

CONSTITUTION

INDIAN SOCIETY OF CRITICAL CARE MEDICINE

AMENDED CONSTITUTION AS ADOPTED BY THE 25th ANNUAL GENERAL BODY MEETING HELD ON 2ND FEBRUARY 2019 AT Mumbai

1. Preamble

Critical Care Medicine (CCM) is an evolving specialty overlapping multiple primary specialties. Recognizing the increasing need to consolidate the field and to promote awareness, continuing education and research in this field, the Indian Society of Critical Care Medicine (ISCCM) was formed on 9th October 1993.

Part – 1

2. Memorandum of the Society

1. The name of the Society is “Indian Society of Critical Care Medicine. (ISCCM)”
2. Registered office of the Society at Mumbai Head Quarters.
3. The headquarters be at Unit No. 13 & 14, First Floor, Hind Service Industries Premises Co-operative Society, Near Chaitya Bhoomi, Off Veer Savarkar Marg, Dadar, Mumbai – 400028

3. Aims and Objectives

- 3.1 To promote academic and scientific activity in the field of CCM
- 3.2 To encourage research in the field of critical care medicine.
- 3.3 To organize continuing medical education and training programs, meetings and conferences in CCM.
- 3.4 To establish guidelines for the running and staffing of ICU’s.
- 3.5 To publish scientific papers, journals, monographs and text books aimed at upgrading knowledge and skill.
- 3.6 To seek affiliation with national and international associations and societies or similar bodies to achieve the objectives of the Society.
- 3.7 To generate funds to carry out the objectives of the society.
- 3.8 To take such action as shall be considered with furthering the aims and objectives of the Society

Part II : Rules and Byelaws of the Society

1. Definitions and Abbreviation

Unless otherwise specified in succeeding paragraphs “Society” means ISCCM, “Committee” means Executive Committee & “Member” means member of the ISCCM.

2. Management

2.1 The affairs of the ISCCM shall be managed by the Executive Committee.

2.2 The committee shall consist of:

- 2.2.1 President - 1
- 2.2.2 President -Elect – 1
- 2.2.3 Immediate Past President - 1
- 2.2.4 Vice President - 4 (NOT more than TWO from the same zone)
- 2.2.5 Elected Members – Executive Committee Members - 15 (fifteen) of which NOT more than 3 (THREE) shall be from the same zone.
The General Secretary will announce the vacant posts in election notice.
- 2.2.6 Treasurer - 1 (open to all India)
- 2.2.7 General Secretary - 1, and General Secretary - Elect – 1

2.2.8 **Nominated Members**

2.2.8.1 Joint Secretary -1: (To be nominated by the President during the tenure of the President)

2.2.8.2 The Vice-Chancellor or Secretary (any one) of the Indian College of Critical Care Medicine will be the co-opted members. The vice chancellor will inform the president/chancellor who will represent the college on the Executive Committee

2.2.8.3.1 Chairman Research Committee will nominated by the President.

The President, President - Elect and Immediate Past President, in unusual circumstances along with the Executive Committee has right to change Chairman of Research Committee with 2/3 majority.

The tenure of Chairman shall be 3 years. Four (4) OR FIVE (5) more members will be inducted suggested by President and Chairman and approved by Executive Committee

2.2.8.3.2 Funding

1. Chairman of research committee will submit budget to Finance Committee time to time for approval.

2. Funding may obtained from the Pharma industries provided there is no conflict of interest with goals or credibility of ISCCM

2.2.8.4 Chairman Constitutional Review Committee will be the President Elect.

3.1 **Membership of the Society shall be of 5 categories viz.**

(a) Life Members,

(b) Associate Life Members,

(c) Honorary Life Members,

(d) International Life Members and

(e) SAARC Life members.

(No new membership as Patron, Founder Life Member and Corporate Life member will be given, however Existing Founder Life Members will continue)

3.2.2 **FOUNDER LIFE MEMBER:** Same as Life member but joining the Society before 31/12/93.

3.2.3 **LIFE MEMBER:** Post graduation in specialties approved as pre-requisite for Indian Diploma in Critical Care Medicine (IDCCCM). The postgraduate degree or diploma must be recognized by Medical Council of India. Candidates applying for life membership must confirm active interest and work in critical care.

3.2.4 **ASSOCIATE LIFE MEMBER:** An allopathic doctor, or persons with nursing or technical backgrounds, with an active interest in CCM but not fulfilling the criteria for Life member. All the other specialities doctors based on their MBBS will be considered for Associate Life Member only.

3.2.5 **HONORARY LIFE MEMBER:** Person of renown who has made outstanding contribution to the field of CCM. These will be nominated by unanimous vote of Executive Committee

3.2.6 **INTERNATIONAL LIFE MEMBER:** Life member from a country other than India and SAARC Countries

3.2.7 **SAARC MEMBERS** will be offered international membership at rates given to Indian members. The eligibility criteria will be the same as the Indian LMs(Except their PG degrees must be recognized by their Country's Medical Council.

- 3.3.1 The Executive Committee shall have the authority to admit applicants to all categories of membership. However, conversion of an existing Associate Member to a Life Member shall be done by the General Secretary on payment of appropriate fees and supporting Documents with information and approval by the Executive Committee.
- 3.3.2 The membership application shall be in the form prescribed by the Executive Committee and shall be duly proposed and seconded by existing valid Life members. It shall be accompanied by documentary evidence of eligibility, qualification and prescribed fees by bank draft payable at Mumbai. Membership can be applied online and fee can be paid online through ISCCM website.
- 3.3.3 The duly completed application form, after due scrutiny by the General Secretary will be placed before the National Executive Committee in its regular meeting for approval after which the membership will be conferred to the applicant.
- 3.3.4 The National Executive Committee shall also accept the resignation from membership, as also decide cessation of membership for any other reason.

3.4. **MEMBERSHIP FEES**

- 3.4.1 Fees (as of AGM of 2019) shall be as follows:

Life Member Rs. 7780/-

Associate Life Member Rs 3970/-

Life Member SAARC Countries Rs 7780/-

International Life Member U.S. \$ 592.

Honorary Members shall pay no fees.

The fees of membership will be increased by 5% every year after Annual conference.

Out of the fees collected 50% will be retained by the Headquarters and 50% will be given to the concerned City Branch as contribution. Branch contribution will be paid to those branches who have submitted Branch audit report, annual report, branch Pan Card, Bank Account details with the centre on or before 30 November. No additional membership fees to be collected by the city branch from the member.

- 3.4.2 The Associate Member on completing the requirements for Life Membership can pay the difference & become Life Member on furnishing necessary documents, subject to approval by the national executive committee in its regular meeting.

3.5 **CESSATION OF MEMBERSHIP**

The Executive Committee by 2/3 majority of the number of attending members may recommend to remove the name of any member of the Society from the Register of Members for gross misconduct after sending him / her a notice by registered post and giving him / her a proper opportunity to defend himself/herself including a hearing in person. Such action shall be subject to ratification by the General Body by 2/3rd majority of members present at the General Body Meeting.

3.6 **REGISTER OF MEMBERSHIP**

A register of members containing their names and addresses shall be kept in electronic format (Soft Copy). All changes in the status of members or their addresses, taking place from time to time shall be recorded in the soft copy.

3.7 **PRIVILEGES OF MEMBERS**

3.7.1 All members will get the publications (IJCCM & Critical Care Communication) online only in the form of soft copy via the ISCCM & IJCCM websites, on their registered e-mail ID and the IJCCM app.

3.7.1.1. All communications to the members shall be in electronic format henceforth. This means that the notice for Elections, proposed amendments to the constitution, Annual Report, Audited accounts, any newsletter and any other information shall be sent by e-mail and also put up on the ISCCM website in the members area. The annual report and the latest version of the constitution will be available to members only as a soft copy on the ISCCM website. Only in extraordinary circumstances shall the communication be Via Post, after approval from President, President Elect and General Secretary.

3.7.2 The right to vote shall rest with all the Life Members approved until the last held Annual General Body Meeting

3.7.3 Associate Life members, Life Member SAARC Countries, International Life Member and Honorary Members shall have no voting rights nor shall they contest any position in the Executive Committee.

3.8 **RESIGNATION**

A member wishing to resign his / her membership shall send a written communication to the General Secretary. Membership fees paid by the members to the Society shall not be refunded under any circumstances and the name of such member shall be removed from the Membership Register after approval by the National Executive Committee in its regular meeting.

4.1 **ELIGIBILITY**

4.1.1 a For the post of PRESIDENT - ELECT :

The Candidate should have been elected and not nominated for 6 (six years) in National Executive Committee and either served as Vice President / Vice Chancellor / General Secretary/ Treasurer.

Only exemption will be to those members who have completed 8 years in Executive Committee before 2018. And He /She should also be a fellow of ICCM.

OR

Elected 4 years in National EC and served as Vice President /General Secretary / Treasurer / Vice Chancellor of ICCM and Chairperson of the local branch for 2 years and also should be Fellow of the ICCM. The centre and local posts should not be running concurrently.

4.1.1.b VICE-PRESIDENTS : The candidate should have been elected and not nominated for 4 (four) years as follows: on the National Executive Committee for a minimum of 2 (two) terms i. e. total 4 (four) years in the National Executive Committee

OR

1 (one) term of 2 (two) years in National Executive Committee and 1 term of two years as a City Chairman, the both local and national terms not running concurrently.

4.1.1.c General Secretary-Elect: The candidate should have been elected and not nominated for 4 (four) years as follows; on the National Executive Committee for a minimum of 2 (two) terms i. e. total 4 (four) years in the National Executive Committee

OR

1 (one) term of 2 (two) years in National Executive Committee and 1 term of two years as Chairman/ Secretary city branch, both local and national terms not running concurrently.

4.1.1.d Treasurer (Open all over India):

The candidate should have been elected and not nominated for 4 (four) years as follows; on the National Executive Committee for a minimum of 2 (two) terms i. e. total 4 (four) years in the National Executive Committee.

OR

1 (one) term of 2 (two) years in National Executive Committee and 1 term of two years as city branch Chairman / Secretary / Treasurer.

Both the term LOCAL AND NATIONAL not running concurrently.

4.1.2 For Elected Member, membership of the Society for at least 5 year is mandatory. For re-eligibility to contest election for any post on the National Executive Committee the candidate must have attended at least 2 (two) out of the last 4 (four) Executive Committee Meetings held in both years of his/her previous term. In case of such absence the member shall not be eligible to contest elections for one term (i.e. two years) and can contest after this term is over

4.1.2.1 For eligibility to contest election for the post of President-Elect, Vice-Presidents, General Secretary - Elect or Treasurer on the National Executive Committee the candidate must have attended at least 3 (three) Executive Committee Meetings out of the 4 (four) last Executive Committee Meetings held in the term that he/she had served on the National Executive Committee.

4.1.3 No member shall be eligible to seek election for more than 2 tenures as Vice-President, General Secretary-Elect, Treasurer, or Elected Member of the Executive Committee.

4.1.3.1 The term for President, President-elect, Immediate Past President, General Secretary, General Secretary Elect and Joint secretary is one year. Vice Presidents, Treasurer and Executive Committee members is for two years.

4.1.4 The President/President-Elect shall NOT seek election for any position in the Executive Committee after completing his / her tenure. However he / she can be nominated on the executive committee as may be decided by the Executive Committee provided his tenure in the EC does not exceed 15 years, except the Editor, IJCCM

4.1.5 A member shall NOT contest simultaneously for more than one post (Including Society and College)

4.1.6. No member except the president shall be on the executive committee for more than eight years regardless of elected posts held in the EC. After completing 8 years in the EC, the member can contest only for the post of President Elect. Thus the president shall remain on the EC for 11 years i.e. 8 years as EC member and 1 year each as President elect, President and Immediate Past President. Co-opted and nominated posts will not be counted in the 8 years. Apart from this only Editor of IJCCM & Chairman Credentials committee may be nominated after completing 11 years on EC. Total tenure in the EC for any member shall not be more than 15 years in any capacity henceforth. The tenure of Vice Chancellor will be one year. Tenure of Editor IJCCM and the Chairman of Credentials Committee/Research Committee / Guidelines Committee shall be fixed at 3 Years.

4.1.7 The Members Tenure of all Committees including, Sub Committees, College Board Members will be one year. Excluding, Chairman Research Committee / Credentials Committee /Guidelines Committee will be (3yrs) Three years. The President will appoint the sub committees.

4.2. **ELECTION AND ELECTION PROCEDURE**

4.2.1 The President shall become Immediate Past President and the President-Elect shall become President automatically after the expiry of their tenure at the End of their term during the concerned Annual General Body Meeting.
The web based online Elections shall be held for President Elect -1; Vice President-4 (Vice President Not more than 2 from same zone), General Secretary Elect – 1;

Executive Committee members – 15, (Not more than 3 from the same zone) and Treasurer-1.

The term for Vice President, Treasurer, Elected Members will be for TWO(2) Years.

The Term for General Secretary Elect will be for ONE (1) Year.

The General Secretary and The Chief Election Commissioner will inform the List of Vacancies to all Life Members in the Election Notice.

- 4.2.2 By the 15TH of MAY, the General Secretary And Chief Election Commissioner shall inform each Life member a list of vacancies in the Executive Committee of ISCCM and ICCCM, and invite nominations for these vacancies through e-mail and it will be put on website on the membership page.

The nomination paper which shall be sent out will have the candidate's name, address and the office/post for which the candidate is contesting, and shall be proposed by one valid life member and seconded by another life member duly signed by the candidate, signifying his/her willingness to stand for the election and to serve on the Executive Committee if elected.

There shall be a separate nomination paper for each candidate.

One candidate can apply for one post only.

These nominations must reach the Chief Election Commissioner not later than 01st June by 4.00 PM.

For every post, the nomination paper MUST be accompanied by a sum of Rs. 10000/- + 18% GST= Rs. 11800/- (Rupees eleven thousand eight hundred only). Non refundable from a candidate in the form of a demand draft / NEFT payable at Mumbai.

A nomination paper not accompanied by a Bank Draft / UTR NO OF NEFT of Rs.11800/ (Rupees eleven thousand eight hundred only) shall be deemed invalid.

A short bio-data not exceeding one page (A4 size paper), Must accompany the nomination if desired or it can also be sent as soft copy BY EMAIL along with ONE passport size photograph(1) to the ISCCM office not later than 01st JUNE, 4.00 PM.

Withdrawal if any should reach office on or before 10th of June, by 4 PM with candidate signature. Withdrawal can also be sent by scan copy with signature by email to chief election commissioner from his/her registered email ID in ISCCM, not later than 10th JUNE, 4.00 PM. If the deadline for any of these procedures falls on a Sunday or an Official holiday, then the next working day shall be deemed to be the deadline.

4.2.2. a **SUMMARY OF THE ELECTION:-**

By 30th April, President will nominate one(1) Past President as Chairman of election commission. Then the chairman of the election commissioner will select his team of 4 members to be on election commission of his choice and inform the names of members to President. The members of the election commissioner can be, Past President of ISCCM or a member of ISCCM who has had experience in ISCCM election and must not be contesting elections.

By 15TH of May, the General Secretary and Chief Election commissioner shall inform each Life member BY EMAIL a list of vacancies in the Executive Committee/College Board and invite nominations for these vacancies.

01st June, 4.00 PM is the Last date for Receiving nominations.(Working day)

After last date of receiving application, the applications will be scrutinized by election commission by 3rd June.

After Scrutiny of applications by election commission, the result of scrutiny of applications will be informed to the contestants, by 4th June, by the election commission.

Withdrawal if any should reach office on or before 10th of June 4 PM

The date of online web based election will be last week of June, From 08.00 hrs. on Monday of election to 1700 hrs. on Friday of election.

- 4.2.2.1 By 15TH of MAY, the General Secretary and Chief Election Commissioner shall inform each Life member a list of vacancies in the Executive Committee/College Board and invite nominations for these vacancies through e-mail.
Once the elections are announced to conduct the entire proceedings of the election will be controlled by Election Commission.
The full details of the results of the election will be informed /submitted to the President of ISCCM for HIS/HER approval on the last day of election or no later than **30th June** By Chief Election Commissioner.
The declared elections results shall be posted on website directly by Election Commission and communicated to individual candidates, after approval from President.
The declared election results will be placed in the Annual Report for the information.
The newly elected President -Elect and General Secretary- Elect will be invited to Fourth EC Meeting (January / February) of preceding year (before taking charge) as special invitees.
- 4.2.2.2. It shall be mandatory for all office bearers to sign and submit his / her copy of the Aadhar card and the declaration about Conflict of Interest with the society during the First EC meeting of each year after the AGM. In case the member is absent he should sign the COI document within 30 days of the meeting.
- 4.2.3 After announcement of elections - the proceeding will be taken over by the election commissioner. All nominations will be received by the election commissioner. The Election commission shall inform BY EMAIL the contesting candidate of all the nominations received for the post they are contesting, and if any one wishes to withdraw his/her nomination, he/she should inform Election commissioner in writing or from the official e- mail address by scan with signature (i.e. registered with ISCCM headquarters previously) on or before the 31st of May. No office bearer of ISCCM EC or College Board will indulge in any manner in the Election process.
- 4.2.4 **CHANGE OF EMAIL ID AND ADDRESS:** The members will be able to change address and email IDs only with request in writing or filling the database proforma which can also be downloaded from the website. The general secretary will personally verify the signature from the original form filled at the time of becoming member of the society. Only then the email id and address will be changed. All the original letter request and data base form will be retained in the office. Members can request for change of email IDs until 30th April. No change in data can be done after 30th April.
- 4.2.5 The date of online web based election will be last week of June. From 08.00 hrs. on the Monday of election to 1700 hrs. on the Friday of election. All members will receive a check e- mail one month before the date of elections. Members can check their REGISTERED email ids and authorized/REGISTERED mobile nos. on the website of the society. The electronic voting will be held after a due process of database update, verification and security recommended by expert consultant /s and approved by the EC. All the details for electronic voting will be made available on the ISCCM website in the member's area. All the software checking will be done by Election Commission along Chief Election commissioner. In case of allegations or disputes the Executive Committee of the Society (ISCCM) shall appoint an external technical expert group investigate and give its verdict which will be binding on all concerned.

4.2.5.1. Canvassing is allowed with following instructions.

- 1) No canvassing during national or regional or local or institutional conferences, CME, workshops, conclave etc. From declaration of election to declaration of results. (15th May to 30th June)
- 2) No canvassing with standees, pamphlets, flyers, brochures, or through pharma companies or through their representatives.
- 3) Candidates can use social media for canvassing.
- 4) If someone found guilty, he/she will be debarred from ISCCM election process for life time at local as well national level.

4.2.6 In case of a vacancy arising out of an uncontested position, fresh nominations shall be invited by the General Secretary and Chief Election Commissioner by issuing a notice in Notice and Agenda for AGM, nominations can be submitted a day prior to the AGM and Withdrawals and voting if necessary shall be held at the time of Annual General Body Meeting during Annual Conference

4.2.7 Any Executive Committee Member may resign his/her position by giving notice in writing to the Gen. Secretary or the President. The resignation shall take effect from the date of its acceptance by the Executive Committee.

4.2.8 Any Executive Committee Member who ceases to be a valid member shall be deemed to have vacated his or her position in the Executive Committee.

4.2.9 If a vacancy occurs in any office otherwise than by efflux of time, the Executive Committee shall elect a member to fill this vacancy-not withstanding anything contained in clause 4.2.8 However, the Gen. Secretary shall invite nomination by an urgent short-notice. In the event of a contest, voting will be held in the ensuing National Executive Committee meeting by the members attending the Executive meeting.

4.2.10 Performance of election vendor will be reviewed and vendor changed if necessary through appropriate process of inviting applications. This will be done at the 1st meeting after the ISCCM annual conference by the president elect / chairperson ISCCM election commission and presented to the executive committee for approval.

4.3 **ELECTION DISPUTES**

4.3.1 In the first instance, any complaint pertaining to any process of election must be lodged with the Chairperson of Election Commission along with documentary proof of any irregularity before the start of the counting procedure. No complaint other than that of the counting procedure shall be entertained once the counting procedure has started. Complaints pertaining to irregularities web based online election process, if any, must be lodged in writing by the contestant or his/ her representative with the Chairperson of Election Commission or immediately after the web based online election process or within fifteen days after the completion of web based online election process.

4.3.1.2 Election contestants can request to see the post election voting pattern for his or her post at the Head Quarters. This will be through email addressed to Election Commissioner

4.3.2 An Election Redressal Committee comprising of the President and two immediate Past Presidents would review the evidence provided by the complainant and would give its ruling within 15 days. This ruling will be binding on all concerned. There cannot be any appeal against it.

4.3.3 If the complainant remains unsatisfied with the decision of the Election Redressal Committee, he/she may ask for hearing by the Panel of Arbitrators.

4.3.3.1. Every attempt shall be made to avoid arbitration by constituting a bench of three past presidents who have not participated in the decision making in Redressal Committee to find an amicable solution.

4.3.3.2 Past President/s who have not been part of the Redressal committee shall be nominated to the arbitration by the society. In any case, complete panel of arbitrators should be acceptable to all parties holding stake in the election process.

4.3.4 The Panel of Arbitrators shall comprise of

- i) 2 Past Presidents
- ii) Retired High Court Judge / Eminent Jurist

4.3.5 The arbitration proceedings shall be conducted in accordance with the Indian Arbitration and Conciliation Act, 1996.

4.3.6 The seat of Arbitration shall be at the Head Quarters of the Society at Mumbai.

4.3.7 The decision of the panel of Arbitrators shall be final and binding on all parties.

4.3.8 The National Executive Committee of the Society shall determine the fees payable to the non-ISCCM arbitrators

4.3.9 The fee payable to the Arbitrators shall be borne by the contestant seeking arbitration if he / she loses arbitration. However society will bear this cost if he wins it. However the candidate cannot claim any compensation what so ever.

4.3.9.1 However no candidate holding stake in election either appellant or defendant can claim any compensation or any allowances related to any head during this redressal or arbitration process.

4.3.10 Once results are declared, it cannot be changed by any committee including election committee. It can be changed only following decision by either a Redressal Committee, or panel of past presidents (proposed) or arbitration committee.

4.4 **CO-OPTION OF EXECUTIVE COMMITTEE MEMBERS**

4.4.1 The Executive Committee shall co-opt the following members in their first meeting after the Annual General Body Meeting.

4.4.1.1 Joint Secretary to be nominated by the President by his / her choice.

4.4.2 President, President-Elect and General Secretary, General Secretary Elect shall be ex-officio members of the College Board of all committees **except** Credentials committee.

5.1 **ORDER OF PRECEDENCE SHALL BE AS UNDER;**

1. President
2. Immediate Past President
3. President-Elect
4. Vice Presidents
5. General Secretary
6. General Secretary - Elect
7. Treasurer
8. Joint Secretary
9. Elected Members

5.2 Protocol and seating arrangement on Dais at various functions.

- General Secretary ISCCM
- President ISCCM
- Chief Guest
- Guest of Honor
- President Elect
- Immediate Past President.

6. **MEETINGS**

6.1.1 Annual General Body Meeting : The Annual General Body Meeting of the Society shall be held each year on a day, time and place to be fixed by Executive committee (January / February unless otherwise decided by the executive committee under exceptional situations) when the change of office bearers, if any, will take place.

The President will Chair the Meeting along President Elect General Secretary & Immediate Past President.

The Notice and Agenda for the Annual General Body Meeting of the Society shall be posted at website and e mailed to every Life members and Founder Life members least 30 days in advance of the date fixed for the meeting. Any member desiring to move a resolution at the Annual Meeting shall give notice of the same in writing to the General Secretary at least sixty days before the date fixed for the General Meeting. The executive Committee shall submit an Annual Report of the proceedings of the Executive Committee and its Committees, along with branches annual report (received in office by 31st December) and of the activities of the society together with a statement of the assets and liabilities of the society and an abstract of receipts and disbursements during the year and the report of the Auditors will be circulated on line before one month of the AGM and also posted on website

6.1.2 The President shall preside over all meetings of the Executive Committee and the General Body. If the President is not present, President Elect will preside the meeting. In absence of both President and President elect, Vice president will preside the meeting. The seniority of the Vice-President shall be decided by the number of votes polled in the elected or, in case of uncontested election, by the length of membership of the Society.

6.1.3 The President may, whenever he thinks fit, and upon a requisition made in writing and signed by not less than 20% or 100 whichever is less, Members (Life members and Founder life members) of the Society, shall convene a Special General Body Meeting at such place as he may decide. Any requisition made by the members shall state the objects of the Special Meeting proposed to be called and shall be addressed to the General Secretary.

6.1.4 The General Secretary shall, upon receipt of such a requisition, proceed to convene, under orders of the President, a Special General Body Meeting which shall be held within sixty days from the date of receipt of such a requisition, at a place and time fixed by the President.

6.1.5 At the Special General Body Meeting, only the business for which notice has been given or such questions as naturally arises thereon shall be discussed.

6.1.6 20% of members (Life members and Founder life members) or 100 whichever is less present at a General Body Meeting shall form the quorum for that meeting.

- 6.1.7 If within half an hour from the time appointed for a General Body Meeting there is no quorum, the meeting, if convened on the requisition of members, shall be dissolved, and in any other case, shall stand adjourned to half an hour and will meet on the same day and at the same place.
- 6.1.8 The person presiding at the General Body Meeting may, with the consent of the Members (Life members and Founder life members), adjourn the same from time to time and from place to place: but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.
- 6.1.9 No quorum shall be necessary for any adjourned General Body Meeting.
- 6.1.10 Subject to the law being in force at that time the resolutions passed in a General Body Meeting shall be given immediate effect to, by the office-bearers of the Society, unless stated otherwise.

6.2 EXECUTIVE COMMITTEE

- 6.2.1 A meeting of the Executive Committee shall be convened by the General Secretary with the consent of the President.
 - 6.2.1.1. The airfare for the travel to the EC meeting will be reimbursed as per society Travel rules i.e.; as per the minimum decided by the EC at the beginning of the year once the dates for EC are fixed. As per ISCCM travel policy.
 - 6.2.1.2. No reimbursement shall be given in case of cancellation of ticket on unless the meeting has been cancelled or postponed by the president. As per ISCCM travel policy
 - 6.2.1.3. An Action taken Report (ATR) shall be maintained in the ISCCM head office. All major decision taken during the Executive Committee meeting shall be recorded in it after confirmation of minutes in the next EC.
- 6.2.2 Executive Committee Meeting: The Executive Committee shall meet at least four times in a year or at such times necessary for transactions of the business for the Society. It will submit an annual report of the activities of the various Sub-Committees if any, and the activities of the Society together with a statement of the assets and liabilities of the Society and an abstract of receipts and disbursements during the year and the report of the Auditors, if any during the last Executive Committee Meeting before the Annual General Body Meeting.
 - 6.2.2.1 E-Executive Meeting—A meeting of all the executive members via e-mail in the interval between the 4 EC meetings. A group of all executive members will be formed on internet after every Annual general body meeting. The General Secretary will make it assured that every executive member is getting the mail in the group.
 - 6.2.2.2. No person will put agenda directly to all the members. He will refer it to president. If president feels that any agenda requires urgent discussion, he will put in front of the executive through group email addresses.
 - 6.2.2.3. EC members will get one week to give their view point on the issue under discussion. After one week the president will give the conclusion

of E- meeting. If there is no objection for 2 days then the proposal will be considered to have been passed.

6.2.2.4. The general secretary will summarize the discussion during the e-meetings which has to be confirmed in the next executive committee.

6.2.3 The General Secretary shall convene a special meeting of the Executive Committee upon a requisition in writing signed by not less than 10 members of the Executive Committee. At least three weeks prior notice shall be given to the members of the Executive Committee for an ordinary meeting of the Governing Body. An urgent meeting may be called at a shorter notice which should not be less than 7 days.

6.2.4 Ten members of the Executive Committee shall be the quorum for meeting of the Executive Committee. If there is no quorum within 15 minutes after the appointed time, the meeting if convened upon the requisition of members shall be dissolved and in any other case shall stand adjourned for half an hour and meet in the same place and on the same day. For such an adjourned meeting a quorum will not be necessary and it may transact the business for which the meeting was called.

7. MANAGEMENT

7.1 The management of the Society shall be vested in the Executive Committee, who in addition to the powers by these rules expressly conferred upon them may exercise all such powers, and do all such acts and things, as may be exercised or done by the Society and are not hereby or by law, expressed, directed or required to be exercised or done by the Society in the General Body Meeting.

8. PROPERTY, MONEY AND ACCOUNTS

8.1 The property, moveable or immovable, belonging to the Society shall vest in the Executive Committee

8.2 No sale, exchange, mortgage, lease or other transfer of immovable property belonging to the Society shall be valid till atleast the President and one of the Vice-President And the General Secretary/Treasurer shall execute the document of transfer

8.3 All moneys of the Society shall be deposited and /or invested:-

8.3.1 In approved Bank or Banks.

8.3.2 In Government and other negotiable trust securities or in any other mode permitted under the Act or in accordance with the administrative orders of Government from time to time.

8.4 Accounts and other investments in the name of the Society shall be operated by the President, General Secretary, Treasurer, each document being signed by any two of them.

8.5 All finances, funds raised in the name of ISCCM (Central body) by any individual, committee, subcommittee, will be deposited in the central body account at Mumbai.

8.6 No money can be spent without prior approval of the EC irrespective of who has raised the fund

9. DUTIES OF OFFICE-BEARERS

9.1 **President:**

The President will preside over the General Body and all other official meeting of the Society. The President shall guide the activities of the Society and further the aims and objectives of the Society.

The President will appoint Chief Election Commissioner and the sub committees along with the Chairman of various Committees.

The President will be the Chairman of the Annual Conference. (CRITICARE)

The President may allocate all or any of the powers and duties under this or any other clause of these rules to the General Secretary.

- 9.2 **Vice - President:** Vice-President will preside over the meetings in the absence of the President. They will act according to the duties assigned by the President and help the President actively to further the aims and objects of the Society.
- 9.3 **President-Elect:** He / She will act according to the duties assigned by the President and help the President actively to further the aims and objects of the Society. The President Elect will be the Scientific Committee Chairman for the Annual Conference (CRITICARE)
- 9.4 **General Secretary - Elect:** the General Secretary - Elect will assist the General Secretary in day today activities of the society
- 9.5 **General Secretary:** Subject to the control and regulations of the Executive Committee, the General Secretary shall be responsible for carrying out the directions and decisions of the Executive Committee in particular. The General Secretary will be Organizing Secretary of Annual Conference.
 - 9.5.1 Convene meeting of the Executive Committee whenever necessary or called upon to do so.
 - 9.5.2 Have administrative control over all the affairs of the Society
 - 9.5.3 Keep accurate minutes of all the meetings of the Society and Executive Committee
 - 9.5.4 Prepare the annual report of the Society
 - 9.5.5 Be in charge of the furniture, library and all documents and other assets of the Society.
 - 9.5.6 Collect all dues of the Society and pay in all such amounts into the banking account of the Association, and inform the Treasurer once every month of the money so paid.
 - 9.5.7 Make disbursement and maintain vouchers, provided that any expenditure exceeding Rs. 15000/- in a month shall be made after obtaining sanction of the Finance Committee and Executive Committee.
 - 9.5.8 Perform such duties as are incident to his office.
 - 9.5.9 All notices, communications, letters, memoranda and other papers whether they are acts of the Executive Committee or of the General Body shall be signed or authenticated by the General Secretary and when so signed or authenticated shall be conclusive.
- 9.6 **Joint Secretary:** He / She shall carry out such duties as assigned by the President.

- 9.7 Treasurer: The Treasurer shall maintain true accounts of the funds and other assets of the Society and of funds and other assets connected with or in any way controlled by the Society.
- 9.8 Elected Office Bearers (President, President-Elect, Vice President, General Secretary, General Secretary Elect and Treasurer) of the National Executive Committee shall not hold any office-bearer post in the Executive Committee of the City Branches (i.e. Chairperson, Secretary and Treasurer) during their tenure on the National Executive Committee

10. **MISCELLANEOUS ADMINISTRATIVE RULES**

- 10.1 Every question submitted to a meeting of the Executive Committee or of the General Body shall be decided according to the majority of the votes cast by the members present and voting at such a meeting. In case of equality of votes, the person presiding shall have a second or casting vote in addition to his vote as a member.
- 10.2 Once at least in every year the accounts of the Society shall be examined and audited and their correctness ascertained by one or more registered accountant appointed for the ensuing year by the members at Annual General Body Meeting each year. The report of the Auditor or Auditors shall form part of the Annual Report submitted to the next General Body meeting. The Auditor of the Society shall hold office until the next Annual General Body Meeting. The retiring Auditors shall be eligible for **reappointment** every 3 years. The Auditor or Auditors shall be paid such remuneration or honorarium as the members may fix at the Annual General Body Meeting at which such Auditor or Auditors may be appointed.
- 10.3 Any notice required by these Rules may be given by sending by ordinary post prepaid letter to the address mentioned in the register of members and the same shall be deemed to have been received by the addressee on the date on which it would have reached him in the ordinary course of post.

11. **PUBLICATIONS AND APPOINTMENTS OF HON. EDITORS**

- 11.1 The Society may publish a Journal, books, pamphlets or any other publications under the general directions of the Executive Committee. The Journal shall be published under the direction of an Editorial Board, consisting of Editor (1), Executive Editor (1), Assistant Editors (2), and Members (5). The Board shall be in office for three years and will be eligible for re-nomination so as to have a total tenure of not more than six years. The Board shall work under the general control and supervision of the Executive Committee and shall submit six monthly reports to that Body at its next meeting.
- 11.2 The Editor's post shall be filled by inviting nominations from amongst the members of the Society. The Credential Committee will review these nominations and recommend 3 names to the Executive Committee in the order of merit for consideration to nominate one person out of these as the Editor. The Editor so nominated shall hold the position for a period of 3 years but shall be eligible for re nomination for a maximum of one more tenures of 3 years, consecutive or otherwise. For all other periodicals or books or books to be published by the Society, nominations for the Editorship shall be processed by the Credential Committee and Executive Committee in a similar manner.
- 11.2.1 The Executive Editor, 1 Asst. Editor and 3 members shall be nominated by the National Executive Committee as and when the vacancies arise

in consultation with the Chief Editor. The remaining 1 Asst. Editor and 2 members shall be nominated from the place of publication of the journal with the concurrence of the Editor.

ISCCM shall electronically publish a bimonthly newsletter called the Critical Care Communications. The President-elect shall be the editor of the newsletter. His term will not extend beyond 1 year. At the time of change of Editor, The President Elect will nominate 3 Associate Editors and Members of Editorial Board for Critical Care Communications in discussion with Executive Committee.

12. ACADEMIC WINGS

- 12.1 The Society may constitute one or more Academic Wings under its framework to carry out its Academic and Research objectives.
- 12.2 Such wings or units shall evolve their own working rules and regulation framework of the Society.
- 12.3 One such Academic wing, Indian College of Critical Care Medicine has already been started with effect from 2012.

13. BRANCHES

- 13.1 All City Branches shall follow by the Constitution of the Society. Branches will follow society constitution in letter and spirit when a provision is not there in branch constitution.
- 13.2 Membership of the Society is mandatory to become a member of the City Branch. There shall be no separate membership form or fees of the City Branch
- 13.4 All members must pay their dues to the Central Office of the Society only. All City Branches will forward the entire amount of membership fees along with membership form of the society to the Headquarters if received by them. No additional membership fees are to be collected by the city branch from the member. (see also clause 3.4.1)
- 13.5 The administrative, financial and local academic activities of the Branches are governed by their own Executive Committee.
- 13.6 The head of the City Branch shall be known as 'Chairman' and not as 'President'. The Executive Committee shall consist of 1 Chairman, 1 Secretary, 1 Treasurer and 6 Committee members. Elected National Executive Committee Members from same city or zone will be co-opted members of local executive till completion of their tenure.
- 13.7 Applications for the formation of City Branch shall be made to the General Secretary who after due scrutiny shall place before the National Executive Committee his / her recommendations for their consideration. The decision of the National Executive Committee shall be final. Ten (10) Life Members of ISCCM, from the same city can come together and apply to the Executive of ISCCM for the formation of new branch. The Secretary of the proposed City Branch after receiving the approval letter to form the City Branch from the General Secretary will proceed to open a bank account in the name of ISCCM City Branch" / Society of Critical Care Medicine - City Branch" and complete all other necessary formalities viz. charity commissioner, society registration, legal and other taxation or any other relevant/related formalities. The city branch will be solely responsible for maintaining its own accounts, including auditing of the accounts, investments, filling of income tax returns and tax liabilities and any other related/relevant matters and liabilities. No liabilities,

financial or legal or any other matters arising of/in regards to above shall be the responsibility of the Society.

13.7.1. All city branches shall hold elections every 2 years. The election formalities shall be completed before 30th November and the new EC will assume office from 1st week of April of the following year. The results should be informed to the central body within one month of announcement of elections results which will also be called completion of election process. No office bearer of the branch shall hold office for the same post for more than 2 terms. The Chairman can hold only one term of 2 years. In case of small branches, the members of the local EC can continue to function in case two thirds of the life members of the local branch pass a resolution stating this and send it to the centre. With this provision the Chairman can continue for no longer than 3 terms. The immediate past chairman and secretary will be ex-officio members of the next EC of the branch.

13.8 Each City Branch must submit an Annual Report of its activities in each calendar year along with election report every two years, if they do not comply branch share along with centre financial aid will be stopped. A copy of its audited accounts must be submitted to the National Secretariat every year on or before 30th November.

13.8.1 The National Executive Committee alternatively (over and above clause 13.8.1) reserves the rights to dissolve the city branch or only dismiss the office bearers of the City Branch with caretaker office bearers in their place till fresh elections are held (within three months) should clause 13.8 be not complied for a consecutive period of two years.

13.8.2 The dismissed office bearers will not be eligible for re-election to any executive / academic committee posts in the City Branches or National Executive Committee of ISCCM AND will be debarred for life at local and national level.

13.9 The City Branch may organize local academic activities in any sub-specialty of Critical Care Medicine. The City Branch will not be a sponsor/co-sponsor with any organization with similar ideology for any academic programmes without prior written approval of the National Executive Committee. It is advisable NOT to hold any major event 2 months prior and 2 month post annual event. However, branches can continue to hold monthly academic programs. The central office shall not be responsible for providing any form of financial assistance to hold these academic activities.

13.10 **ELECTIONS**

13.10.1 The new executive committee shall take office immediately after the Annual General Body Meeting of the Branch.

13.10.2 The Executive Committee shall hold its executive meeting at quarterly intervals in a given year or more often if required.

13.10.3 The Executive Committee shall maintain proper records of the minutes of their executive committee meeting and annual general body meeting

13.10.4 Executive committee of the City Branch will be constituted either by representation from individual hospital, if so possible; by rotation every two years or through local elections to all committee posts every two years. The dates of election will be the same as for the National Executive Committee posts every year. The result of which will be communicated by the Chairman/SECRETARY of the respective City Branch to the General Secretary by 30th November of each year.

It is the responsibility of city branch to conduct election every two years, failing which the office bearers OF LOCAL CITY BRANCH will be debarred from contesting the national election.

14. AMENDMENT & REPEAL

14.1 Subject to the law for the time in force, the members in General Body Meeting shall have power to add, to vary or repeal any of the provisions contained in these Rules, provided that such additions, variations or repeal is effected by means of a resolution of which due notice (as defined in Rule 5.1.5) shall have been given and which shall be ascended to by the vote of at least two-third of the members present at the meeting.

14.2 Any proposal/suggestion which has been discussed after a due notice in the Annual General Meeting and has been rejected shall not be brought up again for a period of 3 years. as per clause 12 of the Society Registration Act 1860.

15. Funds

- 15.1 Source of funds shall be
 - 15.1.1 Membership fees
 - 15.1.2 Publications
 - 15.1.3 Training programme fees, Conference, Exhibition fees
 - 15.1.4 Contributions from Patrons
 - 15.1.5 Donations

5. 2 SEATING ARRANGEMENTS ON DIAS DURING ANNUAL CONFERENCE OF VARIOUS PROGRAMS

<u>GENERAL SECRETARY ISCCM</u>	<u>PRESIDENT ISCCM</u>	<u>CHIEF GUEST</u>	<u>GUEST OF HONOUR</u>	<u>PRESIDENT ELECT</u>	<u>GENERAL SECRETARY ELECT</u>	<u>IMMEDIATE PAST PRESIDENT</u>	<u>CO- CHAIRMAN ORGANISING COMMITTEE</u>
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16. INDIAN COLLEGE OF CRITICAL CARE MEDICINE

1. AIM

This College has been established within the governance of the Indian Society of Critical Care Medicine for the following purposes

- To implement and carry out all the educational activities including Indian fellowship in critical care medicine(IFCCM) and Indian diploma in critical care medicine (IDCCM)
- To recognize and honour members of the Society who have shown dedication and leadership in the practice of Critical Care.
- To promote a forum for the development of collaborative practice amongst the specialties and professions providing Critical Care.

- To Guide the Society from time to time in academic activities and develop new programmes.
- This College is organized as an autonomous body for its internal affairs, but shall in no way act in a manner prejudicial to the Society or contrary to the Society's by laws, which shall take precedence over this document.

2. NAME AND OFFICES

2.1 Name

The name of this College is the "Indian College of Critical Care Medicine" Members inducted into the College, and who retain their Fellowship status, shall use the designation Fellow of Indian college of Critical Care Medicine [FICCM].

2.2 Offices

The offices of the college will be maintained in the registered office of the Society or an area approved by the executive committee of the society.

3 Fellows

3.1 - Eligibility

Only active members of the Society shall be eligible to apply for Fellowship or be nominated for Fellowship.

SELECTION OF FELLOWS

3.2 Fellowship by Application

Candidates applying for fellowship should meet the following criteria

3.2.1 Candidates should be member of ISCCM for 5 years.

3.2.2 Physicians with Subspecialty certification in anesthesia or chest medicine, Internal Medicine, Pulmonary Medicine, Surgery, Critical Care, DM (Critical Care) Pediatrics or equivalent as approved by the Board can apply. This also includes diploma in the same subjects. Those who fulfill the following criteria can apply:

3.2.2.a Candidates who have cleared Indian fellowship of critical care medicine
OR who have cleared Fellowship of National Board in critical care (FNB) OR Members who are honorary fellow of Indian society of critical care medicine (FISCCM)

3.2.2.b Candidate who have cleared Indian diploma in critical care Medicine and has demonstrated involvement in the practice of Critical Care by research, publication and outstanding dedication and leadership in the practice of critical care sufficient to recommend election
OR

3.2.2.c Candidates who are American board certified in critical care medicine
Candidates who have cleared European *diploma* in critical care Medicine or FJICCM from Australia and practicing in India for the last 2yrs
AND

3.2.2.d Demonstrated involvement in the practice of Critical Care by research, publication, or by involvement in national and community forums and demonstrated outstanding dedication and/or leadership in the practice of Critical Care.

Or

3.2.2.e All present teachers of the Critical Care Courses being run by the National Board Or All present and past teachers of educational courses run by ISCCM (IDCCM and IFCCM) Or Teachers of DM (critical Care) or Pulmonary and Critical Care

3.3 PROCEDURE FOR APPLICATION:

Information and application forms shall be obtainable from the Society's office. Applications, requested documentation, and application fee shall be returned to the Society's office for processing. A onetime fee of Rs10000 +GST will be charged along with application. Credentialing: The Credentials Committee of the College shall examine the application to substantiate the applicant meets the established criteria for Fellowship. A non-refundable onetime fee of Rs 10000/+ GST will be charged along with application. If the member wants the application can remain under active consideration for next 3 years. If the applicant wishes to withdraw application then Rs 5000/- shall be refunded and Rs 5000 shall be retained by the ISCCM as processing charges.

3.4 PROCEDURE FOR SELECTION:

The Credentials Committee shall forward a list of suitable applicants to the Board of college. A two-thirds (2/3) majority of the Board will be required to admit the applicant to Fellowship. The selection procedure shall be completed three months prior to the annual meeting of the Society. Candidates shall be notified in writing of the Board's decision.

3.5 Procedure for Appeal: At the time of application, candidates shall be notified of the appeals process as set forth in the Policy.

3.6 FELLOWSHIP BY NOMINATION

Select very senior member will be nominated by the President of the Society and may be admitted to the College as fellow if their contributions to multispecialty and multi-disciplinary Critical Care Medicine. Their number would not be more than one fellow per year. He should be member of the society or he/she should be awarded Honorary Membership. Person may not apply for Fellowship; rather, the election process will be as follows: The name can also be proposed by any fellow or EC member by 30th Sept each year. They should send it to the President along with a brief about the member not exceeding 200 words. The decision of the President would be final .

4. INDUCTION AND CONVOCATION CEREMONY

4.1 No member of the Society elected to Fellowship shall be designated Fellow in Critical Care Medicine (FICCM) until they have attended the induction convocation ceremony held in conjunction with the ISCCM Annual Meeting.

4.2.1 Elected Candidates who fail to attend an induction ceremony for three years after selection shall be asked to reapply for Fellowship. Extensions may be granted by the Board when candidates have been prevented from attending for more pressing professional or personal reasons. Candidates who wish to obtain an extension shall write to the Chancellor, indicating why they are unable to attend and confirm their continued involvement in multidisciplinary Critical Care.

4.3 The function will be held on 1st day of the conference.

4.3.1 The function will have the following agenda:
Welcome by Vice Chancellor
Report of the College Secretary,

Chancellor address
Award of fellowship
Other awards
Vote of thanks by College Secretary Elect

4.3.2 The arrangement on the dais would be like this:

Convocation function should include all secretaries of the college and the secretary elects as well.

Front Row

- i. Chancellor: In the centre
- ii. Vice chancellor - Left side
- iii. Secretary of the college – Left to vice chancellor
- iv. President (elect) – Right to Chancellor
- v. College Secretary Elect- Right to President Elect

Back Row

All the members of College Board and Immediate Past Chancellor.

4.4 Termination of Fellowship

Any Fellow of the College whose membership of the Society ceases for any reason shall automatically be removed from Fellowship of the College.

4.5 Voting rights

All Fellows in good standing as members of the College and Society shall be entitled to one vote on each matter of business submitted to vote of the Fellows in fellows meeting

5. COLLEGE BOARD SECTION

5.1 Authority and Duties

- 5.1.1** The affairs and business of the College shall be managed by the college board College Board will consist of the following
- . Chancellor-President ISCCM
 - . Vice chancellor
 - . Past chancellor
 - . 4 Secretaries, one each for College, Accreditation, Nursing and Examinations. 4 Secretary Elects one each for College, Accreditation, Nursing and Examinations and they will take over as secretaries in the next term.
President-elect, ISCCM
General Secretary, ISCCM
General Secretary Elect, ISCCM

5.1.2 The College shall be responsible for its own internal organization and for the distribution of funds approved by executive committee of ISCCM.

5.1.3 Official correspondence of the College shall be conducted through the Society by college secretary.

5.1.4 Responsibility of chancellor:

5.1.4.a. Shall report on the activities of the College to the board EC and to the Member at the society's annual General meeting.

5.1.4.b Shall coordinate amongst all the secretaries and secretaries elect in all the college matters.

Will form any committee time to time, he /she feel as necessary for working of college e.g.; Examination committee:

Will address all the grievances arise time to time during the conduct of college activities.

5.2 Number and Classes

5.2.1 Only President (Chancellor), President-elect, General Secretary and General Secretary elect and Immediate Past President (Past Chancellor) would be Ex-officio members of the board.

5.2.2. College secretary will coordinate with all secretaries and secretary elects of all the activities of the college

5.2.3 The term for all elected members will be one year except member secretary elects; which will be two years (one year as secretary elect and next year as secretary), President Elect.

6. Nomination and Election

Nominating Committee – A nominating committee shall be appointed by the Chancellor to prepare a list of Fellow candidates after their written approval for elections to the board prior to the Annual Meeting of the College.

6.1 Eligibility

6.1.1 He should be the fellow of the college and he should be teacher of the college run courses for the last four years (IDCCM/IFCCM).

He is willing to work as Secretary Elect for one year followed by Secretary for the next one years in the designated department (accreditation, college, examination, Nursing). Total duration two years

6.2 Election Process:

6.2.1 The applicant will apply for the desired secretary elect post in detailed form with detailed resume.

One fellow can apply only one for category of secretary elect post

6.2.3 Applicant will apply along with a non-refundable fee of Rs.10000/(+GST- Rupees ten thousand only) Election Committee will scrutinize the form within three weeks after the last date of withdrawal. (three weeks to be deleted)

6.2.4 If the candidates are more than one in any of the category of secretary elect then there WILL be election electronically along with the central general election.

6.2.5 The process should start with the general election of ISCCM and should finish at the same time.

6.2.6. If there is no application in any of the category, the Chancellor and the College Board will nominate that secretary elect in that category.

6.2.7 For a particular post, same candidate cannot be nominated for more than 2 tenures.

6.3 Election commission will oversee the election of board members. This process should start along with ISCCM general election.

6.4 Election of Vice – Chancellor: Eligibility: He should be fellow of the college and have served on the board for at least one term

6.5 Election of college: Will be elected by fellows by votes cast electronically.

7. Tenure and Qualifications of the Board members

7.1 Members of board who fail to attend two consecutive, regularly scheduled meetings shall be removed unless reinstated by 2/3 vote of the board

7.2 No member will be on college board for more than 6 years including as a co-opted member

8. Vacancies

Vacancies on the board will be filled by nomination by the Chancellor and approval of the 2/3rd of the board, for the unexpired term.

9. Meetings

9.1 An annual meeting of the college shall take place in conjunction with the Society's Annual Meeting.

9.2 Interim meetings of the board may be called by or at the request of the Chancellor not more than four times a year. Members will be given at least thirty (30) days notice of such a meeting. This should be prior to executive meeting of ISCCM

10. Quorum

A majority of the authorized number of the board shall constitute a quorum. Minimum of 4 members should be present

11 Action of Board

Except as otherwise specified in these Guidelines for Governance, every decision done or made by a majority of the members of the members present at a meeting duly held at which a quorum is present

12 Officers

12.1.a **Officers and Their Nominations:** The officers of the Board of members shall be the Chancellor, the Vice Chancellor, the Past Chancellor, and the Secretary of college. The officers constitute the College Executive Committee and are empowered to act for the Board in the interval between its meetings.

12.1.b **Vacancies:** A vacancy in any office, other than the Chancellor, shall be filled by nomination of the Chancellor with the approval of two-thirds (2/3) of the Board present at the next meeting. A vacancy in the office of Chancellor shall be automatically filled by the Vice Chancellor, till President Elect takes over as President

12.1.c. **Role of the Chancellor:**

It shall be the duty of the Chancellor to preside over all meetings of the College and Board, to cast a deciding vote, to see that the proper parliamentary procedure and decorum are enforced in all deliberations of the College. The Chancellor shall appoint committee members

12.1.d. **Role of the Vice Chancellor:**

He will be the executive head of the college. the Vice Chancellor shall preside over deliberations of the College in the absence of Chancellor. The Vice Chancellor shall act on behalf of the Chancellor in the event of the Chancellor's incapacity.

12.1.e. **Role of the Immediate. Past Chancellor:**

In the absence of the Chancellor and the Vice Chancellor, the Past Chancellor shall preside over the deliberations of the College.

12.1.f. **Role of the Secretary of college:**

The Secretary shall keep minutes of the meetings of the College and forward these minutes to the Society's office for distribution to Fellows. The Secretary shall maintain current list of Fellows in the Society's office. The Secretary shall preside over the deliberations of the College in the absence of the Chancellor, the Vice Chancellor, and the Past Chancellor. Secretary Accreditation - will supervise the accreditation of all the institutes and teachers.

12.1.g. Secretary Examination will look after the exams being held twice a year for IDCCM and IFCCM and Post MBBS. His responsibilities will be as follows.

- Overall coordination of all the IDCCM, IFCCM and Post MBBS Certificate Course exams every year. The exams for Indian Diploma in Critical Care Nursing (IDCCN) will be coordinated by designated Nursing Program Coordinator
- Preparing the theory exam question paper for IDCCM exams
- Planning the centres to conduct the exam and appointing Chief examiner and other examiners
- Obtaining results promptly and ensuring that results are declared in the website no later than 7 days after completion of exams
- Communicating results of exams to all the candidates
- Ensure Preparation of certificates and distributing to candidates
- Appropriate coordination with college Secretary to ensure smooth communication and implementing standard procedures for the examination
- Addressing any grievances from candidates pertaining to conduct of exams
- The Secretary Examinations will not serve as an examiner in practical exams during his tenure

13. **BOARD**

The Vice- Chancellor OR Secretary College (ANY 1,ONE) of the Board of members will be an ex-officio member of the executive committee of the Indian Society of Critical Care Medicine. The Vice-Chancellor shall report on the activities of the College and present future programs to the executive committee. In the event of the absence of Vice- chancellor; the Secretary will attend EC meeting and report to EC.

14. **CHAPTERS**

Amendments to the Guidelines for Governance

Any Fellow to the Guidelines may propose changes in these Guidelines for Governance. The Board shall review all proposed changes. After Board approval and at least 30 days prior to voting, the proposed changes will be circulated to the membership of the College for review and will be voted on at the same time and in the same manner as the elections for members. If they

are approved with a two-thirds (2/3) majority, they will then be forwarded to executive committee for ratification by a majority vote in accordance with Society's by laws. They will then be included in the College Guidelines for Governance.

15 DISSOLUTION

A resolution recommending dissolution of the Indian College of Critical Care Medicine may be passed by a two-thirds (2/3) majority of the Council. This resolution must be confirmed by two-thirds majority of the membership at the Annual General Meeting of the Society.

16 GUIDELINES FOR GOVERNANCE

These Guidelines for Governance become effective when approved by a majority of executive committee

17 PUBLICATION POLICY

17.1 First Step

A proposal can come from

- Any ISCCM Member
- Indian College of Critical Care Medicine

17.2 Second Step

Proposal should come with the following details

- Name of the proposer
- Title of the book
- Content of the book
- Why a book should be published on this subject

17.3 Third Step

- The proposal will be reviewed by the president, President Elect, Chancellor, Vice Chancellor, General Secretary ISCCM & College Secretary.
- If they agree this will be brought to the college board.
- This will then be brought back to Executive Committee for approval.

17.4 Publisher

- The publisher can be selected by the author. ISCCM can help in finding the publisher.
- Publisher should be selected which have better distributor within India.

17.5 Signatory of the Contract will be

- Author/editors
- President/General Secretary

Contract at all times will be kept in the ISCCM

17.6 Time Period

The author/editors will be given a time period within which he should submit the material for publication

17.7 Editorial Based Book:-

- The selection of authors will initially be done by the editor.

- He must submit the list of chapter of authors & chapters to the college for final approval.
- The college/ISCCM will only interfere if there are strong objections to the author.
- Every quarterly author will send the written report.

17.8 Copy right:

The book will be a copy right of the ISCCM. No part can be published without the permission from the College/Authors.

17.9 Change of Editors:

- If the primary editors/authors refuses to bring any future edition or in the event of death of one of the editors the name of additional editors can be proposed by the live editor/College or ISCCM EC.
- The College will propose a list of editors with their consent for approval by the Credential committee and College and then by ISCCM.

17.10 Royalty

This will remain a voluntary work. All the Royalty of the book will remain with the ISCCM.

17.11 Signing of the contract:

- President of the society will sign the contract along with the authors/editors.

17.12 Distribution of the Book

- From the ISCCM
- From the branches
Publishers

18. DISSOLUTION

The Society may be dissolved on the recommendation of two third of the members of the Society. The funds will be distributed for similar object of the Society and as per the rules of the Society Registration Act 1860 at the time of distribution of the Society.

4.1.4 SEATING ARRANGEMENTS ON DIAS DURING COLLEGE FUNCTION (CONVOCATION)

COLLEGE SECRETARY ELECT	PRESIDENT ELECT	CHANCELLOR	VICE CHANCELLOR	PAST CHANCELLOR	SECRETARY OF THE COLLEGE
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BACK SIDE (Secretary & Secretary Elect)

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