



CONSTITUTION & BYELAWS
Of
INDIAN SOCIETY OF GASTROENTEROLOGY
(Registered under Societies ACT, XXI of 1860)

Article I The Name of the Society

The name of the Society shall be the *"THE INDIAN SOCIETY OF GASTROENTEROLOGY"* hereinafter referred to as the Society.

Article II Registered Office of the Society

The Registered Office of the Society shall be situated in New Delhi

Article III Aims and Objectives of the Society

1. To encourage and advance the knowledge and practice of the specialty of Gastroenterology in all possible ways.
2. To promote the exchange and diffusion of information and ideas relating to the alimentary tract and associated organs.
3. To provide a forum for discussion of gastroenterological problems on a national stage.
4. To encourage scientific investigation in the field of Gastroenterology.
5. To formulate and evaluate guidelines/protocols for the management of common gastrointestinal disorders in India.
6. Society as an advisor to government/administration to help/coordinate national policies on GI / related disorders

Article IV Membership

There shall be the following classes of members:

- Life Members
- Honorary life Members
- International Members
- Any other type of members which may be decided in future as per the rules of the Society.
- The Governing Council reserves the right to admit Members on an annual basis

For further details see Annexure 1

Article V Officers / Governing council of the Society

The Officers / governing council of the Society shall be elected according to the bye-laws by the members from among themselves. They shall be

- Immediate Past President
- President
- President-Elect
- Secretary-General
- Treasurer
- Governing Council Members – 6 Members

Article VI The Governing Council of the Society

The Editor of the Indian Journal of Gastroenterology shall be a Co-opted Member.

The Governing Council shall manage the affairs of the Society solely and entirely. The Governing Council shall meet either physically or virtually at least 4 times in one administrative year.

Positions in GC are honorary and no fee will be paid to them



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Article VII Funds and Assets

The funds of the Society shall consist of

1. Membership Fees
2. Contributions from ISG Meetings/ ISG endorsed Meetings / Funding from Research and Publications
3. Contributions, donations, and grants, from any other source
4. Income from investments
5. Gifts and legacies of immovable or movable property

Article VIII Amendments to the Constitution of the Society

Voting on the proposal for amendment of the constitution of the bye-laws shall be as follows.

1. Notification for the proposal of any amendment can be raised by any Life Member of the Society and must reach the Secretary who will then forward it to the Governing Council for discussion and approval by a simple majority.
2. If approved by the Governing Council, it will be presented to the General Body during its next meeting through the ballot or through postal or electronic and approved by a three-fourth majority of those who cast a valid vote.

Article IX Officers of the Society and Members of the Governing Council

1. The posts of the President, President-Elect, Secretary-General, and Treasurer will not be held by any person who holds any such posts in any other major National Gastrointestinal Society in order to prevent conflict of interest. A 'major GI Society' would be defined as one with a membership strength of more than 1000. Exceptions can be made by the Governing Council.
2. **President: The President-Elect (elected in the previous year) automatically takes over as president during the Annual Meeting of Society.** He shall hold office for a term of one year but is eligible for **continuing** for a second year in case the President-Elect of the Society is unable to take over the role of the President. No person shall be President for more than two consecutive terms. The President shall be responsible for the affairs of the Society and shall preside at all meetings of the Governing Council and of the Society.
3. **President-Elect** shall be elected annually from among the members of the Society who has previously served for at least three years on the Governing Council. He shall hold office for a term of one year. In the absence of the President, the President-Elect shall perform the duties of the President. The President-Elect shall conduct the Annual Elections of the Society.

The Secretary-General shall be elected among the members of the Society, who have previously served at least three years 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.

Subject to the control and regulation of the Governing Council, the Secretary-General shall be responsible for carrying out the directions and decisions of the Governing Council and the affairs of the Society as laid down in the constitution and bye-laws. The roles and responsibilities of the Secretary-General shall be as follows.



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1. Convene meetings of the Governing Council as laid down under Article VI of the Constitution.
2. Have administrative control over all the affairs of the Society.
3. Have charge of the correspondence in relation to the Society. Keep and communicate accurate minutes of all meetings of the Society, Governing Council, and committees thereof.
4. Prepare the Annual Report of the Society.
5. Be in charge of all the documents and property and other assets of the Society.
6. Maintain a Register with Members' details. These details may be shared with Local Organizing Committees of the Society Meetings
7. Collect all dues of the Society, pay in all the amounts into the banking account of the Society and inform the Treasurer of the money so paid.
8. Make disbursements up to an amount of INR 50,000/-, and maintain vouchers and records of all such disbursements. In exceptional circumstances, the budget may be exceeded by an amount of INR 50,000/- with the concurrence of the President and Treasurer.
9. Perform all such duties as are incident to his office.

The Treasurer shall be elected from among the members of the Society and shall hold office for a term of three years (of the Governing Council), after which he is eligible for re-election for a second term. He/she should have been a Governing Council Member for at least 3 years. No person shall be Treasurer for more than two consecutive terms.

1. The Treasurer shall have the responsibility of all funds and securities of the Society; receive and give receipts for money due and payable in the name of the Society from any source whatsoever and deposit such money in the bank or banks as decided by the Governing Council, and will perform such other duties as from time to time may be assigned to him/her by the Governing Council.
2. The Treasurer shall maintain true accounts of the funds and other assets of the Society and of funds and other assets connected with or in any way controlled by the Society.
3. All cheques shall be signed by (a) the Treasurer and (b) Secretary or the President.
4. Changes of office bearers shall be notified to the bank as per the banking laws.
5. The Treasurer shall present the Annual Budget of the Society to the Governing Council.
6. The Treasurer shall supplement the functioning of the Secretary as and when required.

The Elected Members of the Governing Council

1. Elected members of the Governing Council shall hold office for a term of not more than three years in one term.
2. A Governing Council Member may be re-elected for a maximum of 1 more term.
3. 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.
4. The total number of Governing Council Members will be 6, and 2 will be replaced by election every year after completing a term of 3 years.
5. The new officers and the members of the Governing Council shall normally assume office at the end of the Annual Conference. However, if Annual Conference is held before the election or if the Annual Conference is not held, they shall assume office within a week of the declaration of the results of the election.



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Article X The Elections

The Secretary-General shall send to each member a list of the vacancies in the Governing Council. 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 the SOP for Elections in the ISG. **(Annexure 2)**

Article XI The Governing Council

1. The Governing Council shall meet at such time as may be necessary for the transaction of business of the Society. At least 4 meetings shall be conducted every year. One such meeting will be called at the time of the annual conference before the Annual General Body Meeting.
2. One of the 4 meetings will include the Presidents/Secretaries of the State Chapters.
3. A meeting of the Governing Council may be convened by the Secretary-General with the consent of the President.
4. The Secretary-General shall convene a special meeting of the Governing Council upon receiving a request in writing signed by not less than six members thereof. At least three weeks previous notice shall be given to the members of the Governing Council for any meeting of the Governing Council unless all the members otherwise agree.
5. Non-attendance of a member at 3 consecutive meetings of the Governing Council, without permission, shall constitute a vacancy, but the Council shall have powers to reinstate the individual after obtaining a proper explanation for his or her absence.
6. A resolution may be passed by circulation among the members of the Governing Council and if a majority expresses their opinion in favor of it, a resolution so passed shall be as valid as if it were passed at a duly held Governing Council meeting.
7. Quorum for the Governing Council meeting: Six members of the Governing Council shall constitute a quorum. If there is no quorum within 15 minutes of the time when a meeting is called, the meeting shall stand adjourned to half an hour later in the same place. At such adjourned meeting any five members present 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 five.
8. **Chairman:** In the absence of the President and the President-Elect, the members of the Governing Council may elect one among themselves as Chairman pro-tem

Article XII The General Body Meeting of the Society

1. A General Body meeting of the Society shall be held at least once a year. Notice of the time and place of such a meeting shall be given in writing by the Secretary-General to every member of the Society at least one month in advance. Every motion submitted to the meeting shall be decided by voting.
2. **Chairman:** The President will be the Chairman of the meeting. In the absence of the President and President-Elect, the members of the General Body shall elect from among the members of the Governing Council a Chairman pro-tem.
3. The Agenda shall be circulated to all the members at least two weeks before the meeting
4. **Quorum:** Subject to the law for the time in force, the members in General Meeting shall have the power to add to, vary, or repeal any of the provisions contained in these Rules, provided that such addition, variation, or repeal is effected by means of a resolution of



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which due notice shall have been given and which shall be assented to by the vote of at least three – fourths of the number of members present at the meeting.

5. **Adjournment:** If within half an hour from the time appointed for the Annual General Body Meeting there is no quorum the meeting shall stand adjourned to half an hour later at the same place and such adjourned meeting shall transact the business for which the meeting was called. No quorum is necessary for such an adjourned meeting.
6. The Agenda for the General Body Meeting must be prepared by the Secretary-General in consultation with the President well in advance. (**Annexure 3**)

Article XIII Chapters of the Society

1. For better functioning of the Society at a regional level various sub-divisions shall be formed as deemed convenient by the Governing Council. Such divisions may be called Chapters (“Specify Region”).
2. The functioning of the chapter will be as per Annexure (4)
3. Members transferring their residence shall automatically become members of the regional chapters of their new place of residence.

Article XIV The Annual Conference

A conference of the Society (The Annual Conference) shall usually be organized at least once each year. 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. (**Annexures 5**)

Article XV The Auditor

The Governing Council shall appoint and fix the fee of the Auditor who shall be a Chartered Accountant

Article XVI Nomination of delegates for international and national conferences

Official delegates to the World Congress and the Asian Pacific Congress of Gastroenterology or for other international conferences will be recommended by the Society on the basis of the following criteria.

1. A member should have three years of standing in the Society.
2. He should have attended three conferences and published at least three papers during the preceding 5 years.
3. The paper for presentation should be accepted by the Organizing Committee of the conference.
4. The final selection amongst candidates fulfilling the conditions is left to the Governing Council.