

CONSTITUTION

INDIAN SOCIETY OF CRITICAL CARE MEDICINE

ISCCM Constitution approved in the Annual General Body (AGM) Meeting of **2025** held on
8 March 2025 at Kochi

TABLE OF CONTENTS

Clause No.	Contents	Page No.
	Preamble	4
	Part I:	4
	Aims and Objectives	4
	Part II: Rules and Byelaws of the Society	4
1	Definitions and Abbreviation	4
2	Management	5
2.2.11	ISCCM defines the zones as	5
3	Society's membership shall consist of six categories, namely	7
3.4	MEMBERSHIP FEES	9
3.4.2	Utilization of fee collected	9
3.5	CESSATION OF MEMBERSHIP	10
3.6	REGISTER OF MEMBERSHIP	11
3.7	PRIVILEGES OF MEMBERS	11
3.8	RESIGNATION	11
4.2	ELECTION AND ELECTION PROCEDURE	16
4.3	SUMMARY OF THE ELECTION	18
4.3.15	CHANGE OF EMAIL ID, MOBILE NUMBER AND ADDRESS	19
4.4	ELECTION DISPUTES	23
4.5	CO-OPTION OF EXECUTIVE COMMITTEE MEMBERS	25
5.0	ORDER OF PRECEDENCE SHALL BE AS UNDER	25
6.1	Annual General Meeting	26
6.2	MEETING OF EXECUTIVE COMMITTEE	28
7	MANAGEMENT	30
8	PROPERTY, MONEY AND ACCOUNTS	30
9	DUTIES OF OFFICE – BEARERS	31
10	PUBLICATIONS AND APPOINTMENTS OF HON EDITORS	34
11.0	ACADEMIC WINGS	34
12.0	State Branch Formation	34
13.0	The City Branches	40
14.0	LOGO AND ANTHEM	44
15.0	BRANCH MANAGEMENT SYSTEM (BMS)	46
16.0	ELECTIONS	48

17.0	BRANCH ELECTION DISPUTES	52
18.0	JURISDICTION	52
19.0	AMENDMENT & REPEAL	52
20.0	FUNDS	52
21.0	SEATING ARRANGEMENTS ON DAIS DURING ANNUAL CONFERENCE OF VARIOUS PROGRAMS (L TO R)	53
22.0	INDIAN COLLEGE OF CRITICAL CARE MEDICINE	53
23.0	COLLEGE BOARD SECTION	57
24.0	Election Criteria for the college positions	59
25.0	Tenure and Qualifications of the Board members	61
26.0	Vacancies	61
27.0	Meetings	61
28.0	Quorum	61
29.0	Action of Board	62
30.0	Officers	62
31.0	Reporting by College Board	64
32.0	CHAPTERS	64
33.0	DISSOLUTION	64
34.0	GUIDELINES FOR GOVERNANCE	64
35.0	PUBLICATION POLICY	64
36.0	DISSOLUTION	66
37.0	ISCCM Conference Privileges	66

Preamble

Critical Care Medicine (CCM) is an evolving specialty overlapping multiple primary specialties. Recognizing the increasing need to consolidate the field and to promote awareness, continuing education and research in this field, the Indian Society of Critical Care Medicine (ISCCM) was formed on 9th October 1993.

Part 1:

1.1 The name of the Society is “Indian Society of Critical Care Medicine” with its headquarters in Mumbai.

1.2 The head office of the Society is at Mumbai.

1.3 The address of the head office is: Unit 6, 13,14 and 15, First Floor, Hind Service Industries Premises Cooperative Society, Near Chaitya Bhoomi, Off Veer Savarkar Marg, Dadar, Mumbai – 400028.

2. Aims and Objectives

2.1 To promote academic and scientific activity in the field of CCM.

2.2 To encourage research in the field of CCM.

2.3 To organize continuing medical education and training programs,

2.4 To establish guidelines for the running and staffing of intensive care

2.5 To publish scientific papers, journals, monographs, and textbooks

2.6 To seek affiliation with national and international associations

2.7 To generate funds to carry out the objectives of the Society, and

2.8 To take such action as shall be considered appropriate for furthering the objectives of the Society.

Part II: Rules and Byelaws of the Society

1. Definitions and Abbreviation

1.1 Unless otherwise specified in succeeding paragraphs “Society” means ISCCM.

1.2 “National Congress/Conference” refers to the premier platform/ annual event for delivering a rich array of scientific orations, plenary lectures, and

hands-on workshops, offering participants/professionals an opportunity for in-depth learning and engagement in Critical Care Medicine.

1.3 “Organizing Committee” shall mean the committee which has been established by the ISCCM for the purpose of planning, organizing, coordinating, and managing the National Congress/Conference and other events conducted annually in India.

2. Management

2.1 The affairs of the ISCCM shall be managed by the Executive Committee.

2.2 The Executive committee shall consist of:

2.2.1 President - 1

2.2.2 President -Elect – 1

2.2.3 Immediate Past President - 1

2.2.4 Vice President - 4 (not more than two from the same zone)

2.2.5 General Secretary - 1 & General Secretary Elect- 1

2.2.6 Treasurer – 1

2.2.7 Elected Members:

2.2.8 Executive Committee Members - 5 to be elected from all zones.

2.2.9 Eleven (11) Zonal members, with a restriction that no more than 2 (two) members can be from the same zone, and 1 (one) member must be from the special zone.

Note: Only members belonging to a specific zone are eligible to vote for candidates from that zone.

2.2.10 The Executive Committee (EC) post and zonal posts are different.

2.2.11 ISCCM defines the zones as

North Zone: Delhi, Haryana, Himachal Pradesh, Jammu and Kashmir, Punjab, Uttarakhand, Ladakh.

South Zone: Andhra Pradesh, Telangana, Karnataka, Kerala and Tamil Nadu, Puducherry.

East Zone: Bihar Assam, West Bengal, Jharkhand, Orissa.

West Zone: Gujarat, Maharashtra, Goa, Daman, Diu.

Central Zone: Madhya Pradesh, Chhattisgarh, Rajasthan, Uttar Pradesh.

Special Zone: A special zone, comprised of the states enumerated below, shall be established, with the appointment of one (1) member representative for a term of 2 years: Arunachal Pradesh, Nagaland, Manipur, Meghalaya, Tripura, Mizoram, Sikkim, Andaman and Nicobar, Lakshadweep. The election procedures applicable to other zones shall similarly govern the elections within this special zone. In the event of a vacancy in the post following the Annual General Meeting (AGM), the President shall have the authority to appoint a member from the special zone.

2.2.12 Nominated Members

2.2.12.1 Joint Secretary -1: (To be nominated by the President during the tenure of the President)

2.2.12.2 The Vice-Chancellor or Secretary (anyone) of the Indian College of Critical Care Medicine will be the co-opted members. The Vice Chancellor will inform the president/chancellor, regarding who will represent the college on the Executive Committee.

2.2.12.3 The President shall nominate the Chairpersons and members for all Committees. A Diversity, Equity and Inclusion (DEI) Committee has been included to look into matters related to diversity in our Society.

The President-Elect shall assume the role of Chairperson for the Finance, Constitution, and Communications Committee.

In exceptional circumstances, the President, President-Elect, and Immediate Past President, along with the EC, reserve the right to change the Chairperson of the Research/Credentials/Guidelines / Diversity, Equity and Inclusion and Quiz Committee, subject to a 2/3 majority consent from members of the EC.

2.2.12.4 The tenure of Chairperson of Guidelines, Credentials and Research Committee and the members of above-mentioned committees shall be 1 year. Up to 6 more members will be inducted as suggested by President and Chairperson and approved by EC.

2.2.12.5 Funding: Chairpersons of all committees will submit budget to Finance Committee time to time for approval

2.2.12.6 The Chairperson of the Constitutional Review Committee shall be the President-Elect. Upon assuming the position during the AGM, the President-Elect is required to convene an online meeting with all EC members for the purpose of constitutional orientation.

3. The Society's membership shall consist of six categories, namely:

3.1 (a) Life Members,

(b) Associate Life Members,

(c) Honorary Life Members,

(d) International Life Members

(e) Honorary International Life Member

(f) SAARC Life members.

3.2.1 No new membership as Patron, Founder Life Member and Corporate Life Member will be given, however Existing Founder Life Members will continue as Life members.

3.2.2 FOUNDER LIFE MEMBER: means Life Member, with the sole prerequisite being the enrollment in the Society prior to December 31, 1993.

3.2.3 LIFE MEMBER: Post graduation in specialties approved as pre- requisite for Indian Diploma in Critical Care Medicine (IDCCM). The postgraduate degree or diploma must be recognized by National medical Council (NMC)/ Ministry of health and family welfare (MoHFW).

Candidates applying for life membership must confirm active interest and work in critical care. Those candidates who have done post MBBS certificate course (CTCCM) and then completed IDCCM are eligible for life membership.

3.2.3.1 Documents required for membership application-

Educational certificates: MBBS, MD and other NMC accredited degrees.

PAN Card, passport size photographs, and Signature.

Address Proof: Aadhar Card/ Passport/ Rent agreement in the applicant's

name/ Election Card (Voters ID)/ Electricity bill in the applicant's name.

3.2.4 ASSOCIATE LIFE MEMBER means:

- (i) A Doctor of Modern Medicine
- (ii) Medical undergraduate / intern or
- (iii) Persons with nursing or technical background, with an active interest in CCM but not fulfilling the criteria for Life member.
- (iv) All the other specialties doctors based on their MBBS degree will be considered for Associate Life Member only.
- (v) A Doctor of Modern Medicine from any international university which gets endorsement from National Medical Council (NMC).

3.2.5 HONORARY LIFE MEMBER: Person of renown who has made an outstanding contribution to the field of CCM. These will be nominated by the unanimous vote of the Executive Committee.

3.2.6 INTERNATIONAL LIFE MEMBER: Life member from a country other than India and SAARC Members.

3.2.7 HONORARY INTERNATIONAL LIFE MEMBER: an esteemed individual recognized for exceptional contributions to the field of Critical Care, nominated by the President.

3.2.8 SAARC MEMBERS will be offered international membership at rates given to Indian members. The eligibility criteria will be the same as the Indian Life Members (Except their PG degrees must be recognized by their Country's Medical Council).

3.3.1 The Executive Committee shall have the authority to admit applicants to all categories of membership. However, conversion of an existing Associate Member to a Life Member shall be done by the General Secretary on payment of appropriate fees and supporting Documents with information and approval by the Executive Committee.

3.3.2 The membership application shall be in the form prescribed by the Executive Committee and shall be duly proposed and seconded by existing valid Life members. It shall be accompanied by documentary evidence of eligibility, qualification and prescribed fees by bank draft payable at Mumbai. Membership can be applied online, and fee can be paid online through ISCCM website.

3.3.3 The duly completed application form, after due scrutiny by the General Secretary, will be placed before the National Executive Committee in its regular meeting for approval after which the membership will be conferred to the applicant.

3.3.4 The National Executive Committee shall also accept the resignation from membership, as also decide cessation of membership for any other reason.

3.4 MEMBERSHIP FEES

3.4.1 Fees (as of AGM of 2025) shall be as follows: -

- (i) Life Member: Rs. 11,110/- Inclusive of GST
- (ii) Associate Life Member-A Doctor of Modern Medicine, (MBBS): Rs.5669/- Inclusive of GST
- (iii) Associate Life Members Paramedical / Nursing: Rs.2596/- Inclusive of GST
- (iv) Life Member SAARC Countries: Rs.11,110/- Inclusive of GST
- (v) International Life Member: Rs. 11,110/- Inclusive of GST
- (vi) Honorary Members shall pay no fees.

The fees of membership will be frozen till AGM of 2026.

3.4.2 Utilization of fee collected:

3.4.2.1 In any given financial year, the Indian Society of Critical Care Medicine (ISCCM) shall allocate the fees collected as follows:

- (i) Fifty percent (50%) of the collected fees shall be retained by the Headquarters.

(ii) Fifty percent (50%) of the collected fees shall be disbursed to the relevant City Branch as unconditional aid.

(iii) Five percent (5%) of shares from both the central body and the respective branch shall be allocated to state branches, as unconditional aid, once established.

Until the establishment of the respective state branches, a 50:50 sharing arrangement between the central body and the branches shall persist.

3.4.2.2 Share from the fee collected by ISCCM shall be disbursed to those branches that have duly submitted Branch audit report on financial statements, annual report, Election Report, branch Pan Card, Bank Account details to the ISCCM National office in Mumbai ("Center" or "Central Body" or "National ISCCM") on or before 30th November. These shall be verified by the branch observation committees as decided by the Center. The branch shall send audited reports to all its members as well.

3.4.2.3 If any branch fails to submit the annual report / audit report on financial statements for any year, the branches will not get share for that year and the share will not be carried forward.

3.4.2.4 If any branch fails to submit election report / audit report on financial statements / annual report for three years consecutive years, the branch shall be declared as inactive branch and action will be taken as per the constitution.

3.4.2.5 The branch will get the share of fee collected by ISCCM as determined above and no additional membership fees to be collected by the city branch from the member.

3.4.2.6 The Associate Member on completing the requirements for Life Membership can pay the difference & become Life Member on furnishing necessary documents, subject to approval by the National EC during their regular meetings.

3.5 CESSATION OF MEMBERSHIP

The Executive Committee by 2/3 majority of the number of attending members may recommend to remove the name of any member of the Society from the Register of Members for gross misconduct after sending him / her a notice by registered post and giving him / her a proper opportunity to defend himself/herself including a hearing in person. Such action shall be subject to ratification by the General Body by 2/3rd majority of members present at the General Body Meeting.

3.6 REGISTER OF MEMBERSHIP

A register of members shall contain a member's names, photo ID, address for correspondence, email address and mobile number and shall be kept in electronic format (Soft Copy). All changes in the status of members or their addresses, taking place from time to time, shall be recorded in the soft copy.

3.7 PRIVILEGES OF MEMBERS

3.7.1 All members will get the publications, namely IJCCM, IJCCR & Critical Care Communication in electronic format through the official website of ISCCM & IJCCM/IJCCR on their registered e-mail ID.

3.7.2 All communications to the members shall be in electronic format henceforth. This means that the notice for Elections, proposed amendments to the constitution, annual report, audit report on financial statements, any newsletter and any other information shall be sent by e-mail and also posted on the ISCCM website under the member's tab. The annual report and the latest version of the constitution will be available for the members only as a soft copy on the ISCCM website. Only in extraordinary circumstances shall the communication be Via Post, after approval from President, President Elect and General Secretary. This communication rule shall apply to all the communications from the Society and college.

3.7.3 The right to vote shall rest with all the Life Members approved until the last held Annual General Body Meeting. This voting process will be as per decision of the appointed Election commission.

3.7.4 Associate Life members, Life Member SAARC Countries, International Life Member and Honorary Members shall have no voting rights, nor will they be entitled to contest for any position in the Executive Committee.

3.8 RESIGNATION

3.8.1 A member wishing to surrender his / her membership must submit a written notice to the General Secretary. Membership fees paid by the members to the Society shall not be refunded under any circumstances and the name of such member shall be removed from the Membership Register after approval by the National Executive Committee in its regular meeting.

4.0 ELIGIBILITY

4.1.1 For the post of President - Elect: The candidate must meet the following criteria:

(i) Have been elected, not nominated, for a period of six years in the National executive committee.

(ii) Have served in the capacity of Vice President, Vice Chancellor, General Secretary, or Treasurer.

An exception to condition (ii) is granted to members who completed 8 years in the Executive Committee before 2018.

(iii) Be a Fellow of ICCCM.

(iv) Completes eleven (11) years of ISCCM life membership in the upcoming AGM, after which he/she will become President-Elect. This requirement is not applicable at the time of election/nomination.

OR

4.1.1.1 The candidate should have been Elected for 4 years in National executive committee and served as Vice President /General Secretary / Treasurer of National ISCCM, Vice Chancellor of ICCM and Chairperson of the local branch for 2 years and should be a Fellow of the ICCM. The candidate should complete eleven (11) years of ISCCM life membership in the upcoming AGM after which he/she will be president - elect, not at the time of election.

4.1.1.a The national and city/state posts should not be running concurrently

4.1.1.b The candidate for President- Elect should issue an affidavit on a 100 rupees stamp paper (or as per legal requirements for a bilateral agreement in India) stating that he/she is:

- i. A citizen of India (with a valid proof such as passport or Aadhar card)
- ii. Has a valid address proof for residence in India (accepted by Government of India - GOI)
- iii. No intent to move out of India during the proposed tenure.
- iv. Proof of current employment in India supported by documentation from the hospital.

4.1.1.c If the President-Elect moves out of the country for a job/work during this/her tenure or in the event of ill health he/she should resign for the benefit of the Society. The President will be replaced by the senior VP (as per defined criteria for hierarchy) including in the event of demise.

4.1.1.d The candidate should Complete 11 years of ISCCM membership in the coming AGM meeting not at the time of election, for which he/she is contesting (For instance if someone is contesting election in May 2025, he should complete 11 years in AGM of 2026.)

4.1.2 Vice-Presidents: The candidate should have been elected and not nominated for 4 (four) years as follows: on the National Executive Committee for a minimum of 2 (two) terms i. e. total 4 (four) years in the National Executive Committee

OR

one (1) term of two (2) years in National Executive Committee and one term of two years as a City Branch Chairperson / Secretary city branch, both local and national terms should not be running concurrently.

4.1.3 General Secretary-Elect: The candidate should have been elected and not nominated for 4 (four) years as follows; on the National Executive Committee for a minimum of 2 (two) terms i. e. total 4 (four) years in the National Executive Committee.

OR

4.1.3.1 One term of 2 (two) years in National Executive Committee and 1 term of two years as Chairperson/ Secretary of the city branch.

Both local and national terms of office shall not run concurrently.

4.1.4 Fresh elections will be held for the post of President Elect and General Secretary-Elect if they resign or have to leave for any reason during their tenure. If the General Secretary resigns or has to leave for any reason during his/her tenure, the President will decide on the General Secretary from the EC.

The General Secretary-Elect will perform the task of General Secretary in the interim period. For any other unforeseen circumstances not covered, applicable laws of India will be followed.

4.1.5 Treasurer: The candidate may be from any part of India.

4.1.5.1 (one) term of 2 (two) years in National Executive Committee and 1 term of two years as city branch Chairperson / Secretary / Treasurer.

Both the term local and national shall not run concurrently.

4.1.6 For Elected Member: The candidates shall be

(i) Indian passport Holder,

(ii) residing and working in India

(iii) Holding membership of the Society for at least 5 years, which is mandatory.

4.1.7 Additional conditions for re-eligibility of candidates:

4.1.7.a For re-eligibility to contest an election for a post on the National Executive Committee, the candidate must have attended at least 2 (two) out of the last 4 (four) Executive Committee Meetings held in both years of his/her previous term. In case of such an absence the member shall not be eligible to contest elections for two years after completing his tenure and he/she may contest after two years of completing his/her last Executive Committee post. This tenure is counted from AGM TO AGM and not at the time of nomination/election.

4.1.7.b For eligibility to contest the election for the post of President-Elect, Vice- Presidents, General Secretary - Elect or Treasurer on the National Executive Committee, the candidate must have attended at least 3 (three) Executive Committee Meetings out of the 4 (four) last Executive Committee Meetings held in the term that he/she had served on the National Executive Committee. In case of such absence, the member shall not be eligible to contest elections for two years. This tenure is counted from AGM to AGM, not at the time of nomination or election. (Example – if someone has not attended 3 out of 4 Executive Committee Meetings of 2024-2025, then the candidate cannot contest in the upcoming election in 2025 and till the AGM of 2026, but the candidate can contest in the election of 2026 after the AGM, as the candidate is contesting for the EC of 2027-2028. So, from AGM of 2025 to AGM of 2027 is two years).

4.1.8 No member shall be eligible to pursue election for more than 2 terms as Vice-President, General Secretary Elect, Treasurer, or Elected Member of the Executive Committee.

4.1.9 The term for President, President-elect, Immediate Past President, General Secretary, General Secretary Elect and Joint secretary will be one year.

The term for Vice Presidents, Treasurer and Executive Committee members will be for two years.

4.1.10 The President/President-Elect shall not pursue election for any position in the Executive Committee after completing his / her tenure.

However, he / she can be nominated in the executive committee as may be decided by the Executive Committee provided his tenure in the Executive Committee does not exceed 15 years

4.1.11 If someone has contested for post of President-elect and has not got elected, then in future he/ she can contest for any other post in Society including college board. These members can also contest for post of President-Elect till they get elected for the post. There is no restriction on re-contesting for the post of the President-elect. He / she can also contest for any other post in EC and college.

Once elected for the post of the President-elect he or she can't contest for any other post in the Society.

4.1.12 A member shall NOT contest simultaneously for more than one post (Including Society and College).

4.1.13 No member except the President shall be on the executive committee for more than eight years regardless of elected posts held in the EC. After completing 8 years in the EC, the member can contest only for the post of President Elect. Thus, the president shall remain on the EC for 11 years i.e. 8 years as EC member and 1 year each as President elect, President and Immediate Past President. Co-opted and nominated posts will not be counted in the 8 years. Total tenure in the EC for any member shall not be more than 15years in any capacity henceforth.

4.1.14 The tenure of members of all the Committees including, sub- committees and the College Board will be one year. The President will constitute the sub-committees.

4.1.15 In the constitutional framework of the ISCCM, "tenure" is defined as the period from one AGM to the next AGM. Specifically, this tenure commences when an individual assumes their role within the subsequent EC or College, and not at the time of application, election, or nomination.

This principle is applicable to matters pertaining to membership, eligibility criteria for elections, eligibility for college positions, and any other affairs of the Society in which the duration is a relevant consideration.

4.2 ELECTION AND ELECTION PROCEDURE

4.2.1 The President shall become Immediate Past President and the President- Elect shall become President automatically after the completion of their tenure at the end of their term during the concerned AGM.

4.2.2 The online Elections shall be held for (i) President Elect -1; (ii) Vice President-4 (Vice Presidents Not more than 2 from same zone), (iii) General Secretary Elect – 1; (iv) Executive Committee members – 5, (not more than 2 from the same zone) (v) Zonal Members: 11 (Not more than 2 from the same zone and 1 from the special zone) and (vi) Treasurer – 1.

For election purposes, Zonal and Executive Members are considered separate post and one can contest for two terms separately

4.2.3 Eligibility Restrictions Following Rejection or Loss in National Election:

(i) If the nomination of any member is not considered by the Election Committee, he / she will be eligible to contest for the next election after the forthcoming AGM.

(ii) A candidate who has contested, lost or had his or her application rejected in the May national election, cannot be eligible for any vacant position declared before forthcoming February/ March AGM for Executive Committee or College post. The candidate can contest next election after the AGM.

4.2.4 The term for Vice President, Treasurer & Elected Members will be for two (2) Years. The Term for General Secretary Elect will be for one (1) Year.

4.2.5 By May 10th, the General Secretary and the College Secretary shall notify the President/Chancellor regarding the posts for which elections are due. The President shall, in turn, communicate this information to the Election Commission by May 14th.

The Election Commission shall then inform all members and fellows and initiate the process of inviting nominations. This information shall also be published in the designated section of the Society's website.

All candidates must mandatorily submit an online copy of their Aadhaar Card or Passport, along with a declaration of any conflict of interest with the Society along with the nomination papers for candidacy.

4.2.5.a The nomination paper which shall be submitted online by the candidate shall have

(i) candidate's name, (ii) address and (iii) the office / post for which the candidate is contesting, and (iv) his candidacy shall be proposed by one valid Life Member and seconded by another Life Member. The nomination papers shall be duly signed by the candidate with the undertaking signifying his / her willingness to stand for the election and to serve on the Executive Committee, if elected.

4.2.5.b One candidate can apply for one post only, from one AGM to next AGM term. He/she can't apply for 2nd time during same tenure of AGM TO AGM. That means if the candidate has applied for any post in May election in EC or college board then he can't apply for any vacant post before the February/March AGM.

4.2.5.c These nominations must reach the Election Commission not later than 22nd May by 4.00 PM.

4.2.5.d A candidate may check his/her details related to eligibility e.g., attendance, years in EC etc. with the ISCCM office staff prior to filing the nomination.

4.2.5.e For every post, the nomination paper must be accompanied by a sum of Rs. 20000/- + 18% GST= Rs. 23600/- (Rupees twenty-three thousand six hundred only) towards Non-refundable fee from a candidate in the form of a demand draft / NEFT payable at Mumbai. If nomination papers of any candidate are not accompanied by a Bank Draft / UTR NO OF NEFT of Rs.23600/ (Rupees twenty-three thousand six hundred only) or by a duly signed conflict of interest document, the nomination shall be deemed invalid.

4.2.5. f It shall be mandatory for all the candidates to sign and submit his / her copy of the Aadhar card and the declaration about conflict of interest with the Society along with the nomination papers for candidacy.

4.2.5.g A short biodata in prescribed format should be sent online as soft copy by email along with one (1) passport size photograph to the ISCCM office not later than 22nd May, 4.00 PM.

4.2.5.h Withdrawal, if any, should reach office on or before 27th May, by 4 PM with candidate's signature. Withdrawal can also be sent by scanned copy with signature by email to the Election Commission from the candidate's registered email ID with ISCCM, not later than 27th May, 4.PM. If the deadline for any of these procedures falls on a Sunday or on an official holiday, then the next working day shall be deemed to be the deadline.

4.2.6 Conduct of Election

4.2.6.1 Election should be an online process using the most secure available option, where proxy voting cannot be done. One person can vote only once and the IP address, mobile number & location of the voter should be verifiable.

4.3 SUMMARY OF THE ELECTION:

4.3.1 By 30th April, President, immediate Past President & President elect will nominate one person each to form a 3-member election commission (each one will nominate one person). Such members should be (i) of good repute; (ii) having membership of more than 15 years; (iii) with no personal interest in present election as well as in the election in the past 1 year and future 1 year and (iv) Such member should also not be a member of the present EC or co-opted member in any other sub-committee. The President and all 3 Election Commissioners will sign the confidentiality agreement.

4.3.2 By 15th of May, the Election commission shall inform each Life Member by e-mail, a list of vacancies in the Executive Committee / College Board and invite nominations for these vacancies.

4.3.3 22nd May, 4.00 PM is the last date for receiving nominations (Working day).

After last date of receiving application, the applications will be scrutinized by election commission by 24th May.

4.3.4 After Scrutiny of applications by election commission, the result of scrutiny of applications will be informed to the contestants, by 25th May, by the election commission.

4.3.5 If anyone wishes to withdraw his / her nomination, he / she should inform Election commission from his / her registered (with ISCCM) e-mail on or before 27th of May 4 PM.

4.3.6 The date of online election will be 6th, 7th & 8th June, from 08.00 HRS on 6th June to 1700 HRS 8th June.

4.3.7 Once the elections are announced, the entire proceedings of the election will be conducted and controlled by Election Commission.

4.3.8 The full details of the results of the election will be informed / submitted to the President of ISCCM for HIS / HER approval on the last day of election i.e. 8th June and declared thereafter on the same day by Election Commission.

4.3.9 Post election audit will go to Election Commission for approval. Any election related issues will be settled by the Election Commission within 7 days of receiving the report. This report will be sent to the President, Executive Committee, and all contesting candidates. The contesting candidate may raise an objection in writing/email within 7 days of receiving the report. Further action if required will be taken as per ISCCM constitution.

4.3.10 The declared elections results shall be posted on website directly by Election Commission and communicated to individual candidates, after approval from President.

4.3.11 The declared results of the elections shall be included in the Annual Report for the information of all members.

4.3.12 The newly elected President -Elect and General Secretary- Elect will be invited to Fourth EC Meeting (January / February) of preceding year (before taking charge) as non-voting special invitees.

4.3.13 It shall be mandatory for all office bearers to sign and submit his / her copy of the Aadhar card and the declaration about conflict of interest with the Society during the First EC meeting of each year after the AGM.

In case the member is absent he should sign the COI document within 30 days of the meeting.

4.3.14 The President will liaise between the ISCCM office and Election Commission. No office bearer of ISCCM EC or College Board will indulge in any communication in any manner with the Election Commission.

4.3.15 CHANGE OF EMAIL ID, MOBILE NUMBER AND ADDRESS:

Within 10 days after the AGM is concluded an email will go to all members from the office to update their email, mobile number and address online. Members can change online / request for change of email ID, mobile number and address (proof is must as recognized to be a valid proof by GOI) until 13th May, 5 pm. The ISCCM members list available on 13th May 5 PM will be considered as final.

The mobile phone number available in the ISCCM record of all life members (except those who do not give consent to share their number) will be provided to the eligible contestants.

4.3.16 The date of online election will be 6th, 7th and 8th June. On 6th June, voting will start from 08.00 hrs. and will continue till 1700 hrs. of 8th June. The online voting process will be held after a due process of members data updation and integration. All the verification must be done by pre-election audit. There must be a post-election audit immediately after election and any dispute must be addressed appropriately as per constitution in given time frame. Pre & post

voting security audit must be approved by the Election Commission. The election results will be displayed along with the vote count of each candidate.

4.3.17 Every nomination form should be accompanied with a pre-filled formatted profile of the candidate.

4.3.18 The candidate will also update the profile of himself / herself on Connect Portal on ISCCM website.

4.3.19 Once nominated candidates are selected, the Election Commission will review & approve their profile. The profile of each candidate will be posted on the website of ISCCM under the banner of Election process in alphabetical order (by last name).

4.3.20 For every vacancy, the profile of the candidates contesting for the same will be clubbed together in alphabetical order (by last name).

4.3.21 For each position, e-mail with all the profiles for that position, will be sent by the office to all the members. Total 5 e-mails for each position will be sent to all the members. Similarly links to view the profiles will be sent to all the members through official social media platforms used by the Society at regular intervals without sharing facility, after approval of the Election Commission.

4.3.22 All the election related notices will be sent through email and through official social media platforms used by the Society SMS blast with profile links will be sent by the office, only twice for each position.

4.3.23 The candidates are allowed to use the following means for canvassing:

a. to make individual/personal phone calls to other member (no calls by surrogates, substitutes, juniors, or secretariat people on candidate's behalf).

b. to prepare the profile according to the prescribed format.

c. to send video message for selected positions only, prepared recorded & edited by the ISCCM office & approved by the Election Commission. The recorded video will be posted on the website and official social media platforms used by the Society along with the profile link. Candidate can't send video on any media posts by himself/herself. In video, the candidate should not give false promise or commit any thing which he/ she has not achieved or where it is a policy matter and beyond the individual's control.

d. to update their Connect profile.

e. . Above rules and regulations are applicable after the declaration of election code of conduct ("Code of Conduct" formulated by the Society) and applies to all.

4.3.24 The candidates are not allowed to:

- a. Campaign on social media in any form
- b. Use the profile other than the one approved by the Election Commission
- c. Make surrogate calls
- d. Indulge in individual or surrogate email or SMS blasts
- e. Send messages through social media
- f. Conduct promotions through pharmaceutical industry
- g. Undertake any academic or promotional program during the campaign period, either physical or online. No form of election campaign will be allowed during the voting process by any candidates or any member.

Above rules and regulations are applicable after the declaration of election Code of Conduct and applies to all.

4.3.25 Any complaint must be submitted only to the Election Commission with objective and concrete evidence, then only it would be accepted & given due cognizance. No complaint can be made public during the election process.

4.3.26 The penalty for violation of election campaign process will be as follows:

For the candidate: Cancellation of the candidature (with possible retrospective effect) and a ban of up to 3 years from:

- (i) any election process in the EC & branches
- (ii) any academic activity of the ISCCM
- (iii) any examination process invitation or participation
- (iv) any faculty invitation in National Conference/conclave or workshop.

4.3.27 No form of election campaign will be allowed during the voting process by any candidates or any member.

4.3.28 The Society strictly condemns campaigns or propaganda based on

religion, gender, race, community, false promises or achievement by candidate which he or she has not attained and has zero tolerance for any form of discrimination.

4.3.29 In case of a vacancy arising out of an uncontested position, fresh nominations shall be invited by the General Secretary and Election Commission by issuing a separate notice along with Notice and Agenda for AGM. Fresh Nominations can be submitted along with demand draft of Rs. 23,600/- (Rupees twenty-three thousand six hundred) on or before ten days of the AGM. The candidate who has already contested for the elections of this term cannot re-contest for any post.

4.3.30 On the next day scrutiny of received nominations will be done by Election Commission and candidates will be informed by email. Withdrawals will be within one day after the contestants are informed.

4.3.31 Voting, if necessary, shall be held through online election process. The above-mentioned rules relating to canvassing etc shall apply. Elections shall be held one day prior to the AGM.

4.3.32 Voting will be held from 8.00 a.m. to 4 P.M. one day prior to AGM during National Annual Conference.

4.3.33 The Election Commission will submit the election result to the President before the start of AGM. Results will be announced in the AGM.

4.3.33.1 In case of a vacancy arising out of an uncontested position, fresh nominations shall be invited by the General Secretary and Election Commission by issuing a separate notice along with Notice and Agenda for AGM. Fresh Nominations can be submitted along with demand draft of Rs. 23600 (Rupees twenty-three thousand six hundred only) on or before ten days of annual General Body Meeting. The candidate who has already contested for the elections of that term cannot re-contest any post.

4.3.34 Any Executive Committee Member may resign his / her position by giving notice in writing to the General Secretary or the President. The resignation shall take effect from the date of its acceptance by the Executive Committee.

4.3.35 Any Executive Committee Member who ceases to be a valid member shall be deemed to have vacated his or her position in the Executive Committee.

4.3.36 If a vacancy occurs in any office otherwise than by efflux of time, the Executive Committee shall elect a member to fill this vacancy-notwithstanding anything contained in previous clauses. However, the General Secretary shall invite nomination by an urgent short-notice. In the event of a contest, voting must be held in the ensuing National Executive Committee meeting by the members attending the Executive meeting.

4.3.37 Performance of election vendor will be reviewed annually and the said vendor may be changed, if necessary, through appropriate process of inviting applications/tenders. Same election vendor shall not continue for more than 3years. This review/change of vendor process shall be done within one month of the AGM by President, Past President, President Elect, and General Secretary as per the ISCCM election process and presented to the executive committee for approval.

4.4 ELECTION DISPUTES

4.4.1 In the first instance, any complaint pertaining to any process of election must be lodged with the Election Commission along with evidence of any irregularity before the start of the counting procedure.

No complaint, other than that of the counting procedure shall be entertained once the counting procedure has started. Complaints pertaining to irregularities web based online election process, if any, must be lodged by email by the contestant with the Election Commission or immediately after the web based online election process or within fifteen days after the completion of web based online election process. The post- election audit report will be submitted to the Election Commission for approval. Any related issues will be resolved by the Election Commission within 7 days of receiving the report. This report will be distributed to the President, Executive committee, and all contesting candidates. Contesting candidates may raise objections in writing or through email within 7 days of receiving the report. Further action, if required, will be taken in accordance with the ISCCM constitution. The President will act as a liaison between the ISCCM Office and the Election Commission.

4.4.2 A 3 member Election Redressal Committee nominated by President, immediate Past President & President Elect comprising of members of (i) good repute, (ii) having membership of more than 15 years (iii) with no personal interest in present election as well as in the election in the past 1 year and future 1 year & (iv) they should not be in the present EC or coopted member in any other sub-committee, would review the evidence provided by the complainant and would give its ruling within 15 days.

4.4.3 If the complainant remains dis-satisfied with the decision of the Election Redressal Committee, he / she may ask for hearing by the mediation panel.

4.4.4 A 3-member Election mediation committee nominated by President, immediate Past President & President- Elect comprising of members of good repute, having membership of more than 15 years with no personal interest in present election as well as in the election in the past 1 year and future 1 year & they should not be a present EC or co-opted member in any other sub- committee, would review the evidence provided by the complainant and would give its ruling within 15 days.

4.4.5 If the complainant remains dissatisfied with the decision of the Election mediation committee, he / she may ask for hearing by the arbitration panel. The arbitration panel shall comprise of 3 members, headed by a retired High Court Judge who will be appointed by the President. The other two members will be selected by each complainant (one each) as per the ISCCM criteria.

4.4.6 The Panel of Arbitrators shall comprise of 2 members of good repute, having membership of more than 15 years with no personal interest in present election as well as in the election in the past 1 year and future 1 year & they should not be present EC or co-opted member in any other subcommittee Retired High Court Judge / Eminent Jurist.

4.4.7 The arbitration proceedings shall be conducted in accordance with the Indian Arbitration and Conciliation Act, 1996.

4.4.8 The seat of Arbitration shall be at the Head Quarters of the Society at Mumbai & the process should complete within 30 days.

4.4.9 The decision of the panel of Arbitrators shall be final and binding on all parties.

4.4.10 The National Executive Committee of the Society shall determine the fees payable to the non-ISCCM arbitrators.

4.4.11 The fee payable to the Arbitrators shall be borne by the contestant seeking arbitration if he / she loses arbitration. However, Society will bear this cost if he wins it. However, the candidate cannot claim any compensation whatsoever.

4.4.12 However no candidate holding stake in election either appellant or defendant can claim any compensation, or any allowances related to any head during this redressal or arbitration process.

4.4.13 Once results are declared, it cannot be changed by any committee including election committee. It can be changed only following decision by either a Redressal Committee, or mediation panel or arbitration panel.

4.5 CO-OPTION OF EXECUTIVE COMMITTEE MEMBERS

4.5.1 The Executive Committee shall co-opt the following members in their first meeting after the Annual General Body Meeting.

4.5.2 Joint Secretary to be nominated by the President by his / her choice.

4.5.3 President, Immediate Past President, President-Elect, General Secretary and General Secretary- Elect shall be ex- officio members of the College Board of all committees except Credentials committee and Election Commission.

4.6.1 During the election process, if a candidate currently holds a post in the EC or College Board, and there is no likelihood of election for that post after the last date of withdrawal of nominations, the Election Commission shall unbind the said candidate from the election Code of Conduct. This shall be communicated by the Election Commissioner to the President, who shall then intimate the EC, College Board, and other members as deemed appropriate.

4.6.2 In the event that the General Secretary (GS), College Secretary (CS), Exam Secretary (ES), or Accreditation Secretary (AS) contest an EC or College Board election, the President may permit the General Secretary-Elect (GSE) to perform the duties of the GS, and the College Secretary-Elect (CS-E) to perform the roles of CS, ES, and AS, until the election process is completed or the said contestants are unbound from the Code of Conduct as per Clause 4.6.1.

Interim roles shall be assigned by the President.

4.6.3 After the completion of the election process, the President shall duly notify the EC, College Board and all members about the resumption of responsibilities by the GS, CS, ES and AS.

5.0 ORDER OF PRECEDENCE SHALL BE AS UNDER:

5.1 Protocol and seating arrangement on Dais at various functions.

a Jt. Secretary Organizing committee

b General Secretary ISCCM

c. President ISCCM

d. Chief Guest

e Guest of Honor

f President- Elect

g. General Secretary – Elect

h Immediate Past President.

i Co-Chairperson, Organizing Committee

6.1 Annual General Meeting: The Annual General Body Meeting of the Society (“AGBM”) shall be held each year on a day, time and place to be fixed by Executive Committee (February/ March) unless otherwise decided by the Executive Committee under exceptional situations) when the change of office bearers, if any.

6.1.1 The President will Chair the Meeting along with President- Elect, General Secretary & Immediate Past President.

6.1.2 The Notice and Agenda for AGBM shall be posted at website and e- mailed to every Life member and Founder Life members at least 30 days in advance of the date fixed for the meeting. Any member desiring to move a resolution at the AGM shall give notice of the same in writing to the General Secretary at least twenty days. before the date fixed for the General Meeting.

6.1.2.1 The minutes of meeting (MOM) of AGBM shall be posted on the website of the Society within 45 days from the date the AGBM was held and an email of the same shall be sent to all members.

Before the date fixed for the General Meeting.

6.1.3 The EC shall submit (i) an Annual Report of the proceedings of the all EC meetings and its sub- Committees meetings; (ii) annual reports of branches (received in office by 31st December); (iii) Report on the activities of the Society (iv) a statement of the assets and liabilities of the Society; (v) an abstract of receipts and disbursements during the year and (vi) the report of the Auditors. All the Reports and documents will be circulated online one month before the AGM and also posted on website of ISCCM simultaneously.

6.1.4 The President shall preside over all meetings of the EC and the General Body.

The hierarchy of the office bearers will be as follows –

1. President
2. Immediate past president
3. President-Elect
4. Vice President – The Vice President who has served longest duration in EC in continuation is the senior most. In case of a tie during elections the following shall apply in succession: As per the ISCCM membership date, age. The same order will follow for other Vice Presidents in succession.
5. General Secretary
6. General Secretary-Elect
7. Treasurer
8. EC Member (as per seniority of his/her membership in ISCCM)
9. Zonal members (east, west, north-south, central and special): Hierarchy will be as per their votes secured. If there is a tie, then the EC will take a decision.
10. Co-opted Posts (Joint Secretary, Vice – Chancellor and Chairperson of the co-opted posts).

6.1.5 The President may, whenever he thinks fit, and upon a requisition made in writing and signed by not less than 20% or 100, whichever is less, Members (Life members and Founder life members) of the Society, shall convene a Special General Body Meeting ("SGBM") online. Any requisition made by the members shall state the objects of the SGBM proposed to be called and shall be addressed to the General Secretary.

6.1.6 The General Secretary shall, upon receipt of such a requisition, proceed to convene, under orders of the President, a SGBM which shall be held within seven days from the date of receipt of such a requisition online only.

6.1.7 At the SGBM, only the business for which notice has been given or such questions as are incidental to such business shall be discussed.

6.1.8 20% of members (Life members and Founder Life Members) or 100 whichever is less present at a General Body Meeting shall form the quorum for that meeting.

6.1.9 If within ten minutes from the time appointed for a AGM there is no quorum, the meeting, if concerned on the requisition of members, shall be dissolved, and in any other case shall stand adjourned for fifteen minutes and shall reconvene online in the manner first prescribed in the meeting notice.

6.1.10 The person presiding at the AGM may, with the consent of the Members (Life members and Founder Life Members), adjourn the same from time to time and from place to place but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.

6.1.11 No quorum shall be necessary for any adjourned General Body Meeting.

6.1.12 Subject to the law being in force at that time, the resolutions passed in the AGM shall be given immediate effect by the office bearers of the Society, unless stated otherwise.

6.1.13 A special AGBM shall be notified and conducted after the AGBM to appraise the members of the amendments/changes made in the Society's constitution, in the immediately preceding AGBM.

The special AGBM shall be chaired by the President.

No new amendments, other than those made in the immediately preceding AGBM, shall be discussed in the special AGBM.

The MOM of special AGBM shall be submitted to the Charity Commissioner Office by the ISCCM Office.

6.2 MEETING OF EXECUTIVE COMMITTEE

6.2.1 A meeting of the EC shall be convened by the General Secretary with the consent of the President.

6.2.2 The airfare for the travel to the EC meeting will be reimbursed as per Society's travel rules i.e. as per the minimum decided by the EC at the beginning of the year once the dates for EC are fixed or as per ISCCM travel policy.

6.2.3 No reimbursement shall be given in case of cancellation of ticket unless the meeting has been cancelled or postponed by the president or as per ISCCM travel policy.

6.2.4 An Action taken Report (ATR) shall be maintained in the ISCCM head office. All major decisions taken during the EC meetings shall be recorded in the ATR after confirmation of minutes in the next EC.

6.2.5 Frequency of EC Meetings: The EC shall meet at least four times in a year or at such times necessary for transactions of the business for the Society.

6.2.6 Mandatory Actions by the EC: The EC will submit (i) an annual report of the activities of the various Sub-Committees if any, (ii) the activities of the Society (iii) statement of the assets and liabilities of the Society; (iv) an abstract of receipts and disbursements during the year and (v) the report of the Auditors, if any, during the last EC Meeting before the Annual General Body Meeting.

6.2.7 A virtual meeting of all EC members may occur through recorded video conference during the intervals between the four designated EC meetings Subsequent to each AGM, an online group comprising all EC members will be established. The General Secretary shall be responsible for ensuring that each EC member receives communication within the designated group, through electronic mail.

6.2.8 No member of EC will put agenda directly to all the other members of EC. The member wishing to circulate any agenda item, shall first refer it to president. If president feels that any agenda item requires urgent discussion, he will put in front of the executive members through group e-mail addresses.

6.2.9 EC members will get one week to give their viewpoint on the issue under discussion. After one week the president will give the conclusion of E- meeting. If there is no objection for 2 days, then the proposal will be considered to have been passed.

6.2.10 The General Secretary will summarize the discussion during the EC meeting which has to be confirmed in the next EC meeting.

6.2.11 The General Secretary shall convene a special meeting of the EC upon a requisition in writing signed by not less than 10 members of the EC. At least three weeks prior notice shall be given to the members of the EC for an ordinary meeting of the Governing Body. An urgent meeting may be called at a shorter notice which should not be less than 7 days. This meeting should be convened online only.

6.2.12 In accordance with the provisions outlined in this constitution, a quorum for the Executive Committee (EC) meeting shall consist of ten members. In the event that a quorum is not established within 15 minutes of the designated start time, the meeting, if convened at the request of members, shall be dissolved. The meeting shall be adjourned for a period of 30 minutes and subsequently reconvened. For such a reconvened meeting a quorum will not be necessary, and it may transact the business for which the meeting was called.

7. MANAGEMENT

7.1 The management of the Society shall be vested in the EC, which in addition to the powers conferred on EC expressly by these rules, may exercise all such powers, and do all such acts and things, as may be exercised or done by the Society except power to do such acts which are directed or required to be done under any law for the time being in force, by the Society in the AGM.

7.2 Under extraordinary situation, the EC decision will hold good till next AGM.

8. PROPERTY, MONEY AND ACCOUNTS

8.1 The property, movable or immovable, belonging to the Society shall vest in the Society. However, EC shall exercise all powers, including but not limited to the power to buy, sell, rent, assign, handover the possession, discharge etc., over the movable or immovable property belonging to the Society.

8.2 No sale, exchange, mortgage, lease or other transfer of immovable property belonging to the Society shall be valid till at least the President, President elect and the General Secretary/Treasurer execute the document of transfer.

8.3 All moneys of the Society shall be deposited and /or invested: -

8.4 In approved Bank or Banks; or

8.5 In Government and other negotiable trust securities or in any other mode permitted under the Bombay Public Trusts Act, 1950 or in accordance with the administrative orders of Government from time to time.

8.6 Accounts and other investments in the name of the Society shall be operated by the President, General Secretary, Secretary and Treasurer, each document being signed by any two of them till Annual General Meeting to be held in year 2025. After Annual General Meeting of 2025, Accounts, and other investments in the name of the Society shall be operated by the President, President-Elect, General Secretary and Treasurer, each document being signed by any two of them.

8.7 All finances and funds raised in the name of ISCCM (Central body) by any individual, committee, subcommittee, will be deposited in the Central Body account at Mumbai.

8.8 No money can be spent without prior approval of the EC irrespective of who has raised the funds.

9. DUTIES OF OFFICE – BEARERS

9.1 President:

9.1.1 The President will preside over the General Body and all other official meetings of the Society. The President shall guide the activities of the Society and further the aims and objectives of the Society.

9.1.2 The President will be the Chairperson of the Annual Conference (CRITICARE). The President may allocate all or any of the powers and duties under this or any other clause of this constitution, to the General Secretary.

9.2 Vice – President: Vice-President will preside over the meetings in the absence of the President and President elect as per their seniority defined in this Constitution. They will act according to the duties assigned by the President and help the President actively to further the aims and objects of the Society. Vice-president along with EC member, Zonal Members will supervise city branch activities. The senior most Vice President will supervise 2 zones and second senior VP will also see the special zone in addition to 1 zone, and other two Vice Presidents will supervise 1 zone each. These zones would be other than their membership zones. They will work closely with designated EC member and respective zonal member of that zone. The President will allocate the zones for the Vice Presidents and EC members. All these activities will be supervised by the President and his/her decision will be final.

9.3 President – Elect: He / She will act according to the duties assigned by the President and help the President actively to further the aims and objects of the Society. The President Elect will be the Scientific Committee Chairperson for the Annual Conference (CRITICARE), except workshops, and other activities like the quiz etc. which will be managed by the President. The President Elect will be the Chair of the Finance, Constitution and Communications Committee.

The President Elect will be responsible for the CRITICARE Scientific Program (Except Workshops), Update book and the Newsletter (Critical Care Communications).

All these activities must be approved by President. President is the final decision-making authority.

9.4 General Secretary- Elect: The General Secretary- Elect will assist the General Secretary in day-to-day activities of the Society.

9.5 General Secretary: Subject to the control and regulations of the EC, the General Secretary shall be responsible for carrying out the directions and decisions of the EC, in particular. The General Secretary will be Organizing Secretary of the Annual Conference. In addition, the General Secretary shall have the following powers and be responsible for the following functions:

9.5.1 to convene meeting of the EC whenever necessary or called upon to do so.

9.5.2 to have administrative control over all the affairs of the Society.

9.5.3 to keep accurate minutes of all the meetings of the Society and EC.

9.5.4 to prepare the annual report of the Society.

9.5.5 to be in charge of the furniture, library and all documents and other assets of the Society.

9.5.6 to collect all dues of the Society and deposit all such amounts into the bank account of the Society.

9.5.7 to make necessary disbursements and maintain vouchers, provided that any expenditure made shall be mentioned in the records of the Society.

9.5.8 to perform such duties as are incidental to his office.

9.5.9 to issue or handle notices, communications, letters, memoranda, and other papers whether in physical or electronic form, as may be required for the efficient operation of the Society.

9.6 Joint Secretary: He / She shall carry out such duties as are assigned to him/her.

9.7 Treasurer: The Treasurer shall maintain true accounts of the Society's funds, assets, and any other funds or assets connected with or controlled by the Society.

The Treasurer shall present the annual budget of ISCCM at the first Executive Committee (EC) meeting and provide a closing financial analysis at the final EC meeting of the term.

The budget for ICCCM shall be presented to the College Board by the College Secretary and to the EC by the Treasurer.

9.8 Elected Office Bearers (President, President-Elect, Vice President, General Secretary, General Secretary-Elect and Treasurer) members of the National EC shall not hold any official post in the EC of the Society's city branch or state branch (i.e. Chairperson, Secretary and Treasurer or EC member) during their tenure in the National EC.

9.9 MISCELLANEOUS ADMINISTRATIVE RULES

9.9.1 Every question/ issue or agenda item/proposal submitted to a meeting of the EC or of the General Body shall be decided according to the majority of the votes cast by the members present and voting at such a meeting. In case of equality of votes, the person presiding shall have a second or casting vote in addition to his vote as a member.

Audit of Accounts:

9.9.2 Once at least in every year, the accounts of the Society shall be examined and audited. The Audit will be conducted by one or more firms of Chartered accountants appointed for the ensuing year by the members at AGBM for each year. The report of the Auditor or Auditors shall form part of the Annual Report submitted to the next AGBM. The Auditor of the Society shall hold office until the conclusion of next AGBM. The retiring Auditors shall be eligible for re-appointment every 3 years. The Auditor or Auditors shall be paid such remuneration or honorarium as the EC may fix with the Auditors and as may be approved in the AGBM at which such Auditor or Auditors may be appointed.

Manner of service of notice by the Society to the member or members:

9.9.3 Any notice required to be issued/served under this constitution may be given through registered email, message on mobile and call from office.

Only important notices shall be sent by registered post, as decided by the President and EC.

10. PUBLICATIONS AND APPOINTMENTS OF HON. EDITORS

10.1 The Society may publish Journals, books, pamphlets or any other publications under the general directions of the EC. The Journal shall be published under the direction of an Editorial Board, consisting of Editor (1), Executive Editor (1), Assistant Editors (2), and Members (5). The Board shall be in office for three years. There will be an election for the post of Editor -in-Chief as per defined criteria. Editor-in chief cannot contest for the more than two terms (total six years). The Editorial Board shall be appointed by the Editor-in-Chief and work independently. The Editor-inChief shall submit quarterly (3 monthly) reports to the EC.

10.2 The tenure of the Editor-in-Chief shall be three years, commencing from the Annual General Meeting (AGM), with the position becoming an elected post starting in 2025.

10.2.1 Two Asst. Editor and 5 members shall be nominated by the EC as and when the vacancies arise in consultation with the Editor-in-chief.

10.2.2 ISCCM shall electronically publish a bi-monthly newsletter called the 'Critical Care Communications'. The President-elect shall be the editor of the newsletter. His term will not extend beyond 1 year. At the time of change of Editor, The President Elect will nominate 3 Associate Editors and Members of Editorial Board for Critical Care Communications in discussion with President and the EC would be informed by email.

11.0 ACADEMIC WINGS

11.1.1 The Society may constitute one or more Academic Wings under its framework to carry out its Academic and Research objectives.

11.1.2 The various wings or units shall formulate their own operational guidelines, subject to adherence to the regulatory framework established by the Society. In the event of any dispute, the decision of the Executive Committee (EC) shall be considered final.

11.1.3 One such Academic wing, Indian College of Critical Care Medicine has been started with effect from 2012.

12.0 State Branch Formation

12.1

a. States with 5 or more ISCCM compliant city branches will be eligible to form a state branch.

b. The decision regarding formation of state branch should be taken by at least 80% of the city branches.

c. More than 2/3rd of the EC members of these 80% city branches should agree to form the state branch/chapters.

The resolution for state branch formation shall be jointly sent by the Chairperson and Secretary of the respective branches to the General Secretary of ISCCM by email.

12.2 Applications for the formation of State branch shall be made to the General Secretary who after due scrutiny shall place before the National EC his / her recommendations for their consideration. The decision of the National EC shall be final.

12.3 The Secretary of the proposed State branch after receiving the approval letter to form the State chapter from the General Secretary will proceed to open a bank account in the name of "ISCCM – State branch -" and complete all other necessary formalities viz. charity commissioner, Society registration, legal and other taxation, or any other relevant/related formalities of Society formation. The State branch will be solely responsible for maintaining its own accounts, including auditing of the accounts, investments, filling of income tax returns and tax liabilities and any other related/relevant matters and liabilities. No liabilities, financial or legal or any other matters arising of/regarding above shall be the responsibility of the Central Body of ISCCM.

12.4 A Member of the ISCCM National automatically becomes a member of the local Branch, and member of the State branch if it is in existence.

There is no separate Membership or Membership form for the State branch. No State branch can make its local members. No additional membership fees are to be collected by the State branch from the state ISCCM members.

12.5 All approved State branch shall be governed by the Constitution of the Society. State branches like the city branches will follow the constitution of ISCCM in letter and spirit. The administrative, financial, and local academic activities of the state branches are governed by their own State branch Executive Committee.

12.6 The head of the State branch shall be known as 'Chairperson' and not as 'President'. The State branch Executive Committee shall consist of 1 Chairperson, 1 Secretary, 1 Treasurer and 5 Executive Committee members.

12.7 The founding office bearers will decide where the State branch will be headquartered.

12.8 The State branch can form their local committees for regulating and conducting various affairs at their state level. The details of such committees should be sent to the ISCCM Center

and uploaded in the Branch management system. It will strictly follow the rules laid down in this constitution. They can have co-opted members to form their committees and also for conducting various activities at state level.

12.9 A copy of the State branch letterhead containing the names of State branch office bearers should be sent to the ISCCM Center within one month of constitution of new body and be uploaded in the Branch Management system (BMS).

12.10 The State branch Executive Committee shall hold its executive meeting, , physical or online (zoom platform), at least once in six months in a given year or more often, if required.

12.11 The office bearers would be chosen by a democratic election process.

12.11.1

a. Members of various city branches of the state will submit nominations for various State Branch Executive Committee positions.

b. For the position of Chairperson, secretary and treasurer, the candidates should have served two terms in city branch EC of the state, including one term as Chairperson, Secretary, or treasurer (the position he is contesting for).

c. For Executive Member positions, the candidate should have served at least one term in the city branch of the state.

d. Those who have never served in the local city branch Executive Committee of the state will not be eligible to apply.

National EC members who have completed one term in the EC are eligible to contest for any post of state chapters.

12.11.2 The election process and campaign rules of ISCCM Centre for the branches would apply to state chapter.

12.11.2.1 Above rules and regulations are applicable after the declaration of election Code of Conduct and apply to all.

12.11.2.2 Online voting time for state would be from 9 a.m. on Day 1 to 5 p.m. on day 2. This will be around 32 hours.

12.11.3 The state branch office bearers would be:

a-Chairperson-1

b-Secretary-1

c-Treasurer-1

d-Executive Members-5

12.11.4 The tenure of State branch EC would be 2 years.

12.12 The State branch EC shall maintain proper records of the minutes of their executive committee meeting and annual general body meeting.

12.13 Center will contribute 5% of the membership fees share out of the city branches of the state, to the state branch; and contribute 5% from its own share from the respective city branches. The membership fee share ratio between Centre and city branches and State branch would be 45:45:10.

12.13.1 The share will be paid by the Center only if the State Chapter/branch EC has completed all compliances like submission of audit report, EC Nomination report, and State Chapter/branch EC report to the Center by 31st December. There will be no carry forward of the State Chapter/branch EC share. In case the State Chapter/branch EC is noncompliant, then the entire 50% share would go to the city branches.

12.13.2 State branch EC will submit the following documents on yearly basis (AGM to AGM):

- a. Audited accounts including conference accounts report, if any;
- b. Details of various academic and other activities undertaken by the state chapter;
- c. Nomination results.

12.14 All proceeds of registration and sponsorship must be deposited in the official registered ISCCM State branch EC branch account. If the National Conference has been planned by the Center in a city that comes under the jurisdiction of the State branch, then the local city branch, ISCCM State branch cannot hold any state, zonal conference, meetings seminars, workshops, and symposia in that year. The State branch and city branches can only conduct regular monthly academic activities of not more than 100 delegates per day. Three months before CRITICARE, a CME of up to four hours may be permitted.

12.15 For all ISCCM State branch activities, all collection money should be deposited with the State branch account only, and no separate account should be opened for any reason. The signing authorities and State branch account remain the same.

12.16 The State branches will not sponsor / co-sponsor / advertise for any organization with similar ideology for any academic / Non-Academic programs without prior written approval of the National Executive Committee.

12.17 Logo

12.17.1 The State Branch would be authorized to use the ISCCM logo for its activities and will not share the ISCCM patented logo with any other Organization without prior written permission from President, General Secretary. The State Branch/Chapter of ISCCM is permitted to use the logo in local ISCCM official functions, local meeting, local seminars, CME, workshop provided the registration amount and sponsorship amount has been deposited in the State Branch official registered ISCCM bank account.

12.17.2 As an ISCCM member everyone has got the right to use the ISCCM logo for creative academic activities. The permission to use ISCCM logo by ISCCM member for creative academic activities must be taken directly from the ISCCM National body (Center). The details of the activities must be sent in advance to the ISCCM Center for permission. Permission will be granted after due approval of President, General Secretary. An amount of Rs. 50000/- (Rupees fifty thousand only) will be charged and deposited into the ISCCM Centre account as endorsement charges. The proof of collection and deposition must be sent to the Center for record keeping purpose.

12.17.3 If any other organization apart from ISCCM wishes to take endorsement of ISCCM and use its logo for meeting, seminar, state conference, National Conference, workshop then the organization needs to pay an endorsement fee to ISCCM Center as follows:

- a. Local meeting, seminar, CME, Workshop, Conference: INR 50000/- (fifty thousand only)
 - b. State, Zonal meeting, Conference, seminar, CME, Workshop: INR. 75000/- (seventy-five thousand only)
 - c. National meeting, CME, Conference, Workshop: INR 1,00,000/- (one lac only).
 - d. Endorsement of courses: INR 1,00,000/- (one lac only) for each time the course is conducted.
- GST will be added to the charges.

12.18 The ISCCM National EC, at any given time, reserves the right to discuss / scrutinize / question any such sponsorship / co-sponsorship by the State branch which has worked against the interest of the Society. The Chairperson and Secretary of the concerned State branch in such a case, will be called to the National Executive Committee for investigation. If after due

investigation in the EC meeting, it is found by 2/3rd majority of the attending EC members that prima facie the sponsorship/co- sponsorship by the State branch has worked against the interest of the Society, the matter will be referred to the General Body for necessary course of action/ measures. The decision taken at the General Body Meeting will be final and binding on the concerned State branch.

12.19 Once the AGM is over, until the next AGM if any matter arises regarding State Branch and needs intervention, scrutiny and action will be taken by the Center ISCCM executive committee with 2/3rd majority.

12.20 A State Branch EC member wishing to resign his / her membership shall send a written communication to the ISCCM National General Secretary. After approval, his/her name would be removed from State branch EC member's list. Same would be updated in the Branch Management System of ISCCM National website's Branch Management System.

12.21 State Branch EC Membership suspension against Misconduct: Centre can take a decision of suspension of State Branch EC membership of any member when 2/3rd of the EC members of the State Branch gives evidence of misconduct in writing against him or her which shows interest against the Society. As per the constitution of the Society any unacceptable or improper behavior, by a member which can create harm to the Society will be considered as misconduct. Such a complaint will be scrutinized by ISCCM Center & appropriate action will be taken after detailed report of observer appointed by ISCCM Center with EC mandate.

12.22 Annual National ISCCM Conference would be organized only in association with the city branches and not with State Branch. Rules in this regard remain unchanged.

12.23 The tenure as Chairperson, Secretary of State Branch will be counted as valid tenure for consideration in national ISCCM election process at par with the existing provision for Chairperson and Secretary of city branches.

12.24 The activities of the State Branch would be supervised by the Vice President, Executive committee member nominated by the President, and the Zonal member (of that zone). The state allocation for VP & EC member would be other than their home state & zone. They will represent ISCCM Centre. In case of any dispute/issue, it will be first referred to the Vice President, EC Member, and the Zonal member, who will try to resolve it first and if the matter remains unresolved, then only it can be referred to ISCCM Centre- President and the General Secretary. The decision of ISCCM Centre will be final and binding on all parties.

12.25 -Any case of any dispute or clarity in byelaws, the constitution of Center and law of the land will prevail

12.26 Overseas branches of ISCCM may be established in any country subject to the following requirements:

- a. Minimum ten members;
- b. Indian passport holders;
- c. Country based branches shall operate under the overall guidance of the ISCCM Executive Committee;
- d. Regional representatives shall be nominated by the Executive Committee for the following regions: North America, Middle East, UK and Europe, Australia and South East Asia; and
- e. Regional representative shall attend official meetings related to overseas branches on invitation by the President.

13.0 - The City Branches

13.1.1 Any City having at least 10 valid Life Members of the Society can form a branch.

13.1.2 Applications for the formation of City Branch shall be made to the General Secretary who after due scrutiny shall place before the National EC his / her recommendations for their consideration. The decision of the National EC shall be final. The Secretary of the proposed City Branch after receiving the approval letter to form the City Branch from the General Secretary will proceed to open a bank account in the name of "ISCCM – City Branch" and complete all other necessary formalities viz. charity commissioner, Society registration, legal and other taxation or any other relevant/related formalities of Society formation. The city branch will be solely responsible for maintaining its own accounts, including auditing of the accounts, investments, filling of income tax returns and tax liabilities and any other related/relevant matters and liabilities. No liabilities, financial or legal or any other matters arising of / in regard to above shall be the responsibility of the Central Body of ISCCM.

13.1.3 A Member of the ISCCM National automatically becomes a member of the local Branch. There is no separate Membership or Membership form for the local Branch. However, no member of the local/city branch can automatically become the member of ISCCM National.

13.1.4 All City Branches shall be governed by the Constitution of the Society. Branches will follow the constitution of ISCCM in letter and spirit when a provision is not there in branch constitution.

13.1.5 The administrative, financial and local academic activities of the Branches are governed by their own Branch Executive Committee (“BEC”).

13.1.6 The composition of the Branch Executive Committee (BEC) shall be based on the membership strength of the branch as follows:

a. For Branches with less than 50 members:

1 Chairperson; 1 Secretary; 1 Treasurer; and 4 Executive Committee (EC) Members.

b. For Branches with 51 to 250 members:

1 Chairperson; 1 Secretary; 1 Treasurer; and 6 Executive Committee (EC) Members.

c. For Branches with more than 250 members:

1 Chairperson; 1 Secretary; 1 Treasurer; and 8 Executive Committee (EC) Members.

13.1.7 City branch can form their local committees for regulating and conducting various affairs at the city level. The details of such committees should be sent to the Center and uploaded in the Branch management system. It will strictly follow the rules laid down in the constitution. They can have co-opted members to form their committees and also for conducting various activities at local level.

13.1.8 A copy of the city branch letterhead, listing the names of the current office bearers, shall be submitted to the Center within one month of the constitution of a new Branch Executive Committee (BEC). The same shall also be uploaded in the Branch Management System (BMS).

The branch letterhead must include the names of ex-officio National Executive Committee (EC) members associated with the branch and the registration numbers of the branch with the relevant local regulatory authority.

13.1.9 The BEC shall hold its executive meeting at quarterly intervals in a given year or more often, if required.

13.1.10 The BEC shall maintain proper records of the minutes of their executive committee meeting and annual general body meeting.

13.1.10 a Record of Branch Meetings:

a. The BEC shall maintain proper records of the minutes of their executive committee meeting.

b. An AGM will be called every year.

c. The minutes of all EC meetings and AGM will be circulated to all Branch members.

d. This will be considered for Best Branch Award.

e. Non-compliance of 13.1.10 is subject to disciplinary action.

13.1.10 b Attendance Requirements for Branch Meetings:

a. Attendance of EC members in branch EC meetings should be maintained and uploaded on BMS.

b. Mandatory attendance requirement for contesting elections will be applicable to branch elections also.

c. Scanned copy of attendance sheet of all attendees to be uploaded.

d. Group picture should be uploaded on BMS.

e. Disciplinary action will be initiated for non-compliance.

13.1.11 All members must pay their dues to the Central Office of the Society only. All City Branches will forward the entire amount of membership fees along with membership form of the Society to the Headquarters, if received by them. No additional membership fees are to be collected by the city branch from the member.

13.1.12 Center will send 50% of the membership fees as city branch share, if the city branch submits its audited accounts regularly. Local body cannot charge extra fees related to membership. This share will come down to 45% in case there is state branch formation.

13.1.13 The share will be paid by the Center only if the city branch had completed all compliances like submission of audit report, election report, and branch report to the Center by 31st December. These compliances have to be approved by the branch observer committee as laid down by the Centre. There will be no carry forward of the branch share.

13.1.14 Members will get discount in national/Local conference registration fees if their email and mobile numbers are updated with the BMS and the Center database

13.1.15 Through members' login on the Society's website, members can have additional accesses to features available on the website, solely for the members. Life Members have the Right to vote and contest in branch elections.

13.1.16 Other provisions relating to functioning of branches:

13.1.17 City branches can have Free access to webcasts

a- They can apply for research grants.

b- Pediatricians and Nursing can also be a part of city branch if they are registered with the National Body.

13.1.18 City branch preferably should have a fixed address within two years of its formation.

13.1.19 Every branch will promote academic, educational and research activity in its branch. A minimum of two academic activities in a year is mandatory. The attendance and details of the meetings along with photographs should be uploaded in the branch management system of its own city. All educational and research activities should also be uploaded in the BMS.

13.1.20 Each City Branch Must Upload / submit an Annual Report of its activities in each calendar year, as well as a copy of its audited accounts in the BMS and also to the ISCCM Central Body before 31st of December every year.

13.1.21 Branch will send their audited accounts, minutes of the meetings held, annual report to the Center before 31st December every year and the same will be uploaded in the BMS.

13.1.22 All publications related to city branch should also be updated in the BMS.

13.1.23 BMS of the city needs to be updated on regular bases by the Chairperson and secretary with members email addresses and mobile numbers as mandatory.

13.1.24 The City Branch may organize local academic activities in any sub- specialty of Critical Care Medicine. The central office shall not be responsible for providing any form of financial assistance to hold these academic activities.

13.1.25 The local branch, where Center is going to hold annual Congress can only conduct regular monthly academic activities of not more than 100 delegates and only for 8 hours. Three months before the congress local branch should not hold any CME of more than four hours, and this should be only for students and local branch members.

13.1.25 a The local branch where Center is going to hold Annual Congress can conduct regular monthly academic activities only for 8 hours per program during the conference year, up to 3 months prior to the commencement of CRITICARE.

Conference year begins after the AGBM and extends to the date of commencement of CRITICARE.

13.1.25 b The state in which the Annual Congress is being held will not organize any conference of more than 1 day, 12 months prior to the start of CRITICARE, starting from the previous AGM.

13.1.25 c The zone in which the Annual Congress is being held will not organize any conference of more than 1 day, 6 months prior to the start of CRITICARE.

13.1.25 d Branch EC will conduct only one conference (once) exceeding 1 day, up to a maximum of 3 days, during their tenure of 2 years.

13.1.26 The City Branch will not sponsor / co-sponsor / advertise for any organization with similar ideology for any academic / non-academic programs without prior written approval of the National Executive Committee.

Unless the branch is the organizer, all co-branded events have to be endorsed. The General Secretary is the endorsing authority.

13.1.27 The local city branch will not share the ISCCM patented logo with any other Organization without prior written permission from President, General Secretary. The local branch of ISCCM is permitted to use the logo in local ISCCM official functions, local meeting, local seminars, CME, workshop provided the registration amount and sponsorship amount has been deposited in local official registered ISCCM bank account.

13.1.28 The EC at any given time reserves the right to discuss / scrutinize / question any such sponsorship / co-sponsorship by the City Branch which has worked against the interest of the Society. The Chairperson and Secretary of the concerned City Branch in which case, will be called to the National Executive Committee for investigation. If after due investigation in the EC meeting, it is found by 2/3rd majority of the attending members that prima facie the sponsorship/co-sponsorship by the City Branch has worked against the interest of the Society, the matter will be referred to the General Body for necessary course of action/ measures. The decision taken at the General Body Meeting will be final and binding on the concerned City Branch.

13.1.29 Once the AGBM is over, until the next AGBM if any matter arises and needs intervention, scrutiny and action will be taken by the Center ISCCM executive committee with 2/3 majority.

14.0 LOGO AND ANTHEM

A new ISCCM logo and ISCCM Anthem had been introduced in 2023 in line with the vision, mission and the goals of the Society.

The ISCCM Logo has been copyrighted.

The ISCCM Anthem has been copyrighted, however the accompanying video may be changed from time to time.

The Anthem should be played during official events of ISCCM.

The Anthem may be used by any member to promote the Society, its specialty and raise awareness about the role of the Intensivist/Critical Care specialists.

14.1 Use of ISCCM Logo By Branches: As a member of the Society, everyone shall have the right to use the ISCCM logo for creative academic activities.

The permission shall be taken directly from the Center for ISCCM brand/Logo use. The details of the activities shall be sent in advance to the Center for permission. Permission will be granted after due approval of President or General Secretary. An amount of INR 50000/- (Rupees fifty thousand only) will be charged and deposited to the Center ISCCM account as endorsement charges. The proof of collection and deposition must be sent to the Center for record keeping purpose.

14.1.a The following categories of meetings will not be eligible to use ISCCM logo and Anthem (with the exception of State and Zonal Meetings):

- a. Meetings exceeding three days.
- b. Meetings conducted with same name in different cities annually.
- c. Meetings conducted within 90 days prior to the annual Conference- Criticare.

14.2 If any other organization apart from ISCCM wishes to take endorsement of ISCCM and use its logo for any meeting, seminar, state conference, National Conference, workshop, then the organization needs to pay an endorsement fee to ISCCM Center as follows:

- a. Local meeting, seminar, CME, workshop, conference: INR 50000/- (fifty thousand only) plus GST.
- b. State, zonal meeting, conference, seminar, CME, workshop: INR 75000/- (seventy-five thousand only) plus GST.
- c. National meeting, CME, conference, workshop, CME: INR 1,00,000/- (one lac only) plus GST.
- d. Endorsement of courses: INR 1,00,000/- (one lac only) plus GST for each time the course is conducted.

14.3. For all ISCCM City Branch activities all collection money should be deposited in the City Branch Account only and no separate account should be opened at any cost for different purposes. The signing authorities and City Branch Account shall remain unchanged.

14.4 A member wishing to resign his / her membership shall send a written communication to the general secretary.

14.5 Membership fees paid by the members to the Society is not refundable and the name of such member shall be removed from the membership register after approval by the National Executive Committee in its regular meeting.

14.6 Membership suspension against Misconduct: Centre can take a decision of suspension of membership of any member when 2/3rd of the City Branch members gives evidence of misconduct in writing against him or her which shows interest against the Society. As per the constitution of the Society any unacceptable or improper behavior, by a member which can create harm to the Society will be considered as misconduct.

If Center receives any complaint from local member with support of 2/3 City Branch Life Members, this complaint will be scrutinized by Center & appropriate action will be taken after detailed report of observer appointed by Center with EC mandate.

15-BRANCH MANAGEMENT SYSTEM (BMS)

15.1 The ISCCM has witnessed consistent growth each year and as of the 31st year, marked by the 2025 Annual General Meeting (AGM), It has more than 15943 members with 94 branches all over the country. With the increase in the number of branches and passage of time it was felt that other than few branches the activities, participation, and involvement of other branches with the Center are decreasing. It was also felt that their involvement in the National election is decreasing. Consequently, recognizing the need for enhanced branch coordination and efficiency, the Branch Management System (BMS) was introduced in 2018.

15.2 Branches were made with a motive to evenly spread out the knowledge of critical care and ISCCM activities all over the country. Branches were given the rights to organize their own academic and social activities and also to organize the National Conference. Branch constitution was also made to maintain uniformity. All branch activities along with their audit report is submitted to the Center annually. It is the Center's job to review the branch activities annually. Credentials are given accordingly depending upon the involvement of branches with the Center and other activities.

15.3 Through BMS every branch is linked directly to the Center. Instead of Centre, the stakeholder is now the branch. The Chairperson and secretary of the branch has open access to upload and de-load in their webpages assigned. They have freedom of uploading all their activities, election results, audit reports on their own. They can conduct their city branch election also through that. Every branch member has got an access right to the BMS so that they can give their feedback. Grievances against the branch, member or Centre can also be raised through BMS.

15.4 Overall BMS was developed to make the two-way communication better between branches and Centre in a much smoother way. Branch and Individual participation in central

activities is to increase. An absolute transparent state can be maintained between the branch and the Center. Branch activities can be directly loaded, and website can be directly handled by the branch themselves. A competitive attitude can be developed amongst branches so that ISCCM progresses faster.

15.5 Organizing Annual Conference and contribution to City Branch by Centre

15.5.a Incremental pattern of contribution from the Center to the host city ISCCM Branch is to be followed, drawn from the finances of the National Congress conducted in that city.

15.5.b This contribution will be from the profits made by the organizing committee of that National Congress.

15.5.c The contribution by the Center to the city branch where the Annual National Conference is being organized will be a minimum of 5 lakhs and maximum of 50 lakhs of rupees.

15.5.d In the unfortunate case of the National Congress ending in loss, there will not be any contribution to the city branch.

15.5.e For the first crore of rupees of profit made from hosting the Annual National Conference, the contribution from the ISCCM to the City Branch hosting the National Congress will be 10% of profits.

For the second crore of profit made, the contribution from ISCCM to the City Branch will be 15% (10 Lakhs @ 10 %from first crore and 15% of the profit above one crore).

For the third crore of profit made, the contribution will be 20% (10 lakhs from first and 15 lakhs from second crore plus 20% for the profit above 2 crores).

If the profit made will be any figure above three crores the total contribution will be a maximum 50 lakhs.

15.5.f This contribution will be in the form of educational aid/ grant to the city branch.

15.5.g The city branch receiving the contribution has to be compliant in all regards to the rules and regulations of ISCCM and should take part in all activities of the National Congress being held in their city. In particular following compliances must be made in time by the City Branch:

i) The branch should have filed its election report for the immediate past 3 years including the conference year.

ii) The branch should have filed its audited accounts for the immediate past 3 years including the conference year.

iii) The branch should have filed its activity report for the immediate past 3 years including the conference year.

15.6 20% of the profit made from hosting the National Congress will be transferred to the ISCCM Research Account.

15.7 All the above recommendations will be applicable to all upcoming National Congresses. Any transfer of profits will happen only after the audited accounts of the National Congress have been prepared and passed by the Organizing Chairperson of the respective conference and EC.

16.0 ELECTIONS

CITY BRANCH ELECTIONS

16.1 Center will support all city branches with electronic voting system as a complimentary service.

16.1.1 Those city branches which are more than ten years old and have more than 100 members:

- a . Chairperson should have served in branch EC for two terms with one term as Secretary or treasurer.
- b. Secretary and Treasurer should have served in EC for one term.
- c. For rest of the branches, Life Members can contest for any post after their membership is approved in AGM.
- d. Any National EC member from ISCCM Center is eligible to contest for any branch post directly.

16.2 Elections for branches will be held every 2 years and will be conducted by the Center.

16.2.1 From the year 2023, it was made mandatory to hold branch elections along with national election electronically. Center will bear the cost of the same. If any branch is found to be non-compliant, it will be automatically derecognized.

16.2.2 City Branch Secretary can announce election between 15th to 30th November. He / she will provide each member a list of vacancies in the Branch Executive Committee and invite nominations for these vacancies through registered email only.

16.2.3 Nomination process should be online. The online nomination will contain the candidate's name, address, and the post for which the candidate is nominated. He should be proposed by one valid member online. Online form must mention the willingness to stand for the election and to serve on the City Executive Committee, if elected.

16.2.4 Only those members can participate in branch election process whose registered address in Center is of the same city where elections are being held. The central rules (as applicable in case of Center's elections) for change in address, apply to all the elections.

16.3 The Branch will propose the names of three senior members with no interest in the current election as Election Officer nominees.

The VP-Zonal and General Secretary, in consultation with the President, will identify one Election Officer from the three nominations received from the Branch.

16.4 If there is any doubt in the candidature of the applicant, by the appointed election officer, the nomination Papers should be sent to the Center through E-mail for Scrutiny. In that case the validity of the member will be checked at the central level.

16.5 Membership for a minimum duration of one year is a prerequisite for acquiring the right to vote in city branch elections. Eligibility to cast votes commences after the AGM for the EC year, for which membership application has been submitted.

16.5.1 Online voting hours for city branch is twenty four (24) hours , starting at 4 pm on day 1 to 4 p.m. day 2.

16.6 The ISCCM National Code of Conduct for elections would apply to the city branches. Same Code of Conduct and rule applies to branches/ state as it applies to the Center.

16.7 The candidates are allowed to use the following means for canvassing:

- a. To make individual/personal phone calls to other members (no calls by surrogates, substitutes, juniors, or secretariat people on candidate's behalf).
- b. To prepare the profile according to the prescribed format.
- c. To send video message for selected positions only, prepared recorded & edited by the ISCCM office & approved by the Election Commission.

The recorded video will be posted on the website & YouTube channel & links of the same will be sent along with the profile link. Candidate can't send video on any media platform by

himself/herself. In video, the candidate should not give false promises or commit anything which he/ she has not achieved or where it is a policy matter and beyond the individual's control.

d. To update their Connect profile e. Above rules and regulations are applicable after the declaration of election Code of Conduct and applies to all.

16.8 If someone is found guilty or in violation of the said Code of Conduct or this Constitution, he/she will be debarred from ISCCM election process for three years (AGM to AGM) at local as well as national level.

16.9 The election result will be announced by Election Commissioner (city branch) as per the stipulated time in the constitution and communicated to all members of the city branch as well as the Centre.

16.10 It shall be mandatory for all office bearers to sign the declaration about No Conflict of Interest with the Society within next 30 days.

16.11 No office bearer of the branch shall hold office for the same post for more than 2 terms. The Secretary & Chairperson can hold only one term of 2 years. Contesting the election second time for the post of secretary and Chairperson is not allowed.

16.12 No member is entitled to stay for more than eight years in the Executive Body of City Branch (Inclusive of all – Chairpersonship and secretary ship).

16.13 At a time one member can only contest for one post only.

16.13.1 The post for which the member is contesting has to be declared and published as per election notification dates decided. This should be uploaded in BMS and every branch member must be informed by email.

16.13.2 Interchange / Modification / Internal arrangements amongst City EC are strictly not permitted for any post. Elected member is only eligible for the post which he has declared and contested for.

16.13.3 A member cannot contest simultaneously for more than one post of office bearer.

16.13.4 A member cannot hold two positions simultaneously at national /city/state, level. If he gets elected, he has to resign from one of the positions before joining the other.

16.14 There is no post like chairman -elect or past chairman in the city branch.

16.15.1 After completion of eight years in the EC of city branch one can only contest for the National Election if he wishes. However, any member from city branch is free to contest for National Elections anytime if he/she fulfils the Constitutional requirement of ISCCM.

16.15.2 Current National EC members should be ex officio members of their respective city branch.

16.16.1 In case of a vacancy arising out of an uncontested position, fresh nominations shall be invited by the city branch Secretary.

16.16.2 Any vacant seat arising in the executive committee because of the resignation or other causes will be filled with the due information and permission of the Center. The process can be show of hands or voice votes in the city branch general body meeting. A proper notification for the same has to be given at least one month in advance.

SPECIAL SITUATION: (Approval right remains with National President and Secretary)

16.17 In case of small branches having 50 or less members, with prior approval from Center, the members of the local EC can continue to function in case two third of the life members of the local branch pass a resolution stating this and send it to the EC. With this provision the Chairperson of the branch can continue for no longer than 2 terms. The immediate past Chairperson and secretary will be ex-officio members of the next EC of the branch.

16.18 If elections are not held as per constitution, the previous executive committee of the branch will stand dissolved automatically without any notice.

16.19 Non-compliant branches will be suspended by the National executive committee. If any branch, thus suspended, will have to re-apply for re- recognition to National executive committee.

16.20 Notwithstanding anything contained herein, the National Executive Committee reserves the rights to dissolve the city branch or only dismiss the office bearers of the City Branch with caretaker office bearers in their place till fresh elections are held (within three months) should clause for election be not Complied, for a period of one year.

16.21 Dismissed office bearers of the branch will not be eligible for re- election to any executive / academic committee posts in the City Branches or National Executive Committee of ISCCM for a period of four years.

17.0 BRANCH ELECTION DISPUTES

17.1 Any grievance related to any stage of the election process shall be formally submitted to the respective Local Branch Election Commission.

In the event that the local Election Commission is unable to resolve the matter within 48 hours, it shall be referred to the Branch Compliance/Monitoring Committee set up by the General Secretary and President of ISCCM. This committee is required to communicate its observations and finding to the General Secretary and President of the ISCCM within 48 hours of assuming responsibility for the matter. If a mutually agreeable solution is not reached within 96 hours, the matter must be promptly escalated to the President and General Secretary for further resolution by the EC.

17.2 President and General Secretary can take decisions based on finding and recommendation of branch compliance committee. President may take EC opinion in case dispute is not resolved and the decision of EC will be final.

18.0 JURISDICTION

Courts in Mumbai shall have exclusive jurisdiction in all matters connected with or relating to ISCCM and its members.

19.0 AMENDMENT & REPEAL

19.1 Subject to the law for the time in force, the members in Annual General Body Meeting shall have power to add, to vary or repeal any of the provisions contained in this Constitution, provided that such additions, variations or repeal is effected by means of a resolution of which due notice shall have been given to members and which shall be ascended to by the vote of at least two-third of the members present at the meeting.

19.2 Any proposal / suggestion which has been discussed after a due notice in the Annual General Body Meeting and has been rejected shall not be brought up again for a period of 3 years, as per clause 12 of the Society Registration Act, 1860.

20.0 FUNDS

Source of funds shall be:

20.1 Membership fees

20.2 Publications

20.3 Training program fees, Conference, Exhibition fees

20.4 Contributions from Patrons

20.5 Donations

21.0 SEATING ARRANGEMENTS ON DAIS DURING ANNUAL CONFERENCE OF VARIOUS PROGRAMS (L TO R)

JOINT SECRETARY ORGANISING COMMITTEE, GENERAL SECRETARY ISCCM,

PRESIDENT ISCCM, CHIEF GUEST OF HONOUR, PRESIDENT ELECT GENERAL SECRETARY ISCCM ELECT, IMMEDIATE PAST PRESIDENT, CO-CHAIRPERSON ORGANISING COMMITTEE.

22.0 INDIAN COLLEGE OF CRITICAL CARE MEDICINE

22.1 AIMS & Objective - This college has been founded under the Academic Wing of the ISCCM with the following objectives:

22.1.1 To implement and carry out all the educational activities including Indian fellowship in critical care medicine (IFCCM) and Indian diploma in critical care medicine (IDCCM), Indian diploma in critical care Nursing (IDCCN) and other fellowship courses approved by the college board and EC.

22.1.1.A - It had been decided in the College board and EC of (2022-2023) with more than 2/3rd majority to stop Post MBBS certificate courses after the AGM of 2023. This remains unchanged.

22.1.2. To recognize and honor members of the Society who have shown dedication and leadership in the practice of Critical Care.

22.1.3 To promote a forum for the development of collaborative practice amongst the specialties and professions providing Critical Care.

22.1.4 To Guide the Society from time to time in academic activities and develop new programs.

22.1.5 College will run / host online courses on its website as approved by College Board and EC. Current running certificate courses are 4C, Obstetric Critical care , RRT & ECMO , Research methodology , FARC, infection diseases. Other courses may be added after approval from college board and EC.

22.1.6 This College is organized as an autonomous body for its internal affairs but shall in no way act in a manner prejudicial to the Society or contrary to the Society's byelaws, which shall take precedence over this document.

22.2 NAME AND OFFICES

22.2.1 Name -The name of this College is the “Indian College of Critical Care Medicine”.

22.2.2 Members inducted into the College, and who retain their Fellowship status, shall use the designation Fellow of Indian College of Critical Care Medicine [FICCM].

22.2.3 Offices -The offices of the college will be maintained in the registered office of the Society, or an area approved by the EC of the Society.

22.3 Fellows

22.3.1 Eligibility-Only active members of the Society (ISCCM) shall be eligible to apply for Fellowship or be nominated for Fellowship.

22.4 SELECTION OF FELLOWS

22.4.1 Fellowship by Application:

The College Board will annually undertake a comprehensive review of the existing criteria for the Fellowship based on the feedback received. The aim is to develop a robust and transparent scoring system, which will be made available on the Society's website. Members are encouraged to utilize this system to calculate their own scores before applying for the FICCM.

22.5 Fellowship by Application : Candidates applying for fellowship should meet the following criteria:

22.5.1 Candidates should be member of ISCCM for 5 years.

22.5.2 Physicians with Subspecialty certification in anesthesia or chest medicine, Internal Medicine, Pulmonary Medicine, Surgery, Critical Care, DM (Critical Care) Pediatrics or equivalent as approved by the Board can apply. This also includes diploma in the same subjects. Those who fulfill the following criteria can apply:

22.5.2.a Candidates who have cleared Indian fellowship of critical care medicine OR who have cleared Fellowship of National Board in critical care (FNB) OR Members who are honorary fellow of Indian Society of critical care medicine (FISCCM).

22.5.2.b Candidate who has cleared Indian diploma in critical care Medicine and has demonstrated involvement in the practice of Critical Care by research, publication and outstanding dedication and leadership in the practice of critical care sufficient to recommend Election.

OR

22.5.2.c Candidates who are American board certified in critical care medicine.

22.5.2.d Candidates who have cleared European Diploma in critical care medicine or FJICCM from Australia and practicing in India for the last 2 years.

AND

22.5.2.e Demonstrated involvement in the practice of Critical Care by research, publication, or by involvement in national and community forums and demonstrated outstanding dedication and/or leadership in the practice of Critical Care.

OR

22.5.2.f All present teachers of the Critical Care Courses being run by the National Board or all present and past teachers of educational courses run by ISCCM (IDCCM and IFCCM) Or Teachers DM (critical Care) or Pulmonary And Critical Care

22.6 PROCEDURE FOR APPLICATION:

22.6.1 Information and application forms will be sent by email to all ISCCM life members and posted on the website on 1st May, as decided by the College Board. Applications, along with requested documentation and the application fee, shall be submitted online and sent to the Society's office for processing by email before 30th September. A one-time fee of Rs 10,000 + GST will be charged along with the application.

22.6.2 Credentialing: The Credentials Committee of the College shall examine the application to substantiate that the applicant meets the established criteria for Fellowship. A non-refundable onetime fee of Rs 10000/+ GST will be charged along with the application, if the member wants the application can remain under active consideration for the next 3 years. However, if the applicant wishes to withdraw his/her application and informs the ISCCM (in writing), then Rs 5000/- + GST shall be refunded and Rs 5000 + GST shall be retained by the ISCCM as processing charges.

22.7 PROCEDURE FOR SELECTION:

22.7.1 The Credentials Committee shall forward a list of suitable applicants to the Board of college. A two-thirds (2/3rd) majority of the Board will be required to admit the applicant to Fellowship. The selection procedure shall be completed before last College boards/ EC meeting. prior to the annual meeting of the Society. Candidates shall be notified in writing of the Board's decision.

22.8 Procedure for Appeal:

22.8.1 At the time of filing the application, candidates shall be notified of the appeals process as set forth in the policy. Candidates can request details regarding their scoring by writing to the Chancellor (President), and the office must provide this information.

22.9 FELLOWSHIP BY NOMINATION

22.9.1 A very senior member selected by the President of the Society may be nominated and admitted to the College as a Fellow, recognizing their contributions to multispecialty and multidisciplinary Critical Care Medicine.

The number of Fellows appointed in a year shall not exceed one. The nominee must be a member of the Society or have been awarded Honorary Membership. Such Individuals may not apply for Fellowship; instead, the selection process shall proceed as follows: Any Fellow or EC member may propose a candidate by the 30th of September each year, submitting the proposal to the President along with a brief description of the nominee, not exceeding 200 words. The decision of the President shall be final.

22.10 INDUCTION AND CONVOCATION CEREMONY

22.10.1 Any Member of the Society selected to Fellowship shall be designated Fellow in Critical Care Medicine (FICCM) from the date they have attended the induction convocation ceremony held in conjunction with the ISCCM Annual Meeting.

22.10.2 Elected Candidates who fail to attend an induction ceremony for three years after selection shall be asked to re-apply for Fellowship. Extensions may be granted by the Board when candidates have been prevented from attending for more pressing professional or personal reasons. Candidates who wish to obtain an extension shall write to the Chancellor of the college, indicating why they are unable to attend and confirm their continued involvement in multidisciplinary Critical Care.

22.10.3 The convocation function will be held on 1st day of CRITICARE.

22.10.3.1 The function will have the following agenda:

- a. Welcome address by the Vice Chancellor
- b. Report of the College Secretary
- c. Address by the Chancellor
- d. Award of fellowship
- e. Other awards
- f. Vote of thanks by College Secretary Elect

22.10.4 The arrangement on the dais would be like:

- i) Convocation function should include all secretaries of the collegemand the secretary elects as well.

22.10.5.1 Front Row

- i. College Secretary Elect – Right of President Elect
- ii. President -elect – Right to Chancellor
- iii. Chancellor: In the Center
- iv. Vice chancellor – Left of Chancellor
- v. Past Chancellor (Past President) Left of Vice Chancellor
- vi. Secretary of the college – Left of Past Chancellor

22.10.5.2 Back Row

22.10.5.2.a All the secretaries of College Board (Right side) and secretaries elect (Left) College, Accreditation, Nursing and Examinations and online courses.

22.11 Termination of Fellowship

22.11.1 Any Fellow of the College whose membership of the Society ceases for any reason shall automatically be removed from Fellowship of the College.

22.12 Voting rights

22.12.1 All Fellows in good standing as members of the College and Society shall be entitled to one vote on each matter of business submitted to vote of the Fellows in Fellows’ meeting online or offline.

23.0 COLLEGE BOARD SECTION

23.1 Authority and Duties:

23.1.1 The affairs and business of the College shall be managed by the college board. College Board will consist of the following:

- a. President, ISCCM (he/she will also act as Chancellor)
- b. Vice- Chancellor
- c. Past Chancellor
- d. College Secretary
- e. Five Secretaries: one each for College, Accreditation, Nursing and Examinations and Additional Course.
- f. College Secretary-Elect

g. Five Secretary Elects: one each for College, Accreditation, Nursing Examinations and Additional Course. They will take over as secretaries in the next term.

h. General Secretary, ISCCM

i. General Secretary Elect, ISCCM

23.2 The College shall be responsible for its own internal organization and for the distribution of funds approved by EC of ISCCM.

23.3 Official correspondence of the College shall be conducted through the Society, by college secretary.

23.4 Responsibility of Chancellor:

23.4.1 Shall report on the activities of the College to the EC of ISCCM and to the Members at the ISCCM's annual General meeting.

23.4.2 Shall coordinate amongst all the secretaries and secretaries elect in all the college matters.

23.4.3 Will form any committee from time to time, he /she feel as necessary for working of college e.g.; Examination committee:

23.4.4 Will address all the grievances arising from time to time during the conduct of college activities.

23.4.5. The hierarchy in ICCCM Board meetings will be as follows-

1. President (Chancellor)

2. Vice Chancellor

3. College Secretary

4. Accreditation, Nursing, Examinations and Additional Course

Secretary (based on seniority of membership in ISCCM)

5. College Secretary-Elect

6. Accreditation, Nursing, Examinations and Additional Course Secretary-Elect (based on seniority of membership in ISCCM)

7. General Secretary

8. President-Elect, Past President and General Secretary Elect of ISCCM are on the College Board, as ex-officio members.

23.4.6 College secretary will coordinate with all secretaries and secretary elects regarding all the activities of the college.

23.4.7 The term for all elected members will be one year.

23.4.8 The provisions of the Society's Constitution will be applicable to college if there is a grey zone in college constitution.

23.5 Number and Classes

23.5.1 The number and classes shall be fixed by the College Board in consultation with the EC of ISCCM.

24.0. Election Criteria for the college positions

24.1 Eligibility

24.1.1 FOR THE POST OF SECRETARY-ELECT OF ACCREDITATION, EXAMINATION, NURSING AND ADDITIONAL COURSES

24.1.1.a For Secretary elect accreditation and exam - He/She should be the Fellow of the college for 3 years (from date of first convocation to upcoming convocation [3 years] not at the time of nomination or election), and he/she should be teacher of the college run courses for five years (IDCCM/IFCCM) by the time of coming AGM not at the time of election/ nomination.

24.1.1.b For the nursing and online course secretary elect - He/She should be the Fellow of the college for 1 year (from date of first convocation to upcoming convocation [1 year] not at the time of nomination or election), and he/she should be teacher of the college run courses for five years (IDCCM/IFCCM) by the time of coming AGM not at the time of election/ nomination.

24.1.1.c For the post of Examination Secretary Elect - He/ She should be an examiner accredited by ISCCM or NBE or for DM courses in Critical Care.

24.1.2 He / she should be willing to work as Secretary Elect for ONE year followed by Secretary for the next one year in the designated department (accreditation, examination, Nursing).

24.1.3 FOR POST OF COLLEGE SECRETARY:

24.1.3.a He / She should be the Fellow of the college for 5 years and he/she be teacher of the college run courses for FIVE years (IDCCM/IFCCM).

24.1.3.b He/ She should have worked / served for one term as Secretary Accreditation / Examination/ Nursing /Additional Course in College Board/ General Secretary-ISCCM.

24.1.4. FOR POST OF VICE CHANCELLOR:

24.1.4.a He / She should be the Fellow of the college for 5 years and he /she should be teacher of the college run courses for FIVE years (IDCCM/IFCCM).

24.1.4.b He / She should have worked / served for TWO terms ON COLLEGE BOARD.

24.1.4.c One term as College Secretary and one term as Secretary Accreditation / Examination / Nursing / Additional Course in College Board/ General Secretary–ISCCM

OR

24.1.4.d TWO TERMS as Secretary Accreditation / Examination / Nursing in College Board/

24.1.4.c One term as College Secretary and one term as Secretary Accreditation / Examination / Nursing / Additional Course in College Board / General Secretary–ISCCM

OR

24.1.4.d TWO TERMS as Secretary Accreditation / Examination / Nursing in College Board/ online courses.

24.1.5 To contest election for any post (except Vice -Chancellor and college secretary) on the College Board the candidate should have attended at least 3 (three) out of the last 4 (four) College Board Meetings

OR

National Executive held in both years of his/her previous term. This is not applicable to the candidate who has applied for the 1st time as fresh applicant.

24.1.6 In case of such absence the member shall not be eligible to contest elections for one term (i.e., two years) and can contest after this term is over. Same rule of AGM to AGM applies as per ISCCM Constitution.

24.1.7 To contest election for the post of Vice Chancellor, College Secretary, the candidate must have attended at least 3 (three) College Board / National Executive Meetings out of the 4 (four) last College Board Meetings / National Executive held in the term that he/she had served on the College Board Or National Committee.

This shall not be applicable if the candidate is applying after a break of two years from his last tenure. Same rule of AGM to AGM applies as per ISCCM Constitution.

24.1.8 Election Process for college: Secretary -elects

24.1.8.a The applicant will apply for the desired secretary-elect post in detailed form with detailed resume.

24.1.8.b One fellow can apply for only one category of secretary- elect post

24.1.8.c Applicant will apply along with a non-refundable fee of Rs 20000/- (Rupees twenty thousand only) + GST.

24.1.8.d The Election commission will oversee the election of board members. The process of election will start with the general election of ISCCM and will finish at the same time.

24.1.8.e If there is no application in any of the category, the Chancellor and the College Board will nominate that secretary- elect in that category.

24.1.8.f For a particular post, same candidate cannot be nominated for more than 2 tenures.

24.1.8.g Election of college: Will be elected by fellows by votes cast electronically as per ISCCM defined voting process. Same rule of canvassing , voting process as ISCCM EC election will apply. This election will also be done by ISCCM ELECTION COMMISSION.

25.0 Tenure and Qualifications of the Board members

25.1 Members of board who fail to attend two consecutive, regularly scheduled meetings shall be removed unless reinstated by 2/3rd vote of the board.

25.2 No member will be on college board for more than Seven years including as a co-opted member.

26. Vacancies

26.1 Vacancies on the board will be filled by nomination by the Chancellor and approval of the 2/3rd of the board, for the unexpired term.

27. Meetings

27.1 An annual meeting of the college shall take place in conjunction with the Society's Annual Meeting.

27.2 Interim meetings of the board may be called by or at the request of the Chancellor not more than four times a year. Members will be given at least thirty (30) days' notice of such a meeting. This should be prior to executive meeting of ISCCM.

28.Quorum

28.1 A majority of the authorized number of the board shall constitute a quorum. Minimum of six (6) members should be present.

29. Action of Board

29.1 Except as otherwise specified in these guidelines for governance under this Constitution, every decision shall be taken by a majority of the members of the members present at a meeting duly held at which a quorum is present.

30. Officers

30.1 Officers and Their Nominations: The officers of the Board of members shall be the president / Chancellor, the Vice Chancellor, the Past Chancellor, and the Secretary of college. The officers constitute the College Executive Committee and are empowered to act for the Board in the interval between its meetings.

30.2 Vacancies: A vacancy in any office, other than the Chancellor, shall be filled by nomination of the Chancellor with the approval of two-thirds (2/3rd) of the Board present at the next meeting. A vacancy in the office of Chancellor shall be automatically filled by the Vice Chancellor, till President-Elect takes over as President.

30.2.1 Role of the Chancellor:

30.2.1.a It shall be the duty of the Chancellor to preside over all meetings of the College and Board, to cast a deciding vote, to see that the proper parliamentary procedure and decorum are enforced in all deliberations of the College. The Chancellor shall appoint committee members.

30.2.2 Role of the Vice Chancellor:

30.2.2.a He will be the executive head of the college; the Vice Chancellor shall preside over deliberations of the College in the absence of Chancellor. The Vice Chancellor shall act on behalf of the Chancellor in the event of the Chancellor's incapacity.

30.2.3 Role of the Immediate Past Chancellor:

30.2.3.a In the absence of the Chancellor and the Vice Chancellor, the Past Chancellor shall preside over the deliberations of the College.

30.2.4 Role of the Secretary of college:

30.2.4.a The Secretary shall keep minutes of the meetings of the College and forward these minutes to the Society's office for distribution to Fellows. The Secretary shall maintain current list of Fellows in the Society's office. The Secretary shall preside over the deliberations of the College in the absence of the Chancellor, the Vice Chancellor, and the Past Chancellor. Secretary Accreditation - will supervise the accreditation of all the institutes and teachers.

30.2.4.b The college secretary will convene a meeting of all fellows on assuming charge.

The changes approved to the college constitution in the immediately preceding AGM will be presented to all the fellows.

30.2.5 Secretary Examination will look after the exams being held twice a year for IDCCM and IFCCM . His responsibilities will be as follows:

30.2.5.a. Overall coordination of all the IDCCM, IFCCM every year. The exams for Indian Diploma in Critical Care Nursing (IDCCN) will be coordinated by designated Nursing Program Coordinator.

30.2.5.b. Preparing the theory exam question paper for IDCCM exams.

30.2.5.c. Planning the Centers to conduct the exam and appointing Chief examiner and other examiners.

30.2.5.d. Obtaining results promptly and ensuring that results are declared on the website no later than 7 days after completion of exams.

30.2.5.e. Communicating results of exams to all the students.

30.2.5.f. Ensure Preparation of certificates and distributing to students.

30.2.5.g. Appropriate coordination with college Secretary to ensure smooth communication and implementing standard procedures for the examination.

30.2.5.h. Addressing any grievances from students pertaining to conduct of exams.

30.2.5.i The Secretary Examinations will not serve as an examiner in practical exams during his tenure.

30.2.6 Accreditation Secretary – He/ She should be responsible for accreditation of teachers and institutions as per criteria decided by college board. Accreditation Secretary- elect job is to observe the process and help the Accreditation Secretary.

30.2.7 Nursing Secretary - looks after online nursing courses, accreditation of nursing institutions and examination of IDCCN Students.

Nursing Secretary-Elect observes the working and helps the Nursing Secretary.

30.2.8 Additional Course Secretary position has been created to manage the additional courses of ISCCM, including the online courses.

31.0. Reporting by College Board

31.1 The Vice- Chancellor OR Secretary College [ANY 1 (ONE)] of the Board of members will be Co-opted member of the executive committee of the ISCCM. The Vice-Chancellor shall report on the activities of the College and present future programs to the executive committee. In the event of the absence of Vice- chancellor; the Secretary will attend EC meeting and report to EC. If both are absent then Secretary elect or any one designated by Chancellor and Vice - Chancellor can represent the college in EC.

32.0 CHAPTERS

32.1 Amendments to the Guidelines for Governance

32.1.1 Any Fellow to the Guidelines may propose changes in these Guidelines for Governance. The Board shall review all proposed changes.

After Board approval and at least 30 days prior to voting, the proposed changes will be circulated to the members of the College for review and will be voted on at the same time and in the same manner as the elections for members. If they are approved with a two-thirds (2/3) majority, they will then be forwarded to executive committee for ratification by a majority vote in accordance with Society's byelaws. They will then be included in the College Guidelines for Governance.

33.0. DISSOLUTION

33.1 A resolution recommending dissolution of the Indian College of Critical Care Medicine may be passed by a two-thirds (2/3) majority of the Council. This resolution must be confirmed by two- thirds majority of the membership at the Annual General Meeting of the Society.

34.0 GUIDELINES FOR GOVERNANCE

34.1 These Guidelines for Governance become effective when approved by a majority of executive committee.

35.0. PUBLICATION POLICY

35.1 First Step

35.1.1 A proposal can come from

a-Any ISCCM Member

b- Indian College of Critical Care Medicine

35.2 Second Step

35.2.1 Proposal should come with the following details

a Name of the proposer

b Title of the book

c Contents of the book

d- Why a book should be published on this subject

35.3 Third Step

35.3.1 The proposal will be reviewed by the President (Chancellor), President Elect, Vice Chancellor, General Secretary and College Secretary.

35.3.2 If they agree this will be brought to the college board.

35.3.3 This will then be brought back to Executive Committee for approval.

35.4 Publisher

35.4.1 The publisher is decided by ISCCM as per policy to decide any vendors.

35.4.2 Publisher who have better distribution within India should be selected. They should have online version of book / publishing material. This online version should be in safe mode and can't be replicated or forwarded.

35.5 Signatory of the Contract with Publisher/Vendor will be

a-President / General Secretary of ISCCM

b-Contract at all times will be kept in the ISCCM office

c- This contract should be signed for a year and reviewed every year.

35.6 Time Period

35.6.1 The author/editors will be given a time period within which he should submit the material for publication

35.7 Editorial Based Book: -

a-The selection of authors will initially be done by the editor

b- He must submit the list of chapters of authors & chapters to the college for final approval.

c- The college/ISCCM will only interfere if there are strong objections to the author.

d- Every quarter, authors will send the written report.

e. The invite to authors/ section editors should go from the ISCCM office by email initially, and thereafter from the Publisher.

35.8 Copy right:

35.8.1 The book will be a copy right of the ISCCM. No part can be published without the permission from the ISCCM.

35.9 Change of Editors:

35.9.1 If the primary editors/authors refuse to bring any future edition or in the event of death of one of the editors the name of additional editors can be proposed by the live editor/College or ISCCM EC.

35.9.2 The College will propose a list of editors with their consent for approval by the College and then by EC.

35.10 Royalty

35.10.1 This will remain a voluntary work. All the Royalty of the book will remain with the ISCCM.

35.11 Signing of the contract:

35.11.1 President and General secretary of the Society will sign the contract, which will be renewable every year.

35.12 Distribution / sale of the Books

a- From ISCCM office and website

b- From the authorized publishers/distributors

36.0 DISSOLUTION

36.1 The Society may be dissolved on the recommendation of two third (2/3rd) of the members of the Society. The funds will be distributed for similar object of the Society and as per the provisions of the Society Registration Act, 1860 at the time of dissolution of the Society.

37. ISCCM Conference Privileges

37.1 The registration fee and accommodation for President, immediate Past President and all the past Presidents with their spouse will be borne by ISCCM.

37.1.1 The travel cost of Past Presidents to all the conferences will be borne by ISCCM.

37.2 The registration fee and accommodation for the Vice Chancellor with his spouse- past and present will be borne by ISCCM.

37.2.1 The travel cost of Past Vice Chancellors to all the conferences will be borne by ISCCM.

37.3 The travel and accommodation cost for the President and his/her spouse will be borne by ISCCM.

37.4 The travel and accommodation cost for the President Elect and his/her spouse will be borne by ISCCM.

37.5 The registration fee, travel and accommodation cost for the ISCCM oration awardee and his/her spouse will be borne by ISCCM.

37.6 The travel, accommodation for General Secretary with his spouse will be borne by ISCCM.

37.7 Registration, Stay and Travel (as decided by organizing committee) of International Faculty will be borne by ISCCM.

37.8 The registration fee, travel and accommodation of Invited Experts from other Specialties and Super-specialties will be borne by ISCCM (as decided by organizing committee).

37.9 The travel and accommodation of Invited National Faculty who are speakers, moderators, panelists (not Chairpersons) will be borne by ISCCM.