

THE INDIAN SOCIETY OF HAEMATOLOGY AND BLOOD TRANSFUSION

MEMORANDUM, CONSTITUTION, BYE-LAWS & RULES

**Please send your Opinion within
31st August 2022 in the below mention email**

Email- opinioncricshbt@gmail.com

THE INDIAN SOCIETY OF HAEMATOLOGY
MEMORANDUM, CONSTITUTION, BYE-LAWS & RULES
OF
INDIAN SOCIETY OF HAEMATOLOGY

Effective from

I. The **name of the Society** stands as “Indian Society of Haematology”, omitting the last words “and Blood Transfusion” hereinafter read as Indian Society of Haematology and referred to as the Society. The abbreviated form of the Society shall be “ISH”.

II. The principal **registered office** shall be located at C/O- Dr Shanaz Khodaiji, 1 Wadia House, Khareghat Colony, 22 Hughes Road, Mumbai 400007, Maharashtra, India

II A. The society is a registered body under the Society Registration Act, 1860, being registration no Bom.463/1982 [Under Societies registration (Maharashtra) Rules, 1971].

III. AIMS AND OBJECTIVES OF THE SOCIETY

The society is formed with the objective for advancement of scientific knowledge and research in relation to Haematology to improve the basic understanding and to find better preventive measures and treatment of all type of Haematological diseases at large.

To achieve this, aim and objective of the society shall be: -

3.1. To encourage development and dissemination of scientific knowledge in the area of blood diseases.

3.2. To provide a forum for interaction on haematological subjects on a state /national/ international level.

3.3. To arrange for extension lectures, debates, group discussion, workshops, seminars, conferences in the field of Haematology.

3.4. To promote education, training, research and support related to haematology.

3.5. To establish, conduct, and effectively guide the institutions for promoting education and conduct research in Haematology and allied specialities.

3.6. To award prizes, medals, fellowships, other certificates or post-doctoral (NMC/NBE) recognised fellowship programme of proficiency in the haematology and allied specialties to deserving persons. The guidelines and yardstick of selection of the deserving candidates shall be as prescribed from time to time.

3.7. To promote the activities of society through the print and electronic media, such as to publish, distribute or sell books, pamphlets, notices, pictures,

periodicals, newspapers and magazines or any other literature on any matter concerning or relating to haematology.

3.8. To help in ameliorating human distress particularly amongst the socially/economically weaker sections of society through charitable/benevolent services which entails works like holding public awareness camp, screening for various diseases like thalassemia, haemophilia etc., health camp and any other such works. while outreaching specially the toiling masses.

3.9. To maintain the highest standard of ethics in the practice of the speciality and its super specialities.

3.10. To recognize, encourage and honour merit in the field of speciality (Haematology) and its super specialities.

3.11. To maintain high standard, by imparting adequate training to those who are properly qualified and intend to take up Haematology as their speciality.

3.12. To conduct scientific meetings, symposia, workshops and continuing medical education programmes in the speciality and sub specialities.

3.13. To impart education and teaching to Primary Care Physicians, UG and PG students in haematology and Allied specialities.

3.14. To promote and encourage research in the basic, clinical and experimental work pertaining to this speciality.

3.15. To formulate the guidelines, consensus documents, recommendations to maintain the standard of care in the field of Haematology.

3.16. To promote the coordination of the State chapter, Branches, State Government, Central Governments, NGO'S, International bodies, subject to the rules of the Government of India and rules of the respective State Government related to haematology and allied specialties.

3.17. To strengthen and support the structure and function of the academic body of ISH, which is known as the Indian college of Haematology (ICH).

3.18. To organize, promote and/or undertake any other activities or functions as are considered beneficial or conducive for the attainment of the objectives of the society.

3.19. To initiate its own ISH branches/chapters in States to promote the development of Haematology & its allied specialities.

ARTICLE IV: RULES & BYE LAW

4.1 Definition: Unless otherwise specified in succeeding paragraphs Society means “Indian Society of Haematology” (ISH); Executive committee means: The Executive committee of the Society; Office bearers means: A person holding position of President, President Elect, Immediate Past president, Vice-President, Gen. Secretary, Joint Secretary, Treasurer.

4.2 The member of the society shall consist of (i) Life members (ii) Honorary members iii) Corporate members

4.3 Life Members

A. Eligibility for life member of the Society shall be any person who has manifested a continuous interest in haematology for a period of at least three years.

B. Shall be pursuing or in possession a Post Graduate degree or holds a Doctor’s degree (Ph.D or equivalent degree).

C. Life members shall pay a sum of Rs. 5000/- (or sum as decided by executive committee from time to time) at one time.

D. Such members shall be entitled to voting rights.

4.4. HONORARY MEMBER

A. The persons eligible for Honorary Members shall be a person of national and/or international repute including doctors as well as scientists who belongs to haematology and its allied subjects and selected by the Executive Committee

B. They shall have all the privileges of life members except those voting and holding office.

C. They shall be exempted from payment of any fees.

D. Proposer should be a bonafide member of the society.

4.5. CORPORATE MEMBERS:

A. A corporate membership is offered to any institution, including corporate body, body corporate, public or private company, firm or organisation set up under an Act of parliament and State legislature on donating Rs.1 lakh or such other sum decided by the Executive Committee from time to time, at the discretion of the Executive committee. One of their representatives will be corporate member.

B. Active participation from all the Corporate Members through financial support and involvement in the social activities of the Society is solicited. The Corporate members should extend all sorts of cooperation and commitment to establish successful community outreach programs of the Society and to

facilitate acquiring Corporate Social Responsibility Fund from the above mentioned body/houses.

C. Corporate members shall not have rights to vote or hold on office.

However, they are entitled for all other privileges.

4.6 Membership Procedure

4.6.1. The General Secretary shall have the authority to admit applicants to all categories of membership. The membership related issue/decision shall be ratified by the Executive Committee as early as possible.

4.6.2. The membership application shall be in the format prescribed by the executive committee and shall be duly proposed and seconded by existing valid life members. It shall be accompanied by documentary evidence of eligibility, qualification and prescribed fees as required.

4.6.3. Suspension of members: If the conduct of any member is prejudicial to the interest of the Society, at least two life members may draw attention of the General Secretary, to be presented in writing, citing valid reasons for the same. The Executive Committee subsequent to verifying the said allegation will show cause the said member and the said member shall be given an opportunity to defend himself. The suspension must be approved by executive committee via secret ballot by the majority of the members of the executive committee. The Executive Committee shall reserve their right to place the said member under suspension contemplating issuance of show cause notice. In case, the decision

regarding suspension fails, subsequent to the necessary ratification from the General Body meeting, the suspension shall be deemed to have been revoked.

4.6.4. Cessation of Membership: For cessation of the membership subsequent to the suspension of any members as stipulated in Article 4.6.3, the cessation must be approved by secret ballot of at least three-fourths (majority) of the members of the Executive Committee. Such action shall be subject to ratification by at least three fourth of the members attending annual general body meeting who must approve the action of the executive committee for the cessation to become effective. Cessation of membership can also be by resignation, removal or by death.

4.6.5. Removal of Office Bearers: To remove an Office bearer of the Society, it may be done on the ground of undesirable conduct, prejudicial to the interest of the Society and/or incapacity or incompetence. There should be a majority of two-third of the members of the Executive Committee, followed by ratification of members by simple majority in the next General Body Meeting.

4.6.6. Register of Membership: A register of members containing their names and addresses shall be maintained. All changes in the status of members or their addresses shall be recorded and updated frequently. A complete list of members shall be circulated to all members once in three years. Register of the members shall be updated and be made available in the Society website.

4.6.7. Resignation: A member wishing to resign his/her membership shall inform the Hon General Secretary in writing to that effect as and when he/ she desire to resign. However, the Society will offer its benevolence and would opt for reconciliation, as it would not like to lose any member. In the event if the reconciliation fails, the member may be discharged subject to payment of all dues. However, there should not be any bar for a member, who has ceased to be a member to become a member again subject to acceptance by executive committee.

Article V: Members 'of the Executive Committee and their Terms of Office.

5.1. The office of the society shall be managed by the Executive Committee. The executive committee shall consist of seven office bearers, six executive committee members & three ex-officio members. The office bearers of the society shall be the President, President elect, Immediate past president, Vice president, Hon. General Secretary, Hon. Joint Secretary, Hon. Treasurer. The Ex-officio members are Hon. Chief Editor of the Journal, Dean and Hon. General Secretary of Indian college of Haematology, who will have no voting rights in executive committee

5.2. The tenure of office of the president, President elect, immediate past president, shall be one year. The year shall be counted after the annual general body meeting up to the next one. The tenure of office for Vice president, Hon.

Gen. Secretary, Hon. Joint Secretary, Treasurer, Hon. Chief Editor of the Journal and elected members of executive committee shall be three years. The president shall not seek re-election to any position of the executive committee in future. The other office bearers shall not be eligible for re-election to the office for more than two consecutive terms.

5.3. Hon. Editor of the Journal of Indian Society of Haematology will be selected by Executive Committee of Indian Society of Haematology in consultation with the Chief Editor and term will be three years. In absence of the Honorary Chief Editor, the Editor will function as acting honorary Chief Editor with all privileges/prerogatives.

5.5. Election to be conducted by Election Commission and its function:

The electoral process will be conducted by the Election Commission. The members of the Election Commission shall include President, Immediate Past Presidents, the President-Elect and Hon. General Secretary. Any member contesting in that year will not be included. Meetings of the Election Commission shall be chaired by the President. The Hon. General Secretary shall be the Member Secretary of the Election Commission and all the correspondence regarding the election process shall be the responsibility of the Member Secretary. In case the General Secretary is contesting in that year, then the Election Commission will authorize the Hon. Joint Secretary or any other executive members as member Secretary.

The functions of the Election Commission shall be:

- a. To supervise the smooth conduct of elections.
- b. To finalize the election schedule and also the dates for various components of the elections.
- c. To scrutinize the nomination forms and declare the list of the eligible candidates.
- d. To scrutinize the CV of the contesting candidates for various positions for any inaccurate declarations.
- e. To receive the complaints about malpractices by the contestants and decide upon the most appropriate course of action after discussion among the Election Commission members.
- f. To supervise the process of counting of votes.
- g. Election Commission shall oversee the conduct of E-voting to ensure its accuracy, fairness and confidentiality.

5.6 MODES OF ELECTION:

- a) Electronic voting system/online voting system
- b) Through Printed Ballots
- c) Hybrid mode (Combination of the two)

The election preferably will be held via electronic /online voting system. But the liberty as to the mode (i.e in either one of the two modes, online or offline and /or a combination of both) of conduct of the Election shall be decided by the Election Commission and Executive Committee.

5.7. ELECTION: ELIGIBILITY

5.7.1 The members of the executive committee shall be elected by Printed ballot/e-ballot from the eligible voter of the Society. Each eligible member will be entitled as many votes as there are vacancies. No prospective candidate being entitled to more than one vote from one voter.

5.7.2. Eligibility for the post of president elect, vice president, Gen. Secretary, Joint Secretary, Treasurer and Chief Editor shall have held an elected position in the Executive Committee for at least one term.

5.7.3. Eligibility for all other positions shall be a continuous membership of the Society for at least three years.

5.7.4. A member shall not contest simultaneously for more than one post (i.e., of President-elect, Vice president, Gen. Secretary, Joint Secretary, Treasurer and EC member).

5.8. ELECTION PROCEDURE:

5.8.1. By 1st June, the member secretary of the Election commission shall send (email/postal) to each member a list of vacancies in the executive committee and invite nominations for these vacancies. The format of nomination paper

which shall set out the candidate's name and address and the office for which the candidate is nominated, shall be proposed by one voter member, seconded by another voter member and duly signed by the candidate signifying his/her willingness to stand for the election and to serve the executive committee if elected. There shall be a separate nomination paper for each candidate and for each post. These nominations must reach the member secretary of the Election commission not later than 5th July by registered/ speed/ courier post.

5.8.2. The member secretary of the Election commission shall inform by email, the contesting candidate of all the nominations received for the post they are contesting and if any one wishes to withdraw his/her nomination, he/she should inform the member secretary of the Election commission in writing on or before 20th July.

5.8.3. By 10th August, the member secretary of the Election commission shall send these nominations, if after scrutinising nomination paper it is found that the number of nominations for each category exceeds the seats on the executive committee. The ballot format should bear the signatures of member secretary of the Election commission and President Elect.

5.8.4. In case of electronic/online voting system the voting system will be closed by 20th August, unless any valid reason for some reasonable delay. In case of Printed Ballots, all ballot papers should be returned by post to the member secretary of the Election commission by 15th September. If the dead-

line for any of these procedures falls on a Sunday or a holiday, delivery by post on the next day shall be considered as the dead line.

5.8.5. In case of a vacancy arising out of an uncontested position the executive committee in the next meeting will fill up the vacancy by co-opting for one year, election will be held in the following year for remaining period tenure.

5.8.6. Any executive committee member may resign his / her position by giving notice in writing to the Gen. Secretary or the President. However, the Society will offer its benevolence and would opt for reconciliation, as it would not like to lose any member. The resignation shall take effect from the date of its acceptance by the executive committee.

5.8.7. If a vacancy occurs in any office otherwise than by efflux of time, the executive committee shall co-opt a member to fill his vacancy - not withstanding anything contained in clause 5.8.5 and 5.8.6.

5.9. ELECTION -ELECTRONIC VOTING SYSTEM

In Electronic Voting system, the voter can use their personal electronic devices to cast their votes.

The following procedure is adopted:

- a) Electronic voting will be conducted using a commercially available web-based survey or voting system. The Executive Committee prior to each voting year will select the web-based system and will purchase a secure

account using funds from the ISH Account. Information regarding the security of the account will be distributed widely before each use.

- b) A database is to be maintained in which all the name of the voters with their complete information is stored.
- c) System Administrator/IT providers for online voting is to be selected by the Election Commission which may conduct meeting with the IT provider to ensure e -voting process is fool proof.
- d) The System Administrator/IT provider registers the voters by simply filling a registration form to register the voters.
- e) After registration, the voter is assigned a secret voter ID with which he/she can use to login to the system and cast his/her vote. If invalid/wrong details are submitted, then the person is not registered to vote.
- f) After the user successfully registers themselves, a link is sent on their respective E-mail IDs. The link is a key for the activation of the account of the user. The account is activated only after the user clicks on that link.
- g) The site will be activated only during the voting period. Once the user logs in, they will be provided with a One Time Password (OTP)/other security which has to be entered by the user before casting his/her vote. The

password will be destroyed after casting of their respective vote. A receipt of the vote will be sent to the user on their respective E-mail IDs.

- h) Ballots will run for no less than ten (10) calendar days, and reminder emails will be sent automatically every three (3) days to voters who have not already voted. No preliminary election results will be reported. The election portal will be locked after the last date of elections.
- i) The IT provider and Election Commission shall be responsible to see that all possible security mechanisms are in place to avoid duplicate voting and bulk voting.
- j) Settings for confidential ballots will de-identify data; results will be stored on the internet site for the web-based system and deleted after six (6) months and in case of Printed ballots it will be archived for six (6) months.

5.10. Election counting process through printed ballot and/or online voting system

- **5.10.1.** The counting of votes will be done during the Election Commission meeting. The counting will be supervised by members in the presence of the nominees of the candidates if any. The candidates shall be intimated the venue and the time of counting. For electronic voting system, the individual votes are submitted in a database which can be

queried to find out who of the aspirants for a given post has the highest number of votes.

5.10.2. In case of tie between two candidates for the same position, the winner shall be decided by toss of a coin in the presence of members of Commission and the candidates or their representatives. In the event of any conflict, the final decision will be that of the Election Commission.

5.10.3. The results will be informed to the Executive Committee and the contestants by member secretary of the Election commission.

5.10.4. The results of the election will be announced by the Hon General Secretary at the Annual General Body Meeting of the Society and duly elected members will assume office at the Valedictory function.

Article VI: MEETINGS

6.1. Executive committee shall meet at least twice in a year. One meeting will be at the time of annual conference and other sometime in the mid-year. Meetings may be conducted in virtual mode also, if situation so warrants.

6.2. A quorum for any meeting of the executive committee shall consist of at least four of the office bearers and at least three members of the executive committee present in the meeting.

6.3. Notice of executive committee meetings together with the agenda shall be posted to all executive committee members at least 2 weeks prior to the meeting, however in exigency and/or emergency, executive committee meeting can be held depending on the situation, as and when it is deemed necessitated.

6.4. The president shall preside over all meetings of the executive committee and the general body of the Society. If the president is not present, the vice-president will preside the meeting. In the event, if the President is reluctant to preside over the meeting for some unknown reason /without any justification, then the General body /Executive Committee members may request the Vice President to preside over the meeting, as the case may be.

6.5. Annual general body meeting of the society shall be held each year on a day, time and place to be fixed by the executive committee. The notice and agenda for the annual general body meeting of the Society shall be posted at least 15 days in advance of the date fixed for the meeting. Annual general body meeting may be held on any day during the Annual Conference of ISH.

6.6. The General Secretary shall submit an annual report of the proceedings of the executive committee, and of the activities of the society together with a

statement of the assets and liabilities of the society and an abstract of receipts and disbursements during the year and the report of the auditors.

6.7. A Special General Body Meeting, proposed to be called, shall be called by the General Secretary and the proposal of special general body meeting shall be approved by the majority of EC members.

6.8. A requisitioned meeting can be made, if 1/3rd of the members of the society thinks fit, upon a requisition to be made in writing, addressed to the General Secretary and the date, time and place for the same is ought to be mentioned. The meeting should be confined strictly within the four corners of the agenda. The majority of the EC members will take a call on this and the same will be convened by the General Secretary.

6.9. The General Secretary shall, upon receipt of such a requisition, proceed to convene, which shall be held within sixty days from the date of receipt of such a requisition, at a place and time fixed by the Executive Committee.

6.10. At the special general body meeting only the business of which notice has been given or such questions as naturally arise there on shall be discussed.

6.11. If within half an hour from the time appointed for a special general body meeting there is no quorum (i.e., 1/3 of the total membership) the meeting, shall be dissolved.

6.12. Any member desiring to move a resolution at the annual general body meeting shall give notice of the same in writing to the Gen. secretary at least sixty days before the date fixed for the general meeting. The said resolution of the member will be examined by the EC Members, before placing it to the Annual General Body Meeting.

6.13. In the event if it is found that the General Body Meeting may not be concluded within the stipulated hours then the member present at the General body meeting may request the President to adjourn /defer the same. The adjourned meeting may be held in a different venue but no business shall be transacted at any adjourned meeting other than the business which was left unfinished at the meeting from which the adjournment took place.

6.14. Subject to the law being in force at that time the resolutions passed in a general body meeting shall be given immediate effect to by the office bearers of the Society, unless stated otherwise.

6.15. 1/15 (one fifteenth) of the members of the society shall constitute a quorum of transaction of business at a duly convened annual general body meeting.

6.16. Order of business of annual general body meeting: (1) Apologies; (2) Call to order; (3) Condolences; (4) Reading and confirmation of minutes of previous meeting; (5) Reports of General Secretary, Treasurer, Chief Editor of the Journal; (6) New business; (7) Declaration of results of election and induction of office bearers; (8) New Members (9) Discussion on the resolution for which

any member has given notice under 6.12 (10) Any other matter with the permission of the President/Chair (11) Adjournment

Article VII: Amendments

Amendments to the rules and regulations shall be considered only at the annual business meeting of the Society. Proposal for amendments must be received in writing at least eight weeks before the annual meeting. It should be approved by at least two thirds of the members present at the annual business meeting. The Secretary shall then, within one month, circulate the proposed amendment together with a summary of the discussion at the general body meeting to all the members of the Society by email email/postal seeking their approval. Approval by at least 50% of the members by email/postal to the General Secretary shall be necessary for adoption of the amendment. The amendment proposal will be placed to the authority for its approval.

Article VIII: Duties of Officer Bearers of the Executive Committee

8.1. President: The president will preside over the general body and all other official meetings of the Society. The President shall guide the activities of the society to further the aims and objectives of the society. The President may allocate all or any of the powers and duties under this or any other clause of these rules to the Hon. Gen. Secretary. The office bearers and the retiring president shall possess the right to vote in common with the executive

committee members on all business matters coming up for discussion before the executive committee. In the event of a tie the president will be entitled to casting vote apart from the vote he has already exercised in common with the other members of the executive committee.

8.2. Vice-President: Vice president will preside over the meetings in absence of the president and /or in any exigencies, when it is deemed necessitated. He/ She will act according to the duties assigned by the president and help the president actively to further the aims and objects of the society in general. He/ She shall be an ex officio member of all committees appointed by the executive committee.

8.3. President Elect: Shall be an ex officio member of all committees appointed by the Executive committee.

8.4. General Secretary: Subject to the. Control and regulations of the executive committee, the General Secretary shall be responsible for carrying out the directions and decisions of the executive committee. In particular, General Secretary shall:

8.4.1. Convene meetings of the executive committee and general body meeting whenever necessary or called upon to do so.

8.4.2. Have administrative control over all the affairs of the society including appointment of any lawyer for seeking legal advice.

8.4.3. Keep accurate minutes of all the meetings of the society and executive committee.

8.4.4. Prepare the annual report of the society.

8.4.5. Be in charge of the furniture, library and all documents and other assets of the society.

8.4.6. Collect all dues of the society and pay in all such amounts into the banking account of the society, and inform the Treasurer once every month of the moneys so paid.

8.4.7. To make long term planning for the outreach programmes which entails work like holding public awareness camp, screening programmes, health camp and any other works.

8.4.8 Make disbursements and maintain vouchers.

8.4.9. To facilitate selling of e-books, the necessary permission, registration (may obtain GST number etc) is to be made by the Secretary.

8.4.10. Perform such duties as are incidental to his office.

8.4.11. All notices, communications, letters, memoranda and other papers whether they are acts of the executive committee or of the general body shall be signed or authenticated by the Hon. gen. secretary and when so signed or authenticated shall be conclusive.

8.4.12. The Secretary shall keep a correct and permanent record of the meetings and the transactions of the Society: The Secretary shall conduct the correspondence and perform such other duties as pertaining to the office of general secretary. He/she shall receive, and be custodian of the funds of the Society. At the beginning of the first executive committee meeting, he shall present a budget for the ensuing year which must be approved by the executive committee. He/she shall incur no additional expense during the term without the consent of a majority of the members of the executive committee.

8.4.13. General Secretary will regularly inform all the developments & activities of ISH to the President/Executive committee members.

8.5. Joint Secretary: The Jt. Secretary of the Association shall be responsible for all the affairs of the Association, in absence of the General Secretary. He/she will assist the General Secretary in the functioning of the Association as and when required. He/she will act according to any other duties assigned by the Executive Committee. The Jt. Secretary will ensure compliance and implementation of decisions and resolutions. He/she shall be an ex officio member of all committees.

8.6. Treasurer: Treasurer shall maintain true accounts of the funds and other assets of the society and of funds and other assets connected with or in any way controlled by the Society. The treasurer shall receive and be the custodian of the funds of the Society. At the annual meetings of the executive

committee and general body, he/she shall present audited accounts for the preceding years. The Treasurer shall open accounts in Bank and act as an authorized signatory, as may be necessary after due approval.

8.7. The executive committee shall be the executive and administrative body of the Society during the interval between the regular meetings and shall be empowered to enter into contracts and authorize such expenditure as may be necessary to carry on the affair and the business of the society. The executive committee shall supervise all the affairs of the society and decide on all matters of policy. Its action shall always be governed by the rules and regulations, and the by-laws of the Society. The accounts with the help of Treasurer of the Society shall be audited by an auditor appointed by the executive committee and approved by the general body. The Treasurer shall place the audited accounts before the annual general body meeting, with help of the auditor. The executive committee shall meet prior to the annual general body meeting of the Society.

8.8. Chief Editor of Journal: The Chief editor shall be responsible for all activities related to the official journal of the Association, Journal of Indian Society of Haematology and any other such publications as may be approved by the Executive Committee and the General Body. In absence of the chair of the Chief Editor, the Editor will function as Acting Chief Editor with all privileges/prerogatives.

8.9. Without prejudice to the general powers hereby confirmed, the executive committee shall have the following powers, that is to say, power:

8.9.1. To co-operate with other societies of individuals to promote the objects of the society, to co-operate, affiliate and lease with other bodies including ministries, departments of Govt. of India, various medical and international agencies, NGO and also to engage in such other forms of activities as may be decided upon from time to time for the purpose of carrying out all or any of these objects of the society.

8.9.2. To construct, provide, regulate and maintain buildings, rooms or other structures for the purposes of society and to other, add to or remove any of them.

8.9.3. To receive any gift or legacy of movable property (including money) either with or without conditions to promote the objects of the society. The contribution expects to be unconditional condition if any ought not to be contrary to the aims and object of the Society. The Secretary by applying discretion may not-accept conditional contribution keeping in the mind the spirit of the society.

8.9.4. To acquire by purchase, lease or otherwise any property, rights or privileges for the purposes of the society.

8.9.5. To organise branches/chapters of the society or to appoint representative and correspondents whether in India or elsewhere for promoting all or any of the objects of the society.

8.9.6. To lay out, advance, invest, and deal with the society's money with or to such person and in or upon such Investments, securities and generally in such manner as may from time to time be determined.

8.9.7. To engage such officials, servants or other persons as may be found necessary or convenient for the conduct and management of the affairs of the society.

8.9.8. To do all such other acts as may be necessary, incidental, conducive or convenient to the attainment of the above objects or any of them.

8.9.9. To institute, conduct, defend, compound or abandon any legal proceedings by or against the society or otherwise concerning the affairs of the society and to compound and allow time for payment or satisfaction of any debts due and of any claims or demands by or against the society.

8.9.10. To refer any claim or demands by or against the society to arbitration and to observe and perform the awards.

8.9.11. To make and give receipts, releases and other discharges for money payable to the society and for the claims and demands of the society.

8.9.12. To receive donations and any other sums of money and all and any other materials, articles and things due to or intended for the society.

8.9.13. To incur all necessary expenses for the maintenance and carrying out of the objects and intentions of these: rules and memorandum of the society.

8.9.14. To appoint one or more persons whether members or not to constitute a board of examiners, whenever necessary.

8.9.15. To appoint and at their discretion, remove suspend such managers, clerks, agents and servants for services as they may from time to time think fit and to determine their powers and duties and fix their salaries or emoluments and to require security in such instances and to such amount as they may think fit.

8.9.16. To appoint committees and to delegate, subject to such conditions as they may impose, any of their powers to such committees or such member or members of their body as they may think fit and evoke from time to time such delegation.

8.9.17. To nominate a chairman and a convenor from amongst the members of such a committee. The chairman will preside at such committee meetings and the convenor shall be responsible for convening, keeping accurate minutes for forwarding the reports of these committees to the executive committee. The President, Vice President the General Secretary and the Jt. Secretary will be ex-officio members of these committees.

8.9.18. To incur expenses up to the amount of Rs.100, 000/- the General Secretary for necessitated purpose may do so independently without any prior approval.

8.9.19. To incur expenses, incur expenses up to Rs. 2, 00,000/- the General Secretary needs ratification from President and in case the amount exceeds

more than Rs. 2, 00,000/- the same is to be ratified from the Executive Committee.

8.9.20. To take any decision in exigency or if the situation so warrants, the same would be taken by the General Secretary, subject to post facto ratification from the Executive Committee.

Following powers will need prior approval of the General Body:

8.9.21. To sell, improve manage, develop, mortgage, lease or let, under lease or sub-let, dispose off, turn to account or otherwise deal with all or any part of the property of the society.

8.9.22. To acquire by purchase, lease or otherwise, for the society and property, rights or privileges which the society is authorised to acquire at such price and generally on such terms and conditions as they may think fit.

8.9.23. To enter into all such negotiations and contracts, and execute and do all such acts, deeds and things, in the name and on behalf of the society as they may consider expedient for or in relation to any of the properties, rights and privileges or the purposes of the society.

8.9.24. To borrow or secure the payment of any sum or sums of money for the purposes of the society.

8.9.25. To make, vary and repeal bye-laws for the regulation of the business of the society, its officers, managers, clerks, agents and servants.

Article IX: Property, Money & Accounts:

9.1. The property, moveable or immovable, belonging to the society shall vest in the Executive committee on behalf of the society.

9.2. No sale, exchange, mortgage, lease or other transfer or immovable property belonging to the society shall be valid unless at least the President or the Vice Presidents and the Hon. General Secretary shall execute the document of transfer with prior approval of the general body.

9.3. All moneys of the Society shall be deposited and / or invested: - in an interest bearing nationalized bank

9.3.1. In approved Bank or Banks.

9.3.2. In Government and other negotiable trustee securities or in any other mode permitted under the act or in accordance with the administrative orders of Government from time to time.

9.4. Accounts and other investments in the name of the Society shall be operated by the President, General Secretary, Treasurer and one member of the executive committee authorised for the purpose, each document being signed by any two of them.

9.5. The accounts of the society shall be audited annually on 31st of March every year by an auditor appointed by the executive committee.

Article X: Order of Precedence, Protocol and Seating Arrangement

10.1. Suggested order of precedence is as under:

1. President
2. Immediate Past President
3. President Elect
4. Vice President
5. General Secretary
6. Joint Secretary
7. Treasurer
8. Elected Members
9. Chief Editor
10. Organising Secretary

10.2. Protocol and seating arrangements of various functions on dais.

10.2.1. At inauguration of the Conference: **Appendix -A**

10.2.2. At inauguration of Scientific Session: **Appendix –B**

10.2.3. At inauguration of CME: **Appendix – C**

Article XI: Share of Fees to be paid to ISH

Out of the total fees collected from CME programmes of the annual conferences of the Society, 20% of the delegation fee from all categories of the delegates and 10% of the fees collected shall have to be paid to the society. All accounts of the conference shall have to be audited and a copy submitted to the Hon. General Secretary within six months by the organising secretary of the annual conference of the Society. In case, ISH will conduct the activities, this category will not be valid.

Article XII: Dissolution

In the event of winding upon dissolution of the Society, it will be done as per society Registration Act 1960.

We, hereby certify that this document is correct copy of the Rules and Regulations, and the By-laws of the Indian Society of Haematology.

Placed on 5th November, 2022 at 63rd annual general body meeting, Kolkata

Dr. Hara Prasad Pati

Dr. Maitreyee Bhattacharyya

President

Hon. General Secretary

ISHBT

ISHBT

Appendix A:

Seating arrangements on Dais at Inauguration of ISH Conference

Right

Left

Local Committee

| | | | | | | | | | |
|------------------|------------------------------|------------------------|-----------------------|---------------|--------------------|--|--|--|--|
| Hon Treasurer | Hon Gen. Secretar y | Presiden t Elect | Past Presiden t | Presiden t | Chief Gues t | | | | |
|------------------|------------------------------|------------------------|-----------------------|---------------|--------------------|--|--|--|--|

Appendix B:

Seating arrangements at inauguration of scientific programmes

Right

Left

| | | | | | | | |
|------------------|---------------|--------------------|-------------------|-----------|----------------|-------------------------------------|-------------------|
| Hon Secretary | Gen. Elect | President Elect | Past President | President | Chief Guest | Chairman Organizing Committee | Org. Secretary |
|------------------|---------------|--------------------|-------------------|-----------|----------------|-------------------------------------|-------------------|

Appendix C:

Seating arrangements of Inauguration of CME programme

Right

Left

Local Committee

| | | | | | | | |
|------------------|--------------------|-------------------|-----------|----------------|--|--|--|
| Gen Secretary | President Elect | Past President | President | Chief Guest | | | |
|------------------|--------------------|-------------------|-----------|----------------|--|--|--|

The members of Constitutional Review Committee (CRC) of ISHBT

1. Prof. A. K. Tripathi, Chairman, CRC
2. Prof. Tuphan Kanti Dolai, Convenor, CRC
3. Prof. Hara Prasad Pati, President ISHBT & member

4. Prof. Maitreyee Bhattacharyya, Hon. Secretary ISHBT & member
5. Prof Shanaz Khodaiji- President Elect ISHBT & member
6. Prof. V P Chauhdury, Past President ISHBT & member
7. Prof. Rabindra Kumar Jena, Past President ISHBT & member
8. Prof. Manoranjan Mahapatra, Chief Editor of Journal & member
9. Prof. Renu Saxena- Past President ISHBT & member
10. Prof. Neelam Varma- Past President ISHBT & member
11. Prof. Tapan Saikia- member
12. Prof. Tathagata Chatterjee- member
13. Dr Shasi Kant Apte-member

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