

**CONSTITUTION AND BYELAWS OF THE
SOCIETY OF GASTROINTESTINAL ENDOSCOPY OF INDIA**

(Registered under Societies Act XXI of 1860)

Article: I The name of the Society shall be the "Society of Gastro-Intestinal Endoscopy of India" hereinafter referred as the Society.

Article: II Registered office of the Society shall be situated at the town where the Secretary resides.

Article: III **AIMS AND OBJECTIVES**

- a. To provide forum to meet and discuss scientific matters related to Gastro-Intestinal Endoscopy.
- b. To organize Annual Conference of the Society, where Scientific Papers, Lectures, Symposia will be presented.
- c. To promote and encourage Research in Gastro-Intestinal Endoscopy.
- d. To sponsor all such activities conducive to promotion of Gastro-Intestinal Endoscopy in India.
- e. To take all such measures as required to fulfill these objectives.
- f. To publish, Journal, Monogram and Text Books related to Gastro-Intestinal Endoscopy.
- g. To interact with the government / MCI to provide accreditation for qualified endoscopists in India.
- h. To propagate scientific Endoscopy learning by accrediting endoscopy centers for training in basic/ advanced Endoscopy.
- i. To liaison with International Endoscopy societies for continuing educational and multicenter research/ clinical trials.

Article: IV **MEMBERSHIP**

Membership of the Society shall be of the following categories: -

- a. Life Members.
- b. Honorary Life Members.
- c. Corporate Members.

a. LIFE MEMBERS

Eligibility:

Person shall be qualified to be admitted as a Life Member of the Society who has –

1. Shown a sustained interest with documentary proof in the field of Gastrointestinal Endoscopy and has obtained MBBS degree recognized by MCI with a Postgraduate degree in Medical/Surgical disciplines and is enrolled on a Provincial or a State Medical Register of Practitioners of Modern Scientific Medicine.

And / or

2. A person holding teaching / professional post in the specialty dealing with digestive system and actively involved with the endoscopic procedures and has been introduced by two active members of Society.
3. All applicants submitting an application (except those fulfilling above criteria) shall present documentary evidence of formal training in G.I.Endoscopy Including at least one of the following: Upper G.I.Endoscopy / Colonoscopy / Laparoscopy / E.R.C.P. etc.
4. Completion of an application form supplied by the Secretary of the Society. The application must be sponsored by two active / senior members of the Society one of whom has personal knowledge of the applicant's endoscopic training & skills. If an applicant can not find sponsorship by a second Society member, a letter of abilities may be submitted in lieu of second member's sponsorship.

b. **HONORARY LIFE MEMBERS:**

Any person who is a renowned Scientist or who has served in an outstanding manner, the cause of Medical Science or Medical Education in the field of Gastroenterological Endoscopy, may be elected as an Honorary Life Member according to the procedure laid down in the bye laws.

c. **CORPORATE MEMBERS:**

Any Institution may be elected as a Corporate Member of the Society according to the procedure laid down in the bye laws. The term "Institution" shall be deemed to include any public or private company, a firm, a Society registered under any law, a duly constituted trust, a statutory body, any association or organization set up under an Act of Parliament or a State Government dealing with Pharmaceutical or allied materials.

Article: V OFFICERS AND GOVERNING COUNCIL

- A. The Governing Council shall consist of:
- (1) The President, (2) Vice President, (3) Hony.Secretary, (4) Joint Hon. Secretary, (5) Hony.Treasurer, (6) Six Members elected by the General Body (7) Not more than two members to be co-opted by the Governing Council, one of whom shall be the Organizing Secretary of the Annual Conference. (8) Immediate Past President for three years (9) President Elect.
- Secretary ISG and INASL will be the permanent invitee for Governing Council.
The Governing Council shall manage the affairs of Society solely and Entirely.

Article: VI FUNDS AND ASSESTS:

The funds of the Society shall consist of:

- (a) Entrance Fees
- (b) Membership Fees.
- (c) Contributions, Donations and Grants.
- (d) Income from Investments.
- (e) Gifts or legacies of immovable or movable property.

Article: VII AMENDMENTS:

This Constitution may be amended by three fourth of those members who casts a valid vote in a postal ballot conducted as laid down in the bye laws.

Article: I FINANCIAL YEAR:

The financial year of the Society shall be from April first to March thirty first.

Article: II MEMBERSHIP:

1. **Admission to Membership:** -

Application for admission to membership of the Society as a Life Member or Associate or Corporate Member shall be made in writing on the prescribed form, and shall be accompanied by payment of the entrance fee as fixed by the Governing Council, and the amount of subscription due for the type of membership. All such applications will be examined by a screening Committee comprising of Hony. Secretary with two other members one being Joint Secretary / Treasurer and any one of the members of Governing Council. This Committee will submit the report with application forms for final decision of the Governing Council which may accept or reject or deal otherwise with the same. The Governing Council shall not be bound to give reasons for its decisions. The Governing Council's decision shall be final. Membership in the Society shall commence from the date of acceptance by the Governing Council.

2. **ELECTION OF HONORARY MEMBERSHIP:**

Proposal for nomination to Honorary Membership of the Society may be made by any two members of the Governing Council. Such proposals should be submitted in writing with signatures of the proposers, to the Secretary, at least six weeks before the Annual Meeting of the Governing Council. The same will be included in the agenda of The Governing Council Meeting. A two third vote of those present and voting at the Governing Council meeting shall be required to elect such a member. The name has to be finally approved in the Annual General Body Meeting.

3. **MEMBERSHIP FEE:**

All members shall pay an membership fee of such an amount as in determined from time to time by the Governing Council and approved by the General Body. Until otherwise changes by the Governing Council and approved by the General Body Meeting the membership fee payable shall be as follows:

Life Member	:	Rs.5000/-
Life Member(SAARC)	:	Rs.8000/
Life Member (Overseas, non-SAARC):		USD \$ 500
Corporate Life Member	:	Rs.2 lacs/-
Corporate Member (Annual):		Rs. 50,000/-

The annual fee in case in case of Associate & Corporate Membership shall be payable at the beginning of the Financial Year. Members who fail to pay the subscription by October the 1st will be deemed to be in arrears.

4. **CESSATION AND TERMINATION OF MEMBERSHIP:**

The Secretary / Treasurer of the Society shall send not more than two reminders by registered post, at an interval of not more than two months, to any members whose subscription is in arrears. Two such reminders will be considered as adequate notice, and If the subscription is not received within two months from date of dispatch of the last notice, the member shall cease to be a member of the Society after the Governing Council resolves to that effect. Any member may withdraw from the Society by giving notice in writing to the Secretary of his intention to do so and thereupon he shall cease to be a member provided all his dues to the Society are paid.

The Governing Council, by a decision of 2/3 rd majority of the members present and voting may take disciplinary action against any member on its own, or in pursuance of a notice signed by at least two members received by the Governing Council or Secretary.

5. **PRIVILEGES OF MEMBERSHIP:**

All life members shall be entitled to participate in all activities of the Society including the right to vote, subject to the bye laws. Associate, Corporate and Honorary members will have all the privileges but will not have the right to vote, or nominate or to serve on the Governing Council or Stand for any election.

6. **REGISTER OF MEMBERSHIP:**

A register of the members shall be kept by the Secretary in which membership in the various categories will be recorded, setting down the names and addresses of the Members. For the purpose of Society, the address as mentioned in the register will be considered as the valid one. Any change in address must be intimated to the Secretary that the necessary change in the register has been effected.

Article: III OFFICERS OF THE SOCIETY AND MEMBERS OF THE GOVERNING COUNCIL. :

1. **The President:**

The president elect will automatically become president after one year of term. The President shall hold office for one year only. The President shall preside over all the meetings of the Governing Council and the General Body of the Society. The President shall be responsible for the affairs of the Society.

2. **The Vice-President:**

The Vice President shall be elected annually from among the members of the Society who have previously served at least two years as elected member on the Governing Council. The Vice-President shall hold office for one year and is eligible for re-election for second year (and not for third year). The Vice-President shall perform the functions of the President in the absence of president and president elect.

3. **The Hony. Secretary:**

The Secretary shall be elected from among the members of the Society, who has previously served at least two years as elected member on the Governing Council. He shall hold office for a term of three years after which he is eligible for re-election for a second term. No person shall be Secretary for more than two consecutive term. Subject to the control of the Governing Council, the duties of the Hony. Secretary shall be as follows:

- a) To conduct all correspondence.

- b) To convene meetings of the Governing Council and to record the Proceedings of every meeting of the Governing Council in a minute Book to be kept for the purpose.
- c) To receive application for membership and place them before the Governing Council for consideration after screening.
- d) To convene annual, special or extraordinary meeting of the Society
- e) As directed by the Governing Council giving the due notice of the time and place and agenda thereof and to record the proceedings of every such meeting in the minute book to be maintained for the purpose.
- f) Perform all such duties as are incidental to his office.

4. **Joint Hony. Secretary:**

The Joint Hony. Secretary shall be elected from among the members of Society, who has previously served at least two years as elected member on the Governing Council. He shall hold office for a term of three years, after which he is eligible for re-election for a second term. No person shall be Secretary for more than two consecutive terms.

The Joint Secretary shall assist the Secretary in his duties or in the absence of the Secretary shall act as Secretary.

5. **The Treasurer:**

In order to maintain the smooth function of Society at Secretariat the post of Treasurer will be by nomination & not election. The Secretary shall nominate the Treasurer who must be a Life Member of the Society, from the same place where Secretariat is situated. There will be no election for the post of Treasurer. The nomination has to be approved by the Governing Council.

- a. He shall receive funds and make payments on behalf of the Society.
- b. He shall maintain true accounts of the funds and other assets of the Society or those that are controlled by the Society.
- c. He shall prepare a statement of accounts to be audited by the certified auditors appointed at the Annual General Body Meeting.
- d. He will plan budget estimations for the ensuing year.

6. **A Governing Council Member:**

The Governing Council member shall be elected from among the members of the Society who has been active member for at least two years.

Hon. Life Members, and Corporate Members will not be entitled for Governing Council Member.

7. **The Elected Members of the Governing Council:**

The elected members of the Governing Council shall hold office for a term of not more than two years consecutively. The term of office of the elected members shall be arranged by the Governing Council so that at least two elected members shall retire each year.

The new officers and the member of the Governing Council shall normally assume office at the end of the Annual Conference. However, if annual conference is not held, they shall assume office within a week of declaration of the results of the election.

8. **The Co-Opted Members of the Governing Council:**

The co-opted members of the Governing Council shall hold office for a term of one year but are eligible for re-co-option for a further one-year term. No member shall be co-opted to the council for more than two consecutive years.

9. **President Elect:**

The President Elect shall be elected annually from among the members of the Society who have previously served at least two years as elected member on the Governing Council. The President Elect shall hold office for one year and will automatically become president after one year of term. The-President Elect will preside over the meetings in absence of President.

Article: IV ELECTIONS:

1. In the first week of January (or six weeks before the annual conference), the Secretary shall send to each member a list of the vacancies in the Governing Council, requesting him or her to send nominations for the vacancies on the prescribed form. The form must bear the signatures of nominee signifying his approval and of proper and seconder. The form must be received by 3rd week of January (or 4 weeks prior to conference). Any nominations received after that date will be invalid. A brief (250 words) biodata of candidates should be included along with the nomination form.
2. The Secretary shall prepare ballot papers and send one Ballot paper to each member eligible to vote by 1st wk of February (or two wk prior to conference) Biodata of the contesting candidates will be included along with the ballot paper. Any canvassing in the form of email or bulk SMS are not acceptable and may debar a candidate.
3. Members shall send completed ballot papers to reach the President Elect or an executive assigned by Governing council by 3rd wk of February (or 2 days prior to conference). Papers received after that date will not be valid.
4. The President will appoint at least two scrutineers to record the vote. All other members of executive council may be present at the counting of votes. The candidates contesting the election or their representative may also be present during the counting. The Secretary in consultation with the President and President Elect will declare the result of voting not later than the end of February (or second day of conference).
5. If for any reason, the elections are not held on the dates herein laid down, the President shall determine the respective dates to ensure that the elections are completed before the end of Annual Conference of that year.
6. If the nominations received by the Secretary are less than the seats on the Governing Council the vacancies shall be filled by election, at the time of annual general body meeting. The Secretary will circulate the list of such vacancies, invite fresh nominations duly proposed and seconded, and shall hold the election by ballot. The President is empowered to modify the mode of inviting the nomination, if necessary, but all the vacancies in the Governing Council will be filled by election by ballot at the annual general body meeting.

7. Since there will be more than one vacancy for governing council member each year, all members are expected to vote for all available vacancies. Any ballot cast for less than numbers of vacancies will be declared invalid.
8. The co-opted members for the coming year will normally be chosen at the meeting of the Governing Council at the time of Annual Conference. At this meeting the current members and the members elect for the coming year may be present and have the right to vote.
9. If the annual general body meeting is held before the elections and if no valid nominations for a vacancy are received, the person holding that office shall continue to do so for a further year irrespective of any other provisions in these byelaws.
10. In any election in the event of a tie, the President shall have a casting vote in addition to the vote he has already exercised.
11. If any vacancy occurs in the Governing Council, otherwise than by efflux of time the Governing Council, notwithstanding anything contained in above clauses, shall or can elect a member to fill the vacancy for the remaining period of the year. In case of a vacancy among the office-bearers, the Governing Council shall elect a person from among themselves to fill the post till the end of the year.

Article: V Powers of the Governing Council:

The Governing Council shall have the following duties & powers: -

- a. To regulate and sanction any expenditure, which the Committee may consider to be necessary or desirable in furthering the objects of the Society.
- b. To accept donations, subscriptions, endowments for any specific purposes consistent with the objects of the Society and / or accept donations, endowments, gifts, earmarked for building, wings with a view to perpetuate the name or memory of any person or persons whose memory they do not may like to perpetuate, with object not inconsistent with the objects of the Society.
- c. To make bye-laws and rules not inconsistent with their rules. All policy matters must be approved by the subsequent General Body Meeting.
- d. To prepare every year the Society's budget for the following year and the resport of the work as also the annual statements of accounts and get the same duly audited.
- e. Bank account of the Society shall be operated by the Hony. Treasurer and any one of the following: 1). President 2). Hony. Secretary 3). Hony. Joint Secretary
- f. To take such other measures as are necessary for the proper up-keep and safety of the property of the Society.
- g. To cause to be kept a book in which the minutes of the proceedings of the meeting shall be recorded.
- h. And generally for and on behalf of the Society to do all such Acts, Deeds and things not inconsistent with the aims and objects of the Society and excepting those which are specially required to be done by the General Body.
- i. The Committee shall meet as often as it may be necessary but meet at least once a year.
- j. Whenever it is found inconvenient to call for a meeting and if Hony. Secretary deems it desirable that opinion of the Governing Council should be obtained in any particular matter or

matters, whereof their opinion is required, he shall do so by post and act in accordance with the view of the majority.

- k. Five members of the Governing Council (excluding President) shall constitute a quorum. If there is no quorum within 15 minutes of the time when a meeting is called, the meeting convened upon the requisition of members shall stand dissolved, and in any other case shall stand adjourned to half an hour later in the same place. At such adjourned meeting any four members present (excluding President) shall be a quorum and may transact the business for which the meeting was called. If there is still no quorum the meeting shall stand adjourned to any other time and place as fixed by the President; the quorum for such a meeting shall be four (excluding President).
1. Chairman: - In absence of President, Vice-President, and President Elect, the members of Governing Council may elect among themselves a Chairman pro-term.

Article: VI Disposal of Business:

Question arising at any meeting shall be decided by majority of votes of the members present and in case of equality of votes, the President presiding the Council shall have a casting vote, in the event of any difference of opinion among the members of the Council, the opinion of the majority shall prevail and the acts of the majority of the Council, in the execution of the whole Council.

Article: VII Validity of the Governing Council's decision:

No act of the Governing Council shall be invalid only on account of the defect in its constitution or election of personal constituting being subsequently detected.

Article: VIII Absenting member of the Governing Council:

Any member of the Governing Council absenting himself for two consecutive meetings without seeking the leave of absence shall be deemed to have vacated his seat but such member shall be eligible for re-election.

Article: IX Circular Resolution:

Urgent business of the Governing Council may be done by a circular resolution (to be sent under certificate of posting) or e-mail. Decisions so taken shall be effective as a resolution of the Governing Council.

Article: X Annual General Body Meeting:

- a. The Annual General Body meeting of the Society shall be held at a time and place decided by the General Body at their previous annual meeting. The Governing Council however, under special circumstances may postpone this meeting act beyond six months of the date fixed by the General Body. A notice of General Body meeting will be given at least 3 weeks prior to date of meeting.
- b. To confirm the minutes and the proceedings of the previous Annual General Body Meeting.
- c. To consider and adopt the report already adopted by the Governing Council together with the audited statement of accounts.
- d. To elect the members of the Committee in the place of vacancies.

- e. To appoint Auditors as well as their remuneration.
- f. To transact any other business that may be placed before it by the Governing Council or any member, if such member has given notice in writing one week before the meeting to the Hony. Secretary.
- g. To transact any other business that may be brought forward with the permission of the Chair.
- h. At any meeting a proposition or resolution put to vote shall be decided on a show of hand unless a poll on the declaration of the results by the show of hands immediately demanded by at least six members and a poll is demanded, a declaration by the President that the proposition or resolution has a show of hands been carried unanimously or by a majority or lost as the case may be, shall be final, and entry to that effect without proof of the number of proposition of the votes recorded in favour of or against the proposition or resolution. In case of equality of votes, the President of such meeting shall be entitled to a casting vote, in addition to the vote to which he is entitled as a member.
- i. Installation of new office bearers.

Article: XI Quorum:

The business of the Annual General Body and Extraordinary meeting shall be transacted only if quorum is complete. If there be no quorum, the meeting shall stand adjourned for half an hour, and shall thereafter be reconvened and proceeded with. In the case of a requisition meeting, there must be a quorum; otherwise the meeting shall be abandoned.

For matters of general nature 25 members or 25 % of the total strength of active members, whichever is less, for constitutional amendment 75% of the total strength of active members is needed for Annual General Body Meeting otherwise 75% of the total strength of active members should agree to amendment, if any, by postal resolution sent to members by under certificate of posting.

Article: XII Non Receipt of notice by a member of the Annual General Body & Extraordinary Meeting:

The non-receipt of any such notice by any of the members shall not invalidate the proceedings of any such meeting.

Article: XIII Audit:

The accounts of the Society shall as soon as practiceable after the close of the financial year, be audited by duly certified Auditor or Auditors or Firm of Auditors, paid or honorary, who shall not be a member of the Society and who shall be appointed at the Annual General Body Meeting.

Article: XIV Power to Amend:

The Society hereby reserves the right to add, to alter, amend or modify clauses hereinabove by simple majority at a specifically convened meeting on the lines specified in Article-IX.

Article: XV Local Branches:

The Society would encourage development of local branches in various cities or states. However, such branches will have to raise their own finances and will be governed by the rules and regulations and policy of the Parent Society.

Article: XVI The Organizing Secretary:

The Organizing Secretary will be appointed by the General Body or the Governing Council. Organizing Secretary will be responsible for holding Annual Scientific Conferences. He will have to raise his own funds to finance the Conference.

An amount of Rs 1 lac should be paid by organizing committee to the parent society.

For the mid-term meeting organized under the banner of SGEI, this amount will be Rs.30000.

A.G.B. = Annual General Body

(Dr Sundeep Lakhtakia)
Hony. Secretary, SGEI