

# **Constitution of Indian Society of Nephrology- Hyderabad Nephrology Forum**

## **Part I – Memorandum of the Society**

1.1 The name of the Society is Indian Society of Nephrology, Hyderabad Nephrology Forum.

## **2. Aims and Objectives**

2.1 To encourage and advance the knowledge, study and practice of the specialty of Nephrology.

2.2 To encourage research, both clinical and experimental in the field of Nephrology.

2.3 To hold meetings, conferences, exhibitions and study circle for promoting the study and research in the problems relating to Nephrology.

2.4 To make pecuniary grants by way of scholarship, donation, subscription and allowance to scholars, research workers and other persons who are worthy of receiving such grant by reason of their skill and proficiency in the field of Nephrology.

2.5 To award prizes, medals or certificate or diplomas of proficiency in the specialty of Nephrology to person found fit after test, examination or other scrutiny as may be prescribed from time to time.

2.6 To make rules, prescribing standards of professional conduct of members of the Society.

2.7 To print, publish, distribute or sell books, pamphlets, pictures, periodicals, newspapers or magazines or any other printed literature or any other matter concerning or related to the specialty of Nephrology.

2.8 To cooperate with other national and international societies and agencies to promote objects of the Society.

2.9 To suggest, study criticize or otherwise, or take part in framing of laws affecting the science or practice of Nephrology.

2.10 To construct, provide, purchase, lease, regulate and maintain buildings, rooms or other structure for the purpose of the society and to alter, add, to remove or dispose of any of them in the best interest of the Society.

2.11 To receive any gift or legacy of movable property (including money) either with or without condition to promote the objects of the Society.

2.12 To acquire by purchase, lease, or otherwise, any property, rights, privileges for the purpose of the Society.

2.13 To sell, improve manage, develop, mortgage, lease or let, underlease or sublet, dispose off, turn to account or otherwise deal with, all or any part of the property of the Society.

2.14 To act as trustees, agents or managers of property endowed by any person for objects of or similar to those of the Society.

2.15 To draw, make, accept, endorse, execute, negotiate, purchase, lend money discount, hold and dispose of cheque, promissory notes, bill of exchange, drafts and other instruments and to cancel of any such instruments.

2.16 To advance, invest and deal with the society's money in or upon such investments and securities as may be deemed financially advisable for the betterment of the finances of the Society.

2.17 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.

2.18 To make by laws, rules and regulations of the society and to delete, change or add to the same from time to time.

2.19 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.

## **Part II – Rules and By Laws**

### **Office of the Society**

1.1 The registered office of the Society shall shift to the work of the Hony Secretary of the Society at the time of assumption of the change of his office.

1.2 The following shall be rules (subject to such modifications as may be made from time to time in accordance with the provisions made here under rules of the Indian Society of Nephrology Hyderabad Nephrology Forum hereinafter called the Society.

### **2.1 Membership**

The membership of the society shall be of three classes (a) Honorary members (b) Life members (c) Associate members.

### **2.2 Honorary Members**

A person of exceptional eminence who has contributed already towards the aims of the Society

and who is unanimously elected by the Governing Body of the Society at a meeting held after a minimum period of three months notice of the proposal to nominate him or her has been communicated to all members of the Society. An honorary member shall have all the rights of an ordinary member except the right to vote in the election of the office bearers, and shall not be liable to pay subscription of membership or registration fees at conferences of the society.

### **2.3 Life Members**

A person with the following qualification will be eligible for becoming an life member.

2.3.1 Having degree of DM/DNB or equivalent qualification in Nephrology from other countries recognized by Medical Council of India.

2.3.2 Students registered for DM/DNB having at least one year training.

2.4 Any person is qualified to be admitted to the life membership of the Society should pay single payment (for life time), the quantum of which shall be laid down from time to time by the Governing Body, to be admitted as a life member.

### **2.5 Associate Members**

Any person who lacks the qualification mentioned above, but is working in a department of Nephrology, or allied specialities mentioned in clause 2.3.1, 2.3.2, 2.3.3, 2.3.4 or is directly involved in dialysis or transplantation, and who is a medical graduate with postgraduate medical qualifications recognized by the Medical Council of India may be admitted as an associate member. Associate members will not have any right of voting for the election of office bearers.

The admission fees of an associate member will be 50% of the fee of an ordinary member. It is a grey area as dialysis nurses, administrators of dialysis units may become members.

2.6. Notwithstanding any condition mentioned in clause 2.1 to 2.6, persons who are already admitted members of the society shall continue to remain members in the categories in which they had previously been admitted.

2.7 Applications for the membership shall be submitted on a form prescribed by the Governing Body, shall be proposed and seconded by life members of the Society, and would be received by the general secretary of the Society at least one month before the date of the annual meeting of the General Body. Those who are considered suitable shall be admitted to the membership.

2.8. A register of members containing their names and addresses shall be maintained and brought up to date as and when new members are admitted or old members cease to be members. Any change of address shall be recorded when this is communicated by any member. List of members of the Society shall be circulated to all the members of the Society once in three years.

### **2.9 Cessation of Membership**

Any member may resign his or her membership of the Society by giving notice in writing to the Hony. Secretary. On receipt of such notice by Secretary, he or she will cease to be a member.

2.10 Any member whose subscription is in arrears for a period of six months after 1st of October of any year despite a notice having been issued to him by the Secretary, shall cease to be a member. However, he or she will remain liable to pay the dues accumulated till that year.

2.11 If any member brings to notice of the Governing Body about the conduct of any member which is not in keeping with the norms of behaviour expected by the Society, the Governing Body may inquire into such allegations and if it so decides, may recommend to the General Body that the accused member be removed from the membership of the Society. The accused member would be given the opportunity to present his or her case to the General Body in person or in writing and may be removed from the membership of the Society only if two thirds of the members present and voting are in favour of his or her removal from the membership.

2.12 A member so expelled may be readmitted if the Governing Body makes recommendation to that effect to the General Body, and if two thirds of members present and voting are in favour of his or her readmission.

### **3. Privileges of Membership**

All life, ordinary members of the Society shall be entitled to participate in all activities of the society. They shall be entitled to vote for the election of the office bearers.

### **4. Regional Chapters**

4.1 Any state within Hyderabad Nephrology Forum having at least ten valid members of the society can form a branch.

4.2 All states within Hyderabad Nephrology Forum shall be governed by the Constitution of the society. They may adopt their own constitution, which should be in accordance with the Constitution of the Society of their own functioning.

### **4.3 Membership of chapters and branches**

Only persons who are members of the Society shall be accepted as members of the state chapters of the Society. The state chapters may collect their own subscriptions, but shall not accept as a member anyone who is not a member of the Society, nor the State Chapters can deny membership to any member of the Society who lives and works within the area of the state chapter or branch concerned.

### **5. Governing Body**

5.1 The Governing Body shall manage the affairs of the Society and do all acts as may be required in accordance with the constitution of the Society. The quorum of Governing Body Meeting will be 50% of its total strength.

5.1.1 The following shall form the Governing Body.

President/chairman	01
Vice President	02
Secretary	01
Treasurer	01
Members	04
	(one from each state)

The following will be ex-officio members:-

- Chairman, Scientific Committee
- Organising Secretary of the Annual Congress

## **5.2 Term of Office**

5.2.1. The President shall hold office for 1 year and the Vice President shall hold office for two years. On completion of his term, immediate Past President shall not offer himself for election to any office of the Governing Body.

5.2.2. A member elected to office of Vice President shall not serve in this office for more than one term.

5.2.3. The Honorary General Secretary, the Treasurer and the elected members of the Governing Body shall hold office for two years. None of these officers will serve in the same post for more than two terms

5.2.4. The term of the office of the members of the Governing Body shall commence from the inaugural function of the Annual Conference where the outgoing President shall formally hand over the Presidency of the Society to the President Elect. The new President will then introduce and induct the newly elected members of the Governing Body, if any, and deliver his Presidential Address.

## **6. Elections / Registrations / Vacancies**

Barring the Organizing Secretary of the next Congress, Zonal Representatives and the Ex-Officio members, the rest shall be elected in the following manner: -

6.1 Elections shall be conducted by Presiding Officer, who shall be nominated by the Governing Body at its Annual Meeting from among the members present at the Annual Conference. Once nominated, the officer concerned shall liaise with the Secretary to conduct the elections.

6.2 Nominations for the vacancies on the Governing Body shall be called for by the General

Secretary by the 15<sup>th</sup> September each year. The nomination shall be received by the 15<sup>th</sup> October. Once the Secretary has received nominations for various posts, he will screen nominations and if there are more than one candidates for one post the information in this regard will be posted to all the candidates by 31<sup>st</sup> October. The last date of withdrawal is 10<sup>th</sup> November.

6.3 The secretary will forward the bundle containing the ballot papers before 15<sup>th</sup> November with the separate envelopes for sealing the ballot paper, signature and membership number of the member, brief biodata of the candidates, and reply paid addressed (address of Presiding Officer) to the Presiding Officer. The Presiding Officer is in charge from this point till announcement of results.

6.4 Those who do not get the ballot papers shall be given time to respond and inform the Presiding Officer before 15<sup>th</sup> December. The presiding officer will then send the ballot papers by 'speed post' to those few (if any).

6.5 The last date for receipt of ballot papers by the presiding officer will be 15<sup>th</sup> January. Counting will take place at a date and time suitable for the presiding officer between 15th and 25th January where the secretary/ president/ or one representative of the President and the candidate / or one representative of each candidate are to be invited to attend.

6.6 The Presiding Officer will declare the result of election on the same day as counting and the result will be communicated to members by 31<sup>st</sup> January.

6.7 The nomination shall be proposed and seconded by two life members and should also be signed by the candidate. The candidate should be a member of the Society. If he/she ceases to be such a member at any time between the date of his nomination and the date fixed for election, his name shall be removed from the list of candidates.

6.8 No candidate shall stand for election to more than one post at any one time.

6.9 If the nominations are less than the seats on the Governing Body, or if there are no nominations, the vacancies shall be filled up by election at the time of the Annual General Meeting.

### **Resignation of Officers**

6.10 Any member of the Governing Body may resign his or her post by giving notice in writing to the President. The resignation shall take effect from the date of its acceptance by the President.

6.11 Any member of the Governing Body who ceases to be a valid member of the Society shall be deemed to have vacated his or her office.

6.12 If a vacancy in the office of President otherwise than by the due completion of the term of office, the senior of the Vice Presidents shall take over as President for the remainder of that term when he will hand over to the President Elect. A vacancy in the office of Secretary shall be

filled by the Treasurer. If the post of the Treasurer falls vacant the General Secretary shall co-opt another member from his own city with the approval of the President. The vacancies will be filled along with other posts during the next election.

## **7. President of Meeting**

The President shall preside over all the meetings of the Governing Body and General Body. In his absence the meeting will be chaired by any senior of the Vice Presidents elected by the members present in the meeting.

## **8. Governing Body**

8.1 The old Governing Body shall meet at the time of the Annual Conference prior to the inaugural ceremony. The new members will also be invited for attending this meeting. However, they will not have any voting rights during this meeting.

8.2 The new Governing Body shall meet after the General Body meeting in order to plan strategy for the next year. The venue and timings of the meeting will be announced by the Secretary in the General Body Meeting.

8.3 If a quorum i.e. half the number of members for any meeting is not complete within 15 minutes after the appointed time, the meeting shall stand adjourned to a later hour in the same place and day or next day as fixed by the President. If at such an adjourned meeting, a quorum is not present, any one third of total members shall make quorum and may transact the business for which the meeting was called.

8.4 If the President of the Governing Body so directs any business or class of business of the Governing Body may be transacted by circulation instead of the meeting.

## **9. Powers of the Governing Body**

### **Management**

9.1 The Governing Body shall manage the affairs of the Society and do all acts as may be required in accordance with the constitution of the Society.

9.2 Without prejudice to the general powers conferred, the Governing Body shall have the following powers.

9.2.1. To acquire by purchase, lease or otherwise for the Society any 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.

9.2.2. To enter into all such negotiations and contracts and rescind and vary all such contracts

and execute and do all such acts, deeds and things, in the name and on behalf on 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.

9.2.3. To borrow or secure the payment of any sum or sums of money for this purposes of the Society.

9.2.4. 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 of demands by or against the Society.

9.2.5. To refer any claims or demands by or against the Society to arbitration and observe and perform the awards.

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

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

9.2.8. To incur all necessary expenses for the maintenance and carrying out of the objects and intentions of these Rules and Memorandum of Society.

9.2.9. To appoint and at their discretion remove or suspend such managers, clerks, agents and servants for permanent, temporary or special 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.

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

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

9.2.12. The property movable or immovable belonging to the Society shall vest in the Governing Body.

9.2.13. No sale, exchange, mortgage, lease or other transfer of immovable property belonging to the Society shall be valid unless at least the President and the Hony. Secretary shall execute the document of transfer.

9.2.14. The income and property of the Society whensoever derived shall be applied solely towards the promotion for the objects of the Society as set forth in this memorandum of Society.



9.2.15. True accounts shall be kept of the sums of money and other articles of things received in respect of which receipts and expenditures take place and of the properties, credits and liabilities of the Society and subject to any reasonable restrictions, as to the time and manners of inspecting, the same that maybe imposed in accordance with the rules of the Society for the time being in force, the same shall be open to inspection of the members.

## **Functions of the Office Bearers**

### **10. The President**

10.1 The President shall be the overall in-charge of the policies and directions of the Society and be the spokesman of the Society at national and international forums. President shall preside over all ordinary and extraordinary meetings of the Governing Body and the General Body and over the inaugural and valedictory functions of the Annual Conference. The President will deliver a Presidential address at the inaugural function of the Annual Conference.

### **11. Honorary Secretary**

11.1 The Hony. Secretary shall be subject to the directions and regulation of the Governing Body. The Secretary will maintain the correspondence of the Society. He will have administrative control of the office. The Secretary shall maintain the minutes of all meetings and perform all the tasks incidental to the office.

11.2 Convene meetings of the Governing Body whenever necessary or called upon to do so.

11.3 Have administrative control over the affairs of the Society.

11.4 Have charge of the correspondence of or in relation to the Society.

11.5 Keep accurate minutes of the meetings of the Society, Governing Body and Committees thereof.

11.6 Prepare the Annual Report of the Society.

11.7 Be in charge of the furniture, library and all documents and other assets of the Society.

11.8 Collect all dues of the Society and pay in all such amounts into the banking account of the Society, and inform the treasurer once in every month of the money so paid.

11.9 Make disbursement and maintain vouchers, provided that any expenditure exceeding Rs. 5000/- in a month shall be made after obtaining the sanctioning of the Governing Body.

11.10 Perform all such duties as are incidental to his office.

11.11 All notices, communications, letters memoranda and ther papers, whether they are acts of the Governing Body or of any officer of the Society shall be signed or authenticated by the Hony. Secretary and when so signed or authenticated shall be conclusive.

## **12. Treasurer**

12.1 The treasurer shall maintain the accounts and finances of the Society. Once at least in every year the accounts of the Society shall be examined by one or more registered accountants.

12.2 All cheques shall be signed by any of the following: -

- The Secretary and the Treasurer, if needed by the President.

## **13. General Body Meetings**

13.1 The Annual General Body Meeting shall be held each year during the Annual Conference of the Society. The President shall preside over the meeting. In her or his absence, the meeting will be chaired by the Senior Vice President and in his or her absence the immediate next senior, and in her or his absence by Vice President senior most Member of the Governing Body elected by the members present in the meeting. The notice of the meeting and the agenda thereof shall be posted to all the members at least 30 days before the date of the meeting.

13.2 The Governing Body shall submit an Annual Report of the Proceedings of the Governing Body and its Committees, if any 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 disbursement during the year, and the Report of the Auditors, if any.

13.3.1 On receipt of a request the President, may, whenever he thinks fit, and shall, upon a requisition made in writing and signed by not less than 1/10 the members of the Society, convene a Special General Meeting at such place he may decide. Any requisition made by the members shall state the object of the Special Meeting proposed to be called and shall be addressed to the Hony. Secretary. The quorum for such a meeting will be 30 numbers.

13.3.2 The Hony. Secretary shall on receipt of such a requisition proceed to convene under orders of the President a Special General Meeting which shall be held within sixty days from the date of receipt of such requisition at a place and time fixed by the President.

13.4 The Secretary shall present the minutes of the previous meeting of the General Body, a report of the activities of the Society in the preceding year and summary of the deliberations of the Governing Body meetings.

13.5 The Treasurer shall present an audited report of the accounts of the Society.

13.6 At all General Meeting only the business of which notices have been given or such questions as naturally arise thereon shall be discussed. Any member desiring to move a resolution at the Annual General Meeting shall give notice of the same in writing to the Secretary at least 30 days before the date fixed for the General Meeting.

13.7 10% of total members present at a General Meeting shall be the quorum for that meeting.

13.8 If within half an hour from the time appointed for a General Meeting the quorum is not present the meeting if convened on the requisition of members shall be dissolved, and in any other case shall stand adjourned to a later hour in the same day and place or the next day as fixed by Chairperson.

13.9 The person presiding over the General Meeting may with the consent of the members adjourn the same for some time and to another place but no business shall be transacted at any place of meeting other than the business left unfinished at meeting from which the adjournment took place.

13.10 No quorum shall be necessary for any adjourned General Meeting.

13.11 Subject to the law for the time being in force, the resolutions passed in a General Body Meeting shall be given effect to by the officers of the Society.

13.12 Every item brought the discussion in the Governing or General Body meetings shall be decided according to the majority of votes cast by the members present and voting at such meeting. In case of equality of votes the person presiding shall have second / casting vote in addition to his vote as a member.

13.13 Once at least in every year the accounts of the Society shall be examined and audited and their correctness ascertained by one or more registered accountants appointed for the ensuing year by the members at the Annual General Meeting each year. The report of the auditor or auditors shall form part of the Annual Report submitted to the next following General Meeting. The Auditors of the Society shall hold office until the next Annual General Body Meeting. The Retiring Auditor or Auditors shall be paid such remuneration or honorarium as the members may fix at the Annual General Meeting at which such auditors or auditors may be appointed.

13.14 Any notice required by these rules may be given by address mentioned in the register of members and the same shall be deemed to have been received by the addressee on the date on which it would have reached him in the ordinary course of post.

#### **14. Annual Conference of the Society**

14.1 Members of the Society may request the President or the Secretary in writing to have the privilege of organising the forthcoming Annual Conference. The final decision of the venue of the Conference shall rest with the General Body. In the absence of suitable offer, the General Body may request an individual member to undertake the responsibility. At the annual meeting of the General Body the venue and the organising secretaries of the conference for the next two years may be decided.

14.2 The Organising Secretary shall remit to the Society part of the suitable portion of the funds remaining after all expenses for the conference are accounted for.

## **15. The Scientific Committee**

While the physical organisation of the conference will be in the hands of the Organising Secretary the Governing Body shall nominate five members of the Society to serve on the Scientific Committee. Honorary General Secretary will be the Convenor of the Scientific Committee and President will also be a member of the committee. One of the members will be nominated as a Chairperson. The function of the Committee will be to screen the free papers and posters submitted for the annual Congress. The committee will also be responsible for selection of the candidates for various awards and orations of the Society. The list of candidates recommended for these awards and orations will be forwarded to the Governing Body for final decision. The term up this committee will be for a period of three years.

## **16. Academic Wings**

The Society may consider forming one or more academic wings under the frame work of the Society to carry out academic and research activities.

## **17. Repeal of Rules / Additions / Deletions**

Subject to the law for the time in force, the members in General Meeting shall have power to add, to vary or to repeal any of the provisions contained in these rules, provided that such addition, variation or repeal is effected by means of a resolution of which due notice shall have been given and which shall be assented to by the vote of at least three-fourths of the number of members present at the meeting.

## **18. The Income and Property**

The income and property of the Society whensoever derived shall be applied solely towards the promotion for the objects of the society as set forth in this memorandum of Society.

## **19. Properties, Credits and Liabilities**

True accounts shall be kept of the sums of money and other articles or things received in respect of which receipts and expenditures take place and of the properties, credits, and liabilities of the Society and subject to any reasonable restrictions, as to the time and manner of inspecting the same that may be imposed in accordance with the rules of the Society for the time being in force, the same shall be open to inspection of the members.

## **20. Dissolution of the Society**

The Society can be dissolved if the  $\frac{3}{4}$  of the total membership of the Society in a meeting for the convened purpose decide so. If on the dissolution of the Society there shall remain after the satisfaction of the debts and liabilities any property, whatsoever, the same shall not be paid or distributed amongst the members of the Society. It shall be given to some other society or association having similar objects.