

INDIAN ASSOCIATION OF BIOLOGICAL PSYCHIATRY



MEMORANDUM OF ASSOCIATION AND RULES AND REGULATION

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PART I

MEMORANDUM OF ASSOCIATION OF INDIAN ASSOCIATION OF BIOLOGICAL PSYCHIATRY

ARTICLE – I

1.0 Name

1.1 The name of the Society will be “Indian Association of Biological Psychiatry” here after called the ‘Society’ and its activities shall extend to whole of India.

ARTICLE – II

2.0 Office of the Society

2.1 The Registered Office of the Society will be located at:
A-2, Rajouri Garden, New Delhi – 110027

2.2 Area of operation in all over India.

ARTICLE – III

3.0 Aims And Objectives

The Society is being formed with the following objects:

3.1 To promote and advance the overall growth of Biological Psychiatry in India by:

- a. Promoting and advancing Biological Psychiatry as a specific field of interest in PSYCHIATRY amongst the psychiatrists and other interested in the subject.
- b. Promoting and advancing the clinical practice of Biological Psychiatry
- c. Promoting and advancing education and research in the field of Biological Psychiatry and mental health.
- d. Promoting and advocating the professional needs of psychiatrist and other mental health professionals.
- e. Promoting and advocating the needs of persons suffering from mental disorders and protecting their rights.

- 3.2 To promote and improve mental health of people by:
- a Promoting and carrying out mental health education.
 - b Working towards removing the stigma attached to mental disorders.
 - c. Education and influencing the media to:
 - i. To improve the understanding of mental disorder and mental health issues in the general public.
 - ii. Portray mental health issues in a positive way.
 - iii. Promote and advocate the understanding of the problems and issues facing mental health professionals.
- 3.3 To stimulate the development of and access to psychiatric and other mental health services in private, public, or any non-governmental sector.
- 3.4 To promote and conduct activities for prevention and treatment of psychiatric disorders in order to control them, bring about early relief, prevent disabilities and rehabilitate those afflicted by these disorders.
- 3.5 To promote as well as carry out activities for, as well as formulate, and advice standards of higher education and training for medical, non-medical and auxiliary personnel in psychiatry and related disciplines, and to recommend adequate teaching facilities for this purpose.
- 3.6 To encourage, establish, formulate, lay-down, guide, and advise on standards of ethical and good clinical and treatment practices in psychiatry and related disciplines.
- 3.7 To formulate, lay-down, guide, and advise on methods and standards of mental health care delivery system/services, and carry out activities to achieve the same.
- 3.8 To promote and advocate for:
- a. The full realization of the rights of persons with mental disorders.
 - b. Removal of discriminatory content in law and policy against persons with mental disorders.
 - c. Seek such amendments in existing rules and statutes, which further the basic rights of persons with mental disorder.
 - d. Express opinion on existing and proposed legislation on and in respect of laws pertaining to above, and connected matters and to make representations in respect thereof.
- 3.9 To promote research in the field of biological psychiatry.
- 3.10 To promote activities to enhance knowledge and professional expertise of the members of the society as well as of other professionals.
- 3.11 To safeguard an protect the professional interest of the members of the Society, other psychiatrists, and fellow professionals in India.

- 3.12 To advise about and make members of the Society aware of their statutory and other rights and obligations, as well as about other relevant legal and administrative respects of practice in the field of Biological Psychiatry.
- 3.13 To promote and advocate for:
 - a. Protection of the professional rights of members of the Indian Association of Biological Psychiatry.
 - b. Removal of discriminatory content in law and policy, if any, against the practice of psychiatry in any particular setting whether private or public.
 - c. Seek such amendments in existing rules and statutes, which further and advance the clinical practice of psychiatry especially in the private and non-governmental setting.
 - d. Express opinion on existing and proposed legislation on and in respect of laws pertaining to above, and connected matters and to make representations in respect thereof.
- 3.14 To network with community, private, state and central government, national or international agencies, social service organizations, business house, etc. for the advancement of the aims and objectives of the Indian Association of Biological Psychiatry.
- 3.15 To deal with any matters relating to the teaching and psychiatry professional work of the members of the Society, or wider social, national, international issues as long as they cognate to the objectives of the Indian Association of Biological Psychiatry.
- 3.16 To deal with any matters relating to mental health and to do other things as are cognate to the objectives of the Indian Association of Biological Psychiatry.

ARTICLE – IV

4.0 Methods

- 4.1 For the attainment and in furtherance of the above objectives, the Society may –
 - 4.1.1 Hold periodical professional and scientific Conferences, meetings, symposia, workshops or continuing medical education programs etc. for the members of the Society or others.
 - 4.1.2 Generate, hold, lend, sell, or distribute database, information or other knowledge by means of print, electronic or other media (current or future).
 - 4.1.3 Print, publish, translate, sell lend and distribute information whether in the form of periodical journal or books, monographs, treatise or pamphlets and distribute the same along its members / non-members through any current or future medium.
 - 4.1.4 Publish annual or periodic reports of the Society and from time to time, publish a News Bulletin and a Journal.

- 4.1.5 Advocate with, advise, or hold consultations with governmental, non-governmental, national, or international bodies on various aspects of psychiatry and mental health including legislative, administrative, educational, public health and research aspects.
- 4.1.6 Network with, advocate with, advise, hold consultations with, or work together with other like-minded bodies whether these can be governmental, non-governmental, national, international, private, public, Social service, or business houses etc.
- 4.1.7 To join, become member of, or have joined and make member , co-opt or been opted to any organization as mention above, with similar objectives.
- 4.1.8 To establish office(s), institute(s), hospital(s), health facilities, or centers of education, training and higher learning to further the objects of Society.
- 4.1.9 Purchase or acquire lease or otherwise any movable or immovable property necessary or convenient for the objects and purpose of the Society.
- 4.1.10 Sell, improve, manage develop, transfer or dispose of any such property of the Society.
- 4.1.11 Collect subscription and donations; disburse fund for all or any of the objects of the Society.
- 4.1.12 To institute or create a Corpus Fund or any other Special Funds that may be considered necessary to further the objects of the Society, to make Rules and Regulations for such Funds and to amend or abolish such funds.
- 4.1.13. Invest any money of the Society not immediately requested for any of its objects in such manner as may, from time to time, to be determined by the Society.
- 4.1.14 Create or assist in creates zonal branches on any of its objects or above purpose.
- 4.1.15. Institute maintain and grant prizes, certificates, scholarships and other awards and distinctions.
- 4.1.16 Do all such things and matters:
 - a) That relate to the teaching and practice of psychiatry; or professional work of the members of the society, mental health issues, or wider social, national or international issues, as long as they cognate to the objectives of the Indian Association of Biological Psychiatry.
 - b) As are incidental or conducive to the attainment of the objects of the Society, or any which are subsidiary to the said objects.

- 4.2 All the income, earning and property of the Society, however derived, shall be applied wholly towards, the promotion of the objects thereof, as in this Memorandum of Association. In respect of the expenditure grants made by the State or Central Government or other national or international agencies to such limitations as the granting Government or agency may from time to time impose. No portion of the income or property of the Society shall be otherwise paid directly or indirectly by way of benefit bonus or otherwise to any persons who at any time are or have been members of the Society or to any of them or to any of the persons claiming through any or more of them, provided that nothing herein contains or prevents the payment in good faith of remuneration to any member thereof or other persons in return for any service rendered to the Society.
- 4.3 No members of the Society shall have any personal claim or any movable or immovable properties of the Society or make any profit, whatsoever by virtue of his or her membership of the Society.
- 4.4 In the event of the winding up or dissolution of the Society, if after the satisfaction of its debt and liabilities there shall remain any money or properties, the same shall not be paid to or distributed among all of the members of the Society, but shall in accordance with any object of the society be dealt with in such a manner as the management of the Society may examine provided however that the assets are used in such a manner as to further as early as possible the objects for which the Society has been established.

INDIAN ASSOCIATION OF BIOLOGICAL PSYCHIATRY

LIST OF EXECUTIVE COUNCIL

The name & addresses, designation, occupation and Signature of the members of the executive council of the Indian Association Of Biological Psychiatry to whom the management of the Society is entrusted are given below as required under section 2 of the Societies Registration Act (XXI) of 1860, are applicable to the national capital territory of Delhi.

S. No	Name & Address	Designation	Occupation	Signature
1.	Dr. Anu Kant Mital Flat No. 123/ 124, Alamanda Building, 12 th Floor, Glendale (Tata) Complex, Gladys Alvares Road, Opp. Lok Hospital, Thane (W), Maharashtra-400603	President	Psychiatrist	
2.	Dr. N. K. Bohra B-65, Friends Colony (West) New Delhi 110065	Vice President	Psychiatrist	
3.	Dr. Chittranjan Andrade 105, Panduranga Nagar, B.G. Road, Bangalore, 560076	Vice President	Psychiatrist	
4.	Dr. Rajesh Nagpal A-2, Manobal Clinic, Rajouri Garden, New Delhi – 110027	Secretary General	Psychiatrist	
5.	Dr. Gautam Saha Part No. 57, Purba - Naopara North – 24 Parganas	Asst. Secretary	Psychiatrist	
6.	Dr. U.C. Garg Garg Medical Complex, Dhakran Crossing M.G. Road, Agra, U.P. – 282010	Treasurer	Psychiatrist	
7.	Dr. Prasad Rao Sai Vishnu Apartments 1-2-26, Domalguda Hyderabad, A.P. 500029	Executive Member	Psychiatrist	
8.	Dr. Udai Chaudhury 'AJKATAN' 37/J/1D, Raja Maninder Road, Kolkata, West Bengal - 700037	Executive Member	Psychiatrist	

9.	Dr. Neena Bohra B-65, Friends Colony (West) New Delhi 110065	Executive Member	Psychiatrist	
10.	Dr. Ajit Kumar Avasthi H.No. 104, Sector – 24 A Chandigarh	Executive Member	Psychiatrist	
11.	Dr. Asit Baran Ghosh 'Rohini Complex' P – 225, CIT, Scheme VIIth, Block – R, Kolkata, West Bengal - 700054	Executive Member	Psychiatrist	
12.	Dr. Indla Rama Subba Reddy 'Prashanti' Hospital, V.V. Rao Street, Vijaywada. Krishna, A. P. – 520002	Executive Member	Psychiatrist	

- 4.5 We, the undersigned whose name and addresses are given below having associated ourselves for the purpose described in this Memorandum of Association, do hereby subscribe our names to Memorandum of Association of Indian Association of Biological Psychiatry.

S. No	Name & Address	Designation	Occupation	Signature
1.	Dr. Anu Kant Mital Flat No. 123/ 124, Alamanda Building, 12 th Floor, Glendale (Tata) Complex, Gladys Alvares Road, Opp. Lok Hospital, Thane (W), Maharashtra-400603	President	Psychiatrist	
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12.	Dr. Indla Rama Subba Reddy 'Prashanti' Hospital, V.V.	Executive Member	Psychiatrist	

	Rao Street, Vijaywada. Krishna, A. P. – 520002			
13.	Dr. Ashwani Kumar SANTULAN F-60, Bali Nagar, Near Raja Garden, New Delhi. – 110015	Member	Psychiatrist	
14.	Dr. P. Kulhara 105, Sector 24 – A, Chandigarh – 160023 (U.T.)	Member	Psychiatrist	
15.	Dr. Lakshmi Vijayakumar 25/21, Ranjith Road, Kattupuram, Chennai – 600085	Member	Psychiatrist	
16.	Dr. Naresh Kumar Sharma Nagrota Bagwan, Distt. Kangra, Himachal Pradesh – 176047	Member	Psychiatrist	
17.	Dr. P.K. Chaturvedi Ramesh Niwas, 289/62-A, Moti Nagar, Lucknow. U.P	Member	Psychiatrist	
18.	Dr. Surya Kant Sharma 772, Ashok Nagar, Road No.-72 UDAIPUR CITY	Member	Psychiatrist	
19.	Dr. Vidyadhar Govind Watve 34/6 Emaovane, Gulavani, Maharaj Road, Pune, Maharashtra	Member	Psychiatrist	
20.	Dr. Jiloha R. C. H No. 13/ VI MAML CAMPUS NEW DELHI	Member	Psychiatrist	
21.	Dr. Bhatia Manjit Singh D-1, Naraina Vihar, New Delhi - 110028	Member	Psychiatrist	
22.	Dr. Dinesh Narayanan 831 A, ILLAKATTU, 15, KALAMASSERY ALUVA	Member	Psychiatrist	

PART II

RULES AND REGULATIONS OF INDIAN ASSOCIATION OF BIOLOGICAL PSYCHIATRY

ARTICLE – I

1.0 Definitions

- 1.1 The name of the Society shall be “Indian Association of Biological Psychiatry”, (IABP) hereinafter called Society.
- 1.2 The objects of the Society shall be as set out in its Memorandum of Association and may be altered, extended or abridged in accordance with the provisions of the Societies Registration Act, 1860.
- 1.3 The term “Council” shall mean the Execution Council and “Board” or “**Founder Members Board**” or “**FMB**” shall mean board comprising of the founder members of the Indian Association of Biological Psychiatry, respectively.
- 1.4 “Member” shall be an inclusive term embracing under the rubric of the word “member” – Member, Fellow Member, Honorary Member, and Corporate Member elected by the Council and approved by the Board of the Indian Association of Biological Psychiatry.
- 1.5 ‘Fellow’ shall mean unless otherwise specified, Fellow or Founder Member of the Society.
- 1.6 Wherever ‘he’ has been mentioned, it shall also include “she”.
- 1.7 “Journal” shall mean the Indian Journal of Biological Psychiatry, (or any other name this Journal may be addressed by)

ARTICLE – II

2.0 Constitution

- 2.1 The Society shall consist of Members whose names are on the Membership Register of the Indian Association of Biological Psychiatry maintained by the Honorary Secretary General of the Society.

ARTICLE – III

3.0 Office

- 3.1 The Registered Office of the Society will be located at:
A-2, Rajouri Garden, New Delhi – 110027

ARTICLE – IV

4.0 Register of Members

- 4.1 The Society shall prepare and maintain a Register of Member which would contain the name of members, their qualifications, their field of specialization, area of work, professional expertise, present and permanent addresses etc.
- 4.2 The Society shall update the Register of Members each year and shall get it authenticated by the members of the Society every year.
- 4.3 The update Register of Members shall contain the names of only those members who besides adhering to the conditions, stipulated or membership of the Society had also cleared their subscription and other dues.
- 4.4 All subscriptions shall become payable on one time basis for life.

However the annual subscription of the World Federation of Societies of Biological Psychiatry may need to be paid separately by each member annually.

ARTICLE – V

5.0 Classification of Members

- 5.1 There shall be six categories of members: namely Founder Members, Fellow Members (Also called Fellows), Full Members (Also called Member), Honorary Members, Corporate Members and Student Members. The Membership status (Category) of a Member shall be determined only by the Founder Member Board or “The Membership Committee” a committee specifically constituted by the FMB, of the Indian Association of Biological Psychiatry whose decision shall be final and binding.

5.2 FOUNDER MEMBERS

All Members, who are initial signatory at the time of the registration of Society, shall be Founder Members. The group of Founder Members shall be called “Founder Members Board” of the Indian Association of Biological Psychiatry except the co-opted members of this Board.

The Fellow Members who would continue to be Members of the Board as defined in the Article XVI of the rules & regulations, whereas the Co-opted members of the Founder Members Board shall be members of the Board for a term that may be defined from time to time.

5.3 Fellow Members (Fellows):

All psychiatrists in full time practice of psychiatry with more than eight (8) years of experience after post-graduation in psychiatry are eligible to become Fellow Members (also called Fellows) of the Society.

5.4 Full Members (Members) :

All psychiatrists with less than eight (8) years of experience after post-graduation in psychiatry are eligible to become Full Member (also called Members) of the Society.

This membership can be converted to a Fellow Member on completion of the eight (8) years of practice after post-graduation on application to “The Membership Committee” of the Society.

5.5 Honorary Members

In recognition of significant service or contribution to psychiatry and mental health, a person who is not otherwise eligible to become a Member of the Society in any of the preceding categories and whose name is proposed by a minimum of FMB & approved by FMB can be enrolled as an Honorary Member.

5.6 Corporate Members

All bodies incorporated or registered under the relevant acts and laws of the Govt. of India or Statutes of any other country, having objects similar to those of the Indian Association of Biological Psychiatry or objects that promote and advance the working of the Society can become Corporate Members of the Society. These include National or International, Private or Public, Governmental or Non-Governmental, Academic, Research & Services Institutes & Agencies: Professional Societies & Organizations; Non-Governmental Voluntary Organizations, Organizations of Mental Health Professionals, Mental Health Service Providers, Mental Health Service Consumer and Caregivers of those with Mental Disorders, or other Corporate or Business Houses Etc.

5.7 Student Members

All students who are pursuing M.D. (Doctor of Medicine) in Psychiatry or Diploma in Psychiatric medicine (DPM) are eligible to enroll as Student Members upon payment of one-time membership fee of Rs. 2,000. The membership of a Student Member shall automatically cease upon such student successfully completing the aforementioned course or the student otherwise discontinuing the course.

ARTICLE – VI

6.0 Election of the Members

- 6.1 Any person or organization / institution / body becoming a member shall make an application to the Honorary Treasurer along with application fees as prescribed, if any, in the prescribed form sign a declaration in the form, “I hereby declare that I shall promote the aims and objects of the Indian Association of Biological Psychiatry to the best of my ability and agree to abide by its constitution and by laws for the time being in force”. After his / her name has been proposed and seconded by two Fellows of the Society, his application will be put up for consideration and election before the Council in its ensuing meeting and shall be granted if approved by a majority of present and voting members. The Membership will be effective from the date of receipt.

ARTICLE – VII

7.0 Termination of Membership

- 7.1 A person shall cease to be a Member of the Society, if his / her name is removed from the Membership Register. The Council shall remove the name of a Member from the Membership Register under the following circumstances.
- a. On his / her death.
 - b. On his / her resignation. The resignation of any from the Society shall be in writing and be addressed to the Secretary General and shall be accepted by the Council provided he has paid up all his dues to the Society, Or
 - c. If his / her subscriptions are in arrears for two years and he /she has not paid in spite of final notice regarding his dues from the Secretary General or Honorary Treasurer.
- 7.2 On the recommendation of the Executive Council, Founder Members Board may totally terminate, or suspend the membership for a specified period of time, of any Member if the Member acts against the interest of the Society, or behaves in a manner prejudicial to the dignity and image of the Society, or for other reasons, which the council may deem sufficient. A resolution for such a recommendation to the board of termination or suspension for a specified period of time must be passed by the majority of the Council Members thereof present at a special meeting called for this purpose or at the next annual meeting of the Council. This recommendation of the Council, for the suspension or termination of Membership would be put up to the Founder Members Board for consideration at the earliest and the Board's decision passed by a (simple) majority of Members present and voting would apply. The member concerned shall have a right to explain his conduct and the Secretary General shall acquaint the Executive Council and the Founder Members Board, with his explanation.

ARTICLE – VIII

8.0 Termination of Membership

- 8.1 In case of termination of Membership except if under section 7.2, the Member may get himself / herself re-instated by the Council.
- a. In case under Section 7.1 (b) after paying the admission fees again.
 - b. In case under Section 7.1 (c) after paying the admission fee along with two years with two years subscription in lieu of arrears.

ARTICLE – IX

9.0 Rights, Obligation, Privileges of Members

- 9.1 Only Founder Members and Fellow Members shall have the right to vote at any meeting of the Society. Each Founder Member or Fellow Member will have only one vote.
- 9.2 Each Member irrespective of the category shall have the right:
- a. To attend the General Body Meeting of the Society and all other meetings or functions of the Society unless otherwise specified.
 - b. To attend and take part in scientific meetings, lectures, proceedings and demonstration of the Society.
 - c. To receive a copy of the statement of accounts, reports and Journal of the Society.
 - d. To the uses of the Society's library room and other facilities if any, set apart for the purpose.
 - e. To participate in any other activity or receive any other information that the Council may decide.
 - f. To bring to the notice of the management any discrepancy, lapses, lacunae or other matters not contributing to the development of the Society, and make suggestions contributing to the development of the Society.
 - g. To enjoy such other privileges and obligations of Membership as may from time to time be conferred on Members by Rules and Byelaws of the Society.

Members of the Society.

- iv) Local Branches shall function under the Zonal Branches of the Society and would follow the objects, rules and regulations and byelaws of the Society.
 - v) A Local Branch shall not have any claim on the assets and liabilities of the Society.
 - vi) A formal permission for promotion of a Local Branch shall be obtained from the Society, through the Zonal Branch. The Local Branch shall come into the existence only after the approval of the Council and the Founder Member Board.
- 13.6 All the Members of the Zonal Branches shall be Members of the Society. The Membership status of a Member shall be determined only by the Council of the Society. Any person who ceases to be a Member of the Society shall immediately cease to be a member of any Zonal Branches of the Society.
- 13.7 In the absence of a Local Branch in any particular area where the number of Members is less than the minimum required to form a Local Branch, Member of that particular area will remain attached to the Zonal Branch as “Direct Members” of the Zonal Branch.
- 13.8 The Local and Zonal Branches shall bear the name of the Indian Association of Biological Psychiatry followed by Local Branch or Zonal Branch, as the case may be.
- 13.9 The extraordinary circumstances when a Local or Zonal Branch fails to conform with the objects or standards laid by the Society or acts in a manner contrary to the Provisions of made in Rules and Byelaws of the Society, the Society shall have absolute power to take such measures as it deems fit including suspension of the Branch concerned or taking by the Founder Member on the recommendation of the Council of the Society and shall be binding upon the Zonal branches concerned.
- 13.10 The Standard and Local Branches shall submit their annual reports and audited accounts along with a copy of the Proceedings of all meetings to the Hony. Secretary General of Indian Association of Biological Psychiatry for information within 30 days of publication of such reports, or audits, or holding any meetings.
- 13.11 The Local and Zonal Branches shall be guided by the Society in all matters. Incase of a difference of opinion on any matter between the Local and the Zonal Branches, the Local Branches shall have the right to appeal to the Council of the Society preferably through the Zonal Branch and decision of the Council of the Society shall be final.

ARTICLE – XIV

14.0 Affiliation with other Societies or Bodies

- 14.1 The Society has got affiliation with the federation of national societies of Biological Psychiatry.

- 14.2 The Society may affiliate or be affiliated with any other national and international organizations engaged in the promotion of mental health activities.
- 14.3 Zonal Branches shall not affiliate or be affiliated with any other organization directly.
- 14.4 Organizations or bodies affiliated by the Society shall pay an annual subscription fee to the Society, which shall be equivalent to Corporate Memberships Subscription prescribed by the Society. Similarly, the Society may pay membership subscription to the National or International organizations to which it gets affiliated or of which it becomes a member.

ARTICLE – XV

15.0 Management

- 15.1 The general management of the Society shall be vested in the Executive Council, shall work as the executive arm of the Founder Members Board as per the provisions of the clauses of the Rules Regulations and the Byelaws of the Society that define the powers and functions of the Executive Council and Founder Members Board.

ARTICLE – XVI

16.0 Composition of the Executive Council and Founder Members Board

16.1 Executive Council

- 16.1.1 The Executive Council shall be composed of not more than 12 members who are Fellow Members of the Society. Of these 12 members of the Executive Council 7 members shall be elected by the General Body of Fellow Members from amongst the eligible Fellow Members of the Society, and the remaining 5 shall be nominated by the Founder Members Board from amongst the eligible Fellow Members of the Society. They will have a tenure of 2 years.

- 16.1.2 The Executive Council consisting of these 12 members will then elect / choose the following 7 Office Bearers amongst themselves.

1. President
2. Vice President
3. Vice President
4. Secretary General
5. Asst. Secretary
6. Treasurer
7. Editor

16.1.3 All the Office Bearers will have a tenure in the Office as under:

- | | |
|----------------------|-----------|
| 1. President | - 2 Years |
| 2. Vice President | - 2 Years |
| 3. Vice President | - 2 Years |
| 4. Secretary General | - 2 Years |
| 5. Asst. Secretary | - 2 Years |
| 6. Treasurer | - 2 Years |
| 7. Editor | - 2 Years |

At the expiry of the tenure of the President, which is of **two years** Senior Vice President will be President for **next two years**. The Vice President will become the Senior Vice President.

16.2 Founder Members Board

16.2.1 The Founder Members Board, also referred to as the **FMB** or the Board, shall consist of permanent members and up to six co-opted members. In no case shall exceed 50. All permanent members of the Founder Members Board of the Indian Association of Biological Psychiatry at the time of registration of the Society shall be called its Founder Members.

16.2.2 Permanent Members of the FMB

- a. Permanent Members of the Founder Members Board are those Fellow Members who have been involved with the formation of the Indian Association of Biological Psychiatry from its inception and have given their consent in the form of signatures to hold the position. A list of these permanent Fellow Members Board is appended in the FMB would remain a permanent number of the FMB till he resigns from his position or continues to be a member of the Society.

In the extraordinary circumstances, if any such permanent members act against the interest of the Society, or behaves in a manner prejudicial to the dignity and image of the Society or for other specific reasons, which the **FMB** may deem sufficient, may a permanent member of the FMB from suspended from such a membership of **FMB** for a period not exceeding one calendar year, by two-thirds-majority vote of all 24 permanent FMB members in a meeting of the **FMB** specifically convened for this purpose. If after completion for this period of suspension the extraordinary circumstances that warranted the suspension in the first place continue to prevail, the other (than the person charged / suspended) permanent members of the **FMB** may take the extreme step of terminating the permanent membership of the **FMB** of the suspended member through a resolution passed by two-third majority vote of all the permanent **FMB** members. For both the above purpose (suspension and termination) the votes of those permanent **FMB** members who cannot attend such a meeting may be obtained through postal mail or email etc. In all these

circumstances the charged / suspended permanent **FMB** member shall be given ample opportunity to offer his views and explanation to the **FMB**.

- b. A vacancy in the permanent membership of the **FMB** arising out of whatever reason may be filled by a process whereby the **FMB** would call for names from all Fellow Members; the Council of the Society would then screen these names for eligibility (based on eligible criteria given in (c) below) and forward the eligible names to the **FMB** who would then nominate one out of these to fill the vacant positions.
- c. Eligibility criteria for (b) above would be:
 - i. Continuous Membership of the Society for at least 5 years as a Fellow Member.
 - ii. Having held a position as a member of the Council of the Society for at least one term.
 - iii. The **FMB** while nominating to the vacant position may consider giving preference to a past President of the Society, or to a past Secretary General or a Co-opted Member of **FMB** or other Office Bearers, or to a Fellow Member who has made a significant contribution to the cause of psychiatry and the Indian Association of Biological Psychiatry, in that order of preference.

16.2.3 Co-opted Member of **FMB**

- a. The permanent members of the **FMB** can co-opt a maximum of one to six Fellow Members / Full Members of the Society to the **FMB** who would be referred to as co-opted Members of the Founder Members Board. Their tenure in office would be defined by the **FMB** and shall not ordinarily exceed two years. Of these six co-opted members of the **FMB** not more than three members may be co-opted from amongst Full Members of the Society.
- b. The process of co-option to the **FMB**: The co-opted Member may be nominated of the **FMB** depending on the needs of the Society, or they may call for names for co-opted from the general body of Fellow / Full Members. Only those Fellow Members / Full Members would be eligible who have been Fellow Members / Full Members continuously for at the previous five years and desire to hold such a position. Such desirous and eligible Fellow Members / Full Members would submit their names to the Secretary General who would then screen the eligible names and forward them to the **FMB**. The **FMB** would then nominate the required numbers to be co-opted.

Note : The eligibility criteria of five years of continuous membership would apply only after the Society is five years or more old.

- c. The FMB while nominating to the vacant position may consider giving preference to a Past President of the Society, or to past Office Bearer of the Society, or to Fellow Member / Full Member who has made significant contribution to the cause of psychiatry, or to a person who has made significant contribution to the cause of psychiatry, or to a person who fulfills any particular needs of the Society at that time.

16.2.4 The President and the Secretary General of the Society, if not already permanent or co-opted members of the FMB, shall be ex-officio members of FMB. Their being ex-officio members of the FMB may be in addition to the existing strength as in 16.2.1.

Such ex-officio members would have no vote at any meeting of the FMB

16.2.5 Chairperson of the FMB

Chairperson of FMB will be elected / nominated one from among the FMB. He must have experience of working in field of Biological Psychiatry for more than 20 years and have significant contribution in the field of biological psychiatry. His tenure will be for four years.

16.2.6 Secretary of FMB

The Secretary General of the IABP shall also function as the Secretary of FMB. He shall assist the Chair as well as schedule and call the meetings, maintain and record of, the meeting, communicate and conduct correspondence on behalf of the FMB, and ensure smooth functioning of the FMB.

ARTICLE – XVII

17.0 Power and Functions of the Executive Council and Founder Members Board

17.1 Power and Functions of the Executive Council

17.1.1 The general management of the Society shall be vested in the Executive Council, which shall work as the executive arm of the FMB, and so in consultation with the Founder Members Board as per the provisions the relevant clauses of the Rules and Regulations and the Byelaws of the Society.

17.1.2 The Executive Council may meet for the transactions of the business, adjourn and otherwise regulate its meeting and proceedings as it thinks fit. A meeting of Executive Council at which a quorum is present shall be competent to exercise all or any of the functions of the Council. All questions arising at any time of the Council 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.

17.1.3 The decision of the Council of the Society in all matters that it has the powers to decide upon shall be final and subject to any endorsements only by the FMB. Any decisions of the Council cannot infringe upon the rights and powers of the FMB.

- 17.1.4 The Council 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 or acts to be done by the Society at a General Body Meeting.
- 17.1.5 The Council shall have the power to appoint Sub-Committees and by their terms of reference as and when necessary. Any such Sub-Committees may co-opt as 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 Sub-Committee for a period of two years unless otherwise specified for a lesser duration. At the end of each two years period the Sub-Committee may be reconstituted.
- 17.1.6 The Council shall ensure the implementation of decisions and programs of the Founder Members Board.
- 17.1.7 The Council shall supervise the holding of meetings and of Conferences etc. and take decisions about scientific activities.
- 17.1.8 The Council shall plan and implement programs, campaigns, issue and publish newsletters or journals; disseminate information through any medium about in accordance with the objects of the Society.
- 17.1.9 The Council shall have power to write off the whole or a part of the arrears against any individual member.
- 17.1.10 The Council shall be competent to act in spite of any vacancy.
- 17.1.11 The Council shall have the power to appoint or remove salaried officers and servants of the Society.

17.2 Power and Functions of the Founder Members Board

- 17.2.1 The Founder Members Board shall function as the Governing Body of the Society. It should ensure that the objects of Society are fulfilled in the best possible dignified manner.
- 17.2.2 However, in respect of the below listed items / functions, the Founder Members Board would have an exclusive right of making decision. In respect of these matters the Executive Council may only recommend a course of action but the decision of the Founder Members Board would be final.
- a. All matters related to Memorandum of Association, Rules and Regulations and Byelaws of the Society.
 - b. Sanction of finances exceeding Rs. 50,000/- except when these finances that are involved in the organization of the Annual Conference, or regular symposium / CME, etc.

- c. All matters related to movable and immovable properties of the Society.
- d. All disputes related to Office Bearers of the Society.
- e. All matters related to the Founder Member Board.
- f. Nomination to the Executive Council.
- g. All matters related to outside agencies.
- h. Any other matter that the Executive Council cannot decide.
- i. Any appeal that may be entered to the Founder Members Board by the Annual General Body or by the Council of the Society, or by a member in which case it must be supported in writing by two fellow member against a decision if the Council or of the Annual General Body Meeting of the Society.
- j. To deal with any matter that the Annual General Body Meeting, or the Executive Council or any Member supported by two Fellow Members may refer to the FMB for adjudication or opinion.
- k. To accept or refuse donations / contributions, grants, (However, the duly appointed committees / subcommittees may raise the funds for any Conference, symposium, journal, publication or special program.

ARTICLE – XVIII

18.0 Casual Vacancies

- 18.1 The Executive Council shall have power to fill vacancies occurring in its Membership, whether ex-officio or elected, during its term of office, except in cases of representatives from state or Local Branch (if any). Such Members shall hold office only for the remaining period of the year.
- 18.2 In normal circumstances, an Office Bearer shall give three month's notice of his desire to resign.
- 18.3 Office Bearers of any sub-committee must inform the President and Secretary General of the Society if they are unable to serve for any length of time, in such a case alternative arrangement will be made by the Secretary General with the approval of the President.
- 18.4 A member of the Council or sub-committee or an Office Bearer shall be considered as "unable to serve", for the purpose of filling the vacancy by any other member of the Society by the Council, if he intends to or is residing outside the country continuously for six months or more.

ARTICLE – XIX

19.0 The Journal of the Society

- 19.1 The Society shall publish a Journal to be named as *Indian Journal of Biological Psychiatry* or any other name so decided, which shall be managed by the Journal Committee. The Editor shall enter in a Register all books sent for review as well as any other journals and send a list of the same periodically to the Secretary General. The editor shall be responsible for the accounts of the Journal Committee and the books and journals in his custody.

ARTICLE – XX

20.0 Amendment to Memorandum, Rules and Byelaws

- 20.1.1 Recommendations for amendment to the Memorandum. Rules and Byelaws of the Society may be made at the Annual General Meeting, or at Extra-Ordinary General Meeting after adequate notice (which shall not be less than 30 days) is given. The voting shall be confined to the Fellow Members of the Society and any resolution for recommendation for amendment, (see 20.2 below) shall be passed only if at least two thirds majority of voters attending the meeting.
- 20.1.2 This passed resolution for amendment referred to as “recommendation for amendment” shall then be placed before the FMB which may then pass this “recommendation for amendment” only if at least two-thirds of all permanent 24 members of the FMB approve the amendment fully or in a modified form. For this purpose, the vote of those FMB permanent members who are unable to personally attend such a meeting may be obtained through postal mail or email. While reserving the exclusive right to such a recommendation for amendment if it were detrimental to objects, image, and functioning or basic nature of the Society.
- 20.2 A “Resolution for recommendation for amendment” shall be very precise and may be proposed by any Fellow Member of the Society, who shall inform the Secretary General of his desire to do so and send him a copy of the resolution for consideration by the Executive Council. The resolution shall be sent to the Secretary General of his desire to do so and send him a copy of the resolution for consideration by the Executive Council. The resolution shall be sent to the Secretary General not less than 60 days before the Annual General meeting who shall circulate it among the Members of the Society and submit it to the Annual General Meeting with comments of the Executive Council, if any.
- 20.3 Any member of the Council may initiate the process of amendment to the Memorandum of Association or the Rules and Byelaws of the Society by tabling a ‘Resolution for Amendment’ before the Council by giving a 30 day notice and if

passed by two-thirds majority of the Council by giving a 30 day notice and if passed by two-thirds majority of the Council members then the “Resolution for amendment” so passed, to be placed before the FMB for approval which would then follow the steps as 20.1.2 above.

- 20.4 Any member of the FMB may initiate the process of amendment to the Memorandum of Society by tabling a “Resolution for amendment” before the FMB by giving 30 days notice. However, the FMB can only approve this by following the procedure laid down in 20.1.2 above.

ARTICLE – XXI

21.0 Assets after Dissolution

- 21.1 In the event of dissolution or winding of the Association of Biological Psychiatry, the assets remaining as on the date of dissolution shall under no circumstances be distributed among the Members of the Executive Council or members of the Founder Members Board or any other Members of the Society but the same shall be transferred to another charitable Society, Association or Institution whose objects are similar to those of the Society.

PART III

BYE-LAWS OF INDIAN ASSOCIATION OF BIOLOGICAL PSYCHIATRY

ARTICLE – I

1.0 Framing of Bye-Laws

- 1.1 The Executive Council shall have power to frame bye-laws and place them before the Annual General Body of the Society for gratification and subsequent approval by the FMB (subject to Articles 17.0 of the Rules and Regulations of the Society) and to amend such Bye-laws (subject to Article 20.0 of the Rules and Regulations of the Society)

ARTICLE – II

2.0 Subscriptions

- 2.1 Membership Fee / Enrollment Fee and Annual Life Subscription. The Executive Council shall decide the amount of Annual Life subscription from time-to-time. Members will be enrolled only on the payment of prescribed fee.

The Society is affiliated with the World Federation of Societies of Biological Psychiatry. Pursuant to such affiliation, and in addition to the fees mentioned hereinabove, all the members of the Society shall pay an annual **retainer fee**, as applicable and prescribed from time to time. As of [*insert the date on which this clause is amended*], the applicable retainer fee is Rs. 1,500.

[CLO Comment: (1) Please advise if the members of the Society shall automatically become members of the WFSBP. (2) Please confirm the description of fees (mentioned in the email as “retainer fees”). (3) Please advise this fees would also be required to be paid by the Student Members.]

ARTICLE – III

4.0 Office Bearers of the Society

- 3.1 The Executive Council shall consist of 12 members who will elect / choose the following 5 office bearers amongst themselves (as per clause 16.2 of Rules and Regulations of the Society).

1. President
2. Vice President
3. Vice President
4. Secretary General
5. Asst. Secretary
6. Treasurer
7. Editor

The Chairman (FMB), Immediate Past President & Immediate Past Secretary will be permanent invites to the E.C.

ARTICLE – IV

5.0 Duties, Powers and Terms of Office Bearers

4.1 The President

- a. The President shall be the chief executive of the Society.
- b. The President shall hold office for two years and shall not be eligible for re-election for any two consecutive terms, or for more than a total of two terms ever in his lifetime.
- c. He shall be the Chairman of all the General Body, Extra-ordinary and Executive Council meetings and, when appointed, of any other committee.
- d. He shall have a casting vote in case of equality of votes in addition to his own ordinary vote.
- e. He shall regulate the proceedings of the meetings and conferences and interpret rules and regulation and decide doubtful points at issue.
- f. He shall regulate the proceedings of the meetings and conferences and interpret rules and regulation and decide doubtful points at issue.
- g. He shall be ex-officio member of the sub-committees and the FMB.
- h. He shall be consulted on any important matters concerning the affairs of the Society.
- i. He shall be the leader of any delegation of which he is a Member.

4.2 The Vice-President

- a. The Vice-President shall hold office for two years, and then become the Sr. Vice President for the next 2 years before taking over as the ***President***.
- b. He (the Sr. Vice President) shall preside at all meetings in the absence of the President and shall have all the powers of the President on that occasion.

4.3 The Honorary Secretary

- a. He shall hold your office for two years and shall be eligible for re-election at the end of this period.
- b. Shall be in charge of the Office of the Society.
- c. Shall ordinarily conduct all correspondences.
- d. Shall have general supervision of accounts and pass all bills of payment.
- e. Shall get prepared by the Honorary Treasurer a fully audited annual statement of accounts for presentation at the Annual General Meeting of the Society.
- f. Shall organize, arrange and convene meetings, conferences, lectures, demons, tractions or other proceedings, etc.
- g. Shall attend meetings of the Society and keep proceedings thereof.
- h. Shall be ex-officio member of all sub-committees and the FMB.
- i. Shall organize the Society by encouraging the establishment of State and Local Branches where they do not exist (once such a decision to have State or Local Branches is taken by the Council and approved by NAB) and by creating a general interest in the Society.
- j. Shall bring any matter, which he considers necessary in the interest of the Society, to the notice of the Executive Council for guidance and decision.
- k. When retiring shall hand over the properties, books, etc. to the newly elected Secretary within two weeks after the retirement.

4.3 The Honorary Treasurer

- a. Shall hold the office for two years and shall be eligible for re-election at the end of this period.
- b. Shall be responsible for collection of subscriptions and donations from Members and well-wishers of the Society, and main records showing up-to-date subscription position.
- c. Shall sign the receipts and prepare statement of receipt 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 and the Balance Sheet at the Annual General Body Meeting.
- d. Shall have power to make payments not exceeding Rs. 10000 without prior consent of the Secretary or the President.

- e. Shall open an account with a Nationalized or Scheduled Bank approved by the Council and shall have the authority to operate this account for the expense of the Society.
- f. Shall submit to the Returning Officer and Election Officer an up-to date statement of dues from the Fellow Members.
- g. When retiring shall hand over cash, account books and other papers and documents connected with works of the Treasurer of the Society to the newly elected Treasurer within three weeks after the election.

4.5 The Honorary Editor

- a. Shall hold the office for two years and shall be eligible for re-election at the end of this period.
- b. Shall be responsible for publication of the Journal of the Society to be known as Indian Journal of Biological Psychiatry or by any other appropriate name.
- c. He shall be the chairman of the Editorial Board and the Journal Committee. Members of the Editorial Board shall be elected by the Council in consultation with the Editor and their number shall not exceed 11. The Journal Committee shall be a sub-committee under the Council and the editor like the Chairman of any other sub-committee shall have the power to co-opt members of the Secretary.
- d. He shall present his annual report at the Annual General Meeting of the Society.
- e. He shall submit an audited statement of accounts to Treasurer before 30th September every year.

ARTICLE – V

5.0 Terms of Office of the Executive Council Members

- 5.1 Executive Council shall be constituted as per provision of Article 16.0 of the Rules and Regulations of the Society.
- 5.2 It shall be a continuous Body consisting of 12 members. Of these 12 members of the Executive Council 7 members shall be elected by the general body of Fellow Members from amongst the eligible Fellow Members of the Society, and the FMB from amongst the eligible Fellow Members of the Society shall nominate the remaining 5.
- 5.3 The elected members as the 5 nominated members of the Executive Council shall also have tenure of 2 (two) years i.e. elections for the 7 elected members will be held once in 2 years and the FMB shall nominate 5 members to the Executive Council once every 2 years. However, in order to ensure continuity and efficient functioning of the Executive Council and Society, the first set of 5 nominated members would have tenure in the office for 3 years. (This would ensure that after the first constitution of

the Executive Council, the elected positions fall vacant in the 2nd, 4th, 6th, 8th years and the nominated positions in the 3rd, 5th, 7th, 9th years.

ARTICLE – VI

6.0 Election / Nomination of Executive Council Members and Election of the Office Bearers.

- 6.1 The President shall be Returning Officer for all elections of the Society. The Honorary Secretary General shall be Election Officer for all election. If for any reason the President is unable to serve as Returning Officer the Vice President shall be the Returning Officer. If both the President and Vice President are unable to serve as Returning Officer the Council shall appoint a Returning Officer. If for some reason the Secretary General is unable to serve as the Election Officer then the Council shall appoint election Officer.
- 6.2 Not less than 90 days before the General Meeting every year, the Secretary General shall address communication to all the Fellow Members of the Society residing in India under certificate of posting and to the fellow member residing overseas by air mail, informing them of the vacancies if any do occur in the ensuing year asking for nominations from the general body of Fellow Members for as many elected posts as may be falling vacant.
- 6.3 Any Fellow Member of the Society, who has been continuously a Fellow Member for a minimum of 3 years, may be nominated for the election to the Executive Council if his nomination is proposed by a Fellow Member and seconded by another Fellow Member provided the Fellow nominated has expressed his consent in writing to be nominated for the election to the executive council.
- 6.4 Also, not less than 90 days before the Annual General Meeting every year, the Secretary General shall address a communication to all the members of the FMB informing them about the nominated position in the Executive Council that are falling vacant, if any, in the ensuing year and request for fresh nominations from NAB.
- 6.5 Nominations for the elected posts of the EC shall be sent in sealed envelope on which the word “Nominations” shall be mentioned. All nominations shall reach the Secretary General, by registered post not less than 90 days before Annual General Meeting. The Secretary General shall not open the envelopes containing the nominations. His own nomination, if any shall also reach him by registered post.
- 6.6 The envelopes containing nomination as in 6.5 above shall be opened only at the meeting of the Council. Quorum for this meeting of the Council shall be two. The Council shall have the power to scrutinize and reject invalid nominations, and appoint the Returning Officer, if necessary as provided under section 6.1. One month’s notice shall be given if any nominations are received for a post by the stipulated date the Council at its Annual Meeting shall be competent to elect a candidate for the said post.

- 6.7 Not less than 45 days before the Annual General Meeting the Election Officer shall send out a ballot paper and a circular to all Fellows in manner similar to that mentioned under section 6.2.1, intimating them the name of the eligible candidates and instructions relating to procedure of casting of votes and return of ballot paper which shall bear the signature of the election officer and the seal of the Society canvassing by any candidate is prohibited and will make his nomination or election null and void.
- 6.8 The Fellows may either cast their vote in person on the day of the Annual General Meeting or by the post if they so desire to if they choose to cast their vote by post their ballot papers in sealed cover indicating their choice clearly among the nominees, for the vacant posts must reach the returning officer two full weeks before the date of the Annual General Meeting. If any Fellow chooses to cast his vote in person, a duplicate ballot paper shall be issued by the Returning Officer on the date of the Annual General Meeting during specified hours in being satisfied that the original ballot paper he has been received by the Returning Officer and the Fellows has paid his subscription for the outgoing year. The voting may take place before the Annual General Meeting but the results shall be announced only at the Annual General Meeting.
- 6.9 The returning officer shall have the power to appoint scrutinizers from among the Fellows of the Society to assist him in scrutinizing the ballot papers and counting of the votes. The sealed cover containing the result of election shall be opened at the Annual General Meeting.
- 6.10 Similarly, when vacancies arise in the nominated positions of the Executive Council, the FMB in its Annual General Meeting shall finalize the name of those it wishes to nominate and send them in a sealed envelope to the Returning Officer. The envelope would only be opened at the Annual General Meeting of the Society.
- 6.11 The newly elected / nominated Members of the Executive Council shall be referred to as “Members of the Executive Council – Elect / Nominated” (as the case may be immediately after their election / nomination results are declared and till they assume formal office as Members of the Executive Council at the Oath Taking Ceremony held on the Hanging Over Meeting of the outgoing (retiring) Executive Council and the incoming (new) Executive Council.
- 6.12 Election of Office Bearers: The newly constituted Executive Council would assume office after the Oath Taking Ceremony and meet as soon as possible thereafter on the same day to elect the Office Bearers from amongst themselves. At this meeting the President Elect (Vice President) would invite nominations for the various posts of Office Bearers that may be falling vacant that year. Any member of the Executive Council (in which cause the proposed member’s consent would be essential). Then an election would be held by a show of hands or closed ballot to elect the Office Bearers.
- 6.12.1 The Person nominated for the post of Vice President (President Elect) must be a Fellow of the Society for the last 8 years and must have served at least one term as Member of Council.

6.12.2 The Person nominated for the post of Secretary General must be a Fellow of the Society for the last 5 years and must have served at least one term as Member of the Council.

6.13 The newly elected Office Bearers shall assume Office and Sr. Vice President (President Elect) to take over the office of the President at the Valedictory Function of the Annual Conference. If the Annual Conference or the Valedictory Function is not being held for some reason, then a special ceremony would be organized for this purpose before the close of business of the Annual General Meeting.

**Note: the FMB may relax these restrictions in the formative years of the Society till the Society becomes that old.*

ARTICLE – VII

7.0 Meeting of the Executive Council and Board

7.1 The meetings of the Executive Council and Founder Members Board shall be of the following kinds:

a) **Ordinary Meeting:**

Of the Executive Council, ordinary meeting shall be held at least three times a year.

b) **Special Meeting:** Which shall be held as often as necessary.

c) **Requisition Meetings:** Which shall be called within 42 days from the date of receipt of a requisition, signed by at least 2 members of the Executive Council or the Founders Members Board respectively stating the business for which the requisition meeting is required.

d) **Extraordinary Meeting:** The Secretary with the permission of the President can requisition and Extraordinary Meeting of the Executive Council for which at least 10 days notice shall be circulated to all members of the Council.

In the case of FMB, an extra-ordinary meeting may be held on the request of the Chairperson or the Secretary of the FMB, or on the request of the President, or that of the Secretary of the Society.

7.2 Notice

At least 4 week's notice specifying the place, date and time of the agenda of business to be transacted at the Ordinary or Special Meeting shall be given to each members.

7.3 Quorum

- a. Quorum for Ordinary and Special Meeting shall be 4, including the Office Bearers, in case of Executive Council meetings, and at least 8 in case of Founders Members Board Meetings.
- b. Quorum for Requisition Meeting or an Extraordinary Meeting shall be 7 in the case of Executive Council and ten in the case of FMB.

7.4 Procedure:

- a. Nothing except the business for which it is called shall be discussed at the Requisition Meeting.
- b. If within half an hour from the appointed time a quorum is not present the meeting if convened on the requisition of the members shall be dissolved. But in other cases shall stand adjourned to another time on the same day and if even then the requisite quorum is not present, it shall be adjourned for the next day at the same time and at the same place as previously fixed for the first meeting (before first adjournment) and at this meeting the members present, whatever their number maybe, shall form the quorum and carry on the business.

7.5 The Council or the FMB may meet for the transaction of business, adjourn and otherwise regulate its meeting and proceedings, as it thinks fit. A meeting at the council or the FMB at which a quorum is present shall be competent to exercise all or any of the functions of the Council / FMB. The agenda for a council / FMB meeting shall be circulated to all its members at least one month before the meeting. In case any member of the Council / FMB meeting. All questions arising at any time of the meeting of the Council / FMB shall be determined by majority of the votes. In addition to the votes of members present and voting, the writing comments of the absentee members shall be considered where applicable. In every case of equality of votes the President in case of the Council and the Chairperson in case of FMB shall have and exercise a second casting vote.

7.6 The general management of the Society shall be vested in the Executive Council, which shall work in consultation with the Founder Members Board as per provisions of the relevant causes of the Rules and Regulations and the Byelaws of the Society. The decision of the Council in all matter pertaining to the Society shall be final subject to approval by the FMB wherever applicable (as per cause 17.2 of the Rules and Regulations of the Society)

7.7 Every meeting of the Council shall be president over by the President, in absence by the Vice-president, and in the absence of the both the President and the Vice-President, by a member chosen at the meeting to preside on the occasion.

7.8 Every meeting of the FMB shall be president over by its Chairperson, in whose absence a Chairperson would be chosen for that meeting. In the absence of the Secretary of the FMB (the Secretary General of the Society) any member of the FMB may be requested by the Chair to function as the Secretary.

ARTICLE – VIII

8.0 Calling of the Annual General Body Meeting

81. The Annual General Body Meeting shall usually be held during the Annual Conference of the Society and the Provisional date and venue shall be proposed and decided at the previous Annual General Body Meeting.
- 8.2 Notice and agenda of the General Body Meeting and copies of the minutes of the proceeding of the last Annual General Body Meeting shall be sent by the Secretary General to all Members of the Society at least 30 days before the meeting. An initial information about the venue (city or town) and provisional dates of the Annual Conference and the Annual General Meeting shall be given to all Members by the Secretary General in a circular at least 90 days before the Annual General Meeting.
- 8.3 Any member may on giving 60 days notice or less if the matter is one of urgency submit any resolution to the General Body Meeting. The Resolution shall be first considered after which the Secretary General shall put the resolution before the General Body Meeting for their consideration with the comments of the Executive Council if any.
- 8.4 The General Body Meeting shall be presided over by the President, in his absence by the Vice President or a Fellow elected at the meeting for the occasion.
- 8.5 The Council shall have power to fix or change the date and venue of the Annual Conference and Annual General Meeting of their Society under special circumstances with the consent of the NAB, or the State or the Local Branch or Member(s), who convened the conference or the Organizing Secretary of the Conference.
- 8.6 Business to be Transacted – The business to be transacted at the Annual General Meeting shall be taken up in the following order –
- i) Condolence resolution, if any.
 - ii) Confirmation of the minutes of the proceeding of the last Annual General Body and Extra-Ordinary General Body Meeting, if any.
 - iii) Reading and adoption of the Secretary General's Report.
 - iv) Reading and adoption of the Treasurer's Report, and a statement of audited accounts.
 - v) Reading and adoption of the Editor's Report.
 - vi) Election of Office-bearers and Members of the Executive Council in piece of retiring Members.
 - vii) Appointment of Auditor.

viii) Amendment of Rules & Byelaws, if any

ix) Resolution from Members.

x) Any other business with the permission of the Chair.

8.7 The Proceeding of the General Body Meeting shall be regulated according to 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 showoff hands and in case of equality of the votes the person presiding shall have and exercise a second or casting vote.

8.8 The minutes of proceedings of the General Body Meeting shall be 10% of the Fellow of the Society of India. The Annual General Meeting shall be discovered if a quorum is not present even after being adjourned for a period not exceeding half-an-hour and agenda items relating to election of Member of the Executive Council and appointment of Auditor as provided under relevant causes of the Byelaws but not taken up and / or considered at Annual General Meeting for absence of quorum shall be deemed to have been added to the Agenda of the Annual Meeting of the Executive Council and shall be considered at a session to be held after the Annual General Meeting.

ARTICLE – IX

9.0 Extra-Ordinary General Body Meeting

9.1 An extra-ordinary General Body Meeting may be called at any time of the year on the year on the requisition of the Executive Council or 20% of the Fellows of the Society.

- a. Nothing except the business for which it is called shall be discussed at this meeting.
- b. At least ten 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 Fellow Member 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 the next day at the same time and at the same place as previously fixed, and at the meeting, the Fellow Members present, whatever be their number, shall form the quorum and carry out the business.

ARTICLE – X

10.0 Appointment of Auditor

- 10.1 A competent Auditor, shall be appointed at the Annual General Meeting of the Society every year for auditing the accounts of the Society and whose duties shall be as follows:
- a. Shall audit the accounts at the end of the year and shall certify to their correctness.
 - b. Shall give suggestions for the keeping of accounts as required.

ARTICLE – XI

11.0 Salaries or Remuneration

- 11.1 The Secretary shall keep an impress-account not exceeding Rs. 10,000/- and shall recoup the amount spent from the treasurer on production of vouchers. Expenditure exceeding Rs. 500/- at a time, except on printing and postage, shall be incurred only with the permission of the Council.
- 11.2 The Secretary General, the Treasurer and the Editor may keep clerks for the Society's administrative work. The Council shall decide the remuneration of such staff from time to time, depending on availability of such personnel and the volume of work involved.

ARTICLE – XII

12.0 Salaries or Remuneration

- 12.1 Income: The funds or income of the Society shall be derived from the following sources:
- a. Subscription, paid to the Society by it's Members
 - b. Donations and Voluntary contributions from members and others, including the donation towards the corps of the Society.
 - c. Advertisement in the publications of the Society.
 - d. Proceeds from the sale of periodicals or books and such other property as may be acquired from time to time.
 - e. Interests on Savings Bank, Fixed Deposit, other Accounts or investments.
 - f. Income from any investments made by the Society.
 - g. Income from any property held under trust. (Including business undertaking so held)
 - h. Capital gain from transfer of any property held under trust.

- i. Contribution from Government or Local Bodies.
- j. Any business carried out by the Society in furtherance of its aims and objectives.
- k. Income from any other business carried out or services provided by the Society.

12.2 Expenditure:

The council shall, out of the funds of the Society, defray all expenses including rent; salaries, wages and such other changes as may be necessary for carrying on the work and business of the Society.

12.3 Borrowings:

If approved by the Council and the NAB, the Society may borrow funds for the furtherance of its aims and objectives from Banks or other Financial Institutions, but subject to all provisions of the Societies Registration Act, 1860 under which the Society is registered.

ARTICLE – XIII

13.0 Annual Conference

- 13.1 An conference of the Society known as the “Nth National Conference of the “Indian Association of Biological Psychiatry (IABP) shall be organized every year, or as the General Body may decide, under the auspices of the Society at a suitable place and time to be decided at the Annual General Meeting of the Society. Such conference shall usually be held before 31st Day of December of any year.

13.2 The Secretary of the Society shall be responsible for:

- a. Fixing the dates of the Annual Conference in consultation with the Organizing Committee, such date must not vary from dates fixed at previous Annual Conference by more than 4 (four) weeks.
- b. To make alternative arrangements in case the Organizing Committee fails to give firm commitment regarding the proposed dates for the conference by the 31st of May of that year or under exceptional circumstances fail to organize the Conference.
- c. To negotiate with members desirous of inviting the Annual Conference at different places in India and to keep 2-3 different invitation always pending.
- d. Informing all members of dates of the meeting.
- e. Inviting delegates from the Psychiatry Society of Foreign Countries.
- f. Writing to all Government at the center (including DGHS and DGAFMS) and the States, as well as Non-Governmental, private or other similar agencies to permit if possible, members serving under them to attend the Conference on temporary duty.

13.3 Venue of the Annual Conference:

A State or Local Branch, or any Fellow, or group of Fellows of the Society shall have privilege of inviting the Annual Conference of the Society. Any other category of Member including a Corporate Member shall not have the privilege of inviting or organizing the Conference. The Secretary General in one of his circulars issued prior to the Annual Conference shall request all Fellows to invite and organize the Annual Conference at a suitable place.

- 13.4 The President of the Society for the year shall be the President of the Conference.

13.5 Organizing Committee of the Annual Conference:

- I There will be a central event and conference management committee which will be headed by immediate past president, and he will oversee all the National Events, CME & Annual Conference.
- II The Local Branch or Fellow(s) inviting the conference shall form an Organizing Committee of the Annual Conference.

- III Office-bearers of the Organizing Committee shall be elected by the Member of the Organizing Committee and shall consist of a Chairman, and Organizing Secretary, a Treasurer and others as required.
- IV The Organizing Committee shall determine the registration fee at the Annual Conference in consultation with the Council.
- V The Conference shall be open the following:
 - a. All members of the Organizing Committee
 - b. All members of the Society
 - c. Any other person authorized by the Organizing Committee can be present on the occasion
- VI The Organizing Committee shall be responsible for:
 - a. Making arrangements for suitable accommodation and food for delegates (on payment)
 - b. Arrangement for the plenary and scientific Session
 - c. Printing of brochure and program in consultation with the Secretary General of Society
 - d. Arranging for a suitable dignitary (in consultation with the Secretary General of the Society) to inaugurate the plenary session
 - e. Arranging for social and cultural functions and sight seeing
 - f. Raising funds for the conference through registration fees, grants, donations, advertisements etc.
- VII The expenses of the Conference shall be wholly borne by Organizing Committee and the Society shall not be responsible for any loss on account of holding the Conference. The Council shall not render every possible assistance to the Organizing Committee of the Conference. The Council may sanction an appropriate advance not exceeding Rs. 10,000/- for making the preliminary arrangement in connection with the Annual Conference. This amount will be placed at the disposal of the Organizing Secretary of the conference or the Secretary General of the Society and be spent for this purpose. This fund of the Society will be reimbursed, as far as possible from the registration fee paid by members at the Annual Conference and balance left from the funds raised by the local members.
- VIII All members attending the conference shall pay a Registration Fee to the Organizing Conference, except members of the Organizing Committee and the President and Secretary General of the Society if the Organizing Committee so decides.

13.6 Visitor:

The following can attend the Conference as visitors:

- a. Prominent public men who are specially invited by the Organizing Committee to attend the Conference without payment of any fees.
- b. Medical persons and other allied personals are eligible for at least Associate Membership of the Society who wish to take part in Scientific Session only as Special Visitors on payment of a payment of a fee to be determined by the Organizing Committee.

13.7 Accompanying Person

Persons accompanying the registered delegates to the conference may be registered as an accompanying person on the payment of a predetermined registration fee. An accompanying person, program may be drawn up for the benefit of registered accompanying persons.

13.8 Program of the Conference:

The program of the Conference must include:

- a) Inaugural session must include the address to be delivered by the Chairman of the Organizing Committee, the President of the Society, the Vice President remarks / report by the Secretary General of the Society, the Chief guest's address, relies of the souvenir etc. and vote of thanks by Organizing Secretary and any other item decided by the Organizing Committee with prior approval from the Council.
- b) Scientific Sessions(s): Have to be planned and conducted by the Scientific Committee in the best and highest Scientific Tradition. This would be open to all members and visitors.
- c) Annual General Meeting of the Society: Open to all the Members of the Society.
- d) Medical and Scientific Exhibition: Organized by the Organizing Committee.
- e) Cultural Program: Organized by the Organizing Committee.

ARTICLE – XIV

14.0 Scientific Paper & Sessions

- 14.1 There shall be a standing "Scientific Committee", of the Society to hold scientific meetings, symposia, workshops, continuing medical education programs and to further the scientific objectives of the Society.
- 14.2 The Scientific Committee shall consist of 3 – the President of the Society as its chairman, the Editor and the Secretary General with power co-opted Members and

delegates its functions to Co-opted Member(s). The Co-opted(s) Members would have tenure for two and would be Fellows of the Society who have made scientific contribution of scientific merit to research, academic for the advancement of knowledge.

- 14.3 The Scientific Committee shall choose topics, themes and subjects for the Scientific activities including those at the Annual Conference, scrutinize Scientific Papers to be read, presented, select and invite speakers of experts to such meetings, conferences and lay down the general guidelines and orientations of the sessions.
- a. Only those papers which are read or are to be reset a scientific session of the Annual Conference, would be printed in the Society Journal papers, presented at other scientific proceeding of the Society may be published if possible in the journal or as a monogram or presiding of the meeting.
 - 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. For all proposed publications the scientific committee may lay down appropriate guidelines.
 - d. If the exceptions or refusal of the publication of the paper is not conveyed to the author within 6 months of its being sent to the Editor of the Indian Journal of the Biological Psychiatry or if it is not published within 18 months of its submission or Presentation at the Annual Conference of The Indian Association of Biological Psychiatry, the author will be free to publish it else where after informing the editor of the Journal of the Biological Psychiatry.

ARTICLE – XV

15.0 Articles & Scholarships

- 15.1 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 and objects.
- 15.2 The Society may institute awards, fellowships and scholarships from special grants or endowments it may receive encourage scientific, activity, research rise to level of clinical practice or for any other purpose in accordance with objects of the Society. Any awards named after an individual or body would be named as the name of the individual body – (followed by Indian Association of Biological Psychiatry award fellowships, scholarships, etc. (followed by) reason / proposed of the award.
- 15.3 While accepting any grant endowments or funds for an award or scholarships etc. The council would ensure that the object or the dignity and the image of the Society is in no way compromised.

- 15.4 Any proposal for the instruction of an award fellowship, scholarships, prize alike would be scrutinized by the Council and placed before the NAB to would then approval or reject it, based on its purpose, merits feasibility and need.
- 15.5 While accepting the proposal of an award the Council and the NAB would ensure that the donor or the person instituting the Award deposits a sufficiently large fund to make the Award feasible not only today, but in the future also.
- 15.6 The Society may set up a separate Awards Committee to judge, regulate and oversee the awarding of the Award, Scholarship, Prize etc. to the right person.

ARTICLE – XVI

16.0 General

- 16.1 The headquarters of the Society shall be present at New Delhi.

16.2 Annual list of Office Bearers and Members of the Executive Council (Section 4 of Societies Registration Act XXI) of 1860).

Once in every year a list of the Office Bearers and Executive Council of the Society shall be filled with the Registrar of Societies, New Delhi as required under section 4 of the Societies Registration Act, 1860.

- 16.3 Legal Proceeding (Section 6 of the Societies Registration Act, 1860)

The Society may sure to be issued in the name of the President / Secretary General as per provision laid down under section 6 of the Societies Registration Act, 1860 as applicable to National Capital Territory of Delhi.

16.4 Amendments to the Memorandum of Association or Rules and Regulations (Section 12 and 12 A of the Societies Registration Act, 1860)

Any amendment in the Memorandum of Association or Rules and Regulations will be carried out in accordance with procedure laid down under section 12 and 12 A of the Societies Registration Act, 1860.

16.5 Dissolution and Adjustment of Affair / Section 13 & 14 of the Societies Registration Act, 1860

The Society would have perpetual decision by its name but if the Society needs to be dissolved it shall be dissolved, as per the provisions laid down under section 13 & 14 of the Societies Registration Act, 1860.

- 16.6 If upon the dissolution of the Society, shall remain after the satisfaction of its debts and liabilities any property whatsoever, the same shall not be paid to or distributed among the members of the Society but shall be given over to organization with similar and comparable objects and purpose according to the decision of the Board or, in default, thereof, that of a competent court.

16.7 Contingency:

Any contingency not covered by these Rules and Regulations and Bye laws of the Society, may be decided by the Executive Committee and by the Board.

16.8 Application of Act

All the provisions under all the sections of the Societies Registration Act 1860 was applicable to the National Capital Territory of Delhi, shall apply to the Indian Association of Biological Psychiatry.

16.9 Certified that this is the Correct Copy of the Rules & Regulations of the Society.

Hony. President
Dr. Anu Kant Mital

Hony. Secretary
Dr. Rajesh Nagpal

Hony. Treasurer
Dr. U.C. Garg

Vice President
Dr. N.K. Bohra