



BYE LAWS OF THE SOCIETY

BYE LAW 1

The financial year of the Society shall be from 1st April to 31st March. The functional year, however, will be from Annual Conference to Annual Conference.

BYE LAW 2 Admission to the Society

2 A. Admission to Membership- Life/Associate

Application for admission to membership of the Society as any Member shall ordinarily 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. Every application must be recommended by, and bear the signature of two members of the Society. Such application shall be considered by the Governing Council who may accept or reject or deal otherwise with the same. The decision of the Governing Council shall be final. The Governing Council shall not be bound to give reasons for its decisions. Membership in the Society shall commence from the date of acceptance by the Governing Council.

2 B Admissions to Honorary Membership

Proposals 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 the 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-thirds vote of those present and voting at the Governing Council meeting shall be required to elect such a member.

2 C Membership Fees

All ordinary, associate members shall pay an annual membership fee of such an amount as is determined from time to time by the Governing Council and approved by the General Body. Until otherwise changed by the Governing Council and approved by the General Body Meeting the life membership fees payable shall be as follows:

- Life Member : Rs.15, 000 + applicable taxes
- Honorary Member : NIL
- International Member : USD 500 + applicable taxes
- International Member : USD 250 + applicable taxes

(Resource-Constrained Countries)

These rates are subject to periodic revision by the Governing Council

“Resource-constrained countries” are defined in the present context, although they may be changed/ updated later on in consultation with GC.

BYE LAW 3 Cessation and Termination of Membership to the Society

1. Such a step may be taken by the Governing Council in response to an illegal/immoral act on the part of the Member.
2. Any Member who acts against the interests of the Society is liable to be prosecuted.
3. However, this act of suspension may be temporary/ permanent, as decided by the Governing Council
4. Any Member may give up Membership to the Society by informing the President or the Secretary-General of the Society by mail.

BYE LAW 4 Privileges of Membership

1. All life members shall be entitled to participate in all activities of the Society including the right to vote subject to the bye-laws.
2. Honorary, International Members, and Associate Members will have all the privileges of an ordinary member but will not have the right to vote or nominate or serve on the Governing Council or stand for any election.



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BYE LAW 5 Register of Members

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 the Society, the address mentioned in the register will be considered the valid one. Any change in address must be intimated to the Secretary and confirmation must be received from the Secretary that the necessary change in the register has been effected.

Annexure 1 Types of Membership in the Society

A. Life Members

- A person having a sustained interest in the field of MEDICAL gastroenterology and has a postgraduate degree in Medical Gastroenterology (DM/DNB/DrNB) recognized by the Medical Council of India/National Medical Council or National Board of Examination

(National Board Of Examinations In Medical Sciences - NBEMS) and is enrolled on a provincial or a State Medical Register of practitioners of Modern Scientific Medicine.

This will not change the status, rights, and privileges of the existing Life Members of the Society as of February 14th, 2022.

B. Honorary Life Member

- Any person who is a renowned scientist or who has served in an outstanding manner the cause of medical science or medical education in any field of gastroenterology may be elected as an Honorary Life Member according to the procedure laid down in the bye-laws.

C. International Member

- Any Non-Resident Indian or a Foreign National who has shown a sustained interest in the field of gastroenterology and has obtained in any branch of medical sciences, a postgraduate degree, or diploma in any field related to Gastroenterology / Hepatology / Endoscopy.
- Is engaged in teaching or research in biological science with a sustained interest in gastroenterology. A person who is engaged in teaching shall mean a person who is holding a confirmed teaching appointment in a recognized medical Institution or university department.

D. Associate Life Member

1. Shown a sustained interest in the field of gastroenterology Allied Specialties and has obtained in any branch of medical sciences, a postgraduate degree or diploma recognized by the Medical Council of India/ NMC/NBEMS and is enrolled on a provincial or a State Medical Register of practitioners of Modern Scientific Medicine.

OR

Is engaged in teaching or research in biological science with a sustained interest in gastroenterology. A person who is engaged in teaching shall mean a person who is holding a confirmed teaching appointment in a recognized medical Institution or university department.

OR

Ph.D. or equivalent in Basic Sciences

E. Associate, Honorary, International Members will have all the privileges of an ordinary member but **will not have the right to vote or nominate or to serve on the Governing Council or stand for any election.**

F. Only Life members of the Society will have voting rights.

Annexure 2 – The Elections

1. The Secretary-General shall send to each member a list of the vacancies in the Governing Council.
2. The Council will appoint the President-Elect as the Returning Officer, who will then coordinate the election process through the ISG Secretariat. The details of the Election Process will be as mentioned in this SOP for Elections in the ISG.



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3. The Secretary General's Office will send nominations for the vacancies on the prescribed form. The nomination form must bear the signatures of the nominee signifying his approval and of the proposer and seconder who will be bonafide Life Members of the Society.
4. The deadlines for the Election process will be laid down by the Returning Officer
5. The President and the Immediate Past President will be consulted by the Returning Officer in case of any controversy.
6. The Electoral Process shall be conducted by an electronic voting/ballot paper process that will usually be completed 1 month before that year's Annual Conference
7. In case of the Elections being conducted through Ballot Papers process, the Returning Officer, assisted by the Secretariat, shall prepare ballot papers and send under certificate of posting one ballot paper to each member eligible to vote.
8. The Returning Officer shall conduct the elections in accordance with the SOP laid down.
9. Members shall send completed ballot papers or their online responses on or before the announced deadline. Papers/responses received after that date will not be valid.
10. The time window for voting shall be open for at least 3 weeks.
11. A President of the Society who has also finished his term as Past President in the Governing Council is no more eligible for election to the Governing Council for 5 years from the date of expiry of his Governing Council membership.
12. 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 December of that year.
13. 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 the Annual General Body Meeting. The Secretary-General 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 and announced thereafter at the Annual General Body Meeting.
14. If the Annual General Body meeting is held before the election 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 bye-laws.
15. If any election in the event of tie, the President shall have a casting vote in addition to the vote he has already exercised.
16. If any vacancy occurs in the Governing Council, otherwise than by of flux of time the Governing Council, notwithstanding anything contained in above clauses, shall or can elect a member to fill the vacancy for the remainder 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.
17. The counting of ballot papers/ online voting will be done at the pre-conference governing body meeting as the last item on the agenda. Candidates, who so desire, may be invited to be present for the counting.
18. The Secretary General or the Treasurer cannot contest for any post in the Governing Council in the last year of his/ her tenure.

Annexure 3 – Agenda for the General Body Meeting

The Agenda of the Annual General Body meeting must include the following and more as considered relevant.

1. To receive and adopt the Annual Report of the Governing Council as given by the Secretary on the working of the Society for the preceding year.
2. To receive and adopt the Balance sheet and Auditor's for the preceding year.
3. To approve the appointment of Auditor as recommended by the Governing Council.
4. To receive and adopt the budget for the coming year.
5. Declaration of the results of the election held. In case elections are incomplete the same may be completed as per rules and regulation.
6. To transact such other business as may be brought forward by the Governing Council or any other business that may be permitted by the Chairman of which seven days' notice has been given in writing.
7. To consider any other business brought forward by or with the consent of the Chairman.
8. Installation of the New Office Bearers.



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Annexure 4 – The Annual Conference

1. A conference of the Society shall usually be organized at least once each year.
2. The Conference will be awarded to a local Chapter (LOC) based on the presentations made at the Annual General Body Meeting 2 years before the proposed Conference.
3. A MoU will be signed by the local Organizing Chapter (represented by the Organizing Secretary cum Treasurer) and the Society (represented by the Secretary General of the Society).
4. The venue of the conference shall be decided and the organizing Secretary cum Treasurer of the conference appointed by the annual Governing Council Meeting.
5. The Secretary of the Society shall notify members the date and venue of the conference and call for papers for presentation at the conference. Such papers will be scrutinized by the Secretary, who with the concurrence of another member of the Governing Council, will have the power to reject any paper.
6. On the first day of the conference a joint session will be held. This will be called "Plenary Session". Six papers will be presented during this session. Screening of the papers for the plenary session will be done by a committee appointed by the Governing Council which will necessarily include two past presidents. Even if the number of papers is less than six, the papers will be scrutinized and only those found suitable will be posted for the Plenary Session.
7. The papers that are not accepted for oral presentation will be adjusted in the "poster sessions" for which papers will also be accepted directly. Members whose papers are accepted and who default in presentation without at least 48 hours' notice prior to the conference will be debarred from presenting any paper for one year.
8. The Organizing Secretary shall be responsible for making all other arrangements for the conference, including financial arrangements, according to the procedure laid down from time to time by the Governing Council intimated to him by the Secretary of the Society. The Organizing Secretary shall submit an audited statement of accounts within 6 months of the end of the conference. The expenses of the conference shall not be met normally from the finance of the Society.
9. A percentage of the registration fee collected for the conference or any other amount as fixed from time to time by the Governing Council shall be paid to the Society. Any funds raised for the conference in excess of expenditure shall be made available to the local chapter of the Society for their use in furthering the aims of the Society.
10. The annual meetings of the Governing Council and of the General Body shall normally be conducted at the time and place of the Annual Conference. The local Organizing Secretary shall be invited as a non-voting member to all meetings of the Governing Council held in association with the conference. A copy of the final program of the Conference will be sent by the Secretary to the members about a month before the conference.
11. The Society will pay a partial subsidy to the postgraduate students who attend the conference. The following criteria will be applied in distributing the limited funds made available for the purpose.
 - The person must have his paper accepted and read at the conference.
 - The person must be registered for any postgraduate degree or diploma course.
 - The postgraduate students from the place where the conference is held will not be eligible for the travel grant



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Annexure 5 - Guidelines for the State Chapter for bidding for ISGCON and conduct of ISGCON

Section A

Bidding for the conference:

Only State chapters of ISG are eligible for bidding for holding ISGCON. The bidding should be done as follows:

1. Bidding is invited from State chapters of ISG, mostly two years in advance.
2. The bidding application should be sent to Secretary ISG at least three months in advance (from the first day of ISGCON).
3. The Bidding application should be on the letter head of the State chapter of ISG and should be duly signed by the President and Secretary of the State Chapter of ISG. The letter should announce names of proposed Chairman, organizing Secretary and the treasurer for holding the conference.
4. The consent of the proposed organizing chairman, and organizing Secretary should be obtained on a letter head.
5. The letter should mention that the State Chapter and the Organizing Committee will follow all the guidelines laid by the ISG.
6. After the finalization of the venue of the ISGCON in the General Body meeting of ISG, a Memorandum of understanding should be signed by both the Organizing Committee and the ISG officials, (during the same ISGCON) as described below.
7. The Conference will be awarded to the State Chapter and Local Organizing Committee only after Memorandum of Understanding has been signed by both parties.

Section B

Guidelines to be followed for Organization of ISGCON

1. A memorandum of understanding is to be signed between the local organizing committee and ISG
 - A. Signatories from ISG: President, Honorary Secretary & Treasurer (Any two of the three)
 - B. Signatories from local organizing committee (LOC): Chairman, Secretary and Treasurer (all three)
 - C. Bidders should meet all the terms and conditions laid down by central ISG.
 - D. MOU should be signed between organizers and ISG about the audit of conference accounts and distribution of profit funds
 - E. Financial implications:
 - I. The state chapter must submit the audited financial report within 6-9 months of ISGCON.
 - II. *Sharing of PROFIT:* of all the profit
 1. 60% to central ISG,
 2. 30% to Local ISG Chapter
 3. 10% to IJG.
 - F. Compliance to above basic rule is essential. Non-compliance will lead to banning of the local venue and local ISG chapter for next 15 years. The general body will be informed about the non-compliance.
2. Local organizing committee should be formed and announced at least 12 months in advance.
3. ISG Governing Council Member will visit the city and venue of the ISGCON to confirm and coordinate the logistics of holding the conference.
4. Academic program: The academic program should be finalized at least 6 months prior to the day of the conference in co-ordination with the other participating societies (INASL, SGEI). Overlap of topics should be avoided.
5. Foreign Speakers are to be invited after consultation and confirmation from ISG Secretariat.

Guidelines for holding activities of ISGCON

1. Inauguration

- A. Dignitaries on the dais: President of ISG, President of INASL, President of SGEI, Honorary secretary of ISG, Chairman local organizing committee, Organizing Secretary of local organizing committee, Chief guest and Guest of Honor



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- B. Chief Guest and Guest of Honor - Appropriate for the occasion, Invitation to film stars should be avoided. Governing council of ISG to be informed in advance
- C. Release of individual books/monographs – Permissible only for ISG members and on related topics only. A prior permission from ISG Governing council should be obtained (through ISG Secretary)
- 2. Dinner**
 - A. Culture program of about one hour, preferably by the local artists
 - B. Banquet: Non-extravagant, venue for the dinner/banquet should not be too far the venue of the meeting
3. Faculty lounge: Faculty lounge to be marked for tea and lunch. Internet connection should be available
4. Stalls: No expensive gifts/bags/family games
5. Poster area: Large enough, prominent location, close to halls, well illuminated, provision of e-posters
- 6. Halls:**
 - A. All halls should be close to each other
 - B. Capacity should be adequate in all three halls
 - C. Provision for timekeeping by staff/bells/lights
 - D. Local staff to introduce sessions and invite the chairpersons
 - E. Microphones for the audience – at least 3 stationary and a few mobile microphones
 - F. LCD monitors for the chairpersons and moderators
 - G. Water bottles in the hall/near the hall
 - H. Good quality audio video
- 7. Meeting rooms for ISG, Taskforces & Group meetings with**
 - A. Provision of tea/snacks
 - B. Provision of Internet connection and printer and preferably one to two persons for helping in the organization of activities
- 8. Reception**
 - A. Preferably at a prominent area
 - B. Bags to be available for all the delegates
 - C. Display of the poster for next ISGCON
9. Stalls for ISG/INASL/SGEI & IJG
 - A. Should have adequate staff/volunteers
10. Barcoding /electronic control of access – for hall/lunch/dinner
11. Dinner symposia: Local organizing committee can propose in consultation with the Secretary/President ISG
12. Breakfast sessions should finish at least 15 minutes before the start of program of ISG
13. Foreign faculty list to be ready 6 months in advance: for ISG, SGEI, INASL and CME
14. Sight-seeing tours should be avoided till 4 p.m. The participants may organize their trip by their own, the Organizing Committee and their conference organizer should not encourage or get involved.
15. Mementos should not be distributed at the dais.
16. Videography/photography: They should not disturb the view of audience and scientific activity.
17. Participation certificates: Should have signatures of President ISG, Secretary ISG, Chairman LOC, and Secretary LOC. Any deviation should be confirmed by the Governing Council of ISG (through Secretary ISG)