

CONSTITUTION OF CSI-WEST BENGAL BRANCH

Article I Name

The name of the Society shall be: CSI – West Bengal Branch

Article II Aims and Objective:

Advancement of scientific knowledge and research in relation to the Cardiovascular system in all its aspects to improve our basics understanding and to find better preventive measures and treatment of all types of Cardiovascular diseases. To achieve these aims and objectives, the Society shall:

- (1) Hold periodical meetings conferences and social gatherings.
- (2) Arrange clinical discourses, discussions and demonstrations on any subject of interest to the Society.
- (3) Actively encourage research, teaching and training programmes at various centres and expand knowledge base through Library and use of Computer and Internet.
- (4) Engage in public education and training with the objective of improved preventive programmes for the welfare of all.
- (5) Publish, distribute or otherwise circulate records transactions and proceedings of the various meetings and conferences of the Society. Publish and circulate a Journal which shall be a character specially related to the cardiovascular sciences,
- (6) Co-ordinate as necessary and as such seen fit with other Societies or Organizations having similar and allied objectives,
- (7) Raise and borrow money and invest any sum belonging to the Society not immediately required in such a manner as the Society may think fit,
- (8) Erect. Maintain. Improve or alter and keep in repair any building occupied by the Society,
- (9) Do all each other things as are cognate to the objectives of the Society or are incidental or conducive to the attainment of the above objectives,
- (10) To serve the under privileged people and run the free heart clinic.

The income and properties of the society whatsoever derived or obtained shall be applied solely towards the promotion of the object of the society and no portion thereof shall be paid or divided amongst any of its members by way of profits.

ARTICLES III Headquarters of the Society:

The office of the Secretary shall be at Kolkata or any other place as decided by the General body, the present registered address being Cardiological Society of India , Indian Heart House, P-60 C.I.T. Road, Scheme VII-M, Kankurgachi, Kolkata – 700 054.

ARTICLES IV Membership:

There shall be one category of memberships i.e. life member.

The member of the branch must be a life member of the Cardiological Society of India, H.Q.

1. Life Member:

Any ordinary member may on paying the approved fee at one time, become a life member and will enjoy all the privileges of a life member. They should also be a life member of the Cardiological Society of India.

Criteria for the membership of CSI West Bengal Branch:-

- a. Members of the medical profession with recognized postgraduate degree in Medicine (with a registrable qualification in Western Medical Sciences as defined in the Indian Medical Degree Act 1916, Clause 2, Act VII) and a sustained interest in the cardiovascular system.
- b. Members of the medical profession with a recognized postgraduate degree in.
- c. Surgery, pharmacology, pathology, radiology, physiology, paediatrics or allied.
- d. Specialties (with a registrable qualification in Western Medical Science as defined in the Indian Medical Degree Act, 1916 Clause 2 Act VII) provided their entire training work/research is related to the cardiovascular system.
- e. Non-medical members of related specialties with a recognized postgraduate degree and whose major work/research is related to the Cardiovascular system.

ARTICLE V: Office Bearers & Executive Committee/Governing Body:

The following officers shall be elected from among the members for two years:

- | | |
|------------------------|---|
| a) President | 1 |
| b) Vice Presidents | 2 |
| c) Secretary | 1 |
| d) Treasurer | 1 |
| e) Assistant Secretary | 1 |

The Executive Committee shall consist of the above office bearers and (1) the immediate past President of the Society, (2) six members elected according to bye-laws.

ARTICLE VI Funds and Assets

The funds of the Society shall consist of (a) Application fees, (b) Membership fees, (c) Contributions, donations, grants from any source. (d) Interest from investments. (e) Gifts and legacies of immovable or movable properties. (f) Endowments, (g) income from conferences-local & central.

ARTICLE VII Amendments:

The Constitution and Bye-laws may be amended if so desired and the procedure shall be as follows.

Notification of proposal of any amendment must be sent to the Secretary of the Society. If approved by the Executive Committee it will be circulated and dispatched to the members at least 21 days before Annual General body meeting. The motion shall be approved and passed only if it obtains at least a 2/3rd majority at the General Body meeting. If approved by a 2/3rd majority at the General Body meeting, changes in the Bye-laws become active forthwith.

Bye-Laws

ARTICLE I – Membership:

A. Applications

Eligible individuals apply to the Hony. Secretary in a prescribed form.

Privileges of Membership:

Members of the Society shall have the privilege to attend and take part in all general meetings, conferences, lectures, discussions and demonstrations. They shall receive copies of all proceedings and publications of the Society from the date of their membership and to attend special activities free or at such terms the Executive Committee may fix from time to time. Voting privileges and eligibility for contesting elections start only one year after membership commences.

B. Registration and termination of membership:

- (a) A member may at any time resign his membership in the Society by giving one month's notice in writing to the General Secretary and on paying all moneys due by him and after returning all books, periodicals, papers and other properties of the Society which may be in his possessions.
- (b) If the conduct of any member shall be deemed by the Executive Committee to be prejudicial to the interests of the Society the member may be requested to resign from the Society. In the event of said member refusing to do so, the name shall be removed from the register provided that 2/3rd of the members present at a General Body meeting called for this purpose vote for the members removal.
- (c) Further any member who deprives the Society of its rightful money or moneys may be penalised by having his/her name removed from the register if so recommended by the Executive Committee and voted by not less than 2/3rd of the members of a general body meeting called for this purpose.

C. Re-admission to Membership:

Any person who has ceased to be a member under Bye-law (a) may become a member again on paying the usual membership fees and the application fee. Any person ceasing to be a member under Bye-law (b) and (c) shall not be re-admitted except when 2/3rd of the members present at a special general meeting, called for the purpose, record their votes in favour of their re-admission.

D. Membership fees:

Admission fee: Rs.500/-

Life Membership fee: Rs. 1000/-

Bank charge: Rs. 20/- (for outstation cheques)

The fees will be fixed as per the decision of EC from time to time.

E. Expulsion & Removal:

Frequent action of any member, if found by the Governing body is detrimental to the interest and is in violation of the rules and regulations of the Society, he may be after due enquiry, censured, suspended or expelled from the membership by the Governing Body. In that case the Governing Body shall first serve the member concerned with a show cause showing therein the charges framed and ask him to submit his statement of defence within a month. On receipt of the explanation the Governing Body shall have the power to take a suitable action against the delinquent member after allowing him to defend his case. If no reply to the show cause notice is received within a month, the Governing body may take an exparte decision.

For any act of expulsion or termination no such member shall be entitled to prefer any claim for compensation or damage even if proved on subsequent date that such act of expulsion or termination was wrongful and/or unlawful.

ARTICLE II: Office-bearers and Executive Committee/Governing Body:

A. The Executive Committee shall consist of the following office bearers for two years:

President	1
Vice Presidents	2
Hony. Secretary	1
Treasurer	1
Assistant Secretary	1
Elected Members	6
Immediate Past President	1

The Office bearers and other Committee members shall be elected at the A.G.M. The resignation and removal of the Governing Body members shall be dealt with as has been prescribed as in the case of other members noted hereinbefore.

The terms of Office of the Governing Body shall ordinarily be two years, unless it is dissolved/terminated early under unforeseen circumstances. After election, the old Governing Body will continue to function till the new Body takes over charge which shall under no circumstances be more than 30 days from the date of election.

B. Office bearers duties:

President:

The President shall be elected every two years from among the members of the Society. He shall hold office for a term of two years. The President shall preside at all meetings and shall regulate the proceedings of the meeting. He shall besides his ordinary vote have a casting vote in case of equality of votes among members. In his absence one of the Vice-Presidents shall officiate for him, failing whom a member elected at the meeting shall perform his duties.

Vice-Presidents:

Vice-Presidents shall be elected from among the members of the Society. In the absence of the President, Senior Vice-President shall perform the duties of the President. Their term of office shall be two years. He can contest for only two consecutive terms.

Hony. Secretary:

The Hony. Secretary shall be elected from among the members of the Society. The Secretary shall hold office for two years and only for one term subject to the control and regulation of the Executive Committee. The Secretary shall be responsible for carrying out the directions and decisions of the Executive Committee and the affairs of the Society as laid down in the Constitution & Bye-laws. He shall publish at least two newsletters in a year.

- (1) Convene meetings of the Executive Committee,
- (2) Have administrative control over the affairs of the Society,
- (3) Have charge of the correspondence in relation to the Society,
- (4) Keep accurate minutes of all meetings of the Society, Executive Committee and other Committees thereof,
- (5) Prepare the annual report of the Society,
- (6) Be in-charge of all documents and property and other assets of the Society,
- (7) Shall maintain a register 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 received from the Secretary that the necessary change in the register has been effected.
- (8) Shall perform all such duties as are incidental to that office.

Assistant Secretary:

One Assistant Secretary shall be elected. The term of office shall be for a period of two years. He will help the Secretary in carrying out his duties.

Treasurer:

The Treasurer shall be elected for a term of two years. He shall receive all moneys relating to the Society and deposit them in respective accounts in banks approved by the Committee to the credit of an account kept in the name of the Society. He shall maintain all receipts and payments and prepare a statement of income and expenditure as well as the balance sheet for the year ending March 31 which shall be submitted to the Auditor appointed at the Annual General meeting for audit. After the statement of accounts is duly passed by the auditor, it shall be presented along with the Budget estimate prepared by the Treasurer in consultation with the General Secretary at the Annual General meeting. The Treasurer shall:

- (1) Collect all dues to the Society and pay all amounts into the banking accounts of the Society.
- (2) Make disbursement within the limits of the annual budget and maintain vouchers and records of all such disbursements.
- (3) All cheques shall be signed jointly by the Treasurer and the Secretary.
- (4) Apply for income-tax exemption and other formalities as required.

C. Power and duties of the Governing Body/Executive Committee:

The Governing Body shall have general power of supervision and conduct over all the affairs of the society and in particular shall discharge the following duties: (i) To appoint sub-committee with such power and duties as may be considered necessary or expedient. (ii) To accept donation, gift, subscription, movable or immovable property for the objects of the society. (iii) To sell, lease, mortgage or otherwise dispose of an deal with all or any part of the property of the Society. (iv) To keep proper accounts of the society and to open bank account in the name of the society in one or more banks. (v) To co-opt not more than two members to the Governing Body. (vi) To appoint a person or persons on payment to assist the Secretary/Treasurer in the maintenance of account, etc. (vii) To conduct any other business not specified herein for the attainment of the object of the society provided such business is not repugnant to such object.

Powers and Functions of Executive Committee:

- (a) Executive Committee shall direct and regulate the general affairs of the Society and shall, subject to confirmation at a general meeting, have power to frame rules and, bye-laws for the conduct of business at meeting and conferences of the Society, to publish journals or other literature.
- (b) The Executive Committee shall ordinarily function for two years or until the new Committee duly formed takes over,
- (c) The Executive Committee shall have the power to form Councils/Subcommittees as and when necessary,

- (d) The Executive shall meet at such times as may be necessary for transacting the business of the Society but not less than four times in a year,
- (e) The Secretary shall call for a meeting of the Executive Committee with the consent of the President if a special meeting is requested in writing by not less than five members of the Committee.
- (f) Quorum for the Executive Committee meeting shall be four members of the Committee. If there is no quorum within 15 minutes at the time when the meeting is called, the meeting convened upon the requisition of members under (e) shall stand dissolved and in any other case shall stand adjourned 15 minutes later in the same place. At such an adjourned meeting members present may transact the business for which the meeting was called,
- (g) In the absence of the President or a Vice-President. The members of the Executive Committee may elect from among themselves a Chairman pro-tem.
- (h) The Executive Committee shall direct the Secretary to carry out the general affairs of the Society.
- (i) The Executive Committee may appoint and dismiss such staff as may be found necessary to manage the work efficiently.

ARTICLE III – Election of office-bearers and Committee Members:

- (a) A member shall not be eligible to stand for office or vote in any election of the Society if his subscription is in arrears on the 31st December for the year/years preceding the for which election is held. Election should be at the Annual General Body meeting or by any other method as decided by the President at the Annual General body Meeting.
- (b) The Executive Committee shall have the power to fill vacancies by confidential ballot during the year.
- (c) Election must be held in the month of December after every two years and new EC will take charge from 1st January next year.
- (d) The EC members must attend the Heart Clinic as per the schedule and should not be absent without any valid reason. A member cannot contest for the post of EC members for more than three consecutive terms.
- (e) President shall not be entitled to contest for any elected position on the Executive Committee. No person shall contest for more than one elected position at a time. A member shall not be eligible to stand for office or vote in any election of the Society if his subscription is in arrears on the 30th September, for the year/years preceding the year for which election is held.
- (f) Member can not collect himself/herself or authorize anyone to collect ballot papers. The latter action shall make the candidate liable for disqualification from election as well as punitive actions which may be decided by the General Body under bye-laws Article 1B (b).

- (g) The Hony. Secretary shall issue letters under certificate of posting at least 30 days before the last date of receipt of the Assent Form to all members as per clause (a) enquiring whether they are willing if elected to act as member in the Executive Committee or as an office-bearer. No member shall be eligible for election unless he shall have expressed his willingness in writing in the Assent Form duly proposed and seconded by one valid member of the Society so as to reach the Hony. Secretary on or before a specified date.
- (h) Before the finalization of the voting paper, the Hony. Secretary shall notify a date for withdrawal of name or names in case of any contest for the particular post of an office-bearer and circulate this list only to those contesting members, 2 weeks period for withdrawal of names.
- (i) The names with institution and city of members who are standing for election as officers of the Society shall be entered in the alphabetical order of their surnames, in the voting paper.
- (j) For the purpose of scrutiny of voting papers the Executive Committee shall appoint an Electoral Committee consisting of 1 Chairman, 1 Convener and 2 members who are not candidates for election.
- (k) Voting papers bearing signatures of the 2 of the scrutinizers Secretary and Chairman Scrutinizing Committee with appropriate directions shall be issued to all eligible members on the day of election to be held during annual general body meeting.
- (l) Two or more of the scrutinizers shall on the specified date and time scrutinize the voting papers, count the votes received by each candidate and submit the returns thereof along with all the voting papers in a sealed cover to the Hony. Secretary who shall place the report unopened before the President to be presented at the Annual General Body Meeting on the same day. The candidates or their agents may be present during the counting of votes.
- (m) In the event of an equality of votes or non filling of the posts of the office bearers or members of the Executive Committee, the matter shall be decided by ballot at the Annual General Meeting.
- (n) The report of the scrutinizers on the result of voting shall be maintained in the office for reference until the next election.
- (o) In case of tie between two members contesting in the election, each member will enjoy the post for a period of one year. If the number of contestants getting same number votes be more than two, only two members will be selected on lottery, to be executed by President in presence of other scrutinizers.

ARTICLE IV-General Body Meeting

A. An annual general body meeting shall be held every year by the Society as decided by the Executive Committee at such time and place as the Committee may determine. On the election year, the date must be in the month of December as per article III ©.

Notice: The Secretary shall annually call the Annual General Meeting within two months from the end of the last financial year giving at least 21 days notice to all members. The notice shall contain the place date, day and time of the meeting.

Agenda: The business to be transacted at the annual general meeting shall be-

- (1) Condolences and apologies, if any
- (2) To receive and adopt the annual report of the Society for the past year,
- (3) To receive and adopt the audited accounts for the past year,
- (4) To pass the provisional budgets for the Society for the current year i.e. from 1st April to 31st March.
- (5) To declare the results of election for the office-bearers and the members of the Executive Committee when an election is held,
- (6) To appoint an auditor and fix up his remuneration,
- (7) To select organizing secretary and scientific committee chairman of update in Cardiology,
- (8) To consider any other business brought forward by and with the consent of the Chairman,
- (9) To transact such other business as should or may be brought up at any general meeting,
- (10) Installation of office-bearers for new Executive Committee.

Manner and Method of Voting: The Chairman of the meeting shall decide the manner and method of voting at the outset of the meeting.

B. Special General Meeting

A special general meeting may be called by the Secretary.

- (1) When a requisition is made in writing by at least ten ordinary members of the Society,

(2) When authorized by the Executive Committee.

C. Notice and Quorum:

1. Notice of all General Body meeting shall be dispatched to all members not less than 21 days before the date of the meeting
2. Quorum of General Meetings

1/3rd members shall form the quorum for a general body meeting. If at the time appointed for the annual general body meeting there is no quorum, the meeting shall stand adjourned for 5 minutes at the same time and place of the adjourned meeting. The quorum for a special general body meeting under (B) shall 10 members.

ARTICLE V – Executive Committee Meetings:

The committee shall ordinarily meet at least 4 times in a year. The Hony. Secretary shall call ordinary meetings of the Committee. The President may, whenever he thinks necessary, call a special meeting of the Committee. The Hony. Secretary shall, on receiving a requisition signed by 5 or more members of the committee call a special meeting of the Committee.

The notice of Executive Committee meeting shall be dispatched to each member of the Committee at least 1 week before the meeting. Emergent meetings may be called by the Hony, Secretary on 3 clear day's notice.

Quorum of the Executive Committee meetings: 1/3rd members shall form a quorum at a meeting of the Committee for which at least one should be a non-office bearer.

In case there is no quorum, an adjourned meeting will be held at the same place on the same day, 15 minutes later.

All the EC members will have to attend at least three meetings in a year. Absence without valid written reason, the member will be disqualified for any future election.

Procedure of the meeting:

The President or in his absence one of the Vice-Presidents shall preside over all meetings of the Governing body/Executive Committee and in their absence members present shall elect a Chairman of the meeting. All questions before the meeting will be decided by a majority of votes, each member having one vote. The President or the Chairman shall have a second or casting vote in addition to his own vote in case of equality of votes.

ARTICLE VI – Amendments:

The Constitution and Bye-laws may be amended if so desired and the procedure shall be as follows.

Notification of proposal of any amendment must be sent to the Secretary of the Society. If approved by the Executive Committee it will be circulated and despatched to the

members at least 21 days before Annual General body Meeting. The motion shall be approved and passed only if it obtains at least a 2/3rds majority at the General Body Meeting.

If approved by 2/3rds majority at the General Body Meeting, changes in the Bye-laws become active forthwith.

ARTICLE VII. – Incorporation, conference and academic activities:

If any Honourable member wants to contribute donation to the society for oration/medallion/prize etc. in his/her beloved one's name during the annual conference, the amount must be above Rs. 1 lakh and Rs. 10 lakhs for Industry.

Norms of the conference:-

1. The organizing Secretary and the Chairman of the Scientific Programme of the conference of the CSI West Bengal Chapter will be selected by the Executive Committee of the CSI West Bengal Branch in the 1st EC meeting. The Organising Secretary will form the Organising Committee in the aforesaid EC meeting. The President of the CSI West Bengal Branch will be the Chairman of the Organising Committee. The Organising Secretary will call separate meetings to apprise the Organising Committee members or the Core Committee about the development made in the conference. In the month of the conference, there will be atleast two meetings prior to the date of conference.
2. The aim of the Update in Cardiology will be to update the knowledge and interactions amongst the members of CSI West Bengal Branch.
3. To promote the junior members for presentation of scientific data/lectures.
4. A committee will be formed consisting of Chairman, Scientific Committee, Chairman, Reception Committee and Hony. Secretary to supervise the papers of orations, key note lectures etc. and this committee will decide the name of the awardees.
5. During the Update in Cardiology, there will be two judges for selecting two best papers for day 1 and day 2.
6. All the Past Presidents, Past Hony. Secretaries, EC members of CSI West Bengal Branch will be registered free in the above conference.