Indian Association of Endocrine Surgeons

Constitution

Name: This body will be known as The Indian Association of Endocrine Surgeons. (A Section of The Association of Surgeons of India, registered with the Registrar of Societies Tamil Nadu on 21/12/2017)

Memorandum of Association

I. The name of the Society is **"THE INDIAN ASSOCIATION OF ENDOCRINE SURGEONS"**

II. The office of the Association is the place from where the Honorary Secretary functions.

III. The objectives of the Association are:

1. To encourage and advance the study and practice of the science and art of Endocrine Surgery.
2. To promote social and academic interaction among the surgeons practicing endocrine surgery in India and Abroad.
3. To encourage scientific research and experimental work on Endocrine Surgical problems.
4. To organize scientific programs e.g. Conferences, Workshops, Webinars etc., and to organize exhibitions of surgical and allied instruments and equipment and to encourage endocrine surgical knowledge & skill promotion.
5. To organize Continuing Medical Education (CME) programs for postgraduate students and medical practitioners.
6. To establish and maintain website, reference libraries of books, journals, Newsletters, audiovisual materials etc., relating to medical science with special attention to endocrine surgery.
7. To keep a close watch on Government legislation affecting surgeons. To extend surgical help to any deprived community, participate in prevention and treatment of cancer, trauma etc., disaster management and other social welfare activities. To protect the interest of the members by helping them to deal with legal problems. Towards these legal, social, academic and financial goals to seek necessary support from the parent body (ASI).
8. To publish books and journals relating to endocrine surgery and allied subjects. The journals shall be the official organ of the Indian Association of Endocrine Surgeons.
9. To arrange and conduct examinations including post graduate examinations and award certificates and prizes on subjects connected with the science and art of Endocrine Surgery. To establish and affiliate to autonomous Surgical Colleges / Institutes with

attachments to various hospitals in India and abroad for education and training in Endocrine Surgery.
10. To make rules, when deemed necessary, inter alia relating to discipline and professional conduct of surgeon members.
11. To do all such other things as may be incidental to or conducive to the attainment of all or any of the above objects.

IV. The affairs of the Association shall be managed by an Executive Committee duly elected from time to time as per the procedure detailed in rules and regulations of this Constitution.

V. The Association is authorized to receive donations, grants, subscriptions or other income, to hold funds and to utilize the funds for fulfilling the objectives of the Association.

VI. The income and property of the Association whensoever derived shall be applied solely towards the promotion of the objectives of the Association as set forth in this memorandum of Association and no portion shall be paid to individual members as dividend, bonus or gifts.

VII. The Executive Committee or any of its members shall not be held responsible for loss of any property unless it is due to willful default or negligence.

VIII. The Executive Committee shall have the full power of control and of management of the affairs of the property of the Association, to engage such officials, other staff or other persons as may be found necessary for the proper conduct and management of the affairs of the Association in carrying out its objectives.

IX. The Executive Committee shall have power to invest and deal with the money of the Association and borrow such sums of money with the approval of General Body as it may resolve as tending to benefit the Association.

X. Such money and properties of the Association as are not utilized for the objectives of the Association may be invested, in such manner in Banks and in such a way as the Executive Committee may, in its sole discretion think proper and the Executive Committee may at its discretion change the investments in order to better fulfill the objectives of the Association and also spend with the approval of General Body for such objectives the entire money and the properties of the Association without necessarily constituting or creating a permanent endowment.

XI. The Association shall have power to purchase, construct or acquire on lease or in exchange or hire or by gift or otherwise any real or personal property and any rights or privileges necessary or convenient for the purpose of the Association and to improve, manage, sell, lease, mortgage, dispose of, turn to account or otherwise deal with all or any part of the property of the Association.

XII. If upon dissolution of the Association there shall remain after the satisfaction of all its debts and liabilities any property whatsoever, the same shall not be paid or distributed among the members of the Association or any of them but shall be given or transferred to Association / Associations or Institution / Institutions having objectives similar to any of the objectives of this Association to be determined by the votes of not less than three forth (3/4th) of the members present personally or by proxy at a meeting at or before the time of the dissolution or in default thereof, by a competent court. A competent court will appoint receiver to look after and guard the properties.

XIII. The Association may make new Rules and Regulations or Bye-laws of the Association for its smooth running in conformity with the parent body. The Association is authorized to delete, change or add Rules and Regulations or Bye laws when found necessary.

XIV. The financial year shall be from 1st July to 30th June.

Rules and Regulations (Bye-Laws)

1. **Name of the Association:**

The Association shall be called "The Indian Association of Endocrine Surgeons" with the aims and objectives specified in the Memorandum of Association.

2. **Legally permissible extension of certain words used:**

In the construction of these Rules and Regulations generally unless repugnant to the context, the singular shall include the plural and the masculine the feminine and vise-versa and writing shall include printing, lithograph, electronic media or other substitute for writing.

3. **Membership:**

A) Categories: The membership of the Association shall be of four categories:

a) **Life Member:** Any Full Life Member of ASI can be a Life Member of The Indian Association of Endocrine Surgeons (IAES) with 3 years research work/ SR ship in the field of Endocrine Surgery and 5 years post MS General Surgery with significant practice of Endocrine Surgery.

b) **Associate Life Member:** Associate Life Members of The Association of Surgeons of India can be Associate Life Member of IAES. The associate members will have no voting rights.

c) **Honorary Member (Nomenclature has been changed by ASI to Honorary Fellow, hence same amendment will be applicable to IAES)**: An Internationally renowned Surgeon or an individual who has made outstanding contribution to endocrine Surgery or to IAES may be considered for Honorary Membership. No more than one Honorary member will be selected in a year.

i) He/ She should have trained Indian Surgeons or visited India for academic purposes.
ii) The proposal along with all records of the candidate should reach the Honorary Secretary by first July each year for the following year.
iii) The selected candidate should present himself personally to receive the Honorary Membership.
d) **Overseas Member:** He/ She should first be an overseas member of The Associations of Surgeons of India.
i) General Surgeons and Endocrine Surgeons living overseas with well recognized qualifications who have expressed an interest in Endocrine Surgery & devote considerable proportion of their professional time to practicing the art & science of Endocrine Surgery will be eligible for Overseas membership.
ii)Overseas members shall not be entitled to contest for election to the Executive Committee of IAES.
iii) Membership fee shall be US $ 300. The fee may be raised from time to time after approval by the General body.
e. Membership fees for domestic members Rs 10,000/- with GST to be added and this amount is for life members and also associate members.

B) Eligibility: A person who has passed MS general surgery, MCh. in Endocrine Surgery, National Board of Examination in Surgery or Endocrine Surgery or any other equivalent degree or diploma recognized by National Medical Commission, in Allopathic stream can become Life member of this association.

a. The person must be a Full Life member of The Association of Surgeons of India.

b. Name will be enrolled as a member on submission of the application form duly filled and the membership fee fixed by the association is paid. Membership application form can be filled up online with uploading of all necessary documents and payment made online

c. The Hon. Secretary of IAES will scrutinize the applications and place eligible applications before the executive committee. EC has the right to accept or reject any application.

d. Each member will be issued a Membership card / Membership No. Members can download the membership certificate from the web system online.

e. The application fee will be fixed by the general body from time to time. Present membership fee is Rs. 5000/-. Membership fee including online charges and taxes is Rs.5125/- plus GST extra as applicable.

f. The members must keep the dignity and decorum of the association in all respects.

g. The members should not have been punished under criminal proceedings by any court.

h. The members must actively participate in the scientific, academic and other activities of the association.

The Executive Committee shall have the right to decide the eligibility or otherwise of the category to which a person could be admitted as member and such decision shall be final.

C) Application and acceptance:

a) The application form is to be accompanied by recent photograph, contact & other required details, ASI life membership number, proof of qualifications, proof of registration. He shall submit a signed declaration stating his/her nationality & that he/ she would follow ethical practices while upholding the constitution of The Indian Association of Endocrine Surgeons with its rules & regulations.
b) The application for membership to the Association shall be duly proposed and seconded by two life members of ASI.
c) New membership shall commence from the day the EC approves the application. The new member shall receive an electronic communication in this regard from the Hony. Secretary

D) Privileges of Membership:

a) All Life Members shall be entitled to participate in all activities of the Association including the right to vote and to contest elections. They shall receive soft copy of the Journal of the association online.
b) All Associate Members, Affiliate Members, Overseas Members & Honorary Members shall be entitled to participate in all social and scientific activities of the Association and they shall receive the electronic copy of Journal. They are not entitled to vote or contest or in any other way participate in elections or hold offices or receive awards of the IAES.
c) All the members have the right to inspect the accounts, records and registers of the Association during reasonable working hours of the office. The Members shall request the Hon. Secretary in writing at least 7 days before.
e) On request of at least 1/3rd or 150 members whichever is less to convene a meeting for discussing a specific agenda, the EC should convene a SGBM. If the EC fails to convene the meeting, then the requesting members may themselves convene the meeting with 21 days prior notice duly served to all the members of IAES. If the necessary quorum is not present in such a meeting, then the meeting shall stand dissolved. The Association can have a GB on zoom/ any other virtual platform. Any document circulated by email to all members is also a valid document.

E) Cessation of Membership: Membership of the Association shall cease:

1. By death of a member

2. By a letter of resignation from the member addressed to the Hon. Secretary / President.

3. By resignation from ASI membership

4. By expulsion: A member shall cease to be a member of the Association on account of any misconduct, misdemeanor or any other cause deemed to be good and sufficient enough by the Executive Committee for his removal. The EC shall have powers to SUSPEND any member from its Register for any cause or acts deemed derogatory to the dignity of the Profession and to the IAES professional body.

5. Any member who ceases to be a member of respective State medical council / National Medical Commission – exemption if temporarily suspended

4. Management of the Association:

The management of the Association shall be vested with the Executive Committee.

A. Constitution of Executive Committee: Executive Committee consists of
a. **President- one post**
b. **Vice President-one post**
c. **Honorary Secretary-one post**
d. **Honorary Treasurer-one post**
(The President, Vice President, Hon. Secretary and Hon. Treasurer are the Office Bearers of the IAES.)
e. **Members of the Executive Committee-10 posts,** 2 from each zone of India. In case 2 members per zone are not available then at least one/ zone should be manageable. If no member from any zone is there then it can pass to other zone members.

i) Approved zones of IAES: For the purpose of suitable representation from various regions of India, the country is divided in to 5 zones. The zones and the states/UTs identified under various zones are as follows:

a. EAST ZONE – WEST BENGAL, ODISHA, ARUNACHAL PRADESH, ASSAM, MANIPUR, MEGHALAYA, MIZORAM, NAGALAND, TRIPURA, SIKKIM, BIHAR

b. WEST ZONE – MAHARASHTRA, GOA, GUJARAT, RAJASTHAN, DADRA & NAGAR HAVELI, DAMAN & DIU

c. NORTH ZONE – J&K, LADAKH, PUNJAB, HARYANA, CHANDIGARH, HIMACHAL PRADESH, UTTARAKHAND, DELHI, UTTAR PRADESH, ~~BIHAR~~,

d. SOUTH ZONE – TAMIL NADU, KERALA, KARNATAKA, PUDUCHERRY (PONDICHERRY), ANDHRA PRADESH, ANDAMAN & NICOBER ISLAND, LAKSHADWEEP ISLAND,

e. CENTRAL ZONE – MADHYA PRADESH, CHHATTISGARH, TELANGANA, JHARKHAND,

ii) A new vice-president shall be elected once every year, a new secretary and a new treasurer shall be elected once every two years. All ten Executive Committee members shall be elected once every two years. Any member who wishes to re-apply for another term should have attended at least 3 EC meetings and conducted 1 CME.

f. **Co-opted Members** elected to the Executive Committee by the General Body:

i) To fill up vacancies till next elections
ii) For a specific academic event, IAESCON or any other IAES activity. Organizing Chairman and/or Organizing Secretary of the event may be co-opted.
(Co-opted members shall have no voting rights.)

g. **Ex-officio:** Immediate Past President of the Association.
(ex-officio member has no voting rights)

h. **Special invitees:** The Chief Editor of Indian Journal of Endocrine Surgery and Research, Organizing Chairman & Organizing Secretary of IAESCON and organizing secretary/convenor of any CME as deemed necessary by the President, Honorary Secretary & the Executive Committee can be made special invitees to any of the meetings. However special invitees have no right to participate in any voting process.

B. Limitations to Hold Office:

a) Hony. Secretary, Treasurer and members of the Executive Committee shall not hold office for more than 2 terms (maximum 4 years). There will be no exemption to this rule. A member elected as Vice President shall automatically assume the office of president next year. After completion of the term as president, he/she would be designated as Immediate Past-President.
b) Honorary Secretary of IAES cannot be Organizing Chairman/Secretary of IAESCON.

C. Functions and Powers of Executive Committee:

a) Resolutions of the Executive Committee regarding management and administration, which are not contrary to constitution (memorandum and bye-laws) of IAES shall ordinarily be binding for the activities of the Association.
b) The Executive Committee may appoint a full time Administrative Officer and other Staff (nonmembers), who may be given specific duties for day-to-day management. It may appoint lawyer or other required professionals for any purpose as deemed proper for optimal functioning of IAES.

D. Functions and Powers of the President:

a) The President shall preside over all General Body and Executive Committee meetings and over inaugural function of the IAESCON.
b) He/ She shall see that the Constitution of the Association is adhered to.

c) He/ She has the right to attend any committee meeting of the Association.
d) All documents, conveyances and contracts shall be made with the approval of the President
e) He/ She should ensure that no endorsement of any commercial product is made by IAES unless it is a product of IAES Research & Development.
f) The President is empowered in consultation with the EC to take any decision required to manage any contingency for which rules have not been framed by the association. Such decisions have to be ratified at the next EC & GB Meetings.
g) The President has to be invited well in advance to annual meetings of IAES as the Chief Guest for the Inaugural function and his/her consent obtained. He/ She shall attend or send an Office Bearer or EC Member as his representative (who would be the Guest of Honour in the Inaugural function).

E. Functions and Powers of the Vice President:

a) In absence of the President, Vice-President will perform all his/her duties.
b) The Vice President will be the Chief Election Officer for the annual/ mid-term elections of IAES, IJESR-related elections.
c) The Vice President will be “in charge” of academic activities of IAES. However, the academic programs need to be finalized with approval of president.

F. Functions and Powers of the Honorary Secretary:

a) He/ She shall be the principal executive officer of the Association.
b) He/ She will execute all resolutions of the Executive Committee.
c) He/ She will call meetings in consultation with the President and keep all records including the minutes of all General Body meetings & Executive Committee meetings.
d) He/ She will be authorized to spend money within the limits laid by the Executive Committee.
e) It will be his/her duty to inform all members, the decisions of the Executive Committee within 3 months of the EC Meeting.
f) He/ She will be in constant touch with the President and act according to his/her advice and instructions.
g) The property of the Association shall be in possession and control of the Honorary Secretary.
h) He/ She is the protocol officer and has to maintain protocol at all IAES Meetings & Functions.
i) He/ She has to ensure that all IAESCON deadlines are met including the preparation of Scientific program, Certificates, Scrolls, Citations etc. and that all Orators, Award winners and IAES Guests are officially invited.
j) He/ She has to keep data about members up to date and send a response to any change of address requested by any member.
k) He/ She shall be responsible for the records and registers of the IAES.
l) He/ She shall submit the Annual Reports of IAES in the Annual General Body Meeting for its approval.
m) He/ She shall grant access to the members of the IAES for the inspection of records including accounts.

n) He/ She shall have the general control over the Staff of IAES and perform such functions as deemed necessary.
o) He/ She shall submit a copy of the annual report of the IAES section along with the audited statement of accounts to ASI office every year within the stipulated time period.

G. Functions and Powers of the Honorary Treasurer:

a) He will keep accounts of the Association.
b) He shall present un-audited accounts of the current year and the annual audited accounts for the previous financial year at the annual General Body meeting.
c) He shall present the Budget for the next year at the Annual General Body Meeting.
d) He shall attend to the work at the Headquarters under instructions from the Executive Committee or as delegated by the Honorary Secretary.
e) Cheques or other negotiable instruments shall be jointly signed by the Treasurer along with the President / Hon. Secretary.
f) He shall hold not in excess of an amount of Rs.5000/- in cash in his possession.
g) Bank Accounts shall be operated jointly by the Hon. Treasurer along with the President /Hon. Secretary.

H. Transfer of Functions and Powers

The President, Honorary Secretary and Honorary Treasurer should transfer the functions and powers bestowed upon them to their duly elected successors at the earliest convenient date after the annual conference of the IAES. The incoming officers should take legal possession of movable and immovable properties of the IAES.

I. EC Member other than the President and the Vice President may delegate his functions in writing to any other Member of the Executive Committee when he is not able to function due to illness or any other unavoidable circumstances.

J. Vacancy during term in Office

Vacancies occurring by resignation or otherwise during year / term shall be filled up as under:
a) Honorary Secretary / Honorary Treasurer: The Executive Committee will elect a new office bearer from among its members for the rest of the year.
b) Executive Committee Members elected from various zones: The vacancy will be filled up by election from the same zone during the next annual elections. The incumbent will hold office for the rest of the tenure.
c) Vice President: The Executive Committee will elect a new Vice President from among its members for the rest of the year.
d) President: The Vice President shall continue to manage the office of president for the rest of

the year.
e) Ex-officio: The vacancy will not be filled up.

5. Conferences:

(i)The Annual Conference will be held during September/October of every year for 3 days (including 1 day workshop).
(ii)Conference venue and date, names of Organizing Chairman and Organizing Secretary to be decided one year ahead and get the approval from the executive committee and general body.
(iii)The Hon. secretary of IAES should send the protocols for the conduct of the conference to the Organizing Chairman and Secretary once the venue and dates are approved and finalized by the executive committee of IAES.
(iv)President and Hon. secretary should be actively involved in all aspects of the conduct of the conference including the preparation of brochure and the scientific program.
(v)The funds for the conference must be raised by the organizing committee.
(vi)The Annual conference accounts must be submitted before the National conference of IAES being held during the ASICON (December) so that the secretary can submit it to the executive committee and then to the general body.
(vii)The audited balance sheet needs to be submitted to Hony. Secretary since it has to be forwarded to ASI as its PAN card is being used for IAES activities.
(viii)Complimentary local hospitality will be provided by the Organizing Committee to the office bearers and members of the Executive Committee and to nonmember Orators of the annual conference.
(ix)The selection of guest speakers, Orators and the topics is to be decided at EC meeting for the national and annual conferences. For this purpose, a committee is to be constituted with the President of IAES as Chairman, Vice President, Imm. Past President and Hon. Secretary as its members. President can co-opt others to assist him/her in the selection and preparation of the scientific programs.

6.Oration and Guest lectures during National and Annual conference:

a. Presidential oration is to be delivered during Annual Conference of IAES & during ASICON.
b. For any oration in name of any person or body; the concerned person or body must donate a corpus of ten lacs (Rs.10,00,000/-) or equal amount in foreign currency so that sufficient funds by way of interest would be available towards expenses for the orator every year.
c. The orations may be instituted during Annual conference (IAESCON) or National conference (ASICON) of IAES.
d. The rules for selection of the persons for oration should be framed by a committee consisting of the President, Vice President, Immediate Past President, Hon. Secretary, Treasurer and co-opted members as to be decided by the President.
e. Selection of candidates for different orations is to be made by a committee constituted by the executive committee of IAES at least one year in advance of the date of oration.

7.Academic Council for surgical education, training and Fellowship examinations:

a. The academic council shall consist of a body of three past-presidents along with President, Vice President, Hon. Secretary and Hon. Treasurer.
b. All three past-presidents must be Fellows of IAES either conferred upon or by examination.
c. The term of council members will be for two years and they will be eligible to be reelected for one more term
d. The council members are nominated by the executive committee
e. The council will decide in consultation with the Organizing Secretary of the instructional course the list of topics to be discussed in the instructional course at least six months in advance.
f. The national faculty for the course will be decided by the academic council of IAES
g. Instructional course is to be conducted every year in the month of Feb-March for two days.
h. The instructional course should have Panel Discussion, Symposia, Floor Discussion, Lectures, Video Session and Live Demonstration. At the end of each course 'Course Attended Certificate' will be issued to every candidate who has paid for the course & attended course in full.

8.Fellowship in IAES(FAES):

The Indian Association of Endocrine Surgeons (IAES) has the following guidelines for conferring/awarding the Fellowship of the Indian Association of Endocrine Surgeons (FAES):

- **Eligibility**

  Surgeons must hold a recognized post-graduate degree in surgery or MCh degree in Endocrine Surgery or DNB in General Surgery or DNB in Endocrine Surgery and be in active surgical practice for at least 10 years. The surgeons must be actively involved in the scientific, academic and other activities of IAES. Only Full Life members of ASI and the Life members of IAES are eligible to apply. An aspirant should have attended at least 3 annual conferences of IAES. A Selection committee should verify log book/ publications for FIAES. Maximum permissible number per year should be 15.

- **Application**

  Applicants must submit a completed application form, a demand draft, and copies of their graduation, MS/DNB/MCh certificates and all experience certificates. The demand draft should be drawn in favor of "Indian Association of Endocrine Surgeons". The fee is Rs 20,000/- for surgeons in India and SAARC countries, and US $500 for surgeons outside India.

- **Selection**

Final selection is made by the Credential Committee at IAESCON. All applicants must appear before the committee, and no exemptions are available.

- **Benefits**
  Surgeons with FAES can participate in all IAES scientific activities by paying registration fees.

9.Publications: Journal, Others:

The Association shall publish its official journal called the Indian Journal of Endocrine Surgery and Research under the supervision of the Editorial Board headed by a Chief Editor and 2 Editors elected once every six years by the members of IAES.
The Chief Editor and 2 Editors, 6 Editorial Board Members will be elected for a single term of 6 years only. Half of the entire Editorial Board except the Chief Editor and Editors will be changed every 3 years though all will have a single 6-year term.

a) Criteria for eligibility to contest Editorial Posts will be as follows:
i) **Chief Editor:** 10 published articles in Surgery, all should be in indexed journals and one term as Editor or Editorial Board member.
ii) **Editor:** 5 published articles in Surgery, all should be in indexed journals and 3- year experience of working in Editorial Board of any Surgical Journal.
iii) **Editorial Board Member:** 2 published articles in surgery of which all should be in indexed journals. There shall be no geographical restriction for eligibility to hold any of these Editorial posts.

b) The President, Vice President and Honorary Secretary of IAES shall be permanent ex-officio members of the Editorial Board.

c) The IJESR will have its office in a location suitable to the chief editor and editors.

d) All money received by IJESR shall be deposited in the IJESR account maintained by IAES. An annual Audit report of IJESR accounts and the budget requirements with justifications has to be passed by the Editorial Board and then forwarded to the Executive Committee of IAES for approval at its first meeting of each calendar year.

10.Elections:

a) Posts:

i) Vice-President (one post)
Ii)Hony. Secretary (one post)

iii)Hony. Treasurer (one post)
ii) Executive Committee Members (10 posts- two each from 5 zones)
iii) Editorial Board of Indian Journal of Endocrine Surgery and Research (Chief Editor-1post, Editor-2 posts, Editorial Board Member-6 posts)

b) Schedule:

i) Election for the post of Vice President of IAES will be conducted as per Rules & Regulations/By-Laws EVERY YEAR. The elected Vice President for a particular year shall take over as President in the next year.
ii) Elections for the posts of Hony. Secretary, Hony. Treasurer, Executive Committee Members of the Indian Association of Endocrine Surgeons will be conducted as per By-Laws EVERY SECOND YEAR.
iii) The Chief Editor, 2 Editors and 6 Editorial Board Members will be elected for a single term of 6 years only. Half of the entire Editorial Board except the Chief Editor and Editors will be changed every 3 years though all will have a single 6-year term.
iv) Elections for the post of Officers and Executive Committee members will be conducted as per Rules & Regulations/By-Laws of each of them. All elections will be conducted by secure online electronic voting if there are more than one candidate for any post as per the following time schedule:

a) The list of voters who can take part in the voting process shall be prepared and finalized by 31st May every year. Those who have registered earlier should be required to update their contact details (Postal address, Mobile number & Email Id), if there is any change from what they have already furnished. Their voting code/Password will be sent only to their registered mobile number /Email Id.
b) Nominations shall be invited by the 1st July.
c) Last date for receiving nominations is 31st July. Scrutiny of Nominations shall be done on the 1st working day after 31st July and all the applicants shall be intimated about the validity of their nominations for contest by the Chief Election Officer.
d) Withdrawals will be permitted up to 15th August.
e) If there is no contest, the result will be declared on the next working day. Copy of the result will be displayed in the association website.
f) Electronic online voting, if necessary, shall be conducted from 16th August 31st August. Declaration of results will be done on the next working day after 31st August by the Chief Election Officer. The exact time of counting of votes will be notified by the Chief Election Officer to all candidates.
h) This schedule can be modified by the Chief Election Officer in unforeseen adverse circumstances, which should be ratified by at least 3/4th majority of the General Body in the next Meeting.

c) Death of candidate:

i) If a candidate dies anytime during e-voting process, there will be no change in the election procedure or schedule unless he is the only nominee. A condolence message will be sent to the family.
ii) If the candidate dies before start of polling, the e-voting should proceed with the rest of the contestants after deleting the deceased contestant's name.
iii) If an elected candidate either dies during e-voting or dies before assuming office, the candidate with the next highest number of votes will be declared elected.

d) Eligibility:

Vice President

1. He / She shall be a life member of good standing with not less than 10 years of continuous membership of IAES.

2. He / she should have held office of IAES as one of the Executive Committee member / Secretary/Treasurer for a minimum period of one term of two years.

3. He / She should have shown active interest in the activities of the IAES by participating in Annual Conferences, by publication of articles in journals, by organizing scientific conferences and advancing the ideals of the association in general.

4. The term of office for the Vice-President – shall be for a period of one year.

5. He / She is not be eligible for re-election.

6. Nomination fee as decided by the EC will have to be deposited while submitting nomination.

7. There should not be any pending dues of the IAES against the member.

Honorary Secretary

1. He / She shall be a fellow of good standing with not less than 5 years of continuous membership

2. The Secretary shall be a fellow who has shown active interest in the activities of the IAES and advanced the ideals of the association.

3. He / She shall hold office for a period of two years.

4. He / She should have served one elected term in the executive committee of IAES.

5. He shall be eligible for re-election for one more term.

6. Election will be held if there are more than one candidate

7. Nomination fee as decided by the EC will have to be deposited while submitting nomination.

8. There should not be any pending dues of the IAES against the member.

Honorary Treasurer

1. He shall be a fellow of good standing with not less than 5 years of continuous membership.

2. The Treasurer shall be a member, who has shown active interest in the activities of the IAES and advanced the ideals of the association

3. He / She shall hold office for a period of two years.

4. He / She should have served one elected term in the executive committee of IAES.

5. He / She shall be eligible for re-election for one more term.

6. Election will be held if there are more than one candidate

7. Nomination fee as decided by the EC will have to be deposited while submitting nomination.

8. There should not be any pending dues of the IAES against the member.

Executive Committee Members

1. Each nominee for the post of executive committee member shall be a life member of association of at least 5 years of good standing

2. He / She should have shown active interest in the activities of the association by advancing the ideals of the association.

3. The term of office for the Executive Committee member shall be for a period of two years.

4. He / She shall be eligible for re-election for one more term. He / She shall be eligible for re-election for one more term only if he has attended at least 3 EC meeting in the current term, unless valid reasons are given beforehand.

5. Nomination fee as decided by the EC will have to be deposited while submitting nomination.

6. There should not be any pending dues of the IAES against the member.

Rules for Election

1. Election officer – Vice- President will invite the nominations at his / her office.

2. Nomination shall have the proposer and seconder as life members of ASI.

3. Nominations for more than one of the posts including those of IJESR simultaneously will not be accepted.

4.Nominations will be scrutinized by the election officer.

5. Hon. Secretary will provide the list of members in good standing to the election officer by 31st of May.

a.) Hon. Secretary will provide the list of members approved by the EC in its last meeting to the election officer either by 31st of May or any other date fixed by election officer but before 31st May. No member enrolled after the last EC meeting will be allowed to vote.

b) The approved members may be allowed corrections in their data available with the IAES office up to 31st May of the year of the election for being eligible for voting in those elections. No corrections in the data would be permitted for that particular election after 31st May of that year

6. Election to be held by electronic voting if there are more than one candidate for any post.

7. Election officer will upload the candidate details on the website for voting.

8. Election officer will inform the contestants the time and place of counting of vote by letter, e-mail or SMS.

11. It will be the duty of the contestant to make sure that he / she, the proposer and seconder are in good standing.

12. The nomination fee for candidates contesting for various posts will be as follows:

Vice-President	:	Rs.10,000.00
Secretary/Treasurer	:	Rs.7,500.00
EC Member	:	Rs.5,000.00

f) Electorate: All registered IAES Members as on 30th May of every year (membership should have been accepted by the Executive Committee) will form the electorate and will be eligible to vote for any candidate from any part of India.

11. Executive Committee Meetings:

a) The Executive Committee shall meet at least twice a year (Physical/hybrid) but preferably 3 times in a year; - once during IAESCON, once during ASICON and once during Instructional Course (with office bearers, audited accounts and academic programs).
b) Any 7 members shall form a quorum.
c) The President, when present, shall preside over at all meetings of the Executive Committee and in his absence Vice President shall preside. If both the President and Vice President happen to be absent the meeting may elect its own Chairman for the purpose of the meeting and he shall have all the powers of the President.
d) In every case of voting, the President or the Chairman will have a vote and in case of a tie, he/ she will cast the additional vote.
e) The voting will be by show of hands only except when decided otherwise unanimously.
f) Video recordings with voice tracking of any previous meeting whose minutes have to be passed shall be made available in the meeting.
g) Whenever it is found inconvenient to call for a meeting of the Executive Committee and the Honorary Secretary deems it desirable that the opinion of the Executive Committee should be obtained on any particular matter, he shall do so by electronic mailer and by video – conferencing and act in accordance with the opinion of the majority of at least 8 EC Members, provided it is endorsed by the President.

Such decisions should be ratified in the minutes of the next EC meeting.

12. Association Meetings: Annual General Body Meeting (AGBM), Special General Body Meeting (SGBM), IAES Annual Conference (IAESCON)

a) President shall preside over all IAES Meetings. He can depute Vice President or in the absence of Vice President, any other senior EC member to preside over the meetings. If he is unable to do so, the EC/ GB will elect a Chairman among the members present to preside the meeting.
b) Honorary Secretary of IAES on the advice of President shall call the GB or EC meeting.

c) **AGBM:** The Honorary Secretary shall circulate the notice of the meeting along with the agenda, Annual Report of the year, the statement of audited accounts of the preceding financial year, unaudited accounts up to 31st August of the current year 21 days prior to the date of General body meeting by post / email to all members of the Association. The notice should clearly show the date, venue and agenda of the General Body meeting to be held during the IAESCON. The publication of such data at the official website 21 days prior to the date of Annual General Body meeting can also be considered as valid intimation to all members. The

Annual Report shall include the minutes of the last General Body meeting and such other information as may be of interest to the members and or useful to them. The books of accounts of the Association shall be audited annually and shall be available for inspection to any member at the Annual General Body Meeting. Video recordings should be made available for any previous meetings whose minutes have to be passed.

d) **An Extraordinary General Body Meeting**/ SGBM may be convened

i) By recommendation/decision of EC/GB/a committee constituted for a specific purpose.

ii) On receipt of request from 1/3rd of the entire EC or 1/3rd of all voting members in case of death of / disability of / infighting between the Honorary Secretary and President. The Honorary Secretary shall circulate by post / email to all members of the Association, the notice of the meeting with the specific agenda, 21 days before the date of any Special General Body meeting. The Publication of such notice 21 days prior to the date of SGBM at the website of IAES can also be considered as valid intimation to all members. Routine business shall not be included in the agenda or discussed at such a meeting and the venue shall be preferably at any city with more than 10 Life Members of IAES residing in that city. The notice should clearly show the date, venue and agenda of the General Body meeting. If the EC fails to convene the requested meeting within a month, the requistionist may themselves convene the SGBM by giving 21 days prior notice with details as mentioned above to all the members. If the necessary quorum is not available in such SGBM, the meeting shall stand dissolved.

e) **Any member desirous for moving a resolution** in the General Body meeting shall intimate the text duly proposed and seconded to the Honorary Secretary at least 2 months before the date of General Body meeting. The Secretary shall include this in the agenda with the approval of the President.

f) **The venue of any GBM** should be secured and only members with voting rights and staff should be permitted in to the venue. A record of all members attending the GBM should be maintained in a register.

g) **The quorum** for the General Body meeting shall be 30 voting members. If there is no quorum, then the meeting shall be postponed to 15 minutes for want of quorum. If there is no quorum in the postponed meeting, the members present shall be considered as the quorum. Only specific circulated agenda may be discussed and decided at such adjourned meeting. No decision will be taken on any subject discussed under the heading “Other matter permitted by the Chair” in an adjourned meeting.

h) **Function, Duties and Powers of General Body Members:-**

i) The General Body shall after discussion, if found satisfied adopt, approve and pass the Audited Account Statements of the preceding Financial year in the AGBM.

ii) The General Body shall elect the Office Bearers, Members of the Executive Committee, Chief Editor, Editors and EB members of IJESR.

iii) If any member aggrieved by any decision of the Executive Committee, may prefer an appeal to the General Body, the decision of the General Body will be final.

iv) The General Body shall appoint the Election Officer and e-voting agency for the elections of IAES.

v) The General Body shall appoint a recognized Chartered Accountant as the Auditor for every financial year to audit the accounts of the IAES.

vi) The General Body by a special resolution supported by 3/4th of the members present and voting in person, proxy, email or post can:
a) Create state chapters.
b) Dissolve any state chapter or Editorial Board of IJESR and take over all its funds and assets if it is not functioning according to the IAES Constitution. All funds, assets, Intellectual Property Rights (IPRs) of such dissolved state chapters will finally belong to IAES and can be utilized for development and growth of IAES.
c) Make amendments to the Memorandum and Rules & Regulations of the IAES to add, modify, remove or reconstitute any provisions of the Memorandum and bye-laws of the Association.

13. Amendments to the Constitution, and its schedules (Bye-laws)

Memorandum of Association and Rules and Regulations (Bye-Laws) can be amended (including deletions and additions) by a special resolution passed by the 3/4th majority of the General Body of the Association provided:

a) Any amendment /(s) proposed by:
i) A Life Member with voting rights and seconded by another Life Member with voting rights
ii) The Executive Committee
iii) Members of a specially constituted Constitution amendment committee.

The proposed amendments along with the notice shall be circulated to all the members of the Association with voting rights at least 21 days prior to the date of the proposed Annual/Special GBM. Publishing the proposals at the official website with electronic information to all members shall also be considered valid.

b) 3/4th of all registered voting members votes in favour of the amendments by online e-voting or at the Annual or Special General Body meeting by post or proxy or in person.

c) Modifications can be made to the proposed amendment on the floor of the house.

d) If the amendments were not passed in the said meeting due to any reason, it can only be taken up at a 2nd GB meeting held a year or more after the first meeting. The resolution can be modified during the intervening period on the basis of inputs from members. The revised amendments are to be notified to all members 60 days prior to the second meeting by email/Post or any other mode of circulation of notice or publication at the registered office/website. The same can be passed by ¾ of the participating valid Life Members in the second meeting.

e) The passed amendment shall be filed with the Registrar of Societies within three months of passing the amendment and the same shall take effect from the date of passing on the approval of Registrar. The Registered copy of such amendments shall be circulated among the members.

Others Suggestions for Future Amendment

a) Formulate guidelines for making rules and regulations regarding the terms and conditions in the IAES mutual participating events and those who wish to conduct their conference under the aegis of IAES.
b) Formation of Zonal chapters was accepted. The zonal meetings extra funds may be handed over to the IAES account. We could have Academic Directors post also for the Zonal chapters.
