

ISCCP Constitutional Amendments Final Draft

1. The name of the Society shall be **INDIAN SOCIETY OF COLPOSCOPY AND CERVICAL PATHOLOGY (ISCCP)**

2. Registered Office:

The office of the Society shall be in the registered office at Delhi, namely Shop No 6, 42 E, Kamla Nagar, New Delhi 110007 irrespective of the place of residence of the President and or Honorary Secretary.

3. Aims and Objectives:

- i. To promote and advance the knowledge of cervical pathology and Gynecology and its allied sciences and to update the knowledge of its members by programmes of continuing medical education regarding cervical pathology and colposcopy.
- ii. To collaborate with similar bodies nationally and internationally. ISCCP is affiliated to International Federation of Cervical Pathology and Colposcopy (IFCPC).
- iii. To maintain the honour and dignity and uphold the interest of the medical education and promote the co-operation of the members thereof.
- iv. To develop the knowledge and public interest in matters relating to colposcopy and reduction of cervical cancer.
- v. To maintain high quality of teaching and ethical practice of colposcopy, Cervical Pathology and encourage research in this field.
- vi. To raise funds in such manner as the Society deems fit and to collect subscription and donation for continued growth and development of the Society.
- vii. To invest any monies and funds of the Society not immediately required for any other objectives in such manner as it may wish to, from time to time as determined by the Executive Committee (EC) in accordance with relevant rules of the Government.
- viii. To promote the welfare of the colposcopists, Gynecologists and Pathologists of the Society.
- ix. To hold periodical meetings and organize seminars, conferences and workshops by itself or in Society with other professional bodies in medical sciences.

- x. To organize lectures/clinical meetings to be addressed by academicians, leading members of the profession and its allied sciences.
- xi. All the income, earnings, movable and immovable properties of the Society shall be solely utilized and applied towards the promotion of its aims and objectives only set forth in the Memorandum of the Society. There is no payment or transfer directly or indirectly by way of dividends, bonus, profits or in any manner whatsoever to the present or past members of the society or any person claiming through anyone or more of the present or past members.

No member of the society shall have any personal claim on any movable or immovable properties of the society or make any profit whatsoever by virtue of the membership

4. The Governing Body: The Executive Committee (EC) is the Governing Body of the Society. It will comprise the office bearers and the executive members. It is also described in the rule number 9.

The names, addresses, occupation and designations of the present members of the Governing Body to whom the management of the Society is entrusted as required under section of the 2 of the Societies Registration Act , 1860 as applied to the National Capital Region of Delhi are as follows:

The composition of the present Governing body is as under:

S. No	Name	Address	Designation
1	Dr. Swaraj Batra	1355, Sector 28, Faridabad, Haryana	Patron
2	Dr. Vijay Zutshi	60-A, Pocket B, Mayur Vihar, Phase II, New Delhi	Advisor
3	Dr. Leela Digumarti	208, Green City Heights, Green City, Vadlapudi, Visakhapatnam-AP	President

4	Dr. Pinnaka Vamsi	Flat 205, Palm Beach Apartments, Kirlampudi layout, Visakhapatnam-AP	Secretary
5	Dr. Sweta Balani	42 E, Kamla Nagar, New-Delhi 7	Treasurer
6	Dr. Fahmida Banu	Fehmi Care Hospital, Tahir Villa, Yousufguda Check Post, Hyderabad, TS	Editor
7	Dr. Anshu Patodia	B13, Meera Hospital, Shiv Marg, Banipark, Jaipur 302016	Web Editor

The Governing Body/Executive Committee shall be amended with the addition of new posts to the existing posts as office bearers.

The list of new office bearers is as follows

- i. President
- ii. Vice President
- iii. Honorary Secretary
- iv. Joint Honorary Secretary
- v. Honorary Treasurer
- vi. Joint Honorary Treasurer
- vii. Chief Journal Editor
- viii. Two Editors
- ix. Web Editor

EC Members: Executive Committee members shall comprise a minimum of 5 and a maximum of 10.

The names, addresses, occupation and designations of the members of the Governing Body to whom the management of the Society is entrusted as required under section of the 2 of the Societies Registration Act , 1860 as applied to the National Capital Region of Delhi would be applicable for the Society's renewal of registration as and when needed.

RULES and REGULATIONS

1. Name of the Society: Indian Society of Colposcopy and Cervical Pathology (ISCCP)

2. Membership defined:

A. Life members: Those who have specialized and have been actively involved in the practice of and or research in Obstetrics & Gynaecology, Human Reproduction and Family Welfare and Gynecological Oncology and whose degrees (DGO, MD, MS, MRCOG, DRCOG, DNB, MCh Gynecological Oncology) are recognized by the Medical Council of India act 1956 or by the National Medical Commission of India/National Board of Examinations which are the statutory authorities.

They must be registered with Medical Council of India or a State Medical Council as a specialist in any of the above specialties or sub-specialties.

A copy of the relevant University Degree/NBE along with a copy of the Medical Registration certificate as a specialist must be submitted as proof.

They are eligible to vote. (They are eligible to propose and second candidates for election.) They can hold office as defined in the eligibility criteria mentioned in the Election Process.

Those who are pursuing a Post-Graduate course in Obstetrics and gynecology or sub-specialization in Gynecological Oncology are admissible as life members on submission of Medical Registration Certificate and in-training Post-Graduate Certificate from the respective training institute attested by the Head of the Department where they are working.

Those members pursuing a Post Graduate Course in Obstetrics and Gynaecology, or its subspecialties will be eligible to vote or hold office if they satisfy the eligibility criteria, only after completion of the training and obtaining the relevant degree.

B. Associate Life Members:

Post- graduates and Specialists in the allied branches – Pathology, Microbiology, Virology, Preventive Oncology, Radiation, Surgical and Medical Oncology and interested in the prevention and screening of cervical cancer will be eligible for Associate Membership.

Associate members will not have voting rights and cannot hold office.

3. Type of Membership: Both the Life and Associate Members shall pay the same amount of membership fee as fixed by the Governing Body.

4. Subscription: The Life Membership Fee is a onetime payment of Rs. 10,000 only. This may be subject to review from time to time. ISCCP pays an annual subscription per member to IFPCPC for being a member of the Federation.

5. Cessation of Membership:

- a. A member shall continue until a written resignation letter is received. No refund of the membership fee is admissible.
- b. A member may rejoin the Society, duly completing the formalities and paying the membership fee afresh as prevalent at that time.
- c. Deceased members will be automatically removed from register of membership.

6. Removal:

- a. A member whose conduct is deemed prejudicial to the interests of the Society, or is likely to bring disrepute to the medical profession, or, is convicted by a court of law on criminal grounds or has been removed from the Register of a State Medical Council, may be called upon by the President of the Society after the approval of Executive Committee to resign from the Society.

- b. In the event of the said member refusing to do so, the member shall be removed from the Register of Members by the General Body with three fourths of the members present at the meeting voting in favour of removal.

7. Rights and Privileges: Both the life members and associate life members have the privilege to take part in all scientific and clinical meetings, social functions and in other activities of the Society, to receive publications free of charge or at a rate fixed by the Society.

However, Associate Members shall not have the right to vote in the meetings and to hold office on the Executive Committee.

The Honorary Secretary shall maintain the Register of Members with the requisite details.

8. General Body of the Society

A. General Body Defined: The General Body of the Society consists of all members. Only Life Members shall have the right to vote at meetings and be eligible for the elections as office bearers and members of the Executive Committee (EC).

B. Powers, duties and functions of the General Body:

- i. The General Body shall hold an Annual General Body Meeting *Physically*
- ii. It shall be held at the Annual Conference of ISCCP, typically in the months of March or April.
- iii. Notice thereof shall be given at least a fortnight before the scheduled meeting
- iv. The agenda shall be finalized and circulated to all the members at least a week before the Annual General Body Meeting.
- v. A copy of the audited statement of accounts including the balance sheet and the Annual Report passed by the EC shall be circulated to the members at or before the meeting by the Honorary Treasurer and the Honorary Secretary, respectively.

- vi. A copy of the agenda and minutes of the meeting shall be circulated electronically/digitally to all the members of the society within 2 weeks of the completion of the meeting by the Honorary Secretary, after approval by the President.

C. Business at the Annual General Body Meeting: The following shall be included in the business transacted at the Annual General Meeting unless otherwise determined.

- i. To adopt the balance sheet and statement of accounts audited by the certified auditors, as presented by the Honorary Treasurer and approved by the Executive Committee
- ii. To adopt the Annual Report as presented by the Honorary Secretary for approval by the Executive Committee
- iii. To consider such matters as may have been referred by the Executive committee or the President by the Members
- iv. To appoint one Election Officer and two scrutinizers for the conduct of elections in the Election Year
- v. Address by the retiring President
- xii. Installation of the new President and Executive Committee and the Handing Over Ceremony by the outgoing Executive Committee

D. Notice and periodicity of meetings:

a. Ordinary General Body Meeting:

- i. An ordinary General Meeting of the Society shall be considered as often as may be necessary to transact official business and to acquaint the members of the society with the work of the Executive Committee.
- ii. A week's notice shall be necessary to hold such a meeting.

b. Urgent Meeting:

- i. An urgent meeting of the Executive Committee or the General body shall be convened by the Honorary Secretary with the consent of the President to transact any urgent business.
- ii. A notice of 48 hours for such a meeting shall be deemed sufficient.

c. Special Meeting:

- i. A special meeting shall be convened for a special purpose within a fortnight after receiving requisition stating the purpose of such a meeting. Such a requisition would be signed by fifteen members of the Society, specifying the objective of the proposed meeting.
 - ii. No other business except the requisitioned agenda shall be discussed in the meeting
 - d. **The Ordinary, Urgent and Special General Body meetings can be held virtually.**

9. **Governing Body:**

The Executive Committee(EC) defined below is the Governing Body of the Society.

B. Executive Committee Definition: The day to day management of the Society shall be vested in the Members of the Executive Committee (EC) constituted as under:

- a. Shall consist of:
 - i. Office Bearers
 - ii. EC Members: From the 5 zones of India (minimum of 5 and maximum of 10), namely North, South, East, West and Central India
- b. The following shall be the Office Bearers of the EC:
 - i. President
 - ii. Vice President
 - iii. Honorary Secretary
 - iv. Joint Honorary Secretary
 - v. Honorary Treasurer
 - vi. Joint Honorary Treasurer
 - vii. Chief Journal Editor
 - viii. Two Editors
 - ix. Web Editor

The immediate outgoing President and the immediate outgoing Hon. Secretary shall be **ex-officio** members of the Executive Committee for one term.

The Patron(s) and Advisors of the Society shall be invited for the EC Meetings. *They will not have any voting rights.*

ii. Executive Committee Members:

Two Elected Members from each of the 5 zones of the country as mentioned in **9b ii**

iii: The President of AOGIN India (Asia Oceania Research Organization on Genital Infections and Neoplasia) shall be an **ex-officio** member of the EC during his or her term.

C. Election and its mode:

a. Elected posts:

- i. President : One
- ii. Vice-President: One
- iii. Honorary Secretary: One
- iv. Joint Honorary Treasurer: One
- v. Chief Editor: One
- vi. Editors: Two
- vii. Executive Committee Members: Two from Each Zone of the country

b. Nominated Posts (by the President):

- i. Honorary Treasurer: He or she will be a member from Delhi as the Society's office and Bank Accounts are in Delhi. Filing of income tax returns and GST registration are also from Delhi.
- ii. Joint Honorary Secretary
- iii. Web Editor

c. The duration of the term for office bearers and EC members is two years.

d. Except the President, all others can contest for second term for the same or different post.

e. Regarding the posts of Chief Editor and Editors, as the online journal has been started recently, the present Chief Editor and other two editors shall continue for 10 years from the start of the tenure. Elections for these posts shall take place in the year before their tenure ends.

- f. If no nomination is received for a particular post, the newly elected President shall reserve the right to nominate a suitable life member for a post.
- g. If no nomination is received for the post of the President, he/she shall continue for another term.

D. Eligibility Criteria for contesting the posts:

a) For the post of President

- i. The applicant should be an active member of ISCCP for more than 10 years & should have served in the capacity of office bearer or member of the Executive Committee for at least 4 years.
- ii. The applicant should mention his/her contributions towards ISCCP, vision, strategy, commitments towards ISCCP objectives, along with a brief CV.
- iii. The persons nominating & seconding the candidature must both be active members of the ISCCP.

b) For the post of Vice-President

The applicant should be an active member of ISCCP for at least 10 years and should have served in the Executive Committee for at least 2 years.

c) For the posts of Honorary Secretary and Joint Honorary Treasurer:

The applicant should be an active member of ISCCP at least for 5 years and should have served in the Executive Committee or other Committees for at least 2 years.

d) For the posts of other EC members:

- i. The applicant should be an active member of ISCCP for more than 2 years.
- ii. The applicant should be interested in promoting the objectives of the Society.

E. Election Process:

- a. The process shall start in the month of **September** and be over by the end of **February** in the election year.

- b. The Honorary Secretary will call for nominations by the second week of **September** on a form duly supplied by the office for various posts.
- c. The nominations should be proposed by one member and seconded by two members.
- d. Due notice of **8 to 10 weeks** for calling the nominations before the elections will be given.
- e. The nominations must be received online by the President and Honorary Secretary before **30th November** of election year.
- f. The Election Officer and the two scrutinizers shall screen the nominations for final approval.
- g. Withdrawal of the nomination papers must be sent to the President and Honorary Secretary at least by **one month** before the election date.
- h. There will be a **minimum of 8 weeks time** for canvassing for the elections.
- i. A day after the date of inviting of nominations, the Honorary Secretary shall announce the list of members who can vote.
- j. The day before the date of calling for nominations shall be treated as cut off date for enrolling new members for casting votes.
- k. The Members Register will remain closed until the end of the election process, as deemed by the Election Officer
- l. **An electronic voting process** shall be introduced instead of physical or postal voting. The e-voting shall be done in **mid February**
- m. The new EC team shall take charge **physically** at the Annual General Body Meeting during the Annual Conference.

F. Terms of the office of the Governing body/Executive Committee:

- i. The Executive Committee shall direct and regulate the general affairs of the Society and shall be subject to the control of the General Body, have powers to frame rules, regulations and bye-laws, to conduct business at meetings of the Society, for the maintenance and administration of the Society and direction of publications.

- ii. The Executive Committee shall in addition to the powers by these rules expressly conferred upon them, exercise all such powers and do all such acts and things in the interest of the Society which are not hereby expressly directed or required to be exercised or done by the Society in a General Meeting.
- iii. Without prejudice to the general powers conferred by the preceding clause herein, the Executive Committee shall have the power to:
 - a. To appoint committees and sub-committees
 - b. To represent any matter in which they consider the interests of the Society or of the Government and public bodies or any statutory authority
 - c. The Executive Committee shall direct the preparation and presentation of the Annual Report by the Honorary Secretary and the Balance Sheet and Statement of Accounts by the Honorary Treasurer at the General Body Meeting during the Annual Meeting of the Society
 - d. To manage the funds of the Society in accordance with the general policies laid down by General Body.
 - e. To consider the formulation of the Following Committees:
 - i. Education and Training Committee
 - ii. Scientific Committee
 - iii. Public Awareness Committee
 - iv. Journal Committee
 - f. To consider the formation of other committees and sub-committees

F) Power and duties of the President and Vice President:

- i. The President should hold the office for a period of Two years.
- ii. The President shall preside at the annual General Meeting, clinical meetings and meetings of the Executive committee.
- iii. He/She regulate the proceedings of the meetings interpret the applications of laws, decide doubtful points, put resolutions and motions to vote and shall besides his ordinary vote have a casting vote in case of a tie.
- iv. The President shall be the custodian of the constitution of the Society and his/her ruling in any meeting shall be final.

- v. He/She shall have the power to co-opt/ nominate the members to any meeting of the Society.
- vi. The Vice-President shall work in collaboration with the President
- vii. In the absence of the President, the Vice-president will officiate, preside or chair meetings.

G) Responsibilities and duties of the Honorary Secretary, Editor and Honorary Treasurer:

- i. Honorary Secretary and Honorary Treasurer shall derive their powers from the Executive Committee and shall be in charge of the Office of the Society.
- ii. They shall carry on their work under the direction of the President of the Society.
- iii. They shall conduct all correspondence, organize, arrange and convene meetings, conferences, lectures and demonstrations, shall attend meetings of the society and the Executive Committee and keep proceedings thereof and shall be ex-officio members of all committees.
- iv. The Honorary Secretary will maintain the Membership Register, enrolling new members, corresponding with all members as well as drafting the agenda and minutes of every meeting of the Society, Executive Committee and the Sub-committees.
- v. Minutes of the Executive Committee meetings shall be recorded by the Honorary Secretary.
- vi. Minutes of the meeting of the Executive Committee shall be confirmed at the next meeting of the Executive Committee.
- vii. Minutes of the ordinary, Urgent, Special and annual meeting of the General Body shall be confirmed at the next convenient meeting of the General Body.
- viii. Honorary Treasurer shall receive and make payments of all the money and deposit in the banks, maintain an account of receipts and disbursements of funds, prepare the balance sheet and statement of accounts.
- ix. The Joint Honorary Secretary and Joint Honorary Treasurer will assist the Honorary Secretary and Honorary Treasurer, respectively.
- x. Honorary Chief Editor and the two editors with the rest of the online journal team shall be responsible for the scientific content

and timely release of the journal titled Journal of Colposcopy and lower Genital Tract Pathology.

H) Notice and periodicity of meetings:

- i. The EC shall call for meetings as and when required with a fortnight's notice.
- ii. The agenda shall be prepared by the Honorary Secretary under the guidance of the President and circulated to all EC members.
- iii. The minutes of meeting shall be drafted and circulated by the Honorary Secretary in a week's time to the EC and subsequently to all members of the Society.
- iv. Non-attendance of an executive member of the Executive meeting on two consecutive meetings of the executive committee without permission/valid reason shall be considered for action against that EC member.
- v. Vacancies to the Executive Committee caused by death, retirement, resignation, absenteeism or dismissal from membership of the Society shall be filled within 3 months of such a vacancy by co-option by the Executive Committee for the remaining period of its tenure.

I) Quorum for meetings:

- i. At meeting of the Executive Committee, 1/3 members shall constitute a quorum.
- ii. Ordinary General Body Meeting, Special General Body Meeting, Annual General Body Meeting and Urgent General Body meeting shall require 25 members to form a quorum.
- iii. In the absence of quorum, the meeting shall stand adjourned for half an hour.
- iv. No quorum is required for an adjourned meeting subject to the presence of President and Secretary.
- v. Clinical meetings shall need no quorum.

10) Sources of income and utilization of funds

A. The Funds of the society shall include *inter-alia*

- a. Life Membership Fee
- b. Colposcopy Training fee
- c. Donations
- d. From the annual conference, 20% of the conference registration fee collected from the delegates
- e. Income from the annual conference - all the amounts remaining with the annual conference organisers, after settlement of all expenditure/payments towards the conference
- f. Receipts for other activities of the Society

B. Reserve Fund:

- i. The life membership fee and donations shall be set apart and will constitute a reserve fund of the Society.
- ii. As a rule only the interest accumulating on this amount shall be utilized for the ordinary expenses of the Society.
- iii. In case of an emergency or for a special purpose, the Executive Committee with the previous sanction of the General Body shall be entitled to draw upon the Reserve Fund.
- iv. Any surplus money lying with the executive committee not required for the ordinary expenses may be taken into the Reserve Fund.

C. **Subscription money:** The receipts from other activities of the Society shall be utilized for the purpose of usual expenses of the Society for which no sanction of the General body shall be required.

11) Financial Year:

The Financial Year shall be from 1st April to 31st March

12) Audit of Accounts:

- i. The Honorary Treasurer shall cause the accounts of the Society to be audited as on 31st of March of each year and said audited statement shall be placed before the Annual General Body Meeting for review and approval.

- ii. The Honorary Treasurer is responsible for effecting the regular and periodic filing the tax under GST and causing the filing of the Annual Income Tax Returns by the appointed auditors.

13. Operation of the Bank Accounts:

- i. The accounts of the Society shall be operated by the said persons as are nominated by the Executive Committee from time to time.
- ii. Ordinarily the accounts shall be operated by the signatures of at least two persons from within the President, Honorary Secretary and Honorary Treasurer of the Society.

14. Conference Guidelines, Rules and Regulations

1. **Timing of Conference:** It shall be held once a year in the month of March or April.
2. **Place of Conference:** It is preferable to rotate the venue in the different Zones of India, so as to reach all regions of the country. Bids shall be invited one month before the annual conference and interested members should send the details to the President and Secretary. Those who want to bid should make a 2 minute video presentation physically at the General Body Meeting of the Annual Conference. The selection would be done by physical voting of the members present at the meeting.
3. **Duration of Conference:** It is held for 2 or 3 days.
4. **Scientific content and agenda:**
 - a. It is preferable to have 2 or 3 parallel workshops
 - b. The Organising Secretary of the Annual Conference must involve the President, the immediate past president, the Honorary Secretary and other EC members in the scientific and other committees for the Annual Conference
5. **Oration:** The oration shall be in the name of Dr. S K Das. A sum of five lakh rupees was donated by the family of Dr. S.K. Das to the Society. This has been invested as a fixed deposit. The expenditure for the airfare, accommodation and plaque will be from the interest on the deposit.
6. **Conference Account:**
 - a. A Conference Account needs to be opened with the ISCCP PAN number for all monetary transactions by the **Organising Chairperson** of the Conference.

- b. This account must be closed after all dues are settled.
- c. Any funds remaining in the conference account after meeting all expenditure must be transferred to the Society's account.

7. Temporary State GST number:

- a. It has to be obtained for paying State GST by the **Organising Chairperson** of the Annual Conference.
- b. It needs to be closed within 3 months of completion of the Annual Conference.

8. Conference Expenditure:

- a. Organizers have to raise the funds.
- b. The Society may provide a seed money, on written request, to the Organising Secretary of the Annual Conference.
- c. This needs to be returned to the Society within 3 months of the completion of the Annual Conference. After three months, the interest amount also should be paid to the Society

9. Payment to the Parent Society following the Annual Conference:

- a. 20% of the delegate registration fee must be given to the Society.
- b. After all financial transactions are settled, any money remaining in the conference account must be transferred to the Society's account, with a certified copy of audited report of accounts.

15. Annual List of Managing/Governing Body (Section 4 of the Societies Registration Act)

Once in a year, a list of the office bearers and Members of the Governing Body of the Society shall be filed with the Registrar of the Societies, Delhi as required under Section 4 of the Societies Registration Act 1860.

16. Legal Proceedings (Section 6 of the Act):

The Society may sue or be sued in the name of the President as per provisions laid down under Section 6 of the Societies Registration Act 1860 as applicable to the National Capital Region of Delhi.

17. Amendment in the Memorandum of Society or Rules:

Any amendment will be carried out in accordance with procedure laid down under Sections 12 and 12 A of the Societies Registration Act 1860

18. Dissolution and Adjustment of affairs:

If the Society needs to be dissolved it shall be dissolved as per the provisions laid down under section 13 and 14 of the Societies Registration Act 1860 as applicable to the National Capital Region of Delhi

19. Application of the Act:

All the provisions under all sections of Societies Registration Act 1860 as applicable to the National Capital Region of Delhi shall apply to the Society.

20. Essential Certificate:

Certified that this is the correct copy of the Amended Rules and Registration of the Society as adopted by the General Body of the Society.