

INDIAN PSYCHIATRIC SOCIETY CENTRAL ZONAL BRANCH

ADDRESS-

MEMORANDUM OF THE SOCIETY

**ARTICLE-1
NAME**

1. (a) The name of the society shall be "Indian Psychiatric Society, Central Zonal Branch" hereinafter called the "Society" and its activities shall extend the states within the zone as Determined by Indian Psychiatric Society,
- (b) Central Zone has been established as per article XIII, Section 19 sub section-A of I.P.S. Rules of the society.

**ARTICLE-11
AIMS AND OBJECTS**

2. To promote and advance Psychiatry and allied Sciences in their different branches and to promote the improvement of the mental health of the people and mental health education in the zone.
3. To promote prevention, control, treatment and relief of all psychiatric disabilities.
4. To formulate and advise on the standards of education and training for medical and auxiliary personnel in psychiatry and to recommend adequate teaching facilities for the purpose.
5. To promote research in the field of Psychiatry and Mental Health.
6. To deal with any matters relating to mental health concerning the zone and to do all other things as are cognate to the objects of the Indian Psychiatry Society.
7. To deal with any matter relating to mental health concerning the central zone and to do all other things as are cognate to the subjects of the Indian Psychiatric Society.
8. To safeguard the interest of psychiatrist and fellow professionals in central zone.
9. To promote ethical standard in the practice of psychiatry in central zone.

**ARTICLE-111
METHODS**

For the attainment and furtherance of the above object the society may:-

10. Hold zonal Psychiatric Conference and periodical scientific meeting of the society.
11. Prepare, print and publish any papers of periodicals in furtherance of the aims and objects of the society and contribute to any such periodicals and assist in the publication and circulation of Indian General of Psychiatry, the official organ of the Indian Psychiatric Society.
12. Prepare, print and publish Indian Journal of Behavioral sciences, the official publication of the society.
13. Publish annual reports of the society and from time to time special bulletin for furthering the objects of the society.
14. Advise the state govt. and other bodies within the zone on the various aspects of Psychiatry and Mental Health including legislative and administrative aspects.
15. Purchase or acquire on lease 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 subscription 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 any such manner as way, from time to time, to be determined by the society.
19. Create or assist in creating local branches for any of the purpose aforesaid.
20. Do all such things and matters a are incidental or conducive to the attainment of the above objects or any of them which are subsidiary to the said objects.

RULES OF THE SOCIETY
ARTICLE-1

DEFINITION

1. (a) "IPS" shall mean the Indian Psychiatric Society.
(b) "Society" shall mean the Indian Psychiatric society, Central Zonal Branch.
(c) "Council" shall mean the Executive Council of the Indian psychiatric Society and "Committee" shall mean the Executive Committee of the Central zonal Branch.
(d) "Member" shall be an inclusive term embracing fellows, Ordinary Members elected by the Executive Council of the Indian Psychiatric Society, and who are enrolled on the register of the Central Zone Branch. Whenever the article "he" has been mentioned. it shall also include "she". There shall be two class of members in the Central Zonal Branch i.e. Life member and Ordinary member.

- (e) "Zonal Journal shall mean Indian Journal of Behavioral Sciences.
(f) Reference to I.P.S. article, Rules and Bye Laws are to 1984 constitution of I.P.S.

ARTICLE-11 CONSTITUTION

2. The society shall consist of all members whose names are on the Membership Register of the Indian Psychiatric Society maintained by the Hony. General Secretary of the IPS as provided under article 1V of the Rules of the IPS and who reside, practice and are employed in a place within the jurisdiction of the society, provided their names are also on the register of Society, maintained by Hony. Secretary of the Society.

ARTICLE-111 OFFICE

3. The office of the Society shall be located in any of the states within the zone and shall be situated at the place of work of the Hony. Secretary. The Office of the Treasurer and Editor shall be located at their respective place of work.

ARTICLE-1V REGISTER OF MEMBERS

4. (a) There shall be a register in which the names of all members of the Society contained in the list of members as provided by the IPS shall be entered with their qualification and addresses, subject to the condition that the member has paid the membership fee of the Society.

(b) All members of IPS residing within the area of Zone are eligible to become the member of the Society to article V1 below.

(c) The Society shall no power to enrol any new member directly.

(d) No person, who is not a member of the IPS, shall be a member of the Society.

ARTICLE-V CLASSICATION OF MEMBERS

5. There shall be six classes of individual membership namely Fellowship; Life Fellowship, Ordinary membership, Associate membership, Student membership and Honorary membership. The membership status of a member shall be determined only by the council of the Indian Psychiatric Society under Article V of the Rules of the Indian Psychiatric Society. The zonal or local branch shall have no authority to alter the status of membership of any members unless it is so advised by the Council of the Indian Psychiatric Society.

ARTICLE-V1 ENROLMENT OF MEMBERSHIP IN THE REGISTER OF SOCIETY

6. Member of IPS who are eligible to become the member of Central Zone as per Article 1V above will make an application on the prescribed form to the Treasurer of the Society and shall pay application fee. His election will be confirmed by the executive committee at the next meeting. Similarly only Zonal members can be enrolled as members of Local Branch or Regional Branch.

ARTICLE-V11
TERMINATION OF MEMBERSHIP

7. A person shall cease to be a Member of the Society, if his name is removed from the Register of the Indian Psychiatric Society or under article V11 of the Rules of the Indian Psychiatric Society or under other rule enforced at that time or if his subscription to the Society are in arrears for three year and has not paid inspite of final notice regarding his dues from the Hony. Secretary of central Zone.

ARTICLE-V111
REINSTATEMENT OF MEMBERS.

8. If the membership of any person is revived by the IPS under article V111 of the rules of the Indian Psychiatric Society or other rule enforces at the time, his membership shall also be revised by the Society on receipt of necessary information from the Indian Psychiatric Society, provided he has cleared arrears and subscription of the Society.

ARTICLE-1X
TRANSFER OF MEMBERSHIP

9. If a member leaves the area of his Zonal or Local Branch on account of transfer of his residence or place of occupation and goes to the another Zonal and/ or Local Branch, he must clear all dues to the previous zonal/ Local Branch concerned. Clearance Certificate from the previous Zonal or Local Branch showing that he has paid up all its dues. The fact of transfer should be noticed to the Indian Psychiatric Society, to the Zonal or local Branch concerned, The member shall pay the Local or zonal Branch subscription for the current year to the branch(es) of which they are member on the 1st April of the year concerned. Apart from his annual subscription(s), if there be any, to only one Zonal/ or Local Branch in a year.

ARTICLE-X
PRIVILEGES OF MEMBERSHIP

10. Each member of the society shall have the right:

- (a) To attend the General Body meeting of the Society and vote on all issue excepting (A) election of office bearers and representatives to the Council of the Indian Psychiatric Society and (B) Amendments to the rules and Byelaws, which can be exercised only by the fellows.
- (b) To receive a copy of the statement of account, report and journal of the society.

- (c) To attend and take part in scientific meetings, lectures and demonstrations of the Society.
- (d) To use Society's Library and reading room, if any, set apart for the purpose.
- (e) To enjoy such other privileges of membership as may time to time be conferred on members by the Rules and Byelaws of the Society.

ARTICLE-X1
RESPONSIBILITIES OF THE MEMBERS

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

ARTICLE-X11
YEAR OF THE SOCIETY

12. The year of the Society for financial purpose shall be 1st April to 31st march of the next calendar year and for many other purpose, the period between two consecutive Annual General Body meeting shall be considered as "one year."

ARTICLE-X111
SUBSCRIPTION

13(i) All members of the Society shall pay their annual membership subscription to the Treasurer of the Indian Psychiatric Society, but the Zonal branch and/ or the Local branches are at liberty to collect additional subscriptions and donations from the members' including Life Members, if it is so decided by the General Body of the Zonal or Local Branch, subject to amendment of the Rules of IPS. The Zonal Branch shall, however, receive 10% of the subscription paid to the Treasurer of the IPS by its Members, including Life Members. A member shall not be permitted to exercise his rights at the Zonal or Local branch of the level if he does not clear up his dues at all levels zonal and local branch of the part in the Indian Psychiatric Society, but he will be permitted to take part in the election of the representatives to the Council of the IPS so long his name remains on the valid list of members of the IPS.

(ii) The annual subscription for membership of the Zonal Branch shall be at flat rate of Rs. 30.00(Rupees Thirty only), irrespective of the class of membership. Life subscriptions will be Rs. 300.00 payable once only for all type of members. This is in addition to IPS subscription being paid by the members to IPS.

ARTICLE-XIV
BRANCHES

14. For better attainment of the objects of the society, the members of the society shall, whenever possible, group themselves into separate local bodies styled as Local Branch shall function under Zonal Branch.

- (a) There shall not be more than one local branch in one town or city.

- (b) There shall be a minimum of 10 members of which two must be Fellows in Local Branch.
- (c) Each Local Branch shall have a local area to be determined by the Society.
- (d) A formal permission should be obtained from the society and through the society from the Council of the Indian Psychiatric society to form a Local Branch. The Local Branch shall come into existence only after the approval of the Society and the Council and its rectification by the General Body of the Indian Psychiatric society.
- (e) Subject to the Rules and Bye-Laws of the Indian Psychiatric Society, the Zonal or Local branch shall be free to Govern itself in such manner as it shall think fit and for the that purpose to make from time to time Rules and Bye-Laws as it may think fit and 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 Indian Psychiatric Society and have been approved by the Hony. General Secretary of the Indian Psychiatric Society subject to subsequent rectification by the Council of the Indian Psychiatric Society. A state branch of the Society shall be regarded as Local branch.
- (f) The Local branches shall be independent of each other.
- (g) The Local Branches within the jurisdiction of the Society shall be guided by the society in all matters and the office of the Society shall be the medium of communication between the Local branch and the central office of the Indian Psychiatric Society. In case of difference of opinion on any matter a Local Branch shall have the right to appeal to the council of the Indian Psychiatric Society through the Zonal branch and the decision of the IPS shall be final.
- (h) In the absence of a Local branch in any particular area where the numbers are less than the minimum number required to form a Local Branch, members of that particular area will remain attached to the Zonal branch as "Direct Members"
- (i) Copies of the Local Branch Rules and Bye-Laws and all subsequent change in there, shall be submitted in duplicate to the Society.
- (j) The Society or the IPS shall not be liable for any of the debts or liabilities of the Local Branch, nor shall any of the Local Branches be liable for any debts and liabilities of the Society or the Indian Psychiatric Society.
- (k) When a Local Branch fails to conform with the standards laid by the Society or acts in manner contrary for 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 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 committee, shall be binding upon local branches.
- (l) The local branches shall submit their annual reports and audited accounts along with a copy of proceeding of all meeting to the Hony. Secretary of the Society for the information.
- (m) Affiliation with other Societies or Bodies: Any Society or Association, whose aims and object are similar to those of the Indian Psychiatric Society, can be affiliated with the Zonal branch. Each affiliated society must have minimum of ten members, of whom two shall be fellows of the IPS. Their membership may include non-member of IPS. They should operate in a defined geographical area like a town, city or state. They can elect

their own office bearers and executive committees. Each affiliated association is entitled to elect one representative who must be a fellow of the IPS, to the executive committee of their Zonal branch.

ARTICLE-XV
APPEAL IN CASE OF A DISPUTE

15. In case all types of dispute arising out of any reason, between the member on one hand and Society/ Award Committee of the Society, or any other Committee constituted by the Society or executive committee, an appeal may only be made to Executive Committee of the Society, whose decision in all such matter shall be final binding on all the parties. No appeal shall be made to IPS directly. However, if the aggrieved part is not satisfied with the decision of Executive Committee, if he so desires' shall have the option to appeal to IPS against the decision through the Executive Committee of the Society. It will comments/without comments, A person directly appealing to IPS, shall be liable for disciplinary action. No appeal shall lie in any court of law.

ARTICLE-XVI
MANAGEMENT

16. The general management of the society shall be vested in the Executive committee.

ARTICLE-XVII
COMPOSITION OF THE EXECUTIVE COMMITTEE

17. The executive committee shall be composed of the following members of society:

(A) Ex-Officio Members:

- i. The President
- ii The Vice-President
- iii The Hony. Secretary
- iv The Hony. Treasurer
- v. The Hony. Editor
- vi. The Immediate Past President
- vii. The Immediate Past Hony Secretary
- viii. The Zonal Representatives elected to IPS Council by Zone.

(B) Elected Members:

- i. Six members elected by the General Body at its Annual General Body Meeting.
- ii. One representative from each of Local Branch.

(C) Chairperson of Award & CME Committees

(D) Co-opted Members:

- i. Office bearers of Indian Psychiatric Society as per Article 111 of Bye-Laws of IPS including the direct member to the Council of IPS residing within the area of Central Zone and being a member of Society will be co-opted member.
- ii. President and Secretary of Local branch within the jurisdiction of the Society shall be co-opted members.

Co-opted members and chairperson shall not have voting right at the meeting of Executive Committee.

ARTICLE-XV11
POWERS AND FUNCTIONS OF THE EXECUTIVE COMMITTEE

18 (a) The executive Committee may meet for transaction of business, adjourn and otherwise regulate its meeting and proceedings as it thinks fit. A meeting of the Executive Committee, at which a quorum is present, shall be competent to exercise all or any of function of the Executive Committee. All questions arising at any time of the Executive Committee 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 Executive Committee of the Society in all matters pertaining to the Society shall be subject to final rectification by the General Body at its Annual General Meeting.

(c) The Executive Committee 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 especially reserved to be done by the Society at a General Body Meeting.

(d) The Executive Committee shall have the powers to appoint subcommittees as and when necessary. Any such sub-committee may co-opt 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 subcommittee shall be elected by the Executive Committee for a period of two years. The members of the sub-committee shall also serve a term of two years.

(e) The Executive Committee shall have power to constitute a Tribunal and nominate five past presidents of the society as its members.

(f) The Executive Committee shall have power to write off the whole or part of the arrears against any individual members.

(g) The Executive Committee shall be competent to act in spite of any vacancy.

(h) The Executive Committee shall have power to write off the whole or a part of the arrears against any individual members.

(i) The Executive Committee shall have power to appoint or remove salarised officers and servants of the society.

(j) The Executive Committee shall have power to frame Byelaws consistent with the constitution of the society.

(k) In normal circumstances, an office-bearer shall give three months notice of his desire to resigns.

(l) Office bearers of subcommittee must inform the President and the Hony. Secretary, if they are unable to serve for any length of time, in such a case alternative arrangement will be made by the Hony. Secretary with the approval of the President.

(m) A member of the Executive Committee or an office bearer shall the vacancy by any other member of the Society by the Executive Committee, if he intends to or has resided outside the Zone continuously for six months or more.

ARTICLE-XIX
CASUAL VACANCIES

19. The Executive Committee shall have power to fill vacancies occurring in its member whether co-opted members, ex-officio or elected during its term of office,. Such members shall hold office only for the remaining period of the year.

ARTICLE-XX
JOURNAL OF THE SOCIETY

20. The society shall publish a journal to be named Indian Journal Of Behavioral Science which shall be managed by the Journal Committee. The Editor shall enter in a register all books sent for review & other journals and send a list of the same periodically to the Hony.Secretary. The Editor shall be responsible for the account of the Journal Committee, Books of journals in his custody.

ARTICLE-XX1
AMENDMENT TO THE MEMORANDUM RULES
AND BYE-LAWS

21. Amendments 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 thirty days) is given. The voting shall be confined to the Fellows of the society and any amendments to be carried shall have atleast two thirds majority of votes attending the meeting.

22. Resolution for amendments may be proposed by any Member of the Society who shall inform the Hony secretary of his desire to do so and send him a copy of the draft resolution for consideration by the Executive Committee. The resolution shall be sent to the Hony. Secretary by 31st July and he shall submit it to the Annual General Meetings with comments of the Executive Committee, if any.

ARTICLE-XX11
ASSETS AFTER DISSOLUTION

23. In the event of dissolution or winding up of the Zonal Society, the assets remaining as on the date of dissolution shall in no circumstance be distributed amongst the members, but shall be transferred to IPS as per article XX11 of Rules of IPS. If IPS itself stands dissolved on that day the assets shall be transferred to a society, association or institution whose objects are similar to IPS.

ARTICLE-XX111
OLD MEMRANDUM OF RULES & BYELAWS REPEAL

24. Memorandum of rules and regulations including Bye Laws drafted in 1974 and amended till 1989 are hereby repealed, provided this repeal shall not affect anything already done under the said rules and regulations.

BYELAWS OF THE SOCIETY
ARTICLE-1
POWER TO FRAME BYELAWS

1. The Executive Committee shall have power to frame byelaws and place before the Annual General Body meeting of the society for rectification.

ARTICLE-11
OFFICE BEARERS OF THE SOCIETY

2. The society shall have the following office bearers:

- a. President
- b. Vice-President
- c. Hony.Secretary
- d. Hony.Treasurer
- e. Hony.Editor
- f. Chairpersons of Awards and CME committees.

ARTICLE-111
DUTIES AND POWER OF THE OFFICE BEARERS

3. The President:

- (a) The president shall hold for one year and shall not be eligible for re-election.
- (b) He shall be the Chairman of all the General Body and Executive Committee Meeting and, (if and when appointed) of any other committee.
- (c) He shall have a casting vote in case of equality of vote in addition to his own ordinary vote.
- (d) He shall regulate the proceeding of the Meeting/Conferences and interpret rules and regulation and decide doubtful points at issue.
- (e) He shall preserve the order and shall decide on all points 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 consulted on all important matters concerning the affairs of the society.
- (g) He shall be the leader of any delegation of which he is a member.

4. The Vice-President:

The Vice-President will hold the office for one year and will be President Elect for the next term. He shall preside at all meetings in the absence of the President on that occasions. The person once elected shall not be eligible for re-election.

5. The Hony.Secretary:

- (a) Hony. Secretary shall hold office for two years and shall be eligible for the re-election, if he so desires for the next term and even subsequent terms afterwards.
- (b) Shall be Incharge of the Office of the society.
- (c) Shall ordinarily conduct all correspondence.
- (d) Shall have general supervision of accounts and pass all bills for payments.
- (e) Shall get prepared by the Hony. Treasurer a fully audited annual statement of accounts for presentation at the Annual General Body meeting of the Society.

- (f) Shall prepare a budget, with the help of the Hony. Treasurer and/or any sub-committee appointed by the Executive Committee, and get it passed at the Annual General Meeting of the Society.
- (g) Shall maintain an up-to-date register of all members of the Society, Branch Wise.
- (h) Shall organize, arrange and convene meetings, conferences, lectures and demonstrations etc. if any.
- (i) Shall attend meeting of society and keep proceeding thereof.
- (j) Shall be ex-officio member of all committees.
- (k) Shall organize the Society by encouraging the establishment of Local Branches where they do not exist and by creating a general interest in the association.
- (l) Shall assist the Hony. General Secretary of the IPS in enrolling more new Members.
- (m) Shall bring any matter which the considers necessary in the interest of the society to the notice of the Executive committee for guidance and decision.
- (n) When retiring shall hand over the proceedings, book etc. to the newly elected Hony. Secretary within three weeks after the election.

6. The Hony. Treasurer:

- (a) Hony. Treasurer shall hold the office for two years and shall be eligible for the re-election, if he so desires for the next term and for even subsequent terms afterwards.
- (b) Shall be responsible for collection of subscription, and donations from members and well-wishers of the society.
- (c) Shall sign receipts and prepare statements of income 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 at the annual General Meetings.
- (d) Shall make payments at the instance of the Hony. Secretary
- (e) Shall open an account with a Nationalized Bank, shall have the authority to operate this account for the expense of Society.
- (f) Shall submit to the returning officer and election officer an upto date statement of dues from Fellows.
- (g) When retiring shall hand over cash, account books and other papers and documents connected with works of the treasurer within three weeks after the election.

7. The Hony. Editor

- (a) Shall hold office for two years and shall be eligible for re-election for subsequent term at end of the period.
- (b) The editor shall be responsible for publication of Journal of the Society.
- (c) He shall present his annual report at AGB meeting of Society.
- (d) He shall submit unaudited statement of the account to Hony. Treasurer before 31st March every year.

ARTICLE-1V

TERM OF OFFICE OF EXECUTIVE COMMITTEE MEMBERS

- 8. The members (including directly elected and representatives from local branch) the Executive Committee of the Society shall hold office for the period of two years and shall be eligible for re-election at the end of this period subject to Article 111 alone.

ARTICLE-V
ELECTION OF THE OFFICE-BEARERS, EXECUTIVE
COMMITTEE MEMBERS AND REPRESENTATIVES TO THE
EXECUTIVE COUNCIL OF THE IPS

9. Election of the Vice-President (who will be President Elect for succeeding year), Hony. Secretary, Hony. Treasurer, Hony. Editor, Executive committee's members and Representatives to the executive Council of the IPS shall be held at the Annual General Meeting of the Society.

10. The President shall be the 'Returning Officer' for all the election of the Society. The Hony. Secretary shall be the 'Election Officer' for all the elections. If for any reason the President (in this absence Vice-President) and the Hony. Secretary are not available to serve as Returning Officer and Election Officer, executive Committee will appoint suitable persons, in their place to conduct the Election.

11. Not less than 90 days before the AGB every year, the Hony. Secretary shall address a communication to all the Fellows of the vacancies due to occur in the ensuing year and asking for nomination for the various posts.

12. "Nomination" shall be sent in sealed envelope on which the word "Nomination" shall be mentioned. A nomination shall reach to the Hony. Secretary by registered post not less than 60 days before AGB.

13. The envelope containing the nomination shall be opened only at the meeting of the Executive Committee. The quorum for this meeting will be two. executive committee has power to accept or reject the nominations. One month notice shall be given if any nominee wants to withdraw the nomination. If no valid nomination is received, then members of the Executive Committee in its annual meeting shall be competent to elect a candidate for the pos for a period of one year.

14. Nomination for any post has to be proposed and seconded by a Fellow. A Fellow only shall be nominated for a post. Fellow nominated shall express his consent in writing to be nominated for the post.

15. Fellow nominated, Fellow proposing and fellow sending a proposal shall have paid all IPS as well all Central Zone subscription till the current year. a declaration to this effect should be signed on the proposal form.

16. Fellow may cast their vote in person at AGB or by post. The proceeding for postal vote and voting at AGB shall be same as being followed bi IPS.

17. A member will not be eligible for election to post:

(a) If he is not present at AGB or has not attended inaugural society function and (b) has not cleared his dues to the society.

18. There shall be two representatives at a time from the Zonal branch to the Executive council of the IPS and until otherwise decided by the Indian psychiatric Society. The term of office of each representative shall be for three years.

ARTICLE-V1
MEETING OF THE EXECUTIVE COMMITTEE

19. The meetings of the Executive committee shall be of three kinds:

(a) The ordinary meeting shall be held at least two times a year.

(b) The special meeting shall be held as often as necessary.

(c) A requisition meeting shall be called within 6 weeks from the date of receipt of a requisition signed by at least 4 members of the Executive Committee stating the business for which the requisition meeting is required.

20. Date, Time, and Agenda- the date, time, place and agenda of each meeting shall be fixed by the Hony. Secretary in consultation with the President of the Society.

21. NOTICE: At least three week's notice specifying the place, fate and time and the agenda of business to be transacted at the meeting shall be given to each member. In emergencies seven days notice through any medium is permissible.

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 requisition must be present at the meetings.

23. PROCEDURE :(a) Nothing except the business for which it is called shall be a requisition meeting.

(b) If within half an hour from the appointment time a quorum is not present the meeting, if convened on the requisition of members, shall be dissolved, but in other case shall stand adjourned to for one hour at the same place as previously fixed and at this meeting the members present whatever their number may be shall form the quorum and carry on business.

24. The Executive Committee may meet for the transaction of business, adjourn and otherwise regulate its meeting proceedings as it thinks fit. A meeting of the committee at which a quorum is present shall be competent to exercise all or any of the functions of the committee. The agenda for an Executive Committee meeting shall be circulated to all its members at least one month before the meeting. In case any member of the Executive Committee is writing on each subject in the agenda, which shall be read at the Committee meeting. All questions arising at any time of the meeting of the committee 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.

25. The decision of the Executive Committee in all matter pertaining to the Society shall be final subject to a rectification by the General body at is Annual general Meeting.

26. Every meeting of the Executive Committee shall be prescribed over by the President, in absence by the Vice-President and in the absence of both the President & the Vice-President and in the absence of both the Vice-President by a member chosen at the meeting to preside on the occasion

ARTICLE-V11

CALLING OF THE ANNUAL GENERAL BODY MEETING

(PROCEDURE AND QUORUM)

27. The Annual General Body Meeting shall usually be held during the Annual Conference of the Zone before 31st October and the date and venue shall be proposed and decided at the previous Annual General Body Meeting.

(a) Notice and agenda of the General Body Meeting shall be sent by the Hony. Secretary to all Members of the Society At least 30 days before the meeting.

(b) Any fellow on giving a two month's notice or less if the matter is one of urgency, submit any resolution to the General Body Meeting. The resolution shall be first considered by the Executive Committee, after which the Hony. Secretary shall put the resolution before the General Body Meeting for their consideration with the comments of the Executive Committee.

(c) The General Body meeting shall be presided over by the President, in his absence by the Vice-President and in the absence of both the President and Vice-President, by a fellow elected at the meeting for the occasion.

(d) The Executive Committee 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 the consent of the Local Branch or member(s) who convene the conference or the Organizing 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 resolutions, if any,

(ii) Confirmation of the minute of the proceedings of last Annual General Body Meeting and Extra-ordinary General Body Meeting, if any.

(iii) Reading and Adoption of the Hony. Secretary's Report.

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

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

(vi) Elections of Office-Bearer's, executive Committee Members and Representatives to Executive Council of the IPS in place of retiring members.

(vii) Appointment of auditor.

(viii) Amendments to rules and byelaws, if any.

(ix) Resolutions from members.

(x) Any other business with the permission of chair.

(f) The proceedings of General body meeting shall be regulated according of the rules and byelaws of the society. Unless otherwise determined by the rules, every question submitted to the general body meeting shall be decided by show off hands and in case of equality of votes the person preceding shall have and an exercise of a second or costing vote.

(g) The minutes of proceeding 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 or at the meeting in which they are read and confirmed.

28. Quorum- The quorum of the general body meeting shall be 10% of the fellows of the society in Central zone. The annual general meeting shall be dissolved if the quorum is not present even after being adjourned for a period not exceeding half an hour and agendas items relating to election of office bearers and direct members to central executive council and appointment of auditor as provided under clause 27 (e) (vi) and (vii) of the byelaws, mentioned in the notice under clause 27 (a) of the byelaws, but not taken or considered at the annual general meeting for absence of quorum shall be deemed to have been added to the agenda of annual meeting of the executive committee and shall be considered at a session to be held after the annual general meeting.

ARTICLE -VIII

EXTRAORDINARY GENERAL MEETING

29. An extra ordinary general meeting may be called at any time of the year on the requisition of the executive committee or 20% of the members of the society.
- (a) Nothing except the business for which it is called shall be discussed at this meeting.
 - (b) Atleast 10 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 next day at the same place previously fixed, and at this meeting, the members present whatever numbers shall from the quorum and carry on the business.

ARTICLE IX APPOINTMENT OF AUDITORS

30. A competent registered auditor shall be appointed at the annual general meeting of the society every year for auditing the accounts of society and whose duties shall be as follows:
- (a) Shall audit the accounts at the end of the financial year and shall certify to their correctness.
 - (b) Shall give suggestions for the keeping of accounts as required.

ARTICLE X SALARIES AND REMUNERATION OF THE SOCIETY

31. The honorable secretary shall keep an impress account not exceeding Rs. 200.00 and shall recoup the amount spent from the treasurer on production of vouchers. Expenditure exceeding Rs. 200.00 at a time shall be incurred only with the permission of executive committee.
32. The honorable secretary and the treasurer may keep clerks in the society's administrative work. Remuneration of such staff shall be decided by the executive committee from time to time, depending on availability of such personal and values of work involved.

ARTICLE XI FUNDS OF THE SOCIETY

33. INCOME- The funds and the income shall be derived from the following sources:
- (a) Share of the membership subscription, paid by the members to the IPS headquarter.
 - (b) Zonal branch subscription, paid to the society by its members.
 - (c) Donations
 - (d) Share of the surplus amount accumulated in the hands of the reception committee of the zonal psychiatric conference. The share shall be 15% when the annual conference is held under the auspicious of a local branch. In any other case the share shall be 100%.
 - (e) Advertisement in the journal or any other publication of the society.

- (f) Proceeds from sale of periodicals or books and such other properties as may be acquired from time to time.
 - (g) Interest on saving bank and fixed deposit accounts.
 - (h) Contribution from Govt. and local bodies.
34. Expenditure: The executive committee shall, out of the funds of the society, defray all ordinary expenses such as rents, salaries, baggage and such other charges as may be necessary for carrying on the work of the society.

ARTICLE XII FINANCIAL YEAR

35. The financial year of the society shall be from the 1st April for the one year to the 31st March of the following year.

ARTICLE XIII ANNUAL ZONAL PSYCHIATRIC CONFERENCE

36. An annual zonal psychiatric conference will be organized every year or as the general body may decide, under the auspicious of the society at a suitable place and time to be decided at the annual general body meeting of the society. Such conference will usually be held before the 31st day of October.
37. Honorable secretary of the society will be responsible for the:-
- (a) Fixing the date of annual conference in consultation of the organizing secretary of the reception committee such date must not vary from the date fixed at the previous annual conference by more than one month.
 - (b) To make alternative arrangement in case the reception committee fails to give a firm commitment regarding the proposed date by 1st of July.
 - (c) To negotiate with members desirous of inviting the annual conference.
 - (d) Providing all details of procedure to the organizing secretary for organizing the conference, seating arrangement at inaugural function and programme to be followed.
 - (e) Inform all members of date.
 - (f) Inviting delegates outside the zone.
 - (g) Writing to the respective Government and organization to permit members serving under them to attend the meetings on duty.
38. Venue of the conference- The local branches and any individual member or group of members of the society shall have the privilege of inviting the conference.
39. The local branch or members inviting the conference shall form a reception committee for the conference to be headed by an organizing secretary a membership of the reception committee shall be to:
- (a) All members of the society.
 - (b) All medical doctors with qualifications registrable under Indian Medical Degree Act, 1916 (Act VII of 1916) residing in the town where the conference will be held or its neighborhood.

- (c) All persons who are eligible for associate membership of the IPS.
 - (d) Office bearers of the reception committee shall be elected by the members of the reception committee and shall consist of a chairman, organizing secretary, a treasurer and other as required.
 - (e) Fee for membership committee shall be determined by the local branch or the members, as may be, inviting the conference.
 - (f) All members attending the conference, except members of reception committee and officer bearers of the society (President, President elect, Honorable secretary, Honorable treasurer, Honorable editor), shall pay a registration fee to the reception committee. The reception committee shall determine the amount of registration fee in consultation with the honorable secretary of the society. However, the registration fee shall not exceed 50% of registration fees fixed at previous annual conference of Indian psychiatric society. The registration fee for non IPS members will be atleast twice the amount of registration fees for IPS members.
 - (g) The reception committee shall make arrangements for the boarding and lodging of those attending the conference, if so desired by them on previous intimation and on payment at the rate fixed by the reception committee.
 - (h) Visitors:
The following can attend the conference as visitors:
 - i. Prominent public man who are specially invited by reception committee to attend the conference without payment of any fees as distinguished visitors.
 - ii. Medical man and persons eligible for associate membership of the society, who wish to take part in scientific session only as special visitors on payment of a fee determined by the Reception committee.
 - iii. Bonafide students, and any other interested person with or without payment of fees at the discretion of the Reception Committee as visitors.
 - iv. The Reception committee shall be responsible for:-
 - (a) Marking arrangements for suitable accommodation and food for delegates (on payment)
 - (b) Arrangement for the plenary and scientific session.
 - (c) Printing of brochure and programe in consultation with the Secretary of the Society.
 - (d) Arranging for a suitable dignitary (in consultation with the Secretary of the Society) to inaugurate the plenary session.
 - (e) Arranging for social and cultural function and sight seeing.
 - (f) Raising funds for the conference through registration fees, grant, donation, advertisements etc.
- 40.
- (i) 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 Executive Committee of the conference shall render every possible assistance to the Reception Committee of the conference shall render every possible assistance to the Reception Committee of the Conference. The Committee may sanction an appropriate advance not exceeding Rs. 500 for making the perliminary arrangement in connection with the Annual Conference. This amount will be placed at the disposal of the Organizing Secretary of the Conference for this

purpose. The funds of the Society will be reimbursed, from the registration fees paid by the members at the time of the Annual Conference and any balance left from the funds raised by the local members within three months of conference.

- (ii) All members attending the conference, except Members of the Reception Committee and the President and Honorary Secretary of the Society, shall pay a Registration fee to the Reception Committee and Editor.
41. PROGRAMME OF THE CONFERENCE:
The Conference should be open to all members and visitors and should have:
- (a) Inaugural Session: for the addresses of the Chairman of the Reception Committee and the President of the Society.
 - (b) Key note address, if any, by guest speaker.
 - (c) B. B. Sethi Oration
 - (d) Best paper Award session.
 - (e) Scientific Session
 - (f) CME Session
 - (g) Poster Session
 - (h) Medical and Scientific Exhibition organized by the Reception Committee.

ARTICLE-XIV SCIENTIFIC PAPERS AND SESSIONS

42. There shall be Standing Committee of the Society for Scientific Session to be held during the Annual Conference. The Committee shall consist of the President and its Chairman, the Editor, the Honorary 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 Sessions of an Annual conference can only be printed in the Society 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 be submitted to the editor.
 - (c) If the acceptance or otherwise for publication of a paper is not conveyed to the author within one year of its being sent to the Editor of the Indian Journal of Behavioural Science or if it is not published within 1.5 years of its submission or presentation at the Annual Conference of Central Zone, the author will be free to publish it elsewhere intimating the same to the Editor of the Indian Journal of Behavioural Sciences.

ARTICLE-XV AWARDS AND SCHOLARSHIP

43. The Society can enter into contract with individuals, institutions, commercial and other bodies to organize 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 & objects.

44. **B. B. SETHI ORATION AWARD:** The name of Central Zone Oration has been changed to B. B. SETHI ORATION AWARD starting from year 1997 (in memory of Founder President of Central Zone IPS Late Prof. (Dr.) B. B. SETHI).
- (a) Every year this award will be presented at the Annual Conference of IPS: Central Zone.
 - (b) The proposal of this award should be accompanied by a detailed Curriculum Vitae of the nominee in triplicate under following headings:-
 - (i) Name: Age: Details of Qualifications: Details of position held and Professional Experience: Complete list of publication (listing the papers as is being done for reference of Indian Journal of Psychiatry) with nominee's name; Underline the details of research done in past or currently being done including the sponsoring authority, if any Interest in specific area of Psychiatry and work done in the particular area; Details of Awards, Prizes & Oration received in the past; Details of Indian Psychiatric Society, Zonal Conference and other conferences attended; Details of office / position held in Indian Psychiatric Society or Zone; Details of Foreign Visits & its purpose and any other information which is considered to be important.
 - (ii) The proposal for the oration to be accompanied by declaration signed by the nominee that:-
 - (a) He is Fellow Member of Indian Psychiatric Society and member of the Central Zone.
 - (b) He has cleared dues of Indian Psychiatric Society and Zonal dues till the date.
 - (c) He has not received Central Zone Oration or B. B. Sethi Oration in the past.
 - (iii) The nomination must be proposed & seconded by a Fellow member along with Consent of Nominee and to be sent to the Oration Award Committee.
45. **BEST PAPER AWARD:** Member who wish to contest for Best Paper Award in the Annual Conference of the Society should send four copies of full paper and four copies of abstract to the Chairperson Awards Committee. Other criteria are as follows:-
- i) The paper has to be based on research work done; in the zonal area.
 - ii) No paper shall be eligible to compete for the award where a member, who has won Best Paper Award for immediately preceding year is an author or co-author.
 - iii) A paper or substantially the same paper can not compete for more than once in any particular conference.
 - iv) The Principal author and atleast 50% of all authors must be members (without any pending dues) of the Society at the time of conference.
 - v) The covering letter must mention the membership status of the authors.
 - vi) The paper competing for Best Paper Award will have to be presented by Principal i.e. First Author. Paper winning the Best Paper Award will be eligible to compete for Bombay Psychiatric Society Silver Jubilee Award in forthcoming Annual Conference of Indian Psychiatric Society.

CERTIFICATE

It is certified that the foregoing is a true copy of the revised constitution including Bye Laws passed in the year 1989 and amended upto August 23, 1996.

October 25, 1997

Dr. P. K. Chaturvedi (Hony. Secy.)