



**Amended CONSTITUTION OF THE STATE CHAPTERS OF
THE RESEARCH SOCIETY FOR THE STUDY OF DIABETES IN INDIA
MEMORANDA AND RULES OF THE SOCIETY**
(As adopted in Annual General Body Meeting on November 22, 2014)

1.1 State chapter of The Research Society for the Study of Diabetes in India (RSSDI) is a regional branch of RSSDI and is being formed after due approval of the parent body. Hereinafter the word "State" be replaced by the appropriate State. All the state chapters are bound to abide by directions of the parent body of RSSDI as and when such contingency arises.

1.2 The administrative office of this society shall be at the place where the honorary chapter secretary and the honorary chapter treasurer reside.

1.3 The aims and objectives of the State Chapter of the Research Society for the Study of Diabetes in India shall be:

1.3.1 To function as a scientific body encouraging and assisting research as well as such activities that are likely to benefit people with diabetes mellitus (DM) in India.

1.3.2 To promote exchange of knowledge and sharing of experience amongst specialists in the field of DM as well as any or all such specialty or sub-specialty that may be concerned with research and care of people with DM.

1.3.3 To award prizes, certificates of merit and/or appreciation and other inducements for distinguished service or research publications in the field of DM.

1.3.4 To undertake or conduct such other activities as may be found incidental or conducive to the fulfillment of the aims and objectives of the Chapter of RSSDI.

1.4 The funds and other properties, movable and immovable, shall be utilized solely towards the promotion of its aims and objectives and set forth in the memorandum of the Chapter of RSSDI and no portion thereof shall be paid or transferred directly or indirectly by way of dividends, bonus or otherwise by way of profits to its members, provided that nothing herein shall prevent the payment of salary, remuneration and other benefits of its employees or other persons in return of any service actually rendered by them. In the event of dissolution of chapter its assets have to be transferred to parent body.

1.4.1 The State Chapter of RSSDI shall submit all accounts to its parent body i.e. RSSDI one full calendar month before the audit date along with transfer of 10 percent of the net Savings earned in the corresponding year.

1.4.2 The tax liability of the State Chapter of RSSDI shall reside with its parent body i.e. RSSDI, which shall be responsible for all tax payments.

1.5 The State Chapter of RSSDI year shall be as per English calendar i.e. from January 1 to December 31 every year.

1.6 The State Chapter of RSSDI may be dissolved in the manner provided for in the rules framed hereunder.

1.7 The affairs of the State Chapter of RSSDI shall be transacted under the rules framed hereunder with due concurrence of the centre.

2.1 MEMBERSHIP

2.1.1 MEMBER: The membership of the State Chapter of RSSDI shall be open to any person who is already a member at RSSDI. This is applicable to member (life member of RSSDI), associate member, academic member or corporate member. For definition of above mentioned terms, refer to amended constitution of RSSDI (RSSDI News; 1999; 1; January). This is subject to the payment of a life membership fee, as decided from time to time.

2.1.2 The membership of the State Chapter of RSSDI shall be open to any person possessing MBBS or Masters qualification in allied sciences and interested in the field of DM, subject to the fact that the person is eligible and applying for life membership for RSSDI concurrently. No person can be a member of the State Chapter unless he/she becomes a member of the RSSDI.

2.1.3 Privileges of a member

1. Shall have the privilege of attending and taking part in all meetings, lectures, CME and all such programs and annual meetings on due registration for the same.
2. Shall be eligible for participating in annual general body meeting and in election of office bearers.
3. Shall enjoy all other privileges, facilities and advantages as offered by the State Chapter of RSSDI from time to time.

2.1.4 A member shall cease to be so

1. If by a letter addressed to the honorary secretary of the State Chapter or RSSDI resigns his membership.
2. Consequent to activities detrimental to the interests of the State Chapter of RSSDI, the proposal for expulsion of a member be adopted by the General Body of the State Chapter and referred to the General Body of the RSSDI for necessary approval. Only on approval by the General Body of the RSSDI, such a member shall be expelled from the State Chapter.

2.2 GENERAL BODY

2.2.1 POWERS OF THE GENERAL BODY: There shall be an annual meeting usually at its annual conference or two months prior to the annual conference of RSSDI. The honorary secretary will send the notice at least three weeks in advance to all the members. He shall specify the time, date, venue and agenda to all the eligible members. Minimum of fifteen percent of the members shall form the quorum. The muster book has to be circulated prior to any meeting and every member should be issued an entry pass that should be verified before participating in the GB meeting. In the absence of quorum the Chairman shall adjourn the GB and business is carried on with the existing members at the same place and same day. In the absence of Chairman or Vice Chairman the members will choose one among themselves to preside over the GB. The Chapter Secretary shall place his report before the GB. The Chapter Treasurer shall place the accounts duly audited by an authorized Chartered Accountant of the State Chapter of RSSDI as well as the budget proposals for the ensuing year.

2.2.2 EXTRAORDINARY GENERAL BODY: An extraordinary GB may be called by the Chapter Secretary under the directions of not less than two Patrons in consultation with the Chairman or if one third of the total members request for such a meeting through a written request to the Chapter Secretary on a specific agenda. One-week notice has to be given to the members and only the agenda mentioned in the notice shall be discussed in the extraordinary GB meeting. No TA or DA will be given to members attending the extraordinary GB meeting.

2.2.3 AMENDMENT OF THE CONSTITUTION: In order to maintain uniformity all over the nation, powers for making any amendment to the Constitution of the State Chapter shall only be vested with the General Body of the RSSDI and shall be done as provided in the appropriate clause of the parent Constitution. No State Chapter shall have power to make amendments to this constitution.

2.3 GOVERNING COUNCIL: The day-to-day management of the affairs of the State Chapter of RSSDI shall reside with the Governing Council (GC). The GC is subject to the directives of the GB and cannot take any decision or act in any way that is not contemplated in these memoranda of the State Chapter of RSSDI rules. In the event of death, resignation or dismissal of any of the office bearers of the GC, the Chairman with due consultation with the GC shall make appointment's of such office bearer/s for the remaining ensuing tenure of the GC. The GC shall constitute the following:

Chairman	One
Immediate Past Chairman	One
Chairman Elect	One
Vice Chairman	One
Chapter Secretary	One
Chapter Joint Secretary	One
Chapter Treasurer	One
Governing Council Members	Five

Any member of the Executive Committee of the RSSDI shall also be an ex-officio member of the GC of the State Chapter in the State in which he or she resides.

2.4.1 QUORUM: Under all usual circumstances a minimum of six members shall be required to meet the quorum. However, under emergency situations a minimum of three members including the Founder Patron shall make the quorum. Notwithstanding anything contained in these rules, the GC shall have the power to

co-opt on its body such persons who in the opinion of the GC are considered useful for promotion of the aims and activities of the State Chapter of RSSDI. The co-opted member shall have no right to vote.

Provided that the number of co-opted members shall not be greater than one third of the total number of elected members of the Governing Council.

2.4.2 ELECTION OF THE GOVERNING COUNCIL

1. The first governing council (GC) will be constituted by consensus from amongst the founding members of the State Chapter of RSSDI. This body will last for two years.
2. First elections for the GC shall be held for three calendar years from the formation of the State Chapter of RSSDI at that year's GB meeting.
3. All posts of the first GC shall be held for tenure of three years. Subsequently the tenures will be as follows:
 - a. Tenure of the Chairman Elect shall be one RSSDI year .At the end of the one year period, the "Chairman Elect" shall be designated as the "Chairman" for a period of one year. The "Chairman" shall, after a period of one year, be designated as "immediate Past-Chairman" for a period of one year.

The requirement of serving on the executive committee for at least 2 terms as eligibility for chairman elect shall not apply for new chapters till they have been in existence for 2 RSSDI terms or 6 years.

b. Tenure of the Chapter Vice Chairman, Chapter Secretary, Chapter Joint Secretary , Chapter Treasurer and GC members will be of three years

4. The posts of Chairman, Vice Chairman, Chapter Secretary, Chapter Treasurer and members of GC shall be decided by election.
5. Chapter Joint Secretary shall be nominated by the Chairman with due consultation with the GC.
6. The headquarters of the State Chapter of RSSDI shall be at the place where Chapter Secretary and Chapter Treasurer reside. Accordingly these two office bearers should be from the same place.

2.4.3 ELIGIBILITY: To get nominated/elected to the GC, one shall have to be either a member of the State Chapter or be a member of the parent RSSDI. GC members shall not serve on the council for more than three consecutive terms on any post in toto.

2.4.4 POWERS OF THE GOVERNING COUNCIL: The management of the State Chapter of RSSDI shall be vested with office bearers and members of the GC. The Chapter Secretary shall arrange for the meeting of the GC with the permission of the Chairman. There shall be at least three meetings in a year. Two of these shall be at the annual meeting. The first shall be of the outgoing GC and the second of the incoming GC. The third or more meetings shall be scheduled at any time of the year with a mandatory four weeks notice prior to the meeting. The Chapter secretary shall convene a special meeting at the request of a minimum of five GC members on a specific agenda. Without prejudice to the general powers hereby conferred, the GC shall have the following powers:

1. To take on rent, lease or otherwise for the State Chapter of RSSDI any property, rights or privileges which the State Chapter of RSSDI is authorized to acquire at such price and generally at such terms and conditions as they may be fit for the purpose.
2. To enter into all such negotiations, contracts and executes in relation to any of the properties, rights and privileges for the purpose of the State Chapter of RSSDI.
3. To borrow or secure the payment of any sum or sums of money for the purposes of the State Chapter of RSSDI.
4. To institute, conduct, defend, compound or abandon any legal proceedings by or against the concerning the affairs of the State Chapter of RSSDI and to compound and all time for any claims or demands by or against the State Chapter of RSSDI.
5. To refer claims or demands by or against the State Chapter of RSSDI to arbitration and observe and perform the award.
6. To make and give receipts, releases and other discharges for money and all and any other materials, articles and

things that may be relevant for the State Chapter of RSSDI.

7. To incur all necessary expenses for the maintenance and carrying out of the objects and intentions of these rules and memorandum of the State Chapter of RSSDI.
8. To appoint and at their discretion remove or suspend such managers, clerks, agents and attendants for permanent, temporary of special services as they may from time to time think fit, and to determine their powers and duties and fix their salaries or emoluments and to require security in such instances and to such amount as they may think fit.
9. To constitute Scientific committee, Organising committee, Award committee, Disciplinary committee, Fund raising committee, Election committee, and any other committee that may be deemed necessary from time to time from amongst the State Chapter of RSSDI members. The chairperson of any such committee shall be a member of the GC. The Chapter Secretary shall be the Secretary of all the committees. Such committee may co-opt any member considered necessary for its activity from the GC, GB or both. The deliberations and recommendations of such a committee shall be communicated through the Chapter Secretary to the GC for approval, action or implementation. Chairman shall normally preside over all such committees. No person shall be made a member of any such committee where he is supposed to be an applicant or beneficiary except the Scientific Committee. These committees shall function only for one RSSDI year.
10. To revoke any of the above and/or continue the same.
11. The property movable or immovable belonging to the State Chapter of RSSDI shall vest with the GC.
12. No sale, exchange, mortgage, leases or other transfer of immovable property of the State Chapter of RSSDI shall be valid without definite direction from the GB and unless the Chairman and the Chapter Secretary shall execute the document of transfer.

2.4.5 STATE CHAPTER PATRONS

The Executive Committee shall have the power to nominate up to three members of repute belonging to the State Chapter, as Patrons of the said State Chapter.

- 3.1. ELECTION PROCEDURE: No elections will be held for the first three years after the formation of the first GC, to provide stability to the State Chapter of RSSDI. Subsequently elections will be held at its annual meeting by personal secret ballot or by postal ballot, in case the GB so decides, as per the guidelines laid down by the constitution of RSSDI.

- 3.1. DUTIES AND RESPONSIBILITIES OF THE OFFICE BEARERS
- 3.2 DUTIES OF THE CHAIRMAN: He/She shall preside and conduct all the meetings. Shall interpret and uphold the constitution of the State Chapter of RSSDI and State Chapter.
- 3.1.2 DUTIES OF THE VICE CHAIRMAN: Shall preside and conduct all meetings in the absence of the Chairman. He/She may be nominated by the Chairman to chair the Credential committee, Election committee or any other newly instituted committee.
- 3.1.3 DUTIES OF THE CHAPTER SECRETARY: Overall in charge of the office of the State Chapter of RSSDI. He is the Chief Executive. He can draw money for day-to-day expenses for running the office in due consultation with the Treasurer. He is responsible for all correspondence, preparing reports, maintaining minutes of the meetings, sending notices of the meetings, conduct elections and implement the policy matters of the State Chapter of RSSDI. He shall assist the Chairman in the conduct of all meetings. He shall also accept all applications for membership, grants, etc and put up the same for approval of concerned committee. He shall be the secretary of any committee constituted by the GC.
- 3.1.4 DUTIES OF JOINT CHAPTER SECRETARY: Shall assist and carry out the duties entrusted to him by the Chapter Secretary of the State Chapter of RSSDI and discharge all responsibilities in the absence of the Chapter Secretary.
- 3.1.5 DUTIES OF CHAPTER TREASURER: Maintain the accounts of the State chapter of RSSDI and present the accounts to the GC and then the annual GBM. Shall prepare the budget of the forthcoming year and present before the GB during the Annual GBM. The Chapter treasurer shall get the accounts audited by a Chartered accountant and send it to an Honorary Secretary of the

RSSDI at least one month in advance of the closure of the financial year.

- 3.2 **BANK ACCOUNT: The Chapter Treasurer and one of the other members of the GC shall open bank account, preferably the Chapter Secretary. The bank account has to be operated jointly by the Treasurer and Chapter Secretary or any member to GC as may be decided by the GC.**
 - 3.3 FINANCIAL YEAR: Shall be as per the national fiscal year, i.e. April 1 to March 31 of the next year.
 - 4.1 DISCIPLINE: Any member of the State Chapter of RSSDI may be disciplined or suspended for a period, as may be required, for undesirable conduct by the disciplinary committee of the State Chapter of RSSDI after following process of natural justice and due approval by the GB. Expulsion of a member can only be effected as provided under section 2.1.4. of this constitution.
 - 5.2 LITIGATION: The Society may sue or be sued in the name of the Chapter Secretary within the jurisdiction of an appropriate court in the place where the administrative office of the State Chapter of RSSDI is functioning at that time.
 - 5.3 DISSOLUTION OF THE SOCIETY: May be considered as per the guidelines given in the constitution of the Parent RSSDI.
- N.B.: This shall be applicable to all the State Chapters so formed as per Rules provided in the Constitution of the RSSDI. Once approved by the GB of RSSDI, the State Chapter shall adopt this constitution and replace the word "State" by the name of their Chapter viz. Orissa Chapter, Maharashtra Chapter, etc.