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# INDIAN IMMUNOLOGY SOCIETY

(updated Constitution and Bye-Laws of the Society)

## 1. Name of the Society:

Indian Immunology Society (IIS)

## 2. Headquarters:

Dept. of Biochemistry (Room no. 3031),  
All India Institute of Medical Sciences,  
New Delhi 110029, India

The headquarters will maintain the secretariat of the society.

## 3. Objectives of the Society:

- a) To promote and advance the science of Immunology with all its sub-specialties and allied disciplines, with emphasis on improving human health.
- b) To encourage teaching, training and learning of immunology by developing structured modules of courses and promoting state-of-the-art knowledge in the subject.
- c) To encourage basic, applied and translational aspects of immunology and the development of immunodiagnostics and immune-based therapies.
- d) To develop liaisons with other international organizations having similar objectives to promote scientific interactions and collaborations.
- e) To create, encourage and contribute to scholarships and fellowships for the purpose of promoting and encouraging any or all objectives of the society.
- f) To provide expert opinion to the Government, educational institutions and other organizations on matters related to translational immunology, with a focus on vaccines, education and health care.
- g) To organize programs for the society to spread awareness about the role of Immunology in health and disease.

## 4. Membership:

Persons actively associated with the teaching/training/learning of immunology and/or research and development (R&D) in this or related fields are eligible for Membership of the Society.

- a) **Life Membership** is open to both medical and non-medical science graduates. Those desirous of becoming Life Members of the Society shall apply in the prescribed application form, along with the applicable fee as mentioned in the application form. The Life Membership Fee will be determined by the Society at its General Body Meeting (GBM) from time to time. As of the year 2024 (after three months of the circulation of the updated

46 version of the constitution), the Life Membership Fee will be Rs. 5000/- (Rs. Five  
47 Thousand only). The Executive Committee of the Society will review the applications and  
48 recommend membership. The Secretary will issue such a notification indicating the  
49 commencement of membership.  
50

- 51 b) **Corporate membership** is open to companies/entities actively engaged in the promotion  
52 of immunology. The Corporate Membership fee will be determined by the Society at its  
53 GBM from time to time. As of the year 2023, a corporation aspiring to be a member of IIS  
54 will submit the application along with an annual fee of Rs.25,000 /- (twenty-five thousand)  
55 in lump sum by demand draft/cheque/online transfer drawn in favour of 'Indian  
56 Immunology Society' as per a signed memorandum of understanding with terms and  
57 conditions mutually agreed upon by the Executive Committee and the corporation.  
58
- 59 c) **Honorary Life Membership:** Eminent national/international scientists may be nominated  
60 as "Honorary Life Members" of the Society, on approval by the Executive Committee of  
61 the Society and duly endorsed by the General Body. Such a member is to be exempted  
62 from paying any fee.

63 **N.B.:**

- 64 i) A list of all Life Members, Corporate Members and Honorary Life Members shall be  
65 maintained by the Secretariat at the HQ of the Society without any overwriting.  
66
- 67 ii) The Society, at an appropriate time, will initiate awarding the 'Fellowship of the IIS (FIIS)'.  
68

69 **5. Cessation of the Life Membership:**

- 70
- 71 a) By voluntary resignation by the Member  
72
- 73 b) The Executive committee of the society shall have the powers to expel/terminate a  
74 member(s) if s/he is adjudged by any court of law to be a criminal offender under the Indian  
75 Penal Code (IPC) or is involved in any violation(s) of the code and conduct of the society  
76 as defined by the constitution  
77
- 78 c) If a resolution terminating such membership is passed by a majority of, but not less than  
79 three-fourths of the Executive Committee and if such resolution is confirmed by the Society  
80 at its GBM.  
81
- 82 d) Such a member shall have the opportunity to explain his case before the general body  
83 before the voting.  
84

85 **6. Privileges of Life Members:**

- 86
- 87 a) A Life Member is eligible to vote and contest elections for the EC. For the voting right,  
88 please refer to Section 10.  
89

- 90 b) A Life Member is entitled to participate and contribute to the organisation of all academic  
91 and research activities/events of the Society, subject to rules and regulations put in place  
92 by the organisers of such events.  
93
- 94 c) A Life Member is eligible to seek fellowships/scholarships and bursary support from the  
95 Society, subject to the availability of funds.  
96
- 97 d) A Life Member is eligible to apply for any awards of the society, subject to the rules and  
98 regulations put in place by the General Body.  
99

## 100 7. The Executive Committee of the Society:

101  
102 **A) The affairs of the Society shall be managed by the Executive Committee (EC)**  
103 **comprising the following:**  
104

- 105 • President (1, One)
- 106 • Vice Presidents (4, Four) (one each for the EAST, WEST, NORTH and SOUTH  
107 regions of India)
- 108 • Secretary (1, One)
- 109 • Joint Secretary (1, One)
- 110 • Treasurer (1, One)
- 111 • Members (8, Eight) [One each from four regions of the country, plus four younger  
112 colleagues below the age of 40 years from anywhere across India]
- 113 • Immediate Past President of the Society (Ex-Officio, with no voting rights)  
114

115 **N.B.:** The newly elected EC, in their first meeting, will nominate:  
116

- 117 i) One of the four Vice-Presidents, seniormost in terms of date of joining the IIS as  
118 a Life Member, to act as President in the absence of the elected President.  
119
- 120 ii) All members of the EC are expected to be academically/ professionally active  
121

### 122 **B). Term of EC:**

- 123 i) Will be for a period of TWO years for each office bearer.  
124
- 125 ii) No distinction will be made between permanent/regular and non-permanent employees  
126 for nominations to IIS EC positions. IIS membership guarantees equal rights to all  
127 members irrespective of employment status.
- 128 iii) No office bearer, including President, Vice Presidents, Secretary, Joint-Secretary and  
129 Treasurer, shall serve the same office, if re-elected, for more than a total of two terms in  
130 his or her lifetime. Similarly, EC Members are also eligible to run for two terms in their  
131 lifetime.  
132

133 iv) Office bearers and EC members can, however apply for another office bearer position.  
134 A person who has been an office bearer at any time is not eligible to contest for an office  
135 bearer position lower than his/her previous position or the EC membership.  
136

137 v) Treasurer must be a Life Member from not restricted to the Delhi-NCR region and can  
138 be from anywhere in India and should hold a position in any academic/research institution  
139 to facilitate financial matters in the local bank.  
140

141 vi) The organizing Secretary of the forthcoming Annual IIS Conference (IMMUNOCON)  
142 shall be a “Special Invitee” of the current EC for that year of the Conference. They will be  
143 invited to the EC meeting selectively for discussions related to IMMUNOCON and will  
144 not have voting rights.  
145

146 vii) Representatives of IIS in FIMSA and IUIS may be invited to EC meetings as Special  
147 Invitees. They will not have voting rights.  
148

149 viii) The EC may invite any other Life Members of the Society to their meetings as Special  
150 Invitees, and they will not have voting rights.  
151

## 152 **8. Election of the Executive Committee (EC):**

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154 a) Elections for the office of the President, Vice Presidents, Secretary, Jt. Secretary, Treasurer  
155 and Members of the Executive Committee of the Indian Immunology Society are to be  
156 elected every two years without fail.  
157

158 b) Elections shall be completed within the two months preceding each alternate Annual  
159 General Body Meeting of the Society.  
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161  
162 c) The EC shall appoint a 3-member Election Committee, from amongst the Life Members of  
163 the Society, with one of them appointed as the Chairperson, at least three months preceding  
164 each alternate Annual General Body Meeting of the Society. Members of the Election  
165 Committee will not be members of the present EC or electoral candidates for any position  
166 of the EC in the upcoming election.  
167

168 d) If the EC fails to do the above task (8c) in time, an extraordinary GBM may be called  
169 through a signed notice given by at least fifty (50) Life members, following which an  
170 Election Committee will be constituted by the General Body, who will also nominate a  
171 chairperson.  
172

173  
174 e) The Election Committee shall be provided with a list of life members of the society with  
175 their emails by the Secretary. They will also be given access to the IIS website for making  
176 announcements and other election-related activities. The Election Officers shall have no  
177 conflict of interest and will be responsible for conducting the elections fairly and  
178 impartially, using available modes/online platforms for voting, such as Election Buddy,

179 eVote or any other appointed by the EC. The Chairperson of the Election Committee will  
180 announce the dates and schedule, along with the relevant Rules of the Election.  
181

- 182 f) After the elections are over, the Chairperson of the Election Committee will announce the  
183 results in an online GBM (to be announced, chaired and conducted by the election  
184 committee), and the new EC will take over as soon as the results in the online GBM are  
185 announced. The handing over-taking over of the charge by the newly elected EC will take  
186 place immediately. The outgoing EC will be defunct after the handover of the charge. The  
187 handing over-taking over will be formalized in the GBM held during the upcoming  
188 IMMUNOCON, and the outgoing President will hand over the presidential medal to the  
189 newly elected President. The incoming President shall conduct the first meeting of the  
190 newly elected EC after taking over of the charge at the same venue.  
191  
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193 g) The incoming President will declare the results on the IIS website and circulate the same  
194 to the members by email.  
195  
196 h) In case of an emergency of any type, because of which the scheduled GBM does not happen  
197 within the time frame as stipulated in 8b, an Extraordinary GBM will be called as per clause  
198 8d above. The results will be declared by the Chairperson of the Election Committee, and  
199 handing over taking over charge will be accomplished as per 8f above.  
200

## 201 **9. Rules of the Election:**

202

203 i) The Election Committee shall invite nominations for office bearers and EC Membership  
204 through a suitable notice online and on a prescribed format. Nomination shall contain the  
205 full name, address and a brief bio sketch (100 words) of the candidate and signature  
206 indicating consent to hold the position, if elected. The nomination will be proposed by a  
207 Life Member and seconded by another Life Member of the Society. Nominees must  
208 provide only verifiable scientific credentials in their biodata submitted to the Election  
209 Officer. Nominations will be scrutinized by the Election Committee to determine their  
210 validity as per the Rules of Elections already announced along with the announcement of  
211 elections.  
212

213 ii) Candidates for key EC positions (President, Vice-President, Secretary, Joint Secretary,  
214 Treasurer) must have previously served at least one term as an EC member.  
215

216 iii) When the number of valid nominations is the same as the number of seats, the  
217 member(s) so nominated will be announced to have been elected unopposed.  
218

219 iv) When the number of valid nominations is less than the number of seats, the newly  
220 elected EC, after the handing over taking over, shall fill the remaining seats through  
221 nominations during the GB Meeting and finalized by GB.  
222

223 v) When the number of valid nominations exceeds the number of seats, an election will be  
224 held online by the hired agency, authorized by the Election Committee. The electronic

225 ballot will contain names and other relevant details of the candidates duly nominated, in  
226 alphabetical order. Candidates obtaining the highest number of votes shall be declared to  
227 have been duly elected.

228  
229 vi) There won't be any campaign by the candidates on their own or by the team they intend  
230 to form. The electronic ballot will have the detailed credentials of the candidates. A  
231 candidate involved in active campaigning will be disqualified by the election committee.

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233 vii) Once elections are announced, the outgoing EC will not exercise decision-making  
234 authority that may influence the process. EC members should refrain from communicating  
235 with IIS members through email, WhatsApp, or other media in ways that may influence  
236 election outcomes.

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238 viii) The Election Officer may take appropriate action, including revoking nominations in  
239 case of violations.

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## 241 **10. Voting rights of the Members:**

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243 All Life members of the society shall have the right to vote. A voting member must be a  
244 life member of the society for at least one full year prior to the announcement of the election  
245 schedule.

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## 247 **11. Casual Vacancy:**

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249 In the event of a casual vacancy occurring for an office bearer (President, Vice President,  
250 Secretary, Joint Secretary and Treasurer) on account of death, resignation, disqualification  
251 or other reasons, the President (or the Vice President as per Section 6 N.B) with the consent  
252 of EC shall have the power to fill up such vacancy by co-opting from among the remaining  
253 EC Members. Such a Member/s shall hold office till the next election.

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## 255 **12. Duties and Responsibilities of:**

256  
257 **i) President:**

258 a) Shall preside over and conduct all meetings of the Society.

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260 b) Shall supervise the general activities of the Society

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262 c) Shall exert himself/herself to improve the finances of the Society

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264 d) Shall appoint sub-committees as and when required, with specific terms of  
265 references as decided by the Society or the EC

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267 e) Shall have the power to regulate and sanction any expenditure that the EC may  
268 consider necessary in furthering the Objectives of the Society.

269

270 f) Shall manage external and internal communications within and outside the  
271 country, including global scientific societies. This also includes social media such  
272 as Instagram, Facebook, LinkedIn, Twitter, *etc.* If necessary, the President shall  
273 appoint a social media sub-committee for the purpose.  
274

275 **ii) Vice-President:**

276 a) Each VP shall spearhead the academic activities in their respective regions

277 b) Shall assist the President whenever required by him/her

278  
279 c) Of the four elected VPs, one will be designated by the EC (senior most in terms  
280 of date of joining the IIS as a Life Member, as per Section 7 N.B. (i). He/She will  
281 preside over and conduct meetings of the Society in the absence of the President.  
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285 **iii) Secretary:**

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287 a) Shall call at least two meetings of the EC annually, or more as and when necessary.  
288 An extraordinary EC meeting can also be called on a written requisition of at least  
289 half the Members of the EC, or not less than 25 Members of the General Body.  
290

291 b) Shall prepare an agenda for the meetings and circulate the same at least a fortnight  
292 before the meeting to all members. Shall prepare the Minutes of all meetings of the  
293 EC and the General Body and keep a record of the same.  
294

295 c) Shall ensure that decisions taken by the Executive Committee and the General body  
296 are implemented in a timely manner.  
297

298 d) Shall carry on all correspondence on behalf of the Society.  
299

300 e) Shall prepare and present an Annual Report to the Society at the GBM.  
301

302 f) Shall organise activities for the fulfilment of the aims and objects of the Society.  
303

304 g) May call for, from any office bearer, any paper pertaining to the work of the  
305 Society, for inspection and necessary action.  
306

307 h) Shall take steps and help the President to improve the finances of the Society.  
308

309 i) Shall receive and dispose of the application(s) for membership and resignations.  
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311 j) 'Secretariat' of the society at AIIMS, New Delhi, will facilitate the functioning of  
312 the Secretary.  
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**iv) Joint Secretary:**

- a) Shall, in the absence of the Secretary, perform all his/her functions.
- b) Shall assist the Secretary in discharging the day-to-day work of the Society, maintaining the IIS website & related issues, and maintaining and regularly updating the Membership list.

**v) Treasurer:**

- a) Shall maintain all accounts of the society and its activities and keep them in safe deposit with a Bank approved by the Society.
- b) Shall issue receipts for all endowments/sponsorships received for the Society.
- c) Shall be the custodian of all account statements and fixed deposit receipts of the ‘Society’ and shall be responsible for maintaining the account books and records of all earnings and expenses of the society, get the account statements audited at least once a year and present the same to the General Body.
- d) Shall operate the bank accounts along with the Secretary/President as a joint signatory. At least two of the three signatories are mandatory, of which the signatures of the Treasurer are essential.
- e) Shall be the custodian of all bills, vouchers and also payee's receipts whenever possible for payments made by him/her and maintain a regular record of the Society accounts.
- f) If the Treasurer resigns/ or is not available for long durations, the EC can nominate one person from its members to function as Treasurer for the remaining period of the EC term.

**vi) Members of the Executive Committee:**

- a) To regularly attend meetings of the EC in person or in virtual mode and take active part in its various activities for the Society.
- b) Coordinate with other members and work towards fulfilment of the Objectives of the Society.

NB. Members of the EC or office bearers who do not willfully attend meetings of the EC for three consecutive times (except for a valid reason) will cease to be members of the EC.

**13. Duties, Powers and Accountability of the Executive Committee:**

- a) To do all such things as deemed necessary for the promotion of research, education and skill development in immunology at the national and international level.

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- b) 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 Objectives of the Society.
  - c) To accept donations, subscriptions, and endowments for any specific purposes consistent with the Objectives of the Society, and/or accept donations, endowments, gifts, earmarked for buildings, wings, with a view to perpetuating the name or memory of any person or persons in whose memory the donor may like to perpetuate, with objectives not inconsistent with the Objectives of the Society
  - d) To make Bye-Laws and Rules consistent with the main Objectives of the Society.
  - e) To appoint sub-committees, if necessary, from among the Members of the Society for any specific purpose and to fix the scope of activities of these committees. The Secretary or the Joint Secretary shall be the ex officio member of all such sub-committees.
  - f) To take such other measures as are necessary for the proper upkeep and safety of the property of the Society
  - g) To ensure a complete and smooth transition of information to the next EC. The login details of the outgoing EC email accounts and other electronic and paper communications shall be provided to the HQ Secretariat for future reference to the EC of the day.

#### 382 **14. Quorum of Meetings:**

##### 383 **i) Notice of Meetings:**

384  
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386 The Secretary shall give notice of any meeting to each Member by post/e-mail,  
387 stating the proposed agenda of the meeting, well ahead of the date of the meeting,  
388 i.e., at least two weeks before the date of the EC meeting and four weeks before the  
389 General Body meeting

##### 390 **ii) Executive Committee Meeting:**

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393 a) Two-Thirds of the Members of the total strength of EC shall form the necessary  
394 quorum for the purpose of any meeting of the EC.  
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396 b) The Executive Committee shall meet at least twice a year or as often as necessary  
397 to regulate and transact the affairs of the Society.  
398  
399 c) A quorum at a meeting of the EC where decision has to be taken by vote, shall  
400 comprise of at least two-thirds of its total strength, of which two shall be office  
401 bearers, and participation of the President will be mandatory. In case the quorum is  
402 incomplete, the meeting shall be reconvened after a gap of half an hour or more.  
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404 d) The Secretary shall circulate a notice at least two weeks prior to the in-person  
405 meeting date or at least three working days for an online meeting.  
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### iii) General Body Meetings

- a) The Secretary shall convene the General Body Meeting (GBM) with permission from the EC. He/she shall provide a notice of the GBM to the Members by post/email and circulate the information and the agenda at least four weeks in advance.
- b) A GBM will always be held in hybrid mode during the Annual Conference of the Society. However, an extraordinary GBM can be held in hybrid or online mode as and when required, as stated in 8d or 8f.
- c) All activities of the Society (Secretary’s Report), the financial report (Treasurer’s Report), plans, etc., shall be presented at the Annual GBM. The quorum of the GBM shall be at least 50 members, including those attending via online mode.
- d) GBM at every alternate year will have on its agenda information of the election results of the EC by the Election Committee, handing over of the charge to the newly elected President and an address by him/her.

NB. All members shall accord the highest priority to attend the General body meeting of the society to make it a truly participatory, inclusive, vibrant and constructive meeting.

## 15. Annual Conferences

- a) The Society will hold an annual scientific conference (IMMUNOCON) at a venue and dates preapproved by the General Body. An incumbent EC may organise a maximum of two Immunocon conferences during its tenure.
- b) The Secretary will invite bids for a forthcoming IMMUNOCON at least two years before their scheduled year. A Life Member of the Society of at least one year standing and who has attended at least one IMMUNOCON, could submit a bid for organising such an annual conference. The proposal to organise the scientific conference shall be submitted to the Executive Committee at least six months to one year in advance.
- c) The bids will be considered by the EC, and 3 shortlisted bidders for the upcoming IMMUNOCON will be put up to the GB for final approval.
- d) At the EC meeting, bidders will be invited to make a presentation in support of their bids.
- e) The decision of the EC will be put up to the GB for confirmation. At the GBM, the three shortlisted bidders will be granted time for presentation in support of their bids. Two of these bidders would be finalized by the GB for the two subsequent/upcoming IMMUNOCONs. At the GB, the organizing secretary of the next immediate conference would be given a presentation to provide an update on the preparations.

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## **16. Disposal of Business:**

- a) Questions arising at any meeting of the EC shall be decided by a majority of votes of the members present, and in case of equality of votes, the President presiding over the Executive Committee shall have a casting vote.
- b) In the event of any difference of opinion among members of the EC, a unanimous opinion of more than fifty per cent of the members shall be considered as the consensus of the EC, and such a decision shall be deemed valid and effective as if done by the entire Executive Committee.

## **17. Annual General Body Meeting (GBM):**

The Annual General Body meeting (GBM) of the Society shall be held during the annual conference. Under special circumstances, an extra ordinary GBM can be called as per 8d and 8h.

- a) To confirm/approve the Minutes and the proceedings of the previous Annual GBM.
- b) To consider and adopt the Report submitted by the Executive Committee, together with the Audited Statement of Accounts,
- c) To elect the members of the Committee in place of the vacancies (if necessary),
- d) To appoint Auditors and to fix their remuneration,
- e) To select two of the three bidders (who are IIS life members for at least a year and have attended an IMMUNOCON) shortlisted by the EC after their presentations in the GBM for the two upcoming Annual Meetings (IMMUNOCON).
- f) To transact any 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 and is included in the agenda for that meeting,
- g) To transact any other business that may be brought forward with the permission of the Chair.
- h) The attendance of all members present in person in the GBM will be recorded in a 'Register' via signatures of the members, and online attendance will be recorded by the screenshot of the list of participants, and the same will be maintained as a record with the HQ 'Secretariat'.

## **18. Register of Members:**

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The Secretary shall maintain a Register of all Members of the society in the Secretariat along with an electronic list of all Life and other Members (Section 4) on the Society’s website, which shall be available for inspection by Members of the Society.

**19. Chair of The Meeting:**

The President of the Society shall preside over all meetings, including the Annual, General, Adjourned and/ or Extraordinary General body meeting. In the absence of the President, the Vice President designated (seniormost among the four VPs in terms of date of joining the IIS as a Life Member) shall, for the time being, exercise all the rights and privileges of the President.

**20. Business at the General Body Meeting:**

- a) All businesses at the GBMs will be presided over by the President.
- b) The points after discussion will be carried forward by a show of hands.
- c) Only under rare circumstances and if the house so feels, secret ballot voting may be allowed.

**21. 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 subsequent year.

**22. Audit:**

The accounts of the Society shall, as soon as practicable after the close of the financial year, be audited by a 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 Body Meeting.

**23. Powers to Amend:**

- a) A Special Committee of members constituted by the EC will debate the matter to be considered for amendment and prepare a draft document.
- b) This Special Committee will submit the draft document to the EC for perusal and approval.
- c) This document shall then be circulated along with the GBM agenda by the Secretary to all the Life Members for discussion at the GBM.
- d) Such an amendment draft shall be accepted after approval by the GBM quorum.

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**24. Non-Profit Nature of the Society:**

The income and profit of the society shall be applied solely towards the promotion of its objectives as set forth herein. The society will not function as an organization for trading or securing pecuniary profits to the members from any of its transactions, and no portion of the income or property shall be paid or transferred directly or indirectly by way of dividend or bonus or by way of profit to the members of the society, who shall have no interest in the assets of the society. However, the society in its discretion may award scholarships and provide travel bursaries to its members, provided this is done in good faith in the overall promotion of the society’s objectives.

**25. Language:**

The official language of the Society shall be English.

**26. Dissolution:**

- a) If the society needs to be dissolved, it shall be dissolved as per the provisions laid down under sections 13 and 14 of the Societies Registration Act 1860, as applicable to the NCT of Delhi.
- b) On the recommendation of at least two-thirds of the existing EC members and of the General Body.
- c) If, for any reason, the society is dissolved or ceases to exist, all assets and funds available shall be given to any affiliated scientific organization/ association having similar objectives as IIS or for charitable purposes.

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(Version approved and includes the changes suggested by the committee and approved by GB on 21<sup>st</sup> November 2025 at Prayagraj, Immunocon)