

# **BRAIN AND SPINE SOCIETY**

CONSTITUTION AND BYELAWS  
(Passed by General Body on .....)

## **CONSTITUTION OF THE BRAIN AND SPINE SOCIETY**

### **1. THE NAME OF THE SOCIETY**

The name of the society shall be "Brain and Spine Society" herein after referred to as BASS a scientific body operating on a Not for Profit basis.

### **2. ADDRESS OF THE SOCIETY**

#### **BRAIN AND SPINE SOCIETY (BASS)**

1<sup>st</sup> Floor, HITEX Trade Fair Office, HITEX, Izzatnagar, Madhapur, Hyderabad - 500084  
Telangana, India

### **3. AIMS AND OBJECTIVES**

The aims and objectives for which the Society is set up are:

- a) To promote academic and scientific activity in the field of neurological Sciences
- b) To encourage research in the field of neurological Sciences
- c) To organise continuing medical education and training programmes, meetings and conferences in neurological sciences.
- d) To publish scientific papers, journals, monographs and text books aimed at upgrading knowledge and skill
- e) To seek affiliation with national and international associations and societies or similar bodies to achieve the objectives of the society.
- f) To maintain close association and co-operation among those devoting full time to any branch of Neurological Sciences within and outside India.
- g) To maintain the highest standard in the ethics and practice in all the fields of neurological sciences.
- h) To maintain this high standard, every endeavor shall be made to give adequate training to those who are properly qualified.
- i) To promote and encourage research in all the fields of neurological sciences.



- j) To receive and accept donations, gifts, grants or contributions in kind and cash from any person or persons, associations, societies, companies, authority or Government for the furtherance of the aims and objectives of the Society.
- k) To increase public awareness about neurological disorders.
- l) To formulate a code of conduct for its members.
- m) To utilize the amount derived in the Association for the development of Association and shall not be distributed to the members for any reason.
- n) Prevention and relief of human suffering irrespective of caste, creed, community, religion and economic status.
- o) Promotion of knowledge of the factors governing health.
- p) Coordination of activities for training doctors, nurses, allied health professionals and others involved in the ministry of healing.
- q) To collaborate with other national and international societies and organizations of similar nature in a manner that work towards fulfilling the mission and vision of the Society.
- r) Publishing journals related to the latest developments, case studies and research analysis to the members for the overall development of knowledge for the benefit of public.

### 3. Mission:

- a) To provide a unique forum within India for the interchange of ideas among the neuro science researchers, educators, managers, policymakers from India and all over the world, with the intention of covering all neuro science related issues of different kinds
- b) To serve as a platform to guide and focus neuro science research, education and policies in India towards satisfying the county needs in the field of neuro sciences.

### 4. MEMBERS

There shall be following class of members

- A) Ordinary Member
- B) Life Member
- C) Honorary Life Member
- D) Student Member
- E) Associate Member
- F) Institution/Industry Member
- G) Overseas Member
- H) Any other as decided in future as per the rules of the Society

#### A. ORDINARY MEMBER:

A person shall be qualified to be admitted as an ordinary member of the Society if he/she is a neuro surgeon, neurologist, academician, or a professional in the field of neuro sciences and Allied branches of Neurosciences

#### B. LIFE MEMBER:

- a. Application for Life Membership shall be proposed and seconded by Life members of good standing and the Executive Committee shall be the authority to admit them.
- b. Admission shall be restricted to those in full time practice of any branch of Neurological Sciences and/or possessing a postgraduate degree or diploma in any sub-specialty of Neurological Sciences. They would be admitted under separate category of Neurology, Neurosurgery & Allied branches of Neurosciences.
- c. The privileges of a Life Member would be to receive the journal of the Society, voting and contesting for posts as per rules and to present papers at conferences of the



Society.

The Privileges of Membership shall come into effect after the Executive Committee has approved the membership application either at the mid-term meeting or at the EC meeting at the annual conference.

**C. HONORARY LIFE MEMBER:**

- a. Honorary Membership shall be restricted to senior distinguished neuroscientists, who have an international reputation and who have contributed to the development of Indian neurosciences.
- b. An Honorary Member shall be proposed and seconded by Life Members. The Executive Committee will be the admitting authority to this category of membership.
- c. The total number of Honorary Members at any given time will be limited to not more than 2% of the total Life membership of the Society.
- d. Honorary Members shall have all the privileges of membership, except those of voting and serving as office bearers. They shall be exempted from payment of any subscription.

**D. STUDENT MEMBER**

- a. Any person who is a student in the field of neuro sciences, neurology and does not fulfill the criteria for ordinary membership, but has shown interest in field of neuro sciences, neurology and Allied fields of neuro sciences and neurology may apply for student membership of the Society to become a Student Member by paying the prescribed membership fees to the Society.

**E. ASSOCIATE MEMBER**

- a. Associate Membership shall be open to those who have evinced interest in any branch of neurosciences through their professional and/or scientific activities.
- b. Associate Members shall be proposed and seconded by Life members of good standing. The Executive Committee shall be the authority to admit Associate Members.
- c. Associate members can take part in all the activities of the Society by presentation of papers at scientific meetings, participation in discussions, or publication of papers in the journal of the Society etc. and shall have all the privileges of membership, except that they shall not have the right to vote or be office bearers of the Society. The Privileges of Membership shall come in to effect after the Executive Committee has approved the membership application either at the mid- term meeting or at the EC meeting at the annual conference.

**F. INSTITUTION OR INDUSTRY MEMBER**

- a. During the period of valid membership, an institution or industry member can nominate three individuals to represent the institution or industry. They will be considered as ordinary members and enjoy all the privilege of the said category including voting rights.
- b. If the individual leaves the company/institution then they can nominate another individual from their company/institution to replace him/her.

**G. OVERSEAS MEMBER**



- a. Overseas Member shall consists of individuals from countries outside India who meet all the same qualifications of ordinary members and who will be invited by any office bearers of the society.
- b. The ordinary members shall not be eligible for elections as officers, shall not have attendance requirements and will be subject to dues at Life Member rate.
- c. The overseas members shall be liable to pay the prescribed membership fees of the society in US \$ only as prescribed by the Executive Committee.

## 5. MEMBERSHIP FEES DUES

All Ordinary, Life, Student, Institution, Industry and Overseas Members shall pay membership fee of such an amount as is determined from time to time by the Executive Board and approved by the General Body Meeting. The membership fees shall be as follows:

Sl No.	Particulars	Membership Fees
1.	Ordinary Member	Rs. 1500
2.	Life Member	Rs. 3000
3.	Student Member	Rs. 1,000
4.	Associate Member	Rs. 1,000
5.	Institution/Industry Member	Rs. 25,000
6.	Overseas Member	US\$ 400

5.1. The Executive Committee shall propose all dues for different categories of members. These decisions will be implemented with the concurrence of the General Body. Membership shall be counted from 1st January to 31st December or 1st June to 31st May (depending on when the member was admitted) for purposes of annual subscriptions.

5.2. Members who have not paid their subscription by 31st December or 31st May shall be sent a registered acknowledgement due notice by the Treasurer of the Society giving them till 31st March or 31st August to clear all outstanding dues. Non-payment of subscription by 31st March or 31st August would result in removal of the member's name from the rolls.

5.3. Only Life Members, who have paid their dues by 31st March, would be eligible to vote in that calendar year.

## 6. MANAGEMENT

7.1. The affairs of the Society shall be managed by the Executive Committee (E.C.)

7.2. The Executive Committee shall consist of:

A. President	Dr. Mohandas Surath
B. President Elect	Dr.A. Krishna Reddy
C. Secretary	Dr. Manas Kumar Panigrahi
D. Treasurer	Dr. Sattaluri Sita Jaya Lakshmi
E. Member	Dr. Subhash Kaul
F. Member	Dr. Kolluri Venkata Rama Sastry
G. Member	Dr. Dhairyawan Pokalkar
H. Member	Dr. Suchanda Bhattacharjee



Organizing Secretaries of the forthcoming and concluded Annual Conferences, Past Secretary, Past Treasurer and the Organizing Secretaries will not have voting rights.

## **7. FUNCTIONS OF THE OFFICE BEARERS:**

### **A. PRESIDENT:**

- 1) President shall preside at and conduct meetings of the Society and its Executive Board and shall cast vote if necessary.
- 2) He shall supervise the general activities of the Society.
- 3) He shall exert himself /herself to improve the finances of the Society.
- 4) He may appoint sub-committees if and when necessary with terms of references decided by the Society or the Executive Board as applicable.
- 5) He/She shall have the right to call Executive Board and general body meeting in times of emergency.
- 6) The President shall prepare an address to the General Assembly of the Society

### **B. VICE PRESIDENT:**

President Elect shall also function in a same manner as President, where the leave of absence has been granted to President

### **C. SECRETARY:**

- 1) Secretary shall call meetings in consultation with president of the Executive Board whenever necessary (minimum once a year), or on a written requisition of not less than 4 members of the Executive Board or not less than 1/3<sup>rd</sup> of the required members to hold an extraordinary meeting of the General Body.
- 2) He shall prepare agenda for and keep a record of the minutes of the meetings of the Executive Board and the General Body.
- 3) Shall see that decisions made by the Executive Board are carried out by the persons concerned.
- 4) Shall carry out all correspondence on behalf of the Society.
- 5) Shall organize activities for the fulfillment of the aims and objectives of the Society
- 6) May call for from any office bearer, any information pertaining to the work of the Society.
- 7) Will take steps to improve the funds of the Society.
- 8) Shall issue notices for the meetings (postal and e mail information will be enough).
- 9) Will bring out a newsletter along with Treasurer initially twice a year and the frequency of which may be changed later as per the decision of Executive Board.
- 10) Will bring out a magazine along with Treasurer at a frequency as decided by Executive Board.
- 11) He shall send all alterations in constitution Byelaws & rules of BASS certified by at least 3 members of EC to Registrar of Societies, Hyderabad, Telangana.
- 12) The Secretary shall be responsible for acting legally, for and on behalf of the Society.

### **D. TREASURER:**

The Treasurer shall operate funds of the Society. He will be responsible for:

- i. Investments and disbursements as per decisions of EC;
- ii. Shall assist the Executive Secretary in day-to-day business;
- iii. Will arrange collection of funds necessary for maintenance of the Society and its activities and keep them in deposit with a bank approved by the Society.
- ii. Send reminder of dues;
- iii. Send list of defaulting members to Secretary BASS;
- iv. Maintain account books;
- v. Shall prepare and make available to the Secretary the annual statements of income and expenditure for the annual report. Also, to be responsible for getting the audit of the accounts by authorized Auditor.
- vi. Submitting the Income Tax returns of the Society
- vii. Maintenance of Income Tax exemption and sending all required documents to Registrar of Societies as per rules. Ensure that all bank accounts of BASS are operated jointly with at least 2 members of EC for withdrawals from the bank account of the Society.

   
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viii. Will be authorized to make expenses available to members for scientific, academic and administrative activities of the Society.

8.2. The President, President elect, Secretary, Treasurer & Editor shall be "Officers" of the Society.

8.3. The term of office for various executive committee members shall be as under (A year for the purpose of this provision shall be counted from one annual General Body meeting to the other)

- i. President and President elect - One Year
- ii. Secretary, Treasurer and Executive Committee Members - Three Years
- iii. Immediate Past presidents - Two Years
- iv. Editor- Six Years (including one year as Deputy Editor)
- v. Past Secretary - One year
- vi. Past Treasurer - One year
- vii. Organizing Secretaries of Annual Conferences - Two years (starting from one year prior to the conference to one year after the conference).

**8.4. Limitation:**

1. The President & President elect shall not contest for any position in the Executive Committee subsequently.
2. Members of the Executive Committee including office bearers of the Society would hold office for only one term in their respective offices.

**9. ELECTIONS TO THE EXECUTIVE COMMITTEE (EC)**

9.1. Eligibility

9.2. Only Life members can contest for any post.

9.3. No member of E.C. can take charge of office of any post of the Society without completing the term of existing post.

9.4. No member is eligible to contest for more than one post in the same election.

9.5. The President elect shall automatically become President in the following year. There shall be no election for the post of President.

9.6. In the event of resignation, demise or insanity of an officer of the Society, the E.C. is empowered to nominate one of its existing members to the post vacated till the following election.

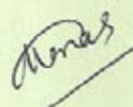
9.7. Elections shall be held by postal ballot and/or electronic ballot prior to the annual conference.

9.8. The Executive Committee shall have the right to change the logistics of the election process in the face of exigencies or introduce byelaws for other modes of voting like electronic voting as and when required.

9.9. Once elected EC will have 5 year term. Any vacancy of the office bearers will be appointed by EC. Such office bearers shall function till the end of the term.

**10. DISCIPLINARY COMMITTEE**

  
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10.1. There shall be a disciplinary committee consisting of President, President elect and two immediate Past Presidents. This will be an empowered committee.

10.2. This committee shall go into complaints of misconduct against any member or associate member and take remedial actions including recommending removal of an errant member from membership of the Society to the General Body.

## 11. ARBITRATION COMMITTEE

This committee will interpret rules and regulations of the Society and arbitrate in case of any grievances of members regarding Society matters.

11.1. The Arbitration Committee will consist of Two senior past Presidents and One legal person.

- a. Two past Presidents: should have completed their term at least 5 years before the formation of the Committee. The senior of the two Presidents will serve as the Chairman of the Committee. The Presidents should be regular in attending the BASS annual conferences (3 of the last 5 conferences), be in good health, have good administrative experience and stay in India and One legal person. A retired Judge (District/Sessions/High Court) or an Advocate appointed by the Society.

11.2. The term of the Committee shall be 5 years.

11.3. The Committee will be appointed by the Executive Committee.

11.4. This committee on receiving any representation from any member of the society will meet personally or electronically and shall give its verdict at the earliest unanimously or by majority and the interpretation of the rules by the committee shall be final. Before reaching a decision the committee shall seek clarifications from the member if any and then from the Secretary/President BASS before giving its verdict.

## 12. MEETINGS

### 12.1. Executive Committee

- i. The E.C. would have overall charge of all functions of the Society including financial and administrative matters. It can employ persons for efficient running of the Society.
- ii. There shall be at least one executive meeting every three months and at least 4 such meetings in a year.
- iii. One third (1/3) members shall form the quorum for the Executive Committee meeting.
- iv. There can be consultations and decision by circulation within the Executive Committee members for urgent matters if the President and Secretary consider necessary and proper.
- v. It is obligatory for the Executive Committee members to attend meetings. Any Executive Committee member who does not attend two consecutive meetings without sufficient valid reasons or does not attend a single meeting during the entire year without valid reason and prior permission of EC shall be removed from the Executive Committee. The EC shall nominate a Life Member to occupy the vacated post of the EC member for the remainder of the term of the vacated post.





vi. At the request of at least 1/3rd members of EC, the President would call an emergency meeting of EC to discuss a specific agenda.

vii. In the absence of President, the President elect would preside over the EC.

## 12.2.GENERAL BODY MEETING (GBM)

i. There shall be at least one General Body Meeting of the Society every year chaired by the President.

ii. It shall consist of a) Scientific Meeting; and b) Business and Administrative Meeting.

iii. The Scientific Sessions would be open to all categories of members of the Society, and others, including practitioners and students of medical and allied sciences on payment of appropriate delegate fees. Besides the presentation of papers, the Society shall try to organize special lectures/seminars/workshops and receive and implement suggestions in this regard from the General Body.

iv. The business and administrative meetings of the Society shall consist of the General Body Meetings at which all the members are expected to be present.

Forty percent (40%) of the Life Members shall form the quorum for the General Body Meetings.

If desired number of the members do not assemble, the meeting would be adjourned and reconvened after 30 minutes for which no quorum is necessary.

v. If 1/4th of members present eligible to vote want a voting on any issue during GBM it would be done.

vi. No new issue except those already in circulated agenda can be discussed in GBM without giving prior notice of at least 3 weeks. The person proposing the discussion should be personally present in the GBM for the discussion.

vii. All amendments to the Constitution and Bye-laws shall be submitted to the Secretary at least 4 months before the General Body meeting, and the Secretary shall forward a copy of the same through the Newsletter to every member at least 2 months before the meeting.

Such proposals shall be accepted if 2/3rd of the members present vote in favour of the proposals.

The Secretary shall then present the opinion on proposals communicated to him in writing by members in absentia.

A final count shall be made of the votes and proposals shall be accepted only if 2/3rd of those who have voted (either in person or in absentia) are in favour of such amendment.

Those who have not been present in person and who have also not communicated their opinion on the proposals to Secretary before the meeting shall be taken to abide by the majority decision as arrived at above.

In the event of a substantial modification being proposed to amendments discussed at the GBM this will be considered as an amendment from the member and treated accordingly.



viii. Award winners for the different prizes shall be announced during the GBM.

### 13. OTHER MEETINGS

The Society will encourage periodic meetings of local resident members/ associate members of BASS in various cities of India to promote objectives of the Society.

### 14. AFFILIATIONS OF THE SOCIETY

BASS shall be affiliated to the Neurological Society of India, and other such national/ international bodies as decided from time to time by the Executive Committee of the Society.

The Treasurer, BASS, shall pay the affiliation fees to international bodies from the Society's funds.

The General Body will also have the right to review such affiliation from time to time.

### 15. AUDITOR:

The Executive Board shall appoint an Auditor who shall be a Chartered Accountant & shall duly audit the accounts of the Association. The Accounts shall be closed on 31<sup>st</sup> March every year.

### 16. MAINTENANCE OF ACCOUNTS:

- 1) The administration and financial year of the society shall run from 01<sup>st</sup> April to 31<sup>st</sup> March.
- 2) Financial statements of audit of every year as per Section 17 Telangana Societies Registration Act, List of Members of Executive Committee, and Minutes of General Body meeting shall be submitted to the Registrar of the Societies on payment of prescribed fee.
- 3) Statements of accounts of each year shall be prepared and shall be submitted for the approval of General Body Meeting.
- 4) To open S.B. or Current Account in any one Scheduled Bank or Co-operative Bank in the name of the society and shall be operated with joint signatures of the President and Treasurer.
- 5) To maintain register of members of the society, cash book and ledgers of accounts books, etc.
- 6) Any particulars of accounts of the society is required, the members may obtain from the President/executive Secretary of the society.
- 7) Executive Committee should appoint an Auditor. Such person may be the members of the Executive Committee.
- 8) To appoint an Accountant to maintain accounts, and to verify Assets and Liabilities Statement and to prepare accounts statements and to present for annual meeting.

### 17. DISSOLUTION OF THE SOCIETY

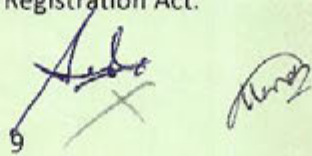
At least 60 % of the members can propose dissolution of the Society. Disposal and settlement of claims and liabilities would be affected by the executive committee as per laid down rules and laws for such purposes.

The proceeds of the dissolution will not be distributed to the members, however same can only be given to another society having similar objects and activities.

### 18. AMALGAMATION

The Society shall be amalgamated with any other Association or Society or Institute, etc., by taking up action under Section 21 of the Telangana Societies Registration Act.

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#### 19. AMENDMENT

Provided that no amendment to the Memorandum of Association, Rules and Regulation of the Association shall be made which may prove to be repugnant to the provisions of Section 2(15), 11, 12, 13 and 80G of Income Tax Act, 1961, as amended from time to time. Further no amendment shall be carried out without the prior approval of the Commissioner of Income Tax.

#### 20. BENEFICIARIES

The beneficiaries of the Association shall be open to all irrespective of the caste, creed, religion or sex.

#### 21. UTILIZATION OF THE FUND

The income and funds of the Society shall be solely utilized for the achievement of the objectives and no portion of it shall be utilized for payments to the members by way of profit, interest and dividends.

#### 22. WORKING HOURS

The working hours of the Society shall be determined by the Executive Committee from time to time.

### **BYE LAWS OF BRAIN AND SPINE SOCIETY**

These byelaws have been framed with the intention to fulfill the objects specified in the Memorandum of Association

1. Name of the Association: **BRAIN AND SPINE SOCIETY (BASS)**
2. Address of the Association: 1<sup>st</sup> Floor, HITEX Trade Fair Office,  
HITEX, Izzatnagar, Madhapur,  
Hyderabad - 500084  
Telangana, India

3. The Secretary shall open a separate bank account to be operated jointly by the Secretary and another Life Member of the BASS to be approved by the EC/President BASS.

4. Financial advances may be given for conduct of business of the Society to any officer / member of BASS with the approval of the Executive Committee. The accounts will be submitted to the Treasurer BASS for final auditing.

5. A Central Office will be established as and when possible. For this purpose a building fund would be established.

#### 6. SELECTING PAPERS FOR ANNUAL CONFERENCE

6.1. The President elect will be the Chairman, Scientific Committee.



Powers may however be delegated by the Chairman, Scientific Committee to the Secretary, BASS.

6.2. The papers submitted will be sent by Chairman, Scientific Committee or his/her nominee to the concerned members of the Executive Committee of that specialty for their assessment. If there is a difference in assessment the Chairman, Scientific Committee BASS or his/her nominee may use the casting vote.

6.3. The conference program will be finalised by the Chairman, Scientific Committee, BASS or his/her nominee in consultation with the Organising Secretary of the annual conference. The Chairman, Scientific Committee or his/her nominee would appoint the chairpersons for the various sessions.

6.4. Abstracts by non-members from SAARC countries may be accepted for presentation during the annual conference.

7. The Organising Secretary would send the list of registered delegates to the Chairman, Scientific Committee or his/her nominee for selection of judges and chairpersons. Only those persons who are members of the Society and registered before the 31st August will be entitled to present papers, chair a session and be a judge.

## **8. MEMBERSHIP**

8.1. All proposals for Honorary Membership must be sent to the Secretary before 15th April to enable the Executive Committee to consider them at the midterm meeting. The Secretary shall inform the person concerned and get his consent for election as an honorary member. Ordinarily not more than two Honorary Members should be elected in a given year.

### **8.2. Membership Fees:**

All Ordinary, Life, Student, Institution, Industry and Overseas Members shall pay membership fees of such an amount as is determined from time to time by the Executive Board and approved by the General Body Meeting.

Every member shall pay the annual subscription for the whole year irrespective of the actual date of his/her admission to or cessation of membership of the Society. The annual fee shall be payable at the beginning of the financial year. Members who fail to pay the subscription by 1<sup>st</sup> October will be deemed to be in arrears.

## **9. CESSATION AND TERMINATION OF MEMBERSHIP**

9.1 The secretary/Treasurer of the Society shall send not more than two reminder by e-mail at an interval of not more than two months and one reminder by the registered post at the time of sending the second e-mail to any members whose subscription is in arrears. These reminders will be considered as adequate notices, and if the subscription is not received within two months from the date of dispatch of the last notice, the member shall cease to be a member of the society after the Executive Board resolves to that effect. It is the responsibility of the member to notify the Office of the Society, any change in corresponding address and e-mail from time to time.

9.2 Any member who wishes to resign from the Society can do so 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.

9.3 The Executive Board by a decision of two-third majority of the members present and voting may take any disciplinary action against any member on its own, or in pursuance of an notice signed by at least two members received by the Executive Board or Secretary.



9.4 Any person, who ceases to be a member for any reason, shall nevertheless remain liable for and shall pay to the Secretary all debts owing, including the subscription dues.

9.5 Members residing overseas shall only receive the electronic version of the Newsletter and electronic alerts about the journal. Those desirous of obtaining a paper copy of the journal should specially apply for the same to the Editor and pay a surcharge of US\$.....per year. Paper copies of the Newsletter shall not be sent to overseas members.

DD or cheque should be drawn in favour of "Brain and Spine Society", payable at the city of residence of Treasurer BASS. Out station bank charges Rs.100 should be included in the cheque.

#### **10. RE ADMISSION TO THE SOCIETY**

Any person, who ceases to be a member of the Society, may be re-admitted to the membership on such terms as the Executive Board may determine as per rules of the Society. Every such applicant will have to pay the specified membership fee unless otherwise decided by the Executive Board.

#### **11. 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, photographs, personal websites and addresses of the members. The same will be posted in the Society website. For the purpose of the Society, the address and e-mail ID as mentioned in the register will be considered as the valid one. Any change in address and E-Mail must be intimated to the Secretary and confirmation must be received from the Secretary that the necessary change in the register has been effected.

#### **12.C M E**

12.1 CME Convener will be appointed by EC from among EC members who are elected from the Subspecialties. A co-convener preferably from another discipline from among Life Members will also be appointed by the EC.

12.2 A separate bank account may be operated as per rules of the BASS. The convener can raise funds for this purpose to carry out CME activities.

12.3 A midterm CME program followed by a mini conference for 2-3 days at a venue away from the annual conference site will be held if feasible.

#### **13.WEBSITE**

The BASS website shall be designed and managed by the society

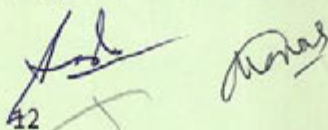
#### **14.JOURNAL**

14.1The Editor shall appoint an Editorial Board consisting of Life Members of the Society as far as possible. However, he may co-opt members from non-members of the Society if he feels that they will enhance the functioning of the Journal.

14.2The Editor shall decide on the process of review and decision on papers submitted to the Journal.

14.3 If any member residing overseas wants the journal to be sent by air, a surcharge of air postage prevalent at the time would be additionally charged. Any member resident in India going abroad for one year or more shall pay overseas postage surcharge as per rules.

14.4 The Executive Committee would obtain the concurrence of the General Body if the amount paid by the Society, to the Editor, for bringing out the journal is to be altered.

  
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## 15. EXECUTIVE COMMITTEE MEETINGS

All past presidents may attend the EC Meeting as observers. They are not eligible for TA & DA. They shall have no voting right

## 16. ELECTION OF OFFICE BEARERS / EXECUTIVE COMMITTEE MEMBERS

16.1 Election shall be by postal ballot or electronic ballot as decided by the EC. Canvassing or soliciting votes or casting aspersion on other candidates would debar a candidate from election. President elect, BASS will be the Returning Officer for the election.

16.2. Schedule of events for election:

- a) 1<sup>st</sup> June: Treasurer notifies Secretary BASS of list of eligible members who can vote.
- b) 1<sup>st</sup> July: Secretary BASS notifies vacancies in Newsletter & invites nominations duly proposed & seconded by full members of good standing along with consent of candidate with brief bio data in prescribed format
- c) 1<sup>st</sup> October: Candidates to be informed & withdrawals if any invited
- d) 22<sup>nd</sup> October: Last date for withdrawal of candidature.
- e) 10<sup>th</sup> November: Dispatch of ballot papers by UPC by returning officer.
- f) 5 December: Last date for receipt of ballot papers by returning officer.

During the annual conference the returning officer and two other members of EC to be nominated by President of BASS will count the votes.

The returning officer will declare results of election to the EC.

### 16.3. Election of Editor

A new Editor shall be elected in the 5<sup>th</sup> year of the tenure of the incumbent Editor. The Editor-elect shall function as a Deputy Editor for a period of one year and then take over as the Editor without a fresh election. (The first such election to the post of Editor-elect will take place in 2014 and the new Editor shall takeover in December 2015).

## 17. RESPONSIBILITIES AND FUNCTIONS OF THE EXECUTIVE COMMITTEE:

- 1) All the administration of the society shall be conducted by the Executive Committee.
- 2) Shall conduct meeting of the Executive Committee shall be held as and whenever deemed by the Executive Committee.
- 3) Meeting of the Executive Committee along with agenda shall be sent minimum 7 days in advance through R.P.A.D. or Certificate of Posting and acknowledgement shall be obtained.
- 4) Matters shall be discussed in the Executive Committee and the decisions resolved shall be recorded in the Minutes Book.
- 5) To frame schemes necessary for fulfillment of the Objectives.
- 6) To obtain approval of Income and Expenditure of preceding months compulsorily in the Executive Committee Meeting without fail.
- 7) Neither utilize nor spend unless obtaining approval of the Executive Committee regarding any money, deposit, expenditure, etc., of the Society.
- 8) Must record and maintain Receipt and Payment of any money derived to the society in cash book.
- 9) The Executive Committee is empowered to receive financial aid, grants, contributions, gifts, donations, loans, etc., from the members, donors, Government, Non-Government Organizations, Banks, for the fulfillment of the objects of the society: But, register shall be

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*[Signature]*



maintained separately for each section. This shall be recorded in the cash book of the society, Statement of Income and Expenditures and Assets and Liabilities, without fail.

- 10) To take up decisions on applications filed for members of any category.
- 11) To appoint sub-committees if necessary among the Executive Board and members for any specific object. The secretary of the society shall be the Ex.Officio Members of such sub-committees.
- 12) To take up all necessary measures for the administration of the society under the control of the society and to appoint staffs, employees, workers, and to initiate disciplinary action and to terminate them or remove or suspend and to appoint Advisors, Attorneys, Pleaders, Agents, Representatives, Architects and to depute T.R.G. for the object of the society and to remove them if necessary or to dismiss them.

To co-opt eligible members in case of vacancy in the Executive Committee for the remaining term.

## 18.CONDUCT OF CME

18.1.A member who has been a speaker at the CME can only be a speaker at the Annual Conference CME after a gap of 2 years. As far as possible BASS members should be chosen as CME speakers.

18.2. A maximum of 2 foreign speakers per specialty (Neurology, Neurosurgery, and Allied Sciences) will be allowed in the CME sessions.

### 18.3. Inauguration procedure

Members on the dais: President BASS, Secretary BASS, Org. Secretary of the Conference, Convener CME, Co-convener CME, The President, President elect, the Secretary of the BASS and the Organizing Secretary.

The prizes for award winners shall be presented at this time.

The President shall release the CME book.

18.4. All CME speakers are expected to register for the meeting. Only non-neuroscientists will be given complimentary registration and accommodation for one day.

18.5. The CME book will be titled "Progress in Clinical Neurosciences".

## 19.ACCOUNTS

19.1 The financial year of the Society and the Journal (Neurology India) accounts shall be from 1st April to 31st March of the following year. The membership will be counted from 1<sup>st</sup> January to 31st December or 1st June to 31st May (depending on when the member was admitted) for the purpose of annual subscription.

19.2. The audited accounts of the Society shall be submitted by the Treasurer of the Society to the Executive Committee and to the general body during the annual conference. The Editor, Neurology India, shall submit to the Executive Committee and to the Treasurer the audited accounts of the Journal.

19.3. The audited statement of accounts is to be circulated to the members before the annual General Body meeting through the newsletter/website.

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## 20. INVESTMENT

### FUNDS AND ASSETS:

The funds of the Society shall consists of –

1. Membership Fees
2. Proceeds of the events
3. Contributions, donations, and grants from any source such as, individuals, institutions, government etc.
4. Income from investments
5. Gifts or legacies of immovable or movable property.

The funds of the society shall be invested in the modes specified under the provisions of Section 13(1) (d) Read with Section 11 (5) of the Income Tax Act, 1961, as amended in time to time.

21. The income/receipts or the properties of the Society whenever derived shall be applied solely for the promotion of the objects as set forth in this by law.

22. The Society shall carry on the activities without any discrimination against caste, creed, religion and sex.

23. No portion of the income or property aforesaid shall be paid or transferred directly or indirectly to persons who at the anytime are or have been members of the society or the office bearers of the executive committee.

24. If upon the dissolution of any society, there remains, after the satisfaction of all its debts and liabilities, any property the same shall not be delivered to or distributed among the members of the said society or any of them, but shall be delivered to some other society, with a similar objective to be named by a special resolution, or in default thereof, by the court

## 25. LIST OF MEMBERS ADDRESSES

Rs. 10,000 shall be charged to provide the address list of members of the Society where it is used for commercial purposes and Rs. 500 where it is used for conferences or personal use by members of the society. Members of EC and Organizing Secretary of BASS Conferences would be provided complementary address lists. The sum is to be sent to the Treasurer BASS. The Executive Committee is authorized to revise the amount when required.

## 26. GENERAL BODY MEETING GUIDELINES

All members of the Society shall be eligible to attend all GBMs of the Society and shall maintain decorum. However, only Life Members are eligible to vote on any matter pertaining to the Society. Life Members shall be seated separately. All voting in GBM shall be conducted by show of hand or by secret ballot as desired by the Chair

## 27. NEWSLETTER

The Secretary shall be responsible for publishing a "Newsletter" at least thrice a year. All important events of the Society and official matters regarding the members of the Society shall be published and would be considered as official communication of BASS.

The Newsletter shall be electronically circulated to all the members and posted on the BASS website.

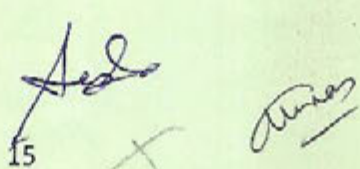
Only those members who request a paper copy will be posted the Newsletter.

Information submitted by the Secretary is to be published in the BASS newsletter.

The BASS would meet the expenses for this.

## 28. SYMPOSIA

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28.1. The symposium topic should be broad based. Offers should reach Secretary BASS by 30<sup>th</sup> November two years before the conference. The EC would decide on the symposium subjects.

28.2. Convener should consult the Secretary regarding the organization of the symposium at all stages.

28.3. No alteration in the subject/topic would be permissible.

28.4. The topics and speakers should be conveyed to the Secretary prior to the mid-term EC meeting for approval.

28.5. Local national talent should be tapped for the symposium, and not more than 50% of speakers should be from outside the country. Only persons of international repute known to be actively engaged in work in that field should be invited.

28.6. Two or more parallel symposia, of appeal to different groups, might be permitted to be held.

28.7. Convener shall not enter into any agreement with a pharmaceutical/ commercial concern regarding "sponsorship" of a symposium without the prior permission of the EC.

28.8. Sponsorship may be permitted on payment of a sum of Rs. 1,00,000/- ( Rupees One Lakh) only to the BASS for appropriate use as per decision of EC. The "Sponsor" would be permitted to distribute promotional material and cards hosting a lunch or dinner and display a banner during the event(s)

## **29.CONDITIONS FOR GRANT OF FELLOWSHIPS**

29.1. Visiting Fellowships: The Society shall grant visiting fellowships to members for visiting various Neurosciences centers in India to broaden their out-look. The Visiting Fellowship shall be actual 2nd class return train fare to the proposed institution plus Rs. 500 per day for a maximum of 21 days.

29.2. Travelling Fellowship: The Society has made provisions for granting travelling fellowship to its members/associate members for attending the annual conference, seminars, symposia and the C.M.E. programs of the Neurological Society of India in any aspect of Neuroscience. The Traveling Fellowship shall be actual IIIA/C train fare to the venue of the conference/ seminar/symposia/ workshop or CME programme and back plus Rs.1000 for incidental expenses.

29.3. The following shall be the eligibility for the above awards:

The awardee

1. Must be a Member/Associate member of the Society below 40 years of age.
2. Must be a whole time junior specialist, Postgraduate student or Resident in any branch of Neurological Sciences.
3. Must have no dues payable to the society.
4. Must not have received any financial grant/assistance from any other Institutions/Universities/ Governments etc. to visit the same Centre(s).
5. A certificate is to be produced from the Head of the Department of the Centre(s) visited.

## **30. LIFETIME ACHIEVEMENT AND SENIOR HONORED MEMBERSHIP AWARDS**



Awards would be presented during the Inaugural function of the Annual Conference to Life Members above the age of 75 years who have played a significant role in the development of Neurosciences in India and there shall be not more than 3 awards each year. Nominations should be sent in the prescribed format to the Secretary before 31st October to be considered and approved by Executive Committee.

### **31. EDUCATION COMMITTEE**

This committee may formulate guidelines for education in neurosciences in the country, suggest programs to enhance education of young members and initiate activities which will add to the education of all members. The EC shall nominate the Chairman for a term of 3 years and the Chairman may co-opt members from the membership of BASS. Associate members may also be appointed on the Education Committee.

