

# INDSPN Constitution

**Last Updated: 15/09/2018**

## **- ARTICLE 1**

### **ARTICLE 1. NAME**

The name of the society shall be INDIAN SOCIETY FOR PAEDIATRIC NEUROSURGERY. (The INDIAN SOCIETY FOR PAEDIATRIC NEUROSURGERY will henceforth be referred to as "The Society" or "IndSPN".)

## **- ARTICLE 2**

### **ARTICLE 2. AIMS AND OBJECTIVES**

The aims and objectives of the Society shall be

- To promote the welfare of the children of this country irrespective of caste, creed, community, religion or economic status. The welfare will be with respect to paediatric neurosurgical care.
- To serve as a forum for scientific communication in the field of Paediatric Neurosurgery among paediatric neurosurgeons and those interested in the care of children including those in related disciplines
- To further develop and promote the art and science of paediatric neurosurgery in India and take it to much higher levels
- To represent those interested in and practicing paediatric neurosurgery and also represent the specialty of paediatric neurosurgery
- As an instrument to promote high standards of training in the specialty of paediatric neurosurgery for present and prospective neurosurgeons
- To provide a high standard of paediatric neurosurgical care to such of those who are unfortunately less privileged – by rendering support to colleagues and also by practical assistance to who need it
- To liaise with similar societies and any organization world wide to achieve the objectives
- To ensure that the highest standards are maintained in the ethical and scientific practice in paediatric neurosurgery

The Society shall also interact with practitioners of other medical specialties, basic scientists, social, and governmental organizations and Non-Governmental Organizations (NGOs) to achieve the aims and objectives of the society. Furthermore, IndSPN will also interact and cooperate with similar societies and organizations to achieve its aims and objectives.

As an association IndSPN can and will receive and accept donations, gifts, grants, contributions or similar aids (financial or otherwise) from a person or persons, associations, organizations, societies, companies or the government for the furtherance of the objectives of The Society . Such purposes shall be served by meetings, publications, committee activities, meeting the lay public, press announcements, fora including the general public and any other action which may be deemed appropriate by The Society from time to time. The Society will be a non- profit organization.

## **- ARTICLE 3**

### **ARTICLE 3. MEMBERSHIP AND MEMBERS**

The Society shall consist of members who will be elected to join the society in various categories of

membership. From among the members in good standing of The Society the Executive Committee shall be elected to run the affairs of The Society.

Membership is open to all practitioners of medicine who have a degree recognized by the Medical Council of India (MBBS/ MS/ M Ch/ Dip NB/ MNAMS). International members may be elected by The Society even if their degree is not recognized by MCI for practicing neurosurgery in India. A person to be eligible for Life or Full membership must be actively practicing neurosurgery.

To apply for membership, the prescribed form has to be filled and the candidate must be proposed and seconded by two Life Members (in good standing) of The Society. The bio-data and one recent passport size photo of the applicant must be sent with the application form to the Secretary and Treasurer. The application of all the candidates will be reviewed and approved by the Executive Committee before the names are placed before the General Body for approval and election by the General Body. The rules for membership and the fees to be paid may be revised at any time after the Executive Committee recommends the change. The recommended change should be ratified by the General Body at the annual meeting before it comes into force.

The application for membership must be sent to the Secretary at least 4 (FOUR) months before the annual meeting for it to be considered in the current meeting. Applications received after this date will be taken up only in the next meeting. If a member wishes to rejoin the society after his/ her name has been removed from the rolls of IndSPN for any reason whatsoever he/ she has to reapply for membership as a new candidate. The membership year of IndSPN will be from one annual meeting to the next.

#### **THE FOLLOWING WILL BE THE CATEGORIES OF MEMBERSHIP:**

- Life
- Full
- Associate
- International
- Honorary

#### **- SECTION 1**

#### **SECTION 1. LIFE MEMBERS:**

##### **Sub Section 1 A: Eligibility:**

Any person with a post-graduate degree in Neurosurgery (MS/ MCh/ Dip NB/ MNAMS) will be eligible for membership in this category. These persons must be actively practicing neurosurgery. The person should have a strong interest in and commitment to the super-specialty of paediatric neurosurgery.

##### **Sub Section 1 B: Fees:**

The eligible person will have to pay a ONE TIME fees of Rs 5,000/- (FIVE THOUSAND ONLY). There will be no admission fees or annual dues payable to the society. The fees may be paid in two equal instalments of Rs 3,000/- (THREE THOUSAND ONLY). The second instalment must be paid before the annual meeting the year after the first instalment is paid – only thereafter will the membership be placed before the General Body for approval. Such of those who have already become (i.e. the existing) LIFE MEMBERS shall pay the difference (New fees less the fees already paid). If at a later date the Life Membership fees are increased the difference need not be paid by the member.

##### **Sub Section 1 C: Rights and Privileges:**

The following shall be the rights and privileges of life members:

- Participation in all activities of The Society

- Participation and voting in the General Body Meeting of The Society
- Attending the scientific meetings, annual meetings, symposia and any Continuing Medical Education programme conducted by the society
- Attending the social meetings/ functions held by The Society as a part of the annual meeting or any scientific meeting
- Voting in all the elections of The Society
- Contesting in the elections of The Society as applicable (Please see Article 7).
- Be an office bearer of the society, a member of the Executive Committee of The Society, or the Chairperson or member of standing committees or sub-committees.
- Propose an amendment to the Constitution of The Society as per the rules of The Society (Please see Article 9 Section 1).
- Conduct the annual meeting or any other scientific meeting with the approval of the Executive Committee and subsequent ratification by the General Body of The Society.

The Life Member is expected to actively participate in all the activities of The Society particularly attending the annual meetings. The member will be expected to attend at least one meeting every four years.

## **- SECTION 2**

### **SECTION 2. FULL MEMBERS**

#### **Sub Section 2 A : Eligibility:**

Any person with a post-graduate degree in Neurosurgery (MS/ M Ch/ Dip NB/ MNAMS) will be eligible for membership in this category. These persons should have an active interest in paediatric neurosurgery. A person elected as a full member may have the membership upgraded to the Life Membership category by making a fresh application to become a Life member (as per the rules of IndSPN)

#### **Sub Section 2 B: Fees:**

The eligible person will have to pay an Admission Fee of Rs 1,000/- (ONE THOUSAND ONLY) and an Annual Fee of Rs 750/- (SEVEN HUNDRED AND FIFTY ONLY). This Annual Fee should be paid before the conclusion of the annual conference each year. If the Annual Fee is not paid for two years in succession the member may be struck off the rolls of The Society. The Treasurer of The Society shall send two reminders to the member who has not paid. If the dues are not cleared before the conclusion of the annual meeting after the second reminder has been sent the member will be struck off the rolls of the Society. If the member who has been struck off the rolls for non-payment of the dues wishes to rejoin The Society he/ she shall reapply for membership paying the fees in full as applicable (including the Admission Fee) in addition to clearing the outstanding dues. If a member has his/ her membership upgraded to Life Membership category he/ she will have to pay a one time fee of Rs 4,000/- (FOUR THOUSAND ONLY). This is the fee of Rs 5,000/- minus the entrance fee of RS 1,000/- which has been paid.

#### **Sub Section 2 C: Rights and Privileges:**

These shall be the same as a Life Member EXCEPT:

- The member cannot contest in any election or hold any office or be the Chairperson of standing committees or sub-committees.
- The member cannot enjoy any of the Rights and Privileges if the fees have not been paid up to date.

The Full Member is expected to actively participate in all the activities of The Society particularly attending the annual meetings. The member will be expected to attend at least one meeting every four years.

## **- SECTION 3**

### **SECTION 3. ASSOCIATE MEMBERS:**

#### **Sub Section 3 A:**

Eligibility: Any person with MBBS degree and a registration with the Medical Council of India or any state medical council shall be eligible for membership in this category. Included in this category will be

- Those in training in an accredited neurosurgical programme recognized by the Medical Council of India or the National Board of Examiners. These candidates must send a bonafide certificate from the head of the department where he/ she is undergoing training.
- Specialists in other allied branches like radiology, pediatrics, pathology, neurology etc

#### **Sub Section 3 B:**

Fees: The eligible person will have to pay an Admission Fee of Rs 750/- (SEVEN HUNDRED AND FIFTY ONLY) and an Annual Fee of Rs 500/- (FIVE HUNDRED ONLY). This Annual Fee should be paid before the conclusion of the annual conference each year. If the Annual Fee is not paid for two years in succession the member's name may be struck off the rolls of The Society. The Treasurer of The Society shall send two reminders to the member who has not paid the dues. If the dues are not cleared before the conclusion of the annual meeting after the second reminder has been sent the member's name will be struck off from the rolls of the Society. If the member who has been struck off the rolls for non-payment of the dues wishes to rejoin The Society he/ she shall reapply for membership paying the fees as applicable (including the Admission Fee) in addition to clearing the outstanding dues. An associate member can opt for Full or Life membership after he/ she obtains a post graduate degree in Neurosurgery by submitting a fresh application as per the rules of IndSPN.

On being elected as a Full member he/ she has to pay Rs 1,000/- (ONE THOUSAND ONLY) as entrance fee and Rs 500/- (FIVE HUNDRED ONLY) as annual fees for the first year. There after the annual fees shall be Rs 750/- (SEVEN HUNDRED AND FIFTY ONLY).

On being elected as a life member the fees payable will be Rs 4,250/- (FOUR THOUSAND TWO HUNDRED AND FIFTY ONLY). This is the fee of Rs 5,000/- minus the entrance fee of RS 750/- which has been paid.

#### **Sub Section 3 C: Rights and Privileges:**

The following shall be the rights and privileges of Associate members:

- Attending the Annual Meetings and all the scientific activities of The Society.
- Attending the social activities / functions held during the scientific activities or annual meeting.

The Associate Member cannot:

- Participate in or attend the Annual General Body meeting.
- Contest or vote in any election.
- Hold any office.
- Propose any amendment to the constitution of The Society
- Conduct or organize any scientific programme or the annual meeting. But the member can be a part of the organizing committee, but not in the capacity as President, Secretary, Treasurer or Chairperson of Scientific Committee.

## **- SECTION 4**

## **SECTION 4. INTERNATIONAL MEMBERS:**

### **Sub Section 4 A: Eligibility:**

Any person with a post-graduate degree/ training in Neurosurgery obtained outside India will be eligible for membership in this category. This degree or training should comply with the rules and regulations of the country where the person obtained the degree/ training. The degree obtained must be acceptable by the local medical council or national board in India. The person should not be a resident of India.

He/ She must be actively practicing neurosurgery in the country of residence and must have a strong commitment to paediatric neurosurgery. He /she must be a member of the local paediatric neurosurgical society.

### **Sub Section 4 B: Fees:**

The fees payable will be the same as the fees paid by Full Members. The prevailing exchange conversion rate will be applied and the amount in rupees will be converted to US Dollars. The fees will be payable every other year. If the fees are not paid for four years in a row in spite of reminders from the Treasurer the member's name will be struck off from the rolls of The Society.

### **Sub Section 4 C: Rights and Privileges:**

These will be the same as Associate Members.

## **- SECTION 5**

## **SECTION 5. HONORARY MEMBERS:**

### **Sub Section 5 A:**

Eligibility: Any person who has made an outstanding contribution to paediatric neurosurgery or The Society shall be eligible to become an Honorary Member. Prior membership of The Society is not mandatory for a person to be elected to this category. The person can be an existing or past member of The Society in any category with no dues pending to The Society. The person whose name has been proposed need not be a citizen of India or be a resident of India. If the person has been a past member he/ she should not have been expelled from the society. To be elected as an Honorary Member the membership must be proposed and seconded by two Life members of The Society. No person can apply for Honorary Membership since the membership is by invitation only. Sub Section 5 B: Fees: Honorary members are exempt from paying any fees as the membership is an Honour conferred on the person. Sub Section 5 C: Rights and Privileges: These will be as applicable to Associate Members with the following exception : If the Honorary Member has been a Life member of The Society he/ she can participate and vote in the General Body Meeting.

## **- SECTION 6**

## **SECTION 6. TERMINATION OF MEMBERSHIP:**

Membership can be terminated by resignation, removal from the rolls or expulsion from The Society. If for any reason a member has resigned, been removed from the rolls or expelled from The Society and wishes to become a member again the Executive Committee (with the approval of the General Body) or General Body can reject the application.

### **Sub Section 6 A: Resignation:**

A member can resign from The Society by submitting the resignation in writing to the Secretary and the Treasurer of The Society. The resignation letter will be placed before the Executive Committee for approval.

This will then be presented to the General Body for ratification. The Society may choose not to accept the resignation of the member. A member's resignation will not be accepted if

- there are dues pending to The Society. The resignation will be accepted only after the dues are cleared.
- there is an enquiry in progress against the member

If the member who has resigned wishes to rejoin The Society he/ she shall reapply for membership paying the fees as applicable (including the Admission Fee) in addition to clearing the outstanding dues if any.

#### **Sub Section 6 B: Removal from the rolls:**

Any member who is in arrears of payment of annual dues for more than two years in spite of due notice from the Treasurer of The Society shall be removed from the rolls of The Society by the Executive Committee. This decision of the Executive Committee shall be ratified by The General Body. . If the member whose name has been struck off from the rolls for non-payment of the dues wishes to rejoin The Society he/ she shall reapply for membership paying the fees as applicable (including the Admission Fee) in addition to clearing the outstanding dues.

#### **Sub Section 6 C: Expulsion:**

Any member convicted for misconduct or misbehaviour shall be expelled from The Society by the Executive Committee with the approval of the General Body. The misconduct or misbehaviour will include criminal activities and what is not accepted as normal or acceptable behaviour in social and professional life.. This will also include being struck off from the rolls of the local or national medical council. Also included in this category will a member who has produced false documents of any kind (particularly credentials) at the time of enrolment or any time there after. A member can also be expelled if he/ she acts in a manner which is not in the best interests of The Society. The evidence or reasons for expulsion should be unequivocal and clear. The evidence has to be presented in writing to the Executive Committee by any Life or Full member of The Society. The Executive Committee will examine it and present it to the General Body. Before presenting it to the General Body the Executive Committee will inform the member in question about the charges and ask the member in question to respond to the charges in person or in writing. The member can produce evidence or witnesses to refute the charges. This response will also be presented to the General Body with the recommendations of the Executive Committee. The Executive Committee has the power to recommend the member be censured, suspended or expelled or similar such action be taken against the member in question. The General Body may also ask the member in question to respond to the charges before voting on the issue. The member levelling the charges against the member in question must appear before the Executive Committee or General Body - to explain or substantiate the allegations -, otherwise the Executive Committee or General Body can drop the charges. The Executive Committee may appoint a sub committee (Disciplinary Committee consisting of the President; Vice President and Immediate Past President) to look into the allegation and present a report.

### **+ ARTICLE 4**

#### **- SECTION 1**

#### **SECTION 1. PRESIDENT:**

##### **Sub Section 1 A:General**

There will be no election or contest for the post of the President.

The Vice President will automatically take over as the President at the conclusion of the latter's term. The term of the President will be **2 (TWO) years**. There will no extension of the term of office

If for any reason the Vice President cannot become the President - in situations like termination of membership or death - the General Body can call for an election for the post of the President or may

authorize the existing President to continue.

Once a person has served as a President he/ she cannot hold any other office, except the Chairperson of a sub committee or standing committee.

#### **Sub Section 1 B: Duties and Responsibilities:**

The following will be the duties and functions of the President:

- Be responsible for the conduct and proceedings of The Society
- Officiate in all the functions
- Preside over all the functions – scientific or social - of The Society
- Preside over the Executive Committee meeting and the General Body Meeting of The Society
- Be responsible for the democratic and orderly conduct of the meetings of The Society
- Be the primary liaison officer in interacting with other societies and organizations

Be the chief arbitrator in all disputes within The Society or with other societies or organizations

#### **Sub Section 1 C: Termination of office:**

The rules for termination of membership – as laid down in ARTICLE 3 Section 6 - shall apply for the termination of the office of the President also

### **- SECTION 2**

#### **SECTION 2. VICE - PRESIDENT:**

##### **Sub Section 2 A: General:**

The **Vice President** shall be elected from among the life members of The Society who are in good standing, regular in attendance and active in IndSPN.

The candidate must be proposed and seconded by two life members of The Society.

A person who wishes to contest for the post of the Vice President should have served on the Executive Committee for at least one term in any capacity.

The term of office will be **2 (TWO) years**. There will be no extension of the term of office since the Vice President will take over as the President.

At the end of the term the Vice President will automatically become the President of The Society.

##### **Sub Section 2 B: Duties and Responsibilities:**

The Vice President will work in close cooperation with the President take over the duties of the President in the absence of the latter. Be the Returning Officer in the elections since he/she will not be a candidate in the elections.

##### **Sub Section 2 C: Termination of office:**

The rules for termination of membership – as laid down in ARTICLE 3 Section 6 - shall apply for the termination of the office of the Vice President also.

### **- SECTION 3**

#### **SECTION 3. SECRETARY:**

##### **Sub Section 3 A: General:**

The Secretary shall be elected from among the life members in good standing, regular in attendance to the annual meetings and active in The Society. The candidate must be proposed and seconded by two life members of The Society.

A person who wishes to contest for the post of the Secretary should have served on the Executive Committee for at least one term in any capacity. The term of office will be 3 (THREE) years. The Secretary can be re-elected for one more term.

The Secretary may recruit secretarial assistance. The secretary to the Secretary can be paid a stipend – the amount would be decided in the Executive Committee. This stipend will be paid annually and will be for the term of office of the Secretary.

### **Sub Section 3 B: Duties and Responsibilities:**

The Secretary will

- act as the executive arm of The Society.
- be responsible for acting legally for and on behalf of the Society.
- conduct day to day affairs of The Society
- coordinate with the other members of the Executive Committee in the smooth running of the Society. will record and maintain the minutes of the meetings which will be circulated to the members.
- work in close cooperation with the Organizing Secretary of the annual meetings and other meetings to ensure smooth running of the meeting. In addition he/ she will screen all the abstracts/ papers submitted for presentation and will be primarily responsible for the selection of the papers for the meeting. In this the Secretary will act in consonance with the members of the scientific committee and the Organizing Secretary of the meeting.
- be responsible for intimating the members of the Executive Committee and the members about the Executive Committee meetings and General Body Meetings respectively.
- publish the newsletter of The Society at least twice a year. This need not be sent by post but will be uploaded on the website.

### **Sub Section 3 C: Termination of office:**

The rules for termination of membership – as laid down in ARTICLE 3 Section 6 - shall apply for the termination of the office of the Secretary also.

## **- SECTION 4**

### **SECTION 4. TREASURER:**

#### **Sub Section 4 A: General:** (Please see ARTICLE 5: FUNDS also)

The Treasurer shall be elected from among the life members in good standing, regular in attendance to the annual meetings and active in The Society.

The candidate must be proposed and seconded by two life members of The Society.

The term of office will be 3 (THREE) years. The Treasurer can be re-elected for one more term.

The Treasurer may recruit secretarial assistance. The secretary to the Treasurer can be paid a stipend – the amount would be decided in the Executive Committee. This stipend will be paid annually and will be for the term of office of the Treasurer.

The Treasurer may secure or solicit funds for The Society in any way which will not bring a bad name or discredit to The Society.

#### **Sub Section 4 B: Duties and Responsibilities:**



The Treasurer will

- operate the funds of the Society and be responsible for maintaining the correct and complete accounts of the Society.
- be authorized to invest the funds of The Society in a manner that will be beneficial to The Society.
- work in close cooperation with the Auditors of The Society and ensure the accounts are filed with the appropriate taxation authorities in time. He/ she will also be responsible to ensure there is continuation of the tax exemption status to The Society.
- present the accounts of The Society in all the Executive Committee meetings and the General Body meetings even if they are extra ordinary meetings unless the meeting has been called for a very specific purpose.

**Sub Section 4 C: Termination of office:**

The rules for termination of membership – as laid down in ARTICLE 3 Section 6 - shall apply for the termination of the office of the Treasurer also.

**- SECTION 5**

**SECTION 5. EDITOR:**

**Sub Section 5 A: General:**

The Editor shall be elected from among the life members in good standing, regular in attendance to the annual meetings and active in The Society. The candidate must be proposed and seconded by two life members of The Society.

The term of office will be 3 (THREE) years. The Editor can be re-elected for one more term.

**Sub Section 5 B: Duties and Responsibilities:**

The Editor will

- be responsible for the publication of the Society's journal: "Journal of Pediatric Neurosciences".
- receive articles have them peer reviewed and publish them in the journal. He/ she can also invite articles in the form of Review Articles or theme based discussions of various topics for publication.
- form an editorial team for assistance in the editorial work.
- maintain the accounts of the journal in a nationalized bank and present the audited accounts in the meetings.

He/ she can also solicit sponsors, collect funds to support the journal.

**Sub Section 5 C: Termination of office:**

The rules for termination of membership – as laid down in ARTICLE 3 Section 6 - shall apply for the termination of the office of the Editor also.

**- SECTION 6**

**SECTION 6. EXECUTIVE COMMITTEE MEMBERS:**

**Sub Section 6 A: General:**

The Executive Committee Members shall be elected from among the life members in good standing, regular in attendance to the annual meetings and active in The Society. The candidates must be proposed and seconded by two life members of The Society.

The term of office will be 3 (THREE) years. The members can be re-elected for one more term.

#### **Sub Section 6 B: Duties and Responsibilities:**

These members

- will help the President, Vice President, Secretary, Treasurer and the Editor in whatever way the situation may demand.
- may also be called upon to head sub-committees appointed by the Executive Committee or the General Body.

#### **Sub Section 6 C: Termination of office:**

The rules for termination of membership – as laid down in ARTICLE 3 Section 6 - shall apply for the termination of the office of the Executive Committee Members also.

### **- SECTION 7**

#### **SECTION 7. SUB COMMITTEE & STANDING COMMITTEE CHAIRPERSONS:**

Members will be appointed to chair committees constituted for a specific purpose. The purpose and the duration for which the committee shall be active will be decided when the committee is formed. The Chairpersons and the members designated to be the members will be decided by the Executive Committee. The Chairpersons should be life members but the members may be full members. The expenses incurred by the Sub Committee in the execution of the stipulated functions will be reimbursed by The Society.

The Chairperson of the Sub Committee shall present a budget to the Executive Committee if the anticipated expenses in executing the allotted work costs more than Rs 10,000/- (TEN THOUSAND). At the conclusion of the term of the sub committee or standing committee the statement of account of the expenses incurred should be submitted to the Treasurer and the same must be presented to the Executive Committee

### **- ARTICLE 5**

#### **ARTICLE 5. FUNDS**

The funds for day to day running of The Society will be maintained in a nationalized bank in the city where the Treasurer's office is located. The funds to be invested will be maintained as fixed deposits in a nationalized bank or government bonds or as advised by the Auditors of The Society. Safety of the investment rather than higher percentage of yield should be the primary object in investing the funds. In addition the tax exemption status of The Society should be taken into consideration in investing the funds. The Treasurer alone can authorize payments or issue cheques up to Rs 7,500/- (SEVEN THOUSAND FIVE HUNDRED ONLY). If the sum exceeds that, one other signature will be needed for the payment. The second signatory will be one of the two members of the Executive Committee (nominated by the Executive Committee for this).

The financial year for IndSPN will be from 1st April to 31st March the following year.

### **- ARTICLE 6**

## **ARTICLE 6. MEETINGS**

The meetings of The Society will be

- Executive Committee Meeting
- General Body Meeting
- Annual Scientific Meeting
- Other special meetings like Continuing Medical Education programmes

All the meetings of The Society will be conducted on strictly democratic principles with the President of The Society chairing the meeting (in the absence of the President the Vice President or the person designated by the constitution will be the Chairperson).

### **SECTION 1. EXECUTIVE COMMITTEE MEETING:**

The Executive Committee will meet at least once a year. This will be during the Annual Scientific Meeting of The Society. The Executive Committee shall meet at the venue the day before the meeting starts or in the forenoon of the first day at the latest. If the need arises any number of interim meetings may be held to transact the business of IndSPN.

The meeting will be chaired by the President. In the absence of the President the Vice President will conduct the proceedings. If the Vice President cannot chair the meeting the Immediate Past President will chair the meeting. All the past presidents of The Society can attend the meeting and participate in the deliberations but only the Immediate Past President (among all the Past Presidents) will have the right to vote on any issue.

The agenda for the meeting will be circulated to the members of the Executive Committee at least 6 (SIX) weeks before the meeting date by the Secretary.

The basic agenda for the meeting will be:

- Welcome address by the President
- Presentation of the minutes of the last Executive Committee meeting. After presentation the minutes will be discussed and accepted. Thereafter the acceptance will be proposed and seconded.
- Presentation of the minutes of the last General Body meeting.
- Report on any business that has been left unfinished.
- Remarks by the President
- Secretary's report
- Treasurer's report
- Editor's report
- Sub Committee chairpersons' reports
- Appointment of Auditors – if the term of the auditor has expired
- Discussion of proposed amendments to the constitution
- Election of new members
- Announcement of election results (if elections have been held)
- Discussion about future meetings
- Any other matter about which notice has been given or which has come up for discussion

The minutes will be maintained by the Secretary and circulated to the members of the Executive Committee and be presented to the General Body. The minutes of the extra ordinary meeting will also be presented as mentioned above.

Any number of extra ordinary meetings of the Executive Committee may be held any time during the year to transact specific business. Notice for this will be given by the President through the Secretary to the Executive Committee members. The place and time will be decided by mutual consent. The minutes will be

uploaded on the website for perusal by the members.

The minutes will not be sent by post or courier to any member. All the members are expected to be present for these meetings. Continued absence (more than two years in a row) without a valid reason may result in the member being removed from the Executive Committee. If a member cannot attend he/ she should inform the President – preferably in writing.

The quorum for conducting a meeting will be the presence of 4 (FOUR) of the eight members of the Executive Committee headed by the President. If the quorum is not present the President of the meeting will call a recess of 15 (FIFTEEN) minutes and reconvene the meeting in the same venue. If the quorum is still not present the meeting will proceed with the members present and the decision taken will be binding on all. The presence of the members of sub committees will not be taken into account in deciding the quorum since these committees have been constituted for a specific purpose and duration. For any matter that has to be decided by voting 2/3rds (TWO THIRDS) majority of the members present is needed for the matter to be passed. If there is a tie the President will have the deciding vote.

## **SECTION 2. GENERAL BODY MEETING:**

The General Body meeting will be held at least once a year. This will be on the first day of the Scientific Meeting after the scientific sessions for the day are over. An extra ordinary general body meeting can be held only under the most unusual circumstances. Notice for this (extra ordinary general body meeting ) will be given by the President through the Secretary with the approval of at least 5 (FIVE) members of the Executive Committee. This meeting will be for a specific purpose which has to be clearly mentioned in the call for the meeting. At least 4 (FOUR) weeks notice has to be given for this meeting.

The General Body Meeting will be chaired by the President. In the absence of the President the Vice President will conduct the proceedings. If the Vice President cannot chair the meeting, the Immediate Past President will do so. The Chairperson will conduct the meeting in an orderly and democratic manner. The President, Vice President, Secretary and the Treasurer will be on the dais for the duration of the meeting. If a situation arises wherein it would not be possible to hold the General Body Meeting, for example a natural disaster or terrorist attack or for any other reason, then the Executive Committee can look in to, manage and take a decision on such of those affairs which need urgent attention. The Executive Committee member who presided over the particular meeting will make a formal presentation on the matters decided upon and the reasons for doing so at the next General Body Meeting and have the actions/ decisions ratified.

The agenda for the meeting will be circulated to the members at least 6 (SIX) weeks before the meeting date by the Secretary.

The basic agenda for the meeting will be

- Welcome address by the President
- Presentation of the minutes of the last Executive Committee meeting. After presentation the minutes will be discussed and accepted. Thereafter the acceptance will be proposed and seconded.
- Presentation of the minutes of the last General Body meeting. After presentation the minutes will be discussed and accepted. Thereafter the acceptance will be proposed and seconded.
- Remarks by the President
- Secretary's report
- Treasurer's report
- Editor's report
- Report on any business has been left unfinished.
- Approval of appointment of Auditors – if the term of the auditor has expired
- Discussion of proposed amendments to the constitution
- Sub Committee chairpersons' reports
- Election of new members
- Announcement of election results (if elections have been held)
- Report by the Organizing Secretary of the current meeting

- Report by the Organizing Secretary of the next meeting
- Discussion about future meetings Any other matter about which notice has been given or which has come up for discussion. For any matter to be discussed in the General Body Meeting to be discussed the Secretary has to be informed in writing at least 6 (SIX) weeks before the date of the meeting.

The minutes will be maintained by the Secretary and circulated to the members and also be presented to the General Body. The minutes of the extra ordinary meetings will also be presented as mentioned above.

The minutes will be uploaded on the website for perusal by the members. The minutes will not be sent by post or courier to any member. The quorum necessary for conducting the meeting will be 20 %(TWENTY PERCENT) of the number of total of Life and Full members on the rolls of The Society. If the quorum is not present the President will call for a recess of 15 (FIFTEEN) minutes and reconvene the meeting in the same venue. If the quorum is still not present the President will go ahead and proceed with the members present. The decision taken by those present with two thirds majority will be binding on all the members.

For any resolution or amendment to be passed 2/3rds (TWO THIRDS) majority of the members present is needed. The decision will be taken after the President asks for "a show of hands".(Please see ARTICLE 8; Sub Section 2 Voting procedure to be adopted).

### **SECTION 3. ANNUAL SCIENTIFIC MEETING:**

These meetings will be held annually. The meetings will usually be held in ***the first quarter of every year preferably around January 26th.*** The exact dates and place will be decided in the General Body Meeting.

Application for holding these meetings should be made to the Secretary who will present it to the Executive Committee and the General Body. The final decision will be taken in the General Body Meeting by the members. The meeting should be held in a place/ city with proper facilities and this place should be easily accessible to all those who wish to attend.

Due notice will be issued by the Secretary of The Society to the members, inviting abstracts of scientific papers at least 4 (FOUR) months prior to the date of the meeting. The last date of submitting the abstracts should not be later than 3 (THREE) months prior to the date of the meeting. The presenting author of the paper will be informed 6 (SIX) weeks before the meeting date.

The basic programme of the meeting will comprise of the following sessions:

- Symposium
- How I do it/ Clinico-pathologic / Interesting case discussion
- Resident Award
- Free paper
- Digital poster
- Free paper (Award)
- Dr Bhagwati Oration
- Presidential Oration (the year the President's term is over)

The Symposium will be on a theme or topic and will be invited talks by – usually – the members. How I do it will be a lecture session with videos on operative neurosurgery. In Clinico-pathologic / Interesting case discussion session interesting or challenging cases will be presented. The cases must be fully worked up.

Resident Award session will be the session where residents will present papers and be awarded prizes for the paper. (Please see the Rules for Resident Award which follows).

In the Free paper session, members of The Society can present their papers (Please see the Rules for Free paper session which follows). The Digital poster session will replace the conventional poster session held in annual meetings (Please see the Rules for Digital poster session which follows).

In the Free Paper (Award) Session the papers will be eligible for prizes.

Dr Bhagwati Oration will be delivered – usually annually –by an eminent neurosurgeon. The speaker will be invited by the Executive Committee through the President to deliver the oration.

Changes to the above basic structure of the programme may be made with the approval of the Executive

Committee.

In addition to the prizes for the various papers 3 (THREE) travelling fellowships will be awarded each year for residents and fellows in neurosurgical training programmes. The fellowship amount will be decided in the previous years meeting. Those wishing to avail of this fellowship must write to the Secretary of The Society with a copy to the Treasurer of The Society.

A total of six prizes will be awarded during the annual scientific meeting as mentioned below:

- Resident Award (First, Second and Third prizes)
- Free Paper Award (First and Second prize)
- Best Poster Award (only one prize)

(Please see Appendices 1- 5 for rules and regulations for conducting the meetings and the presentation of papers).

#### **SECTION 4. OTHER SCIENTIFIC MEETINGS:**

From time to time scientific meetings, workshops, Continuing Medical Education programmes, etc may be held by The Society if authorized by the General Body. These may be held the day before or following the annual meetings. These may be also be held as mid term sessions or sometime between the annual meetings.

If for some pressing reason the approval of the General Body cannot be obtained the approval of the Executive Committee will suffice. The reason for doing so should be sent in writing to the President who will present it to the General Body.

#### **- ARTICLE 7**

##### **ARTICLE 7. ELECTIONS**

Due notice of election will be issued by the Secretary of the Society at least 4 (FOUR) months prior to the day of the Annual Meeting.

Applications for election to the various offices shall be made to the Secretary of the Society and should reach him at least 3 months prior to the date of the Annual Meeting.

The candidates should be duly proposed and seconded by active members of the Society.

Biodata of the candidates should be appended with the application so that it may be circulated to the members of the Society.

Canvassing in any form is prohibited.

The Voting will be ONLINE ON THE INTERNET.

The **Returning Officer** (the Vice President), will be in charge of the Election Process. He/ She will instruct the members on the methodology of voting in simple terms by an email message. (At least 2 messages have to be sent).

The dates of the Election and voting have to clearly mentioned. The voting has to be kept open for 15 days. The **Start day and End day** (with time) has to be mentioned. The Returning Officer will send at least 2 Email messages reminding members to vote.

The Returning Officer will keep the results confidential and declare the results at the General Body Meeting.

Please see "ARTICLE 3. Membership and Members" for eligibility criteria for the various posts. The elections will be held once in 3 (THREE) years for the posts of Secretary, Treasurer, Editor and EC members. For the post of Vice-President the election will be held every 2 (Two) years. The election will be for all posts except that of the President. No member can hold an office for more than two terms.

## **- ARTICLE 8**

### **ARTICLE 8: CODE OF CONDUCT:**

The members of The Society are expected to maintain the highest standards of ethical and professional conduct not only in the activities of The Society but in their professional and social life too. A member can be asked to leave any meeting or even censured by the president of the meeting if he/ she behaves in a unruly or disorderly manner, in any manner which may disrupt the proceedings. or uses offensive, abusive, un-parliamentary language or words directed against anyone or institution. Any deviation from the accepted standard of behavior may even result in the member being expelled from The Society.

Please see Article 3; Section 6: Sub Section 6 c also.

## **- ARTICLE 9**

### **ARTICLE 9. AMENDMENTS TO CONSTITUTION & VOTING**

#### **SECTION 1. AMENDMENTS AND CHANGES IN BYE LAWS:**

Only Life members and Full members have the right to propose any amendment or change in the Constitution or the bye laws of The Society. Any other member who is eligible may propose a change or amendment to the constitution.

The member will write to the Secretary at least 6 (SIX) months before the date the General Body Meeting is to be held. The Secretary will then circulate it to all the members through the website. The members will not be informed by post or courier or email. The member should write to the Secretary giving:

- The Article Number, Section and Subsection numbers followed by the portion of the constitution to be amended, quoting the relevant portion verbatim.
- The way it is to be amended
- The reasons for the proposed change. These have to be stated in clear unambiguous terms. "Change for the sake of change" will not be allowed or encouraged.

The proposed change in the bye laws or the amendment will be discussed in the Executive Committee meeting held before the General Body Meeting and the proposal by the member with the recommendations of the Executive Committee will be placed before the members in the General Body Meeting. After deliberations in the General Body Meeting the amendment may be accepted (with modifications if any) or rejected or may be postponed for discussion at a later date. The member proposing the change may be called to explain the change or the need for it in the General Body Meeting.

Any change in the bye laws or amendment to the constitution can be passed only with 2/3rds (TWO THIRDS) majority of the members present in the meeting when the same is being discussed. And the change will come into force from the ensuing year i.e. immediately after the General Body Meeting.

If there is a matter which needs immediate attention and there is no time to place it before the General Body the Executive Committee may decide and act in the best interests of The Society. The matter will then be presented to the General Body with an explanation for the urgent action. The matter will then be ratified by the General Body.

#### **SECTION 2. VOTING:**

When a matter is to be voted on, 2/3rds (TWO THIRDS) majority of the members present is needed for the matter under discussion to be passed and accepted. The voting will be by a show of hands. If there is any doubt whatsoever (i.e. that the votes may be evenly split or in the number who have voted) the president of the meeting can ask the members to vote by writing their decision on slips of paper. These will be counted and the results announced before the meeting concludes. If the votes are equally split the President of The

Society (or in his/ her absence the member officiating as the President of the meeting) will cast the deciding vote. This will apply to all meetings of The Society.

#### **- ARTICLE 10**

##### **ARTICLE 10. JOURNAL**

The journal of The Society will be called "JOURNAL OF PEDIATRIC NEUROSCIENCES"

The journal will be published at least thrice every year.

The Editor will be responsible for the publication of the journal.

The Editor will form an editorial team to help in reviewing the papers or running the editorial office.

The Editor can recruit secretarial assistance for which a stipend will be paid by The Society – the stipend amount will be decided by the Executive Committee.

The Editor may publish special issues of the journal which may be in addition to or part of the routine issues of the journal. The abstracts of the papers accepted for the annual scientific meeting or other scientific meetings will be published in the journal. The articles received will be sent to at least two reviewers for comments, suitability for publication and suggestions. The decision of the reviewers will be sent to the author for appropriate action. If the decision to accept or reject is equally split between the reviewers the Editor can decide whether the article can be published or not.

The finances of the journal will be controlled by the Editor who will maintain a separate account in a nationalised bank the city where the Editor's office is located. The audited accounts of the journal should be presented as apart of the Treasurer's report. The audited accounts of the journal will form a part of the accounts of The Society and the Editor will liaise with the Treasurer in filing the Income Tax Returns.

#### **- ARTICLE 11**

##### **ARTICLE 11. COMMUNICATIONS AND WEB SITE**

All communications from The Society or the Office Bearers to the members will be by email or through the website. The Web Master will be responsible for the website and its contents. The Webmaster will be authorised to maintain the website and is empowered to recruit the help of an outside agency or person to host and maintain the website. The fees to be paid for creating the contents and hosting the website shall be met by The Society and the amount should be approved by the Executive Committee .All official announcements including announcements regarding the General Body Meeting, call for elections will be through the website of The Society only. The newsletter of IndSPN will be published at least twice a year. This will be uploaded on to the website and will not be sent by post or courier. The Secretary will be responsible for publishing the news letter.

#### **- ARTICLE 12**

##### **ARTICLE 12. DOUBTS & DISPUTES**

The President of IndSPN will be the chief arbitrator in all disputes within the society and with other societies and organizations. The matter will be discussed in the Executive Committee meeting before the final decision is taken. For all disputes, differences during a meeting the Chairperson of the meeting will be chief arbitrator and final deciding authority.

For doubts regarding procedures the members are to consult Robert's Rules.

#### **- APPENDIX 1**

##### **APPENDIX 1 : RULES AND REGULATIONS FOR CONDUCTING THE ANNUAL MEETING**



1. Any member who is eligible to conduct the annual meeting of The Society may offer to conduct the meeting.
2. The application has to be made to the Secretary at least two years before the proposed date of the meeting.
3. In the application the names of the meeting president, secretary and the treasurer has to be mentioned. If the help of any institution, hospital, meeting organizer is being enlisted that name must also be mentioned.
4. The proposed venue has to be indicated.
5. If the meeting is approved by the General Body based on the recommendations of the Executive Committee the Organizing Secretary must make a brief presentation in the General Body meeting.
6. The Organizers can create a logo for the meeting but the logo of The Society should also be used in all communications.
7. The basic pattern of organization of the meeting as mentioned in the Constitution of The Society (Article 6 Section 3) should be followed.
8. The time allocated for the various sessions can vary depending on the number of papers submitted/ accepted. There will be no parallel sessions.
9. The final programme for the meeting will be decided by the Secretary of The Society taking into account the recommendations and information given by the organizers.
10. The papers for the conference should be sent to the Secretary of The Society with a copy to the Organizing Secretary. They will screen the papers and if needed with the help of a scientific committee and there after accept or reject the submission.
11. The abstracts/ papers should be sent by email.
12. The organizers may avail an interest free loan of Rs 25,000/- (TWENTY FIVE THOUSAND ONLY) from The Society, which should be repaid before March 31st the following year. This will be towards forming the corpus of the meeting fund.
13. In addition to the interest free loan (if availed) the organizers must contribute a sum of Rs 25,000/- (TWENTY FIVE THOUSAND ONLY) to The Society and Rs 25,000/- (TWENTY FIVE THOUSAND ONLY) to the journal of The Society. These sums like the interest free loan should be paid before March 31st the following year.
14. In addition to the above mentioned amounts the audited statement of the accounts of the meeting should also be submitted before March 31st of the following year.
15. One reminder will be sent to the Organizing Secretary and Treasurer if the loan/ sum due to Society and/ or the audited statement of accounts are not submitted within the stipulated time. If the money is not paid and/ or the audited statement of accounts are not submitted the General Body based on the recommendations of the Executive Committee may not allow these members to participate in the activities of The Society and pass strictures against these members. Nor will the Organizing Secretary and Treasurer be allowed to contest in the elections.
16. The abstracts of the papers accepted for the meeting will be published in the journal of The Society. It is strongly recommended that a full version of the accepted papers will also be submitted for publication in the journal of The Society.
17. A person will be allowed only one paper in each category (i.e.) Resident Award, Free Paper and Digital Poster. A person will be awarded only one prize in the meeting i.e. If a resident wins a prize in the Resident Award he/ she will not to entitled to compete for a prize in the other categories. Similarly a person can be awarded only one prize either in the Free Paper or Digital Poster category.
18. The annual meeting or any other meeting held under the aegis of IndSPN MUST be insured for (at least) a sum which is equal to the planned budget plus 25%. This is to prevent the organizers from incurring a loss.
19. Symposium: The theme or topic for this will be decided in the General Body meeting held in the year before the annual meeting. The speakers will be decided by the Secretary of The Society and the Organizing Secretary.
20. How I do it, Clinico-pathologic, Interesting case session: The topics and speakers will be decided by the Secretary of The Society and the Organizing Secretary.

## **- APPENDIX 2**

### **APPENDIX 2 : RULES AND REGULATIONS FOR CONDUCTING THE MIDTERM MEETING OR CONTINUING MEDICAL EDUCATION PROGRAMMES**

The rules mention in APPENDIX 1 : RULES AND REGULATIONS FOR CONDUCTING THE ANNUAL MEETING will apply except the sum mention in Rule 13 should be decided beforehand.

### **- APPENDIX 3**

#### **APPENDIX 3 : RULES AND REGULATIONS FOR SUBMISSION OF PAPERS FOR RESIDENT AWARD PAPER SESSION**

1. The presenter must be a resident in a postgraduate programme doing the MS; MCh; Dip NB; MD or DM course in India.
2. In the selection of the papers for the award or the prize, preference will be given to neurosurgical residents.
3. The presenter need not be a member of the society but in the selection of the papers for the award or the prize preference will be given to those who are members of The Society
4. Six papers will be accepted for the award. All will be platform presentations in a separate session.
5. At least one of the authors must be a life member.
6. The first author must be the presenter.
7. Substitution of presenter or papers will not be allowed under any circumstance. If the presenter cannot come the selected paper cannot be presented.
8. If an author wishes to withdraw the presentation he/ she must inform the Secretary and the Organizing Secretary at least 4 (FOUR) weeks before the meeting so that the programme can be reorganized.
9. The presenter must submit a certificate from his/ her head of the department stating a) the presenter is a student in his/her department b) most of the work (at least 75%) being presented is the original work of the presenter c) the work has not been presented in any format earlier in a meeting or publication d) the work has been done in India
10. Three copies of the presentation with references must be submitted to the Secretary of The Society on or before the dead line for submission. The paper can be up to 1000 words long. One or two photographs may also be submitted as a part of the paper. The submitted papers and photos will not be returned. A copy of the submission and photos must be kept by the presenter. The paper must be clearly marked that it is for the resident award. In addition a copy must be sent in a CD.
11. The paper submitted for this session cannot be submitted for any other session nor can the same data be used as the basis for another paper in the same meeting.
12. The papers cannot be submitted on line or by email or through the society / conference website.
13. If more than six papers are submitted all the papers will be screened by a panel (comprising of the President, Vice President and the Secretary of The Society) and six will be chosen. If the paper is not accepted for the resident award session the panel can recommend that the paper be accepted as a free paper or digital poster. The paper will be eligible for the awards as applicable in those categories.
14. Such of those who are presenting the papers must have registered for the conference, other wise they will not be allowed to present. Spot registration will not be allowed.
15. In judging the papers importance will be given to originality, nature of work, scientific content and quality of presentation. During the presentation in the meeting exceeding the allotted time may result in negative marks being awarded.
16. The judges for the presentation during the meeting may differ from the panel which has screened the papers.
17. The judges' decision will be final.
18. The address for correspondence with email id must be clearly stated in the covering letter to be sent with the paper.
19. The author of the accepted papers will be intimated by email
20. The exact amount of the prize money will be finalized after discussion in the Executive Committee meeting to be held before the conference.
21. The dead line for submission for will be announced in the Society' website, meeting website and conference brochure.
22. The presentation has to be sent to the Secretary of The Society.

## **- APPENDIX 4**

### **APPENDIX 4 : RULES AND REGULATIONS FOR SUBMISSION OF PAPERS FOR FREE AND AWARD PAPERS SESSIONS**

1. Papers for inclusion in this session will be oral presentations.
2. There will be an Award Session in the Free Paper category, in addition to this award session there will be other sessions where the papers will not be eligible for any prizes.
3. Preference will be given to those in neurosurgical training programme or below 45 years of age on the first day of the meeting in awarding the prizes.
4. Presenting author must have registered for the conference. Spot registration will not be allowed.
5. The first author must present the paper.
6. At least one of the authors must be a life member.
7. Abstract should be written in English in Time New Roman format, double spaced, font size 12. A maximum of 300 words will be allowed.
8. Title should be followed by name of the author / authors, starting with the presenting author.
9. The designation of the presenting author and the name of the Institute where the work was done should be mentioned after the name of the author.
10. This should be followed by the full address and the telephone / mobile number and the e-mail address of the presenting author
11. At the end it should be separately mentioned whether the paper is for award presentation or routine presentation in the platform or poster category.
12. The abstract should be structured as Introduction / Aims, Material & Methods, Results and Conclusion.
13. If an author wishes to withdraw the presentation he/ she must inform the Secretary and the Organizing Secretary at least 4 (FOUR) weeks before the meeting so that the programme can be reorganized.
14. The duration of the presentation will depend on the number of papers accepted for the session/ meeting.
15. The presenting author of the accepted paper will be intimated by email
16. A person will be allowed only one platform presentation
17. Not more than 4 presentations will be accepted from the same department/ institution.
18. The same data set cannot be used in two papers.

## **- APPENDIX 5**

### **APPENDIX 5 : RULES AND REGULATIONS FOR SUBMISSION OF PAPERS FOR DIGITAL POSTER SESSION**

There will be no printed or "paper" poster session during the annual meeting. Instead there will be a "DIGITAL POSTER SESSION"

1. All submissions will be as digital slides.
2. Maximum of 5 (FIVE) slides can be used including videos.
3. The total duration of the presentation shall not exceed 5 (FIVE) minutes.
4. Of the five minutes allowed for the presentation three minutes will be for presentation and two minutes for questions and answers. No extra time will be allowed for showing videos.
5. Not more than three questions per paper will be allowed.
6. Prize will be awarded only for the best paper.
7. Preference will be given to those in neurosurgical training in awarding the prizes
8. Presenting author must have registered for the conference. Spot registration will not be allowed.
9. The first author must present the paper.
10. At least one of the authors must be a life member.
11. Abstract should be written in English in Time New Roman format, in double space, font size 12. A maximum of 300 words will be allowed.
12. Title should be followed by name of the author / authors, starting with the presenting author.

13. The designation of the presenting author and the name of the Institute where the work was done is to be provided after the name of the author.
14. This should be followed by the full address and the telephone / mobile number and the e-mail address of the presenting author
15. The abstract should be structured as Introduction / Aims, Material & Methods, Results and Conclusion.
16. The presenting author of the accepted paper will be intimated by email
17. A person will be allowed only one digital poster presentation
18. Not more than 2 presentations will be accepted from the same department/ institution.
19. The same data set cannot be used in two papers.

## **- APPENDIX 6**

### **APPENDIX 6 : PRIZES AND FELLOWSHIPS**

#### **Prizes:**

The following prizes will be awarded during the scientific sessions of the annual conference for papers presented: Resident Award: First, Second and Third prizes Free Paper Award: First and Second prizes Digital Poster Award: Only one prize

#### **Fellowships:**

Three travel fellowships - for Residents or those in training in a neurosurgical training programme - will be awarded every year to attend the annual meeting of IndSPN. Preference will be given to those who are presenting papers. The prize money and the fellowship amount will depend on the interest accrued for the investments. The sum awarded will be decided in the Executive Committee held in the year before the meeting.