

(As extracted from the IIS Constitution)

6. Election of the Executive Committee:

a) Members of the Executive Committee shall be elected from the members of the Society by the General Body and they shall hold office for a period of two years.

b) Nominations for the vacancies on the Executive Committee shall be invited by the suitable notice form amongst the members of the society on the prescribed form of nomination which shall contain full name and address of the candidate and his signature as and by way of his consent and shall be supported by two members One as proposer and the other as seconder.

This nomination form duly filled in should be returned to the secretary of the society so as to reach him/her on or before the declared date.

c) When the number of the valid nominations is the same as the number of seats or less, the persons so nominated shall be declared by the Chairman of the general meeting to have been elected.

d) when the number of valid nominations is less than the number of seats the remaining seats shall be filled in at the general meeting by calling nominations and persons getting higher number of votes shall be declared elected. In the event of tie, selection shall be by lots.

When the number of valid nominations exceeds the number of seats voting papers containing name of candidates duly nominated, in alphabetical order shall be sent to all members of the society who shall indicate by putting a cross against the name of the candidate whom they wish to vote for and return the voting paper to the secretary so as to reach him/her at least two days before the date of General Meeting. In the event of tie, selection will be by lots.

7. Scrutineers :

- a) The committee shall appoint three scrutineers who shall be members of the society but shall not be candidates for election. After scrutinizing the voting paper they shall submit their report of scrutiny to the Chairman of the General Meeting and the Chairman shall declare the result at the General meeting.
- b) The candidates who have obtained the highest number of votes shall be declared to have been duly elected.
- c) In case of equality of votes recorded for any seat of the Committee, the selection shall be made by lots

8. Office Bearers:

The Executive Committee so constituted shall be the officer bearers of the Society.

9. Casual Vacancy:

In the event of casual vacancy occurring on the Committee on account of death, resignation or absence, the remaining members shall have power to fill such vacancy by co-option and such co-opted member or members shall hold office till the next annual election.

10. President:

- a. Shall preside at and conduct meeting of the Society.
- b. Shall supervise the general activities of the Society.
- c. Shall exert himself/herself to improve the finances of the Society.

d. May appoint sub-committees if and when necessary, with terms of references as decided by the society or the Executive Committee.

11. Vice-President:

a. Shall preside at the conduct the meetings of the Society in the absence of the President.

b. Shall assist the President whenever required by him/her.

12. Secretary:

a) Shall call meetings of Executive Committee whenever necessary (minimum once a year); or on a written requisition of not less than 4 members of the Executive Committee; or not less than 25 members of the General Body to hold an extraordinary meeting.

Shall prepare agenda for the keep a record of the minutes of the meetings of the Executive Committee and the General Body.

b) Shall see that decisions taken by the Executive Committee are carried out by persons concerned.

c) Shall carry on all correspondence on behalf of the Society.

d) Shall prepare and present an Annual Report to the Society.

e) Shall organize activities for the fulfillment of the aims and objects of the Society.

f) May call for, from any office bearer, any paper pertaining to the work of the society, for inspection and necessary action.

g) will take steps to improve the funds of the Society.

h) Shall issue notice for the meetings (postal information will be enough).

13. Joint Secretary :

a) Shall, in the absence of the Secretary, have the powers, rights and duties as those of the Secretary.

b) Shall assist the secretary in day to day business.

14. Treasurer:

a) Will arrange collection of funds necessary for maintenance of the Society and its activities and keep them in deposit with a Bank approved by the Society.

b) Shall issue receipts for all values received for the Society.

c) Shall keep bills or vouchers and also payee's receipts whenever possible for payments made by him/her and maintain a regular record of Society's accounts.

d) Shall operate accounts of the Society jointly with the Secretary of the Society.

e) Shall be from Delhi.

15. Members of the Executive Committee:

a) To regularly attend meetings of the Executive Committee and take active interest in its various activities.

b) To render and cause to be rendered financial and other help to the Society and to the best of their capacity.

c) Shall cease to be a member of the Executive Committee if he/she does not attend

three consecutive meetings of the Executive committee.

Powers and functions

16. Powers of the Executive Committee:

The Executive committee shall have the following duties and powers.

- a) to receive and dispose off the application for membership and resignations.
- b) To take all the steps necessary for the administration of the Institutions under the control of the Society and to appoint, employ, dismiss, suspend staff as also to appoint, employ or remove agents, lawyers, pleaders, attorneys, architects, valuers for any of the purposes of the Society.
- c) To regulate and sanction any expenditure which the Committee may consider to be necessary or desirable in furthering the objects of the Society.
- d) To delegate any of its powers to such persons, officers or employees of the Society as it may deem fit for the proper and smooth conduct of as also to further the objects of the Society.
- e) To accept donations, subscriptions, endowments for any specific purposes consistent with the objects of the Society and or accept donation, endowments, gifts, earmarked for buildings wings, with a view to perpetuate the name or memory of any person or persons whose memory the Donor may like to perpetuate, with objects not inconsistent with the objects of the Society.
- f) To make Bye-laws and Rules not inconsistent with these Rules.
- g) to appoint sub-committees if necessary, from out of the members of the Society

for any specific purposes and to fix the scope of activities of these sub-committees. The Secretary or the joint Secretary of the Committee shall be ex-officio member of all such sub-committees.

h) To take such other measures as are necessary for the proper up-keep and safety of the property of the Society.

i) And generally, for and on behalf of the Society to do all such acts, deeds and things not inconsistent with the aims and objects of the Society and excepting those which are specifically required to be done by the General Body.

j) Any five members shall form a quorum for the purpose to the meetings of the society.

17. Disposal of Business:

Questions arising at any meeting shall be decided by majority of votes of the members present and in case of equality of votes, the Chairman presiding the committee shall have a casting vote.

In the event of any difference of opinion among the members of the committee the opinion of the majority shall prevail and acts of majority of the committee in the execution of the power hereof shall be as valid and effectual as if done by the whole committee.

18. Validity of the Executive Committee's Decisions:

No act of the Executive committee shall be invalid only on account of the defect in its constitution or election of personnel subsequently detected.

19. Circular Resolution:

Urgent business of the Committee may be done by a circular resolution.

Decisions so taken shall be effective as a resolution of the committee.

20. Meetings :

- a. The annual meeting of the Society shall be held at a time and place decided by the General Body at their previous annual meeting. The Executive Committee however, under special circumstances may postpone the meeting not beyond six months of the date fixed by the General Body.
- b. To confirm the minutes and the proceedings of the previous Annual General Meeting.
- c. To consider and to adopt the Report submitted by the Executive Committee to be gathered with Audited Statement of accounts.
- d. To elect the members of the Committee in the place of vacancies.
- e. To appoint Auditors and to fix their remunerations.
- f. To transact and other business that may be placed before it by the executive Committee or any member if such member has given notice in writing one week before the date of the meeting to the Secretary.
- g. To transact any other business that may be brought forward with the permission of the Chair.
- h. The General body at its annual meeting may elect local organizing Secretary to organize the next annual meeting and scientific sessions.

21. Register of members:

The Executive Committee shall maintain a register of members which shall be available for inspection to members in the office of the Society during working hours on due notice.

22. Chairman of the meeting :

At all meetings, Annual, General, Adjourned or Extraordinary General meeting, the President of the Society shall preside. In the absence of the president, members present shall choose one from the members present to be the Chairman of the Meeting who shall for the time being exercise all the rights and privileges of the president.

23. Quorum :

The business of the Annual General and Extraordinary Meeting shall be transacted only if at least 15 members are present. If there be no quorum the meeting shall stand adjourned, for half an hour and shall thereafter be reconvened and proceeded with. In the case of a requisitioned meeting there must be a quorum otherwise the meeting shall be abandoned.

24. Non-receipt of a Notice by a member of Annual General and or Extraordinary meeting:

The non-receipt of any such notice by any of the members shall not invalidate the proceedings of any such meeting.

25. Business at the General Meeting:

At any meeting a proposition or resolution put to vote shall be decided on a show of hand unless a poll on the declaration of the results of show of hands is immediately demanded by at least six members and unless a poll is so demanded,

a declaration by the chairman that the proposition/ resolution has, on a show of hands, been carried unanimously or by a majority or lost as the case may be shall be final, and entry to that effect in the minute book shall be conclusive evidence of the fact without proof of the number of the votes recorded in favor of or against the proposition or resolution. In case of equality of votes, the Chairman of such meeting shall be entitled as a member.

26. How poll is taken :

If a poll is demanded in the manner aforesaid, the same shall be taken in such a manner as the Chairman directs and the results of the poll shall be deemed to be a resolution of the meeting at which poll was demanded.

27. Financial year:

The financial year of the Society shall be from the 1st day of April of a Year to the 31st day of March of the next year.

28. Audit:

The accounts of the Society shall, as soon as practicable after the close of the financial year, be audited by duly certified Auditor or firm or Auditors, paid or honorary, who shall not be a member of the Society and who shall be appointed at the General Meeting.

Amendments

29. Power To Amend:

The Society hereby reserves the right to add, to alter, amend or modify clauses herein above by simple majority at a specifically convened meeting for the purpose.

30. All provisions of the Societies Registration Act 1860, as amended from time to time, shall apply to the Society.

Certified that the constitution aforesaid is complete.

AMENDMENTS MADE IN THE CONSTITUTION (TILL 2013)

Headquarter:

The headquarters of the Society will be the Department of Biochemistry, All India Institute of Medical Sciences, New Delhi - 110 029.

Membership:

Only life members will be enrolled with a one time membership of Rs. 2500/- paid as demand draft/cash/electronically in favor of the Society.

Executive Members :

There will be 6 Executive members instead of 4. Managing Trustee of the Immunology Foundation will be a member of Executive. Rules for Election in Practice 2014