

CARDIOLOGICAL SOCIETY OF INDIA

(Registered under the Society Registration Act XXI of 1961)

CONSTITUTION

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ARTICLE I Name:

The name of the Society shall be the Cardiological Society of India.

ARTICLE II Aims and Objectives:

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

- (1) Hold periodical meetings, conferences and social gatherings.
- (2) Arrange clinical courses, discussions and demonstration on any subject of interest of the Society.
- (3) Actively encourage research, teaching and training programmes at various centres.
- (4) Engage in public education and training with the objective of improved preventive programmes for the welfare of all.
- (5) Publish, distribute or otherwise circulate, records, transactions and proceedings of the various meetings and conferences of the Society, Publish and circulate a journal (Indian Heart Journal) which shall have a character specially related to the Cardiovascular sciences and shall be the official organ of the Society.
- (6) Coordinate as necessary and as seen fit with other Societies or Organisations having similar and allied objectives.
- (7) Raise and borrow money and invest any sum belonging to the Society not immediately required, in such a manner as the Society may think fit.
- (8) Erect, maintain, Improve or alter and keep in repairing any building occupied by the Society.
- (9) Do all such other things as are cognate to the objectives of the Society or are incidental or conducive to the attainment of the above objectives.

ARTICLE III Headquarters of the Society:

The Head Office of the Society shall be at Calcutta or at any other place as decided by the General Body, the present registered address being at P-60, C.I.T. Road, Scheme VIIM, Kankurgachi, Kolkata-700 054.

ARTICLE IV Membership:

There shall be 4 categories of membership. The following are the eligible criteria (See also bye-laws-Article I).

1. Ordinary Member:

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

2. Life Member:

Any person eligible for ordinary membership may on paying the approved fee at one time, become a Life-member and will enjoy all the privileges of an ordinary member.

3. Honorary Member:

Eminent members of the medical profession or persons of high scientific attainment from any country may be elected honorary members (if so approved by the Credential Committee). Members desirous of proposing such members must send details of the person to the Secretary. The total number of honorary membership shall not exceed 15 at any time. An honorary member will not be entitled to hold office or vote at any meeting.

4. Corporate Member:

Any Institution approved by the Executive Committee may be elected as a corporate member of the Society according to the procedure laid down in the bye-laws. The term 'Institution' may be deemed to include any public or private company or firm, a Society registered under any law, a duly constituted trust, a statutory body, any association or special fund organisation set-up under an Act of Parliament or a State Government.

The Fees collected from corporate members, will be credited to an Endowment fund. The 'Corporate Member' will be entitled to receive all the

publications of the Society, but will not be entitled to vote, contest, propose, second or hold any office.

ARTICLE V Office-Bearers & Executive Committee:

The following officers shall be elected from among the members:

- (a) President — 1
- (b) President Elect — 1
- (c) Vice- Presidents — 3
2 on All India basis and one from Headquarters.
- (d) Secretary — 1
- (e) Treasurer — 1
- (f) Editor, Indian Heart Journal — 1

The Executive Committee shall consist of the above office-bearers and

- (1) Immediate past President of the Society.
- (2) 17 members elected according to the bye-laws
- (3) 2 past Presidents of the Society nominated by the Executive Committee
- (4) A nominated member from Armed Forces by the Executive Committee
- (5) A Joint Secretary nominated by the President elect
- (6) One Asstt. Secretary from Head Quarter

ARTICLE VI Funds & Assets :

The funds of the Society shall consist of (a) Application fees, (b) Membership fees, (c) Contributions, donations, grants from any source, (d) Interest from investments, (e) Gifts and legacies or immovable or movable property, (f) Endowments.

ARTICLE VII Amendments :

Any change in the Constitution or bye-laws must first be considered by the Executive Committee and later passed by a 2/3rd majority at a General Body Meeting. In the case of changes in the Constitution, the change becomes operative, if a majority of 2/3rds or more valid votes are obtained in a postal ballot conducted as laid down in the bye-law. In the case of changes in the bye-laws, no postal ballot is necessary after the General Body Meeting.

BYE-LAWS

ARTICLE I Membership:

Application:
Eligible individuals, institutions desiring to be members under Sections 1,2, and 4 shall apply to the Secretary in a prescribed form. All applications for membership shall be initially scrutinized by a credential Committee consisting of the Hony. General Secretary, President & President Elect. The Committee shall evaluate the biodata, training, publications, research and other evidence of interest in the Cardiovascular system. The report of the Committee will be placed before the Executive Committee for approval. Membership commences when names are

approved at an Executive Committee Meeting by majority of the members present. Voting privileges and eligibility for contesting in the elections start only 1 year after membership commences.

A. Privileges of Membership:

Members of the Society shall have the privilege to attend and take part in all general meetings, conferences, lectures, discussions and demonstrations.

They shall receive copies of all proceedings and publications of the Society from the date of their membership and to attend special activities free or at such terms that the Executive Committee may fix from time to time.

B. Resignation and termination of membership:

a) A member may at any time resign from his membership in the Society by giving notice one month's ahead in writing to the General Secretary and on paying all moneys due by him and after returning all books, periodicals, papers and other properties of the Society which may be in his possession.

b) If any subscription remains in arrears by more than one year, in-spite-of one reminder by registered post, all the privileges of membership will cease.

c) Any member who has not paid his arrears for a period of 2 years shall automatically cease to be a member of the Society.

d) If the conduct of any member shall be deemed by the Executive Committee to be prejudicial to the interest of the Society, the member may be requested to resign from the society. In the event of said member refusing to do so, the name shall be removed from the register provided that 2/3rd of the members present at a general body meeting called for this purpose vote for the removal of the said members.

e) Further, any member who deprives the Society of its rightfull money or moneys may be penalised by having his / her name removed from the register if so recommended by the Executive Committee and voted by not less than 2/3rd of the members of a general body meeting called for this purpose.

C. Re-admission of Membership:

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

D. Membership:

1. Admission fee: (non-refundable) Rs. 2000/- only.
2. Membership fee: Rs. 1000/- per annum (for ordinary member).

3. Lifemembership fee: Rs. 5000/- Life membership fee. After 10 years of continuous membership as an ordinary member Rs. 1500/- only.
4. Corporate Member: Rs. 2 lakhs at a time.
5. Bank charge: Rs. 100/- only

ARTICLE II Office bearers and Executive Committee:

A. The Executive committee shall consist of the following office-bearers:

President	— 1	
President Elect	— 1	
Vice-Presidents	— 3	2 on All India basis and 1 from head quarter.
General Secretary	— 1	from head Quarter
Treasurer	— 1	from head Quarter
Joint Secretary	— 1	
Asstt. Secretary	— 1	from head Quarter
Editor. Indian Heart Journal	— 1	
Elected members	— 17	5 on Zonal basis and 12 on All India basis.
Immediate Past President	— 1	
Co-opted Members	— 3	2 from Past President of C.S.I. 1 from Armed forces

B. Office-Bearers Duties:

President:

The President shall be elected annually from among the members of the Society and should have a standing of atleast 10 years in the society and should have previously served for at least 3 years on the Executive Committee. He shall hold office for a term of one year. No person shall be eligible to be elected as President for more than one term. The President shall preside over at all meetings and shall regulate the proceedings of the meeting. He shall besides his ordinary vote have a casting vote in case of equality of votes among members. In his absence one of the vice-Presidents shall officiate for him, failing whom a member elected at the meeting shall perform his duties. The President shall have a fund of Rs 1 Lakh at his disposal for promoting public education activities for prevention of heart disease. The fund will be allotted from the fund of CSI HQ and President of CSI will submit the audit report of the above fund to be utilized by him for office Record.

President-Elect:

The President-Elect shall be elected from among the members of the Society and should have a standing of atleast 10 years in the Society and should have previously served for at least 3 years on the Executive Committee. He shall hold office for a term of one year as President Elect and shall automatically become the President during the following year.

In the absence of the President, one of the Vice-Presidents shall officiate for the President (and not the President-Elect).

President elect will be the Chairman of the Scrutinizing Committee of CSI election.

Vice-Presidents:

Three Vice-Presidents shall be elected from the members of the Society and they shall have a standing of at least 5 years in the Society and have previously served for atleast 2 years on the Executive Committee.

Their term of office shall be for two years and they are eligible to a maximum of 2 terms. In the absence of the President, Vice-President shall perform the duties of the President. One of the Vice-Presidents shall be from the Headquarters of the Society.

General Secretary :

The General Secretary shall be elected from the members of the Society and should have a standing of atleast 8 years in the Society and have previously served for atleast 2 years on the Executive Committee. The Secretary shall hold office for one term of 3 years. No person shall be Secretary for more than one term, consecutive or otherwise. The Secretary shall be from the Headquarter of the Society.

Subject to the control and regulation of the Executive Committee, the Secretary shall be responsible for carrying out the decisions of the Executive Committee and the affairs of the society as laid down in the Constitution and bye-laws.

- (1) Convene meetings of the Executive Committee
- (2) Have administrative control over the affairs of the Society
- (3) Have charge of the correspondence in relation of the Society
- (4) Keep accurate minutes of all meetings of the Society, Executive Committee and other Committees thereof
- (5) Prepare the annual report of the Society
- (6) Be in charge of all documents and property and other assets of the Society
- (7) Shall maintain a register of the members in the various categories of membership. For the purpose of the Society the address mentioned in the register will be considered the valid one. Any change in address must be intimated to the Secretary and confirmation received from the Secretary that the necessary change in the register has been effected.
- (8) Shall perform all such duties as are incidental to that office.

Joint Secretary :

The President Elect shall nominate a Joint Secretary to help him in his work for a period of one year.

Assistant Secretary:

One Assistant Secretary shall be nominated by the Executive Committee from the Head quarters of the Society. The term of office shall be for a period of 1 year and for a maximum of 2 terms.

Treasurer:

The Treasurer shall be elected for a term of 3 years and a maximum of 2 terms. He should have served earlier for atleast one year on the Executive Committee and must be from the Headquarters of the Society. The Treasurer shall receive all moneys relating to the Society and deposit them in respective accounts in banks approved by the Committee to the credit of an account kept in the name of the Society. The Treasurer shall

- (1) Collect all dues to the Society and pay in all the amounts into the banking account/s of the Society.
- (2) Make disbursement within the limits of the annual budget and maintain vouchers and records of all such disbursements. In exceptional circumstances the budget may be exceeded by an amount of upto Rs. 250/- only with the concurrence of the President and by an amount not exceeding of Rs. 1000/- with the prior sanction of the Executive Committee.
- (3) All cheques shall be signed jointly by the Treasurer and the Secretary.
- (4) The balance sheet, accounts and audited reports shall be submitted by the Treasurer at the time of the Executive Committee meetings and also at the Annual General Body Meeting. For this purpose the Editor of the Indian Heart Journal shall submit a statement of accounts and audited reports to the Treasurer in time before the Executive committee meetings and the Annual General Body Meeting.
- (5) Any change of Office bearers should be notified to the banks as per banking law.
- (6) Apply for income tax exemption and other formalities as required and send annual report to the charity Commissioner.

Editor:

The Editor of the Indian Heart Journal shall be elected from among the members of the Society. He shall hold office for a first term of 3 years and shall be eligible to be elected for a second term of 2 years. No person shall be eligible to hold office for more than 5 years. The Editor together with the Editorial Board shall be responsible for the publication of the Indian Heart Journal under the approved bye laws. The Editor and the Editorial Board shall be under overall supervision and guidance of the Executive Committee. He shall operate a separate account for the Indian Heart Journal.

The annual report, balance sheets, accounts, audited reports and budget shall be presented to the Editorial Board and at the meeting of the Executive Committee of the Cardiological Society of India and later at the Annual General Body Meeting. The Editor should have a standing of not less than 8 years in the Society and have been a member of the Executive Committee for not less than 2 years. The individual should have published not less than 10 full length articles (5 as a first author) in recognised (indexed) journals, and shall be an active participant in the academic activities of the Society (list of publications to be sent to the Secretary for evaluation).

Powers and Functions of the Executive Committee:

Elected Members :-There will be a total of 17 elected members, 5 of those will be elected on a zonal basis (North, East, South, West and Central Zones as defined by Central Government). The remaining twelve will be elected on an all

India basis. Six out of these 12 (with lowest votes) will retire after one year while the remaining six will serve for two years. After the first election as per the new bye laws, there will be elections every year for 6 elected members on an all India basis and every 2 years for 5 zonal members. No member shall be allowed to contest the elections for membership of E. C., after he / She has served the Executive Committee for six years continuously or otherwise.

- (a) Executive Committee shall direct and regulate the general affairs of the Society and shall subject to confirmation at a general meeting, have power to frame rules and bye-laws for the conduct of business at meetings and conferences of the society to publish journals or other literature.
- (b) The Executive Committee shall have the power to form councils & subcommittees as and when necessary
- (c) Ordinarily 6 executive committee meetings will be held every year. Two meetings shall be held at the time of annual conference, one at the Head quarters, one at the Midterm Interventional Committee meeting, one at the place of the President, and Pre Conference Meeting at the city where CSI Conference will be held. However, the venue may be changed by the consensus of the Executive Committee and the permission of the President. But this will not involve the 2 meetings which are mandatory to be held during Annual Conference. The first meeting at the time of the Annual Conference will be that of the outgoing EC and the second one will be that of newly formed EC.
 - (i) Nomination to the Scientific Committee of the Society and to the Sub-sections of the Society - The President Elect shall be the Scientific Committee Chairman. Scientific Committee shall have 2 members nominated by the Executive Committee. Scientific Committee Chairman could nominate more members on the committee to facilitate his / her work.
 - (ii) Nomination to special committees, as for example those dealing with lectures and Orations of the Society.
 - (iii) Appointment of Credential Committee.
 - (iv) Nomination of 7 members to the Editorial Board.
- (d) The Secretary shall call for a meeting of the Executive Committee with the consent of the President if a special meeting is requested in writing by not less than 8 members of the Committee for any specific agenda of emergency nature.
- (e) Quorum for the Executive Committee meeting shall be 7 members of the Committee. One should be non-office bearer. If there is no quorum within 15 minutes at the time when the meeting is called, the meeting convened upon the requisition of members under (e) shall stand dissolved and in any other case shall stand adjourned 15 minutes later in the same place. At such in an adjourned meeting, members present may transact the business for which the meeting was called.
- (f) In the absence of the President or a Vice-President, the members of the Executive Committee may elect from among themselves a Chairman pro-tem.

- (g) The Executive Committee shall direct the Secretary to carry out the general affairs of the Society.
- (h) The Executive Committee may appoint and dismiss such staff as may be found necessary to manage the work efficiently.
- (i) It shall supervise and guide the activities of the Editor and the Editorial Board of the Indian Heart Journal.

ARTICLE-III Election of Office-Bearers and Committee Members:

- (a) President Elect and the President shall not be entitled to contest for any elected position on the Executive Committee. No person shall contest for more than one elected position at a time. A member shall not be eligible to stand for office or vote in any election of the Society if his subscription is in arrears on the 30th September for the year/years preceeding the year for which election is held.
- (b) No member shall canvas in writing or otherwise for votes in elections, solicit support, collect himself/ herself or authorise anyone to collect ballot papers. Any such and similar actions will be deemed as canvassing and shall make the candidate liable for disqualification from election as well as punitive actions which may be decided by the General Body under bye-laws Article 1 B (d).
- (c) The General Secretary shall issue letters under certificate of posting at least 45 days before the last date of receipt of the Assent Form to all members as per clause (a) enquiring whether they are willing if elected to act as member in the Executive Committee or as an office-bearer. No member shall be eligible for election unless he shall have expressed his willingness in writing in the Assent Form duly proposed and Seconded by two valid members of the Society so as to reach the General Secretary on or before a specified date. A candidate contesting CSI election will have to pay Rs 2500/-. This is necessary in order to reduce the burden of huge expenditure on account of CSI election.
- (d) Before the finalisation of the voting paper the General Secretary shall notify a date for withdrawal of name or names in case of any contest for the particular post of an office-bearer and circulate this list only to those contesting members in 4 Weeks advance period for withdrawal of names.
- (e) The names with institution and city of members who are standing for election as officers of the Society shall be entered in the alphabetical order of their surnames in the voting paper. The names of Executive Committee members shall be shown with the city in the alphabetical order of their surnames. Ballot papers will be numbered.
- (f) Members of the Scrutinising Committee for CSI election will be at least four - one Chairman, i.e. President elect of CSI, one Convenor - Hony General Secretary of CSI HQ, one scrutiner from local area at CSI HQ & another scrutiner from outside CSI HQ.

- (g) Voting papers bearing signatures of the 2 of the scrutinizers-Secretary and Chairman Scrutinizing Committee with appropriate directions shall be issued to all eligible members by the General Secretary under registered post 30 days before the date set for receipt of votes. Members after recording their votes on the ballot paper should insert it in the smaller envelope marked A which then should be put in bigger envelope B. Duplicate voting paper marked 'Duplicate' may be issued by the General Secretary to a member on his requisition in writing in case of loss, non-receipt or spoiling of the original voting paper. An account of all voting papers printed and issued (Duplicate or otherwise) and those in hand, shall be kept by the General Secretary and made over to scrutineers at the time of scrutiny. The election to the Executive Committee and of all the office-bearers shall be done at the same time.
- (h) Voting papers duly filled in and addressed to the scrutineers shall be returned in the printed self-addressed envelopes. No hand delivery will be accepted.
- (i) Two or more of the scrutineers shall on the specified date and time scrutinise the voting papers, count the votes received by each candidate and submit the returns thereof along with all the voting papers in a sealed cover to the General Secretary who shall place the report unopened before the President at the meeting of the Executive Committee and this will latter be presented at the Annual General Body Meeting. The candidates or their agents may be present during the counting of votes. A list of voters shall be kept from the outer envelopes and this shall be available at the time of the Annual General Meeting.

The scrutineers shall separate the outer envelopes from the inner envelopes with the actual voting papers. The inner envelopes with the actual voting papers shall be mixed before being finally opened to ensure secrecy of the ballot.

- (j) In the event of an equality of votes or non filling of the posts of the office bearers or members of the Executive Committee the matter shall be decided by ballot at the Annual General body Meeting.
- (k) The report of the scrutineers on the result of voting shall be maintained in the office for reference until the next election:
- (l) The Executive Committee shall have the power to fill vacancies occurring during the year.

ARTICLE-IV Indian Heart Journal:

The Editor of the Indian Heart Journal shall be elected from the members of the Society. He shall hold office for a first term of 3 years. No person shall be eligible to hold office for more than 5 years. The Editor together with the Editorial Board shall be responsible for the publication of the Indian Heart Journal under the approved bye-laws. He shall operate account for the Indian Heart Journal.

The annual report, balance sheets, accounts, audited reports and budget shall be presented to the Editorial Board and at the meeting of the Executive Committee of the Cardiological Society of India and later at the Annual General Body Meeting.

The Editorial Board: The Editor along with the Editorial Board shall be responsible for the publication of the Indian Heart Journal. The Editor shall be the Convener of the Board. The Board will consist of (a) Associate Editor, (b) one Assistant Editor, (c) 16 members. (d) Editor.

The Associate Editor shall also be elected from among the members of the Society. The Associate Editor should have a standing of not less than 5 years in the Society and have been a member of the Executive Committee for not less than one year. The individual should have previous publications in recognized journals in his name. The Associate Editor need not be from the same place as the Editor.

The Assistant Editor and 9 members of the Editorial Board will be nominated by the Editor. The remaining 7 members will be nominated by the Executive Committee. The Associate and Assistant Editor shall hold office for a term of 2 years and a maximum of two terms and the members for one year each.

Editorial Policy: This shall be formulated by the Scientific Council of the C. S. I. and ratified by the Executive Committee.

ARTICLE V General Body Meeting:

- A. An Annual General Body Meeting shall be held every year by the Society at the time of Annual Conference. The business to be transacted at the Annual General body Meeting shall be-
1. Apologies
 2. Condolences
 3. To receive and adopt the annual report of the Society and the Indian Journal for the past year.
 4. Minutes of the last Annual General Body Meeting.
 5. Matters arising out of the minutes.
 6. To receive and adopt the audited accounts of the Society and the Indian Heart Journal.
 7. To pass the provisional budgets for the Society and the Indian Heart Journal for the next financial year.
 8. To declare the results of election of the office-bearers and the members of the Executive Committee for the current year.
 9. To appoint an auditor and fix up his remuneration.
 10. To transact such other business as should or may be brought up at any general meeting.
 11. Consider any other business brought forward by and with the consent of the Chairman.

12. Selection of venue for next 2 years and its tentative dates.
13. Installation of office-bearers.

B. Special General Body Meeting :

1. When a requisition is made in writing by at least 10 percent of valid members of the Society to discuss specific emergency agenda.
2. When authorised by the Executive Committee to discuss an emergency agendum.

C. Notice of the General Meetings:

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

D. Quorum of General Meetings:

150 members shall form the quorum for a general body meeting. If at the time appointed for the annual general body meeting there is no quorum, the meeting shall stand adjourned for 5 minutes at the very same time and place of the meeting. The quorum for a special general body meeting under (B) shall comprise 150 members.

ARTICLE VI Executive Committee Meetings:

The committee shall meet 6 times in a year. The President may whenever he thinks necessary shall call emergency meeting of the committee only if any emergency agendum is to be discussed. The Hon. General Secretary shall, on receiving letter signed by 8 or more members of the committee, call a special meeting of the committee with the consent of the President, if only emergency agendum is to be discussed.

The notice of a meeting of the Committee shall be despatched to each individual member of the Committee at least 3 weeks before the meeting. Emergent meetings may be called by the Hon. General Secretary on a 3 clear days notice.

Statement of accounts of the Cardiological Society of India and Indian Heart Journal shall be placed before the last E. C. meeting at the venue of the Conference.

Quorum of the Committee meetings: 7 members shall form a quorum at a meeting of the Committee of which at least one should be a non-office bearer.

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

ARTICLE VII Branches of the Society:

For furthering the aims and objectives of the Society, branches of the Society may be formed in any place where there are at least 25 members present provided

this is sponsored by the local members and approved by the Executive Committee. Such branches shall be called by the name of the area (e.g., Bombay branch), Scientific activities of the Society may be run in such branches by locally elected conveners from among the members of the Society belonging to that region. Members transferring their residences shall automatically become members of the regional branch of the new place of his/her residence. There shall not be more than 1 branch in any city / town. The branches are governed by the rules of the Society.

Guidelines for the branches

1. All CSI branches (city and State branches) shall be under the administrative control of the parent body.
2. Branches must follow the constitution of the CSI with regard to membership, elections, functions of the office-bearers and aims & objectives.
3. Each branch should have its own articles of association and rules and regulations registered with the registrar of societies. This is needed as the composition of the executive committee and the scientific committee will depend upon the existing strength of the members and is likely to be at variance with that of the parent body.
4. Branches should use correct logo and stationery in conformation with that approved for the parent body.
5. New branches to be created should follow the state-wise pattern (pre-existing branches would not be disturbed). City branches should have affiliation to the state branch and the state branches should be directly responsible to the parent body. Zonal branches, if formed, must have membership from contiguous states and union territories and not from one state/city only. It is desired that correct nomenclature of the branches be followed to avoid confusion and overlap.
6. Branches should have regular elections at least once in every two year. It would be, the jointly as well as separate responsibility of the Secretary and the President of the outgoing executive committee to send the notification regarding newly elected office bearers to the parent body. If there is no election for two or more consecutive terms, the branch shall stand dissolved and all monies/assets owned by it shall vest with the parent body till alternative arrangements are made. Bankers of the branches must be given a copy of this resolution at the time of opening of the branch or when the office bearers change.
7. The election of the branch body should be direct with all members offered an opportunity to participate. Number of office bearers would not exceed 10% of the current membership with a minimum of four office bearers. There should be no provision for nomination although the articles of association should mention the method of filling of any interim vacant post. All such decisions should be ratified by the general body with a copy to the parent body.
8. Each branch should have its own bank account, PAN, TDS number and 80G certificate. This should be communicated to the parent body as soon as it becomes available. However, the parent body shall not share any financial

liability. All tax matters will be the responsibility of the branch. No proceedings would be permissible against office bearers of the parent body (CSI) for the lapses of the branches.

9. Audited accounts of the branch should be submitted every year to the HQ. These will be shown as annexures in the annual report of the CSI parent body. Only the portion of the money which are physically transferred to the accounts of the HQ shall form part of the latter's accounts. Failure to submit audited accounts for two or more consecutive turns without a valid and acceptable reason shall result in dissolution of the branch. "The names of auditors and bankers must be communicated to the HQ." The HQ shall reserve the right for external audit in case of complaints, if any.
10. A branch must periodically (once in six months) submit a report of its activities to the Headquarter.
11. Branches shall enjoy complete financial autonomy with regards to the funds collected by them. However, wherever a large capital expenditure more than 5 lakhs is contemplated, prior permission of the HQ should be obtained. Each branch should make a provisional budget in advance and seek approval from its own general body.
12. Branches are expected to optimally utilise the resources and it is desirable to send a periodic report about it to the HQ.
13. All disputes and disagreements related to any branch shall have final arbitration by the national executive committee of the CSI.
14. "A member either ordinary or Life Member of the Central CSI could be ordinary or Life Member of the Branch. Others could only be Associate member of the branch".
15. To open a branch, the required number of members should be 25.

ARTICLE VIII Conferences:

An Annual Scientific Conference shall be held every year by the Society.

An audited financial statement of the Annual Conference shall be submitted to the Society. The new Office-bearers and Executive Committee shall be, installed and take over their office at the time of the Annual meeting. The timing of the elections shall be so fixed, to facilitate the change over.

The Executive Committee shall appoint Scientific Committee Chairman for organising the scientific programme for the Annual Conference, who shall be the President Elect.

NORMS FOR ORGANIZING THE ANNUAL CONFERENCE OF CARDIOLOGICAL SOCIETY OF INDIA

1. Venue of the Annual Conference of CSI

The conference may be held in any city which is easily accessible by air, rail and road transport. The city should have a good auditorium or a convention center having adequate seating capacity. Four to six additional halls with a seating capacity of 100-200 per hall should be available close to the auditorium of convention center. In addition, one hall with a capacity of 400 to 500 persons should preferably be available. There should be adequate space available for the trade exhibition and catering within the conference venue.

The city should have sufficient accommodation (hotel, guest houses, etc.) for housing the registered delegates, spouses, members of the industry and others attending the conference.
2. Timing of the Conference.

The conference should preferably be held in the first fortnight of December.
3. Organization of the Conference.

The venue and Organising Secretary shall be decided two years in advance. The duration of the conference should be of four days. The first day should be devoted to continuing Medical Education (CME) Programme and Workshop, if any. Those interested in holding the conference should apply to the Honorary General Secretary of CSI in advance and provide detailed information in their application about the conference facilities in the city. The applications for holding the conference should be received in advance.(for example, for the annual conference of year 2001, the applications by the CSI office should be received by June of Year 1999 so that a decision regarding the venue and the Organizing Secretary can be taken during the annual conference of the year 1999)
4. Hosts.

The application for hosting the conference should come from a branch/local chapter of the CSI. The application should come from the authorized representative of these bodies (Secretary, Convenor, Coordinator etc.) after holding a meeting at the local level. In the application, the names of the secretary and chairman of the Organising Committee should be mentioned.
5. Budget.

The Organizing Committee shall submit at least six months in advance the budget-estimate of the conference including the anticipated expenditure of the chairman, scientific committee. This shall include the expected revenue and likely expenses. The details of the revenue to be expected from the stalls, advertisements, display of banners, registration fee, donation, sponsorship of lunch, dinner, symposia, other sources, should be specifically mentioned.

Similarly, a detailed estimate of the likely expenditure on scientific program, sponsoring of guest speakers, conference venue, lunches/dinners, etc., should be mentioned.

The Executive Committee shall review income/expenditure in its regular meetings.
6. Registration Fees.

The various categories of registration fees will be decided by the local Organizing Committee and approved by the Executive Committee of the CSI.

7. Seating arrangements of the Dias.
Chief Guest should be in the center and on each side - the President of CSI and the Chairman of the Organizing Committee will be seated. Next to them will be President-Elect on one side and Organizing Secretary on the other side. The General Secretary of the CSI will be sitting next to the organising secretary.
8. CSI's Share.
This should be as follows.

35% per cent of the net profit of the Conference shall go to the Central CSI fund. In the event of Organising Committee running into a loss, CSI parent body shall not reimburse the loss. This arrangement should be reviewed periodically for suitable modification by the EC and General Body of the CSI

The CSI Endowment Fund shall be created and the money will be utilized as per the decision of the Executive Committee.

The Accounts of the conference should be audited promptly by an accredited Chartered Accountant at the local level. The audited accounts should be submitted to the Honorary General Secretary of CSI within one year of the conclusion of the Conference. If necessary, the Executive Committee should decide to get these accounts verified by other auditors or the Committee itself. Finally, the accounts should be submitted to the General body for approval.
9. Chairman of the Scientific Committee.
The Scientific Chairman is responsible for the preparation and finalisation of the Scientific Program. He will do so in consultation with the members of the Scientific Council, Executive Committee and other eminent colleagues from the country. The provisional program prepared by the Chairman, Scientific Committee shall be discussed, finalized and ratified by the Executive Committee and if necessary in the Scientific Council Meeting at least 8 (eight) weeks prior to the Conference.

A committee comprising the President CSI, Chairman, Scientific Committee and Organizing Secretary will be responsible for finalizing the budget of the Scientific Program. The chairman, Scientific Committee shall submit to the President CSI and Organizing Secretary the expenses likely to be incurred by him for the scientific program including the sponsorship of guest speakers, printing, communication, travel, hospitality and other expenses. The number of overseas speaker should be restricted between 10 to 12. The Organizing Secretary shall reimburse the expenses of the Scientific Committee as per the agreed budget.

If the number of invited guests exceeds the agreed number, the Scientific Committee Chairman should be responsible for arranging the funds. If the Chairman, Scientific Committee raises funds for his day-to-day expenses he will submit the audited accounts to the Executive Committee of the CSI. All the balance amount if any should be remitted to the general corpus of the CSI.
10. Expenses of the Executive Committee Meetings :

During a year, usually 6 Executive Committee Meetings are held. The first and last (incoming and outgoing) Executive Committee Meetings are held at the venue of the annual conference. The second one is usually held at the headquarter. The third one at the venue of Interventional Council (earlier known as PTCA), the fourth one in the city from where the President is elected. The fifth meeting should be held at the site of the proposed

conference to enable Executive Committee members to oversee the arrangements for the conference.

The air travel and accommodation expenses of Executive Committee Members for the fifth meeting should be taken care of by the local Organizing Committee of the annual conference. The Chief Coordinator of the Interventional Council (earlier known as PTCA) meeting should cover the to & fro airfare and local hospitality at the Executive Committee, for the third Executive Committee Meeting. The expenses for the first and last meeting should be borne by the individual members as these are the meetings during the annual conference which they are attending. The issue of expenses for the second and the fourth meeting can be met from the CSI fund, if the fund position permits.

**APPLICATION FORM FOR ORGANISING ANNUAL CONFERENCE
OF THE CARDIOLOGICAL SOCIETY OF INDIA**

The Honorary General Secretary
Cardiological Society of India
P-60 C. I. T. Road
Scheme VII-M, Kankurgachi
Kolkata - 700 054

Tel : (033) 2355-7837 / 6308
Fax.: (033) 2355- 6308
E-mail : csi@Cal2.vsnl.net.in
Website : www.csi.org.in

Dear Sir,

The local Chapter/Branch of CSI wishes to host the Annual Conference of the CSI for the year

The details are as follows :

1. Venue of the Conference :
2. Auditorium / Convention Centre :
3. Additional Halls :
4. Space for trade exhibition :
5. Space of catering :
6. Accommodation facilities in the city :
(Mention about hotel, guest houses, etc.)
7. Accessibility to the city by air / rail / road :
8. Name and address of the Organizing Secretary :
9. Name and address of the Organizing Chairman :
10. Tourist attractions and venues of the social events in the city :
11. Any other relevant information.

GUIDE LINES FOR FUNCTIONING OF INTERVENTIONAL COUNCIL, IVCN (INTERVENTIONAL COUNCIL MEETING) AND NON CORONARY CARDIAC INTERVENTION REGISTRIES (ADOPTED BY THE GENERAL BODY IN ITS MEETING HELD ON 12/12/98).

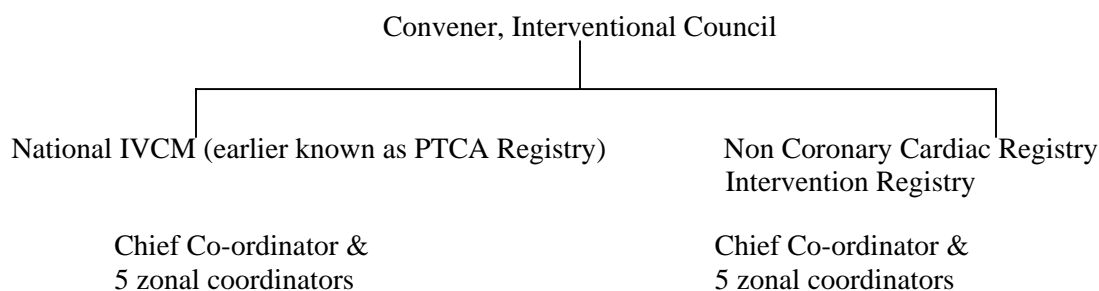
National PTCA and Non Coronary Intervention Registries have been constituted under the Cardiological Society of India (CSI) which is a registered society under the Society Registration Act XXI of 1967. Both these registries come under the Interventional Council of the CSI. The aims and objectives of the Interventional Council of the CSI are .

1. To collect the national data from all the centres doing PTCA and Non Coronary Interventions. The registries are entirely voluntary, however all the centres should be encouraged to send their data to the registry.
2. To monitor the progress and growth of the procedure of PTCA & Non Coronary Interventions in India.
3. To hold periodic meetings and conferences to discuss the National Data, new procedures and review the achievements and failure of the current techniques.
4. To actively encourage research, teaching and training programs pertaining to the sub-speciality of interventional cardiology.
5. To formulate technical guidelines to help optimize the facilities for carrying out Interventional Council meeting (IVCM) & non coronary interventions, including the reuse of hardware.

For the purpose of streamlining the functioning of the council & the registries, the country has been divided into 5 zones.

- | | | |
|--------------|---|--|
| Central Zone | = | Andhra Pradesh, Madhya Pradesh, Orissa. |
| East Zone | = | West Bengal, Assam, Bihar and other North Eastern States. |
| North Zone | = | Delhi, Chandigarh, Uttar Pradesh, Haryana, Punjab, Himachal Pradesh, Jammu & Kashmir |
| South Zone | = | Tamil Nadu, Karnataka, Kerala, Pondicheri |
| West Zone | = | Maharashtra, Rajasthan & Gujarat. |

In order to facilitate the collection of data and coordinate the activities in different centers the registries would have zonal coordinators who would be supervised by the Chief Coordinator. The registries would function under the 'Interventional Council of CSI' and would comprise of



APPOINTMENT TO THE CHIEF COORDINATORS & ZONAL COORDINATORS :

The Chief Coordinators & Zonal coordinators would be appointed for a term of 2 years by the convener, interventional council in consultation with the executive committee of the CSI before the 2nd executive meeting. The convener interventional council would be coordinating the activities of the both these registries.

GUIDELINES FOR INTERVENTIONAL COUNCIL MEETINGS

There will be two national meetings annually. One of the meetings will be held at the time of Annual C.S.I. meeting and would be a part of the scientific programme of the annual meeting under the organising secretary of the annual meeting. The convener, interventional councils and the chief coordinators of the registries would be responsible for organising the scientific programme in consultation with the organizing secretary of the Annual meeting who would provide the venue & other necessary arrangements.

The second meeting (MID TERM MEETING) will be held in April every year. The meeting will be held for 2 days and would be a joint meeting of the Interventional Council and the Non Coronary registries. The venue of the meeting and the name of organising secretary would be decided by the interventional council of the CSI, comprising of the convener and the chief coordinators of the registries. Applications should come from the local chapter of the CSI. The scientific program & other activities would be the responsibility of the Interventional council of the CSI.

All the guidelines & the rules as stipulated for the organization of the annual meeting of the CSI including the auditing of accounts etc. would be applicable to this meeting also. After auditing the accounts, 25% of the profit would be given to the CSI (parent society) and 75% to the local chapter, organising the meeting.

REPRESENTATION OF CSI AT INTERNATIONAL FORUMS

Representation from the country on behalf of the Cardiological Society of India in the field of coronary & non coronary interventions will be done by members after taking prior approval of the interventional council & the executive of the C.S.I. Invitations coming on the name of the Cardiological of Society India in the field of Interventional Cardiology would be discussed by the members of the Interventional Council & appropriate nominations made after apprising the details to the President & Executive committee of the CSI.

ARTICLE IX Sponsoring of National or International Conference :

For furthering the aims and objectives of the Society, the Executive Committee may sponsor National or International Conferences, If such sponsorship is made by the Society or one of its branches, 25% of the profits of such conference shall be made over to the Society and the balance of 75% may be retained by the local branch. Such amounts received by the Society shall be placed in an Endowment fund and used as under the byelaws. The Society is not liable to help with any losses incurred by the sponsored conferences. An audited accounts of such conferences shall be sent to the Society as early as possible and within one year of the conference. The President will be given a financial assistance to the tune of

Rs 75,000/- per annum for attending any meeting abroad to cover up the to & fro airfare. The utilisation statement of the money & participation certificate at overseas meeting are to be submitted at C.S.I. H.Q. there after for office records and audit purpose.

ARTICLE X Scientific Council of the Cardiological Society of India:

Scientific Council of the Cardiological Society of India-The President Elect will work as the Committee Chairman and the Executive Committee at its first meeting at the time of Annual Conference shall nominate 2 members to the Scientific Committee. The Scientific Committee Chairman may co-opt more members on the Committee to facilitate his/her working.

The President of the Society shall function as Chairman of the Council and the Secretary of the Council will be nominated by the Executive Committee from one of the nominated assistant secretaries of the Society. The members of the Scientific Council shall be nominated for one year term at a time. The Executive Committee shall nominate a suitable person as Chairman for the Scientific sessions for a particular conference. The person so nominated would be responsible to the Scientific Council of the Society and shall bear the main responsibility in planning the initial programme for the conference. He shall receive and scrutinise the papers for presentation and establish a liaison with other participating Societies. The programme will be discussed, finalised and ratified at the meeting of the Scientific Council of the Cardiological Society of India.

ARTICLE XI Subsection of the Society

For furthering the aims and objectives of the Society, the Society shall encourage the formation of subsections hereinafter called, Councils of the Society. These Councils will consist of a Convener and 4 other members. Their term shall be for 2 years. The Convener shall hold office for only one term and members for not more than 2 consecutive terms (4 years). Convener and members shall be nominated by the Executive Committee considering the expertise and interests of the member. Such members should have taken an active interest in their field and also participated actively in the academic affairs of the Society.

The Councils shall consist of Electrophysiology and Pacing, Hypertension and Atherosclerosis, Cardiac muscle diseases and Metabolism, Non-Invasive Cardiology, Paediatric Cardiology or any such, considered desirable by the Executive Committee from time to time.

ARTICLE XII Endowment Fund

The Society shall maintain Endowment funds. All moneys received from corporate members, life membership fees, donations, gifts, legacies Proceeds from Conferences and other sources thought appropriate by the Executive Committee shall be invested in separate Endowment funds which shall constitute the principal of the Society. In addition to the amount kept in Endowment fund, from the Annual Conference of CSI, CSI HQ will be receiving 35% share of the profit; out of the 35% amount, 20% will be transferred to the savings bank account at CSI for meeting day to day expenses of CSI and balance 80% will be

kept as fixed deposit in Endowment fund of CSI. The interest accrued thereof will be utilized to meet the day to day expenditure of CSI as per existing rule of CSI. The principal itself shall not be used, but the income from this source, is to be used primarily for furthering the aims and objectives of the Society, for encouraging research by way of grants and for developmental activity and similar expenses thought fit by the Executive Committee.

ARTICLE XIII Amendments

Notification of proposal of any amendment to the Constitution and/or byelaws must be sent to the General Secretary of the Society. This must be duly proposed and seconded by the valid members of the Society. These will be circulated and despatched to the members at least 21 days before Annual General Meeting for discussion. The amendments will become operative immediately if passed by a 2/3rd of the majority of the members present at the said meeting. The Secretary shall circulate the approved amendment.

ARTICLE XIV Fellowship of CSI

Eligibility:

Following criteria will apply (anyone):

1. All past Presidents of CSI,
2. All past Secretaries of CSI,
3. Those who have served for more than 5 years in the Executive committee of CSI,
4. Members of CSI for more than 10 years who have 2 or more publications in Cardiology as first author in indexed journals.
+ His / her work should be 100% in Cardiology and must have active involvement in cardiac catheterization and/or Echocardiography, treadmill and CCU management.,
5. Any member of CSI who has been Professor of Cardiology for 5 years or more in an Institution where DM Cardiology training is going on.

How to apply

Application for fellowship has to be addressed to the fellowship committee Chairman who can be one of the past presidents of the society. Eligibility for fellowship will be decided by the fellowship committee consisting of the Chairman, President CSI, President-elect CSI and General Secretary. Every year the last date for applying for fellowship of CSI will be 31st July. Application is to be made in a specific form meant for fellowship award.

Fees for fellowship. The charges for fellowship will be Rs:5,000/- which will include the fellowship dinner.

Intimation. Selected candidates will be intimated on or before 31st October of every year.

Dress for fellowship award. There will be a special convocation dress. This will be given by the society without any additional charges.

Convocation procession. The fellowship awardees and dignitaries, move as a procession to the convocation hall and shall sit in seats specially earmarked for each.

Convocation. Fellowship will be awarded in the convocation to be held on the 2nd day of CSI conference at 6.30 p.m. The fellowship conferring will be followed by convocation dinner. Presidents of Cardiology societies from various parts of the world can be invited to sit on the dias in the convocation ceremony. This invitation should be made by the President, CSI to various presidents of Cardiology societies as an official invitation. A high dignitary in the field of medicine or an academic luminary should be invited to deliver the convocation address. The dignitaries sitting on the dias will be President -C.S.I., President elect - CSI, Secretary - CSI, Chairman - Fellowship committee, President of various Cardiology Societies of the world and the invited dignitaries. Each member on the dias will be introduced to the audience and fellowship awardees by the President-elect. The convocation ceremony will be chaired by the CSI President and he will give the presidential address.

Fellowship Certificate. It should be very elegant.

Fellowship by post. Those who cannot attend the convocation, the fellowship certificate can be sent by post after convocation.

Fellowship dinner. Will follow the convocation. The invitees to this dinner are executive committee members, all past presidents, all past secretaries, invited presidents of other cardiology societies, invited foreign speakers, fellowship awardees and those who subscribed for the dinner. Total number will be restricted to a maximum of four hundred. This will be a formal sit in dinner with a head table where the CSI president, president elect, Hon. General Secretary, and Chairman fellowship award committee will sit. The dinner will start at 8.00 p.m. There will be an initial meeting in which president CSI and Chairman, fellowship committee will address the gathering.

Charges for fellowship dinner. Those CSI members or their friends who want to attend fellowship dinner can do so by paying *Rs. 700/-* if seats are available. (Maximum.seats to be restricted to 400.)

Life-time achievement Award. CSI can introduce life-time achievement awards which can be distributed during Convocation.