

CONSTITUTION OF THE
INDIAN SLEEP DISORDERS ASSOCIATION (ISDA)

(Registered under societies Registration Act of 1860)
(Registration No. S-28471 of 1995)

MEMORANDUM OF ISDA

1. Name :

The name of the Organization is " INDIAN SLEEP DISORDERS ASSOCIATION" hereinafter called the "ISDA “

2. Office:

The registered office of the College shall be located for the present at Room no 404, WARD NO 32 DEPARTMENT OF PULMONARY CRITICAL CARE AND SLEEP MEDICINE, SAFDARJANG HOSPITAL, NEW DELHI

3. Objects:

The objects and purposes of the ISDA shall be :

- (a) to advance knowledge, stimulate scientific and practical interests, promote research and disseminate knowledge and recognize merit among individuals and organizations in the specialty of SLEEP DISORDERS .
- (b) to act as a liaison body between Indian and International workers in the field.
- (c) to do and perform all other acts, matters and things that may assist it or be necessary for the fulfillment of the above aims and objects of the ISDA.

4. Methods:

For the attainment and furtherance of these objects, the ISDA may :

- (a) hold periodical conferences of the members of the ISDA and the medical profession in general.
- (b) arrange, from time to time, congresses, conferences, lectures, refresher courses, discussions and demonstrations on any aspect of the medical and allied sciences concerned in the specialty.
- (c) publish and circulate a Journal which shall be the official organ of the ISDA. The journal would have a character consistent with the objects of the SOCIETY.
- (d) maintain a library and an office,
- (e) publish from time to time transactions and other papers embodying medical researches conducted by the members or under the auspices of the ISDA,
- (f) encourage research in medical and allied sciences through grants out of the funds of the ISDA, by the establishment of scholarships, prizes or awards, and, in such other manner as may, from time to time, be determined by the ISDA.
- (g) to arrange and provide instruction and education to the medical profession, and to take whatever steps that are expedient for the assessment of the knowledge acquired.
- (h) purchase, take lease of or otherwise acquire, hold, manage, let, sell, exchange, mortgage or otherwise dispose of movable or immovable property of every description and all rights or privileges necessary or convenient for the purpose of the ISDA and in particular any land, building, furniture, household or other effects, utensils, books, newspapers, periodicals, instruments, appliances, apparatus, fittings, conveyance, and accommodation and when deemed necessary and desirable in the interest of the ISDA, sell, demise, let, hire out, mortgage, transfer, or otherwise dispose of the same.
- (i) to recognise merit by awarding Fellowships in accordance with the regulations framed for the purpose by the Governing Council.
- (j) to erect, maintain, improve or alter and keep in repair any buildings for the purpose of the ISDA,
- (k) borrow or-raise 'money in such manner as the ISDA may think fit and collect subscriptions and donations for the purpose of the ISDA,
- (l) invest any money of the ISDA not immediately required for any of its objects in such manner as may from

time to time be determined by the SOCIETY,

- (m) assist, subscribe to or cooperate or affiliate or be affiliated to or amalgamate with any other public body whether incorporated or registered and having altogether or in part objects similar to those of the ISDA,
- (n) do all such other things as are cognate to the objects of the SOCIETY or are incidental or conducive to the attainment of the above objects.
- (o) the affairs of the ISDA shall be managed by a Governing Council (here in-after called the "Council") constituted in accordance with the rules and regulations of the ISDA,
- (p) The property movable and immovable belonging to the ISDA shall be vested in the Council of the ISDA,
- (q) the Council shall have the power to purchase, construct or acquire on lease or in exchange or hire or by gift or otherwise any real or personal property and any rights or privileges necessary or convenient for the purpose of the ISDA and to improve, develop, manage, sell, lease, mortgage, dispose turn to account or otherwise deal with all or any part of the property of SOCIETY,
- (r) if upon the dissolution of the ISDA there shall remain after the satisfaction of all its debts and liabilities any property whatsoever the same shall not paid to or distributed among the members of the ISDA or any of them but shall be given or transferred to association or associations, institution institutions having objects similar to any of the objects of the SOCIETY to determined by the votes of not less than four-fifth of the members present personally or by proxy in a meeting at or before the time of the dissolution in default thereof by the Court of Judicature at Delhi in its ordinary original jurisdiction,
- (s) to recognize the work of scientists for excellence in their work, by awards:

1. ISDA ORATION

The ISDA oration will be presented in a plenary session of the conference held under the auspices of the governing council of ISDA. The person selected for the oration would be a physician of eminence practicing sleep medicine or a scientist with interest in sleep medicine. The person would be selected in a meeting of the governing council. The said person should be a life member/ fellow or an honorary fellow of ISDA. The person such selected for the oration would be presented with a citation, medallion and a gift cheque of Rs.10,000/- out of the funds of ISDA.

RULES OF THE ISDA.

1. Membership:

The ISDA shall consist of Ordinary Members, Life Members, Fellows and Honorary Fellows.

- (a) *Ordinary Members* :- Any person possessing a medical degree recognized by the Indian Medical Council Act, as amended in 1957 or a postgraduate / Doctorate degree in basic medical sciences and who is in active practice or has shown scientific or practical interest in the speciality may be propose for membership of the college. They should be preferably in possession of a postgraduate qualification.

Applications for admission to membership shall be made to, the Secretary of the ISDA in the prescribed form together with enrolment and annual fees The fees after deducting incidental charges will be refunded in case the application is rejected or as approved by the Governing Council of the ISDA.

- (b) *Life Members*:- Any person who is eligible for ordinary membership may be, if he so desires, made a Life Member on the payment of a lump sum equivalent to 3000 rupees or more which should be notified properly on the website of isda/ journal of ISDA. i.e.,IJSM provided all conditions as laid down for Ordinary Membership are satisfied.
- (c) *Fellows* :- Such members of the College as have distinguished themselves in the specialty for at least 5 years after post graduation are eligible for consideration of the award of Fellowship. The award of Fellowship shall be decided by the Credential Committee governed by the Regulations framed by the Council from time to time. All Fellows are entitled to suffix FISDA to their names during their active fellowship of the ISDA.

only after becoming life member of the College.

(d) *Honorary Fellows*:- The number of Honorary Fellows shall be limited to 100 and they will be persons elected in recognition of their knowledge of, or contribution to the study of the speciality. They will be recommended by the Council for approval by the College at the annual General Body Meeting.

They will however not have the right to Vote. Not more than 3 such fellows shall be elected in anyone year.

2. Subscription:

The annual subscription for the present payable by each member is Rs. 500/- only due in advance on 1st of April each year. The enrolment fee will be Rs. 100/- only. Life members shall pay a lump sum equal to ten years subscription (i.e. Rs. 3000/-) in lieu of annual subscription. These may be modified from time to time.

Members elected as Fellows will pay Rs. 5000/- as Fellowship fee in addition to all other subscriptions, on admission as Fellows or as may be modified from time to time.

Annual subscription for the Journal (from non-members) shall be as fixed from time to time by the Governing Council.

The fee for annual/life membership & fellowships may be revised by the Governing Council from time to time depending on the circumstances prevailing.

3. ISDA year:

- (a) The year of the ISDA shall correspond to the financial year as defined by the Government of India, i.e. 1st April to 31st March, or as modified from time to time.
- (b) The financial year will also be the same (1st April to 31st March).
- (c) There shall be a register/record in a computer in which the names of all the Members and Fellows of the ISDA shall be entered.
- (d) The ISDA will publish a Directory of Fellows/Members after every 5 years consisting name, address, qualifications and other details.
- (e) **Arrears:**
The annual subscription received from any fellow/member after 31st March for preceding financial year will be treated as payment of arrears and will not be entitled for any publication (Journal etc.) of the ISDA for the preceding year. Any fellow/member who pays the annual subscription late, but during the same financial year, is entitled to the publication only after the date of his payment.

4. Privileges of Members/Fellows:

- (a) To be entitled to a copy of the Constitution of the ISDA and subsequent amendments and alterations, free of charge.
- (b) To be present and vote at all annual General Body meetings.
- (c) To receive all publications and proceedings of the ISDA.
- (d) To introduce visitors to annual general body and other meetings of the ISDA.
- (e) To use the College Library.
- (f) Honorary Fellows shall be entitled to attend and take part in the Scientific Meetings and receive a copy of the Journal of the College on payment of annual subscription for the Journal of the ISDA.

5. Removal of the Member/Fellow and re-admission:

Any member/fellow may withdraw from the ISDA by signifying his wish to do so by a letter addressed to the Secretary. When any member/fellow shall have omitted to pay the subscription for three successive years, the Treasurer shall send him a registered letter informing the amount due from him and shall have his name struck off the rolls of member/fellow unless the amount is paid within three months of the receipt of such letter.

Any person who has ceased to be a member/fellow due to the above reasons may be made a member/fellow only on payment of fresh enrolment fee, and life membership fee..

Any member/fellow of the ISDA who willfully disobeys rules or orders of ISDA or the Councilor having unwillingly committed any breach of orders, persists any disobedience or breach of orders after being admonished by the President

the Council that the name of a member/fellow should remain on the rolls, he shall be liable to be removed from the ISDA. Whenever there appears cause as aforesaid for the removal of a member/fellow from the ISDA, the Council after due deliberations shall determine by ballot the opinion of the Council and if 3/4th of member/fellow present and voting at such meeting, vote for removal of such member/fellow, he shall be removed from the ISDA. Such member/fellow shall not be eligible for re-election until the expiry of two years. On termination of membership of fellow for any reason, he shall be debarred from suffixing FISDA to their name.

6. Administration and Officers:

The Administration, direction and management of the affairs of the College shall be entrusted to the Governing Council, composed of:

President	1
Past President	1
President Elect	1
Vice-President	1
Secretary	1
Joint Secretary	1
Treasurer	1
Chairmen of Zonal Chapters	1 Each
Elected Councillors	6

The founder president will be permanent member of the Governing Council.

7. Formation of Chapters & Branches:

There will be a Chapter for each of the Five Zones, Provided there are at least 15 Fellows/members in the Zone.

Five Zones as recognized w.e.f. are as follows :

North Zone - Comprising of Jammu and Kashmir, Himachal Pradesh, Punjab, Haryana, Chandigarh and Delhi/New Delhi.

East Zone - Comprising of West Bengal, Bihar, Orissa, Arunachal Pradesh, Sikkim, Assam, Nagaland, Manipur, Mizoram, Tripura.

Central Zone-Comprising of Uttar Pradesh and Madhya Pradesh.

South Zone - Comprising of Tamil Nadu, Kamataka, Pondicherry, Kerala, Andaman & Nicobar and Andhra Pradesh.

West Zone - Comprising of Maharashtra, Gujarat, Goa and Rajasthan.

The Zonal Chairman will be responsible for the promotion of academic and scientific activities in their region. The Chapter will have its own regulations for the proper functioning in the Zone.

Formation of Branch:

A branch can be constituted, if a minimum of at least 5 Fellows/Members are available. The membership of such branches shall consist of the local members/follows of ISDA *only*. There shall be no direct member of 'the branch. The branch can organize state conferences, seminars and update lectures etc. in order to promote the knowledge of SLEEP MEDICINE among their members, under intimation to headquarter. The branch may be entrusted to organize a national conference on SLEEP MEDICINE periodically. The decision of this shall be taken by the Governing Council of ISDA. The major decisions shall be taken by the branch in consultation with the G.C. of ISDA. The Constitution of ISDA will be followed in all the decisions of the state branches. The name of the branch with zone shall appear under the ISDA name e.g. In all letterheads.

e.g. INDIAN SLEEP DISORDERS ASSOCIATION

Central Zone-U.P.Branch (Kanpur).

8. Nominations and Elections of office bearers:

All members/fellows of the college shall constitute the Electoral College. Before the expiry of term of the office bearers, the Secretary on behalf of the president or Returning Officer appointed by the G.C will conduct the election as

9. Election Procedures:

The following procedures will be followed for the election of office bearers of the ISDA from among the fellows:

- (a) The Council will appoint a Returning Officer only from the fellows of the College and he will not be eligible to contest, propose or second a proposal for any of the office.
- (b) The election will be conducted by secret postal ballot.
- (c) Every voter shall be supplied with a nomination form for proposing the names for different offices by the Returning Officer under certificate of posting, at least four week before the last date of filing the nominations.
- (d) Any person whose subscription is in arrears will not be eligible to contest, propose, second or vote.
- (e) The nomination form should be proposed by a fellow and seconded by a fellow/member (Regular). Subsequently it will be sent to the candidate, to get his consent for the nomination.
- (f) One person will be eligible to contest for only one office.
- (g) One person can propose or second only one candidate for the same office (However, one person will be eligible to propose or second the candidate, for more than one office).
- (h) A person who has proposed or seconded the candidature of any person for a particular office shall not be eligible to contest election for the same office.
- (i) The treasurer will supply the list of fellows eligible to vote to the Returning Officer on request.
- (j) The contestants will be informed by the Returning Officer about nominations for their seats within 7 days of the last date for filing nominations and those wishing to withdraw should write to the Returning Officer within three weeks after the last date for filing the nomination. A contestant may obtain a list of fellows eligible to vote from the Treasurer on payment of Rs. 75/-.
- (k) All the specific dates for election will be notified by the Returning Officer in his first circular to each voter.
- (l) The Returning Officer, if required, will then send the ballot papers to voter to be returned within three weeks.
- (m) The Returning Officer, will also send two envelopes marked 'A' and 'B' each voter along with the ballot paper marked by him. The sealed envelope 'B' will be placed in envelope 'A' along with the slip bearing the date, signature and address of the voter. Subsequently envelope 'A' will be posted to the Returning Officer. The Returning Officer will open the ballots, at the prefixed time for counting, in the presence of at least two fellows nominated by the Secretary or Returning Officer and the representatives the contestants, if any. The Returning Officer should take strict precautions that identity of voter is not revealed to the representatives of contestants anyone.
- (n) A contestant will be permitted to come personally or send one represent duly authorized in writing, at the time of counting. The counting will be by the Returning Officer within one week of receiving the ballots, and the counting the Returning Officer will convey the results to the Secretary immediately and the Secretary in turn will declare the results in the annual General Body meeting of the College.
- (o) In case the required number of nominations are not received/found valid for one or more office of the Council, the election for the particular office be held at the annual general body meeting preferably by secret ballot.
- (p) It was decided that "If a person is elected for a post effective for the current year-and also to a post of President elect or any other post effective from the next year, he should continue on the post effective for current year, he will have to resign from one of the posts next year."
- (q) The Governing Council members who are retiring are eligible for re-election.
- (r) All the fellows/members can obtain a list of fellows/members of the College on payment of Rs. 75/- to the ISDA.
- (s) The terms of office shall be one year for President, 3 years for Secretary and Treasurer, one years for Vice-President and for all other office bearers and Councillors. .

To facilitate the work of the College, the Treasurer and Secretary and either the President or Vice-President shall be selected among the fellows from the city where the head office of the College is located for that particular year. .

The Council as constituted in accordance with the rules shall continue in office not withstanding expiry of the period of their office until their successors have been duly appointed.

In the absence of the President, his duties will devolve on *President-elect* or Vice-President of the ISDA. In the case of sudden vacancy of any particular office in the interval between two meetings, the President shall designate one of the members of the Council to hold that office till the post is filled by election according to the Rules.

10. The Governing Council

The functions and powers of the Council:

rs of the ISDA for such purpose to make such regulations as may to them appear conducive to the good administration of the College and the attainment of the aims and objects of its foundation; provided always that such regulations be not inconsistent with anything contained in these rules and that they be reported for the information of the members at the next general body meeting.

- (b) Subject to confirmation by the next subsequent general body meeting *to* appoint any salaried officer, clerk or servants, as they may deem necessary, to define their duties, allowances, salaries, gratuities and privileges and to suspend or dismiss them or dispense with their services, as the occasion may require.
- (c) To prepare and submit to the annual general body meeting a report on the general concerns of the Council. Such reports shall set *forth* the expenditure *for* the previous year, the balance in hand, the debts and assets, estimated income and expenditure of the succeeding year, development otherwise of the College, and the progress of the work. The report shall also include an abstract of the proceedings of the Council during the members, one of whom must be either the President *or* President-Elect or Vice-President shall form the quorum.
- (d) To co-opt 2 or 3 Members/Fellows at its discretion to assist it in its work.
- (e) To make regulations and Bye-laws.
- (f) To appoint Committees both standing and adhoc.
- (g) The President shall, have powers to take any action consistent with and objects of the College, which will be ratified at the next meeting Council.

11. Publications:

The Indian Journal *of* Sleep medicine will be published under the Joint auspices *of* the ISDA

The scientific activities *of* the ISDA and various Zone/Branches will be published as a "NEWS LETTER" in IJSM *from* time to time.

12. Power & Duties of Officers:

(1) President:

- (a) To preside at all meetings of the ISDA and of the Council and to regulate the proceedings at such meetings.
- (b) To ensure due effect is being given to these rules and to the regulations made by the Council.
- (c) To be ex-officio member of all committees appointed by the Council
- (d) In case of doubt as to the interpretation of any of these rules, to decide on the interpretation. In such a case the President's ruling shall hold until the next meeting of the Council when the interpretation of the rules should be discussed and finally determined.
- (e) The President shall have powers to take any emergency action considering the aims and objects of ISDA which will be ratified at the next meeting of the Governing Council.

(2) President-Elect:

President-Elect will be an ex-officio member *of* the Governing Council, preside at meetings in the absence *or* vacancy *of* the President.

(3) Vice-President:

The Vice-President shall preside at meetings in the absence or vacancy of the President and President-Elect and shall discharge the duties of the President.

(4) Secretary:

- (a) To conduct the correspondence of the ISDA and of the Council. To take minutes of such meetings during the progress and at the commencement of every such meeting, to read the minutes of the previous meeting.
- (b) To prepare for submission to the annual general meeting a list of members/ fellows corrected to the close of the previous year.
- (c) To enter or cause to be entered in the minute books, all the proceedings of the ISDA and the Council before the following meetings and to see that all letters and documents of every kind connected with the ISDA are properly filed and preserved.
- (d) To exercise general supervision over the staff and affairs of the ISDA and to assist in carrying out these

and orders made by the Council.

- (e) To be ex-officio member of all Committees appointed by the Council.
- (f) To maintain a roster of all office bearers, Members and Fellows along with their qualifications, designation, date of birth and address.

(5) Joint Secretary:

Under the general control of the Council the Joint Secretary shall assist the Secretary in the discharge of his duties and will render general assistance. in all administrative work. The Joint Secretary may take over the duties of the Secretary completely during the temporary absence of the latter.

(6) Treasurer:

The Treasurer shall receive and hold for the use of the ISDA all money paid to the ISDA and shall keep exact accounts of all such receipts and payments. The Treasurer shall be ex-officio member of committees dealing with accounts. The Treasurer shall prepare a list of the names of those members/fellows who may be in arrears of their subscriptions and shall submit it for the orders of the Council at the next Council meeting.

The Treasurer may incur expenditure for the day-to-day working of the College in consultation with the President/Secretary. The matters related to finances will be decided by the Finance Committee appointed by the G.C. of the College of which Treasurer will be the Convener.

(7) Auditor:

The Auditor will be appointed in the annual general body meeting of the ISDA.

13. Meetings:

The ISDA shall hold at least one regular annual meeting each year at a place determined by the Council. The President or one-third of the Members of the Council or one-third of the Fellows/Members of the ISDA may ask for an meeting, the decision of which shall subject to ratification at the regular annual meeting.

Fellows and/or Members will form a quorum for the annual meeting. In the absence of the quorum the Presiding officer can hold a meeting. No quorum is required for such adjourned general meeting.

Ordinary meetings of the ISDA for academic discussion, lectures an may be held at time and place as approved by the President. The Governing Council members will be paid 1st class to and fro fare to attend the Governing Council's meetings and 2 tier A/C return fare for attending the Governing Council's meetings time of annual scientific conference. The secretary would be paid return economy airfare to be present at the annual conference/ AGM.

14. Amendments:

An amendment in the constitution can be made if ratified by the General body by 2/3rd majority with a quorum of at least 15 Fellows and/or Members, who have paid their dues up-to-date. Notice of such a resolution is to be sent in advance with the agenda. .

15. Annual Scientific Conference:

The ISDA will hold its annual scientific conference independently and time decided by the Council. The President of the ISDA will also be the President of the Conference.

16. Amalgamation of the ISDA etc. :

The property, movable and immovable belonging to the ISDA shall in the Council of the ISDA. Whenever it shall appear advisable to the Co ISDA to alter, extend abridge any object or purpose or to amalgamate 1 either wholly or partially with any other Association, the Council shall proposal to the members and fellows of the College in a written or printed shall convene a special meeting for the consideration thereof. Such proposal shall be sent to the Fellows/Members by post 15 days prior to the special meeting for the consideration thereof. Such proposal shall not be carried unless agreed to by the votes of three-fifths of the Fellows/Members d person or by proxy, and confirmed by the votes of three-fifth of the members at a second special meeting to be convened by the council after an interval month after the former meeting.