologists' respectfully on all form of communications.

Thus The old Gujarat state Branch of Indian Society of Anaesthesiologists is being registered as Gujarat State branch of Anaesthesiologists and will be incorporated in to the Indian Society of Anaesthesiologist and will continue to work as Gujarat State Branch of Indian Society Of Anaesthesiologists.

MEMORANDUM**The aims and objectives of the association:**

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Memorandum:

A: Name of the association

“Gujarat State Branch of Indian Society of Anaesthesiologists”

- A. Primarily, The Society will be incorporated in to INDIAN SOCIETY OF ANAESTHESIOLOGISTS, (hence forth also known as ISA), working at national level, which is registered at Chennai with Registration No. 8/1999 (Chennai), whose Registered office is located at No.5 Sambandan Street, T. Nagar, Chennai –600006 and the address of Administrative Office is the address of Honorary Secretary until such time that a permanent headquarters of the society is established.

The Society will work as Gujarat State Branch of Indian Society of Anaesthesiologists. The Society thus formed shall have the same aims and objects as that of the Indian Society of Anaesthesiologists, or have additional aims and objects which are not contravening to the aims and objects of Indian Society of Anaesthesiologists.

The Society shall have right to elect its own Executive Committee (and other office bearers) and fix its own local subscription. A constitution will be adopted by the Society for its own activities, provided the constitution does not contradict the aims and objects or the constitutional provisions of the Indian Society of Anaesthesiologists.

The Society shall display ISA Logo and have to mention ‘incorporated into Indian Society of Anaesthesiologists’ respectfully on all form of communications.

PAN: AAAT13385A is the sole property of the ISA HQ. Gujarat State of Anaesthesiologists Branch shall obtain and use its own PAN. The Gujarat State branch of Anaesthesiologists shall not use the PAN of the ISA HQ and if used it shall be considered as illegal. All matters pertaining to accounts of the Gujarat State Branch of Anaesthesiologists shall be the sole responsibility of the Gujarat State Branch of Anaesthesiologists and ISA HQ would not be responsible for their accounts. The affiliates should intimate Copy of the registration certificate, PAN, Bank details to ISA HQ for record. Sanction to hold academic activities under the banner of ISA shall be given only if these chapter or branches have obtained their PAN and maintained up to date audited account.

B: Aims and Objectives of the association:

1. To associate together in one corporate body all reputable persons medical persons registrable to MCI, practicing or interested in the science and art of anaesthesiology residing or practicing in the Gujarat State and are primarily member of INDIAN SOCIETY OF ANAESTHESIOLOGISTS.
2. To promote the advancement of medical science.
3. To hold scientific discussions and read papers on anaesthesiology.
4. To watch and advice on legislations affecting field of anaesthesiology.
5. To hold periodically conferences, CMEs & Workshops at various places for betterment of the cause of anaesthesiology in Gujarat.
6. To receive subscriptions and donations from persons and organizations eligible and desire to join the society and to hold and manage the funds for the advancement of anaesthesiology and betterment of members.
7. To cooperate with other medical and scientific associations.
8. To arrange exhibitions of pharmaceutical products and equipments for knowledge of members and suggest improvements.
9. To make rules when deemed necessary, related to the discipline and professional conduct of anaesthesiologists..
10. To encourage scientific research and experimental work on anesthetic problems
11. To make by-law, rules and regulations of the association and to delete, change or add to the same as and when necessary.
12. To add all such things as may be necessary to the attainment of all or any of the above objectives.
13. To prepare a directory of Anaesthesiologists in Gujarat who are registered members and to circulate the same to the members
14. To run and support schemes for the welfare of Society and members like Family Benefit Scheme of ISA

Article- I

The association shall be called “Gujarat State Branch of Indian Society of Anaesthesiologists” with the aims and objectives specified in the memorandum of the association.

- (i) In the construction of these rules and regulations, generally, unless repugnant to the context, the singular shall include plural, masculine the feminine and vice versa and within shall include printing, lithograph or other substitute for printing or writing.
- (ii) The word 'Anaesthesia' is to be or should be replaced by 'Anaesthesiology' and word 'Anaesthetist' by 'Anaesthesiologist'.
- (iii) The “Year” means the “Accounting Year” means the Financial Year .he “Society” means ‘The Gujarat Society of Anaesthesiologists’.
- (iv) “ISA” means The ” Indian Society of Anaesthesiologists”, working at National level registered at Chennai wide Registration No. 8/1999 (Chennai).
- (v) “Rules” means the and Regulations of this Society for the time being in force.

Article-II

Registered Office:

Registered office of the association shall be located at Department Of Anaesthesia, M. P. Shah Cancer Hospital, Ahmedabad – 380016. The administrative office of the association shall be the residence or office of the Hon. Secretary which will change with the change of Hon. Secretary.

Article-III

Membership:

1. Honorary Members: Those members who have rendered outstanding service to anaesthesiology and contributed in exceptional degree to the advancement of the speciality shall be eligible for this membership, provided their names have been unanimously recommended by the governing council and passed by two third majority in the annual general body meeting.

They cannot vote or hold office in the association,

2. Life Members: Medical graduates of modern medicine registered in India, possessing qualification in anaesthesiology and residing in India will be eligible for life membership of the association.
3. Associate Members : Postgraduate students in anaesthesiology in India are accepted as associate life members and membership is continued as life member only after attaining postgraduate qualification in anaesthesiology. As associate life member, they can not hold office or vote. They are entitled to all other privileges and rights of life members.

Article- IV

Enrollment of Membership:

Application of membership shall be made on an application form. The membership form is uniform (the same) for membership of all the national body (Indian Society of Anaesthesiologists) and state branch and city branch. Application forms are obtainable from Hon. Secretary or can be downloaded from national website. The application form should be duly filled up by the applicant and proposed and seconded by two life members of the association with their endorsement and ISA number. This form will be sent to national Hon. Secretary who will scrutinize and submit it to national governing council, who has the right to decide the eligibility & class of membership and its decision will be final. Pending decision of the council, Hon Secretary may enroll the applicant temporarily as member on receipt of application & subscription, which will entitle the applicant the privileges of membership without voting right or right to attend business meetings. Membership subscription is Rs. 5000 and can be revised by national general body by 2/3 majority of members present at GBM.

Article – V

Cessation of Membership:

Membership will cease:

1. By voluntary resignation from a specified date.
2. By decision of governing council by 2/3 majority for any proved unprofessional behavior or conduct or action prejudicial to the interest of the society. The membership of such member will remain suspended till his name is deleted by the general body at its next meeting. Before any disciplinary action of

such a nature is taken, the offending member will be served a notice in writing to appear in the next meeting of governing council and will be given an opportunity to explain his conduct.

3. A member whose name has been removed from the membership of the association under above clause may be readmitted on expiry of 3 years or thereafter, provided his application for re-enrollment is approved by 2/3 majority of governing council and confirmed by general body at its next meeting. He must also submit a written apology acceptable to general body.

Article – VI

Management:

The management of the society shall be vested with the governing council consisting of:

1. President
2. Hon. Secretary and Treasurer
3. Members of governing council-5

Article – VII

Elections:

The president will be elected at an annual general body meeting. He will held office until end of the succeeding annual general body meeting at which he will install his successor. The past presidents will not be eligible for election to any post. However they may be nominated for a post of coordinator or chairman of nay committee where their services are needed.

Hon. Secretary cum Treasurer shall be elected at an annual general body meeting. He will hold office for 3 years after which he will be eligible for reelection. Past Hon. Secretary cum treasurer will be eligible to contest for the post of President only.

3 governing council members will be elected by general body at annual general body meeting and 2 members will be nominated by new president.

Nomination together with the written consent of the candidate to contest the election duly proposed and seconded by two life members should be sent to Hon. Secretary under registered cover or hand delivery and a receipt obtained, so as to reach him not

later than 15 days before the date of annual general body meeting in which election will be held.

Nomination submitted can be withdrawn by the candidate by written request.

In absence of any nominations, the general body shall select the office bearers from among those eligible members present at AGBM.

In the event of sudden cancellation of conference or failure to hold general body meeting, the current governing council will continue to hold office till succeeding conference/general body meeting.

Article—VIII

Meetings:

1. The governing council shall meet at least once a year, preferably in February/March at the place of next conference. 1/4th of the members present shall form quorum.
2. If it is found inconvenient to hold governing council meeting and if the Hon. Secretary/President deem it desirable to have the opinion of members, he/they shall do so by any means of communication and act in accordance with the view of the majority.
3. Hon. Secretary shall arrange to hold annual general body meeting every year at the time of annual conference of the association. The quorum of the meeting shall be 25 or 1/8th of the members of the association which ever is smaller. In the event of lack of quorum, an adjournment not exceeding 30 minutes will be allowed for gathering requisite quorum.
4. Any member desiring to move a resolution at the annual general body meeting shall give notice of the same in writing to the Hon. Secretary at least 60 days before the date fixed for the meeting.
5. The Hon. Secretary shall circulate the agenda of the meeting along with the proposed resolutions. Amendments to the resolutions will be received until 48 hours before the general body meeting.
6. The president, when present, shall preside at the meeting of the Governing Council, General Body meeting and the Annual Conference.

7. In the absence of president, senior past president shall preside over the meeting. If necessary the meeting shall elect its own chairman for the purpose of the meeting and he/she will have the powers of the president for that meeting.
8. In event of a tie, the president will have a casting vote. The voting may be by show of hands or by ballot. The ruling of the president will be final provided it is within the constitution, rules and regulations of the association.
9. The president may whenever he/she thinks necessary, may convene a special general body meeting when requested by at least 20 life members of the association for a specific agenda at place decided by him. Such meeting shall be held within 60 days of receipt of such requisition only to discuss about the specific agenda for which it is called for.

Article—IX

President:

The president when present shall preside over all the meetings of the governing council, general body, annual conference and any other committee meeting of which he may be a member.

He shall attempt in all possible ways to contribute to the welfare of the people through the medical speciality of anaesthesiology furthering the aims of the association to the full extent and perform such other services of leadership as are customary.

He shall regulate the proceedings of the meetings and conference, interpret the rules and by-laws, decide doubtful points and put resolutions, motions to vote. Ruling of the president shall be final provided that is within the constitution, rules & regulations of the society

Article – X

Hon. Secretary cum Treasurer:

Subject to the control and regulations of the general body, the Hon. Secretary shall be responsible for carrying out the directions and decisions of the governing council and general body. He is the chief executive officer of the association. He shall:

1. Convene the meeting of the governing council and general body whenever necessary or called upon to do so.

2. Have administrative control over all the affairs of the association.
3. Have charge of the office and correspondence of or in relation to the association.
4. Keep minutes of all meetings.
5. Prepare annual report of the association.
6. Be in charge of all assets of the association.
7. Collect all the dues of the association and deposit all such amounts into the banking account.
8. Make payments and maintain vouchers and take sanction of governing council for payments exceeding Rs. 10,000.
9. All notices, communications, letters, memoranda and other papers, whether they are acts of governing council or general body or of any officer of the association shall be signed and authenticated by Hon. Secretary.
10. He shall maintain true accounts of the funds and other assets connected with or in any way controlled by the association.
11. The property, movable or immovable belonging to the association shall vest with the governing council. No sale or mortgage, lease or other transfer of immovable property belonging to the association shall be valid unless signed by the president and Hon. Secretary after approval by the governing council and approved in annual general body.
12. All money of the association shall be deposited/invested in scheduled bank/s, in government and other negotiable securities or in any other mode permitted under the act or in accordance with the orders of the government from time to time.
13. Accounts and other investments in the name of the association shall be operated by the Hon. Secretary.
14. Accounts of the association shall be audited every year by one or more registered chartered accountants appointed for the ensuing year by the general body at the annual general body meeting each year. The audited accounts shall be placed before the general body for adoption. The auditor or auditors will be paid such remuneration as the general body may fix at the annual general body meeting.

Article – XI

Conference:

General body at the annual meeting shall decide the venue of the next annual conference. Organizing chairman, secretary and treasurer shall be elected by the conference inviting city to make necessary arrangements for the conduct of the conference. They will be responsible to the governing council. Organizing secretary shall attend the meeting of the governing council preceding the conference on special invitation.

If for some reason, the question of selecting the venue of the conference and selection of the organizing secretary could not be decided by local members, same shall be decided by the governing council.

The governing council shall frame guidelines for arrangement of the conference and also the protocol to be followed. This shall be communicated to the organizing committee for compliance.

Article -- XII**Change in Rules:**

The governing council have the power to recommend to the general body any change in the rules of the association provided the proposed changes are circulated amongst the members at least 15 days before the meeting of the general body.

Any member desiring any changes in the rules shall give at least one month notice in writing of such proposal to Hon. Secretary signed by a proposer and seconded and supported by three other valid members of the association.

No amendment, variation repeal or addition to the existing rules shall be made without sanction of at least 3/4th majority of the members present and voting at the general body meeting.

Amendments , variation repeal or addition to the existing rules shall be made only in the annual general body meeting.

Article—XIII**Appointments:**

Governing council will have power to appoint persons, committees amongst the members of the association, whom so ever they feel suitable for a specific purpose for the upliftment of the association.

The above appointment shall be time bound, its purpose and financial implications will be brought to the notice of the AGBM for approval.

In all situations, Hon. Secretary shall maintain liaison between governing council and appointees.

Hon. Secretary has the power to disburse money to the above appointees for their functioning including TA for their travel.

Relationship with ISA, ISA logo and protocol and ISA PAN

Gujarat Society of Anaesthesiologists is incorporated in to The ISA, The Society is authorized to use the ISA logo in its official communications as a branch of ISA.

Anybody using ISA logo, name without prior permission of ISA shall be liable to prosecution.

On all matters, strict protocol, based on hierarchy and respect amongst members/ office bearers/offices be maintained with ISA as a parent body..

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