

Final Revised Constitution

Indian society of Anaesthesiologists, Maharashtra State Chapter

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Memorandum

A. The name of the Society -The Society shall be known as the

Indian Society of Anaesthesiologists, Maharashtra State Chapter (For trust formation and records of Charity commissioner , there can be different name for financial management , not interfering with our association with our National body ie ISA HQ)

B. The Aims and Objectives of the Society

1. To associate together in one corporate body all reputable and registerable medical men and women practising modern medicine or interested in the science and art of Anaesthesiology in Maharashtra state, India. This society shall be the official state chapter of the national body of anaesthesiologists namely, Indian society of Anaesthesiologists (ISA)
2. To help working of national society of Anaesthesiologists, namely the Indian Society of Anaesthesiologists (ISA)
3. To co-ordinate all city branches of anaesthesiologists association in the state of Maharashtra & help them to have good co-ordination with national body. Help & guide city branches for society activities.
4. To work as official representative of Anaesthesiologists practising the speciality in the state of Maharashtra in any academic, social, or judicial matter if the need arises.

5. To promote the advancement of Medical Science.
6. To help the national society & edit & publish a bulletin or scientific literature in Anaesthesiology in context with state of Maharashtra.
7. To follow the guidelines set by Indian Society of Anaesthesiologists; national body regarding members' interests & speciality interest, with respect to education, patient care & development of science of anaesthesiology.
8. To encourage scientific research and experimental work on anaesthetic problems.
9. To hold scientific discussions and read papers on Anaesthesiology.
10. To watch and advise on legislations affecting Anaesthesiology.
11. To hold periodically, conferences at various places, for the betterment of the cause of anaesthesia in Maharashtra.
12. To receive donations and subscriptions from persons who are eligible and desire to join the society and to hold the funds for the advancement of Anaesthesiology and betterment of members.
13. To co-operate with other medical and scientific associations.
14. To arrange exhibitions of implements, appliances etc., pertaining to anaesthesia in different parts of the country and suggest improvements in these implements and appliances.
15. To make rules when deemed necessary, relating to the discipline and professional conduct of Anaesthesiologists.
16. To make bye-laws, rules and regulations of the society and to delete, change or add to the same as and when necessary.
17. To add all such things as may be incidental or conducive to the attainment of all or any of the above objectives.
18. To prepare a directory of Anaesthesiologists in Maharashtra and abroad who are registered members. This directory shall be compiled by the Hon. Secretary and will be circulated to the members periodically.
19. To run schemes for the welfare of Society and members like Family benevolent fund (FBF)
20. To represent anaesthesiologists practicing or staying in the state of Maharashtra (India), at any national or international forums, conventions or conferences for the cause of the specialty.
21. To promote all members & city branches for achieving the aims of society namely;
 - Update knowledge of anaesthesiologists.
 - Improve the working conditions by prescribing minimum mandatory standards for operation theatres.
 - Celebration of ether/ Anaesthesia day on 16th October.
 - Develop better relationship between anaesthesiologists

ARTICLE-I

Preliminary

The society shall be called the "**Indian Society of Anaesthesiologists, Maharashtra State Chapter (ISA, MS chapter)**" 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, feminine and vice versa and within shall include printing, lithograph or other substitute for printing or writing.

ARTICLE-II

Registered Office

Registered office of the society shall be located in the state of Maharashtra at a place or address of the Honorary Secretary until such time that a permanent headquarters of the society is established.

ARTICLE-III

Membership

The official members of the national body, „Indian society of Anaesthesiologists“ (ISA) (Regd: No. 8/1999 - Chennai) residing or practising in the state of Maharashtra are automatically members of this society..

Any member of ISA transferred from other state chapter or city branch outside Maharashtra automatically becomes member of ISA MS chapter if stays or practises in Maharashtra.

There shall be the following classes of members.

ARTICLE-IV

Enrolment of membership:

1. Eligibility for membership

Application for membership shall be made on an application online in 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 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 will submit to GC with his comments / 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.

After successful completion of their P G course (MCI/ MMC 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 Qualifications and photograph for the photo identity card, to the society's office any time, but at least one month earlier to the annual general body meeting for the grant of life membership.

After the member residing and practising in Maharashtra, has been accepted as life member by ISA HQ, he automatically becomes member of ISA Maharashtra State Chapter. The ID Card & Membership Certificate will be issued to the members after approval of the AGBM.

Receipt of payment, enrollment & Membership Number will be allotted and informed to the applicant.

2. Membership subscription shall be as follows:

Membership subscription shall be as follows:

- a. Overseas Membership - U.S. \$ 50/- (yearly renewable)
- b. Life Membership (India) - INR. 7500/-
- c. Life Membership (associate, India) - INR. 7500/-
- d. Life membership overseas US \$ 750/-
- e. Corporate Membership INR. 50000/- for ten years period and Renewable after the expiry.

ARTICLE – V

Cessation of membership:

Membership of the society will cease as per regulations of ISA, namely:

1. By voluntary resignation from a specified date.
2. If a member has not paid his subscription for 3 months, after his subscription has become due. Members name will be removed from the register and may be reinserted on payment of all outstanding dues along with regularization fee of Rs 50/- Governing Council will be informed of the same in the next meeting.
3. If the Governing Council decides by a two-thirds majority to delete the name of a member from the membership for any proved unprofessional behavior or conduct, or action prejudicial to the interest of the Society, the membership of such member shall remain suspended till his name is deleted by the General Body at its 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.

4. A member whose name has been removed from the membership of the society under above clause may be re-admitted 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 of ISA national at its next meeting. He must also submit a written apology acceptable to the Governing Council.

5. Any defaulting member who has taken fresh membership without paying arrears as per existing rules shall be liable for termination of membership.

ARTICLE – VI

Management:

The management of the Society shall be vested with governing council consisting of representative from each & every city branch of ISA in Maharashtra. The places in the state of Maharashtra where city branch is not approved or existing is divided in 5 zones & 1 representative from each zone is inducted in the governing council. Should join the nearest

city branch and they will be represented by the GC of that particular branch. Total number of governing council members shall be no. of city branches + 5.

The office bearers shall be as per ISA HQ pattern as far as possible tenure

1. President (one year)
2. Immediate Past President (one year)
3. President Elect (one year)
4. Vice- President (one year)
5. Secretary (Two years)
6. Treasurer (Two years)
7. Bulletin Editor (Two years)
8. Representatives of city branches/ non branch zones/districts in the State of Maharashtra. (Two years). For bigger branch there will be additional GC member for every 300 members above the first 300 members, but limiting to maximum 3 GC members from that particular branch.

The advisory board (No voting right in GC) shall consist of :

1. Office bearer & Governing council member of ISA HQ staying or practicing in state of Maharashtra
3. Office bearer & governing council member of West Zone chapter of ISA staying or practicing in the state Maharashtra.
3. Three senior members of standing of more than 25 years in the society , to be nominated unanimously by GC

Ex officio members (No voting rights in GC) :

The organizing secretary of forthcoming Annual Conference of ISA MS (No voting right in GC).

ARTICLE – VII

Elections:

The secretary will declare the vacant posts on the website of ISA Ms Three months prior to AGBM. The nomination, withdrawal and election process to be completed in next two months

1. The tenure of the President, President Elect and Vice President will be of one year.

Same post shall be not contested by the current office bearer and he can only apply for higher post, President Elect, Vice President, Secretary, Treasurer, Bulletin editor, GC member in this hierarchical order.

Person applying for any post of MSCISA has to pay a non refundable deposit of 10000 Rs./-

2. President elect will take over as the President after AGBM.

3. The eligibility for the post of President Elect:

Active Life member for ten years.

Member of the ISA MS GC for one term. (Term should be complete before taking over the next position). Must have done president/ Secretary Or treasurer post at city level only AGBM Attendance of Three out of five previous AGBM.

4. Eligibility for vice president:

Active Life member for ten years.

Member of the ISA MS GC for one term. (Term should be complete before taking over the next position).

Attendance of Three out of five previous AGBM. Must have done president/ Secretary/ Treasurer Post at City level.

5. Eligibility for the post of Secretary:

Active Life member for ten years.

Member of the ISA MS GC for one term. (Term should be complete before taking over the next position). Must have done president/ Secretary/ Treasurer Post at City level.

Attendance of Three out of five previous AGBM.

6. Eligibility for the post of Treasurer:

Active Life member for ten years.

Member of the ISA MS GC for one term. (Term should be complete before taking over the next position). Must have done president/ Secretary/ Treasurer Post at City level AGBM.

Attendance of Three out of five previous AGBM.

7. Eligibility for the bulletin editor:

Active Life member for eight years.

Member of the ISA MS GC for one term. (Term should be complete before taking over the next position). Must have done president/ Secretary/ Treasurer Post at City level.

Attendance of Three out of five previous AGBM.

8. Eligibility for GC member;

Active Life member for five years. Nomination should come from city branch.

Attendance of two out of five previous State conferences or AGBM.

Election process :

Election for the posts of President Elect, Vice President, Secretary, Treasurer and Bulletin Editor will be held on line as follows.

Current President : Dr Mahajan Hitendra, Tenure : 2016-2018-Till Ahmednagr AGBM

Subsequent President : Dr Milind Pol, 2018-2020 AGBM .

Election for the President Elect will be held online every year from 2019 one month before AGBM.

Election for the Vice President will be held online every year from 2018 one month before AGBM.

Election for the Secretary elect will be held online every two years from 2020 one month before AGBM.

Election for the Treasurer will be held online every two years from 2020 one month before AGBM.

Election for the Bulletin Editor will be held online every two years from 2018 one month before AGBM.

Election of GC members:

All city branches to elect and send one representative for every 300 life members. The name of such elected member must reach the secretary's office at least 1 month prior to annual general body meeting.

The state conference shall be held every year & the general body during annual conference shall finalize the office bearers & executive committee members list for next two years.

4.

The guidelines election of GC members

No person can be elected unless he is a valid life member of society without any arrears of subscription and should not be involved in any matter relating to article –V of constitution (related to cessation of membership). His/her name with his/her written consent should be proposed and seconded by two /life members.

The proposer and seconder also will have to confirm to the above status. Further, contestant must be a continuous member of society for not less than 5 years.

Candidate seeking nomination should have attended at least two out of five preceding AGBMs.

The past president of state chapter shall not be

Eligible for any post in ISA MS GC. For any GC post Members having served state chapter in any other capacity can be elected/ nominated by the city branch.(maximum two terms).

The election/nomination letter regarding GC member must be accompanied by recommendation letter signed by president & secretary of the city branches. Proposer and seconder should be active life member of ISA.

If any nomination for the GC post is not received within stipulated time, the outgoing governing council may co-opt a member from that city/ club of branches/districts with the consent of incoming member.

Conference attendance can be proved by providing AGBM register signatures. Nomination submitted can be withdrawn by the candidate, through written request to office of state chapter.

Nomination should be accompanied by a dd of Rs. 10,000. Which will be non refundable if nomination is withdrawn any time.

The address given in the members list of ISA national shall be considered as the official address of the member & the representation from same area or city will be considered as valid. However in case of a member of transferable job, such member is advised to get his/her address changed in the register of national body at the earliest & a his/her self declaration of initiating process of changing address at national office can be considered for any appointment in governing council. The city branches are advised to follow this protocol before nomination of such members for governing council. The city branch officials must confirm the validity of the member before nominating him/her for governing council of state chapter, as per constitutional rules of the city branch & also confirm that the nominated representative is willing for full term's work for the branch.

For zonal/district representation the mailing address in ISA national members list is considered as guideline.

6. The Hon. Secretary shall scrutinize all the nominations received and will present all nominations before the outgoing governing council.

The president elect shall chair this meeting. The president elect shall be considered as the automatic nomination from his or her city branch. Except the incoming president (president elect from previous governing council), all office bearers are to be elected only after their nomination from city branches or zones. The advisory board will join only after the election of office bearers is completed. In case the proposed president elect is unable to take-up the responsibility of president-ship for incoming term or the previous governing council has not elected president elect for some reason the outgoing president shall preside the meeting & elect the president & president elect for coming term.

Immediate past president will be chief election officer.

9. Governing council member/s shall cease to hold office:

a. When the period of their election is over,

b. If by a resolution, the General Body decides by two third majority of the members present that such governing council member/s be removed from the office

ARTICLE – VIII

Meetings :

1. The governing council shall meet at least once in between two annual conferences. 1/4th of the total of the governing council members shall form quorum.

2. No payment of any kind shall be made to governing council members for attending any meeting. However for organizing such meeting the help of city branch can be taken & the governing council is entitled to sanction a fixed amount for arranging such meeting, discussed & fixed by governing council. The general body in future will be entitled to sanction traveling and/or dearness allowance to the governing council members if need arises.

3. If it is found inconvenient or impracticable to hold Governing Council meeting and if the Hon. Secretary and/or the President deem it desirable that the opinion of the Governing Council be obtained; they shall do so by post or any other mode of communication and act in accordance with the views of the majority.

4. The Hon. Secretary shall arrange to hold the annual Meeting of the General Body every year at the time of the biennial Conference of the Society. The quorum of the General Body shall be 50 or 1/4th of the members of the society whichever is smaller. In the event of lack of quorum an adjournment not exceeding 60 minutes will be allowed for gathering requisite quorum.

5. Any member desiring to move a resolution at the annual General Body meeting shall give notice of the same in writing to the Secretary at least 30 days before the date fixed for the Annual meeting.

6. The. Secretary shall circulate the agenda along with proposed resolutions vide clause 5, for the General Body. Amendment to the resolutions will be received until 48 hours before the General Body meeting.

7. The President when present shall preside at the meetings of the governing council., General Body and the Annual Conference.

8. In the absence of the President, the Vice-President shall officiate for him/her. In absence of both of them President Elect shall officiate. In the absence of all of them, the senior Past-President shall preside over the meeting. If necessary the meeting shall

elect its own chairman for the purpose of the meeting and he/she shall have all the powers of the President.

9. The President or Chairman in the event of a tie will have a casting vote.

10. The voting may be by show of hands or by ballot; whichever is thought desirable by the President.

11. The ruling of the President or Chairman shall be final provided it is within the constitution, rules and regulations of the Society.

12. The President may whenever he/she thinks necessary and shall upon a requisition with specific agenda signed by at least fifty ordinary/life members of the Society, convene a "Special General Body Meeting" at such place he/she may decide. Such Special General Body meeting shall be held within 60 days from the date of receipt of such requisition only to discuss about the specific agenda for which it is called for.

ARTICLE-IX

Bulletin of the society:

1. The Society shall publish an official bulletin called the "MISA-NEWS" under the direction of an Editorial Board.

The Editor of the bulletin shall be elected by state electorate during annual elections. The Editor shall nominate other members of the Editorial Board with the concurrence of the governing council and shall see that a member from every region is included.

2. The President, Vice-President, Secretary & Treasurer shall be the ex-officio members of the Editorial Board.

3. The Editorial Board shall have right to form separate by-laws for the conduct and publication of journal.

4. Separate accounts shall be maintained by Editor of the bulletin, the accounts shall be operated by the Editor. These accounts shall be duly audited and submitted to the governing council and the General Body for adoption.

5. Adequate funds will be made available to meet the publication of bulletin with the consent of governing council and approved by GBM.

ARTICLE-X

1. President:

i. 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.

ii. He shall attempt in all possible ways to contribute to the welfare of the people through the medical speciality of Anaesthesiology furthering the aims of the society to the full extent and perform any such other services of leadership as are customary.

iii. 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 President or Chairman shall be final provided, it is within the Constitution, Rules and Regulations of the Society.

iv. He shall perform such other duties as are mentioned in the Rules and Regulations of the Society.

2. President – Elect & Vice-President :

- i. In the absence of the President, Vice-President shall officiate for him/her.
- ii. He shall assist the President in the performance of his duties
- iii. In absence of both of them, the President-Elect shall officiate

ARTICLE-XI

1. Secretary:

Subject to the control and regulations of any of the General Body, the Secretary shall be responsible for carrying out the directions and decisions of the governing council and General Body.

In particular the Secretary shall:

- i Convene meeting of the governing council and general Body, whenever necessary or called upon to do so.
- ii Have administrative control over all the affairs of the Society.
- iii Have charge of the office and correspondence of, or in relation to the society. o Keep minutes of all Meetings of the Association, governing council and committees thereof.
- iv Prepare the Annual Report of the Society.
- v Be in charge of the furniture, books and all documents and other assets of the Association.
- vi 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
- vii Make disbursements and maintain vouchers, provided any extraordinary expenditure exceeding Rs. 10000/- shall be made after obtaining the sanction of the governing council.
- viii Perform all such other duties as are incidental to his office

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 Association shall be signed or authenticated by the Secretary and when so signed or authenticated shall be conclusive.

The President may allocate all or any of the powers and duties under this or any other clause of these rules to the Secretary's.

2. Treasurer:

- 1. In extraordinary circumstances, General Body or Governing Council may direct the Secretary to work as Secretary-cum-Treasurer.
- 2. The Treasurer shall maintain true accounts of the funds, other assets connected with or in any way controlled by the Society.
- 3. About property of ISA MS chapter

The property, movable or immovable belonging to the society shall vest in the governing council.

No sale or mortgage, lease or other transfer of immovable property belonging to the Society shall be valid unless at least the President, or Vice President and

Secretary shall execute the document of transfer after approval by the governing council and approved in GBM.

5. About money matters

All money of the Society shall be deposited and / or invested in approved bank or banks. In Government and other negotiable Securities or in any other mode permitted under the act or in accordance with the orders of the Government from time to time Accounts and other investments in the name of the Society shall be operated by the Secretary and the Treasurer. (Subject to Clause 2 above)

6. Accounts of the society shall be audited every year by one or more registered Chartered Accountants appointed for the ensuing year by the General Body at the annual General Body Meeting. The audited accounts shall be placed before the General Body for adoption at the time of state conference. The year when conference is not held. The accounts shall be presented before governing council meeting & get approved. In the year of conference accounts of both previous accounting years must be placed before general body & get approved. The auditor or auditors shall be paid such remuneration or honorarium as the General Body may fix at the biennial General Body Meeting at which such auditor or auditors may be appointed.

ARTICLE-XII

Executive committee member:

Every executive comm. member shall act as a liaison officer between the city branch & state chapter.

He or she shall try to increase membership drive in the city & motivate all the practising anaesthesiologists to become member of ISA

Shall make the list of members in the city & update it from time to time. Shall safeguard interests of every member & shall try to alleviate any grievance amongst members regarding functioning of city branch, state chapter & national ISA.

Shall confirm the reporting of city branch to state chapter & national ISA.

└ Shall motivate members to take membership of Family Benevolent Fund run by ISA HQ
All the office bearers shall work as executive comm. members as regards their city branch.

ARTICLE-XIII

Conference:

1. General Body at the annual Meeting shall decide the hosts of the next two annual conferences taking into consideration the recommendation of the governing council. The governing council shall review all the applications & shall recommend the eligible application to the general body by consensus or voting amongst managing comm.

2. Conference invitation or bid must come from approved city branch of ISA and the venue of conference must be within Maharashtra. Organizing Chairman, Organizing Secretary, & Treasurer shall be elected by the conference inviting branch to make necessary arrangement for the conduct of conference. They will be responsible to the Governing Council of Indian Society of Anaesthesiologists Maharashtra State Chapter. Where a city branch exists, Organizing

Secretary and Treasurer shall be nominated in the form of a majority resolution of the General Body of the city branch concerned, and such resolution shall reach the Secretary before the meeting of the governing council one year before the conference.

The bidding city branch must have audited accounts submitted to State ISA and ISA HQ with annual reports for last two years and these should be submitted along with the bidding application.

3. Two ISA MS Chapter officers will be nominated from governing council as Scientific Co-ordinators to the Organizing Committee to discuss and decide subjects/speakers to be presented at annual conference.

4. Scientific papers from non ISA members will not be permitted for presentation.

5. No paper, which has been published in any of the Journals or has been accepted for publication by any Journal, will be read at the conference.

6. Papers read at the annual Conference may be published subsequently in the Indian Journal of Anaesthesia or any other scientific journal.

7. The governing council shall frame guidelines for arranging the conference and also the protocol to be followed at the conference. This shall be communicated to the Organizing Committee for compliance by secretary.

8. Expenditure entailed in transportation of sick I.S.A. members/dead body along with official escort will be shared by I.S.A MS chapter and Organizing Committee of that particular conference equally.

9. 5 % of the total receipts out of collection of registration fees at the time of MISACON will be credited to ISA MS chapter as state share by the conference organizers as early as possible. Organizing Chairman and Organizing Secretary will sign an agreement regarding satisfactory conduct of the conference as per protocol. Organizers shall have to submit the audited report of conference accounts within one calendar year, failing which their recognition shall be withdrawn temporarily, on recommendation of the governing council.

10. All State Past & sitting Presidents and their spouses will get Complementary Registration at the annual Conference.

11. Delegates rights or charter will be published in the Conference Brochure by the conference organizers.

12. All life members of the society above the age of seventy-five and their spouses will get Complementary Registration at the Annual Conference.

13. The state conference shall be held every year in the month of August, September or October. A reasonable gap must be left between national conference & state conference.

ARTICLE-XIV

Change in the Rules:

1. The governing council shall have the power to recommend to the General Body any change in the rules of the Society provided the proposed changes are circulated amongst the members at least 15 days before the meeting of the General Body.

2. Any member desirous of proposing any change in the rules of the Society shall give at least one-month notice in writing of such a proposal to the Secretary signed by a proposer and seconded / and supported by five other valid members of the Society.

3. No amendment, variation, repeal or addition to the existing rules shall be made without the sanction of at least 2/3 majority of the members present and voting at a General Body meeting.

4. Amendment, variation, repeal or addition to the existing rules shall be made only in the Annual General Body Meeting.

ARTICLE-XV

Branch of the Society:

ARTICLE-XVI

Annual Oration:

There shall be two Orations at the time of MISACON that shall be delivered by,

1. The immediate “Past President ISA” (Past President Oration). On Friday.
2. Nashik ISA and Nagpur ISA oration will take place on Saturday on alternate years. (The process to be streamlined by Secretary, and final decision to be taken in GC before the annual State Conference)

ARTICLE-XVII

Appointments:

Governing council will have the power to appoint persons, committees amongst the members of the society, whom so ever they shall feel suitable for a specific purpose for the upliftment of society activity.

The above appointment shall be time bound; its purpose and financial implications will be brought to the notice of GBM for approval.

In all situations, Secretary shall maintain liaison between governing council and Appointees.

Secretary shall have the power to disburse money to the above appointees for their functioning, including TA for their travel.

Above appointments shall be reviewed by governing council and GBM.

ARTICLE-XVIII

Use of ISA Logo and Protocol –Jurisdiction:

State/ city branches are authorized to use the logo in their official communications.

In case a body consisting of ISA members desires to use the ISA logo for a particular purpose, they have to inform Secretary in advance, which shall be duly intimated to governing council.

On all matters, strict protocol based on hierarchy and respect amongst members/ office bearers/ offices is to be maintained in ISA.