

Indian Psychiatric Society West Bengal State Branch

Memorandum of Association and Rules and Regulations



INDIAN PSYCHIATRIC SOCIETY

West Bengal State Branch Memorandum of Association And Rules and Regulations

Part – 1: Memorandum of the Society

ARTICLE – I

Name

1. The name of the Society shall be "*Indian Psychiatric*" West Bengal State Branch" here in after called the "*Society*" and its activities shall extend to the State of West Bengal under the Eastern Zonal Branch of the Indian Psychiatric Society.

ARTICLE – II Aims and Objects

- 2. To promote and advance the subject Psychiatry and allied sciences in all their different branches and to promote the improvement of the mental health of the people and mental health education.
- 3. To promote prevention, control, treatment and relief of all psychiatric disabilities.
- 4. To promote research in the field of psychiatry and mental health.
- 5. To propagate the principles of psychiatry and current development in psychiatric thought.
- 6. To deal with any matters relating to mental health and to do all other things as are cognate to the subject of the Indian Psychiatric Society.
- 7. To safeguard the interest of psychiatric patient psychiatrists and fellow professionals.
- 8. To promote ethical standards in the practice of psychiatry.

ARTICLE-III

Methods

For the attainment and in furtherance of the above objectives, the society may: -

9. Hold Psychiatric conference and periodical scientific meetings of the society.

10. Print, Publish, Translate, Sell, Lend and Distribute information whether in the form of a periodical journal or books, monographs, treatises for pamphlets and distribute the same among its members /non-members.

11. Publish Annual Reports of the Society and from time to time special Bulletin.

12. Advise the Government and other bodies on the various aspects of Psychiatry and mental health including legislatives, administrative, educational and research aspects.

13. Purchase or acquire on lease or otherwise any movable or immovable property necessary or convenient to the purpose of the society.

14. Sell, improve, manage, develop, transfer or dispose of any such property of the Society.

15. Collect subscriptions and donations, disburse funds for all or any of the objects of the Society.

16. Invest any money of the Society not immediately required for any of its objects in such manner as may, from time to time, to be determined by the society.

17. Do all such things and matters as are incidental or conductive to the attainment of the above objects of them which are subsidiary to the said object.

18. Institute maintain and grant prizes certificates and other awards.

19. Keep office staff as & when required for maintenance of office works.

Part-II: Rules of the Society

ARTICLE-I Definition

1.a) "Council" shall mean the Executive Council of the Indian Psychiatric Society.

b) "IPS" shall mean the Indian Psychiatric Society.

c) "Member" shall be an inclusive term embracing Fellows, Life Fellows, Honorary Fellows, Ordinary Members, Associate Members & Corporate Members elected by the Executive Council of the Indian Psychiatric Society. Whenever the article "He" has been mentioned, it shall also include "She".

d) "Society" shall mean the Indian Psychiatric Society, West Bengal State Branch.

e) "Zonal Branch" shall mean the Indian Psychiatric Society, Eastern Zonal Branch.

ARTICLE-II Constitution

2. The society shall consist of members whose names are on the Membership Register of the Indian Psychiatric Society maintained by the Hony. General Secretary of the IPS as provided under Article IV of the Rules of the IPS and who reside, practice or are employed in a place within the jurisdiction of the society.

ARTICLE-III Office

3. The office of the Society shall be located at any place within the state and shall be situated at the place of the work of the Hony. Secretary.

ARTICLE-IV Register of Members

4. There shall be a register in which the names of all the members of the society contained in the list of Members to be provided by the IPS shall be entered with their qualifications and addresses. The Society shall have no power to enrol any new member directly.

No person who is not a Member of the IPS shall be a Member of the Society.

ARTICLE-V Classification Members

5. There shall be six classes of individual membership namely Life Fellows, Fellows, Honorary Fellow, Ordinary Members, Associate Members and corporate members. The membership status of a member of shall be determined only by the Council of the Indian Psychiatric Society under Article V of the Rules of the Indian Psychiatric Society. The Zonal or state branch shall have no authority to alter the status of membership of any member unless it so advised by the Council of the Indian Psychiatric Society.

ARTICLE-VI Privileges of Membership

6. Each Member of the Society shall have the right-

a) to attend the General Body Meeting of the Society and to vote on all issues.

b) however, Hony. Associate and corporate Members will have no voting rights in the election of the office bearers of the society.

c) to receive a copy of the statement of accounts reports and journal of the Society.

d) to attend and take part in any scientific meetings, lectures and demonstrations of the Society.

e) to use Society's library room. If any, set part for the purpose.

f) to enjoy such other privileged of membership as may from time to time conferred on Members by the Rules and Bye-laws of the Society.

ARTICLE-VII Re-Instalment of Member

7. If the membership of any person is revived by the IPS under article IX of the Rules of the Indian Psychiatric Society his membership shall also be revived by the Society or receipt of necessary information from the Indian Psychiatric Society.

ARTICLE-VIII Transfer of Membership

8. If a member leaves the area of the territorial jurisdiction of the Society on account of transfer of his residence or place of occupation and goes to the another Zonal/ State /Local Branch he must clear all dues to the previous Zonal and/or State Branch (s) and submit to the Indian Psychiatric Society and the Zonal/ State Branch concerned a clearance certificate from the previous Zonal/ State Branch-showing that he has paid up all its dues. The fact of transfer should be notified by the Indian Psychiatric Society to the Zonal and State/Local Branches concerned. The members shall pay his State Branch subscription for the current year to branch(es) of which he is a member on the 1st October of the year concerned. Apart from his annual subscription to the IPS he shall pay his annual subscription (s), if there be any, to the Society and the State Branch.

ARTICLE-IX Termination of Membership

9. A person shall cease to be Member of the Society if his name is removed from the Register of the Indian Psychiatric Society under article VII of the Rules of the Indian Psychiatric Society.

ARTICLE-X

Responsibilities of the Members

10. A member whose name has been entered in the Register is obliged to accept the Rules and Bye-laws of the Society and follow them. No one shall be absolved on the plea that he has not received a copy of the Rules and Bye-laws of the Society.

ARTICLE-XI Year of the Society

11. The year of the Society for financial purpose shall be 1st October of the one-year 30th September of the next year.

ARTICLE-XII Subscription

12. All Members of the Society shall pay their annual membership subscriptions to the Treasurer of the Indian Psychiatric Society, but the Society be at liberty to collect additional subscription and donation from the Members, including Life Fellows, it is so decided by the General Body of the Society. A member shall not be permitted to exercise his rights at the State/ Local Branch level if he does not clear up his dues at all level of the Indian Psychiatric Society, but he will be permitted to take part in the election of the Representatives to the Council of the IPS so long his name remains on the valid list of members of the IPS.

ARTICLE-XIII

Affiliation with other Societies or Bodies

13. The Society shall not affiliate or be affiliated with any other Psychiatric or Para-Psychiatric organisation.

ARTICLE-XIV

Management

14. The General Management of the Society shall be vested in the Executive Committee.

ARTICLE-XV

Composition of the Executive Committee

15. The executive Committee shall be composed of the following members of society:

- A.i) The President
- ii) The Vice-President
- iii) The Hony. Secretary
- iv) The Hony. Treasurer
- v) The Immediate Past President
- vi) The retiring Hony. Secretary
- vii) The Hony. Editor
- viii) The representative to Zonal Executive Committee.
- ix) Members of Executive Committee (6)

B. Six members elected by the General Body at its Annual General Meetings.

C. Executive committee shall be empowered to co-opt Assistant Secretary/s (maximum two), assistant treasurer (one) and Assistant Editor (one) if needed.

ARTICLE-XVI Power and Function of Executive Committee

16.A. The Executive Committee may meet for the transaction of business, adjourn and otherwise regulate its meetings and proceedings as it thinks fit. A meeting of the Executive Committee at which a quorum is shall be competent to exercise all or any of the functions of the Executive Committee. All questions arising at any time of the Executive Committee Meeting shall be determined by majority of votes. In every cases of equality of votes the Chairman shall have and exercise a second or casting vote.

B. The decision of the Executive Committee of the Society in all matters pertaining to the Society shall be final subject to ratification by the General body at its Annual General Meeting.

C. The Executive Committee shall be entitled to act with authority of the Society in the furtherance of the aims and objects of the Society and transaction of any business or financial matters that may arise except in respect of acts specially reserved to be done by the Society at a General Body Meeting.

D. The Executive Committee shall have the powers to appoint subcommittees as and when necessary. Any such subcommittee may co-opt as members thereof, such persons who have experience in matters to be dealt by it, any member of the society may be co-opted as member of a sub-committee. E. The Executive Committee shall have powers to write off the whole or a part of the arrears against any individual members.

F. The Executive Committee shall have powers to appoint or remove salaried officers and servants of the Society.

G. The Executive Committee shall have powers to frame bye laws consistent with the constitution of the Society.

H. In normal circumstances, an office-bearer shall give three months' notice of his desire to resign.

I. Office-bearers of Sub-committees must inform the President and the Hony. Secretary if they are unable to serve for any length of time; in such a case alternative arrangement will be made by the Hony. Secretary with the approval of the president.

J. A member of the Executive Committee or an Office-bearers shall be considered as "unable to serve" for the purpose of filling the vacancy by any other member of the Society by the Executive committee if he intends to or has resided outside the country continuously for six months or more.

ARTICLE-XVII

Amendment to the Memorandum, Rules and Bye-laws

17. Amendment to the Memorandum, Rules and Bye-laws of the Society may be made at the Annual General Meeting or at an Extra-ordinary General Meeting after adequate notice (which shall not be less than one month) is given. The voting shall be confined to the Fellows of the Society and any amendment to be carried, shall have at least two thirds majority of voters attending the meeting.

18. Resolutions for amendment may be proposed by any Member of the Society who shall inform the Hony. Secretary of his desire to do so and send him a copy of the draft resolution for consideration by the Executive Committee. The resolution shall be sent to the Hony. Secretary by 31st July and he shall submit it to the Annual General Meeting with comments of the Executive Committee, if any.

Part-III: Bye-laws of the Society

ARTICLE-I Subscription

1)The Annual Subscription for various classes of membership shall be follows:

Status	Annual	Life
a) All members other than Hony.	Rs.50/-	Rs.500/-
Members:		
b) Corporate Members:	Rs.1000/-	

ARTICLE-II

Office Bearers of the Society

2. The Society shall have the following office bearers:

- i) President
- ii) Vice-president
- iii) Hony. Secretary
- iv) Hony. Treasurer
- v) Hony. Editor

ARTICLE-III

Duties and powers of the Office Bearers

3. The President

a) The President shall hold office for the one year.

b) He shall be the Chairman of all the General Body and Executive Committee meetings and when appointed of any other committee.

c) He shall have a casting vote in case of equality of votes in addition to his own ordinary vote.

d) He shall regulate the proceedings of the meetings and conferences and interpret rules and regulations and decide doubtful points at issue.

e) He shall preserve the order and shall decide on all points of order at on in connection with the meeting. There shall be no discussion on any point of order and the decision of the President shall be final.

f) He shall be consulted on all important matters concerning the affairs of the society.

4. The Vice-President:

He shall preside at all meetings in the absence of the President and shall have all the powers of the President on that occasion.

5. The Hony. Secretary:

a) Shall, be in charge of the office of the Society.

b) Shall, ordinarily, conduct all correspondence.

c) Shall, have general supervision of accounts, pass all bills for payment.

d) Shall get prepared by the Hony. Treasurer a fully audited annual statement

of accounts for presentation at the Annual General Meeting of the Society.

e) Shall maintain an upto-date Register of all members of the Society.

f) Shall organise, arrange and convene meetings, conferences, lectures and demonstrations etc.

g) Shall attend meetings of the society and keep proceedings thereof.

h) Shall be ex-officio member of all committees.

i) Shall assist the Hony. General Secretary of the IPS in enrolling more new members.

j) Shall bring any matter which he considers necessary in the interest of the Society to the notice of the Executive Committee for guidance and decision.

k) When retiring shall handover the properties books etc, to the newly elected Hony. Secretary within three weeks after the election.

6. The Hony. Treasurer:

a) Shall be responsible for collection of subscriptions, donations from Members and Well-wishers of the society.

b) Shall sign the receipts and prepare statement of income and expenditure of the Society duly audited by an auditor appointed by the Annual General Meeting.

c) Shall make payments at the instance of the Hony. Secretary.

d) Shall open an account with a Bank and shall have the authority to operate this account for the expenses of the Society.

e) When retiring shall hand over cash, account books and other papers and documents connected with works of the Treasurer of the Society to the newly elected Hony. Treasurer within three weeks after the election.

7. Hony. Editor:

a) Shall be responsible for publication of the Journal of the Society to be known as "Bengal Journal of Psychiatry".

b) Shall be the Convenor of the Editorial Board and the Journal Committee. Members of the Editorial Board (5 members) shall be nominated by the Executive Committee in consultation with the Editor. The Journal Committee shall be a Subcommittee under the Executive Committee and the Editor shall have power to coopt Members of the Committee.

c) Shall present his annual report at the Annual General Body Meeting of the Society.

d) When retiring shall hand over all papers, books, journals and other papers of the Society received by him as Editor of the society to the newly elected Hony. Editor with copy of the list of papers and books and journal accounts etc to the Hony. Secretary three weeks of the election.

8.a) Assistant Secretary's shall assist office work of Secretary as and when needed in absence of Secretary Assistant Secretary will be the in charge of office of the Secretary.

b) Assistant treasurer shall assist office of Treasurer as and when needed. C0Assistant Editor shall assist the work of editor.

ARTICLE-IV Term of Office

9. The Office bearers and Executive Committee of the society shall hold office in this manner.

President-1 year

Vice-President-1 year

Hony. Secretary-2 year

Hony. Treasurer-2 year

Editor-3 year

Representative to Zone- 2 year

Executive Member- 1 year

One year means the period between the two consecutive Annual General Meeting.

ARTICLE-V

Election of office-Bearers, executive Committee Members and Representatives to the Zonal Executive Committee.

10. Election of the Vice- President, the Hony. Secretary, the Hony. Treasurer, the Hony Editor, Executive Committee Members, Representative to Zonal Executive Committee shall be held at the Annual General Meeting of the Society. No election shall take place for the post of President, vice-president shall be the president elect for the next year.

Vice-president, Hony. Secretary and Representative to Zonal Executive Committee shall be fellow of Indian Psychiatric Society other office bearers and Executive Members shall be from fellows, Ordinary Members.

For election of different office bearers and executive members, secretary will invite nomination as per vacancy exist on that year, 60 days prior to Annual General Meeting. Last date of receiving nomination shall be 40 days prior to Annual General Meeting. President of West Bengal State Branch Indian Psychiatric Society shall be returning officer of the election procedure.

Scrutiny of nomination papers shall be done on the next day after the last day of submission of nomination papers (if the specified date is a holiday next working day will be the day for scrutiny). Date of withdrawal shall be 5 (five) days after the day of scrutiny. Final list of candidates shall be published on the sixth day from the date of scrutiny. Postal ballot papers shall be sent to the bonafide voters at least 20 days before the day of Annual General Meeting. The date of receiving postal ballot to the office of Indian Psychiatric Society, West Bengal state Branch shall be 5 (Five) days before A.G.M willing bonafide voters and/or those who shall not receive the postal ballot papers (due to any reason can vote by ballot in the first day of Annual State Conference at the conference venue. Counting shall be done on the same day and result shall be declared in the A.G.M. 11. There shall be one representatives of the Society to the Zonal Branch. The term of office of the representative who shall be a fellow of the IPS shall be for one year.

12. At least 30 days' notice specifying the place, date and time and the agenda of business to be transacted at the meeting including details of the vacancies to be filled up by election shall be given by the Hony. Secretary of the Society to all members.

13. The Chairman of the meeting may, if necessary, appoint a Scrutiny committee to verify nominations and conduct the election and shall declare the result of election at the meeting.

14. Casual Vacancies

The Executive Committee shall have power to fill vacancies occurring in its member whether ex-officio or elected during its term of office. Such members shall hold office only for the remaining period of the year.

ARTICLE-VI

Meeting of the Executive Committee

15. The meeting of the Executive Committee shall be of three kinds:

a) The Ordinary Meeting shall be held at least three times a year.

b) The Special meeting shall be held as often as necessary.

c) A requisition meeting shall be called within 6 weeks from the date of receipt of a requisition signed by at least 4 members of Executive Committee stating the business for which the requisition meeting is required.

16. Date, Time & Agenda:

The date, time, place and agenda of each meeting shall be fixed by the Hony. Secretary in consultation with the president of the Society.

17. Notice-At least three weeks' notice specifying the place date and time and the agenda of business to be transacted at the meeting shall be given to each member in emergencies, seven days' notice through any medium is permissible.

18. Quorum:

a) Quorum for ordinary or special meeting shall be four including the officebearers.

b) Quorum for requisition meeting shall be seven and three fourths of the requisitions must be present at the meeting.

19. Procedure:

a) Nothing except the business for which it is called shall be discussed at a requisition meeting.

b) If within half an hour from the appointed time a quorum is not present the meeting shall dissolved but in other case shall stand adjourned to the next day at the same time and at the same place as previously fixed and at this meeting the members present, whatever their number may be, shall form the quorum and carry on the business.

ARTICLE - VII Calling of the Annual General Body Meeting

20. The Annual General Body Meeting shall usually be held during the Annual Conference of the Society before 30th September and the date and venue shall be proposed and decided at the Annual General Meeting.

a) Notice and agenda of the General Body Meeting shall be sent by the Hony. Secretary to all members of the Society at least 30 days before the meeting.

b) Any fellow may on giving 2 months' notice or less if the matter is one of urgency, submit any resolution to the General Body Meeting. The resolution shall be first considered by the Executive Committee after which the Hony. Secretary shall put the resolution before the General Body Meeting for their consideration with the comments of the Executive Committee if any.

c) The General Body Meeting shall be presided over by the President, in his absence by the Vice-President and in the absence of both the President and the Vice-President, by a Fellow elected at the meeting for the occasion.

d) The Executive Committee shall have power to fix or change the date and venue of the Annual Conference and Annual General Meeting of the Society under special circumstances.

e) Business to be Transacted — The business to be transacted at the Annual General Meeting shall be taken up in the following order:-

- i. Condolence Resolution.
- ii. Confirmation of the minutes of the proceedings of the last Annual General Body Meeting
- iii. Reading and adoption of the Hon. Secretary's Report
- iv. Reading and adoption of the Treasurer's Report and a statement of audited accounts.
- v. Election of office-bearers, Executive Committee Members and Representative to Executive Committee of the Zonal Branch in place of retiring Members.
- vi. Appointment of Auditor.
- vii. Amendment of Rules & Bye-laws, if any.
- viii. Any other resolutions.
- ix. Any other business with the permission of the chair.

f) The proceedings of the General Body Meeting shall be regulated according to the Rules and Bye-laws of the Society, Unless otherwise determined by the Rules, every question submitted to the General Cody Meeting shall be decided by show of hands and in case of equality of votes the person presiding shall have and exercise a second or casting vote.

g) The minutes of proceedings of the General Body meeting shall be recorded in a book kept for the purpose and shall be signed by the President of the meeting or at the meeting in which they are read and confirmed.

ARTICLE-VIII Extra-Ordinary General Meeting

21. An extra-ordinary General Meeting may be called at any time of the year on the requisition of the Executive Committee or 20% of the Members of the Society.

a) Nothing except the business for which it is called shall be discussed at this meeting.

b) At least ten days' notice of the meeting with the agenda shall be given to the Members.

c) The quorum for the meeting shall be 15% of the Members of the Society.

d) If within half an hour from the appointed time a quorum is not present at the meeting called on the requisition of the members it shall be dissolved. But in any other case, it will stand adjourned to the next day at the same time and at the same place as previously fixed, and at this meeting the members present whatever be their number shall form the quorum and carry on the business.

ARTICLE-IX Appointment of Auditor

22. The Honorary Auditor, who may be a Member of the Society, shall be appointed at the Annual General Meeting of the Society every year for auditing the accounts of the Society and whose duties shall be as follows -

a) Shall audit the accounts at the end of the year and shall certify to their correctness.

b) Shall give suggestions for the keeping of accounts as required

ARTICLE-X Salaries and Remuneration

23. The Hony. Secretary shall keep an impress account not exceeding Rs. 2000/and shall recoup the amount spent from the treasurer on production of vouchers. Expenditure exceeding Rs 2000/- at a time shall be incurred only with the permission of the executive Committee

24. The Hony. Secretary will appoint clerk & bearer for the Society's administrative work. The remuneration of such staff shall be decided by the Executive Committee from time to time, depending on availability of such personnel and the volume of work involved.

ARTICLE-XI Fund of the Society

25. Income - The funds or income of the Society shall be derived from the following sources: -

- a) Subscription paid to the Society by its Members
- b) Donations.

c) Share of the surplus amount accumulated in the hands of the Reception Committee of the State Psychiatric Conference.

d) Advertisement in the Journal or any other publications of the Society.

e) Proceeds from the sale of periodicals or books and such other property as may be acquired from time to time

f) Interest on Savings Bank and Fixed Deposit Accounts.

g) Contribution from Government or Local Bodies

26. Expenditure — The Executive Committee shall, out of the funds of the Society defray all ordinary expenses such as rents, salaries, wages and such other charges as may be necessary for carrying on the work of the society.

27. Financial Year — The financial year of the Society shall be from the 1st April of one year to 1st March of the following year.

ARTICLE - XII State Psychiatric Conference

28. There will be a State Psychiatric Conference every year or as the General Body may decide, under the auspices of the Society at a suitable place and time to be decided at the Annual General Meeting of the Society. Such conference shall usually be held before the 30th day of September.

Venue of the Conference

29. Any individual Member or group of Members of the Society shall have the privilege of inviting the state psychiatric conference.

30. The President of the Society for the year shall be the President of the Conference.

Reception Committee of the State Conference

31. The Member(s) inviting the conference shall form the Reception committee of the conference and Membership of the Reception Committee shall be open to the following:-

a) All Members of the Society.

b) All Medical men with qualifications registrable under the Indian Medical Degree Act, 1916 (Act VII of 1916) residing in the town where the conference will be held or its neighbourhood.

c) All persons who are eligible for Associate Membership of the IPS.

d) Office-bearers of the Reception Committee shall be elected by the Members of the Reception Committee and shall consist of a Chairman, an Organising Secretary a Treasurer and others as required.

e) Fees for Membership of the Reception Committee shall be determined by the Member(s) inviting the conference in consultation with the Hony. Secretary of the Society

f) All Members attending the Conference, except Members of the Reception Committee, the President of the Society and the President and Hony. General Secretary of the Indian Psychiatric Society and the President and Hony. Secretary of the Zonal Branch shall pay a registration fee to the Reception Committee. The Reception Committee shall determine the amount of registration fees in consultation with the Hony Secretary of the Society.

g) The Reception Committee shall make arrangements for the boarding and lodging of those attending the conference, if so desired by them on previous intimation and on payment for the same, When required, at the rates fixed by the Reception Committee.

h) Visitors — The following can attend the conference as visitors:-

i) Prominent public men who are specially invited by the Reception Committee to attend the conference without payment of any fees as Distinguished Visitors.

ii) Medical men and persons eligible for Associate Membership of the IPS who wish to take part

in Scientific Sessions only on payment of a fee as Special Visitors.

iii) Bonafide Medical Students, with or without payment of the at the discretion of the Reception Committee as Student Visitors, accommodation being available.

Contribution to the Fund of the Society —

32. The Expenses of the State Psychiatric Conference shall be borne by the Reception Committee. The Society shall not be responsible for any part of the expenses. The net income accumulated in the hands of the Reception Committee after meeting all expenses shall be credited to the funds of the Society. Programme of the Conference —

33. The Conference should have:-

a) Inaugural Session – For the addresses of the Chairman of the Reception Committee and the President of the Society.

b) Scientific Sessions - Open to all members and Visitors.

c) Annual General Meeting of the Society – Open to Members of the Society.

d) Medical and Scientific Exhibition — Organised by the Reception Committee.

ARTICLE-XIII Scientific Papers and Sessions

34. The Executive Committee of the Society shall form a sub-committee for scientific session to be held during the annual conference. This Committee shall lay down general orientation of the session, choose subjects for symposium and scrutiny scientific papers, if necessary.

a) Papers read or to be read at the scientific session of an annual conference can only be printed in the Society's publication.

CERTIFICATE

It is certified that the foregoing is a true copy of the current memorandum of the association rules and bye-laws of the Indian Psychiatric Society West Bengal State Branch adopted on 31st October 1985 and amended upto 11th January 2003, that is updated, at A.G.B. - I.P.S of Hyderabad.

Dr. Srikumar Mookherjee Hony Secretary INDIAN PSYCHIATRIC SOCIETY WEST BENGAL STATE BRANCH