



INDIAN PSYCHIATRIC SOCIETY

Society Reg. No. 59/1948 (Patna)

IPS Registration No. 1420/2000 (Chennai)

MEMORANDUM OF ASSOCIATION

And

RULES & REGULATIONS

Including

BYE-LAWS

As on 01-01-2006 and amended till 63rd AGBM on 18-01-2011

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INDIAN PSYCHIATRIC SOCIETY

MEMORANDUM OF ASSOCIATION and RULES & REGULATIONS

PART I: MEMORANDUM OF THE SOCIETY

ARTICLE-I

Name

1. The name of the Society shall be "Indian Psychiatric Society" hereinafter called the "Society" and its activities shall extend to whole of India.

ARTICLE-II

Aims and Objects

2. To promote and advance the subject of Psychiatry and allied sciences in all their different branches and to promote the improvement of the mental health of the people and mental health education.
3. To promote prevention, control, treatment and relief of all psychiatry disabilities.
4. To formulate and advice on the standards of education and training for medical and auxiliary personnel in psychiatry and to recommend adequate teaching facilities for the purpose.
5. To promote research in the field of psychiatry and mental health.
6. To propagate the principles of psychiatry and current development in psychiatric thought.
7. To deal with any matters relating to mental health concerning the country and to do all other things as are cognate to the subjects of the Indian Psychiatric Society.
8. To safeguard the interest of Psychiatrists and fellow professionals in India.
9. To promote ethical standards in the practice of psychiatry in India.

ARTICLE-III

Methods

For the attainment and in furtherance of the above objects, the Society may:-

10. Hold psychiatric conference and periodical scientific meetings of the Society.
11. Print, Publish, translate, sell, lend and distributes information whether in the form of periodical journal or books, monographs, treatises or pamphlets and distribute the same among its members/non members.
12. Publish annual reports of the Society and from time to time special bulletin.
13. Advice the Government and other bodies on the various aspects of psychiatry and mental health including legislative, administrative, educational and research aspects.
14. To co-operate with professional and other bodies in the advancement of medical and other sciences including joining other national or international societies as institutional or corporate member.
15. Purchase or acquire on lease or otherwise any movable or immovable property necessary or convenient for the purpose of the Society.
16. Sell, improve, manage, develop, transfer or dispose of any such property of the Society.
17. Collect subscriptions and donations; disburse funds for all or any of the objects of the Society.
18. Invest any money of the Society not immediately required for any of its objects in such manner as may, from time to time, to be determined by the Society.
19. Do all such things and matters as are incidental or conducive to the attainment of the above objects or any of them which are subsidiary to the said object.
20. Create or assist in creating zonal and local branches for any of the purposes aforesaid.
21. Institute, maintain and grant prizes, certificates and other awards and distinctions.

PART II: RULES OF THE SOCIETY

ARTICLE-I

Definition

1. (a) "Society" shall mean the Indian Psychiatric Society.
(b) "Council" shall mean the Executive Council of the Indian Psychiatric Society.
(c) "Member" shall be an inclusive term embracing Life Fellow, Fellow, Ordinary Member, Associate Member, Honorary Fellow, Corresponding Fellow and Corporate Member elected by Council of the Indian Psychiatric Society. Whenever the article "he" has been mentioned, it shall also include "she".
(d) "Fellow" shall mean, unless otherwise specified, Fellow or Life Fellow of the Society.
(e) "Journal" shall mean the Indian Journal of Psychiatry.

ARTICLE-II

Constitution

2. The Society shall consist of Members whose names are on the Membership Register of the Indian Psychiatric Society maintained by the Honorary General Secretary of the Society.

ARTICLE-III

Office

3. The office of the Society shall be located at the place of work of the Honorary General Secretary. The offices of the Treasurer and Editor shall also be located at their respective place of work.

ARTICLE-IV

Register of Members

4. There shall be a Register in which the names of all Members of the Society shall be entered with their qualifications and addresses. The Register shall also show the zonal branch of the society where applicable, to which the member is attached. The General Secretary shall enter the name of the newly elected member in the Register and inform the fact of such entry to the member concerned and to the zonal and local branches, if applicable. The Member shall be deemed to have been elected from the date of his election by the Council. The Category of membership shall be determined by the Council at the time of election of the Member. The names of all existing Members of the Society, who has paid his subscription up to the last calendar year, shall be published by 30th June every year for the information of zonal and local branches and for all members of the Society. Membership directory of the Society shall be a priced publication.

ARTICLE-V

Classification of Members

5. There shall be nine classes of membership namely Fellows, Life Fellows, Ordinary Members, Life ordinary Members, Associate Members, Life Associate Members, Honorary Fellows, Corresponding Fellows and Corporate Members. The Membership status of a member shall be determined only by the Council of the Indian Psychiatric Society.
 - (a) Fellowship: Registered Medical Practitioners under Schedule I or II or Part If of Schedule III of Indian Medical Council Act (1956), or who have any other recognised medical qualification which is considered equivalent to the above, by the Council of the Indian Psychiatric Society, who have obtained a recognised post graduate qualification in psychiatry and are engaged in whole-time practice in Psychiatry for more than 5 years after obtaining post graduate qualification shall be eligible for Fellowship, (For the purpose of election to Fellowship, recognised post-graduate qualification in psychiatry will be when a candidate has undergone at least 2 years training in psychiatry and has obtained D.P.M. or M.D. (Psychiatry) or MRC Psych, or Dip. Psych, from any university in India or any common wealth country or any Royal college of U.K. and Ireland or is a Diplomate of American Board of Psychiatry and Neurology or any other post-graduates qualification of any other university or examining body considered equivalent to above by the council provided a minimum of 2 years training in psychiatry has been undertaken by the candidate for that qualification).
 - (b) Life Fellowship: Those who are eligible to be Fellows can become Life Fellows by paying the prescribed subscription.
 - (c) Ordinary Membership: Registered Medical practitioners under Schedule I or II or part II of Schedule III of Indian Medical Council Act (1956), or who have any other recognised medical qualification which is considered equivalent to the above by the Council of the Indian Psychiatric Society, who are actively engaged in the pursuit of the aims and objects of the Society shall be eligible for Ordinary Membership. Those who are eligible to be members can become Life Members by paying the prescribed subscription.
 - (d) Associate Membership: Workers in allied fields of social, educational, psychological, legal and medical sciences who are interested in the aims and objects of the Society are eligible for Associate Membership. Those who are eligible to be Associate members can become Life Associate Members by paying the prescribed subscription.
 - (e) Honorary Fellowship: Distinguished persons who are not eligible to become Fellows of the Society and who have made valuable contributions towards promotion of mental health are eligible for Honorary Fellowship.
 - (f) Corresponding Fellowship: Eminent psychiatrists of other countries who are well known for their contributions or services in the field of psychiatry and mental health are eligible for Corresponding Fellowship.
 - (g) Corporate Membership: Voluntary societies whose aims and objects or work touches upon the subject of mental health shall be eligible for Corporate Membership.

ARTICLE-VI

Election of Members

Any person desirous of becoming a Member shall make an application to the Honorary Treasurer along with application fees, in prescribed form and sign a declaration in the form, "I hereby declare that I shall promote the aims and objects of the Indian Psychiatric Society to the best of my ability and agree to abide by its constitution and bye-laws for the time being in force." After his name has been proposed and seconded by two Fellows of the Society, his application will be put up for consideration and election by the Council. This provision shall also apply to a voluntary Society desirous of becoming a Corporate Member.

7. A Fellow may be elected by the Council either directly after application in the prescribed form, along with prescribed fees as mentioned in Section 6, or he may be elected from among the Ordinary Members of the Society. In the latter case, prior to his election by the Council, the Fellow who proposes his name shall furnish full particulars about the candidate, list of published papers, books, and an estimate of his work as an administrator, clinician and or a teacher.
8. After a person is duly elected by the Council, the General Secretary shall send him a letter informing him of his election. He shall also be required to pay his subscription and dues.
9. An Honorary Fellow may be elected by the Council after his name is proposed and seconded by two Fellows.

10. A Corresponding Fellow may be elected by the Council, after his name is proposed and seconded by two Fellows and he gives his consent in writing. The Fellow who proposes his name should furnish particulars regarding the candidate's academic qualifications, experience, a list of published papers and books, administrative ability and his significant contributions in the field of psychiatry and/or mental health.

ARTICLE-VII

Termination of Membership

11. A person shall cease to be a member of the society if his name is removed from the register. The name of the person shall be removed from the register by the Council -
 - a) on his death
 - b) on his resignation. The resignation of any member from the Society shall be in writing addressed to the General Secretary and shall be accepted by the Council provided he has paid up all his dues to the Society, or
 - c) if his subscriptions are in arrears for two years and he has not paid in spite of a final notice regarding his dues from the General Secretary or Honorary Treasurer.
12. The membership of any member may be terminated for other reasons, which the Council may deem sufficient by votes of not less than two-thirds of the members thereof present at a special meeting called for this purpose or at the annual meeting or at the Annual General Meeting. The member concerned shall have a right to explain his conduct and the General Secretary shall acquaint all the members of the Council with his explanation. He shall have the right to appeal to the General Body, if he so desires, but in this case he must inform the Honorary General Secretary of his desire to do so within a month of the receipt of the decision of the Council.
13. If a member whose name had been terminated previously under Section 11 (c) seeks election without disclosing this fact and is elected erroneously as a new member, his election will be considered null and void unless he pays the arrears due from him under the rules.

ARTICLE-VIII

Reinstatement of Members

14. In all cases of termination of Membership except as under Section 12 the member may get himself re-instated by the Council: In case under Section 11 (b) after paying the admission fee again. In cases under Section 11 (c), after paying the admission fee along with two years subscription in lieu of arrears.

ARTICLE-IX

Privileges of the Members

15. Each member shall have the right:
 - (a) To attend the General Body Meeting of the Society and to vote on all issues excepting (i) election of office-bearers and council members, and (ii) amendments to the rules and byelaws, which can be exercised only by the Fellows.
 - (b) To receive a copy of the statement of accounts, reports and journal of the Society.
 - (c) To the use of the Society's library and room, if any, set apart for the purpose.
 - (d) To attend and take part in scientific meetings, lectures and demonstrations of the Society.
 - (e) To enjoy such other privileges of membership as may from time to time be conferred on members by Rules and Bye-laws of the Society.

ARTICLE-X

Responsibilities of the Members

16. A member whose name has been entered in the Register is obliged to accept the Rules and Bye-Laws of the society and follow them. No one shall be absolved on the plea that he has not received a copy of the Rules and Bye-Laws of the Society.

ARTICLE-XI

Year of the Society

17. The year of the Society for financial purposes shall be 1st April to 31st March of the next calendar year and for any other purpose, the period between two consecutive Annual General Body Meeting shall be considered as "one year".

ARTICLE-XII

Subscription

18. All Members of the Society shall pay their annual membership subscriptions to the Treasurer of the Indian Psychiatric Society. The Zonal and the local branches will have liberty to collect additional subscription and donation from their members, including Life Fellows, if it is so decided by the Zonal, State and /or local branch for the running and benefit of the branch.

ARTICLE-XIII

Branches

19. For better attainment of the Society, the Members of the Society shall, whenever possible, group themselves into separate Zonal, State and Local bodies styled as Zonal Branch, State Branch and Local Branch of the Indian Psychiatric Society.
 - (A) Zonal Branch: There shall be five Zonal Branches in India to be known as Eastern, Western, Northern, Southern and Central Zonal Branches. Each zonal branch shall have a jurisdiction to be determined by the Society.
 - (B) State Branch: State Branches shall function under the Zonal Branch in all the States and Union territories.
 - (C) Local Branch: Local Branches shall function under the State branches and if there is no State branch in the particular area then under the Zonal branch.
 - i) There shall not be more than one Local Branch in any one town or city.

- ii) There shall be minimum number of ten members of which two must be life Fellows in a Local Branch.
- iii) Each Local Branch shall have a local area to be determined by the State Branch and if there is no State Branch in the particular area then by the Zonal Branch.
- iv) A formal permission for formation of a local branch shall be obtained from the society through the concerned State and Zonal Branches. The Local Branch shall come into existence only after the approval of the Executive Council and ratification by the General Body of the Society.
- v) The Local, State and Zonal branches shall not have any claims on the assets and liabilities of the Society.
20. All the members of the Zonal, State and Local Branches shall be members of the Society. The membership status of a member shall be determined only by the society. Any person who ceases to be member of the Society shall cease to be a member of the Zonal, State and Local Branches of the Society.
21. In the absence of a local branch in any particular area where the number of members is less than the minimum number required to form a local branch, the members of that particular area will remain attached to the State Branch. In the absence of a State branch in that particular area, the members of that particular area will remain attached to the Zonal Branch as "Direct Members".
22. The Local, State and Zonal Branches shall bear the name of the Indian Psychiatric Society followed by Local Branch, State Branch or Zonal Branch, as the case may be.
23. When a local, state or zonal branch fails to conform with the standards laid by the Society or acts in a manner contrary to the provisions made in Rules and Bye-laws of the branch concerned or of the Society, the Society shall have absolute power to take such measures as it deems fit including suspension of the branch concerned or taking control of the branch in its own hand. The decision of the AGB of the Society, which shall usually be taken on the recommendation of the Executive Council, shall be binding upon the Zonal, State and Local Branches.
24. The zonal, state and local branches shall submit their annual reports along with a copy of the proceedings of all meetings to the Hony. General Secretary of the Indian Psychiatric Society for information.
25. Subject to the Rules and Bye-laws of the Society, the zonal, state and local branches shall be free to govern itself **including its own financial matters without prejudice to the provisions mentioned in Article XII, Clause 35 (Page 23) and Article XIII, Clause 40 & 42 (Pages 25 & 26) under Part III**, in such manner as it may think fit and for that purpose to make from time to time Rules and Bye-laws as it may think fit and to repeal or alter the same as and when it shall consider expedient. The Rules and Bye-laws so made and for the time being in force shall be binding on the Members constituting the Branch in reference to which they are made provided that such Rules and Bye-laws are in conformity with the Rules and Bye-laws of the Society and have been approved by the Council of the Society. **(Amendment adopted in 60th AGBM held at Kolkata on 05-01-2008)**
26. The local, state and zonal branches shall be guided by the Society in all matters. In case of difference of opinion on any matter between the local, state and the zonal branches, the local branch and state branch shall have the right to appeal to the Council of the Society preferably through the zonal branch and the decision of the Council of the Society shall be final.

ARTICLE XIV

Affiliation with other Societies or Bodies

27. The Society may affiliate or be affiliated with any other foreign or international organisations engaged in the promotion of mental health activities.
28. Zonal, State or local branches shall not affiliate or be affiliated with any other organisation.
29. Organisations affiliated by the Society shall pay an annual subscription, which shall be equivalent to Corporate Membership subscription prescribed by the Society. Society shall pay membership subscription to international organisations of which it is a member.

ARTICLE XV

Management

30. The General management of the Society shall be vested in the Executive Council, which shall not exceed 24 in number.

ARTICLE-XVI

Composition of the Executive Council

31. The Council shall be composed of the following Members of the Society.
- (A) Ex-Officio Members
- i) The President
 - ii) The Vice-President
 - iii) The Hony. General Secretary
 - iv) The Hony. Treasurer
 - v) The Hony. Editor
 - vi) The Immediate Past-President
 - vii) The Immediate Past Hony. General Secretary
- (B) Elected Members
- i) Two representatives from each of the five Zonal Branches.
 - ii) Seven Direct Members (out of which one is reserved for defence personnel), elected by the General Body of the Society at its Annual General Meeting.

ARTICLE-XVII

Powers and Functions of the Executive Council

32. (a) The Council may meet for the transaction of business, adjourn and otherwise regulate its meetings and proceedings as it thinks fit. A meeting of the Council at which a quorum is present shall be competent to exercise all or any of the functions of the Council. All questions arising at any time of the Council meeting shall be determined by majority of votes. In every case of equality of votes the President shall have and exercise a second or casting vote

- (b) The decision of the Council of the Society in all matters pertaining to the Society shall be final subject to ratification by the General Body at its Annual General Meeting.
- (c) The Council shall be entitled to act with authority of the Society in the furtherance of the aims and objects of the society and transaction of any business or financial matters that may arise except in respect of acts specially reserved to be done by the Society at a General Body Meeting or any business as provided under Clause 31 of Article VIII of the Bye-laws.
- (d) The Council shall have the power to appoint sub-committees and fix their terms of reference as and when necessary. Any such sub-committee may co-opt as Members thereof such persons who have experience in matters to be dealt by it. Any member of the Society may be co-opted as Member of a sub-committee. The chairman of the each sub-committee shall be elected by the Council for a period of two years. The members of the sub-committee shall also serve a term of two years.
- (e) The Council shall have power to constitute a Tribunal and nominate five Past-Presidents of the Society as its Members.
- (f) The Council shall have power to write off the whole or a part of the arrears against any individual members.
- (g) The Council shall be competent to act in spite of any vacancy.
- (h) The Council shall have power to appoint or remove salaried officers and servants of the Society.

ARTICLE-XVIII

Casual Vacancies

33. (a) The Council shall have power to fill vacancies occurring in its Members, whether ex-officio or elected, during its terms of office, except in case of representative from zonal branches. Such Members shall hold office only for the remaining period of the year.
- (b) In normal circumstances, an office - bearer shall give three months notice of his desire to resign.
- (c) Office -bearers of sub-committee must inform the President and the Hony. General Secretary if they are unable to serve for any length of time, in such a case alternative arrangements will be made by the Hony. General Secretary with the approval of the President.
- (d) A member of the Council or sub-committee or an Office - bearer shall be considered as "unable to serve" for the purpose of filling the vacancy by any other Member of the Society by the Council if he intends to or has resided outside the country continuously for six months or more.

ARTICLE-XIX

The Journal of the Society

34. The Society shall publish a journal to be named as Indian Journal of Psychiatry, which shall be managed by the Journal Committee. The Editor shall enter in a Register all books sent for review and other journals and send a list of the same periodically to the Hony. General Secretary. The Editor shall be responsible for the accounts of the Journal Committee and the books and Journals in his custody.

ARTICLE-XX

Amendment to Memorandum, Rules and Bye-Laws

35. Amendment to the Memorandum, Rules and Bye-laws of the Society may be made at the Annual General Meeting or at an Extra-Ordinary General Meeting after adequate notice (which shall not be less than 30 days) is given. The voting shall be confined to the Fellows of the Society and any amendment to be carried, shall have at least two-thirds majority of voters attending the meeting.
36. Resolution for amendment shall be very precise and may be proposed by any Member of the Society who shall inform the Hony. General Secretary of his desire to do so and send him a copy of the resolution for consideration by the Council. The resolution shall be sent to the Hony. General Secretary not less than 60 days before the Annual General Meeting and he shall circulate it among the Members of the Society and submit it to the Annual General Meeting with comments of the Council, if any.

ARTICLE-XXI

Tribunal

37. (a) There shall be a Tribunal consisting of five Members who shall be Past-Presidents of the Society and nominated by the Council at its Annual Meeting each year to deal with any appeal against a decision of the Council or of the Annual General Body of the Society. The senior most member shall be the Chairman of the Tribunal.
- (b) The Tribunal shall have inherent power to pass any interim order or to take any decision it may deem fit and proper and its decision is binding on all parties. No appeal shall lie against the Verdict of the Tribunal in any Court of Law.
- (c) The Tribunal shall give opportunity to all the parties involved in the dispute and give its verdict as quickly as possible, which in no case shall exceed 90 days.
- (d) The Annual General Body and the Council (when the AGB is not in session) shall have the power to refer any matter to the Tribunal for adjudication or opinion. Any appeal from any individual member shall have to be supported by at least 10 Fellows and shall be in writing failing which such appeal shall not be considered by the Tribunal.
- (e) Except under special circumstances, which shall be recorded in writing, the Council shall not refer any dispute to the Tribunal without bringing it to the notice of the Annual General Body.
- (f) The Tribunal shall not entertain any appeal referred by any individual Member, even if the appeal is supported by 10 Fellows, to over-rule a decision of the A.G.B. unless the Tribunal is satisfied that the interest of the appellant or other Members is likely to be adversely affected by the decision of the Council or the Annual General Body.

ARTICLE-XXII

Asset After Dissolution

38. In the event of dissolution or winding up of the Society, the assets remaining as on the date of dissolution shall under no circumstances be distributed among the Members of the Managing Committee / Members of the Governing Body but the same shall be transferred to another charitable society, association or institution whose objects are similar to those of this Society.

ARTICLE-XXIII

Repeal

39. Memorandum of Association and Rules and Regulations including Bye-Laws published in 1973 and amended up to 1983 are hereby repealed. Provided the repeal shall not affect anything already done under the said Rules and Regulations.

PART III: BYE LAWS

ARTICLE-I

Bye Laws

1. The Council shall have power to frame bye-laws and place them before the Annual General Body of the Society for ratification.

ARTICLE-II

Subscriptions

2. For member residing in India: **Amendments adopted in 60th AGBM at Kolkata on 05-01-2008**

(a) The Application fee shall be Rs. 100/-

(b) The Subscription for various classes of membership shall be:

	Annual	Life
i) Fellow	Rs. 500/-	Rs. 5000/-
ii) Ordinary Member	Rs. 300/-	Rs. 3000/-
iii) Associate Member	Rs. 300/-	Rs. 3000/-
iv) Corporate Member	Rs.10000/-	NA
v) Fellow above the age of 65	No fees	

3. For members residing overseas:

(a) Application fee shall be U.S. \$20/-

(b) Subscription for various classes of membership shall be -

	Annual	Life
i) Fellow & Corresponding Fellow	U.S. \$ 60/-	\$.600/-
ii) Ordinary Member	U.S. \$50/-	\$.500/-
iii) Associate Member	U.S. \$ 50/-	\$. 500/-
iv) Corporate Member	U.S. \$ 200/-	NA

ARTICLE-III

Office Bearers the Society

4. The Society shall have the following office-bearers.

- | | |
|-----------------------------|-------------------------------|
| (a) President | (e) Hony. Editor |
| (b) Vice-President | (f) Hony. Assistant Treasurer |
| (c) Hony. General Secretary | (g) Hony. Assistant Secretary |
| (d) Hony. Treasurer | (h) Hony. Assistant Editor |

ARTICLE-IV

Duties, Powers and Terms of Office-Bearers

5. *The President*

(a) The President shall hold office for one year and shall not be eligible for re-election.

(b) He shall be the Chairman of all the General Body, Extra-Ordinary and Executive Council Meetings and, when appointed, of any other Committee.

(c) He shall have a casting vote in case of equality of votes in addition to his own ordinary vote.

(d) He shall regulate the proceedings of the meetings and conferences and interpret rules and regulations and decide doubtful points at issue.

(e) He shall preserve the order and shall decide on all points of order at or in connection with the meeting. There shall be no discussion on any point of order and the decision of the President shall be final.

(f) He shall be ex-officio member of all sub-committees.

(g) He shall be consulted on all important matters concerning the affairs of the Society.

(h) He shall be the leader of any delegation of which he is a member.

6. *The Vice-President*

(a) The Vice-President, who shall also be President for the succeeding year, shall hold office for one year.

(b) He shall preside at all meetings in the absence of the President and shall have all the powers of the President on that occasion.

7. *The Hony. General Secretary*

(a) He shall hold office for two years and shall be eligible for re-election at the end of this period.

(b) Shall be in charge of the office of the Society.

(c) Shall, ordinarily, conduct all correspondences.

(d) Shall have general supervision of accounts, pass all bills for payment

(e) Shall get prepared by the Hony, Treasurer a fully audited annual statement of accounts for presentation at the Annual General Meeting of the Society.

- (f) Shall organise, arrange and convene meetings, conferences, lectures and demonstrations etc.,
- (g) Shall attend meetings of the Society and keep proceedings thereof;
- (h) shall be ex-officio member of all sub-committees.
- (i) Shall organise the Society by encouraging the establishment of local branches where they do not exist and by creating a general interest in the Society.
- (j) Shall bring any matter, which he considers necessary in the interest of the Society to the notice of the Executive Council for guidance and decision.
- (k) When retiring shall hand over the properties books etc. to the newly elected Hony. General Secretary within three weeks after the election.

8. *The Hony. Treasurer*

- (a) Shall hold the office for two years and shall be eligible for re-election at the end of this period.
- (b) Shall be responsible for collection of subscriptions and donations from members and well-wishers of the Society, and maintain index cards showing up to date subscription position.
- (c) Shall sign the receipts and prepare statement of receipt and expenditure of the Society duly audited by an auditor appointed by the Annual General Body of the Society each year and shall present the same and the Balance Sheet at the Annual General Meeting.
- (d) Shall have power to make payments not exceeding Rs. 10007-without consent of the Hony. Secretary.
- (e) Shall open an account with a nationalised Bank approved by the Council and shall have the authority to operate this account for the expense of the Society.
- (f) Shall submit to the Returning Officer and Election Officer, an upto date statement of dues form the Fellows.
- (g) When retiring shall hand over cash, account books and other papers and documents connected with works of the Treasurer of the Society to newly elected Hony. Treasurer within three weeks after the election.

9. *The Hony. Editor*

- (a) Shall hold the office for two years and shall be eligible for re-election at the end of this period.
- (b) The Editor shall be the responsible for publication of the Journal of the Society to be known as Indian Journal of Psychiatry
- (c) He shall be the Chairman of the Editorial Board and the Journal Committee. Member of the Editorial Board shall be elected by The Council in consultation with the Editor and their number shall not exceed 11. The Journal Committee shall be a sub-committee under the Council and the Editor like the Chairman of any other sub-committee shall have the power to co-opt members of the committee.
- (d) He shall present his annual report at the Annual General Meeting of the Society.
- (e) He shall submit an audited statement of accounts to the Hony. Treasurer before 30th Nov. every year.

10. *Duties of the Asst Secretary, Asst. Treasurer and Asst. Editor*

- (a) The Asst. Secretary, Asst. Treasurer and Asst. Editor shall assist the General Secretary, Treasurer and Editor respectively, in carrying out the duties of their respective officers, and their terms of offices shall be co-terminus with that of the respective senior officer.
- (b) They may not be members of the Council but can attend Council meetings as non-voting participants.
- (c) In case of the inability of the General Secretary, Treasurer, Editor, to discharge the duties of their office due to any reason the Asst. Secretary, Asst. Treasurer. Asst. Editor respectively shall officiate in his place, unless decided otherwise by the Council.

ARTICLE-V

Term of Office of the Executive Council Members

- 11. Members of the Council whether elected directly by the Annual General Body or by the Zonal branches shall hold the office for three years and shall be eligible for re-election at the end of this period.

ARTICUE-VI

Election of Office Bearers and Executive Council Members

Repealed

12. Election of the Vice-President (who will be the President for the succeeding year), Honorary General Secretary, Honorary Treasurer, Honorary Editor and Direct Members of the Council shall be held at the Annual General Meeting.

13. The President shall be the Returning Officer for all elections of the Society. The Hony. General Secretary shall be the Election Officer for all elections. If for any reason the President is unable to serve as Returning Officer, the Vice-President shall be the Returning Officer. If both the President and the Vice-President are unable to serve as Returning Officers, the Council shall appoint a Returning Officer.

14. Not less than 120 days before the Annual General Meeting every year, the Hony. General Secretary shall address a communication to all the Fellows of the Society residing in India under certificate of posting and to the Fellows residing overseas by air mail informing them of the vacancies due to occur in the ensuing year and asking for nominations for the various posts.

15. Nominations shall be sent in sealed envelope on which the word "Nomination" shall be mentioned. All nominations shall reach the General Secretary, by registered post not less than 90 days before Annual General Meeting. The General Secretary shall not open the envelopes containing the nominations. His own nomination, if any, shall also reach him by registered post.

16. The envelopes containing nominations shall be opened only at the meeting of the Council. Quorum for this meeting of the Council shall be two. The Council shall have the power to scrutinise and reject nominations and appoint the Returning Officer if necessary, as provided under section 13. One month's notice shall be given if any nominee wishes to withdraw from the contest. If no valid nominations are received for a post by the stipulated date the Council at its annual meeting shall be competent to elect a candidate for the said post.

17. Not less than 45 days before Annual General Meeting the Election Officer shall send out ballot paper and a circular to all Fellows in the similar manner mentioned under section 14 intimating them the names of the candidate together with a short bio-data not exceeding 10 lines of each of the candidates and instructions relating

procedure of casting of vote and return of the ballot paper which shall bear the signature of the Election officer and the seal of the Society. Canvassing by any candidate is prohibited and will make his nomination or election null and void.

18. The Fellows may either cast their vote in person on the day of the next Annual General Meeting or by post, if they so desire, if they choose to cast their vote by post, their ballot papers in sealed cover indicating their choice clearly among the nominees for the various posts must reach the Returning Officer two full weeks before the date of the Next Annual General Meeting. If any Fellow chooses to cast his vote in person, a duplicate ballot paper shall be issued by the Returning Officer on the day of the Annual General Meeting during specified hours on being satisfied that the original ballot paper has not been received by the Returning Officer and that the Fellow has paid his subscription for the out going year. The voting may take place before the Annual General Meeting but the results shall be announced only at the Annual General Body Meeting.

19. The Returning Officer shall have the power to appoint scrutinisers from among the Fellows of the Society to assist him in scrutinising the ballot papers and counting of the votes. The sealed cover containing the result of election shall be opened at the Annual General Meeting.

20. Any Fellow of the Society may be nominated for election of any of the posts other than the posts of Vice-President-cum-President-elect and Hony. General Secretary if his nomination is proposed by a Fellow and seconded by another Fellow provided the Fellow nominated has expressed his consent in writing to be nominated for the said post. The person nominated for the post of Vice-President-cum-President-elect must be a Fellow of the Society for at least 10 years. The person nominated for the post of Hony. General Secretary must be a Fellow of the Society for at least 5 years and must have served at least for one term as member of the Council. The nomination paper shall contain signatures of Fellows who have paid their annual subscription for the current year before filing the nomination. The Asst. Secretary, Asst. Treasurer and Asst. Editor shall be elected by the Council in consultation with the General Secretary, Treasurer and Editor respectively.

21. The Asst. Secretary, Asst. Treasurer and Asst. Editor shall be Fellows or ordinary Members of the Society.

**** Indian Psychiatric Society introduced Election Commission in the year 2008 for holding the entire Annual election procedure of the Society.**

The amendments of Election procedure adopted in 62th AGBM held at Jaipur on 19-01-2010 and further amended in 63rd AGBM at New Delhi on 18-01- 2011

Clause 12. Election for the vacancies occurring in post/ posts of Vice-President (who will be the President for the succeeding year), Honorary General Secretary, Honorary Treasurer, Honorary Editor and Direct Members of the Council shall be held on the day prior to the Annual General Body Meeting. If however, post of President falls vacant in a year because of any reason, election of President will also be held along with election of other office bearers mentioned earlier. No member will be allowed to contest for more than one post at the same time.

Clause13.

(A) Composition of election commission

- a) Election Commission shall consist of 3 members: I. Chairperson: Election Commission (CEC)
II. Convener, who shall act as Returning Officer and III. Member, who shall act as Election Officer.
- b) Members of election commission shall be fellows of society of more than 10years standing and must have completed at least one term as an elected member of executive council.
- c) Members of election commission shall not hold any elected or nominated position at any level in the Society during their tenure. All the members of the election commission shall declare that they will not contest for any post in the elections or are not interested in furtherance of election of any candidate contesting in the elections. If at a later stage, a member of the election commission becomes inclined for furtherance of election of any other candidate, he shall resign from the commission and rest of the members of election commission in consultation with President and Secretary will appoint another member. The conditions laid down in clause 13, e & g) will be applicable to new member also.
- d) All members of the election commission shall not be from the same zone and preferably from different zones.
- e) Election Commission shall be a continuous body and CEC shall retire every year and on retirement of CEC, the Convener shall assume charge of CEC and Member: election commission shall assume charge of Convener. The general body in its annual meeting every year shall nominate the new member of election commission. The retiring CEC shall be special invitee to executive council for succeeding year.
- f) In case of any unforeseen circumstances, if any of the Election Commission Members cannot function as specified, the President of the Indian Psychiatric Society in consultation with the Secretary and remaining members of election commission can nominate persons to perform such function as done by the member who is absent.
- g). The members of the Election Commission on relinquishing /resigning from the Office of the Election shall not hold any elected or nominated post for one year at National, Zonal or State level.

(B) Roles and Responsibilities of Election Commission

- a) CEC shall be in charge of the entire election process and shall send the communications regarding election notification, initiating nominations, presiding over the scrutiny meetings of election commission, and send the announcements of the procedure for postal voting and in- person voting.

- b) Returning Officer of the election commission shall be in charge of printing and sending the postal ballots to the eligible fellow members of the Society.
- c) The Election Officer shall be in charge of receiving the postal ballots, printing of spot ballots, and in charge of in-person voting at the time of annual conference of the society.

Clause 14

- a) The Hon. General Secretary / Treasurer of the society shall provide the list of members of good standing (electoral rolls in 3 copies) as on 30th June to all member of the election commission by the 15th of July. The honorary general Secretary shall inform the election commission about the posts for which elections are to be held by 15th of July.
- b) By the 15th of August every year CEC shall address a communication to all the eligible fellow members (voters) of the Society (as per the electoral roll given to the Election Commission) residing in India, Under Certificate of Posting and to the fellows residing overseas by air mail and/or through official website of the Society from where it can be downloaded, informing them of the vacancies due to occur in the ensuing year and inviting nominations on a nomination form supplied, for the posts to which elections are to be held.
- c) No canvassing shall be permitted after the announcement of the Election Process. Canvassing in any form shall disqualify the contestant.

Clause 15. Nominations shall be sent in sealed envelope on which the word “Nomination” shall be mentioned. All nominations shall reach the Chief Election Officer by registered post by the 15th of September. The contestants shall send their brief biodata (not exceeding 100 words) with recent photograph along with nomination. Nominations without biodata or photograph are liable to be rejected. The Election Commission will edit Biodata exceeding 100 words.

- Clause 16.**
- a) The envelopes containing nominations shall be opened only at the Scrutiny Meeting of Election Commission, which will be held before 30th of September and the quorum for this meeting shall be two members of election commission. The Election Commission shall invite the Hony. Gen. Secretary and/or Hony. Treasurer of the society to attend Scrutiny Meeting as representative of the society.
 - b) The Election Commission shall have the power to scrutinize and reject nominations.
 - c) The venue for the scrutiny meeting will be decided by the Chairman, Election Commission. The contestants or their representatives can be present in this meeting.
 - d) The CEC shall inform all the candidates about the validity of all nominations by 5th of October. Rejected nominations shall also be intimated to the concerned contestant.
 - e) Candidates wishing to withdraw their nominations shall inform the CEC by registered post/ speed post. The last date for withdrawal of nominations shall be 20th October
 - f) The CEC shall send the final list of candidates for various posts to the Returning and Election Officer by 27th of October

Clause 17. POSTAL VOTING

- a) The Returning Officer shall send the postal ballot papers along with final communication intimating them the names of the candidates together with the biodata and photograph of each candidate and instructions relating procedure of casting of votes and return of ballot papers by 21st of November “Under Certificate of Posting” to the members (voters) residing in India and by airmail to those residing overseas. The Election Commission shall not entertain any request for duplicate ballots.
- b) The Postal Ballots, the Ballot Envelope and the Voter’s Declaration form will have the same serial number. All ballot papers will bear signature of Returning Officer.
- c) Fully completed postal ballots, should be kept in the envelope marked Ballot, and then the envelope marked Ballot should be sealed with gum only. Any kind of tape or any colored sealing materials or staples are not allowed.
- d) No additional material other than completed ballot paper should be put in the Ballot Envelope.
- e) Ballot Paper and the envelope marked Ballot, should not be signed by the voters. There should not be any other writing or scribbling on ballots or envelope marked “Ballot”.
- f) The envelope containing ballots and marked “Ballot” should be put in outer Envelope, which will have address of Election Officer. Outer envelope must be signed by the Voter and must contain any one of the following: -:
 - Self attested photocopy (Xerox) of Photo ID (like the Driving License with Photo or PAN Card or Election Identity-Voter’s Card or Passport) Voter’s Declaration Form duly filled in and signed.
- g) Postal votes received not in order shall be considered invalid.
- h) Those who have not received the Postal Ballots and those whose Postal Votes are not received till stipulated date (21st December) can cast their vote IN PERSON during the Annual General

Conference. List of all postal ballots received till stipulated date and list of all eligible voters will be published at **Election Commission's Office** at the venue of the ANCIPS.

- i) The Returning Officer shall send the details of the Postal Ballots to CEC before 31st December. All documents concerned with election including information of number of Postal Ballots printed, number of Postal Ballots sent and the number of Postal Ballots returned as undelivered should be handed over to CEC before in-person Voting.
- j) The Election Officer shall send the details of the Postal Ballots received to the CEC before 31st of December. He shall hand over all relevant documents to the CEC before the day of "In- Person Voting".
- k) At the time of counting, the serial number given on the outer envelope will be matched with the list prepared at the time of issue. Being satisfied that the S. No. on outer envelopes are matched, the list marked with serial number shall be handed over to and kept safe with the CEC as not to allow anyone to see it again. Only after the list is handed over to the CEC, the outer envelopes will be opened and the serial no. on envelope marked "Ballot" as well as on voter's declaration forms will be matched with the serial no. on outer envelope. If, however, the serial number on the ballots and voter's declaration form do not match the serial number given on ballot envelope containing ballots, the Chairman Election Commission will scrutinize the list and has power to cancel the vote even if the ballots are complete in other aspects. In case voter's declaration form or photo ID of voter is not in order, the envelope marked "Ballot" having same serial. no. will be discarded. Next the envelope marked ballot will be opened and the ballots will be kept separately for counting after serial no. on ballots matches the serial no. on ballot envelope.

Clause 18. IN PERSON VOTING

- a) In Person Voting shall take place at the venue of the Annual Conference the day before the Annual General Body Meeting during specified hours.
- b) Hony. Secretary shall intimate the date of the Annual General Body Meeting to the Election Commission before 15th September.
- c) The organizers of the Annual conference should set up an Election Office at the venue of the conference in consultation with the CEC.
- d) The Election Officer shall be in charge of the "In-person Voting".
- e) The CEC shall be the Presiding Officer.
- f) Spot ballots will be serially numbered. Voters should check before casting the vote that all ballots for different posts must bear the same serial number.
- g) Voters have to put all the ballots issued to them in ballot boxes. If any member wishes not to exercise his franchise for the particular post, the ballot may be defaced before putting it in to the ballot box.
- h) Voters must carry photo identity cards (photocopy/ Xerox of Driving License with Photo, PAN Card, Passport or Election Identity-Voter's Card or any ID issued by national statutory body like Indian Medical Council for In Person Voting. In absence of photo ID, the photo in IPS directory valid till the last date of earlier conference will be taken as photo ID.
- i) Counting of votes
 - I. The CEC in consultation with the Election Commission Members and the EC may co-opt necessary members out of fellows of IPS only for the conduct of election process, scrutinizing ballot papers and counting of votes on the day of In-person Voting.
 - II. Counting of postal as well as spot ballots will be done in presence of all members of the Election Commission available and the representatives of the contestants on the day of "In- Person Voting". Any member of the executive council may remain present at the time of counting. All members' witness to counting shall be under oath in writing not to discuss the election results till declaration of results at AGBM.
 - III. The CEC shall declare the results (signed by all members of the Election Commission) on invitation of the President of the Indian Psychiatric Society, in the Annual General Body Meeting. Till then the CEC shall keep the results in a sealed cover.
 - IV. After completion of counting and declaration of result the "Sealed packets of counted Ballots" shall be handed over to President of the Society whereas Envelopes Bearing the name & address of voters shall be with Chairperson of Election Commission.

j) Disputes: -

- I. If a contestant is not satisfied with the election process, the matter shall be referred to the President who shall give his decision before commencement of AGBM. If, however, the complainant is still not satisfied with the decision of the President, the result of that post shall be withheld and the matter shall be referred to the tribunal as per Article -XXI clause 37 a) of rules of the society. In all such cases the tribunal shall give its verdict as quickly as possible, which in no case shall exceed 90 days.

- II. Non-declaration of result of any post in no way shall affect the transfer of office of other posts and functioning of society.
- III. Till the verdict of tribunal, council may nominate a member having experience of that post to discharge the duties of the said office.
- IV. Delayed installation of any office in no way will extend the tenure of the said office.
- V. Under **extra-ordinary circumstances**, the CEC in consultation with Election Commission members, President and Secretary of IPS may adjourn the election proceedings or balloting of a particular post **in interest of the Society or to maintain harmony**. This in no way will affect the election process of other posts or normal functioning of society.
- VI. Such vacancy will be filled up in post AGB council meeting as per Article XVII, clause 33 a) of rules of Society.

Clause 19

Expenses for the conduct of the Election:-

- a) The Election Commission members attending the any meeting related to election matter shall be paid travel allowances by IInd class AC for journey by train and economy class airfare for air travel and other actual incidental expenses.
- b) All the members of the Election Commission shall have privileges like free registration, accommodation, local transport, and travel expenses etc during Annual Conferences and other events where the presence of the Election Commission Members is required to conduct election or dispose election related duties. The local organizing committee shall make such arrangements.
- c) The actual expenses incurred by the Election Commission in conducting the Election shall be borne by the Indian Psychiatric Society (It includes the Election Notification, Scrutiny Meetings of Election Commission, Postages, Printing of Ballot Papers, and the actual travel expenses and other incidental expenses incurred by the Election Commission Members).
- d) Rupees two lakhs will be handed over from Indian Psychiatric Society as advance to CEC for meeting the expenses relating to election every year latest by 31st of May. This amount shall be transferred to account opened by CEC for this purpose in any nationalized bank
- e) CEC shall submit the audited account of election expenses to Treasurer Indian Psychiatric Society latest by 15th March every year.

Voter’s declaration form

Serial Number:

Election to the Indian Psychiatric Society for the year ---X-----

I, Dr. -----(LF/F No: -----) declare that I am a voter for the election of the Indian Psychiatric Society for the year --- -----, and that I have not signed any other Voter’s declaration form at this election nor sent any other ballots for this election. I have exercised the franchise myself with free will in fully conscious state without any pressure or temptation.

I am enclosing herewith self-attested papers of my identity (Driving license/ PAN Card/ Passport/ Election Identity Voter’s Card)

I know that if my declaration paper is sent without any proof of my identity, my postal ballot will be considered as invalid.

Signature

N. B.: - Clause 19 and Voter Declaration Form should be placed as Appendix

The amendments of Election procedure adopted in 63rd AGBM held at New Delhi on 18-01-2011

Clause 20.

- a. Any Fellow of the Society may be nominated for election to any of the posts of the Society, with posts of Vice-President cum President-elect and Honorary General Secretary requiring additional qualification as given below, if his nomination is proposed by a Fellow and seconded by another Fellow, provided the Fellow so nominated has expressed his consent in writing to be nominated for the said post.
- b. The person nominated for the post of Vice-President-cum-President-elect must be a fellow of the Society for at least 10 years.

- c. The person nominated for the post of Honorary General Secretary must be a Fellow of the Society for at least 5 years and must have served for at least one term as member of the Council.
- d. All the Fellows signing the nomination papers including the nominated fellow must have paid their annual subscription for the current year before filing of the concerned nomination papers and there should no dues of the Society outstanding against them.
- e. Overseas fellows intending to contest for any post shall give in writing that they will stay in India during the tenure of the post to which they will be elected

Clause 21.

The Assistant Secretary, the Assistant Treasurer and the Assistant Editor, who shall be Fellows, shall be elected by the Council in consultation with the Honorary General Secretary, Honorary Treasurer and Honorary Editor respectively.

22. The newly elected office-bearers and Members of the Council shall assume office immediately after their election. Zonal representatives to the Council shall assume office after their elections have been notified to the Hony. General Secretary along with a copy of the proceedings of the zonal meeting at which the election was held.)

ARTICLE-VII

Meeting of the Executive Council

23. The meetings of the Executive Committee shall be of three kinds:

- a) The Ordinary Meeting shall be held at least three times in a year.
- b) The special meeting shall be held as often necessary.
- c) A requisition meeting shall be called within 6 weeks from the date of receipt of a requisition signed by at least 2 members of the Executive Council stating the business for which the requisition meeting is required.
- d) The General Secretary with the permission of the President can requisition an extra-ordinary meeting of the Executive Council for which at least 10 days notice shall be circulated to all Members of the Council.

24. *Notice* - At least four week's notice specifying the place, date and time and the agenda of business to be transacted at the ordinary or special meeting shall be given to each member.

25. *Quorum*

- a) Quorum for ordinary or special meeting shall be four including the office bearers.
- b) Quorum for requisition meeting shall be seven and three fourth of the requisitions must be present at the meeting.

26. *Procedure*

- a) Nothing except the business for which it is called shall be discussed at a requisition meeting.
- b) If within half an hour from the appointed time a quorum is not present the meeting if convened on the requisition off members shall be dissolved, but in other case shall stand adjourned to the next day at the same time and at the same place as previously fixed and at this meeting the members present, whatever their number may be, shall form the quorum and carry on the business.

27. The Council may meet for the transaction of business, adjourn and otherwise regulate its meeting and proceedings as it thinks fit. A meeting of the Council at which a quorum is present shall be competent to exercise all or any of the functions of the Council. The agenda for a Council meeting shall be circulated to all its members at least one month before the meeting. In case any member of the Council is unable to be present he shall intimate to the Secretary his comments in writing on each subject in the agenda, which shall be read at the Council meeting. All questions arising at any time of the meeting of the Council shall be determined by majority of the votes. In addition to the votes of members present and voting, the written comments of the absentee members shall be considered as voting by proxy where applicable. In every case of equality of votes the President shall have and exercise a second or casting vote.

28. The decision of the Council in all matters pertaining to the Society shall be final subject to ratification by the General Body at its Annual General Meeting.

29. Every meeting of the Council shall be presided over by the President, in absence by the Vice-President, and in the absence of both the President and the Vice-President, by a member chosen at the meeting to preside on the occasion.

ARTICLE -VIII

Calling of the Annual General Body Meeting

30. The Annual General Body Meeting shall usually be held during the Annual Conference of the Society and the provisional date and venue shall be proposed and decided at the previous Annual General Meeting.

a) Notice and agenda of the General Body Meeting and copies of the minutes of the proceeding of the last Annual General Body Meeting shall be sent by the Hony. General Secretary to all Members of the Society at least 30 days before the meeting. Initial information about the venue (city or town) and provisional dates of the Annual Conference and the Annual General Meeting shall be given to all Members by the Hony. General Secretary in a circular at least 90 days before the Annual General Meeting.

b) Any Fellow may on giving 60 days notice or less if the matter is one of urgency, submits any resolution to the General Body Meeting. The resolution shall be first considered by the Council after which the Hony. General Secretary shall put the resolution before the General Body Meeting for their consideration with the comments of the Executive Council, if any.

c) The General Body Meeting shall be presided over by the President, in his absence by a Fellow elected at the meeting for the occasion.

d) The Council shall have power to fix or change the date and venue of the Annual Conference and Annual General Meeting of the Society under special circumstances with consent of the local branch or Member(s) who convened the conference or the Organising Secretary of the Conference.

e) Business to be Transacted - The business to be transacted at the Annual General Meeting shall be taken up in the following order: -

i) Condolence resolution, if any.

ii) Confirmation of the minutes of the proceeding of last Annual General Body Meeting and Extra-Ordinary General Body Meeting, if any.

iii) Reading and adoption of the Hony. General Secretary's Report.

iv) Reading and adoption of the Hony. Treasurer's Report, and a statement of audited accounts.

v) Reading and adoption of the Hony. Editor's Report.

vi) Election of office-bearers and Direct Members of the Executive Council in place of retiring Members.

vii) Appointment of Auditor

viii) Amendment of Rules and Bye-laws, if any.

ix) Resolution from Members,

x) Any other business with the permission of the Chair.

f) The proceedings of the General Body Meeting shall be regulated according to the Rules and Bye-laws of the Society. Unless otherwise determined by the Rules, every question submitted to the General Body Meeting shall be decided by show of hands and in case of equality of vote, the person presiding shall have and exercise a second or casting vote.

g) The minutes of proceedings of the General Body Meeting shall be recorded in a book kept for the purpose and shall be signed by the President of the Meeting.

31. *Quorum* - The quorum of the General Body Meeting shall be 10% of the Fellows of the Society in India. The Annual General Body Meeting shall be dissolved if a quorum is not present. Even after being adjourned for a period not exceeding half-an-hour and agenda items relating to election of Office Bearers and Direct Members of the Executive Council and appointment of Auditor as provided under Clauses 30 (e) (vi) & (vii) of the Bye-Laws, mentioned in the notice under clause 30 (a) of the Bye-laws but not taken up and / or considered at the Annual General Meeting for absence of quorum shall be deemed to have been added to the Agenda of the Annual Meeting of the Executive Council and shall be considered at a session to be held after the Annual General Meeting.

ARTICLE-IX

Extra-Ordinary General Body Meeting

32. An extra-ordinary General Meeting may be called at any time of the year on the requisition of the Executive Council or 20% of the Fellows of the Society.

a) Nothing except the business for which it is called shall be discussed at this meeting.

b) At least ten day's notice of the meeting with the Agenda shall be given to the Members.

c) The quorum for the meeting shall be 15% of the Fellows of the Society

d) If within half an hour from the appointed time a quorum is not present at the meeting called on the requisition of the members it shall be dissolved. But in any other case, it will stand adjourned to the next day at the same time and at the same place as previously fixed, and at this meeting, the members present whatever be their number shall form the quorum and carry on the business.

ARTICLE-X

Appointment of Auditor

33. A competent registered Auditor, shall be appointed at the Annual General Meeting of the Society every year for auditing the accounts of the Society and whose duties shall be as follows: -

a) shall audit the accounts at the end of the year and shall certify to their correctness.

b) shall give suggestions for the keeping of accounts as required.

ARTICLE-XI

Salaries or Remuneration

34. The Hony. Secretary shall keep an impress account not exceeding Rs. 1500/- and shall recoup the amount spent from the Treasurer on production of vouchers. Expenditure exceeding Rs.500/- at a time, except on printing and postage, shall be incurred only with the permission of the Council.

The Hony. General Secretary, the Hony. Treasurer and the Hony. Editor may keep clerks for the Society's administrative work. The remuneration of such staff shall be decided by the Council from time to time, depending on availability of such personnel and the volume of work involved.

ARTICLE-XII

Funds of the Society

35. *Income* - The funds or income of the Society shall be derived from the following sources: -

a) Subscription, paid to the Society by its members.

b) Donations

c) Share of the surplus amount accumulated in the hands of the Reception Committee of the Annual Conference of the Society. The share shall be 50% when the Annual Conference is held under the auspices of a local branch of the Society. In any other case the share shall be 100%.

d) Advertisement in the Journal or any other publication of the Society.

e) Proceeds from the sale of periodicals or books and such other property as may be acquired from time to time.

f) Interest on Savings Bank and Fixed Deposit Accounts.

g) Contribution from Government or Local Bodies.

36. *Expenditure* - The Council shall, out of the funds of the Society defray all expenses including rents, salaries, wages and such other charges as may be necessary for carrying on the Society.

ARTTICLE-XIII Annual Conference

37. An Annual Conference of the Society shall be organised every year or as the General Body may decide, under the auspices of the Society at a suitable place and time to be decided at the Annual General Meeting of the Society. Such conference shall usually be held before the 31st day of January.

37. An Annual Conference of the Society shall be organised every year or as the General Body may decide, under the auspices of the Society at a suitable place and time to be decided at the Annual General Meeting of the Society and The venue of Annual National Conference should be decided at two years in advance or two AGB's before the stipulated year of the conference. Such conference shall usually be held before the 31st day of January. (The amendments adopted in 63rd AGBM held at New Delhi on 18-01- 2011)

38. The General Secretary of Indian Psychiatric Society shall be responsible for:

- a) Fixing the dates of the Annual Conference in consultation with the Reception Committee, such dates must not vary from the dates fixed at the previous annual conference by more than 4 (four) weeks.
- b) To make alternative arrangements, in case the Reception committee fails to give a firm commitment regarding the proposed dates for the Conference by the 1st of August or fails to organise the Conference under exceptional circumstances.
- c) To negotiate with members desirous of inviting the Annual Conference at different places in India and to keep 2-3 different invitations always pending.
- d) Informing all members of dates of the meeting.
- e) Inviting delegates from the Psychiatric Associations of Foreign countries.
- f) Arranging for railway concession for delegates.
- g) Writing to all Government and similar agencies at the centre (including DGHS and DGAFMS) and the States to permit members serving under them to attend the meeting on temporary duty.

39. Venue of the Annual Conference- The Local Branches and any individuals or group of Fellow(s) or Ordinary Member(s) of the Society shall have the privilege of inviting the Conference. A corporate Member shall not have the privilege of inviting or organising the Conference. The Hony. General Secretary, in one of his circulars issued prior to the Annual Conference shall request all Fellows and ordinary members to invite and organise the Annual Conference at a suitable place. The President of the Society for the year shall be the President of the Conference.

39. Venue of the Annual Conference- The Local/State branch & any individual or group of Life Fellows of the society shall have privilege of inviting the conference. A Corporate Member shall not have the privilege of inviting or organizing a conference. The Hony. Gen. Secretary, in one of his circulars issued prior to the annual conference shall request all Life Fellows to invite and organize the annual conference at a suitable place. The proposal in writing preferably endorsed by the local/state branch shall be first considered by Executive Council, after which the Hony. Gen. Secretary shall put the resolution before the General Body for their consideration with the comments of the Executive Council if any. The president of the society for the year shall be the president of the conference. (The amendment adopted in 63rd AGBM held at New Delhi on 18-01- 2011)

40. Reception Committee:

- i) The Local Branch or Member(s) inviting the conference shall form Reception Committee of the conference.
- ii) Office-bearers of the Reception Committee shall be elected by the Members of the Reception Committee and shall consist of a Chairman, an Organising Secretary, a Treasurer and other as required.
- iii) The Reception Committee shall determine the registration fee at the Annual Conference in consultation with the Council.
- iv) The Conference shall be open to the following:
 - a) all members of the Reception Committee.
 - b) all members of the Society.
 - c) any other person authorised by the Reception Committee to be present on the occasion.

v) The Reception Committee shall be responsible for

- a) Making arrangements for suitable accommodation and food for delegates (on payment).
- b) Arrangement for the plenary and scientific sessions.
- c) Printing of brochures and programme in consultation with the General Secretary of the Society.
- d) Arranging for a suitable dignitary (in consultation with the General Secretary of the Society) to inaugurate the plenary session.
- e) Arranging for social and cultural functions and sight seeing.
- f) Raising funds for the conference through registration fees, grants, donations, advertisements etc.
- vi) The expenses of the Conference shall be wholly borne by the Reception Committee and the Society shall not be responsible for any loss on account of holding the Conference. The Council shall render every possible assistance to the Reception Committee of the Conference. The Council may sanction an appropriate advance not exceeding Rs. 5007- for making the preliminary arrangement in connection with the Annual Conference. This amount will be placed at the disposal of the Organising Secretary of the Conference or the Hony. General Secretary of the Society and may be spent for this purpose. The funds of the Society will be reimbursed, as far as possible from the registration fee paid by the members at the time of the Annual Conference and any balance left from the funds raised by the local members.
- vii) All members attending the Conference, except Members of the Reception Committee and the President and Hony. General Secretary of the Society shall pay a Registration fee to the Reception Committee.

41. *Visitors* - The following can attend the conference as visitors: -

- i) Prominent public **person/s** who are specially invited by the Reception Committee to attend the conference without payment of any fees as Distinguished Visitors.

ii) Medical persons eligible for Associate Membership of the Society who wishes to take part in Scientific Sessions only as Special Visitors on payment of a fee to be determined by the Reception Committee.

42. Contribution to the Fund of the Society - Fifty percent (50%) of the amount accumulated in the hand of the Reception Committee after meeting all expense shall be credited to the funds of the Society and the other half to be credited to the local branch organising the Conference. If the venue of the conference is not covered by any local branch of the Society, the entire amount of the net income of the conference shall be credited to the Society. Ten percent (10%) of the amount thus received from the Reception Committee by the Society shall be credited to the fund of the Zonal Branch concerned. The Reception Committee shall submit the audited statement of account and credit the share of the Society to the Society within nine months of holding the conference.

43. *Programme of the Conference*

- a) Inaugural session - for the address of the Chairman of the Reception Committee and the President of the Society.
- b) Scientific Sessions - Open to all Members and Visitors.
- c) Annual General Meeting of the Society - Open to Members of the Society only.
- d) Medical and Scientific Exhibition - Organised by the Reception Committee.

ARTICLE-XIV

Scientific Papers & Sessions

44. There shall be a Standing Committee of the Society for scientific sessions to be held during the Annual Conference. This Committee shall lay down general orientation of the sessions, choose subjects for symposium and scrutinise scientific papers, if necessary. The Committee shall consist of the President as its Chairman, the Editor and the Hony. General Secretary, with power to co-opt members and delegate its functions to a co-opted member or members.

a) Papers read or to be read at the scientific session of an Annual Conference can only be printed in the Society's Publication.

b) For publication of any paper presented at the conference, a copy of the same written in the manner prescribed by the Journal Committee and notified in the Journal under the heading "Instruction to Contributors" shall have to submit to the Editor.

c) If the acceptance or otherwise for publication of a paper is not conveyed to the author within six months of its being sent to the Editor of the Indian Journal of Psychiatry or if it is not published within 1.1/2 years of its submission or presentation at the annual conference of the Indian Psychiatric Society, the author will be free to publish it elsewhere intimating the same to the Editor of the Indian Journal of Psychiatry.

ARTICLE-XV

Awards and Scholarship

45. The Society can enter into contract with individuals, institutions, commercial and other bodies to organise competition for prizes, fellowships, or bursaries to encourage research in Psychiatry and allied subjects, or for any other purpose in keeping with Society's aims and objectives.

CERTIFICATE

It is certified that the foregoing is a true copy of the current memorandum of association, rules and bye-laws of the Indian Psychiatric Society adopted in 1984 and amended upto January, 2002, i.e. updated till.

January, 2006

Dr. Roy Abraham K.
Hony. General Secretary

Appendix I

Rules and Regulations Pertaining to Awards Instituted by the Indian Psychiatric Society

(a) Formation of Panel of Judges:

1. The members of the panel must be chosen from the existing list of judges prepared and approved by the executive council.
2. The panel must have strength of three members for each award.
3. There shall be no bar to the appointment of an individual to more than one panel of judges.
4. The awards committee shall be at liberty to co-opt one or more members to the panel of judges during adjudication of the presented version of a paper. The committee shall be under no obligation to appoint the same person for both the written and presented version.
5. None of the judges appointed to a panel to adjudicate an award shall be eligible to contest for the same award. However, a judge may compete for any other award.
6. The chairman and members of the awards committee shall be debarred from contesting for or proposing the name of anyone for any award.

(b) Rules governing the method of assessment of entries for competition:

1. All the entries for an award received within the stipulated time, irrespective of their number, shall be assessed for the award.
2. No paper shall be eligible to compete for the award where a member who has won that award for the immediately preceding year appears as an author or co-author.
3. A paper or substantially the same paper cannot compete for more than one award in any particular conference.
4. A paper or substantially the same paper, which has already won an IPS award, is debarred from competing for any award of the IPS.
5. The principal author and at least 50% of all authors must be members of the society at the time of the conference.
6. A panel of judges shall rate the papers. There shall be 3 judges on each panel. Out of the total marks i.e. 100, 60 (60%) will be for preparation and compilation of the manuscript and 40 (40%) will be for its presentation during the conference. Subject to adjudication and confirmation by the awards committee and rectification by the executive council of the IPS, the paper securing the highest total marks (out of 100) shall win the award. In case of tie, the concerned papers will be declared joint winners and the money will be equally shared by them. In case no paper scores 50% or more marks, the awards committee may not declare any winner for the award for that particular year and conference. (Please see the rules for the relevant awards in cases where presentation at the conference is not a criterion).

The Assessment of the written manuscript will be on the following pattern.

	Maximum marks: 60
	Max. Marks
1) Topic, title, its relevance and methodology	12 marks
2) Survey of literature, references, bibliography	12 marks
3) Presentation of results and discussion	12 marks
4) Conclusion and how far they are substantiated by the study.	12 marks
5) Clarity, Lucidity, precision of language and overall elegance of the paper.	12 marks
a) Style, clarity, compactness of expression and presentation	10marks
b) Response to points raised in discussion	10marks

D.L.N. Murti Rao Oration Award:

D.L.N. Murti Rao Oration award has been instituted in the memory of the late Dr. D.L.N. Murti Rao, a senior fellow of the society. This oration will be delivered at each annual conference of the Indian Psychiatric Society.

Rules:

The oration award will be declared one year in advance at every annual conference of the society.

Any member of the society can propose the name of any other member of the society for the oration award. The proposal including six copies of the bio-data of the nominee must be submitted to the Chairperson, Awards Committee by a date determined by the Executive Council of IPS. The proposal must be accompanied by a written consent of the nominee.

A panel of judges shall rate the nominations. The nomination securing the highest total marks (out of 100) shall win the award, subject to ratification by the awards committee and the executive council of the society. In case of a tie, the concerned nominations shall be re-assessed by another panel of judges. To win an award not less than 50% of the full marks must be obtained by a nominee.

4. The oration paper will become the property of the Indian Psychiatric Society and shall be published in the Indian Journal of Psychiatry with the necessary editorial corrections. The speaker will pass on the oration paper to the Editor, Indian Journal of Psychiatry as soon after the annual conference as possible for its publication in the journal.

5. The speaker can choose any topic for the oration. He shall intimate the title of the oration to the chairperson awards committee at least three months prior to the conference.

6. The speaker will be paid a lump sum for the oration. He will also be awarded a suitable scroll.

7. No person shall win the award more than once.

Tilak Venkoba Rao Oration Award:

This oration award has been instituted out of an endowment received from Dr. A. Venkoba Rao, a past-president of the society, in the memory of his son Mr. Tilak Venkoba Rao. This oration should be on any aspect of mental health and will be delivered at each annual conference of the Indian Psychiatric Society.

Rules:

1. The oration award will be declared one year in advance at every annual conference of the society.

2. Any member of the society can propose the name of any other member of the society, who is not over 40 years of age on 30th September of the year in which he is submitting his entry. If that conference is not held in that year, the date of reckoning the age shall remain the same.

Six copies of the proposal and six copies of the bio-data of the nominee must be submitted to the Chairperson, Awards Committee. The proposal shall include the proposed titles and an outline of the oration and details of the nominee's work in that topic which will also be taken into account in assessing the nomination. The proposal must be accompanied by a written consent of the nominee and certificate of his age as recorded in the school leaving certificate or equivalent records.

3. A panel of judges shall rate the nomination. The nomination securing the highest total marks (out of 100) shall win the award, subject to ratification by the awards committee and the nominations shall be reassessed by another panel of judges. To win an award not less than 50% of the full marks must be obtained by a nominee.

4. The oration paper will become the property of the Indian Psychiatric Society and shall be published in the Indian Journal of Psychiatry with the necessary editorial corrections. The speaker will pass on the oration paper to the Editor, Indian Journal of Psychiatry, as soon after the annual conference as possible for its publication in the journal.
5. The speaker will be paid a lump sum for the oration. He will also be awarded a suitable scroll.
6. No person shall win this award more than once.
7. The decision of the panel of judges as ratified by the awards committee and the executive council of the society shall be final and binding.
8. If in the opinion of the panel of judges, no contestant for an oration award scores 50% or above, there will be no oration award for that year.

Marfatia Award

The Marfatia Award has been instituted out of an endowment received from the late Dr. J.C. Marfatia, a past president of the society. The award is given to a paper presented at the annual conference of the society.

1. For the paper to be considered for the award, it shall be necessary for the author to submit six copies of the full paper to the Chairperson, Awards Committee, by a date to be determined by the council of the IPS. For the sake of uniformity of style the paper shall be prepared in accordance with the "Instructions to contributors" published in the Indian Journal of Psychiatry. Six copies of the abstract of the paper (not more than 200 words) in six separate sheets shall be enclosed with the paper.
2. To be eligible for the award the paper must fulfill each of the following criteria.
 - (a) It must be a research paper based on work done in India. It must not have been published in a scientific journal or have been awarded any award of the IPS.
 - (b) The principal author and at least 50% of all authors must be members of the IPS at the time of the conference.
 - (c) The author presenting the paper must be a member of the society at the time of the conference.
3. 60% marks will be for preparation and compilation of the manuscript and 40% marks will be for the presentation at the conference. A panel of 3 judges shall rate each paper, both for the written version and the presentation. To be eligible for presentation the manuscript must be assessed, to have scored more than 40% of the marks (i.e. 24 out of 60 or more). The best three papers only may be permitted to be presented at the conference due to constraints of time. This rule may be relaxed in unusual situation at the discretion of the Awards Committee with the approval of the Executive Council. The paper securing the highest total marks (out of 300 -180 for the manuscript and 120 for the presentation) shall win the Award, provided it scores not less than 50% of the maximum marks. This is subject to adjudication and ratification by the awards committee and confirmation by the executive council of the IPS. In case of a tie the concerned papers will be declared joint winners.
4. All authors of the award winning papers shall be considered to have won the award and will be issued certificates and will be eligible for the awards money. The money shall be handed over to the principal author for disbursement among the co-authors.
5. Rules common to all IPS awards will also be applicable to this award.

Bhagwat Award:

The Bhagwat Award was instituted out of an endowment received from Dr. A.G. Bhagwat in the memory of his father Dr. G.A. Bhagwat, presented at the annual conference of the society by a younger member. The paper must be presented by a member not over 35 years of age on 30th September of the year in which he is submitting his entry. If that conference is not held in that year, the date of reckoning the age shall remain the same. None of the authors or co-authors will be over 35 years of age on the specified day mentioned above. The contestants must enclose with their papers, their certificates of age as recorded in the school leaving certificate or equivalent records.

1. For any paper to be considered for the award, it shall be necessary for the author to submit six copies of the full paper to the Chairperson, Awards sub-committee, by a date determined by the council of the IPS. For the sake of uniformity of style the paper shall be prepared in accordance with the "Instructions to contributors" published in the Indian Journal of Psychiatry. Six copies of the abstract of the paper (not more than 200 words) in six separate sheets shall be enclosed with the paper.
2. To be eligible for the award, the paper must fulfill each of the following criteria.
 - (a) It must be a research paper based on work done in India. It must not have been published in a scientific journal nor have been awarded any award of the IPS.
 - (b) The principal author and at least 50% of all authors must be members of the IPS at the time of the conference.
 - (c) The author presented the paper must be a member of the society at the time of the conference.
3. A panel of judges shall rate the papers. Out of the full marks i.e. 100, 60% will be for preparation and compilation of the paper and 40% for its presentation at the conference. The paper securing highest total marks (out of 100) shall win the award subject to ratification by the awards committee and the executive council of the society. In case of a tie, the concerned papers will be declared joint winners. To win an award, not less than 50% of the full marks must be obtained by a paper. To be eligible for presentation, the written version of the paper must secure at least 40% of the full marks allotted for the written version i.e. 24 out of 60.
4. All authors of the award winning paper shall be considered to have won the award and will be issued certificates and will be eligible for the award money. The money will be handed over to the principal author for distribution among the co-authors.
5. None of the judges appointed for this award, shall be contestants for this award. However, a judge is eligible to contest for any other award.

Col. Kirpal Singh Award for Military / Industrial Psychiatry:

This award has been instituted out of an endowment received from Col. Kripal Singh, a past president of the society. This award is given to the best paper in military psychiatry and/or industrial psychiatry presented at the annual conference of the society.

1. For any paper to be considered for the award, it shall be necessary for the author to submit six copies of the full paper to the Chairperson, Awards Committee by a date determined by the council of the IPS. For the sake of uniformity of style the paper shall be prepared in accordance with the "Instructions to contributors" published in the Indian Journal of Psychiatry. Six copies of the abstract of the paper (not more than 200 words) in six separate sheets shall be enclosed with the paper.
2. To be eligible for the award, the paper must fulfill each of the following criteria.
 - (a) It must be a research paper based on work done in India. It must not have been published in a scientific journal nor have been awarded any award of the IPS.
 - (b) The principal author and at least 50% of all authors must be members of the IPS at the time of the conference.
 - (c) The author presenting the paper must be a member of the society at the time of the conference.
3. The assessment of the manuscript and the presented version will be as per guidelines in rule (6) common to all awards of the IPS.
4. All authors of the award winning paper shall be considered to have won the award and will be issued certificates and will be eligible for the award money. The money will be handed over to the principal author for disbursement among the co-authors.
5. None of the judges appointed for this award, shall be contestants for this award. However, a judge is eligible to contest for any other award.

The Bombay Psychiatric Society Silver Jubilee Year Award:

This award has been instituted out of an endowment received from the Bombay Psychiatric Society to commemorate its Silver Jubilee Year, with a view to encourage research and stimulate presentation of research papers at the Zonal Conferences. The best paper presented at the scientific sessions of each zonal conference of the Indian Psychiatric Society of a particular year will be eligible to compete for this award at the annual conference of the Indian Psychiatry Society to be held immediately following the zonal conference. These papers will be presented in a special session to be called the Bombay Psychiatric Society silver jubilee award session.

1. For any paper to be considered for the award, it shall be necessary for the author to submit six copies of the full paper to the Chairperson, Awards Committee, by a date determined by the council of the IPS. For the sake of uniformity of style the paper shall be prepared in accordance with the "instruction to contributors" published in the Indian Journal of Psychiatry. Six copies of abstract of the paper (not more than 200 words) in six separate sheets shall be enclosed with the paper.
2. To be eligible for the award, the paper must fulfill each of the following criteria:
 - (a) It must be a research paper based on work done in India, it must not have been published in a scientific journal nor have been awarded any award of IPS.
 - (b) The principal author and at least 50% of all authors must be members of the Indian Psychiatric Society of the same zone at the time of the conference.
3. It shall be necessary for the author to submit to the Chairperson, Awards Committee, a letter from the Zonal President or Secretary certifying that his/her paper was adjudged the best paper at the respective zonal conference. This letter must be enclosed with the copies of the full paper.
4. A panel of judges shall rate the papers. Out of the total marks i.e. 100%, 75% will be for preparation and compilation of paper and 25% for its presentation at conference. The paper securing the highest total marks (out of 100) shall win the award, subject to ratification by the award committee and the executive council of the society. In case of a tie the concerned papers will be declared the joint winners. To win an award not less than 50% of the full marks must be obtained by a paper. To be eligible for presentation, the written version of the paper must secure at least 40% of the full marks allotted for the written version (24 out of 60).
5. All authors of the award winning paper shall be considered to have won the award and will be issued certificates and will be eligible for the award money. The money will be handed over to the principal author for distribution among the co-authors.

Certain Modifications in the existing rules and regulations of various IPS Awards

1. Presentation of selected awards will be by first author or any co-author who is a member of IPS and whose name is identified at the time of submission and not at the time of presentation.
2. Incomplete papers/incomplete forms will not be considered for any award and are likely to be rejected.
3. Once submitted, manuscript will not be returned.
4. Front page of manuscript should include title, authors name, place of work/ institution and corresponding address, including telephone, fax, and e-mail.
5. Second page of paper may include only title of the papers so that anonymity can be maintained while reviewing the paper.
6. All the authors must sign the declaration that there are no copyright violations in the content of the paper.

Appendix II

IPS Best Zonal/ State Branch Awards:

Rules:

(Approved by the 55th AGB Meeting, Hyderabad, 11-1-2003)

Indian Psychiatric Society has decided to institute Awards for the Best Zonal Branch and Best State Branches as per Article III, Clause 21 of the Memorandum of our Society The following guidelines are approved-The Awards will be given for best performance in:

1. Organisational activities

2. CME programmes.
3. Other academic activities
4. Research
5. Media and public awareness programmes
6. Community service
7. Other major achievements

The Awards will be decided by the scientific committee comprising the President, Gen. Secretary and Editor.

Appendix III FINANCE CODE

(Adopted by the 54th AGB Meeting, Kolkata on 10-01-2002 as a General Guideline in Financial Matters of the Society)

1) Financial Transaction of the Office bearers:

(a) Expenses of Hon. Gen. Secretary & Hon. Treasurer:

An Advance amount of Rs. 25,000/- shall be released by the Hon. Treasurer towards the expenses of the Hon. Gen. Secretary and Hon. Treasurer each, before obtaining the vouchers. If this advance amount has been exhausted and the necessary vouchers have also been produced for the same to the Hon. Treasurer, another Rs.25,000/- could be released as advance. Hon. Treasurer shall be empowered to release beyond the said Rs.50,000/- only as advance after getting the approval of the council.

The above advance need not include certain already planned expenses such as printing and postage of ballot papers, compilation of Membership directory & posting, for which amount, the concerned office bearer shall get the prior approval from the council itself.

(b) Expenses of the Editor:

The Editor's corpus fund shall not be utilised and only the interest accrued from this fund could be utilised towards the expenses of IJP. The Editor should, under usual circumstances, try to generate funds by advertisement in a way that the Journal is self sufficient, but in case of emergency Rupees One lakh could be released for each issue of Journal, of which Rs. 50,000 shall be released first, and the next 50,000 shall be released by the Hon. Treasurer after obtaining necessary vouchers for the earlier installment.

(c) Expenses of the President & Vice President:

An advance amount of Rs. 5,000/- may be released to the office of the President and Vice President each, if this advance amount is exhausted and the necessary vouchers have been furnished, an additional advance of Rs. 5,000/- could be released upon request. However, the Hon. Treasurer shall get the prior approval of the council, if any additional advance was to be granted.

2) Advances & Grants permissible to the chair persons/conveners of committees and speciality sections.

The Hon. Treasurer shall release an advance amount of Rs.5, 000/- to the chairpersons of committee's, speciality sections who had already informed the council about their proposed plan of action. After the execution of such plans of actions, the said chairperson shall submit the vouchers to the Hon. Treasurer, who shall keep the council informed of the same. Any excess amount spent by the chairperson could be reimbursed by the council subject to a maximum of Rs. 10,000/-. If however, the General body had already authorised such a plan of action/ programme and expenditure, the council may grant the full amount of the additional expenses thus incurred.

Unspent balance amounts lying with the bearers, chairpersons/ conveners of committees and speciality sections, etc., shall be returned to the Hon. Treasurer.

3) Reimbursement of traveling expenses

All the Office-bearers and members of the Council shall be eligible for 2-tier A/C train fare to and fro for attending Council meetings other than the annual Council meeting. If a special invitee wishes to claim TA, he is required to seek prior approval from President or General Secretary. The office bearers shall be eligible for to & fro airfare for attending emergency extraordinary Council meeting, if any held. The President and Secretary shall be eligible for actual travel expenses for attending IPS activities. However, their air travel expenses will require the approval of the E.G.

4) Advance amount to the organisers of conferences/ national mid term CME. etc.

A maximum of Rs.20, 000/- could be released as advance amount to the organisers/ conveyors of annual conferences, National Mid Term CME or other specified programmes approved by the AGM. Such advance amounts should be returned within 3 months from the date of completion of the above programmes. Any lapse of the organisers in this regard shall be brought to the notice of the council and AGB by the Hon. Treasurer.

5) Periodical Revision of membership Fees

Revision of membership fee for the various categories could be considered at the end of every five years. The council could offer its recommendations in this regard based on the Hon. Treasurer's report, for approval in the AGB.

6) Submission of accounts of conferences/national mid-term CME/other programme.

The existing procedures for the accounts of the ANCIPS shall continue (Part-III, Article XIII, 42). The same could be made applicable for the National Mid-Term CME also.

The audited statement of accounts of the Zonal branches shall be submitted to the Hon. Treasurer not later than 31st may each year (Unless the relevant clause in Part-II, Article XIII (24) is amended).

The chairpersons of the committees and Speciality sections shall submit the accounts of the programme that they had conducted within one month after the completion of such programmes. Also, they shall submit all the accounts within one month after the closure of each financial year.

7) Releasing/Advancing IPS Funds for extraordinary situations:

After getting the written concurrence of the office bearers, the President shall direct the Hon. Treasurer to release/advance funds for extraordinary/priority situations. Such an action to be ratified in the next council meeting and AGB.

8. Proposed amendments in the Bye-Laws
Keeping in view of the above guidelines laid down in the proposed "Finance Code" necessary amendments may be made in the Bye-laws.
9. Accounts from Zonal branches:
Delinking of the accounts of the Zonal branches from the IPS accounts may be considered after getting the concurrence of the Zonal branches. Necessary amendments to constitution may be made.

Appendix IV

Procedure for the Formation of a Local Branch:

(Approved by the 56th AGB Meeting, Mysore 10-1-2004)

1. Ten members of Indian Psychiatric Society of which two are Fellows of the society can initiate the formation of a local branch in a specified area.
2. There shall not be any other local branch already existing in that area.
3. A formal application should be submitted to the State branch or Zonal branch wherever the State branch doesn't exist.
4. The area of jurisdiction should be determined by the State branch. If the State Branch doesn't exist, Zonal branch will determine it.
5. The state branch should forward the application form along with its recommendations to the Zonal branch which will forward the application form along with its comments to National Executive Council who shall present it with comments to the General Body of the Society.
6. At each level decision should be taken within 90 days of receipt of the application form.
7. Formation of branches shall be subject to provisions of Rules 19 to 26 of the Society.