

# INDIAN SOCIETY OF ONCOLOGY

## ISO



## CONSTITUTION

Regd. Office:

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### MEMORANDUM

I. **Name of the Society** : The name of the society shall be “Indian Society of Oncology” “ISO”

II. **Secretariat** : The secretariat will be the official address of the then Hon. Secretary.

III. **Objects**: The aims and objectives for which this Society is established are as follows:

- a) To bring together the various disciplines of science working towards the amelioration of cancer.
- b) To provide for an exchange of information by holding conferences, symposia and workshops. It will also help in organizing zonal CME / Conference of ISO
- c) To standardize the current practice of oncology in this country commensurate with our needs and our resources.
- d) To encourage and support research in Oncological problems of major interest to the Indian Society.
- e) To cooperate with other professional societies in furtherance of the above objectives.
- f) To receive and maintain a fund or funds and to administer and apply the income and principal thereof for the furtherance of the objects of the Society.
- g) All the incomes, earnings, movable and/or immovable properties of the Society shall be solely utilized and applied towards the promotion of its aims and objects only as set forth in this Memorandum of Society and no portion thereof shall be paid or transferred directly or indirectly by way of dividends, bonus, profit or in any manner, whatsoever, to the present or past members of the Society or to any person or persons claiming through any one or more of the present or the past members. No member of the Society shall have any personal claim on any movable and/or immovable properties of the Society or make any profit, whatsoever, by virtue of his membership.

#### IV. **RULES & REGULATIONS:**

1. The name of the Society is “Indian Society of Oncology (ISO)”.
2. **Membership**: PERSONS actively associated with the management of research in cancer are eligible for membership

The members of the society shall be:

- a) **Ordinary Members**: Scientists of consultant status practicing Clinical Oncology or otherwise engaged in cancer work such as research shall be eligible for this membership.
- b) **Associate Members**: Scientists having interest in clinical practice of cancer or research in cancer, in addition to major responsibility in allied areas and also members whose oncology work is < 50% of the work the person does.

c) **Institutional Members / Corporate Members:** Will have to pay Rs. 5 lakhs to become such members. They will get 50% discount in stalls at the conference venue for 5 years and two members will be registered (complimentary) at each biennial conference.

d) A person becomes a member only after the Executive Committee accepts him.

3. **Subscription:** There will be no Annual Membership only Life Membership by paying Rs.3,000/- . Fee can be changed by Resolution in the G.B.

4. **Termination of Membership:** Membership of the Society will be terminated in any one of the following cases:

a) By resignation

b) By the Executive Committee at its discretion, if such termination appears to be in the interest of the Society, provided that any such person whose membership is proposed to be terminated under this clause shall have the right to be heard in his/her defence.

5. **Re-admission:** No person who had been a member of the society and ceased to be such shall be again eligible for membership until he/she shall have paid all arrears to the Society at the time when his/her former membership ceased. He/She shall be declared by the Executive Committee to be eligible for re-election to membership

6. **Gift & Donations:** Gifts and donations may be received from any other party or parties or charities who may contribute to the fund of the Association for the purpose of the Society.

7. **Funds and Estates of the Society :**

a) The funds and estates of the society shall be derived from the subscription of members, grants, donations, and other endowments accepted by the Executive Committee on behalf of the Society. They shall be administered by the Treasurer acting on instruction from the Executive Committee for the furtherance of the object of the society.

b) An account in the name of the Society shall be opened in the bank, which will be operated by any two members out of President, Secretary, Jt. Secretary or Treasurer.

c) Accounting year of the Society shall be from 1<sup>st</sup> April to 31<sup>st</sup> March.

d) The accounts of the Society shall be audited annually and a report and a budget made by the Treasurer shall be presented to the Annual General Meeting of the Society.

e) The Executive Committee shall have the power to appoint auditors and other experts as per need of the Society and decide the payments of such experts. Executive Committee shall have power to invest, deposit the money or open separate accounts in the banks as per need.

e) Any member / organization / social body wishing to have oration/lectures named after an individual will have to donate minimum Rs. 5 lakhs to the ISO till such time that further amendment is made.

8. **Duties and powers of General Body :**

- a) To conduct all activities of the Association in ordinary and extraordinary meetings.
- b) To elect, suspend or remove the office bearers of the Association.
- c) To receive from the Executive Committee report of the working of the Association for the preceding year together with receipts and expenditure, assets and liabilities and consider the same.
- d) To amend the rules and regulations of the Associations. This will be permitted only if at least  $\frac{2}{3}$ <sup>rd</sup> of the total eligible members present in the meeting are in favour of the amendment.
- e) At all meetings, annual general, adjourned or extraordinary general meeting, the President or President Elect of the Society shall preside. In the absence of both, members present shall choose one from amongst the Executive Committee to be the President of the meeting who shall for the time being exercise all the rights and privileges of the President.
- f. *QUORUM:* The business of the Annual General and Extraordinary meeting shall be transacted only if at least 30% of the registered members are present. If there is no quorum the meeting shall stand adjourned, for half an hour and shall thereafter be reconvened and proceeded with. In the case of a requisitioned meeting there must be a quorum otherwise the meeting shall be abandoned.

9. **Meetings:**

a) ***Annual General Body Meeting:***

Shall be held at time and place decided by the General Body at their previous annual meeting. The executive committee however, under special circumstances may postpone the meeting but not beyond six months of the date fixed by the general body.

Will transact any other business that may be placed before it by the Executive Committee or any other member if such member has give notice in writing one month before the date of the meeting to the Secretary.

The Society shall hold scientific meetings or Conferences at least once in two years. The Executive Committee may arrange to hold such meetings or conferences in India or elsewhere. When held in India, one such meeting shall be convened in the same place as the Annual General Meeting of the Society, so as not to conflict with the same.

May elect local Organizing Secretary to organize the next Annual Meeting and scientific sessions.

b) ***Extra ordinary General Body Meeting***

Extra-ordinary General Body Meeting may be called by the President or in his absence by the Vice-President upon the request of the Executive Committee or the request of  $\frac{1}{3}$ <sup>rd</sup> of the members of the Society. Request for such a meeting must state its objects and must be signed by the requisitionists and deposited with the Hon. Secretary of the Society.

c) **Notice of Meeting:** The Hon. Secretary shall give the notice of the meetings provided that the period of notice will be as follows:

Scientific and General meeting not less than two calendar months.

Executive Committee meeting not less than four weeks

Extra ordinary meeting not less than two weeks.

Notice for Extra-ordinary Meeting should be sent within two weeks of receipt of request.

10. **Elections of the Executive Committee:**

a) The Executive Committee will consist of (1) President (2) Past President (3) President Elect (4) Hon. Secretary (5) Hon. Jt. Secretary (6) Hon. Treasurer and minimum six members including at least one from each of the following specialities (a) Surgical Oncology (b) Medical Oncology (c) Radiation Oncology

(d) Cytology & Pathology or Basic Research in Oncology, who will be elected by direct election. Thus there will be 12 members in the Executive Committee.

b) All applications for all posts of office bearers will have to be accompanied with a non-refundable amount of Rs.1,000/- to the Society.

c) Only Life Members of ISO will have voting rights and can become office bearers.

d) Election of the 12 members of Executive Committee will take place as per EC election byelaws,

e) Duration of the office will be as under:

1. President – 2 years

2. President Elect – 2 years

3. Hon. Secretary & Hon. Treasurer – 4 years

4. Hon. Jt. Secretary, Past President - 2 years

5. Members of E.C. – 4 years

f) Limitation to hold office:

1. The President is not eligible for another term of 10 years.

2. President Elect, Hon. Secretary and Hon. Treasurer can hold office for 2 terms continuously (4 years President Elect, Hon Secretary and Hon Treasurer 8 years). After that a drop of at least 2 years is necessary

3. Hon. Jt. Secretary & other Members of E.C. can hold office for 2 terms continuously (Hon. Jt. Secretary 4 years and Executive Committee member 8 years), after that a drop of 2 years is necessary.

g) Mid-term Vacancies:

In the event of mid-term vacancy occurring on account of death, resignation or removal or any other way, the following action will be taken:

1. President – President Elect will take over the office of President for the remaining period.
2. President Elect – This post will not be filled.
3. Other Office-bearers – The E.C. will elect for the rest of the term.
4. Members of the E.C. – The E.C. will co-opt from eligible members for the rest of the term of outgoing Member.

11. **Functions of the Executive Committee:** The Executive Committee shall have the following functions and powers

- a) To receive and dispose of the applications for membership and resignations.
- b) To make all the steps necessary for the administration of the Institutions under the control of the Society and to appoint employ, dismiss, suspend staff as also to appoint, employ or remove agents, lawyers, pleasers, attorneys, architects, values for any of the purposes of the Society.
- c) To regulate and sanction an expenditure which the Committee may consider to be necessary or desirable in furthering the objectives of the society.
- d) To delegate any of its powers to such persons, officers, or employees of the Society.
- e) To accept donations, subscriptions, endowments for any specific purposes consistent with the objects of the society and or accept donations, endowments, gifts earmarked for buildings, with a view to perpetuate the name or memory of any person or persons whose memory the donor may like to perpetuate with objects not inconsistent with the objectives of society.
- f) To make byelaws and rules not inconsistent with these rules.
- g) To appoint sub-committees if necessary from out of the members of the society for any specific purposes and to fix the scope of activities of these sub-committees. The Secretary or the Jt. Secretary of the Committees shall be ex-officio members of such sub-committees.

12. **Functions of the Office bearers of the Society**

a) ***President***

Shall preside at and conduct meetings of the Society and its Executive Committee and shall have a casting role.

Shall supervise the general activities of the Society.

Shall exert himself to improve the finances of the Society.

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

He shall have the right to call Executive Committee and General Body Meeting in times of emergency.

b) ***President Elect***

Shall preside and conduct the meeting of the Society and its Executive Committee in the absence of the President and will fill vacancy caused by premature end to President's post.

c) ***Secretary***

Shall call meetings of the Executive Committee whenever necessary (minimum once a year), or on a written requisition of not less than 4 members of the Executive Committee or not less than 30% of the required ordinary members to hold an extra-ordinary meetings of the General Body.

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

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

Shall carry on all correspondence on behalf of the Society.

Shall prepare and present and annual report to the Society.

Shall organize activities for the fulfilment of the aims and objectives of the Society.

May call for from any bearer, any paper pertaining to the work of the Society, for inspections and necessary action.

Will take steps to improve the funds of the society.

Shall issue notices for the meetings (postal information will be enough)

d) ***Jt. Secretary***

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

Shall assist the Secretary in day-to-day business.

e) ***Treasurer***

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

Shall issue receipts for all values received for the Society.

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

Shall operate accounts of the Society jointly with the Secretary/Hon. Jt. Secretary of the society.

Shall prepare and make available to the Secretary the annual statements of income and expenditure for the annual report.

Will be authorized to make expenses available to members for scientific academic and administrative activities of the society.

f) **Members**

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

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

Shall cease to be a member of the Executive Committee if he/she does not attend three consecutive meetings of the Executive Committee.

13. **Legal Affairs:**

a) Amendments of the rules and regulations can be proposed by the executive committee or the general body. The proposed alteration will be circulated by the Hon. Secretary by post to all the ordinary/full members of the Society for the approval. If at the end of one month period from the date of circulation, objections to it as received by the Hon. Secretary are less than 50 per cent of the registered members of the Society, the amendment will be deemed to be effective.

b) The Association may sue or be sued in the name of its Secretary as per section of SR Act 1860. The Secretary will be responsible for acting legally for and on behalf of the Society.

14. **Provision for dissolution of the association and adjustment of their affairs:**

a) The Association can be dissolved if necessary as per section 13 and 15 of the SR Act. 1860.

b) In the event of a considerable opinion towards dissolution of the Association arises an extraordinary General Body Meeting for the sole purpose of a discussion of dissolution shall be convened.

c) The Association shall stand dissolved if at least 3/4<sup>th</sup> of the eligible, enrolled members of the Association present at the Extraordinary General Body Meeting shall determine to do so. For such a meeting the quorum will be 80% of the members of the Association.

d) Any property held by the Association after settling of liabilities shall be disposed off in a manner prescribed by the Societies Registration Act (1860).

e) In addition to the above mentioned rules and regulations of the Association, the Societies Registration Act. XXI of 1860 (Punjab Amendment Act., 1957) as extended to the Union Territory of Delhi will apply to this Society.

(1) Resolved that the surplus of the Society shall be invested in such securities as permitted by the provision of the Indian Tax Act. 1961.

(2) Resolved that the assets of the society in the eventuality of dissolution of the society after meeting all liabilities shall not be distributed amongst its members but shall be handed over to some other Charitable society having similar aims and objects. The secretary is directed to send a copy of this resolution to the Registrar of Societies.



15. **National / Zonal Conference or CME programmes**

a) There will be minimum three Zonal Conferences and one Biennial Conference in 2 years. Rs.20,000 (Rs. Twenty thousand only) will be paid to the organizer as seed money to each zonal conference by central office.

b) The Organizing Secretary and the Chairman will have to submit audited accounts to the Central Office within 6 months of holding the Conference. They will have to pay 30% of the registration fees. This said registration should offset against profit given to ISO within stipulated 6 months with audited accounts.

16. Protocol for inauguration of ISO Conferences which will be presided by the President.

- a) Welcome by Chairman, Organizing Committee
- b) Honorary Secretary's report and awards
- c) President's address
- d) Speech by Chief Guest / Guest of Honour
- e) Release of Souvenir
- f) Vote of Thanks by Organizing Secretary

17. National / Zonal conference or CME programmes-

There will be three zonal conferences / CME and one biennial conference in 2 years. Rs 20,000/- (twenty thousand) will be paid to the organizer as seed money to each zonal conference by central office.

The member who applied for holding biennial conference will have to apply with Rs 10,000/- (ten thousand), which is refundable if he withdraws or is selected. But if voting is done for holding the conference, losers will lose the deposited money. The application has to be made with the signatures of 10 life members, with the names of Org. Chairman and Secretary, three months prior to the national conference.

The organizing secretary and the Chairman will have to submit audited account to the central office within 6 months of holding the conference. They will have to pay 30% of the registration fees, and 50 % of the post conference balance money to the central office within 6 months (already passed by G.B at Hyderabad). If they fail to submit the audited account, the organizing committee will be liable to face legal action.

18. Protocol for inauguration of ISO conferences which will be presided by the president

- a) Welcome by Chairman organizing committee
- b) Honorary Secretary's report and awards
- c) Presidents address
- d) Speech by Chief guest / Guest of Honor
- e) Release of souvenir
- f) Vote of thanks by Organizing secretary