



**SOCIETY OF ANAESTHESIOLOGISTS**  
AND MEDICAL WELFARE REG.NO.01/01/01/18884/08



**( ISA M.P. STATE CHAPTER )**

<b>President</b> <b>Dr. R P Kaushal</b> ISA No-R 900 Mobile: +919617377131 rpkaushal1@rediffmail.com	<b>Vice President</b> <b>Dr Ravindra Kharade</b> ISA No K-1425 Mobile: +91 9827054060 drkharade@gmail.com	<b>Hon. Secretary</b> <b>Dr. Lalit Kumar Pandey</b> ISA No-L0180 9826462052 pandeylalit016@gmail.com	<b>Treasurer</b> <b>Dr. Mamta Mahobia</b> ISA No-M0875 9826160715 mahobiadmamta@gmail.com
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## **ISA MP State Chapter**

### **Memorandum of Association with Rules Regulation**

#### **THE AIMS AND OBJECTS**

1. To associate together in one corporate body all reputable and medical persons registerable to MCI, practicing or interested in the science and the art of Anaesthesiology.
2. To promote the advancement of Medical Science.
3. To edit and publish a Journal of Anaesthesiology.
4. To determine the competence of specialists in Anaesthesiology and to conduct examinations, issue certificates and to make sub-formations to run / implement the objectives.
5. To protect the public against irresponsible and unqualified practitioners who profess to be qualified anaesthesiologists.
6. To encourage scientific research and experimental work on anaesthetic problems I issues.
7. To hold I conduct scientific discussions and read I present papers on Anaesthesiology.
8. To watch and advice on legislations affecting the Anaesthesiology.
9. To hold / organize (periodically) conferences (at various places) for the betterment of the cause of Anaesthesiology in India.
10. To receive / accept donations and subscriptions from persons who are eligible and desire to join the society and to hold! maintain the funds for the advancement of Anaesthesiology and benefit of members. All the income of the society from wherever derived shall be expended I utilized solely to accomplish or further, any or all the objects of the society as set forth in this memorandum of association and for no other purpose and no portion thereof shall be disturbed I distributed among its members by way of profits, dividends, bonuses, or



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otherwise, provided that nothing herein shall prevent payment of remuneration to employees for services rendered.

11. To co-operate with other medical and scientific associations.
12. To arrange exhibitions of implements, appliances etc., pertaining to anaesthesia in different parts of the country and suggest improvements in these implements and appliances.
13. To make I form rules when (deemed) necessary, relating to the discipline and professional conduct of Anaesthesiologists.
14. To make/amend rules and regulations and bye-laws of the society and to delete, change or add to the same as and when necessary.
15. To add all such things as may be incidental or conducive to the attainment of all or any of the above objects.
16. To prepare I publish a directory of Anaesthesiologists in India and abroad who are registered members and to circulate the same to the members.
17. To run / create Funds! Schemes for the welfare of Society and it's members like Family Benevolent fund, Professional protection, acceptable remuneration, career promotion, accident insurance etc.

**ARTICLE-1**

**PRELIMINARY**

The society shall be called the "Indian Society of Anaesthesiologists" with the aims and objectives specified in the Memorandum of the Society.

In the construction of these rules and regulations, generally, unless repugnant to the context, the singular shall include plural, masculine the feminine and vice versa and within shall include printing, lithograph or other substitute for printing or writing. Theword 'Anaesthesia' is to be or should be replaced by 'Anaesthesiology' and word'Anaesthetist' by 'Anaesthesiologisf.

**ARTICLE-2**

**REGISTERED OFFICE**



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Registered office of the society shall be located at Bhopal Govt. Medical College, Bhopal the executive Office of the Society, will be functioning from the place of Honorary Secretary. Registration Number of the society is -

**ARTICLE-3**  
**MEMBERSHIP**

**3. LIFE MEMBERS:**

Medical graduates of modern medicine registered in India, possessing qualification in anaesthesiology (recognized by MCI) & Registration of the PG qualification in Anaesthesiology with Medical Council and residing in India will be eligible for life membership in the society. Members already registered as life member before December 2007 without requisite qualifications will be treated as Life members. Existing life members will continue for life. The life membership has to be renewed after 20 years with the 10 % Life Membership Fee in force at that time as decided by the GC, failing with the membership will automatically lapse. This will come into existence for the members who joins after 1st April 2016.

**4. ASSOCIATE LIFE MEMBERS:**

Medical graduates of modern medicine registered in India and studying as postgraduate students in anaesthesiology are eligible for associate membership till qualified. The associate members shall be entitled to all privileges and rights of life member but they shall not be eligible to vote or to hold office. Applicants holding MCI recognized PG qualification in Anaesthesiology, but not registered their additional qualification with Medical Council will be registered as ALM only. After completion of the PG & registering additional qualification can apply for Life Membership with copy of Certificates of Qualification and Registration.

**ARTICLE-4**  
**ENROLMENT OF MEMBERSHIP**

Application for membership shall be made on an application online in [www.isaweb.in](http://www.isaweb.in) and submit & a print out of the same with signature of the Applicant and the proposer & seconder to be sent to ISA National Secretary with the requisite membership fee | online



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payment receipt. The photo, copy of Degree Certificate, Copy of Registration Certificates, Bonafied Certificate etc to be filed online. This shall be duly completed by the applicant, duly proposed and seconded by two valid life members of the Society (with their signature & ISA number whose names appear on the register of the Society as valid members. Such application shall be scrutinized by the National secretary. The National Secretary in turn submits to GC with his comments I recommendations for approval. The decision of Governing Council shall be final. Pending final decision by the Governing Council, Hon. Secretary may enroll an applicant, temporarily, as member, on receipt of the application and subscription, which will entitle the applicant to privileges of his class of membership, but without any rights of voting or attending business meetings.

Afler successful completion of their P G course (MCI recognized) & registration of Addl. Qualification with Medical Council, the associate life members will become eligible to apply for life membership. They shall send application online with copies of the necessary PG certificates along with medical registration certificate of Additional Qualification and photograph for the photo identity card, to the society's office any time, but at least one month earlier to the before annual general body meeting for the grant of life membership. On receipt of payment, enrollment & Membership Number will be allotted and informed to the applicant.

**TERMINATION I CESSATION OF MEMBERSHIP**

Membership from the society shall cease by:

1. **Voluntary resignation by the member.**

A member may resign in writing to the Honorary Secretary. The governing council shall accept the resignation unless there is recovery due from or any disciplinary action pending against the member.

2. **Disciplinary action.**

a) The Governing Council may recommend by a two thirds majority to delete the name of a member from the membership for any proved unprofessional behavior or criminal misconduct, or action prejudicial to the interest of the Society at



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large. The membership of such member shall remain suspended till the AGBM ratifies the decision at next meeting. Before any disciplinary action of such a nature is taken, the accused member will be served a notice in writing to appear in the next meeting of the Governing Council and will be given an opportunity to explain his conduct.

- b) A member whose name has been removed from the membership of the society under the above clause may be readmitted on expiry of three years or thereafter, provided his application for re-enrolment is approved by two-third majority of the Governing Council and confirmed by the General Body at its next meeting.

**ELECTIONS**

All the elections of the society will be conducted by online voting only. Notification will be issued in September every year. Schedule of elections will be published by the Secretary in consultation with the chief election officer in September every year as per the Election Calendar in Annexure III

Elections will be conducted from the administrative Office i.e., the Hon. Secretary's Office, and CEO or his nominee will be conducting the elections.

4. The Hon. Secretary shall notify the vacancies in the Governing Council to be filled at the forthcoming elections by 15 September each year through ISA Website /Indian Journal of AnaesthesialNews letter.
5. Every nomination together with the written consent of the candidate to contest the election, duly proposed and seconded by two valid life-members should be sent to the Honorary Secretary by E-mail /Registered Post with acknowledgement due/ Courier / Speed Post! By hand (Receipt to be obtained) so as to reach him by the 30 September each year. If the last date happens to be a holiday then the next working day shall be considered as last day. The proof of attending 3 out of last 5 regular AGBM should be submitted by the contestant while submitting his nomination papers duly notifying the serial number in AGBM register, which shall be available at official website of our Society. For every post to the Governing Council (the President Elect, the Vice President, the Secretary, the Treasurer, the Editor in Chief of IJA, Governing Council member),



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CV of the contesting candidate not exceeding 250 words may accompany the nomination and will be circulated to alleligible members through society media. Excess of CV beyond first 250 words shall be deleted.

(\*The nominee for the post of the Secretary and the nominee for the post of the Treasurer shall submit separate applications, and shall also pay the fixed nomination fees individually. The nomination form of the applicant for the post of the Secretary shall mention the name of the partner Treasurer contestant & the nomination form of the applicant for the post of the Treasurer shall mention the name of the partner Secretary contestant, with ISA Numbers, Addresses, E mail ids and Mobile numbers of both.

6. (a) i. Only a valid life member is eligible to contest, or to propose or to second a candidate for election. If he/she has resigned pending decision of the Governing Council or if any disciplinary inquiry or action is initiated against him/her pending decision by General Body then he is not eligible to contest or, to propose or to second a candidate in election.
- (a) v. Candidate seeking election for any post should have signed in the AGBM register at three AGBMs in the preceding five Annual Conferences.
- (a) Vi The incumbent organizing Chairman, organizing Secretary and Treasurer of the Annual National Conference of ISA shall not be eligible to contest in the election until accounts of the Conference are approved by the respective City & State branches and accepted by the Governing Council which shall be ratified by the AGBM. Also the Governing Council members cannot take the post of Organizing Chairman, Organizing Secretary and Treasurer of the Annual National Conference of ISA as long as they are in Office.
- (b) Conference attendance regular AGBM register (not special or emergency GBM).
- (C) Nomination submitted can be withdrawn by the candidate, through written request to the Honorary Secretary of ISA National Headquarters.
- (d) A member can contest for only one post in the Governing Council. All office bearers in governing council desirous to apply or proposed for more than one post then he/she has to submit written letter for withdrawal of nomination made



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- for additional posts (other than the one which he/she wishes to contest) in Governing Council before notification of final nomination list, failing which all his/her nominations will become invalid.
- (e) Elections will be held by online voting only.
- (f) The Honorary Secretary will scrutinize all the nominations received and present all eligible nominations to the Chief election officer with his remarks on eligibility. The Governing Council will nominate two Election Officers, (Governing Council Members who are not contesting in the elections) for smooth conduct of the election process. The Chief Election Officer will be responsible for the entire election process. He shall report to the ISA President and Secretary for any advice. The decision of the Chief Election Officer will be final on the election matter provided it is within the Constitution, Rules & Regulations of the Society. All nominations will be verified by the Chief Election Officer along with election officers and preliminary list of contesting candidates will be notified at the ISA Office and in ISA website on or before 5.00 p.m. on 8th October. The Chief Election Officer can avail the services of more members from GC to conduct election. The members who have proposed or seconded the nomination of any candidate are not eligible to be in the conduct of election process.
- (g) Nominations can be withdrawn (only by the candidate) in writing before the release of the list of valid candidates, that is up to 5.00 PM. on 15 October. If 15 October is a holiday, then the next working day will be taken into account. In the absence of any valid nominations as stated above, the General Body shall proceed to hold election of the office bearers from amongst those eligible members present at AGBM.
- (h) In the event of a post of the governing council falling vacant (President, President Elect, Vice-President, Hon. Secretary, Hon. Treasurer and other Governing Council Members) during the course of any year, the existing members of Governing Council shall co-opt the office bearer or office bearers in the vacancy or vacancies and person(s) so co-opted shall hold office for the remaining period



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for which his predecessor would have held office. Vacancy so filled shall not exceed three per year.

- (I) The GC member after completion of the term shall be eligible to contest for higher post.

The Office bearers shall cease to hold office:

- When the prescribed period of their term is over! complete.
- In the event of the untimely death of the member.
- On the submission of the resignation of the member for any reason.
- In the event of members migration to the foreign country.
- If by a resolution the General Body decides by two third majorities of the members present that such office bearer or office bearers be removed / dismissed / terminated from office.

In the event of a last minute sudden cancellation of a conference due to extra ordinary situation or not conducting conference for other reasons or failure to hold AnnualGeneral Body Meeting due to lack of quorum, the current existing Governing Councilwill continue to hold the charge of Society till the succeeding conference! general body meeting. Appendix 2 attached: Electronic voting

Even if the electronic elections are conducted and results were declared, the change of office bearers will take place only during the AGBM.

No member is entitled to submit his nomination for any post before completion of the eligibility tenure.

7. Direct campaigning by GC members, other than the contestants, will not be done from personal email, mobile, facebook, whats app and other social & electronic media

**ARTICLE -5**  
**MEETINGS**

**GOVERNING COUNCIL**

1. The Governing Council shall meet at least four times a year first meeting soon after assuming office and second preferably in the months of March 1Apr11, 3rd in the month of August and another just before the commencement of the





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Annual Conference. One or more (as required) GC meeting may be done by either tele / video conference or immediately after the induction of Office Bearers on last day of conference (29th November). 1/3rd of the total of the Governing Council members shall form quorum.

**GENERAL BODY**

1. The Honorary Secretary shall arrange to hold the Annual General Body Meeting (AGBM) every year at the time of the Annual Conference of the Society.
2. The quorum of the General Body shall be 50 or 1/4th of the members of the society whichever is lesser. In the event of lack of quorum two adjournments each not exceeding 60 minutes will be allowed for gathering requisite quorum. The quorum shall not be mandatory for the second reconvened meeting.
3. Any member desiring to move a resolution at the Annual General Body meeting shall give notice of the same in writing to the Hon. Secretary at least 30 days before the date of the meeting.
4. The Hon. Secretary shall circulate the agenda including proposed resolutions (vide clause 3) for the General Body 3 weeks before AGBM  
The resolutions for amendments should be submitted 3 weeks before the 3rd Governing Council meeting.
5. The President shall preside at the meetings of the Governing Council, General Body and valedictory function of the Annual Conference.
6. In the absence of the President, the Vice-President shall officiate for him. In the absence of the President and Vice-President, the immediate Past-President shall preside over the meeting. If all the three are not available then the President elect will preside over the meeting.
7. The President generally shall not vote on a motion but, in the event of a tie, will have a casting vote. The voting may be by show of hands or by ballot, whichever is thought desirable by the President, except for elections to the Governing Council.
8. The ruling of the President shall be final provided it is according to the constitution, and rules and regulations of the Society.



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**ARTICLE-6**

**JOURNAL OF THE SOCIETY**

1. The Society shall publish an official Journal entitled 'Indian Journal of Anaesthesia' under the direction of an Editorial Board. The Editor-in Chief of the Journal shall be elected by online voting from among the ISA Members. The Editor shall nominate other members (at least one member from each zone) of the Editorial Board with the concurrence of the Governing Council.
2. The President, Vice-President, President Elect, Hon. Secretary & Hon. Treasurer shall be the ex-officio members of the Editorial Board.
3. The Editorial Board can form separate by-laws for the management and publication of the journal, with the concurrence of the Governing Council.
4. Articles from valid members only shall be accepted for publication.
5. Outstanding contribution from non-members may be accepted subject to approval of Editorial Board.
6. Online access to LIA is free to ISA members.

**ARTICLE-7**

**1. PRESIDENT**

The President when present shall preside over all the meetings of the Governing Council, General Body, Annual Conference and any other committee meeting of which he may be a member. The President shall hold office until the end of the next AGBM. The tenure of the President shall be one year, at the end of which he shall become Immediate Past President. The Past President will not be eligible for election to any office in the society within or below the national formation (city/state/zone! National). However, the Past President may be nominated for a post of coordinator or chairman of committee or any other post of importance where their services are needed. He shall attempt in all possible ways to contribute to the welfare of the people through the medical specialty of Anaesthesiology, furthering the aims of the society to the full extent and perform such other services of leadership as are customary. He shall regulate the proceedings of the meetings and the conference, interpret the rules and by-laws, decide doubtful points and put the resolutions! motions to vote. The ruling of the



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President shall be final and binding provided it is within purview! provisions of the Constitution, Rules and Regulations of the Society. He shall perform such other duties as are provided in the Rules and Regulations of the Society.

**2. PRESIDENT ELECT**

The President Elect shall be elected by online voting by the members of the society. The President elect shall hold office until end of the next AGBM, at which he will be installed as President. The President elect must resign from the post holding at any formation of the society.

The President Elect should be given due importance at par with the President when sharing any function, in the hierarchy above the Secretary.

The President Elect shall be installed as President of the following year by the President of the current year at the conclusion of the valedictory function. The President elect will be observing all the proceedings of the meetings.

If after getting elected, President Elect resigns | unnatural thing | death occurs; then in subsequent year both the posts of President Elect and President will be advertized.

**3. VICE-PRESIDENT**

- I. In the absence of the President, the Vice-President shall officiate for him.
- II. He shall assist the President in the performance of his duties.
- III The Vice- President shall be elected by online voting by the members. His/her tenure is one year-

**ARTICLE - 8**

**HONORARY SECRETARY**

The Honorary Secretary shall be responsible for carrying out the directions and decisions of the Governing Council and General Body in consultation with President. Secretary will act as per the decisions of the Governing Council. All important matters will be discussed in the governing council meetings and final decisions will be taken on consensus.

In particular the Secretary shall:

1. Be correspondent on behalf of the society.



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2. Convene meeting of the Governing Council and General Body, whenever called upon to do so by the President.
3. Have administrative control over all the affairs of the Society. He shall be the custodian of the ISA logo and his permission is necessary for any activity to be conducted under the ISA logo.
4. Have charge of the office and correspondence of. or in relation to the society.
5. Keep minutes of all meetings of the society, Governing Council and committees thereof.
6. Prepare the Annual Report of the Society.
7. Be in charge of the furniture, books and all documents and other assets of the society.
8. Collect all dues of the Society and pay all such amounts into the banking account of the Society and inform the Treasurer from time to time the amount so paid.
9. Make disbursements and maintain vouchers for all expenditures. For any extra ordinary expenditure, the Governing Council can sanction a sum of Rs.50,000/- at a time and not more than 2,00,000/- in a year.
10. Perform all such other duties as are incidental to his office.
11. All notices, communications, letters, memoranda and other papers, whether they are acts of the Governing Council, or of the General Body, or of any officer of the society shall be signed or authenticated by the Hon. Secretary. When so signed or authenticated, it shall be conclusive.

**ARTICLE -9**

**TREASURER**

1. In extraordinary circumstances, General Body or Governing Council may direct the Honorary Secretary to work as Secretary-cum-Treasurer or to Treasurer to function as Treasurer-cum- Secretary.
2. The Treasurer shall maintain accounts of the funds and other assets connected with or in any way controlled by the Society.
3. The custody of the property, movable or immovable, belonging to the society shall vest in the Governing Council.



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- ii) No sale or mortgage, lease or other transfer of immovable property belonging to the Society shall be valid unless the President or Vice President and Hon. Secretary shall execute the document of transfer after approval by the Governing Council and approval in AGBM.
- iii) All money of the Society shall be deposited and I or invested, in Nationalized bank.
- iv) Accounts and other investments in the name of the Society shall be operated by the Hon. Secretary and Hon. Treasurer. (Subject to Clause ii above).  
Accounts of the Society shall be audited every year by internal auditor (President elect) and one or more Chartered Accountants appointed for the ensuing year by the General Body at the Annual General Body meeting every year. The audited accounts shall be placed before the General Body for adoption. The auditor or auditors shall be paid such remuneration or honorarium as the General Body may fix at the Annual General Body Meeting at which such auditor or auditors may be appointed.

**ARTICLE — 10**  
**AMENDMENTS**

1. The Governing Council shall have the power to recommend to the General Body any change in the rules I regulations of the Society. These recommended amendments shall be circulated amongst the members at least 15 days before the meeting of the General Body. Any valid member may propose amendment in the rules I bye-laws of the Society and shall submit his proposal in writing to the Hon. Secretary signed by a proposer and seconded by five valid members of the Society three weeks before the 3rd governing council meeting.
2. 2/3 majority of the general body is necessary for adoption of any amendment to the rule.
3. Amendments to the existing rules shall be made only in the Annual General Body Meeting.

**ARTICLE-11**  
**ISA LOGO, PROTOCOL AND JURISDICTION**





**SOCIETY OF ANAESTHESIOLOGISTS**  
AND MEDICAL WELFARE REG.NO.01/01/01/18884/08



**( ISA M.P. STATE CHAPTER )**

<b>President</b> <b>Dr. R P Kaushal</b> ISA No-R 900 Mobile: +919617377131 rpkaushal1@rediffmail.com	<b>Vice President</b> <b>Dr Ravindra Kharade</b> ISA No K-1425 Mobile: +91 9827054060 drkharade@gmail.com	<b>Hon. Secretary</b> <b>Dr. Lalit Kumar Pandey</b> ISA No-L0180 9826462052 pandeylalit016@gmail.com	<b>Treasurer</b> <b>Dr. Mamta Mahobia</b> ISA No-M0875 9826160715 mahobiadmamta@gmail.com
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- ISA (National Body) head office, state chapters and city branches are authorized to use the logo in their official communications.
- In case of a body consisting of ISA members should desire to use the ISA logo for a particular purpose, it shall seek permission from the Hon. Secretary in advance, which shall be duly intimated to Governing Council.
- Use of ISA Logo or name without prior permission shall be illegal.
- The protocol based on hierarchy, seniority and achievements of members and office bearers! shall be maintained in ISA.

**ISA STATE/ CITY/METRO BRANCH ELECTIONS CALENDAR**

The elections to all branches of ISA across the country will be conducted from 16- 20 July every year.

The cut off date for eligible voters will be date of notification of elections.

Notification of elections by Hon. Secretary ISA National.

Election process will be completed by State/City CEO Online elections (if required) will be conducted using ISA National Software.

The date of assuming charge by elected office bearers of state and city will be 16th October.

The one year term is defined as from 16 October to 15 October. It will be implemented preferably by 16th October 2020 but not later than 16 October 2021.

The cost of online elections for using software of ISA will be borne by ISA National.

**ARTICLE 12**

**CONCLUSION**

All notices for the meetings under this society shall be sent under email | certificate of posting. Any dispute with regards to any matter relating with rules of the constitution shall be settled by the way of arbitration only. The Governing Council shall nominate the arbitrator and the decision of the Arbitrator shall be final and binding on the parties



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concerned. All legal disputes are subject to jurisdiction of courts at the place where the Administrative Office of ISA (National Body) is situated.

**ARTICLE 13**

**WINDING UP**

If it is impossible to carry out the objects of the Society, the General Body Meeting of the members of the society convened by the secretary (the quorum for this meeting shall be 2/3 of members as on rolls as on the day of notice and decision by the majority of 3/4 of the members who attended the meeting) may dissolve the society and another such extraordinary General Body meeting of the members shall there upon decide the final disbursement of the corpus fund after meeting the liabilities and debts and recovering the assets, keeping in view, the objects of the Society and this decision taken by the second extraordinary General Body Meeting shall be final, legal and binding on all members of the society.