



CONSTITUTION & BYELAWS

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:

1. Life Members
2. Honorary life Members
3. International Members
4. Any other type of members which may be decided in future as per the rules of the Society.
5. 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

1. Immediate Past President
2. President
3. President-Elect
4. Secretary-General
5. Treasurer
6. Governing Council Members – 8 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.



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.

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.** Will 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. The President-Elect 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.
4. **The Secretary-General** shall be elected among the members of the Society, who have previously served at least three years on the Governing Council. The Secretary General shall hold office for a term of three years and shall be eligible for re-election for a second term thereafter. 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.



- a. Convene meetings of the Governing Council as laid down under Article VI of the Constitution.
 - b. Have administrative control over all the affairs of the Society.
 - c. 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.
 - d. Prepare the Annual Report of the Society.
 - e. Be in charge of all the documents and property and other assets of the Society.
 - f. Maintain a Register with Members 'details. These details may be shared with Local Organizing Committees of the Society Meetings
 - g. 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.
 - h. 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.
 - i. Perform all such duties as are incident to his office.
5. **The Treasurer** shall be elected among the members of the Society and shall hold office for a term of three years as a member of the Governing Council. Thereafter, the Treasurer shall be eligible for re-election for a second term. No person shall hold the office of Treasurer for more than two consecutive terms.
- a. 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.
 - b. 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.
 - c. All cheques shall be signed by (a) the Treasurer and (b) Secretary or the President.
 - d. Changes of office bearers shall be notified to the bank as per the banking laws.
 - e. The Treasurer shall present the Annual Budget of the Society to the Governing Council.
 - f. The Treasure 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 8, and 2 will be replaced by elections 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.



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 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 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 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.



5.

BYELAWS

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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.

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

1. 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.**

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.
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 process.
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 online responses on or before the announced deadline. Papers/responses received after that date will not be valid.
 10. The online voting shall remain open for two 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 Secretary General or the Treasurer cannot contest for any post in the Governing Council in the last year of his/ her tenure.

Code of Conduct for Election Canvassing

To ensure fair and transparent elections, the candidates participating in the ISG election must refrain from unfair means for canvassing, particularly using commercial means in any form. Personal telephone calls or messages are permitted because ISG cannot monitor or stop candidates from making such calls or sending messages. Any violation of the guidelines may result in disqualification under ISG election rules.

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.

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.

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

Introduction

The Annual Conference of the Indian Society of Gastroenterology (ISGCON) is the flagship scientific meeting of the Society, bringing together gastroenterologists and allied professionals from India and across the world for the dissemination and exchange of clinical, practical, and scientific knowledge.

The objectives of ISGCON are to:

- Educate gastroenterologists, hepatologists, endoscopists, and allied health professionals.
- Provide opportunities for professional networking, collaboration, and exchange of ideas and experiences.
- Showcase and discuss the research activities of Indian gastroenterologists.

ISGCON typically attracts more than **3,500+ delegates** and is conducted over **four days**, comprising a **one-day CME program** followed by **three days of scientific sessions**.

Part A: Bid Submission Requirements for Hosting ISGCON

Bid Submission Format	ISG State Chapter Societies wishing to host ISGCON shall submit a bid in electronic format to the ISG Secretariat.
Mandatory Documentation for Bid Submission	Only bids accompanied by a complete set of mandatory documents shall be accepted. Failure to submit any of the documents listed below will result in rejection of the bid without further evaluation: the state chapter should have approval for international currency transaction • Bidding State Chapter Registration Certificate • Bidding State Chapter Bank Account Details • Bidding State Chapter PAN & GST Registration Number
Key Local Members	Names and positions of the key local members heading the bid must be provided.
Proposed Local Organising Committee	Details of the proposed Local Organising Committee (LOC), including the name of the local senior representative who will serve as Chairperson, along with other proposed committee members.
LOC Membership Eligibility	The Organising Chair and all LOC members must be members of ISG and members of the respective ISG State Chapter.
Residency Requirement	The Organising Chair and key LOC office bearers must be residents of the host city.
Designation of Organising Chair	The individual submitting the bid on behalf of the State Chapter shall be designated as the Organising Secretary and the President of the State chapter shall be designated as the Organising Chair.



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INDIAN SOCIETY OF GASTROENTEROLOGY
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	A formal letter of endorsement from the respective State Chapter, confirming the agreement and approval of its office bearers, shall be submitted along with the bid.
Conference-Year Roles	During the conference year, the State Chapter Secretary should be an important member of as the Organising team, and the State Chapter Treasurer shall function as the Organising Treasurer.
LOC Responsibilities & Coordination	The organising Secretary shall be responsible for all local arrangements and shall function as the single point of contact with the ISG Secretariat.

Bidding Process & Assessment Criteria

Call for Bidding	The ISG Secretariat will invite bids to host the annual ISG Conference. Interested State Chapters may submit their bids through their office bearers.
Shortlisting of Bidders	The ISG Secretariat will initially shortlist the bidding State Chapters based on predefined eligibility criteria.
Preliminary Discussion & Clarification (if required)	An online meeting will be scheduled with representatives of shortlisted State Chapters (President, Secretary, and Treasurer) for preliminary discussions and clarifications.
Evaluation & Tentative Selection	The ISG Committee will make an assessment regarding the suitability of each bid based on site visit, hotels, other logistic facilities, and track record of the bidding team. The ISG Governing Council (GC) will select the eligible candidates.
Communication of Rejection	State Chapters whose bids are declined due to inadequate facilities or incomplete documentation will be formally informed by the ISG Secretariat.
Election Process	If more than one State Chapter fulfills the eligibility criteria, the eligible bids shall be subjected to an online election by ISG members.
Election Timeline	The online election process shall remain open for a period of two weeks.
Post-Election Formalities	Upon declaration of results, a Memorandum of Understanding (MoU) shall be signed with the elected State Chapter.

Part B: Conference Host City Criteria

Eligible City Category	Bids shall be accepted only from metropolitan cities (Tier 1 or select Tier 2 cities) with the following facilities: • A functional airport • Adequate city infrastructure • Easy accessibility from major metros Additional considerations include: • Ease of access to the conference venue within the city • Availability of hotel accommodation (2-star to 5-star) within walking distance or short travel distance
Conference Venue	- ISGCON shall be conducted at a 5-star hotel with adequate facilities for a major scientific conference, or a convention centre or an educational institution/university of equivalent standard. - The convention centre / conference venue must be located in an area that is easily accessible from hotels designated for delegate and faculty accommodation. - ISGCON shall not be held at educational institutions, public grounds, or similar properties where facilities do not meet high-quality conference standards. - The conference must be conducted at the original venue approved by the ISG Governing Council.



CONSTITUTION & BYELAWS

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	e. No change of venue shall be permitted once approval is granted.
Conference Venue Infrastructure	a. Conference Halls Minimum seating capacity excluding stage area, with an adequately sized stage: - Hall A – minimum 800 seats - Hall B – minimum 500 seats - Hall C – minimum 400 seats - Hall D – minimum 100 seats - Three parallel halls with 50-seat capacity each (for oral paper sessions) All halls must be located in close proximity to facilitate smooth delegate movement. b. Poster Area - Space to accommodate at least 250 physical posters per day. c. Exhibition Area - A clearly demarcated, dedicated large exhibition area to accommodate at least 50 vendors must be provided. d. Dining Areas - Covered areas for lunches, dinners, and entertainment programs must be arranged within the conference venue. e. Board Rooms - One main board room (15-person capacity) for all four days, equipped with Wi-Fi and projector. - One small lockable board room (3–4 persons) for ISG Secretariat use, with Wi-Fi and printer. - One additional board room for SGEI, INASL, or other allied societies, as required. f. ISG Stall - The ISG stall must be located in a prominent, central area, separate from pharmaceutical exhibition stalls. g. Hospitality Facilities - Continuous tea/coffee service. - Adequate drinking water facilities throughout the venue. - Detailed technical and operational requirements shall be specified in the MoU signed with the winning bidder.
Hotel Accommodation	Availability of adequate hotel accommodation ranging from 2-star to 5-star categories within walking distance or a short travel distance from the conference venue. For hotels near the venue, bus transport should be provided to facilitate travel of delegates

Part C: Within your bid, the ISG State Chapter Societies must also provide the following responses to the following questions:

Proposed Professional Conference Organizer (PCO)	Details of the local Professional Conference Organizer (PCO) proposed to be engaged for organizing the conference.
PCO Experience	Information on major national or international events of a similar level successfully organized by the proposed PCO in the last three years.
Other Major Events in Host City (2027)	Details of any major events planned in the proposed city during the year 2027.
Proposed Congress Theme	Proposed theme for the Congress, along with a brief description.



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Profit and GST Sharing

Profit Sharing Ratio	The net surplus, after deduction of all expenses and GST, shall be shared as follows: - Indian Society of Gastroenterology – 60% - Organising State Chapter of the ISGON – 30% - Indian Journal of Gastroenterology (IJG) – 10%.
GST Sharing	GST liability shall be shared in the same ratio as the profit-sharing arrangement.
Financial Oversight	The ISG Chartered Accountant, along with the ISG Treasurer and Secretary General, shall oversee budgeting, financial compliance, and accounts.

Accounting and Audit Requirements

Maintenance of Accounts	The Local Organizing Committee (LOC) shall maintain complete and accurate financial records.
Financial Transactions	All financial transactions related to the conference, including receipts and payments, shall be carried out exclusively through the official bank account of the respective ISG State Chapter.
Access to Financial Records	ISG's Chartered Accountant shall be authorized along with the Treasurer and Secretary of ISG to oversee the conference's profit, budget, etc. All financial documents shall be made available to the ISG Governing Council upon request.
Completion of Final Accounts	Final accounts must be completed within three months of conference completion.
Statutory Audit	A statutory audit shall be completed within six months by an independent third-party auditor jointly agreed upon by ISG and the State Chapter.
Submission of Audit Report	Audit findings shall be submitted to the ISG Governing Council within two weeks of audit completion.
GC Review Timeline	The ISG Governing Council shall review and provide comments or approval within two weeks of receipt of the audit report.
Distribution of Surplus	Distribution of surplus must be completed within 3 months of financial closure.

Liabilities and Dispute Resolution

Responsibility for Liabilities	The host State Chapter and the Local Organising Committee shall be solely responsible for all liabilities, including costs, damages, claims, or compensation arising from the conduct of ISGCON.
Statutory & Regulatory Focus	The Indian Society of Gastroenterology shall not be held responsible for any act, omission, or commission related to the organisation, management, or execution of the conference.



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