

# CONSTITUTION

## INDIAN SOCIETY OF CRITICAL CARE MEDICINE

### AMENDED CONSTITUTION AS ADOPTED BY THE 28<sup>th</sup> ANNUAL GENERAL BODY MEETING HELD ON 20<sup>TH</sup> FEBRUARY 2022

#### Preamble

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

#### Part 1:

##### 1. Memorandum of the Society

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

##### 2. Aims and Objectives

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

#### Part II: Rules and Byelaws of the Society

##### 1. Definitions and Abbreviation

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

##### 2. Management

- 2.1 The affairs of the ISCCM shall be managed by the Executive Committee.
- 2.2 The Executive committee shall consist of:
  - 2.2.1 President - 1
  - 2.2.2 President -Elect – 1
  - 2.2.3 Immediate Past President - 1
  - 2.2.4 Vice President - 4 (not more than two from the same zone as listed hereunder
  - 2.2.5 **Elected Members –**
    - 2.2.6 Executive Committee Members - 5 (five) to be elected from all over India (not more than two from the same zone)
    - 2.2.7 10 Zonal members of which not more than 2 (two) shall be from the same zone.  
Note: only members from that zone can vote for same zone.
    - 2.2.8 The Executive Committee post and zonal posts are different.
    - 2.2.9 The zones being defined as: **North Zone:** Delhi, Haryana, Himachal Pradesh, Jammu and Kashmir, Punjab, Uttarakhand **South Zone:** Andhra Pradesh, Telangana, Karnataka, Kerala and Tamil Nadu, Lakshadweep **East Zone:** Assam, Arunachal Pradesh, Bengal, Jharkhand, Orissa, Tripura, Sikkim, Manipur,

Meghalaya, Mizoram, Nagaland, Andaman and Nicobar **West Zone:** Gujarat, Maharashtra, Goa, Daman, Diu **Central Zone:** Madhya Pradesh, Chattisgarh, Rajasthan, Uttar Pradesh

2.2.10 Treasurer - 1 (open to all India)

2.2.11 General Secretary - 1, and General Secretary - Elect – 1

2.2.12 **Nominated Members**

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

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

2.2.8.3.1 Chairman all Committee will be nominated by the President. The President, President - Elect and Immediate Past President, in unusual circumstances along with the Executive Committee has right to change Chairman of Research/Credentials/Guidelines Committee with 2/3 majority.

2.2.8.4 The tenure of Chairman of Guidelines, Credentials and Research Committee and the members of above-mentioned committees shall be 1 year. Up to 6 more members will be inducted as suggested by President and Chairman and approved by Executive Committee.

2.2.8.4.1 Funding

Chairman of all committee will submit budget to Finance Committee time to time for approval

2.2.8.4.2 Chairman Constitutional Review Committee will be the President-Elect.

**3.1 Membership of the Society shall be of 6 categories viz.**

(a) Life Members,

(b) Associate Life Members,

(c) Honorary Life Members,

(d) International Life Members

(e) Honorary International Life Member

(f) SAARC Life members.

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

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

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

3.2.4 **ASSOCIATE LIFE MEMBER:** means

(i) An allopathic doctor,

(ii) Medical undergraduate / intern or

(iii) Persons with nursing or technical background, with an active interest in CCM but not fulfilling the criteria for Life member.

All the other specialties doctors based on their MBBS degree will be considered for Associate Life Member only.

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

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

3.2.7 **HONORARY INTERNATIONAL LIFE MEMBER:** Person of renown who has made outstanding contribution to the field of CCM. Nominated by the President.

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

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

#### **3.4. MEMBERSHIP FEES**

- 3.4.1 Fees (as of AGM of 2023) shall be as follows: -
  - (i) Life Member Rs. 11,110/-
  - (ii) Associate Life Member Allopathic doctor, MBBS Rs 5669/-
  - (iii) Associate Life Members Paramedical / Nursing Rs.2569/-
  - (iv) Life Member SAARC Countries Rs 11,110/-
  - (v) International Life Member INR 11110/-
  - (vi) Honorary Members shall pay no fees.

The fees of membership will be frozen till AGM of 2025.

Utilisation of fee collected:

Out of the fees collected by ISCCM in any year (i) 50% will be retained by the Headquarters and (ii) 50% will be given to the concerned City Branch as unconditional aid.

Branch contribution will be paid to those branches who have submitted Branch audit report, annual report, Election Report, branch Pan Card, Bank Account details with the centre on or before 30 November.

If any branch fails to submit annual report / audited accounts for any year, the branches will not get annual share for the same year and the share will not be carried forward.

If any branch fails to submit election report / audit report / annual report for continuous three years, the branch will be declared as inactive branch.

The branch will get the share of fee collected by ISCCM as determined above and no additional membership fees to be collected by the city branch from the member.

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

#### **3.5 CESSATION OF MEMBERSHIP**

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

#### **3.6 REGISTER OF MEMBERSHIP**

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

### **3.7 PRIVILEGES OF MEMBERS**

- 3.7.1 All members will get the publications (IJCCM & Critical Care Communication) online only in the form of soft copy via the ISCCM & IJCCM websites, on their registered e-mail ID and the IJCCM app.
- 3.7.1.1. All communications to the members shall be in electronic format henceforth. This means that the notice for Elections, proposed amendments to the constitution, Annual Report, Audited accounts, any newsletter and any other information shall be sent by e-mail and also put up on the ISCCM website in the members' area. The annual report and the latest version of the constitution will be available to members only as a soft copy on the ISCCM website. Only in extraordinary circumstances shall the communication be Via Post, after approval from President, President Elect and General Secretary.
- 3.7.2 The right to vote shall rest with all the Life Members approved until the last held Annual General Body Meeting.
- 3.7.3 Associate Life members, Life Member SAARC Countries, International Life Member and Honorary Members shall have no voting rights nor shall they contest any position in the Executive Committee.

### **3.8 RESIGNATION**

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

### **4.1 ELIGIBILITY**

- 4.1.1.a For the post of President - Elect :

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

Only exemption from this condition will be to those members who have completed 8 years in Executive Committee before 2018 and (iii) he /she should also be a fellow of ICCM.

OR

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

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

OR

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

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

OR

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

- 4.1.1.d Treasurer (Open all over India):

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

OR

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

Both the term LOCAL AND NATIONAL not running concurrently.

- 4.1.2 For Elected Member: the candidates must be (i) Indian passport holder, (ii) residing and working in India. (iii)The membership of the Society for at least 5 year is mandatory. Additional condition for re-eligibility of candidates:  
For re-eligibility to contest election for any post on the National Executive Committee, the candidate must have attended at least 2 (two) out of the last 4 (four) Executive Committee Meetings held in both years of his/her previous term. In case of such absence the member shall not be eligible to contest elections for two years after completing his tenure and he can contest after two year of completing his/her last Executive Committee post.
- 4.1.2.1 For eligibility to contest election for the post of President-Elect, Vice-Presidents, General Secretary - Elect or Treasurer on the National Executive Committee the candidate must have attended at least 3 (three) Executive Committee Meetings out of the 4 (four) last Executive Committee Meetings held in the term that he/she had served on the National Executive Committee.  
In case of such absence the member shall not be eligible to contest elections for two years after completing his tenure and he can contest after two year of completing his last tenure.
- 4.1.3 No member shall be eligible to seek election for more than 2 tenures as Vice-President, General Secretary Elect, Treasurer, or Elected Member of the Executive Committee.
- 4.1.3.1 The term for President, President-elect, Immediate Past President, General Secretary, General Secretary Elect and Joint secretary is one year. Vice Presidents, Treasurer and Executive Committee members is for two years.
- 4.1.4. The President/President-Elect shall NOT seek election for any position in the Executive Committee after completing his / her tenure. However he / she can be nominated on the executive committee as may be decided by the Executive Committee provided his tenure in the EC does not exceed 15 years, except the Editor, IJCCM.
- 4.1.4.1 If someone has contested for post of President-elect and has not got elected, then in future he/ she cannot contest for any other post in society including college board. These members can contest for post of President-Elect only in future that too for maximum 2 times.
- 4.1.5. A member shall NOT contest simultaneously for more than one post (Including Society and College)
- 4.1.6. No member except the president shall be on the executive committee for more than eight years regardless of elected posts held in the EC. After completing 8 years in the EC, the member can contest only for the post of President Elect. Thus the president shall remain on the EC for 11 years i.e. 8 years as EC member and 1 year each as President elect, President and Immediate Past President. Co-opted and nominated posts will not be counted in the 8 years. Total tenure in the EC for any member shall not be more than 15 years in any capacity henceforth.
- 4.1.7 The Members Tenure of all Committees including, Sub Committees, College Board Members will be one year. The President will appoint the sub committees.

## **4.2 ELECTION AND ELECTION PROCEDURE**

- 4.2.1 The President shall become Immediate Past President and the President-Elect shall become President automatically after the expiry of their tenure at the End of their term during the concerned Annual General Body Meeting.

The web based online Elections shall be held for (i) President Elect -1; (ii) Vice President-4 (Vice Presidents Not more than 2 from same zone), (iii) General Secretary Elect – 1; (iv) Executive Committee members – 5, (not more than 2 from the same zone) (v) Zonal Members: 10 (Not more than 2 from the same zone) For

election purposes, Zonal and Executive Members are considered separate post and one can contest for two terms separately. and (vi) Treasurer - 1.

If the nomination of any member is not considered by the Election Committee, he/she will not be eligible for the next two years.

The term for Vice President, Treasurer & Elected Members will be for two (2) Years. The Term for General Secretary Elect will be for one (1) Year.

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

The nomination paper which shall be submitted by the candidate will have (i) candidate's name, (ii) address and (iii) the office/post for which the candidate is contesting, and (iv) his candidacy shall be proposed by one valid life member and seconded by another life member. The nomination papers shall be duly signed by the candidate with the undertaking signifying his/her willingness to stand for the election and to serve on the Executive Committee, if elected.

There shall be a separate nomination paper for each candidate. One candidate can apply for one post only, from one AGM to next AGM term.

These nominations must reach the Election Commission not later than 22nd May by 4.00 PM.

For every post, the nomination paper MUST be accompanied by a sum of Rs. 20000/- + 18% GST= Rs. 23600/- (Rupees twenty three thousand six hundred only) towards Nonrefundable fee from a candidate in the form of a demand draft / NEFT payable at Mumbai. If nomination papers of any candidate are not accompanied by a Bank Draft / UTR NO OF NEFT of Rs.23600/ (Rupees twenty three thousand six hundred only) or by a duly signed conflict of interest document, the nomination shall be deemed invalid.

It shall be mandatory for all the candidates to sign and submit his / her copy of the Aadhar card and the declaration about Conflict of Interest with the society along with the nomination papers for candidacy.

A short biodata not exceeding one page (A4 size paper), must accompany the nomination, if desired or it can also be sent as soft copy BY EMAIL along with ONE (1) passport size photograph to the ISCCM office not later than 22nd May, 4.00 PM.

Withdrawal, if any, should reach office on or before 27th May, by 4 PM with candidate's signature. Withdrawal can also be sent by scanned copy with signature by email to Election Commission from the candidate's registered email ID in ISCCM, not later than 27th May, 4.00 PM. If the deadline for any of these procedures falls on a Sunday or on an Official holiday, then the next working day shall be deemed to be the deadline.

### **4.3 SUMMARY OF THE ELECTION:**

By 30th April, President, immediate past president & president elect will nominate 3 member election commission. Such members should be (i) of good repute; (ii) having membership of more than 15 years; (iii) with no personal interest in present election as well as in the election in the past 1 year and future 1 year and (iv) Such member should also not be a member of the present EC or co-opted member in any other sub-committee.

By 15TH of May, the General Secretary and Election commission shall inform each Life member by e-mail, a list of vacancies in the Executive Committee/College Board and invite nominations for these vacancies.

22nd May, 4.00 pm is the last date for receiving nominations (Working day). After last date of receiving application, the applications will be scrutinized by election commission by 24th May.

After Scrutiny of applications by election commission, the result of scrutiny of applications will be informed to the contestants, by 25th May, by the election commission.

If anyone wishes to withdraw his/her nomination, he/she should inform Election commission from his/her registered (with ISCCM) e- mail on or before 27th of May 4 PM.

The date of online web-based election will be 6, 7 & 8th June, from 08.00 hrs. on 6th June to 1700 hrs. 8th June.

Once the elections are announced, the entire proceedings of the election will be conducted and controlled by Election Commission.

The full details of the results of the election will be informed /submitted to the President of ISCCM for HIS/HER approval on the last day of election or no later than 8th June 06:00 pm by Election Commission.

The declared elections results shall be posted on website directly by Election Commission and communicated to individual candidates, after approval from President.

The declared election results will be placed in the Annual Report for the information of all members.

The newly elected President -Elect and General Secretary- Elect will be invited to Fourth EC Meeting (January / February) of preceding year (before taking charge) as special invitees.

It shall be mandatory for all office bearers to sign and submit his / her copy of the Aadhar card and the declaration about Conflict of Interest with the society during the First EC meeting of each year after the AGM. In case the member is absent he should sign the COI document within 30 days of the meeting.

- 4.3.1 No office bearer of ISCCM EC or College Board will indulge in any manner in the Election process.
- 4.3.2 CHANGE OF EMAIL ID AND ADDRESS: The members will be able to change address and email IDs only with request in writing or filling the database proforma which can also be downloaded from the website. The general secretary will personally verify the signature from the original form filed at the time of becoming member of the society. Only then the email id and address will be changed. All the original letter request and data base form will be retained in the office. Members can request for change of email IDs until 30<sup>th</sup> April. No change in data can be done after 30<sup>th</sup> April.
- 4.3.3 The date of online web-based election will be 6th, 7th and 8th June. On 6th June, voting will be start from 08.00 hrs. and will continue till 1700 hrs. of 8th June. All members will receive a check e- mail one month before the date of elections. Members can check their registered email ids and registered mobile nos. through the website of the society. The electronic voting will be held after a due process of database updating, verification and a pre & post voting security audit recommended by expert consultant/s and approved by the EC will be conducted. During the election everyday daily count of casted votes will be made available on the ISCCM website. The election results will be displayed along with the vote count of each candidate.
  - 4.3.3.1. Every nomination form should be accompanied with a pre-filled formatted profile of the candidate.

The candidate will also update the profile of himself/herself on Connect Portal on ISCCM website.

Once nominated candidates are selected, the Election Commission will review & approve their profile.

The profile of each candidate will be posted on the website of ISCCM under the banner of Election process.

For every vacancy, the profile of the candidates contesting for the same will be clubbed together in alphabetical order.

For each position, e-mail with all the profiles for that position, will be sent by the office to all the members. Total 5 e-mails for each position will be sent to all the members.

Similarly links to see the profiles will be sent to all the members through WhatsApp & Telegram.

Profiles will be also posted according to the positional category in LinkedIn, Facebook & Instagram at regular intervals at the discretion of Election Commission.

All the election related notices will be sent through email, Telegram & Twitter.

SMS blast with profile links will be sent by the office, only twice for each position.

The candidates are allowed to use the following means for canvassing:

- To make individual/personal phone calls to other member (no calls by surrogates, substitutes, juniors, or secretariat people on candidate's behalf)
- To prepare the profile according to the prescribed format
- To send video message for selected positions only, prepared recorded & edited by the ISCCM office & approved by the Election Commission. The recorded video will be posted on the website & YouTube channel & links of the same will be sent along with the profile link.
- To update their Connect profile

The candidates are not allowed to:

- Campaign in social media in any form
- use the profile other than the one approved by the ELC
- make surrogate calls
- indulge in individual or surrogate email or SMS blast
- send Whatsapp or telegram messages
- conduct Promotions through pharmaceutical industry
- undertake any academic or promotional program during the campaign period either physical or online.

Any complaint must be submitted only to the ELC with objective and concrete evidence, then only it would be accepted & given due cognizance. No complaint can be made public during the election process.

The penalty for violation of election campaign process will be as follows:

For the candidate:

- Cancellation of the candidature with possible retrospective effect
- 3 years ban from:
  - (i) any election process in the EC & branches
  - (ii) any academic activity of the ISCCM
  - (iii) any examination process invitation or participation
  - (iv) any faculty invitation in national conference/conclaves/workshops

For any other member:

- 3 years ban from:
  - (i) any election process in the EC & branches
  - (ii) any academic activity of the ISCCM
  - (iii) any examination process invitation or participation
  - (iv) any faculty invitation in national conference/conclave or workshop

No form of election campaign will be allowed during the voting process by any candidates or any member.

The society strictly condemn & is having zero tolerance on campaigns or propaganda based on religion, gender, race, community or any other form of discrimination.

- 4.3.4 In case of a vacancy arising out of an uncontested position, fresh nominations shall be invited by the General Secretary and Election Commission by issuing a separate notice along with Notice and Agenda for AGM. Fresh Nominations can be submitted along with demand draft of Rs. 23600 (Rupees twenty-three thousand six hundred only) on or before ten days of annual



General Body Meeting. The candidate who has already contested for the elections of that term cannot re-contest for any post.

Next day scrutiny of received nominations will be done by Election Commission and candidates will be informed by email. Withdrawals will be within one day after the contestants are informed.

Voting, if necessary, shall be held through web based online election process. The above-mentioned rules relating to canvassing etc. shall apply. Elections shall be held one day prior to the Annual General Body Meeting.

Voting will be held from 8.00 a.m. to 4 P.M. one day prior to AGM during National Annual Conference.

The Election Commission will submit the election result to the President before the start of AGM. Results will be announced in the AGM.

- 4.3.5 Any Executive Committee Member may resign his/her position by giving notice in writing to the Gen. Secretary or the President. The resignation shall take effect from the date of its acceptance by the Executive Committee.
- 4.3.6 Any Executive Committee Member who ceases to be a valid member shall be deemed to have vacated his or her position in the Executive Committee.
- 4.3.7 If a vacancy occurs in any office otherwise than by efflux of time, the Executive Committee shall elect a member to fill this vacancy-not withstanding anything contained in clause 4.2.8 However, the Gen. Secretary shall invite nomination by an urgent short-notice. In the event of a contest, voting will be held in the ensuing National Executive Committee meeting by the members attending the Executive meeting.
- 4.3.8 Performance of election vendor will be reviewed and vendor changed if necessary through appropriate process of inviting applications. This will be done at the 1st meeting after the ISCCM annual conference by the president elect / chairperson ISCCM election commission and presented to the executive committee for approval.

#### **4.4 ELECTION DISPUTES**

- 4.4.1 In the first instance, any complaint pertaining to any process of election must be lodged with the Election Commission along with documentary proof of any irregularity before the start of the counting procedure. No complaint other than that of the counting procedure shall be entertained once the counting procedure has started. Complaints pertaining to irregularities web based online election process, if any, must be lodged in writing by the contestant with the Election Commission or immediately after the web based online election process or within fifteen days after the completion of web based online election process.  
Election contestants can request to see the post-election day wise voting details of themselves or their opponents for their post. This will be through email addressed to Election Commission.
- 4.4.2 A 3 member Election Redressal Committee nominated by President, immediate past president & president elect comprising of members of (i) good repute, (ii) having membership of more than 15 years (iii) with no personal interest in present election as well as in the election in the past 1 year and future 1 year & (iv) they should not be in the present EC or co-opted member in any other sub-committee, would review the evidence provided by the complainant and would give its ruling within 15 days.
- 4.4.3 If the complainant remains dis-satisfied with the decision of the Election Redressal Committee, he/she may ask for hearing by the mediation panel.
- 4.4.4 A 3-member Election mediation committee nominated by President, immediate past president & president elect comprising of members of good repute, having membership of more than 15 years with no personal interest in present election as well as in the election in the past 1 year and future 1 year & they should not be a present EC or co-opted member in any other sub-committee, would review the evidence provided by the complainant and would give its ruling within 15 days.
- 4.4.5 If the complainant remains dis-satisfied with the decision of the Election mediation committee, he/she may ask for hearing by the arbitration panel. The arbitration panel will be nominated by President, immediate past president & president elect. In any

case, complete panel of arbitrators should be acceptable to all parties holding stake in the election process.

- 4.4.6 The Panel of Arbitrators shall comprise of
- i) 2 members of good repute, having membership of more than 15 years with no personal interest in present election as well as in the election in the past 1 year and future 1 year & they should not be a present EC or co-opted member in any other sub-committee
  - ii) Retired High Court Judge / Eminent Jurist /
- 4.4.7 The arbitration proceedings shall be conducted in accordance with the Indian Arbitration and Conciliation Act, 1996.
- 4.4.8 The seat of Arbitration shall be at the Head Quarters of the Society at Mumbai & the process should complete within 30 days.
- 4.4.9 The decision of the panel of Arbitrators shall be final and binding on all parties.
- 4.4.10 The National Executive Committee of the Society shall determine the fees payable to the non-ISCCM arbitrators
- 4.4.11 The fee payable to the Arbitrators shall be borne by the contestant seeking arbitration if he / she loses arbitration. However society will bear this cost if he wins it. However, the candidate cannot claim any compensation what so ever.
- 4.3.9.1 However no candidate holding stake in election either appellant or defendant can claim any compensation or any allowances related to any head during this redressal or arbitration process.
- 4.4.12 Once results are declared, it cannot be changed by any committee including election committee. It can be changed only following decision by either a Redressal Committee, or mediation panel or arbitration panel.

#### **4.5 CO-OPTION OF EXECUTIVE COMMITTEE MEMBERS**

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

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

4.5.1 President, Immediate Past President, President-Elect, General Secretary and General Secretary- Elect shall be ex- officio members of the College Board of all committees except Credentials committee and Election Commission.

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

Protocol and seating arrangement on Dais at various functions.

- Jt. Secretary Organizing committee
- General Secretary ISCCM
- President ISCCM
- Chief Guest
- Guest of Honor
- President Elect
- General Secretary - Elect
- Immediate Past President.
- Co-Chairman Organising Committee

#### **6. MEETINGS**

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

The Notice and Agenda for AGBM shall be posted at website and e-mailed to every Life member and Founder Life members at least 30 days in advance of the date fixed for the meeting. Any member desiring to move a resolution at the AGM shall give notice of the same in writing to the General Secretary at least twenty days. before the date fixed for the General Meeting.

The EC shall submit (i) an Annual Report of the proceedings of the Executive Committee and its Committees; (ii) annual reports of branches (received in office by 31<sup>st</sup> December); (iii) Report on the activities of the society (iv) a statement of the assets and liabilities of the society; (v) an abstract of receipts and disbursements during the year and (vi) the report of the Auditors. All the Reports and documents will be circulated online before one month of the AGBM and also posted on website of ISCCM simultaneously

- 6.1.2 The President shall preside over all meetings of the EC and the General Body. The hierarchy will be as follows –
1. President
  2. President-Elect
  3. Vice President (who is running in 2nd year as his/her current tenure and is senior in ISCCM as per his membership year)
  4. Vice President (who is running in 2nd year as his/her current tenure and is junior in ISCCM as per his membership year }
  5. Vice President (who is running in 1st year as his/her current tenure and is senior in ISCCM as per his membership year)
  6. Vice President (who is running in 1st year as his/her current tenure and is Junior in ISCCM as per his membership year)
  7. General Secretary
  8. General Secretary-Elect
  9. Secretary
  10. Treasurer
  11. EC Member (as per seniority of his/her membership in ISCCM)  
(Joint Secretary, Vice-Chancellor and chairmen of the co-opted post)
- 6.1.3 The President may, whenever he thinks fit, and upon a requisition made in writing and signed by not less than 20% or 100 whichever is less, Members (Life members and Founder life members) of the Society, shall convene a Special General Body Meeting ("SGBM") at such place as he may decide. Any requisition made by the members shall state the objects of the SGBM proposed to be called and shall be addressed to the General Secretary.
- 6.1.4 The General Secretary shall, upon receipt of such a requisition, proceed to convene, under orders of the President, a SGBM which shall be held within sixty days from the date of receipt of such a requisition, at a place and time fixed by the President.
- 6.1.5 At the SGBM, only the business for which notice has been given or such questions as are incidental to such business shall be discussed.
- 6.1.6 20% of members (Life members and Founder life members) or 100 whichever is less present at a General Body Meeting shall form the quorum for that meeting.
- 6.1.7 If within half an hour from the time appointed for a General Body Meeting there is no quorum, the meeting, if convened on the requisition of members, shall be dissolved, and in any other case, shall stand adjourned to fifteen minutes and will meet on the same day and at the same place.
- 6.1.8 The person presiding at the General Body Meeting may, with the consent of the Members (Life members and Founder life members), adjourn the same from time to time and from place to place: but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.
- 6.1.9 No quorum shall be necessary for any adjourned General Body Meeting.

- 6.1.10 Subject to the law being in force at that time the resolutions passed in a General Body Meeting shall be given immediate effect to, by the office-bearers of the Society, unless stated otherwise.

## **6.2 MEETING OF EXECUTIVE COMMITTEE**

- 6.2.1 A meeting of the EC shall be convened by the General Secretary with the consent of the President.
- 6.2.1.1. The airfare for the travel to the EC meeting will be reimbursed as per society Travel rules i.e.; as per the minimum decided by the EC at the beginning of the year once the dates for EC are fixed or as per ISCCM travel policy.
- 6.2.1.2. No reimbursement shall be given in case of cancellation of ticket unless the meeting has been cancelled or postponed by the president or as per ISCCM travel policy
- 6.2.1.3. An Action taken Report (ATR) shall be maintained in the ISCCM head office. All major decision taken during the EC meeting shall be recorded in the ATR after confirmation of minutes in the next EC.
- 6.2.2 Frequency of EC Meetings: The EC shall meet at least four times in a year or at such times necessary for transactions of the business for the Society.
- 6.2.3 Mandatory. Actions by the EC: The EC will submit (i) an annual report of the activities of the various Sub-Committees if any, (ii) the activities of the Society (iii) statement of the assets and liabilities of the Society; (iv) an abstract of receipts and disbursements during the year and (v) the report of the Auditors, if any during the last EC Meeting before the Annual General Body Meeting.
- 6.2.2.1 E-meetings of EC members: An e-meeting of all the EC members may take place via recorded Video Conference during the intervals between the 4 EC meetings (physical or via recorded video conference). A group of all executive members will be formed on internet after every AGBM. The General Secretary will ensure that every executive member is getting the mail in the group.
- 6.2.2.2. No member of EC will put agenda directly to all the other members of EC. The member wishing to circulate any agenda item, shall first refer it to president. If president feels that any agenda item requires urgent discussion, he will put in front of the executive members through group e-mail addresses.
- 6.2.2.3. EC members will get one week to give their view point on the issue under discussion. After one week the president will give the conclusion of E- meeting. If there is no objection for 2 days then the proposal will be considered to have been passed.
- 6.2.2.4. The general secretary will summarize the discussion during the which has to be confirmed in the next EC meeting.
- 6.2.4 The General Secretary shall convene a special meeting of the EC upon a requisition in writing signed by not less than 10 members of the EC. At least three weeks prior notice shall be given to the members of the EC for an ordinary meeting of the Governing Body. An urgent meeting may be called at a shorter notice which should not be less than 7 days.
- 6.2.5 Ten members of the EC shall be the quorum for meeting of the EC. If there is no quorum within 15 minutes after the stipulated time, the meeting if convened upon the requisition of members shall be dissolved and in any other case shall stand adjourned for half an hour and meet in the same place and on the same day. For such an adjourned meeting a quorum will not be necessary and it may transact the business for which the meeting was called.

## **7. MANAGEMENT**

7.1 The management of the Society shall be vested in the EC, which in addition to the powers conferred on EC expressly by these rules, may exercise all such powers, and do all such acts and things, as may be exercised or done by the Society except power to do such acts which are directed or required to be done under any law for the time being in force, by the Society in the General Body Meeting.

7.2 Under extraordinary situation, the EC decision will hold good till next AGM.

## **8. PROPERTY, MONEY AND ACCOUNTS**

8.1 The property, movable or immovable, belonging to the Society shall vest in the Society. However, EC shall exercise all powers, including but not limited to the power to buy, sell, rent, assign, handover the possession, give discharge etc., over the movable or immovable property belonging to the Society.

8.2 No sale, exchange, mortgage, lease or other transfer of immovable property belonging to the Society shall be valid till at least the President, President elect and the General Secretary/Treasurer execute the document of transfer.

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

8.3.1 In approved Bank or Banks.

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

8.4 Accounts and other investments in the name of the society shall be operated by the President, General Secretary, Secretary and Treasurer, each document being signed by any two of them till Annual General Meeting to be held in year 2021. After Annual General Meeting of 2021, Accounts and other investments in the name of the society shall be operated by the President, President-Elect, General Secretary and Treasurer, each document being signed by any two of them.

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

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

## **9. DUTIES OF OFFICE-BEARERS**

### **9.1 President:**

The President will preside over the General Body and all other official meeting of the Society. The President shall guide the activities of the Society and further the aims and objectives of the Society. The President will appoint Chief Election Commissioner and the sub committees along with the Chairman of various Committees.

The President will be the Chairman of the Annual Conference (CRITICARE). The President may allocate all or any of the powers and duties under this or any other clause of these rules to the General Secretary.

9.2 **Vice - President:** Vice-President will preside over the meetings in the absence of the President and President elect as per their seniority defined in 6.1.2. They will act according to the duties assigned by the President and help the President actively to further the aims and objects of the Society.

9.3 **President-Elect:** He / She will act according to the duties assigned by the President and help the President actively to further the aims and objects of the Society. The President Elect will be the Scientific Committee Chairman for the Annual Conference (CRITICARE)

9.4 **General Secretary - Elect:** the General Secretary - Elect will assist the General Secretary in day today activities of the society

9.5 **General Secretary:** Subject to the control and regulations of the EC, the General Secretary shall be responsible for carrying out the directions and decisions of the EC in particular. The

General Secretary will be Organizing Secretary of Annual Conference. In addition, the general secretary shall have the following powers and be responsible for the following functions:

- 9.5.1 to convene meeting of the EC whenever necessary or called upon to do so.
  - 9.5.2 to have administrative control over all the affairs of the Society
  - 9.5.3 to keep accurate minutes of all the meetings of the Society and EC
  - 9.5.4 to prepare the annual report of the Society
  - 9.5.5 to be in charge of the furniture, library and all documents and other assets of the Society.
  - 9.5.6 to collect all dues of the Society and pay in all such amounts into the banking account of the Association, and inform the Treasurer once every month of the money so paid.
  - 9.5.7 to make disbursement and maintain vouchers, provided that any expenditure exceeding Rs. 15000/- in a month shall be made after obtaining sanction of the Finance Committee and EC.
  - 9.5.8 To perform such duties as are incidental to his office.
  - 9.5.9 All notices, communications, letters, memoranda and other papers whether they are acts of the Executive Committee or of the General Body shall be signed or authenticated by the General Secretary and when so signed or authenticated shall be conclusive.
- 9.6 Joint Secretary: He / She shall carry out such duties as are assigned to him/her by the President.
- 9.7 Treasurer: The Treasurer shall maintain true accounts of the funds and other assets of the Society and of funds and other assets connected with or in any way controlled by the Society.
- 9.8 Elected Office Bearers (President, President-Elect, Vice President, General Secretary, General Secretary Elect and Treasurer) of the National EC shall not hold any official post in the EC of the City Branches (i.e. Chairperson, Secretary and Treasurer) during their tenure on the National EC.

## **10. MISCELLANEOUS ADMINISTRATIVE RULES**

- 10.1 Every question submitted to a meeting of the EC or of the General Body shall be decided according to the majority of the votes cast by the members present and voting at such a meeting. In case of equality of votes, the person presiding shall have a second or casting vote in addition to his vote as a member.

### **Audit of Accounts:**

- 10.2 Once at least in every year, the accounts of the Society shall be examined and audited. The Audit will be conducted by one or more firms of Chartered accountants appointed for the ensuing year by the members at AGBM for each year. The report of the Auditor or Auditors shall form part of the Annual Report submitted to the next AGBM. The Auditor of the Society shall hold office until the conclusion of next AGBM. The retiring Auditors shall be eligible for re-appointment every 3 years. The Auditor or Auditors shall be paid such remuneration or honorarium as the EC may fix with the Auditors and as may be approved in the AGBM at which such Auditor or Auditors may be appointed.

Manner of service of notice by the Society to the member or members:

- 10.3 Any notice required by these Rules may be given by sending by ordinary prepaid post to the address mentioned in the register of members and the same shall be deemed to have been received by the addressee on the date on which it would have reached him in the ordinary course of post.

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

- 11.1 The Society may publish a Journal, books, pamphlets or any other publications under the general directions of the EC. The Journal shall be published under the direction of an Editorial Board, consisting of Editor (1), Executive Editor (1), Assistant Editors (2), and Members (5). The Board shall be in office for three years and will be eligible for re-nomination so as to have a total tenure of not more than six years. The Editorial Board shall work under the general control and supervision of the EC and shall submit six monthly reports to EC at its next meeting.
- 11.2 The Editor's post shall be filled by inviting nominations from amongst the members of the Society. The Credential Committee will review these nominations and recommend 3 names to the EC in the order of merit for consideration to nominate one person out of these as the

Editor. The Editor so nominated shall hold the position for a period of 3 years but shall be eligible for re-nomination for a maximum of one more tenure of 3 years, consecutive or otherwise. For all other periodicals or books or books to be published by the Society, nominations for the Editorship shall be processed by the Credential Committee and EC in a similar manner.

11.2.1 The Editor-in-chief, 1 Asst. Editor and 3 members shall be nominated by the EC as and when the vacancies arise in consultation with the Chief Editor. The remaining 1 Asst. Editor and 2 members shall be nominated from the place of publication of the journal with the concurrence of the Editor-in-chief.

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

## **12. ACADEMIC WINGS**

12.1 The Society may constitute one or more Academic Wings under its framework to carry out its Academic and Research objectives.

12.2 Such wings or units shall evolve their own working rules and regulation framework of the Society.

12.3 One such Academic wing, Indian College of Critical Care Medicine has already been started with effect from 2012.

## **13. BRANCHES**

13.1. Any City having at least 10 valid life members of the Society can form a Branch.

Applications for the formation of City Branch shall be made to the General Secretary who after due scrutiny shall place before the National EC his / her recommendations for their consideration. The decision of the National EC shall be final. The Secretary of the proposed City Branch after receiving the approval letter to form the City Branch from the General Secretary will proceed to open a bank account in the name of "ISCCM - City Branch -----" and complete all other necessary formalities viz. charity commissioner, society registration, legal and other taxation or any other relevant/related formalities of society formation. The city branch will be solely responsible for maintaining its own accounts, including auditing of the accounts, investments, filling of income tax returns and tax liabilities and any other related/relevant matters and liabilities. No liabilities, financial or legal or any other matters arising of/in regard to above shall be the responsibility of the Central Body of ISCCM.

13.2 A Member of the ISCCM National automatically becomes a member of the local Branch. There is no separate Membership or Membership form for the local Branch. No Local/City branch can make its local member.

All City Branches shall be governed by the Constitution of the Society. Branches will follow constitution of ISCCM in letter and spirit when a provision is not there in branch constitution. The administrative, financial and local academic activities of the Branches are governed by their own Branch Executive Committee ("BEC").

13.3. The head of the City Branch shall be known as 'Chairman' and not as 'President'. The BEC shall consist of 1 Chairman, 1 Secretary, 1 Treasurer and 6 Committee members.

13.3.1 City branch can form their local committees for regulating and conducting various affairs at their city level. The details of such committees should be sent to the center and uploaded in the Branch management system. It will strictly follow the rules laid down in the constitution. They can have co-opted members to form their committees and also for conducting various activities at local level.

13.3.2 A copy of the Branch letterhead containing the names of city branch office bearers should be sent to the center within one month of constitution of a new body and also be uploaded in the Branch Management system ("BMS").

13.3.3. The BEC shall hold its executive meeting at quarterly intervals in a given year or more often, if required.

- 13.3.4 The BEC shall maintain proper records of the minutes of their executive committee meeting and annual general body meeting.
  - 13.3.5 All members must pay their dues to the Central Office of the Society only. All City Branches will forward the entire amount of membership fees along with membership form of the society to the Headquarters, if received by them. No additional membership fees are to be collected by the city branch from the member.
  - 13.3.6 Center will send 50% of the membership fees as city branch share, if the city branch is submitting its audited account regularly. Local body cannot charge extra fees related to membership.
  - 13.3.7 The share will be paid by the centre only if the city branch had completed all compliances like submission of audit report, election report, and branch report to the centre by 31<sup>st</sup> December. There will be no carry forward of the branch share.
  - 13.3.8 City branch members will be entitled for all the privileges applicable from the center including Lifelong subscription of soft copy of the journal.
  - 13.3.9 Will get discount in national/Local conference registration fees if their email and mobile numbers are updated with the BMS and the center database.
  - 13.3.10 Through members login in the website can have additional accesses  
Life members have the Right to vote and contest in branch elections
- 13.4. Other provisions relating to functioning of branches:
- 13.4.1 City branches can have Free access to webcasts  
They can apply for research grants.  
Paediatricians and Nursing can also be a part of city branch if they are registered with the National Body.
  - 13.4.2 City branch preferably should have a fixed address within two years of its formation.
  - 13.4.3 Every branch will promote academic, educational and research activity in its branch. A minimum of two academic activities in a year is mandatory. The attendance and details of the meetings along with photographs should be uploaded in the branch management system of its own city. All educational and research activities should also be loaded in the BMS.
  - 13.5.1 Each City Branch must Upload/submit an Annual Report of its activities in each calendar year, as well as a copy of its audited accounts in the BMS and also to the National Secretariat before 31<sup>st</sup> of Dec. every year.  
Branch will send their audited accounts, minutes of the meetings held, annual report to the center before 31<sup>st</sup> Dec. every year and the same needs to be uploaded with the BMS.  
All publications related to city branch should also be updated in the BMS
  - 13.5.2 BMS of the city needs to be updated on regular bases by the chairman and secretary with members email addresses and mobile numbers as mandatory.  
The City Branch may organize local academic activities in any sub-specialty of Critical Care Medicine. The central office shall not be responsible for providing any form of financial assistance to hold these academic activities.
  - 13.6.1 All proceeds of registration and sponsorship must be deposited in official registered local ISCCM branch account. If the national conference has been planned by the center in a city, where there is a city branch of ISCCM then the local city branch of ISCCM cannot hold state, zonal conference, meetings seminars, workshops, and symposia. the local branch can only conduct regular monthly academic activities of not more than 100 delegates.  
The City Branch will not sponsor/co-sponsor/advertise for any organization with similar ideology for any academic/ Non-Academic programs without prior written approval of the National Executive Committee.
  - 13.7. The local city branch will not share the ISCCM patented logo with any other Organisation without prior written permission from President, General Secretary. The local branch of ISCCM is permitted to use the logo in local ISCCM official functions, local meeting, local seminars, CME, workshop provided the registration amount and sponsorship amount has been deposited in local official registered ISCCM bank account.
  - 13.7.1 The EC at any given time reserves the rights to discuss / scrutinize / question any such sponsorship / co-sponsorship by the City Branch which has worked against the interest



of the Society. The Chairperson and Secretary of the concerned City Branch in which case, will be called to the National Executive Committee for investigation. If after due investigation in the EC meeting, it is found by 2/3<sup>rd</sup> majority of the attending members that prima facie the sponsorship/co-sponsorship by the City Branch has worked against the interest of the Society, the matter will be referred to the General Body for necessary course of action/ measures. The decision taken at the General Body Meeting will be final and binding on the concerned City Branch.

13.7.2 Once the AGBM is over, until the next AGBM if any matter arises and needs intervention, scrutiny and action will be taken by the center ISCCM executive committee with 2/3 majority.

## 13.8 LOGO

13.8.1 Use of ISCCM Logo By Branches: As a member everyone has got the right to use the ISCCM logo for creative academic activities. The permission has to be taken directly from the center for ISCCM brand/Logo use. The details of the activities have to be sent in advance to the center for permission. Permission will be granted after due approval of President, General Secretary. An amount of Rs. 50000/- (Rupees fifty thousand only) will be charged and deposited to centre ISCCM account as endorsement charges. The proof of collection and deposition has to be sent to the center for record keeping purpose.

If any other organisation apart from ISCCM wishes to take endorsement of ISCCM and use its logo for meeting, seminar, state conference, national conference, workshop then the organisation needs to pay an endorsement fee to ISCCM center as follows:

- i. Local meeting, seminar, cme, workshop, conference: INR 50000/- (fifty thousand only)
- ii. State, zonal meeting, conference, seminar, cme, workshop: INR. 75000/- (seventy five thousand only)
- iii. 3) National meeting, cme, conference, workshop, cme: INR 1,00,000/- (one lac only).

13.8.2 For all ISCCM city branch activities all collection money should be deposited with City Branch Account only, no separate account should be opened at any cost for different purposes. The signing authorities and City Branch Account remains the same.

13.8.3 A member wishing to resign his / her membership shall send a written communication to the general secretary.

13.8.4 Membership fees paid by the members to the society is not refundable and the name of such member shall be removed from the membership register after approval by the national executive committee in its regular meeting.

13.8.5 Membership suspension against Misconduct: Centre can take a decision of suspension of membership of any member when 2/3<sup>rd</sup> of the City Branch members gives evidence of misconduct in writing against him or her which shows interest against the society. As per the constitution of the society any unacceptable or improper behavior, by a member which can create harm to the society will be considered as misconduct. If center receives any compliant from local member with support of 2/3 City Branch life members, this compliant will be scrutinized by center & appropriate action will be taken after detail report of observer appointed by center with EC mandate.

## 13.9. BRANCH MANAGEMENT SYSTEM (BMS)

ISCCM is growing every year, after 24 years it has more than 10000 members with 76 branches all over the country. With the increase in the number of branches and passage of time it was felt that other than few branches the activities, participation and involvement of other branches with centre are decreasing. It was also felt that their involvement in National election is decreasing. Hence the Idea of this Branch Management system (BMS) was launched.

Branches were made with a motive to evenly spread out the knowledge of critical care and ISCCM activities all over the country. Branches were given the rights to organise their own academic and social activities and also to organise the National Conference. Branch constitution was also made to maintain uniformity. All branch activities along with their audit report is submitted to the centre annually. It is the

centre's job to review the branch activities annually. Credentials are given accordingly depending upon the involvement of branches with the centre and other activities.

Through BMS every branch is linked directly to the centre. Instead of Centre, the stakeholder is now the branch. The chairman and secretary of the branch has open access to upload and de-load in their webpages assigned. They have freedom of uploading all their activities, election results, audit reports on their own. They can conduct their city branch election also through that. Every branch member has got an access right to the BMS so that they can give their feedback. Grievances against the branch, member or Centre can also be put through BMS.

Overall BMS was developed to make the two-way communication better between branches and Centre in a much smoother way. Branch and Individual participation in central activities is to increase. An absolute transparent state can be maintained between the branch and the centre. Branch activities can be directly loaded and website can be directly handled by the branch themselves. A competitive attitude can be developed amongst branches so that ISCCM progresses faster.

### **13.10. Organising Annual Conference and contribution to City Branch by Centre**

- 13.10.1 Incremental pattern of contribution from the center to the host city ISCCM Branch, from the finances of the National Congress conducted in that city.
- 13.10.2 This contribution will be from the profits made by the organizing committee of that National Congress (The phrases Organizing committee, National Congress etc. need to be defined before we use these descriptions)
- 13.10.3 The contribution the centre to the city branch where the Annual National Conference is being organised will be a minimum of 5 lakhs and maximum of 50 lakhs of rupees
- 13.10.4 In the unfortunate case of the congress ending in loss there will not be any contribution to the city branch.
- 13.10.5 For the first crore of rupees of profit made from hosting Annual National Conference, the contribution from the ISCCM to the City Branch hosting the National Congress will be 10% of profits. For the second crore of profit made, the contribution from ISCCM to the City Branch will be 15% (10 Lakhs @ 10 % from first crore and 15% of the profit above one crore); For the third crore of profit made the contribution will be 20% (10 lakhs from first and 15 lakhs from second crore plus 20% for the profit above 2 crores) . If the profit made will be any figure above three crores the total contribution will be a maximum 50 lakhs.
- 13.10.6 This contribution will be in the form of aid to the city branch.
- 13.10.7 The city branch receiving the contribution has to be compliant in all regards to the rules and regulations of ISCCM and should take part in all activities of the National Congress being held in their city. In particular following compliances must be made in time by the City Branch:
  - a. The branch should have filed its election report for the immediate past 3 years including the conference year.
  - b. The branch should have filed its audited accounts for the immediate past 3 years including the conference year
  - c. The branch should have filed its activity report for the immediate past 3 years including the conference year.
- 13.10.8 All the above recommendations will be applicable after Ahmedabad National Congress, as the share pattern of this congress is already fixed by the EC
- 13.10.9 All the above recommendations will come up for review by EC in 2024 after the National Congress in that year.

### **13.11 ELECTIONS**

#### **CITY BRANCH ELECTIONS**

- 13.11.1 Center will support all city branch with electronic voting system as a complimentary service.
- 13.11.2 All city branches shall hold elections every 2 years. From year 2023, it will be mandatory to hold branch elections along with national election electronically. Center will bear the cost of the same. If any branch will not comply than it will be automatically derecognized. Till 2023 City Branch Secretary can announce election between 15th to 30th Nov. He will

inform each member a list of vacancies in the Branch Executive Committee and invite nominations for these vacancies. The nomination paper will contain the candidate's name, address and the post for which the candidate is nominated, He should be proposed by one valid member and duly signed by the Proposer and the candidate, signifying his/her willingness to stand for the election and to serve on the City Executive Committee, if elected.

Only those members can participate in branch election process whose registered address in center is of the same city where elections are being held, till 2023 they can apply for the change of their address till the last date of nominations, after 2023 the central rules for change in address will apply to all the elections.

- 13.11.3 Before the election starts an election officer is to be appointed by the center (Non-EC, Non-Contesting). The Election Officer should belong to the same city branch who will scrutinize and conduct the entire election.
- 13.11.4 If there is any doubt in the candidature of the applicant, by the appointed election officer, the nomination Papers should be sent to the center through E-mail for Scrutiny. In that case the validity of the member will be checked at the central level.
- 13.11.5 At least one-year membership is mandatory to have a voting right in the city Branch elections
- 13.11.6 Canvassing is allowed with following instructions:
  - 4.2.9.1.1 No canvassing during national or regional or local or institutional conferences, CME, workshops, conclave etc. from declaration of election to declaration of results.
  - 4.2.9.1.2 No canvassing with standees, pamphlets, flyers, brochures, or through pharma companies or through their representatives.
  - 4.2.9.1.3 Candidates can use social media for canvassing.
  - 4.2.9.1.4 If someone is found guilty, he/she will be debarred from ISCCM election process for life time at local as well national level.
- 13.11.7 The result of the election has to be communicated by the Chairman of the respective City Branch to the General Secretary. The results should be informed ASAP of announcement of elections results which will also be called completion of election process.
- 13.11.8 The full details of the results of the election will be submitted to the EC and uploaded with BMS for its approval.
- 13.11.9 The result of the elections should be announced in a general body meeting of the city branch.
- 13.11.10 It shall be mandatory for all office bearers to sign the declaration about No Conflict of Interest with the society within next 30 days.
- 13.11.11 No office bearer of the branch shall hold office for the same post for more than 2 terms. The Secretary & Chairman can hold only one term of 2 years. Contesting the election second time for the post of secretary and chairman is not allowed.
- 13.11.12 No member is entitled to stay for more than eight years in the Executive Body of City Branch (Inclusive of all – chairmanship and secretary ship)
- 13.11.13 At a time one member can only contest for one post only.

The post for which the member is contesting has to be declared and published at least one month in advance.

Interchange / Modification/ Internal arrangements amongst City EC are strictly not permitted for any post. Elected member is only eligible for the post which he has declared and contested for.
- 13.11.14 A member cannot contest simultaneously for more than one one post of office bearer.
- 13.11.15 There is no post like chairman elect or past chairman in the city branch.

After completion of eight years in the EC of city branch one can only contest for the National Election if he wishes. However, any member from city branch is free to contest for National Elections anytime if he/she fulfils the Constitutional requirement of ISCCM. In case of a vacancy arising out of an uncontested position, fresh nominations shall be invited by the city branch Secretary.

13.11.16 Any vacant seat arising in the executive committee because of the resignation or other causes will be filled with the due information and permission of the center. The process can be show of hands or voice votes in the city branch general body meeting. A proper notification for the same has to be given at least one month in advance.

**SPECIAL SITUATION: (Approval right remains with National President and Secretary)**

13.11.17 In case of small branches having 50 or less members, with prior approval from center, the members of the local EC can continue to function in case two third of the life members of the local branch pass a resolution stating this and send it to the EC. With this provision the Chairman of the branch can continue for no longer than 2 terms. The immediate past chairman and secretary will be ex-officio members of the next EC of the branch.

13.11.18 If elections are not held as per constitution, the previous executive committee of the branch will stand dissolved automatically without any notice.

13.11.19 Non-compliant branches will be suspended by the National executive committee. If any branch, thus suspended, will have to re-apply for re- recognition to National executive committee.

13.11.20 Notwithstanding anything contained herein, the National Executive Committee reserves the rights to dissolve the city branch or only dismiss the office bearers of the City Branch with caretaker office bearers in their place till fresh elections are held (within three months) should clause for election be not complied for a period one year. Dismissed office bearers of the branch will not be eligible for re-election to any executive / academic committee posts in the City Branches or National Executive Committee of ISCCM for a period of four years.

## **13.12 ELECTION DISPUTES**

13.12.1 Any complaint pertaining to any process of election must be lodged with the General Secretary or President ISCCM National. The complaint must accompany appropriate evidence related to irregularity and also a letter mentioning the details of irregularity and also containing signature of 2/3rd of the branch members.

13.12.2 If the complaint is found to be genuine than an enquiry committee will be formed by President and General Secretary. The committee will do an appropriate enquiry and will submit its report to the EC. The final decision will be taken by EC.

**14 Jurisdiction:** Courts in Mumbai shall have the exclusive jurisdiction in all matters connected with or relating to ISCCM and its members.

## **15 AMENDMENT & REPEAL**

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

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

## **16 Funds**

15.1 Source of funds shall be

- 15.1.1 Membership fees
- 15.1.2 Publications
- 15.1.3 Training programme fees, Conference, Exhibition fees
- 15.1.4 Contributions from Patrons
- 15.1.5 Donations

## **5.1 SEATING ARRANGEMENTS ON DAIS DURING ANNUAL CONFERENCE OF VARIOUS PROGRAMS**

JOINT SECRETARY ORGANISING COMMITTEE	GENERAL SECRETARY ISCCM	PRESIDENT ISCCM	CHIEF GUEST	GUEST OF HONOUR	PRESIDENT ELECT	GENERAL SECRETARY ISCCM ELECT	IMMEDIATE PAST PRESIDENT	CO-CHAIRMAN ORGANISING COMMITTEE
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## **17 INDIAN COLLEGE OF CRITICAL CARE MEDICINE**

### **1. AIM**

This College has been established within the Academic Wing of the ISCCM for the following purposes

- To implement and carry out all the educational activities including Indian fellowship in critical care medicine (IFCCM) and Indian diploma in critical care medicine (IDCCM)
- To recognize and honor members of the Society who have shown dedication and leadership in the practice of Critical Care.
- To promote a forum for the development of collaborative practice amongst the specialties and professions providing Critical Care.
- To Guide the Society from time to time in academic activities and develop new programmes.
- This College is organized as an autonomous body for its internal affairs, but shall in no way act in a manner prejudicial to the Society or contrary to the Society's by laws, which shall take precedence over this document.

### **2. NAME AND OFFICES**

#### **2.1 Name**

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

#### **2.2 Offices**

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

### **3. Fellows**

#### **3.1 -Eligibility**

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

## SELECTION OF FELLOWS

### 3.2 Fellowship by Application

Candidates applying for fellowship should meet the following criteria

- 3.2.1 Candidates should be member of ISCCM for 5 years.
- 3.2.2 Physicians with Subspecialty certification in anesthesia or chest medicine, Internal Medicine, Pulmonary Medicine, Surgery, Critical Care, DM (Critical Care) Pediatrics or equivalent as approved by the Board can apply. This also includes diploma in the same subjects. Those who fulfill the following criteria can apply:
  - 3.2.2.a Candidates who have cleared Indian fellowship of critical care medicine OR who have cleared Fellowship of National Board in critical care (FNB) OR Members who are honorary fellow of Indian society of critical care medicine (FISCCM)
  - 3.2.2.b Candidate who have cleared Indian diploma in critical care Medicine and has demonstrated involvement in the practice of Critical Care by research, publication and outstanding dedication and leadership in the practice of critical care sufficient to recommend election  
OR
  - 3.2.2.c Candidates who are American board certified in critical care medicine Candidates who have cleared European *diploma* in critical care Medicine or FJICCM from Australia and practicing in India for the last 2yrs  
AND
  - 3.2.2.d Demonstrated involvement in the practice of Critical Care by research, publication, or by involvement in national and community forums and demonstrated outstanding dedication and/or leadership in the practice of Critical Care.  
  
Or
  - 3.2.2.e All present teachers of the Critical Care Courses being run by the National Board Or All present and past teachers of educational courses run by ISCCM (IDCCM and IFCCM) Or Teachers of DM (critical Care) or Pulmonary and Critical Care

### 3.3 PROCEDURE FOR APPLICATION:

Information and application forms shall be obtainable from the Society's office.

Applications, requested documentation, and application fee shall be returned to the Society's office for processing. A onetime fee of Rs10000 +GST will be charged along with application.

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

### 3.4 PROCEDURE FOR SELECTION:

The Credentials Committee shall forward a list of suitable applicants to the Board of college. A two-thirds (2/3) majority of the Board will be required to admit the applicant to Fellowship. The selection procedure shall be completed three months prior to the

annual meeting of the Society. Candidates shall be notified in writing of the Board's decision.

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

**3.6 FELLOWSHIP BY NOMINATION**

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

**4. INDUCTION AND CONVOCATION CEREMONY**

- 4.1** Any Member of the Society selected to Fellowship shall be designated Fellow in Critical Care Medicine (FICCM) from the date they have attended the induction convocation ceremony held in conjunction with the ISCCM Annual Meeting

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

- 4.3 The function will be held on 1<sup>st</sup> day of the conference.

4.3.1 The function will have the following agenda:

- Welcome by Vice Chancellor
- Report of the College Secretary,
- Chancellor address
- Award of fellowship
- Other awards
- Vote of thanks by College Secretary Elect

4.3.2 The arrangement on the dais would be like this:

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

Front Row

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

Back Row

All the secretaries of (Right) College Board and secretaries elect College, Accreditation, Nursing and Examinations (Left).

**4.4 Termination of Fellowship**

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

#### **4.5 Voting rights**

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

### **5. COLLEGE BOARD SECTION**

#### **5.1 Authority and Duties**

5.1.1 The affairs and business of the College shall be managed by the college board  
College Board will consist of the following

- President ISCCM
- Chancellor
- Vice chancellor
- Past chancellor
- 4 Secretaries:- one each for College, Accreditation, Nursing and Examinations. 4 Secretary Elects one each for College, Accreditation, Nursing and Examinations and they will take over as secretaries in the next term.
- President-elect, ISCCM
- General Secretary, ISCCM
- General Secretary Elect, ISCCM

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

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

5.1.4 Responsibility of chancellor:

5.1.4.a. Shall report on the activities of the College to the EC of ISCCM and to the Members at the ISCCM's annual General meeting.

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

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

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

5.1.5 The hierarchy in ISCCM Board meetings will be as follows-

1. President of ISCCM
2. Chancellor ISCCM
3. Vice-Chancellor
4. College Secretary
5. Secretary (as per seniority of his/her membership in ISCCM)
6. College Secretary elect
7. Secretary elect (as per seniority of his/her membership in ISCCM)  
(President-elect, Past President, Secretary and General Secretary Elect ISCCM are not office-bearer post in ISCCM)

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

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

5.1.8 Constitution provisions for society will be applicable to College if there is a grey zone in college constitution.

#### **5.2 Number and Classes**



- 5.2.1 Only President (Chancellor), President-elect, General Secretary and General Secretary elect and Immediate Past President (Past Chancellor) would be Ex-officio members of the board.
- 5.2.2. College secretary will coordinate with all secretaries and secretary elects of all the activities of the college
- 5.2.3 The term for all elected members will be one year except member secretary elects; which will be two years (one year as secretary elect and next year as secretary), President Elect.

## **6. Nomination and Election**

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

### **6.1 Eligibility**

#### **6.1.1 FOR THE POST OF SECRETARY ACCREDITATION, EXAM, NURSING:**

He / She should be the Fellow of the college for 5 years and he/she should be teacher of the college run courses for five years (IDCCM/IFCCM).

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

#### **6.1.2 FOR POST OF COLLEGE SECRETARY:**

He / She should be the Fellow of the college for 5 years and he/she should be teacher of the college run courses for FIVE years (IDCCM/IFCCM).

He/ She should have worked / served for one term as General Secretary-ISCCM / secretary Accreditation / Examination/ Nursing in College Board.

#### **6.1.3 FOR POST OF VICE CHANCELLOR:**

He / She should be the Fellow of the college for 5 years and he/she should be teacher of the college run courses for FIVE years (IDCCM/IFCCM)

He/ She should have worked / served for TWO terms ON COLLEGE BOARD.  
ONE TERM COLLEGE SECRETARY AND ONE TERM secretary  
Accreditation/Examination/ Nursing in College Board / General Secretary –ISCCM

**OR**

TWO TERMS as Secretary Accreditation/Examination/ Nursing in College Board

6.1.4 To contest election for any post on the National College Board the candidate must have attended at least 2 (two) out of the last 4 (four) College Board Meetings OR National Executive held in both years of his/her previous term.

6.1.5. In case of such absence the member shall not be eligible to contest elections for one term (i.e. two years) and can contest after this term is over.

6.1.6 To contest election for the post Of Vice Chancellor , College Secretary , the candidate must have attended at least 3 (three) College Board /National Executive Meetings out of the 4 (four) last College Board Meetings / National Executive held in the term that he/she had served on the College Board Or National Committee.

### **6.2 Election Process:**

- 6.2.1 The applicant will apply for the desired secretary elect post in detailed form with detailed resume.
- 6.2.2 One fellow can apply for only one category of secretary elect post
- 6.2.3 Applicant will apply along with a non-refundable fee of Rs.10000/ (Rupees ten thousand only) + GST.

- 6.24 The Election commission will oversee the election of board members. The process of election will start with the general election of ISCCM and will finish at the same time.
- 6.25 If there is no application in any of the category, the Chancellor and the College Board will nominate that secretary elect in that category.
- 6.26 For a particular post, same candidate cannot be nominated for more than 2 tenures.

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

## **7. Tenure and Qualifications of the Board members**

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

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

## **8. Vacancies**

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

## **9. Meetings**

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

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

## **10. Quorum**

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

## **11 Action of Board**

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

## **12 Officers**

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

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

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

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

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

He will be the executive head of the college, the Vice Chancellor shall preside over deliberations of the College in the absence of Chancellor. The Vice

Chancellor shall act on behalf of the Chancellor in the event of the Chancellor's incapacity.

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

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

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

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

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

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

**13. Reporting by College Board**

The Vice- Chancellor OR Secretary College (ANY 1, ONE) of the Board of members will be Co-opted member of the executive committee of the ISCCM. The Vice-Chancellor shall report on the activities of the College and present future programs to the executive committee. In the event of the absence of Vice- chancellor; the Secretary will attend EC meeting and report to EC.

**14. CHAPTERS**

**Amendments to the Guidelines for Governance**

Any Fellow to the Guidelines may propose changes in these Guidelines for Governance. The Board shall review all proposed changes. After Board approval and at least 30 days prior to voting, the proposed changes will be circulated to the membership of the College for review and will be voted on at the same time and in the same manner as the elections for members. If they are approved with a two-thirds (2/3) majority, they will then be forwarded to executive committee for ratification by a majority vote in accordance with Society's by laws. They will then be included in the College Guidelines for Governance.

**15. DISSOLUTION**

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

confirmed by two- thirds majority of the membership at the Annual General Meeting of the Society.

## **16. GUIDELINES FOR GOVERNANCE**

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

## **17. PUBLICATION POLICY**

### **17.1 First Step**

A proposal can come from

- Any ISCCM Member
- Indian College of Critical Care Medicine

### **17.2 Second Step**

Proposal should come with the following details

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

### **17.3 Third Step**

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

### **17.4 Publisher**

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

### **17.5 Signatory of the Contract will be**

- Author/editors
- President/General Secretary of ISCCM
- Contract at all times will be kept in the ISCCM

### **17.6 Time Period**

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

### **17.7 Editorial Based Book:-**

- The selection of authors will initially be done by the editor.
- He must submit the list of chapter of authors & chapters to the college for final approval.
- The college/ISCCM will only interfere if there are strong objections to the author.
- Every quarte, author will send the written report.

### **17.8 Copy right:**

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

### **17.9 Change of Editors:**

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

### **17.10 Royalty**

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

### **17.11 Signing of the contract:**

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

### **17.12 Distribution of the Book**

- From the ISCCM

- From the branches Publishers

## 18. DISSOLUTION

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

### 4.1.4 SEATING ARRANGEMENTS ON DIAS DURING COLLEGE FUNCTION (CONVOCATION)

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

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