



# Certificate of Registration of Societies

ACT XXI OF 1860.

No. 59 of 1948-1949.

I hereby certify that the Memorandum  
& Association of Indian Psychiatric  
Society together with a certified copy  
of its Rules and Regulations has been  
filed in my office and Indian Psychiatric Society  
has this day been registered under the Societies'  
Registration Act, 1860.

Given under my hand at Patna

this thirtieth day of December

One thousand nine hundred and forty eight

Memo of Ass.  
No 501-  
(Rules with  
only)

[Signature]  
Registrar of Joint Stock Companies.



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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 Object**

2. To promote and advance the subject of Psychiatry and allied sciences in all their different branches and to promote improvement of the mental health of the people and mental health education.
3. To promote prevention, control, treatment, relief and awareness of all psychiatric disorders and disabilities.

*(Amendment adopted in the EGBM held in Mysuru 10-08-2019)*

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, mental health and allied fields.

*(Amendment adopted in the EGBM held in Mysuru 10-08-2019)*

6. To propagate the principles of psychiatry and current development in psychiatric thought.
7. To deal with any matters related 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 distribute information in form of periodical journal, special bulletin, books, monographs, treatises or pamphlets on paper or digitally and distribute the same among its members/non-members.

***(Amendment adopted in the EGBM held in Mysuru 10-08-2019)***

12. Publish Annual Report of the Society and present it at the Annual General Body Meeting.

***(Amendment adopted in the EGBM held in Mysuru 10-08-2019)***

13. Advise the Government and other bodies on the various aspects of psychiatry and mental health including legislative, administrative, educational and research aspects.
14. 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, 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 all-inclusive term embracing Life Fellow, Life Member, Life Associate Member, International Life Fellow, International Life Member and Honorary Fellow elected by Council of the Indian Psychiatric Society. Wherever the pronoun "he" has been mentioned, it shall also include "all genders".

***(Amendment adopted in the EGBM held in Mysuru 10-08-2019)***

- (d) "Fellow" shall mean, unless otherwise specified, the 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. (a) The permanent office of the Society is at Plot 43, Sector 55, Gurugram, Haryana.
- (b) The offices of the President, Vice-President, Honorary General Secretary, Honorary Treasurer and Honorary Editor shall be located at their respective places of work or at the permanent office of the Society.

***(Amendment adopted in the EGBM held in Mysuru 10-08-2019)***

### **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, State 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 have paid their subscription up to the last calendar year, shall be published by 30th June every year for the information of Zonal, State 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. (a) There shall be six classes of membership namely Life Fellow, Life Member, Life Associate Member, International Life Fellow, International Life Member and Honorary Fellow. The membership status of a member shall be determined only by the Council of Indian Psychiatric Society. All reference hereinafter to Fellow or Ordinary Member or Associate Member will mean to be reference to Life Fellow or Life Member or Life Associate Member respectively. Except International Life Fellows, International Life Members and Honorary Fellows, all members shall be Indian Citizen and resident in India. All members should conform to high ethical norms and standards.

*(Amendment adopted in the EGBM held in Mysuru 10-08-2019)*

- (b) Life Fellowship : 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 recognized medical qualification which is considered equivalent to the above by the Council of the Indian Psychiatric Society, who have obtained a recognized postgraduate qualification in psychiatry and are engaged in whole-time practice in Psychiatry for more than 5 years after obtaining postgraduate 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 D.N.B. (Psychiatry) or MRC Psych. or Dip. Psych. from any university in India or any commonwealth country or any Royal College of U.K. and Ireland or is a Diplomat of American Board of Psychiatry and Neurology or any other post-graduate 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).

*(Amendment adopted in 69th AGBM Raipur on 07-01-2017)*

- (c) Life Member: 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 recognized 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 Life Ordinary Membership.

***(Amendment adopted in the EGBM held in Mysuru 10-08-2019)***

- (d) Life Associate Member: Professionals working in the allied fields of social, educational, psychological, legal and medical sciences who hold appropriate professional qualifications recognized by authorities established by Law and who are interested in the aims and objects of the Society are eligible for Life Associate Membership.

***(Amendment adopted in the EGBM held in Mysuru 10-08-2019)***

- (e) International Life Fellow : 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 recognized medical qualification which is considered equivalent to the above by the Council of the Indian Psychiatric Society and have obtained a recognized postgraduate qualification in psychiatry, residing outside India including SAARC countries or residing in India but is not an Indian citizen and are engaged in whole-time practice in Psychiatry for more than 5 years after obtaining postgraduate qualification shall be eligible for Life Fellowship. For the purpose of election to Life 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 D.N.B. (Psychiatry) or MRC Psych. or Dip. Psych. from any university in India or any commonwealth country or any Royal College of U.K. and Ireland or is a Diplomat of American Board of Psychiatry and Neurology or any other post-graduate 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.

**(Note – 1.** Existing Overseas Life Fellows will be re-designated as International Life Fellows.

2. If any International Life Fellow, who is an Indian Citizen, relocates permanently to India, his membership may be converted to Life Fellows by the Executive Council, provided he makes a request to the Hon. Treasurer with a proof of address and a declaration for the purpose)

- (f) International Life Member: 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 recognized medical qualification which is considered equivalent to the above by the Council of the Indian Psychiatric Society, residing outside India including SAARC Countries or residing in India but not

an Indian citizen, who are actively engaged in the pursuit of the aims and objects of the Society shall be eligible for International Life Membership.

- (Note –1. Existing Overseas Life Ordinary Members will be re-designated as International Life Members.
2. If any International Member, who is an Indian Citizen, relocates permanently to India, his membership may be converted to Life Membership by the Executive Council, provided he has made a request to the Hon. Treasurer with a proof of address and a declaration for the purpose.)
- (g) Honorary Fellow: 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.

*(Amendment adopted in the EGBM held in Mysuru 10-08-2019)*

## ARTICLE-VI

### Election of Members

6. Any person desirous of becoming a Member shall make an application to the Honorary Treasurer along with the prescribed 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 Life Fellows of the Society, his application will be put up for consideration and election by the Council.
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 as a member by the Council, The Honorary General Secretary shall send him a letter informing him of his election.

*(Amendment adopted in the EGBM held in Mysuru 10-08-2019)*

9. An Honorary Fellow may be elected by the Council after his name is proposed and seconded by two Fellows.
10. An International Life Fellow or an International Life Member may be elected by the Council, after his name is proposed and seconded by two Life Fellows or

International Life Fellows and he gives his consent in writing. The Life Fellow or the International Life 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.

*(Amendment adopted in the EGBM held in Mysuru 10-08-2019)*

## **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, or
  - b) on his resignation. The resignation of any member from the Society shall be in writing addressed to the Honorary General Secretary and shall be accepted by the Council provided he has paid up all his dues to the Society.
  - c) Non-payment of outstanding subscription arrears. All Annual Fellows, Annual Ordinary Members, Annual Associate Members shall upgrade their annual membership to Life membership for their respective categories on payment of their outstanding dues plus the prevailing subscription fee of the respective category. If the total outstanding amount is more than the current subscription fee of that category, the total outstanding amount shall be considered to be equal to the subscription fee, i.e. they shall have to pay the amount equal to double of the current subscription fee.

*(Amendment adopted in the EGBM held in Mysuru 10-08-2019)*

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 present thereof at a special meeting called for the purpose or at the annual Council meeting or at the Annual General Body Meeting. The member concerned shall have a right to explain his conduct and the Honorary 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.

*(Amendment adopted in the EGBM held in Mysuru 10-08-2019)*

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 all the arrears due 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 after paying the admission fee again and any other applicable fees under the rules.

## ARTICLE-IX

### Privileges of the Members

15. **Each member shall have the right:**

- (a) To attend the General Body Meeting of the Society but only Life Fellows shall have the right to vote on issues.

*(Amendment adopted in the EGBM held in Mysuru 10-08-2019)*

- (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 after paying the prescribed registration fee.

- (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.

- (f) Each Member will receive one Photo Identification Card from the Society after acceptance of Membership in the Society.

- (g) Each Member willing to stay at the Guest House in the Headquarters in Gurgaon may apply in advance for staying there subject to availability after paying requisite fees.

*(Amendment adopted in 69th AGBM Raipur on 07-01-2017)*

## 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. The Zonal/State/Local Branches shall have liberty to collect additional subscription fee and donation from their members, including Life Fellows and Life Members, if it is so decided by a resolution at the Zonal/State/Local Branch for running and benefit of the Branch.

*(Amendment adopted in the EGBM held in Mysuru 10-08-2019)*

## **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. Membership of the Zonal, State and Local Branches shall be constituted only by the members of the Society in the area of jurisdiction of the concerned Branch. The membership status of a member shall be determined only by the Council. 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 (a) The Local Branches shall submit their Annual Activities report including the Audited Statement of Accounts with copies of Proceeding of all Formal Meetings to the concerned State Branch (if any) Hony. Secretary's office in triplicate by 31st July of each year. If there is no state branch the local branch will send report directly to the Zonal secretary. The Hony. Secretary of State Branch shall keep one such copy in his office after noting his observation on all three copies of the activities report of the said Local Branch and the Hony. State Secretary shall send other two copies to the office of the Zonal Secretary's office along with the Annual Activities report including Audited Statement of Accounts with copies of Proceeding of all Formal Meetings of his State Branch in duplicate.
- (b) The State Branch shall send their Annual Activities report including Audited Statement of Accounts with copies of Proceeding of all Formal Meetings to the office of the Hony. Zonal Secretary by 30th September each year.
- (c) The Zonal Secretary on receipt of such Activity reports shall note his observation on both the reports of Local Branch and State Branch, keep one copy of each of the reports in his office and send one copy of each of the

Annual Activities report including Audited Statement of Accounts with copies of proceedings of all Formal Meetings to the office of the Honorary General Secretary by 30th November each year.

- (d) The Zonal Secretary of each of the Zonal Branch shall send their Annual Activities report including Audited Statement of Accounts with copies of Proceeding of all Formal Meetings to the office of the General Secretary by 30th November each year.

***(Amendment adopted in 69th AGBM Raipur on 07-01-2017)***

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 and Article XIII, Clause 40 & 42 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. Zonal, State and Local branches shall be guided by the Society in all matters. In case of difference of opinion on any matter between the Zonal, State and Local branches,—the Local branch or the 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 organization engaged in the promotion of mental health activities.
28. Zonal, State or Local branches shall not affiliate or be affiliated with any other organization.
29. Organisations affiliated by the Society shall pay an annual subscription, which shall be determined by the Council of 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 28 in number.

*(Amendment adopted in 69th AGBM Raipur on 07-01-2017)*

## **ARTICLE-XVI**

### **Composition of the Executive Council**

31. The Council shall be composed of the following Members of the Society.

(A) Office Bearers

- (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
- (viii) The Immediate Past Hony. Treasurer
- (ix) The Immediate Past Hony. Editor

(B) Elected Members

- i) Nine Direct Members (out of which one is reserved for defense personnel as per their recommendation and two for Lady Members)
- ii) Two representatives from each of the five Zonal Branches.

*(Amendment adopted in the EGBM held in Mysuru 10-08-2019)*

## **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 in 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.
- (f) 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 cases, alternative arrangement will be made by the Honorary. 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 Life 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 Life Fellows of the Society who shall inform the Honorary. 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 Honorary 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 2012 and amended up to, 2018 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 other than International Life Fellow and International Life Member, the Subscription for various classes will be
  - i) Life Fellow – Rs. 17000/-
  - ii) Life Ordinary Member – Rs 11000/-
  - iii) Life Associate Member – Rs. 11000/-
  - iv) Upgrading Life Ordinary Member to Life Fellow – Rs. 6000/-

***(Amendment adopted in the EGBM held in Mysuru 10-08-2019)***

3. For International Life Fellow, International Life Ordinary Member (now onwards treated as International Life member), the Subscription will be as follows.
  - i) International Life Fellow – \$ 600 in equivalent Indian Rupees.
  - ii) International Life Member – \$ 500 in equivalent Indian Rupees.

(The rate of subscription is subject to change from time to time after approval by the general body of the Society)

***(Amendment adopted in the EGBM held in Mysuru 10-08-2019)***

#### **ARTICLE-III**

##### **Office Bearers the Society**

4. The Society shall have the following office-bearers.
  - (a) President
  - (b) Vice-President
  - (c) Hony. General Secretary
  - (d) Hony. Treasurer
  - (e) Hony. Editor
  - (f) Hony. Assistant Treasurer
  - (g) Hony. Assistant Secretary
  - (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 over all meetings in the absence of the President and shall have all the powers of the President on that occasion.

#### 7. *The Honorary 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 Honorary 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 Balance sheet at the Annual General Meeting. The Hon. Treasurer shall also furnish at the Annual General Body the copy of acknowledgement of the Income Tax Return filed with the Income Tax department for the financial year preceding the Annual General Body meeting.

***(Amendment adopted in 68th AGBM held in Bhopal 23-01-2016)***

- (d) Shall have power to make payments not exceeding Rs. 1000 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 from 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 Honorary 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 Honorary Treasurer before 30th November every year.

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

- (a) The Assistant Secretary, Assistant Treasurer and Assistant 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**

### **Duties, Power & Terms of Office of the Direct Council Members & Representatives from the Zonal Branches to the Society**

11. (a) 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 for another term only.
- (b) The Direct Council Members shall assist the President and General Secretary as and when required and they shall hold the responsibility to look after the activity of different Sub-Committees, Specialty Sections and Task Forces as assigned to them by the President and General Secretary and inform the progress of works of the Sub-Committees, Specialty Sections and Task Forces in Executive Council Meeting.
- (c) Zonal Representatives will co-ordinate between the National body and the Zonal Branches and will look after the entire activities of the concerned Zonal Branch as well as those of the State/Local branches falling under the concerned Zonal areas.

*(Amendment adopted in 69th AGBM Raipur on 07-01-2017)*

*(Amendment adopted in the EGBM held in Mysuru 10-08-2019)*

## **ARTICLE-VI**

### **Election of Office Bearers and Executive Council Members**

(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 63<sup>rd</sup> AGBM at New Delhi on 18-01- 2011)

12. Election for the vacancies occurring in post/posts of Vice-President (who will be the President Elect for the succeeding year). Honorary General Secretary, Honorary Treasurer, Honorary Editor and Direct Members of the Council shall be held according to the procedure as described below in this Article. The result of the election will be declared in the Annual General Body Meeting and the newly elected Office Bearers/ Direct Council Members will take their respective charges in the Post AGB Executive Council 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.

*(Amendment adopted in the EGBM held in Mysuru 10-08-2019)*

**13. (A) Composition of Election Commission:**

- i) 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.
- ii) Members of election commission shall be fellows of Society of more than 10 years standing and must have completed at least one term as an elected member of executive council.
- iii) 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.
- iv) All members of the election commission shall not be from the same zone and preferably from different zones.
- v) 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.
- vi) 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.
- vii) 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:**

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 announcement of the procedure for e-voting to all the registered members by way of e-mails, SMSs etc.

Returning Officer of the Election Commission shall be in charge of the entire process of e-voting till declaration of results.

14. (a) The Hon. General Secretary/Treasurer of the Society shall provide the list of Fellows of good standing (electoral rolls) as on 30th June to all members of the election commission by the 15th July. The Honorary General Secretary shall inform the CEC by 15th July about the posts for which election is to be held. The Hon General Secretary shall inform the CEC about the date of AGBM by 15th September.
- (b) By the 15th August every year CEC shall address through e-mails to all the eligible fellow members (voters) of the Society (as per the electoral roll given to the Election Commission), informing them about the details of the e-voting procedure and also vacancies due to occur in the ensuing year and inviting on-line nominations, for the posts to which elections are to be held; along with the Election Schedule.
- (c) Canvassing by mobile/telephonic calls is only permitted. No other means are permitted for canvassing. If any breach is detected, the contestant shall be disqualified.

*(Amendment adopted in 68th AGBM held in Bhopal 23-01-2016)*

15. The eligible fellow willing to contest the election for the post of his/her choice, shall have to fill in the information on-line in the prescribed nomination form uploaded on the Society's website, **by 15<sup>th</sup> September**. At the time of filing of the nomination, the contestant shall have to upload his/her recent photo, required information & brief bio data (not exceeding 100 words). Nominations without bio data and photograph are liable to be rejected.
16. (a) The nominations forms received on-line shall be duly scrutinized by the Election Commission at the Scrutiny Meeting of Election Commission, which shall be held before 30th September and the quorum for this meeting shall be two members of election commission. The Election Commission shall invite the Hon. Gen. Secretary and Hon. Treasurer of the Society to attend Scrutiny Meeting as representative of the Society.

- (b) The Election Commission shall have the power to scrutinize and if found invalid reject the nominations.
- (c) The venue for the scrutiny meeting shall be decided by the Chairman, Election Commission and he shall inform all the concerned. The contestant or their representative may remain present in this meeting.
- (d) The CEC shall inform Scrutiny Report to all the candidates about the validity of all nominations by 5<sup>th</sup> October. Invalid / Rejected nominations shall also be intimated to the concerned contestants. The means of communication shall be through SMSs / e-mail.
- (e) Candidates wishing to withdraw their nominations shall do so on-line to the CEC. The last date for withdrawal of nomination shall be 20th October.
- (f) The CEC shall display the final list of candidates for various posts on-line on the website of the Society by 27th of October.

***(Amendment adopted in 68th AGBM held in Bhopal 23-01-2016)***

17. (a) The CEC shall disclose on the Society's website the list of all the contesting candidates & the posts for which they are contesting, along with their photograph, Bio data and also the detailed instructions for all the voters for casting of their votes through e-voting process by **21st November**.
- (b) The software shall generate a separate ballot for individual voter on-line and all the voters shall have the right to cast their votes on-line by visiting the Election Commission of IPS website. The details of the website shall be intimated by CEC. The entire data that has been entered by the voters during the complete process of e-voting shall be preserved in the form of back-up files, after declaration of results, for a period of nine months. The said entire data shall be in the custody of President of the Society.
  - (c) The procedure of counting shall be automatic by way of the commands of the software.

On invitation of the Chairperson of the AGBM, the Chairman Election Commission shall declare the final results at the AGBM. Till then the CEC shall keep the results with him in a sealed cover.

***(Amendment adopted in 68th AGBM held in Bhopal 23-01-2016)***

## **18. Electronic Voting**

- (a) The procedure of casting vote shall be on-line through the e-voting process and the member shall be required to cast his/her vote on-line on the Society's website well within the prescribed time limit as per the election procedure.

***(Amendment adopted in 68th AGBM held in Bhopal 23-01-2016)***

- (b) Honorary General Secretary shall intimate the date of the Annual General Body Meeting to the Election Commission before 15<sup>th</sup> 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 'e-Voting'.

***(Amendment adopted in 68th AGBM held in Bhopal 23-01-2016)***

- (e) The CEC shall be the Presiding Officer.

- (f) Counting of votes:-

The entire data that has been entered by the voters during the complete process of e-voting shall be preserved in the form of back-up files, after declaration of results, for a period of 6 months. The said entire data shall be in the custody of President of the Society.

***(Amendment adopted in 68th AGBM held in Bhopal 23-01-2016)***

- (g) 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 it's 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 of e-Voting for 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.

***(Amendment adopted in 68th AGBM held in Bhopal 23-01-2016)***

- VI. Such vacancy will be filled up in post AGB council meeting as per Article XVII, clause 33 a) of rules of Society.
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 lacs will be handed over from Indian Psychiatric Society as advance to CEC for meeting the expenses relating to election every year latest by 31<sup>st</sup> 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 15<sup>th</sup> March every year.
20. Any Life Fellow of the Society may be nominated for election to any of the posts of the Society, with additional criteria and requirements for the different posts as described in the following subsections, if his nomination is proposed by a Life Fellow and seconded by another Life Fellow, provided the Life Fellow so nominated has expressed his consent in writing to be nominated for the said post.
- (a) The Life Fellow nominated for the post of Vice-President-cum-President-elect must be a Life Fellow of the Society for at least 10 years and must have served for at least one full term of three years as a member of the Council.
  - (b) The Life Fellow nominated for the post of Honorary General Secretary, Honorary Treasurer and Honorary Editor must be a Life Fellow of the Society for at least 5 years and must have served for at least one full term of three years as a member of the Council.
  - (c) International Life Fellows shall not be eligible to be nominated for any elected post in the Council.
  - (d) A Life Fellow who has served as the President of the Society cannot be nominated on any elected post of the Society at any level, i.e. including the

Zonal/State/Local Branches. A Life Fellow, who has served on the post of Honorary General Secretary, Honorary Treasurer, or Direct Council Member for two terms, cannot be re-nominated again for the same post. A person, who has served on the post of Honorary Editor for three terms, cannot be re-nominated again for the same post.

- (e) Honorary General Secretary or Hon. Treasurer or Hon. Editor who desires to get nominated for the election of any other post of office bearer shall be eligible only after one year from the end of his current tenure as Hon. General Secretary or Hon. Treasurer or Hon. Editor.
- (f) If the audited accounts of any ANCIPS or any Mid-Term CME of the Society have not been submitted to the Council within one year of the conclusion of the event; the Chairperson, Secretary and Treasurer of the Organizing Committee of the event will not be eligible to hold any elected post of the Society for a period of three years and if Life Fellow is already elected, he shall be disqualified.

*(Amendment adopted in the EGBM held in Mysuru 10-08-2019)*

- 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 Honorary. 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 weeks' 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) In case of the meeting called on requisition, if a quorum is not present within half an hour from the appointed time, the meeting will stand dissolved. But in all other cases, it will stand adjourned to the next day at the same time and at the same place as fixed previously. On the next day, 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 of 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, and in his 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 Life 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 Honorary General Secretary's Report.
    - iv) Reading and adoption of the Hon. Treasurer's Report and a statement of audited accounts, and, of the Income Tax Return filed at the IT department for the financial year preceding the Annual General Body meeting.

*(Amendment adopted in 68th AGBM held in Bhopal)*
    - 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 days' 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**

34. (a) The Honorary Secretary shall keep an imprest account not exceeding Rs. 20,000/- and shall recoup the amount spent from the Treasurer on production of vouchers. Expenditure exceeding Rs.10,000/- at a time, except on printing and postage, shall be incurred only with the permission of the Council.

*(Amendment adopted in 69<sup>th</sup> AGBM Raipur)*

- (b) 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 Zonal/State/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.

### **ARTICLE-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 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 amendment adopted in 63<sup>rd</sup> 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 & any individual or group of Life Fellows of the Society shall have privilege of inviting the conference. The Honorary General 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 Honorary General 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. 500/- 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 persons 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 scrutinize 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 objective

## CERTIFICATE

This 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 1947 and amended up to 1<sup>st</sup> January, 2020 i.e. updated till.



Patna  
Date : 1<sup>st</sup> January, 2020

Dr. Vinay Kumar  
Hony. General Secretary

## **Appendix I**

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

#### **General document**

##### **(a) Formation of Panel of Judges:**

1. The members of the panel judges must be prepared by Chairperson of the Awards Committee in consultation with the members of the Award Committee.
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, besides the President & Vice President, 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 members who have won that award for the immediately preceding year appear 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 submission / publication of the paper or nomination, as the case may be, for the award. Members mean Life Fellows or Life ordinary members only, unless specific membership status is mentioned for each award.
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 award 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 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. - | 12marks  |

The Assessment of Presentation

Maximum Marks: 40 Marks

- |  |          |
|--|----------|
| • Style, clarity, compactness of expression and presentation -           | 10 marks |
| • Expression and Language-   | 10 Marks |
| • Use of visual aids (audio-visual techniques, if any), appropriateness, |          |
| • quality visibility and comprehensibility, novelty.-                    | 10 Marks |
| • Response to points raised in discussion -                              | 10 marks |

The Assessment of Oration Nomination

1. In case of an oration award the nominations shall be assessed by a panel of judges appointed for the purpose. The person securing the highest marks shall be selected to receive the award, subject to ratification by the awards committee and the executive council and to deliver the oration provided that the marks secured by him is not less than 50% of the full marks which is 100. In case of a tie, the concerned nominations shall be re-assessed by another panel of judges.
2. 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 the relevant year.

3. The verdict of the panel of judges as adjudicated and ratified by the awards committee and the Executive Council of the society shall be final and binding.

## DETAILS OF INDIVIDUAL AWARDS

### **D.L.N. MURTHY RAO ORATION AWARD**

D.L.N. Murthy Rao Oration award has been instituted in the memory of the late Dr. D.L.N. Murthy Rao, a senior Fellow of the Society. This oration 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 Life Fellow of the Society can propose the name of any other Life Fellow of the society for the oration award. The proposal including 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.
3. To be eligible for the award, the nomination shall be assessed on the following criteria:
  - (a) Contribution to the service and development of psychiatry in India- 30 marks
  - (b) Contribution to the Indian Psychiatric Society - 30 marks
  - (c) Contribution to teaching, training and research in Psychiatry - 20 marks
  - (d) Overall seniority in Psychiatry, recognition, and standing amongst fellow Psychiatrists in India- 20 marks
4. 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.
5. 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.
6. 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.
7. The speaker will be paid a lump-sum for the oration. He will also be awarded a suitable scroll.

8. 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 Life Fellow 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. The proposal and 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. 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.
7. 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.
8. No person shall win this award more than once.

## **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.

### **RULES:**

1. For the paper to be considered for the award, it shall be necessary for the author to submit 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. Abstract of the paper (not more than 200 words) 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 must be a Life Fellow of the Society and at least 50% of all authors must be members of the IPS at the time of the submission of the paper.
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 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. 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, for the paper 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.

#### RULES:

1. For any paper to be considered for the award, it shall be necessary for the author to submit 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. The abstract of the paper (not more than 200 words) 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 submission of the paper.
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 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.

#### RULES:

1. For any paper to be considered for the award, it shall be necessary for the author to submit 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. The abstract of the paper (not more than 200 words) 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 submission of the paper.
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 POONA PSYCHIATRISTS ASSOCIATION AWARDS I & II**

These awards have been instituted out of an endowment received from the Poona Psychiatrists Association for the best published article based on original work in the field of psychiatry and constituting of the most outstanding contribution of the year by a member on any aspect of psychiatry. PPA-I is for the best paper published by any Life Fellow of the IPS. PPA-II is for the best paper published as a first author by a member of the IPS who must not have completed 40 years of age at the time of publication of the paper.

#### RULES:

1. For a paper to be considered for the award, it shall be necessary for the author to submit the reprints of the papers to the Chairperson, Awards Committee by a date determined by the council of the IPS. The first author shall also intimate to the Chairperson, Awards Committee his membership status in the society. For the PPA-II the principal author must enclose with his paper the certificate of his age as recorded in the school leaving certificate or equivalent records.
2. To be eligible for the award, the paper, in addition to clause mentioned above, the applicant must fulfill each of the following criteria:
  - (a) It must be a research paper based on work done in India.

- (b) The principal author and at least 50% of all authors must be members of the IPS at the time of publication of the paper, but, for PPA I award the Principal author must be a Life Fellow of IPS.
3. A panel of judges shall rate the papers. The papers 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 shall be declared the joint winners. To win an award not less than 50% of the full marks must be obtained by a paper. The manuscripts will be assessed as per guidelines laid down under the following headings:
 

(a) Topic, title, its relevance and methodology	20 marks
(b) Survey of literature, references, bibliography	20 marks
(c) Presentation of results and discussion	20 marks
(d) Conclusions and how far they are substantiated by the study	20 marks
(e) Clarity, lucidity, precision of language and overall elegance of the paper	20 marks
  4. All the authors of the award winning paper, shall be considered to have won the award and shall be issued the certificate and awarded the award money. The money will be handed over to the principal author(s) for distribution among the co-authors.
  5. All papers received for the awards, fulfilling the above, mentioned criteria will be eligible for competing for that year's awards.
  6. None of the authors or co-authors shall be eligible to judge either of the two PPA awards.
  7. All papers published in a professional journal or book during the preceding two years shall be eligible to contest for the awards. The year will be calculated as July of one year to June of the following year. For example, to compete for the award of 1988, the paper must have been published at any time between July 1985 and June 1987.
  8. No more than two papers where a particular member appears as an author or co-author may be submitted for either award in a year.

### **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.

## RULES

1. For any paper to be considered for the award, it shall be necessary for the author to 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. Abstract of the paper (not more than 200 words) 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.

## **DR. JK TRIVEDI LIFE TIME ACHIEVEMENT AWARD**

The award has been instituted in memory of Late Dr. J. K. Trivedi, a senior life fellow of the society who passed away untimely in September 2013.

The oration will be delivered during each annual national conference of IPS.

## RULES:

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



2. Name of any member of the society who has been fellow of the society for more than 20 years and has done exemplary work in the field of academics, research, social service to the cause of promotion of mental health should be considered. The name can be proposed by any other fellow member of the society. 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.
3. 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 as 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.

### **PROFESSOR K.C. DUBE POSTER SESSION I AWARD**

This award has been instituted out of an endowment received from the family of Prof. K. C. Dube for the best Poster Paper Presentation based on the original work done in India in the field of psychiatry by a member on any aspect of psychiatry.

#### **RULES**

- 1 For a Poster paper to be considered for the award, it shall be necessary for the principal author to submit the abstract [maximum 300 words] of the poster paper to the Chairperson, Awards Committee by a date determined by the council of the IPS. The abstract should be structured and contain the aims/objectives, methodology, results, discussion and conclusion.

- 2 The principal author shall also intimate to the Chairperson, Awards Committee his membership status in the society and membership numbers of all authors.
- 3 The principal author and at least 50% of all authors must be members of the IPS at the time of submission of the poster paper. For the purpose of this award member means Life Fellow or Life ordinary member only.
- 4 A panel of judges shall rate the poster papers at the time of the conference. The papers securing the highest total marks (out of 100) shall win the award, subject to ratification by the award committee. In case of a tie, the concerned papers shall be declared the joint winners. To win an award not less than 50% of the full marks must be obtained by a paper.
- 5 The manuscripts will be assessed as per guidelines laid down under the following headings
 

(a) Topic, title, its relevance and methodology	20 marks
(b) Survey of literature, references, bibliography	20 marks
(c) Presentation of results and discussion	20 marks
(d) Conclusions and how far they are substantiated by the study	20 marks
(e) Clarity, lucidity, precision of language and overall elegance of the paper	20 marks
- 6 All the authors of the award winning paper, shall be considered to have won the award and shall be issued the certificate and awarded the award money. The money will be handed over to the principal author(s) for distribution among the co-authors.
- 7 All papers received for the award fulfilling the above mentioned criteria will be eligible for competing for that year's award. However, a paper or substantially the same paper cannot be submitted to other awards of that year, and if found to be so the member will be debarred to contest for any of the awards of that year. Also, the paper or substantially the same paper should not have won any of the IPS awards during any of the previous years. The paper should not have been published in any of the journals. No more than two papers where a particular member appears as an author or co-author shall be submitted for this award in a year.
- 8 Submissions without above information or structured abstract will not be considered for the award.

- 9 None of the authors or co-authors shall be eligible to be a judge for this award.
- 10 The Organizing Secretary of the conference shall keep the Principal author informed about the date, time, place and modalities of the poster presentation.

### **PROFESSOR M. MURUGAPPAN POSTER SESSION II AWARD**

This award has been instituted out of an endowment received from the family of Prof. M. Murugappan for the best Poster Paper Presentation based on the original work done in India in the field of psychiatry by a member (Principal author) during his/her first three years of Post Graduate study (DPM, MD,DNB, DM) on any aspect of psychiatry. The Paper must be submitted within a period of three years from the date of completion of the said Postgraduate study.

#### **RULES**

- 1 For a Poster paper to be considered for the award, it shall be necessary for the principal author to submit the abstract [maximum 300 words] poster paper to the Chairperson, Awards Committee by a date determined by the council of the IPS.
- 2 The abstract should be structured and contain the aims/objectives, methodology, results, discussion and conclusion.
- 3 The principal author shall also intimate to the Chairperson, Awards Committee his membership status in the society and membership numbers of all authors. He/She shall enclose with his/her paper the copy of the certificate from the concerned Head of the department, present or past, mentioning the period of PG course under him/her, place and period of study.
- 4 The principal author and at least 50% of all authors must be members of the IPS at the time of submission of the poster paper. For the purpose of this award member means Life Fellow or Life ordinary member only.
- 5 A panel of judges shall rate the poster papers at the time of the conference. The papers securing the highest total marks (out of 100) shall win the award, subject to ratification by the award committee. In case of a tie, the concerned papers shall be declared the joint winners. To win an award not less than 50% of the full marks must be obtained by a paper. The posters will be assessed as per guidelines laid down under the following headings :

(a) Topic, title, its relevance and methodology	20 marks
(b) Survey of literature, references, bibliography	20 marks
(c) Presentation of results and discussion	20 marks
(d) Conclusions and how far they are substantiated	20 marks

by the study  
(e) Clarity, lucidity, precision of language and overall elegance of the paper 20 marks

- 6 All the authors of the award winning poster, shall be considered to have won the award and shall be issued the certificate and awarded the award money. The money will be handed over to the principal author(s) for distribution among the co-authors.
- 7 All papers received for the award fulfilling the above mentioned criteria will be eligible for competing for that year's award. However, a paper or substantially the same paper can not be submitted to other awards of that year, and if found to be so the member will be debarred to contest for any of the awards of that year. Also, the paper or substantially the same paper should not have won any of the IPS awards during any of the previous years. The paper should not have been published in any of the journals. No more than two papers where a particular member appears as an author or co-author shall be submitted for this award in a year.
- 8 Submissions without above documents and information or structured abstract will not be considered for the award.
- 9 None of the authors or co-authors shall be eligible to be a judge for this award.
- 10 The Organizing Secretary of the conference shall keep the Principal author informed about the date, time, place and modalities of the poster presentation.

## **YOUNG PSYCHIATRISTS' AWARD**

### Eligibility Criteria:

- Must be a member of IPS at the time of applying for the award.
- Must be working in India at the time of applying and making the scientific presentation for the award.
- Must be less than 35 years of age by the last date of submitting the application.
- A candidate can win this award only once in lifetime.

### Requirements:

1. The applicant will be required to submit the curriculum vitae outlining the following information:
  - Qualifications, Present position and affiliations
  - Additional qualifications, if any
  - Publications in indexed and non-indexed journals to be indicated separately with full citation (do not include publications which are published only as abstracts)
  - Books and book chapters

- Details of conferences attended
  - Presentations in National and International Conferences
  - Awards received from scientific societies, academic institutes etc
- Other research activities
2. Contribution to service and development of psychiatry in India
  3. Contribution to Indian Psychiatric Society
  4. Any other achievements
  5. A structured abstract, not exceeding 250 words of a scientific presentation based on the original research carried out by the candidate

How will the award be adjudicated?

A panel of 3 judges, will shortlist 3-5 candidates on the basis of information provided by the candidates. The short listed candidates will be required to make their presentation based on the submitted abstract during the National Conference. The presentation will be evaluated by another set of 3 judges.

A candidate has to score at least 50% marks to win the award.

Distribution of marks:

- 50 marks for the curriculum vitae
- 20 marks for the abstract submitted
- 30 marks for the presentation:
  - 15 marks for scientific content including methodology, analysis, results and implications of the research
  - 10 marks for Clarity, style and compactness of presentation, use of audiovisual techniques
  - 5 marks for Response to points raised in discussion

#### KINDLY NOTE

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/forms/declarations will not be considered for any award and will 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. The front page with all these information has to be submitted separately as a word document along with the manuscript
6. Second page of paper may include only title of the papers so that anonymity can be maintained while reviewing the paper.
7. The submissions are to be accompanied by a declaration duly signed by all the

authors stating that there are no copyright violations in the content of the paper and that they have carefully read the rules and regulations of the awards and have fulfilled the requirements in its entirety. A scanned copy of this declaration has to be submitted along with the manuscript.

- 8 Any attempt at plagiarism will be viewed seriously and will entail debarment from competing for future awards
- 9 All submissions must be in the latest Microsoft Word format

LAST DATE FOR SUBMISSION OF AWARDS: For All Awards Except BPSS Award 30th September, 2018, For BPSS Award: November 30th, 2018. All award papers must be sent before the last date by email to: the chairman awards sub-committee.

## **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**

1. Financial transaction of the office bearers:

Expenses of the Editor:

The Editor should under usual circumstances try to generate funds by advertisement, donations, etc. in a way that the Journal's expenses are self-sufficient. Rupees Six lakhs will be released every year to the office of Hon. Editor. In case of further needs the Hon. Treasurer shall get the concurrence of

the President & Hon Gen. Secretary and all such expenses require to be brought to the notice of the Council.

2. Reimbursement of Travel expenses  
All the office bearers and members of the Council shall be eligible for the flight fare (economy class) or 2 tier A/C train fare for attending the Council meetings other than the Annual meeting. If a Special Invitee wishes to claim TA, he is required to get the prior approval of the President.
3. Periodical Revision of membership fees:  
Revision of membership fee for the various categories could be considered at the end of every three years. The council could offer its recommendations in this regard based on the Hon. Treasurer's report, for approval in the AGB.
4. Submission of accounts of Conferences/ National Mid-Term CME/ Other programmes of IPS:  
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 Chair persons of the committees and Speciality sections shall submit the accounts of the programmes that they had conducted within three months after the completion of such programmes to the Hon. Treasurer.
5. Releasing/Advancing IPS Funds for extraordinary situations:  
After getting the concurrence of the office bearers through E=mail, the President shall direct the Hon. Treasurer to release/advance funds for extraordinary/ priority situations. Such an action is to be ratified in the next Council meeting and AGB.
6. Payments towards the Income Tax, Registration Dept., WPA and other agencies:  
The Hon. Treasurer shall make the necessary payments to the above after getting the concurrence of the President /Hon. Gen. Secretary. He shall inform the Council & AGB for the ratification of the action taken.
7. Funds towards the maintenance of the Head Quarters:  
An amount of Rs. 1,00,000/- (One Lakh) could be released by the Hon. Treasurer on the advice of the President towards the maintenance repair works of the building. However, for major repair or construction works prior approval of the Council is needed. The necessary Electricity Charges, Property tax, water Sewage charges are to be paid by the Hon. Treasurer. The number of staffs for the Head Quarters and their salary shall be fixed by the Council and the AGB informed accordingly. Expenses towards the facilities such as furniture, Computer, & other articles, stationary, conduction of meetings, etc

shall be Paid by the Hon. Treasurer with the concurrence of the President/Gen. Secretary.

8. Internal Audit:

Three of the Life Fellow members may be nominated at the AGB as internal auditors for each year. The Hon. Gen Secretary shall organise & arrange for their meetings, which should be held once or twice in a year at the Head Quarters. The office personnel of the Head Quarters and Hon. Treasurer shall provide the necessary documents for the scrutiny by the Internal Auditors. The Chair Person of the Finance Sub- Committee shall also be present. The following aspects require to be scrutinised and endorsed by one of the auditors:

- (a) The vouchers towards the payments made to be countersigned .
- (b) The entries in the Register maintained for the Cheques received (towards membership) and deposited to be countersigned after verifying the entries such as the Cheque No, date, Bank &Place, amount, source and Purpose .
- (c) The entries in the Register for the Cash received and deposited to be countersigned. The source, purpose and the Name of the Bank & date deposited to be confirmed.
- (d) The entries in the Register for the donations received from the Proceeds of Conferences, National Mid Term CME, etc. to be countersigned after verifying the particulars such as the Cheque No, date, Bank &Place, amount, source, Purpose and deductions made under 26 AS details.
- (e) The entries for the expenses by Cheque to be countersigned after verifying cheque No, date, Bank details, Receiver and purpose. Verification also to be made for the entries for expenses by cash noting the purpose, date of issue, and the receiver.
- (f) The entries in the Register for the Fixed Deposit Receipts mentioning the amount, date of deposit, maturity date, Renewal date, Bank details and source if needed, etc.to be verified.
- (g) The entries in the Register for the donations received for each of the awards to be verified with regard to the donors, amount received, donor Cheque & Bank details, deposited Bank details, Renewals of the FD particulars, etc.
- (h) Maintenance of the Receipt books to be verified
- (i) Used and current Pass book entries to be verified
- (j) Used & current cheque books to be verified
- (k) Maintenance of the Application forms of the different category of members signed by the President, Hon. Gen. Secretary, and Hon. Treasurer to be verified
- (l) Maintenance of the Membership Register mentioning their address, date of election, amount paid, category of membership, date of demise, etc. as updated every year to be verified.
- (m) Maintenance of Registers for the Social Security Scheme with separate pages for each member, amounts paid by cheque (the Cheque No, date, Bank & Place, amount, source and Purpose, deposited date and Bank



details), Cash receipt details, Bank deposit & Renewal of Fixed deposit details, amounts disbursed to the bereaved families, to be verified.

- (n) The entries in the Register for the expenses of the Head Quarters to be counter signed.
  - (o) The entries in the Register for the disbursement of salaries of the staff of the Headquarters to be countersigned.
  - (p) To scrutinise documents and undertake other relevant assignments as directed by the Council.
9. Nothing mentioned in the Finance Code shall supersede the Constitution and Bye-Laws of IPS.
  10. Necessary amendments should be made in the Finance Code as resolved by the AGB.

*(Amendment adopted in the EGBM held in Mysuru 10-08-2019)*

#### **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.

**Appendix V**  
***(Amendment adopted in 68<sup>th</sup> AGBM held in Bhopal)***

a) Voter's Declaration Form

ELECTION OF INDIAN PSYCHIATRIC SOCIETY FOR THE YEAR 20XX

- I, Dr ..... (LF.No. .... )  
declare that I am a voter for the election of the Indian Psychiatric Society for the year 20XX, 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 a fully conscious state without any pressure or temptation.
- I am enclosing herewith self-attested papers of my identity (PAN Card/Voter ID/Valid Driving license/Aadhaar Card/IPS Membership Card).
- I know that if my declaration paper is sent without any proof of my identity, my postal ballot will be considered as invalid.

\_\_\_\_\_  
Place & Date:

\_\_\_\_\_  
Signature of Voter:

\_\_\_\_\_  
Mobile:

\_\_\_\_\_  
Email ID:

b) Candidate's Nomination Form



**INDIAN PSYCHIATRIC SOCIETY  
(ELECTION COMMISSION)**

**NOMINATION FORM**

**For the Post of .....of Indian Psychiatric Society for the year 20XX.**

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I, Dr ..... IPS Membership No. (LF No. .... )  
hereby propose the name of Dr ..... IPS Membership No. (LF No. .... )  
for the nomination for the post of ..... of Indian Psychiatric Society  
for the year 20XX.

Place:

Signature of Proposer:

Date:

Name:

Mobile:

Email ID:

I, Dr ..... IPS Membership No. (LF No. .... )  
hereby second the proposed nomination of Dr ..... IPS Membership No.  
(LF No. .... ) for the post of ..... of Indian  
Psychiatric Society for the year 20XX.

Place:

Signature of Seconder:

Date:

Name:

Mobile:

Email ID:

**Declaration signed by the Nominee**

I, Dr ..... hereby give my consent for being nominated for the post of ..... of Indian Psychiatric Society for the year 20XX.

Furthermore, I do conform the eligibility criteria mentioned in the election notification for the year 20XX and I hereby declare that I have read and shall abide by the Rules and Bye laws of the Indian Psychiatric Society.

\* I am / was the Org. Chairperson/Secretary/Treasurer of ANCIPS \_\_\_ and/or National Mid-Term CME \_\_\_\_\_

*\* Applicable for the candidates contesting for the post of Vice-President cum President-elect, Hon. Gen. Secretary, Hon. Treasurer, Hon. Editor, Direct Council Member.*

# I am Life Fellow of Indian Psychiatric Society for \_\_\_ years and have served at least one full term three years as member of the Executive Council of Indian Psychiatric Society from \_\_\_ to \_\_\_ as \_\_\_\_\_

Place & Date:

Signature of Nominee:

Name:

IPS Membership No. (LF No.

.....)

Mobile:

Email ID:

*# Applicable for the candidates contesting for the post of Vice-President cum President-elect, Hon. Gen. Secretary, Hon. Treasurer, Hon. Editor.*

**Check list for filling the nomination form**

\*Write the name as it appears in the latest official directory of IPS.

\*Attach scanned self-attested photo id (PAN Card/Voter ID/Valid Driving license/Aadhaar Card/IPS Membership Card).

\*Write the only word "NOMINATION" in the Subject area of email.

\*Send the Nomination on official email only (no post/ courier) from nominee's own email id before the last date to receive nomination.

\*Self-attested Biodata in 100 words and a recent colour photograph must be attached along with the nomination.