



INDIAN PSYCHIATRIC SOCIETY

ODISHA STATE BRANCH

**Memorandum, Bye-laws
and
Rules of Indian Psychiatric Society, Odisha
State Branch had been adopted
on 06/01/1986 at the time of formation.**

**The present version is updated with amendments
up to 02/11/2019.**

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**INDIAN PSYCHIATRIC SOCIETY
Odisha State Branch**

**MEMORANDUM
and
RULES & REGULATIONS**

PART I: MEMORANDUM OF THE SOCIETY

ARTICLE - I

Name

The name of the Society shall be "Indian Psychiatric Society, Odisha State Branch" formed as a local branch of "Indian Psychiatric Society" hereinafter called the "Society" and its activities shall extend to whole of India.

ARTICLE - II

Aims and Objects

1. To promote and advance the subject of Psychiatry and allied sciences and to promote the improvement of the mental health of the people.
2. To promote, prevention, control, treatment and relief of all psychiatric disabilities.
3. To formulate and advise the standards of education and training for medical and auxiliary personnel in Psychiatry and to recommend adequate teaching facilities for the purpose.
4. To promote research in the field of Psychiatry and mental health.
5. To propagate the principles of Psychiatry and current developments in psychiatric thoughts.

6. To safeguard the interests of Psychiatrists and fellow professionals in Odisha.
7. To promote ethical standards in the practice of Psychiatry in Odisha.
8. To deal with any matter relating to mental health concerning the State and to do all other things as are cognate to the objectives.

ARTICLE - III

Methods

For the attainment and in furtherance of the above objects, the Society may take up the following activities without violating provisions of "Indian Psychiatric Society":-

1. Hold psychiatric conferences and periodical scientific meetings of the Society.
2. Print, publish, translate, sale, lend and distributes information whether in the form of periodical journals or books, monographs, treatises or pamphlets and distribute the same among its members/ non-members.
3. Publish annual reports of the Society and from time to time special bulletin as needed.
4. Advise the Government and other bodies on the various aspects of Psychiatry and mental health including legislative, administrative, educational and research aspects.
5. To co-operate with Professional and other bodies in the advancement of medical and other sciences including joining other National or International research aspects.
6. Purchase or acquire on lease or otherwise any

moveable or immovable property necessary or convenient for the purpose of the Society.

7. Sale, improve, manage, develop, transfer or dispose of any such property of the Society.
8. Collect subscriptions and donations, disburse funds for all or any of the objects of the Society.
9. 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.
10. Do all such things and matters as are incidental or conducive to the attainment of the above object or any of them which are subsidiary to the said object.
11. Institute, maintain and grant prizes, certificates and other awards and distinctions.

PART II : RULES OF THE SOCIETY

ARTICLE - I

Definition

1. (a) "Society" shall mean the Indian Psychiatric society, Odisha State Branch.
- (b) "Executive Committee" shall mean the Executive Committee of the Indian Psychiatric Society, Odisha State Branch.
- (c) "Member" shall be an inclusive term embracing Life Fellow, Fellow, Ordinary Member, Life Ordinary Member, Associate Member, Life Associate Member and Honorary Member elected by the Council of the Indian Psychiatric Society and having

his activity in the State of Odisha. He has to be a member of Indian Psychiatric Society, Eastern Zonal Branch too.

- (d) "Fellow" shall mean, Fellow or Life Fellow of the Society.
- (e) "Journal" shall mean the Journal of the society when published.
- (f) Whenever "he" has been mentioned in the rules and regulations, it shall also include "she".

ARTICLE - II

Constitution

The Society shall consist of members whose names are on the Membership Register of the Indian Psychiatric Society, Odisha State Branch maintained by the Honorary Secretary of the Society. All the members have to be members of Indian Psychiatric Society and Indian Psychiatric Society, Eastern Zonal Branch. Their category of membership will be as in the Register of Indian Psychiatric Society.

ARTICLE - III

Office

The office of the Society shall be located at the place of work of the Honorary Secretary. The offices of the Treasurer and Editor shall also be located at their respective place of work.

ARTICLE - IV

Register of Members

There shall be a register in which the names of all

members of the Society shall be entered with their qualifications and addresses. It will be maintained by the Honorary Secretary of the Society.

ARTICLE - V

Classification of Members

There shall be seven classes of membership namely Fellows, Life Fellows, Ordinary Members, Life Ordinary Members. Associate Members, Life Associate Members and Honorary Members. The Membership category of a member shall be determined only by the Council of the Indian Psychiatric Society.

ARTICLE - VI

Election of Members

1. Any person desirous of becoming a member, satisfying the criteria outlined by Indian Psychiatric Society and residing in the state of Odisha, shall make an application to the Honorary Treasurer, Indian Psychiatric Society along with application fees in the prescribed form.
2. He can be taken up as a member of the Society after he has become a member of Indian Psychiatric Society and Indian Psychiatric Society, Eastern Zonal Branch.

ARTICLE - VII

Termination of Membership

A person shall cease to be a member of the Society if his name is removed from the register. The name of the person shall be removed from the register by the Executive Committee-

- a) On his death
- b) On his resignation. The resignation of any member from the Society shall be in writing addressed to the Hony. Secretary and shall be accepted by the Executive Committee provided he has paid up all his dues to the Society.
- c) If he has not paid dues to the Society, the Society decides to terminate his membership.
- d) The membership of any member may be terminated for other reasons which the Executive Committee may deem sufficient by votes of not less than two-thirds of the members thereof present at a special meeting called for this purpose or at the annual meeting or at Annual General Body Meeting.
- e) If the name of any member is terminated by Indian Psychiatric Society for any reason, his membership will be terminated from the Society too.

ARTICLE - VIII

Reinstatement of Members

In all case of termination of membership except as under Section 1 (d) of the Article VIII, the member may get himself re- instated by the Executive Committee.

ARTICLE - IX

Privileges of the Members

Each member shall have the right:-

- (a) To attend the Annual General Body Meeting of the Society and to vote on all issues excepting (i) election of

office- bearers and Executive Committee members, and
(ii) amendments of the rules and bye laws, which can be exercised only by the Fellows.

- (b) To receive a copy of the statement of accounts, reports and journal of the Society.
- (c) To the use of the Society's library and room, if any, set apart for the purpose.
- (d) To attend and take part in scientific meetings, lectures and demonstrations of the Society.
- (e) To enjoy such other privileges of membership as may from time to time be conferred on members by Rules and Bye- laws of the Society.

ARTICLE - X

Responsibilities of the Members

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

The year of the Society for financial purposes shall be 1st April to 31st March of the next calendar year and for any other purpose, the period between two consecutive Annual General Body Meetings shall be considered as "one year".

ARTICLE - XII

Subscription

All Members of the Society shall pay their annual

membership subscriptions to the Treasurer of the Society. They will have simultaneous obligation to clear the dues, if any, of Indian Psychiatric Society and Indian Psychiatric Society, Eastern Zonal Branch.

ARTICLE - XIII

Affiliation with other Societies or Bodies

The Society may affiliate or be affiliated with any other foreign or international organizations engaged in the promotion of mental health activities with permission of Indian Psychiatric Society.

ARTICLE - XIV

Management

The General management of the Society shall be vested in the Executive Committee which shall not exceed 15 in number.

ARTICLE - XV

Composition of the Executive Committee

The Executive Committee of the Society shall be composed of the following members of the Society.

- A) Ex- Officio members
 - i) The President
 - ii) The Vice- President
 - iii) The Honorary Secretary
 - iv) The Honorary Treasurer
 - v) The Honorary Editor
 - vi) The Chairman, CME Sub-Committee

- vii) The Immediate Past-President
- viii) The Immediate Past Honorary Secretary
- B) Seven elected members

ARTICLE - XVI

Powers and function of the Executive Committee

- (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 present shall be competent to exercise all or any of the functions of Executive Committee. All questions arising at any time of the Executive Committee meeting shall be determined by majority of votes. In every case of equality of votes, the President 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 Body 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 Annual General Body Meeting.
- (d) The Executive Committee shall have the power to appoint sub-committees and fix their terms of reference as and when necessary.

- (e) The Executive Committee shall have power to constitute a Tribunal and nominate five Past-Presidents of the Society as its members.
- (f) The Executive Committee shall have power to write off the whole or a part of the arrears against any individual members.
- (g) The Executive Committee shall be competent to act in spite of any vacancy.
- (h) The Executive Committee shall have power to appoint or remove salaried officers and servants of the Society.

ARTICLE - XVII

Casual Vacancies

- (a) The Executive Committee shall have the power to fill vacancies occurring in its members only for the remaining period of the year.
- (b) In normal circumstances, an office- bearer shall give three months' notice of his desire to resign.
- (c) A member of the Executive Committee or sub-committee or an office bearer shall be considered as "unable to serve" for the purpose of filling the vacancy by any other member of the Society by the council if he intends to or has resided outside the State continuously for six months or more.

ARTICLE - XVIII

The Journal of the Society

The Society shall publish a journal to be named as decided by the Executive Committee. The Editor shall be responsible for the accounts of the Journal committee.

ARTICLE - XIX

Amendment to Memorandum, Rules and Bye Laws

1. Amendment to the Memorandum, Rules and Bye-laws of the Society may be made at the Annual General Body Meeting or at an Extra- Ordinary General Body Meeting after adequate notice (which shall not be less than 30days) 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.
2. Resolution for amendment may be proposed by any member of the Society who shall inform the Hony. General Secretary of his desire to do so and send him a copy of the resolution for consideration by the Executive Committee. The resolution shall be sent to the Hony. General Secretary not less than 60days before in Annual General Meeting and he shall circulate it among the members of the Society and submit it to the Annual General Body Meeting with comments of the Executive Committee, if any.

ARTICLE - XX

Tribunal

There shall be a Tribunal consisting of five Members who shall be Past-Presidents of the Society and nominated by the Executive Committee to deal with any appeal against a decision of the Executive Committee or of the Annual General Body of the Society. The senior-most member shall be the Chairman of the Tribunal.

ARTICLE - XXI

Asset after Dissolution

In the event of dissolution or winding up of the Society, the assets remaining as on the date of dissolution shall be transferred to Indian Psychiatric Society.

PART III : BYE LAWS

ARTICLE - I

Bye Laws

The Executive Committee have power to frame bye-laws and place them before the General Body of the Society for ratification.

ARTICLE - II

Subscriptions

1. The Annual Subscription for all categories of members will be Rs50/-
2. Members who are Life Members of Indian Psychiatric Society in respective category will be eligible to be Life Member of the Society. They will have to pay Rs1000/- for the purpose.

ARTICLE - III

Office Bearers of the Society

1. The Society shall have the following office-bearers.
 - i. President
 - ii. Vice- President
 - iii. Honorary Secretary
 - iv. Honorary Treasurer

- v. Honorary Editor
- vi. Chairman, CME Sub Committee

ARTICLE - IV

Duties, Powers and Terms of Office-Bearers

I) The President

- a) Must be a Fellow of the Indian Psychiatric Society.
- b) The President shall hold office for one year & shall be eligible for re-election at the end of this period.
- c) He shall preside over the General Body, Extraordinary meetings and Executive Committee Meetings.
- d) He shall have a casting vote in case of equality of votes in addition to his own ordinary vote.
- e) He shall regulate the proceedings of the meetings and conference and interpret rules and regulations and decide doubtful points at issue.
- f) He shall preserve the order and shall decide on all points of order at or in connection with the meeting. There shall be no discussion on any point of order and the decision of the President shall be final.
- g) He shall be ex-officio member of all sub - committees.
- h) He shall be consulted on all important matters concerning the affairs of the society.
- i) He shall be the leader of any delegation of which he is a member.

2) The Vice- President

- (a) Must be a Fellow of the Indian Psychiatric Society.
- (b) The Vice-President shall be the President for the succeeding year.
- (c) Shall hold office for one year
- (d) He shall preside over all meetings of General Body and Executive Committee in the absence of the President and shall have all the powers of the President on that occasion.

3) The Hony. General Secretary

- a) Must be a Fellow of the Indian Psychiatric Society.
- b) He shall hold office for two year & shall be eligible for re-election at the end of this period.
- c) Shall be in charge of the office of the Society.
- d) Shall maintain the membership register of the Society.
- e) Shall ordinarily conduct all correspondences.
- f) Shall have general supervision of accounts.
- g) Shall get prepared by the Hony. Treasurer a fully audited annual statement of accounts for presentation at the Annual General Body Meeting of the Society.
- h) Shall send notices for all General Body and Executive Committee meetings & other meetings.
- i) Shall organize, arrange & convene meeting, conferences, workshops & lectures etc.
- j) Shall attend meetings of the Society and keep proceedings thereof.

- k) Shall be ex-officio member of all sub-committees.
- l) Shall bring any matter which he considers necessary in the interest of the Society to the notice of the Executive Council for guidance and decision.
- m) When retiring shall hand over the properties, books etc. to the newly elected Hony. General Secretary within three weeks after the election.

4) The Hony. Treasurer

- a) Must be a Fellow of the Indian Psychiatric Society.
- b) Shall hold the office for two years & shall be eligible for re-election at the end of this period..
- c) Shall be responsible for collection of subscriptions and donations from members and well-wishers of the Society and maintain record showing up to date subscription position.
- d) Shall sign the receipts and prepare statement of receipts and expenditure of the Society duly audited by an Auditor appointed by the Annual General Body of the Society each year and shall present the same and the balance sheet at the Annual General Body Meeting .
- e) Shall have power to make payments not exceeding Rs.2000/- without consent of the Hony. Secretary.
- f) Shall open an account in any Nationalized Bank approved by the Executive Committee and shall have the authority to operate this account for the expense of the society jointly with the President and Hony. Secretary.

- g) Shall submit to the Returning Officer and Election Officers an up to date statement of dues from the Fellows.
- h) Shall motivate all MD trainee in Psychiatry and allied sciences to become the member of Indian Psychiatric Society, so that he can be the member of our society.
- i) When retiring shall hand over cash, account books and other papers and documents connected with works of the Treasurer of the Society to newly elected Hony. Treasurer within three weeks after the election.

5) The Hony. Editor

- a) Must be a Fellow of the Indian Psychiatric Society.
- b) Will be elected in the Annual General Body meeting of the Indian Psychiatric Society, Odisha State Branch for a period of two year.
- c) Will be responsible for publication and accounts of the journal of the society.
- d) Shall be responsible for opening a bank account in any Nationalized bank in the name of "Odisha Journal of Psychiatry" to be operated jointly by him & another Fellow member of the Society with provision for both to sign. He will be responsible for the audit of the accounts of the Journal and will submit an audited report to the Treasurer before the Annual General Body meeting of the Indian Psychiatric Society, Odisha State Branch.
- e) Will also submit a final report in the Annual

General Body meeting of the Indian Psychiatric Society, Odisha State Branch.

- f) Can nominate two Asst. Hony. Editor to assist him for publication of the Journal with information to the Executive Committee.
- g) Will be responsible the formation/changes of the Editorial Board and the Journal Committee.

Editorial Board

- a) The Editorial Board will consist of the Editor (as the chairman), the President and the Secretary (as the ex-officio members) and 7 ordinary members making a total of 10 members.
- b) Out of the 7 ordinary members of the Editorial Board, 5 will be from our state and 2 will be from outside the State.
- c) The five members have to be Fellows of Indian Psychiatric Society.
- d) The Editorial Board may have one clinical psychologist as a member.
- e) The regular members of the Editorial Board will be nominated by the Editor in consultation with the President and the Secretary of the IPS, OSB. Formation of the Editorial Board must be approved by the Executive Committee.
- f) The Editorial Board is responsible for the content of the journal and for details of the procedure (see below).

Journal Publication

1. The Journal will be published semi-annually. The 1st issue will be published by 31st March and the 2nd issue will be published by 31st Sept of the year.
2. The call for articles has to be circulated officially by the editor via email to all the members of the Society and to all possible authors of the Indian Psychiatric Society. A copy of the above email must be sent to all the members of the Editorial board. This has to be done earlier than the 1st week of Dec for the 1st issue and 1st week of Jun for the 2nd issue for the year. In case enough quality articles have not been received by the Editor by the due date, the Editor has to officially inform the members of the Editorial board via email regarding the issue and the Editorial board will take over responsibility of collection of quality articles for the journal.
3. The Editor will then send the articles for peer review and finalize the articles by the end of Feb for the 1st issue and the end of Aug for the 2nd issue for the year. Following the finalization of the articles of the journal for issue, the Editor has to officially send the set of articles to the members of the Editorial board. The Editor must have at least 50% more articles than the minimum number required to publish the journal.
 - In case the peer review is not completed within the set time period, the Editor can call a meeting of the Editorial board to finalize the

review within a week period and finalize the articles of the journal for publication.

- In case after receiving the set of articles at least 50% of the members of the Editorial board are not satisfied with the quality of the articles (informed to the Editor within a week) then the Editor has to call a meeting of the Editorial board to decide on the issues pertaining to the articles and finalize the journal issue for publication.
4. If the process of publication of the journal is not on schedule or there are any irregularities then the Editorial board will inform the President, and the President with the help of the Secretary will call a special meeting of the Editorial board to rectify the same. In case of the non-functionality of the Editor for whatever reason, the President through voting of the Editorial board members can reassign a member from within the Editorial board to take over the charge of the Editor for the publication of the journal for the year.
 5. In case of issues such as insufficient funds, problems in printing, or others, the Editor can inform the President, and the President with the help of the Secretary will call a special meeting of the Journal Committee to sort out the same.

The Journal

1. The articles in the journal must be from members of Indian Psychiatric Society. Only under exceptional circumstances with approval from the

Editorial board articles from other faculties can be published.

2. The journal must be of size 9 ½ inches by 7 inches and should have between 70 to 100 pages. Cover page will be multicolour and inner pages will be in black and white.
3. The content of each issue of the Journal must have one editorial, at least 3 research articles, at least 3 review articles and at least 2 case reports. There may be one letter to Editor if available.
4. Hard copies of the Journal must be provided to at least the members of the Psychiatric Society, Odisha State Branch and additional copies may be sent to other people as per the discretion of the Journal Committee.

6) Sub-Committees

- i. Chairman of all sub-committees except Journal will be elected in the Annual General Body Meeting of the Indian Psychiatric Society, Odisha State Branch for a period of two years. They must be Fellow of Indian Psychiatric Society. The President and Hony. Secretary will be the ex-officio members of all sub-committees. They can also co-opt other members for smooth functioning of sub-committees under intimation to the Hony. Secretary of the Society. All the sub-committees will intimate their activity report as well as plan of action for the year before

the first executive committee meeting or within one month whichever is earlier.

- ii. The executive committee will have the power to nominate further sub-committees as and when required which will be functional till the end of the corresponding year. Such sub-committee will continue if ratified and approved in the Annual General Body Meeting.

CME

- a) The Chairman, CME sub-committee will be responsible for organizing CME programme for the members during the Annual Conference and at other times.
- b) Shall submit annual report of CME before Annual Conference.
- c) The Chairman, CME sub-committee will take steps regularly to organize 4 CMEs including one Mid Term CME and CME during Annual Conference of the IPS, OSB within one year of the society.
- d) CMEs should preferably be on one disorder or theme; be of at least 6-8 hours duration. CMEs date and topic should be preannounced.
- e) Mid Term CME: The Organizing Secretary and Chairman shall be appointed by the Executive Committee (EC). The venue of the Mid Term CME will be within Odisha. There will be a separate bank account for the said event operated by the Organizing Secretary and the audited statement

has to be submitted within 2 months of completion to the Treasurer, IPS, OSB. Topic and speaker have to be planned by the Chairman of the CME Sub-Committee of IPS, OSB (presented and approved by the EC). In case EC is unable to meet, then the Chairman, CME Sub- Committee will finalize the above in consultation with the President and Secretary.

- f) The other regular CMEs will be conducted by the CME Sub-Committee Chairman in consultation with the President and Secretary. The logistics may be borne by either the IPS, OSB (in case of which a detailed financial statement has to be submitted to the Treasurer, IPS, OSB) or be borne directly by interested agencies.

Awards

Award Sub-committee will comprise of the Chairman, Award Sub-committee, President and Honorary Secretary of the Society. The Chairman, Award Sub-committee shall declare the results of different Awards instituted by the Society for the preceding year on or before the Annual Conference of Indian Psychiatric Society, Odisha State Branch making necessary competitions if required.

Journal

- a) The Journal sub-committee will consist of the Editor (as the chairman), the President and the Secretary (as the ex-officio members) and 5 regular members, making a total of 8 members.
- b) All the 5 regular members of the Editorial Board

will be from our state.

- c) All members have to be Fellows of Indian Psychiatric Society.
- d) The regular members of the Journal sub-committee will be nominated by the Editor in consultation with the President and the Secretary of the Indian Psychiatric Society, Odisha State Branch. The formation of the Journal sub-committee must be approved by the Executive Committee.
- e) The Journal sub-committee is responsible for the logistics and the funds of the journal, details of which is given below. The Journal sub-committee will oversee the accounts of the journal.

Constitution

The Chairman, Constitution sub-committee shall examine, study and interpret the constitution of our Society and submit proposals for amendments to the Hony. Secretary one month prior to the Annual General Body Meeting. He may also invite proposals for amendments and shall put of the same during the next Annual General Body Meeting.

Website

The Chairman, Website sub-committee is responsible to update the website of our Society from time to time as suggested by the President / Hony. Secretary. The website should reflect the memorandum, bye-law and rules of Indian Psychiatric Society, Odisha State Branch, current news, events, CMEs, seminars, annual conference of our society.

Membership

The Chairman, Membership sub-committee shall motivate the delegates to be the members of Indian Psychiatric Society first, then Indian Psychiatric Society, Eastern Zonal Branch so that he can be the member of Indian Psychiatric Society, Odisha State Branch in the respective category. He should also encourage the members to upgrade their status of membership if required at any level.

Ethics

The Chairman, Ethics sub-committee will advise all members to obey and follow ethics during any event in order to maintain discipline in our Society.

Geriatric Psychiatry

The Chairman, Geriatric Psychiatry sub-committee shall arrange, organize CME / Seminar pertaining to Geriatric Psychiatry at least once in a year.

Media

The Chairman, Media Sub-committee will take steps to propagate the aims and objectives of our Society through media.

Child and Adolescent

The Chairman, Child and Adolescent Sub-committee shall arrange programs focusing on improvement of mental health of Children and Adolescent.

6) Representative to the Executive Committee of Indian Psychiatric Society, Eastern Zonal Branch.

Shall co-ordinate the activities between Odisha State

ARTICLE - V

Term of Office of the Executive Committee Members

1. Members of the Executive Committee shall hold the office for one year.
2. Representative to the Executive Committee of Indian Psychiatric Society, Eastern Zonal Branch will hold office for three years.

ARTICLE - VI

Election of Office Bearers and Executive Council Members

1. Election of the Office Bearers, Executive Committee members, Representative to the Executive Committee of Indian Psychiatric Society, Eastern Zonal Branch and Chairman of all Sub-Committees except Journal shall be held at the Annual General Body Meeting.
2. The President shall be the Returning Officer for all elections of the Society. The Hony. Secretary shall be the Election Officer for all election. If for any reason, the President is unable to serve as Returning Officer, the Vice - President shall be the Returning Officer. If both the President and the Vice- President are unable to serve as Returning Officer, the Council shall appoint a Returning Officer.
3. The proposal for different posts will be taken in the Annual General Body Meeting unless otherwise decided.

ARTICLE - VII

Meeting of the Executive Committee

1. The meetings of the Executive Committee shall be of three kinds:
 - (a) The ordinary meeting shall be at least three times year.
 - (b) The special meeting shall be held as often necessary.
 - (c) A requisition meeting shall be called within 6 weeks from the date of receipt of a requisition signed by at least 2 members of Executive Committee stating the business for which the requisition meeting is required. In such meeting the business for which the meeting is called will be transacted.
 - (d) The Hony. Secretary with the permission of the President can requisition an extra-ordinary meeting of the Executive Committee for which at least 10 days' notice shall be circulated to all members of the Council.
 - (e) Notice: At least twenty days' notice specifying the place, date and time and the agenda of business to be transacted at the ordinary or special meeting shall be given to each member.
 - (f) Quorum:
 - i. Quorum for ordinary or special or requisition meeting shall be five including the office

bearers.

- ii. If within half an hour from the appointed time a quorum is not present, the meeting is convened on the requisition of members shall be 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 shall form the quorum and carry on the business.

ARTICLE - VIII

Calling of the Annual General Body Meeting

1. The Annual General Body Meeting shall usually be held during the Annual Conference of the Society and the provisional date and venue shall be proposed and decided at the previous Annual General Body Meeting.
 - a) Notice and agenda of the General Body Meeting and copies of the minutes of the proceeding of the last Annual 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 be given 60 days' notice or less if the matter is one of urgency, can 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 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 Body Meeting of the Society under special circumstances with consent of the member(s) who convened the conference or the Organizing Secretary of the Conference.
- e) Business to be transacted - The business to be transacted at the Annual General Body Meeting shall be taken up in the following order:-
 - (i) Condolence resolution, if any.
 - (ii) Confirmation of the minutes of the preceding last Annual General Body Meeting and Extra- Ordinary General Body Meeting , if any
 - (iii) Reading and adoption of the Hony. Secretary's Report.
 - (iv) Reading and adoption of the Hony. Treasurer's Report, and a statement of audited accounts.
 - (v) Reading and adoption of the Hony. Editor's Report.
 - (vi) Reading and adoption of report by Chairman of all Sub-Committees.
 - (vii) Election of office-bearers, Members of the Executive Committee, Representative to the

Executive Committee of Indian Psychiatric Society,
Eastern Zonal Branch and Chairman of Sub-
Committees except Journal.

(viii) Appointment of Auditor

(ix) Amendment of Rules and Bye-Laws, if any.

(x) Resolution from members.

(xi) 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 Body 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.

2) Quorum- The quorum of the General Body Meeting shall be 10% of the Fellows of the Society. The Annual General Body Meeting shall be dissolved if a quorum is not present.

ARTICLE - IX

Extra-Ordinary General Body Meeting

An extra - ordinary General Body Meeting may be called at any time of the year on the requisition of the Executive

Council or 20% of the Fellows 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 Fellows of this 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 the number shall form the quorum and carry on the business.

ARTICLE - X

Appointment of Auditor

A competent registered Auditor shall be appointed at the Annual General Body Meeting of the Society every year for auditing the accounts of the Society and whose duties shall be as fellows.

ARTICLE - XI

Salaries or Remuneration

1. The Hony. Secretary shall keep an impress account not exceeding Rs.500/- and shall recoup the amount spent from the Treasurer on production of vouchers expenditure exceeding Rs. 500/- at a time except on

printing and postage shall be incurred only with the permission of the Council.

2. The Hony. Secretary, the Hony. Treasurer and the Hony. Editor may keep clerks for the Society's administrative work. The remuneration of such staff shall be decided by the council from time to time, depending on availability of such personnel and the volume of work involved.

ARTICLE - XII

Funds of the Society

1. 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 accumulate in the hands of the Reception Committee of the Annual Conference of the Society.
 - (d) Advertisement in the Journal or any other publication 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 of Savings Bank and Fixed Deposit Accounts
 - (g) Contribution from Government or Local Bodies.
2. Expenditure:- The Council shall out of the funds of the Society defray all expenses including rents, salaries , wages

and such other charges as may be necessary for carrying on the Society.

3. Financial link with IPS:- Indian Psychiatric Society, Odisha State branch will be financially independent of Indian Psychiatric Society and have no link or answerability to Indian Psychiatric Society.

ARTICLE - XIII

Annual Conference

- I) Annual Conference of the Society shall be organized 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 Body Meeting of the Society. Such conference shall usually be held before 31st September.
- II) Hony. Secretary of Indian Psychiatric Society, Odisha State Branch shall be responsible for -
 - a) Fixing the dates of the Annual Conference in consultation with the Fellow or group of Fellows who have invited the conference.
 - b) To make alternative arrangements in case the Fellow fails to give a firm commitment regarding hosting of the conference or fails to organize the conference under exceptional circumstances.
 - c) Informing all members about the date of conference.
- III) Venue of the Annual Conference - Any Fellow or a group of Fellows shall have the privilege of inviting the conference. The venue of the annual conference shall be within Odisha. The Executive Committee will review

& finalize about the infrastructure, planning, registration fees, scientific sessions, formation of Reception Committee, entitlements of delegates and other programmes of the conference on presentation by the Chairman of the Reception Committee. The President of the Society for the year shall be the President of the Conference.

IV) Reception Committee

- a) Fellow or Fellows inviting the conference shall form the Reception Committee. They can co-opt local doctors or dignitaries as members of Reception Committee and intimate to the Hony. Secretary.
- b) Office bearers of the Reception Committee shall be elected by the members of the Reception Committee and shall consist of a Chairman, an Organizing Secretary, a Treasurer and others as required.
- c) Reception Committee shall have to abide the rules and bye-laws of the Society while hosting the conference.
- d) The conference shall be open to -
 - i) All members of the Society
 - ii) All members of the Reception Committee
 - iii) Any other person authorized by the Reception Committee
- e) The Reception Committee shall be responsible for -
 - i) Making arrangements for suitable accommodation and food for delegates (on

payment)

- ii) Arrangement for Scientific and Award sessions
 - iii) Printing of brochures and programmes
 - iv) Communicating the detail programme of the conference to all the members.
 - v) Arranging Social and Cultural Function and Sight Seeing.
 - vi) Raising funds for the conference through registration fees, grants, donation, advertisements etc.
- f) The expenses of the conference shall be wholly borne by the Reception Committee. The Society shall not be held responsible for any loss on account of holding the conference. The Reception Committee can consult the Council for any other assistance for making the conference successful.
- g) All members attending the conference except members of the Reception Committee, the President and Hony. Secretary of the Society shall pay registration fees to the Receptions Committee.
- h) The Reception Committee shall submit the audited statement of accounts and credit the total surplus money of the Annual Conference to the Society on or before next Annual General Body Meeting.

V) Programme of the Conference

- a) Inaugural Session - for the address of the Chairman of the Reception Committee and president of the Society.

- b) Scientific and Award Session - open to all members.
- c) Annual General Body Meeting of the Society - open to all members only.
- d) Medical and Scientific Exhibition - to be organized by the Reception Committee.

RULES & REGULATIONS PERTAINING TO AWARDS

- A. Names of Awards
- B. General rules for Awards
- C. Evaluation of Award papers
- D. Institution of new Awards

A. Names of Awards

There will be three Awards as stated below :

1. Late Prof. Gorachand Boral Memorial Award for the best free paper by a member of the Society during preceding year.
2. Late Prof. Bimbadhar Dash for the published papers to be presented in the conference by a member of the society.
3. Late Bishnupriya Devi and Late Gokul Chandra Memorial Award for the best Psychiatrist during the preceding year.

B. General rules for Awards

1. **Eligibility** : The members of Indian Psychiatric Society, Odisha State Branch are eligible to compete for or be considered for the Awards. In case of Late Prof.

Gorachand Boral Memorial Award and Late Prof. Bimbadhar Dash Award, the principal as well as the presenting author has to be a member of Indian Psychiatric Society, Odisha State Branch.

2. **Notification** : The Hony Secretary of Indian Psychiatric Society, Odisha State Branch should intimate the members about the Late Prof. Gorachand Boral Memorial Award and Late Prof. Bimbadhar Dash Award minimum 45 days before the Annual Conference with directive to send four copies of full papers (written part) to the Chairman of Award Sub-Committee. The Organising Secretary of the Annual Conference may mention it in his communication.
3. **Mode of sending papers** : The intending contestants for Late Prof. Gorachand Boral Memorial Award and Late Prof. Bimbadhar Dash Award should send four copies full papers (written part) typed with Arial 12 point font on A-4 size white paper on one side to the Chairman of Award Sub- Committee. The covering page should carry information about the title, names of authors and place of study. These particulars should not be mentioned in the subsequent text.
4. Late Bishnupriya Devi and Late Gokul Chandra Memorial Award for the best Psychiatrist during the preceding year will be decided by a panel comprising of the President, the Hony. Secretary and the Chairman of Award Sub- Committee.

C. Evaluation of Award papers

1. Formation panel of judges for the written part: The

Chairman of Award Sub-Committee will form, after receiving the award papers, a panel of three judges with their consent for the purpose ensuring that none of them features as an author / co-author in any of the competing papers.

2. He will remove the covering page from the main text and give code number to each paper. The code will remain a secret with him.
3. He will send each of the judge necessary evaluation guidelines for written part as mentioned in clauses below along with a copy of each of the competing text with the covering page removed.
4. Each judge will evaluate the written part out of a total of 100 marks. They will have to evaluate five aspects with 20 marks for each aspect. These are -
 - a) Topic and methodology
 - b) Review of literature
 - c) Presentation of results
 - d) Discussion and relevance to topic
 - e) Overall evaluation involving clarity, lucidity, language, expressiveness and elegance as a whole
5. The Chairman of Award Sub-Committee will ask the judges to return the award paper by a stipulated date. On receiving the results of the evaluation of written part he will calculate the average mark secured by each competing paper for written part.
6. Only three papers will be selected for each award for oral presentation during the Annual Conference. But a

paper will not be allowed for oral presentation if it has failed to secure minimum 50% mark in evaluation of the written part.

7. The Chairman of Award Sub-Committee will intimate Principal author of each paper selected for oral presentation mentioning the date, time as per programme, place and time allowed for presentation.
8. The Chairman of Award Sub-Committee will form a panel of three judges for evaluation of the oral part from the delegates present in the conference with their consent for the purpose, ensuring that none of them features as an author / co-author in any of the competing papers.
9. He will inform each judge about the evaluation guidelines for oral part as mentioned in clauses below.
10. Each judge will evaluate the oral presentation out of a total of 50 marks. They will have to evaluate five aspects with 10 marks for each aspect. These are -
 - a) Topic and methodology
 - b) Review of literature
 - c) Presentation of results
 - d) Discussion and relevance to topic
 - e) Overall evaluation involving clarity, lucidity, language, expressiveness and elegance as a whole
11. The Chairman of Award Sub-Committee, after obtaining the results of evaluation of oral presentation, will calculate average mark secured by each paper for oral presentation. A paper will be disqualified if it has failed

to secure minimum 50% mark in evaluation of oral presentation irrespective of the marks secured in the written part.

12. The Chairman of Award Sub-Committee will add the marks secured by each entry in the written and oral presentation and decide the result on the basis of the total marks thus obtained.
13. He will declare the results in the Annual General Body Meeting or Valedictory Ceremony as decided by the Executive Committee of the Society.

D. Institution of new Awards

1. Proposal for institution of new awards will be taken up by the Executive Committee.
2. The Executive Committee will discuss the matter and refer it to a sub-committee comprising of the President, Secretary, Chairman of Award Sub-Committee and two other Past- Presidents to analyze in detail and submit its report to the Secretary within one month.
3. The committee shall take into consideration the integrity of the sponsor / donor, the status of the person or organization in whose name the award is proposed to be instituted, the need of the proposed award and the suitability in respect of time needed during the Annual Conference.
4. The Secretary will place the proposal in the Annual General Body Meeting along with comments of Executive Committee and the sub-committee constituted for the purpose for consideration.

5. If the award is accepted the Secretary will intimate the sponsor / donor and request him to pay the amount decided in the Annual General Body Meeting which should be minimum Rs. 2,00,000/- (rupees two lakh) or as to be decided from time to time.
6. The award will be instituted from the subsequent year.
7. The basic amount received will be kept in fixed deposit with provision of transfer of interest to the account of society annually and the award expenses will be borne from the interest received.
8. If the sponsor / donor intend to institute from the current year they will have to pay 10% extra for the expense before interest accrues.

CERTIFICATE

It is certified that the forgoing is a true copy of the current memorandum of association; rules and bye-laws of the Indian Psychiatric Society, Odisha State Branch adopted in 1986 and amended up to 02.11.2019.



(Dr. Suvendu Narayan Mishra)

Hony. Secretary

Indian Psychiatric Society
Odisha State Branch



(Dr. Surjeet Sahoo)

President

Indian Psychiatric Society
Orissa State Branch