



INDIAN PSYCHIATRIC SOCIETY

WESTERN ZONAL BRANCH

MEMORANDUM OF ASSOCIATION
AND
RULES & REGULATIONS
INCLUDING
BYE-LAWS
AS AMENDED UPTO OCTOBER 2015

(CONTENTS)

Indian Psychiatric Society,
Western Zonal Branch
Memorandum

&

Rules and Regulations of the Society

| Article | Subject | Clause | Page |
|---|---|--------|------|
| Part-1 Memorandum of the Society | | | |
| I | Name | 1 | 4 |
| II | Aims and Objects | 2-9 | 4 |
| III | Methods | 10-20 | 4 |
| Part-II Rules of the WZB | | | |
| I | Definition | 1 | 5 |
| II | Constitution | 2 | 6 |
| III | Office | 3 | 6 |
| IV | Register of members | 4 | 6 |
| V | Classification of members | 5 | 6 |
| VI | Election of members | 6 | 7 |
| VII | Termination of membership | 7 | 7 |
| VIII | Reinstatement of members | 8 | 7 |
| IX | Transfer of membership | 9 | 7 |
| X | Privileges of the members | 10 | 7 |
| XI | Responsibilities of the members | 11 | 8 |
| XII | Year of the Society | 12 | 8 |
| XIII | Subscription | 13 | 8 |
| XIV | Branches | 14-21 | 8 |
| XV | Affiliation with other Societies or Bodies | 22 | 10 |
| XVI | Management | 23 | 10 |
| XVII | Composition of the Executive Committee | 24 | 10 |
| XVIII | Powers and Functions of the Executive Committee | 25 | 11 |
| XIX | Casual Vacancies | 26 | 11 |
| XX | The Journal of the WZB | 27 | 12 |
| XXI | Amendment to Memorandum, Rules & Bye-Laws | 28-29 | 12 |
| XXII | Asset after Dissolution | 30 | 13 |
| XXIII | Repeal | 31 | 13 |

| Article | Subject | Clause | Page |
|---------------------------|--|--------|----------|
| Part -III Bye-Laws | | | |
| I | Bye - Laws | 1 | 13 |
| II | Office Bearers of the Society | 2 | 13 |
| III | Duties, Powers & Terms of Office Bearers | 3-7 | 13 |
| IV | Terms of Office of the Executive Committee Members | 8 | 17 |
| V | Election of Office Bearers and Executive Committee Members | 9-18 | 17 |
| VI | Meeting of the Executive Committee | 19-25 | 20 |
| VII | Calling of the Annual General Body Meeting | 26-27 | 22 |
| VIII | Extra Ordinary General Body Meeting | 28 | 23 |
| IX | Appointment of Auditor | 29 | 24 |
| X | Salaries or Remuneration | 30 | 24 |
| XI | Funds of the WZB | 31-32 | 24 |
| XII | Zonal Conference & Mid Term Zonal CME | 33-39 | 26 |
| XIII | Scientific Papers & Sessions | 40 | 29 |
| XIV | Awards and Scholarship Certificate | 41 | 30 31 |

INDIAN PSYCHIATRIC SOCIETY, WESTERN ZONAL BRANCH

Memorandum & Rules and Regulations of Society

PART I MEMORANDUM OF THE SOCIETY

ARTICLE : I NAME

1. *The name of the Society shall be "Indian Psychiatric Society, Western Zonal Branch" hereinafter called "WZB" and its activities shall extend to jurisdiction of the Zone as determined by the Indian Psychiatric Society.*

ARTICLE : II AIMS AND OBJECTS

2. *To promote and advance the subject of Psychiatry & allied sciences in all their different branches & to promote the improvement of the Mental Health of the people and Mental Health Education.*
3. *To promote prevention, control, treatment and relief of all psychiatric disabilities.*
4. *To formulate and advise on the standards of education and training for medical and auxiliary personnel in psychiatry and to recommend adequate teaching facilities for the purpose of the zone.*
5. *To promote research in the field of Psychiatry and Mental Health in the zone.*
6. *To propagate the principles of Psychiatry and current development in psychiatric thought, in the zone.*
7. *To deal with any matter relating to mental health concerning the zone and to do all other things as are cognate to the subjects of the Indian Psychiatric Society, WZB.*
8. *To safe guard the interest of Psychiatrists and fellow professionals in the zone.*
9. *To promote ethical standards in the practice of Psychiatry in the zone.*

ARTICLE : III METHODS

For the attainment and in furtherance of the objects the IPS, WZB may:

10. *hold Zonal Psychiatric Conferences and periodical scientific meetings of the WZB.*

11. *print, publish, translate, sell, lend and distribute information whether in the form of a periodical journal or books, monographs, treatises or pamphlets and distribute the same among its members/non-members.*
12. *publish annual reports of the WZB and from time to time special bulletin.*
13. *advise the State Government and other bodies within the zone on the various aspects of psychiatry and mental health including legislative, administrative, educational and research aspects.*
14. *purchase or acquire on lease or otherwise any movable or immovable property necessary or convenient for the purpose of the WZB.*
15. *sell, improve, manage, develop, transfer or dispose of any such property of the WZB.*
16. *collect subscriptions and donations, disburse funds for all or any of the objects of WZB.*
17. *invest any money of the WZB not immediately required for any of its objects in such manner as may, from time to time, to be determined by the WZB.*
18. *do all such things and matters as are incidental or conducive to the attainment of the above objects or any of them which are subsidiary to the said object.*
19. *create or assist in creating local branches for any of the purposes aforesaid.*
20. *institute, maintain and grant prizes, certificates and other awards and distinctions.*

PART - II - RULES OF THE WZB

ARTICLE : I DEFINITION

1. (a) *"IPS" shall mean the Indian Psychiatric Society.*
- (b) *"WZB" shall mean the Indian Psychiatric Society, Western Zonal Branch.*
- (c) *"Council" shall mean the Executive Council of the Indian Psychiatric Society.*
- (d) *"EC" shall mean the Executive Committee of Indian Psychiatric Society, WZB.*
- (e) *"Member" shall be an inclusive term embracing Life Fellow, Fellow,*

Life Ordinary Member, Ordinary Member, Life Associate Member, Associate Member, Honorary Fellow, Corresponding Fellow and Corporate Member elected by the Council of the Indian Psychiatric Society. Whenever the article "he" has been mentioned, it shall also include "she".

- (f) *"Fellow" shall mean, unless otherwise specified Fellow or Life Fellow of the Society.*
- (g) *"Journal" shall mean the "Archives of Indian Psychiatry".*
- (h) *"Secretary" shall means Hon. Zonal Secretary (WZB), "Treasurer" means Hon. Treasurer (WZB) and "Editor" means Hon. Editor (WZB)*

ARTICLE : II CONSTITUTION

- 2. *The WZB shall consist of members whose names are on the Membership Register of the IPS maintained by the Honorary General Secretary of IPS and who reside, practice or employed in a place within the jurisdiction of the WZB.*

ARTICLE : III OFFICE

- 3. *The office of the WZB shall be located in any of the States within the zone and shall be located at the place of work of the Secretary (WZB). The office of the Treasurer and Editor shall also be located at their respective place work.*

ARTICLE : IV REGISTER OF MEMBERS

- 4. *There shall be a Register in which the names of all the members of the WZB contained in the list of members to be provided by the IPS shall be entered with their qualifications and addresses with Phone & Email. The WZB shall have no power to enroll any new member directly. No person who is not a member of the IPS shall be a member of the WZB.*

ARTICLE : V CLASSIFICATION OF MEMBERS

- 5. *There shall be six classes of individual membership namely Fellow or Life Fellow, Life Ordinary or Ordinary Member, Life Associate or Associate Member, Honorary Fellow, Corresponding Fellow & Corporate Member. The membership status of a member shall be determined only by the Council of the IPS under Article V of Part II, the Rules of the IPS. The Zonal or Local Branch shall have no authority to alter the status of membership of any member unless it is so advised by the Council of the IPS.*

ARTICLE : VI ELECTION OF MEMBERS

6. *A person becomes a member of WZB when he is elected by Council of IPS and is in a place within the jurisdiction of WZB, as determined by IPS.*

ARTICLE : VII TERMINATION OF MEMBERSHIP

7. *A member shall cease to be a member of the WZB if his name is removed from the register of IPS under Article VII of Part II of the Rules of the IPS or he leaves jurisdiction of WZB.*

ARTICLE : VIII REINSTATEMENT OF MEMBERS

8. *If the membership of any member is revived by the IPS under Article VIII of Part II of the Rules of the IPS his membership shall also be revived by the WZB on receipt of necessary information from the IPS or he enters the jurisdiction of WZB.*

ARTICLE : IX TRANSFER OF MEMBERSHIP

9. *If a member leaves the area of his zonal and/or local branch on account of transfer of his residence or place of occupation and goes to the another Zone he must clear all dues to the previous Zonal, State &/ or Local Branch and submit to the IPS and Zonal Branch concerned a clearance certificate from the previous Zonal, State &/ or Local Branch showing that he has paid all its dues. The fact of transfer should be notified by the IPS to the Zonal Branches concerned. The member shall pay his Local, State &/ or Zonal Branch subscription for the current year to the branch(es) of which he is a member on the 1st October of the year concerned, apart from his annual subscription(s), if there be any, to the Zonal, State &/ or Local Branch in a year.*

ARTICLE : X PRIVILEGES OF THE MEMBERS

10. *Each member shall have the right .-*
- (a) to attend the General Body Meeting of the WZB and to vote on all issues excepting (i) election of Office-bearers and EC Members, and Zonal Representative to Central Council and (ii) amendments to the Rules and Bye-Laws which can be exercised only by the Fellows.*
 - (b) To receive a copy of the statements of accounts, reports and Journal of the WZB.*
 - (c) To use the WZB's library and room, if any, set apart for the purpose.*
 - (d) To attend and take part in Scientific meetings, lectures and*

demonstrations of the WZB, after paying stipulated registration fees / subscriptions.

(e) To enjoy such other privileges of membership as may from time to time be conferred on members by Rules and Bye-Laws of the WZB.

ARTICLE : XI RESPONSIBILITIES OF THE MEMBERS

11. *A member whose name has been entered in the register is obliged to accept the Rules and Bye-Laws of the WZB and follow them. No one shall be absolved on the plea that he has not received a copy of the Rules and Bye-Laws of the WZB.*

ARTICLE : XII YEAR OF THE SOCIETY

12. *The year of the Society for financial purpose shall be 1st April to 31st March of the next calendar year and for any other pupose, the period between two consecutive Annual General Body Meeting shall be considered as "one year".*

ARTICLE : XIII SUBSCRIPTION

13. *All members of the Society shall pay their annual membership subscription to the Treasurer of the IPS. The Zonal, State and the Local branches shall have liberty to collect additional subscription and donation from their members, including Life Fellows, if it is so decided by the Zonal, State and/or Local branch for the running and benefit of the branch.*

ARTICLE : XIV BRANCHES

14. *For better attainment of the WZB, the members of the WZB shall, whenever possible, group themselves into separate local bodies styled as Local Branch of the IPS.*

Local branches shall function under the WZB.

- (i) *There shall not be more than one Local Branch in any one town or city.*
- (ii) *There shall be minimum number of ten members of which two must be Fellows in a Local Branch.*
- (iii) *Each Local Branch shall have a local area to be determined by the WZB.*
- (iv) *A formal permission for formation of a local branch shall be obtained from the IPS through WZB. The Local Branch*

shall come into existence only after the approval of the Executive Council; and ratification by the General Body of the IPS.

(v) A state branch of IPS shall be regarded as State Branch.

(vi) The Local and State Branch shall not have any claims on the Assets and Liabilities of the IPS and WZB.

- 15. All the members of the Local / State / Zonal Branches shall be the members of the IPS. The Membership status of a member shall be determined only by the IPS. Any member who ceases to be a member of the IPS shall cease to be a member of the Local / State / Zonal Branches of the Society.*
- 16. In the absence of a Local Branch in any particular area where the number of the members is less than the minimum number required to form a local branch, members of that particular area shall remain attached to the Zonal Branch as "Direct Members".*
- 17. The Local & State Branches shall bear the name of the IPS followed by Local & State Branch, as the case may be.*
- 18. When a local branch fails to confirm the standards laid down by the WZB or acts in a manner contrary to the provisions made in Rules and Bye-Laws of the Branch concerned or of the WZB, the WZB shall have absolute power to take such measures as it deem fit including suspension of the branch concerned or taking control of the branch in its own hand. The decision of the AGB of WZB which shall usually be taken on the recommendation of the E.C. shall be binding upon the Local & State Branches.*
- 19. The Local Branches shall submit their annual reports and audited statement of accounts alongwith a copy of the proceedings of all meetings to the Secretary of the WZB for information, preferably before 1st September of the respective year or one month prior to the AGB of WZB.*
- 20. Subject to the Rules and Bye-Laws of the IPS, the local branches shall be free to govern itself in such manner as it may think fit and for that purpose to make from time to time Rules and Bye-Laws as it may think fit and to repeal or alter the same as and when it shall consider expedient. The Rules and Bye-Laws so made and for the time being in force shall be binding on the members constituting the branch in reference to which they are made provided that such Rules and Bye-laws are in conformity with the Rules and Bye-laws of the Society and have been approved by the Council of the Society.*

21. *The local branches shall be guided by the IPS in all matters, in case of difference of opinion on any matter between the local, state and /or the zonal branches, the local branch shall have the right to appeal to the Council of the Society preferably through the Zonal Branch and the decision of the Council of the Society shall be final.*

ARTICLE : XV

AFFILIATION WITH OTHER SOCIETIES OR BODIES

22. *Zonal or State or Local Branch shall not affiliate or be affiliated with any other psychiatric or para-psychiatric organization.*

ARTICLE : XVI MANAGEMENT

23. *The General Management of the Society shall be vested in the E.C. which shall not exceed 21 in number.*

ARTICLE : XVII

COMPOSITION OF THE EXECUTIVE COMMITTEE

24. (A) *Ex- officio Members :*
- (i) *President*
 - (ii) *Vice-President*
 - (iii) *Hon. Zonal Secretary*
 - (iv) *Hon. Treasurer*
 - (v) *Hon. Editor*
 - (vi) *Immediate Past President*
 - (vii) *Immediate Past Zonal Secretary*
- (B) *Elected Members :*
- (i) *Six members elected by the General Body of the WZB at its Annual General Body Meeting.*
 - (ii) *Representative to Central Council without voting rights.*
 - (iii) *One representative from each State Branch, without voting rights (Name should be recommended by State Branch).*

ARTICLE : XVIII

POWERS AND FUNCTIONS OF THE EXECUTIVE COMMITTEE

25. (A) *The EC shall meet for the transaction of business, adjourn and otherwise regulate its meetings and proceedings as it thinks fit. A meeting of the EC at which a quorum is present shall be competent to exercise all or any of the functions of the EC. All questions arising at anytime of the EC meeting shall be determined by majority of votes. In every case of equality of votes, the President shall have an extra second or casting vote.*
- (B) *The decision of the EC of the WZB in all matters pertaining to the WZB shall be final subject to ratification by the General Body at its Annual General Body Meeting or Extra Ordinary General Body Meeting, if found necessary.*
- (C) *The EC shall be entitled to act with authority of the WZB in the furtherance of the aims and objects of the WZB and transaction of any business, financial matters that may arise except in respect of acts specifically reserved to be done by the WZB at a General Body Meeting or any business as provided under clause 27 of Article VII of the Bye-laws of IPS.*
- (D) *The EC shall have the power to appoint sub-committees and fix their terms of reference as and when necessary. Any such sub-committee may co-opt fellows thereof, such members who have experience in matters to be dealt by them. Any fellow of the WZB may be co-opted as member of a sub-committee. The Chairperson of each sub-committee shall be elected by the EC for a period of two years. The members of the sub-committee shall also serve a term of two years.*
- (E) *The EC shall have power to write off the whole or part of the arrears against any individual member.*
- (F) *The EC shall be competent to act in spite of any vacancy.*
- (G) *The EC shall have power to appoint or remove salaried officer and servants of WZB.*

ARTICLE : XIX CASUAL VACANCIES

26. (A) *The EC shall have power to fill vacancies occurring in its members, whether ex-officio or elected, during its term of office, except in case of representatives from local branches. Such members shall*

hold office only for the remaining part of the year.

- (B) *In normal circumstances, an Office bearer shall give three months notice of his desire to resign.*
- (C) *Office bearers of sub-committee must inform the President and the Secretary if they are unable to serve for any length of time. In such a case alternative arrangements shall be made by the Secretary with the approval of the President.*
- (D) *A member of the EC or sub-committee or an office bearer shall be considered as "unable to serve" for the purpose of filling the vacancy by any other member of the WZB by the EC, if he intends to or has resided outside the Zone continuously for six months or more.*

ARTICLE : XX THE JOURNAL OF THE WZB

27. The WZB shall publish a Journal to be named as "**Archives of Indian Psychiatry**" which shall be managed by the Journal Committee. The Editor shall enter journals and send a list of the same periodically to the Secretary. The Editor shall be responsible for the accounts of the Journal Committee and the books and journals in his custody.

The Journal shall be paid compulsory Rs. 20,000/- & Rs. 10,000/- respectively by the Organizing Committee of the Annual Zonal Conference & Mid Term Zonal CME at the valedictory function.

ARTICLE : XXI

AMENDMENT TO MEMORANDUM, RULES AND BYE-LAWS

28. Amendment to the Memorandum, Rules and Bye-Laws of the WZB may be made at the Annual General Body Meeting or at an Extra Ordinary General Body Meeting after adequate notice (which shall not be less than 30 days) is given. The voting shall be confined to the Fellows of the WZB and any amendment to be carried, shall have at least two third majority of voters attending the meeting.
29. Resolution for amendment shall be very precise and may be proposed by a member of the WZB who shall inform the Secretary by sending him a copy of the resolution for consideration by the EC.

ARTICLE : XXII ASSET AFTER DISSOLUTION

30. In the event of dissolution or winding up the WZB, the assets remaining as on the date of dissolution shall under no circumstances be distributed among the members but the same shall be transferred to IPS.

ARTICLE : XXIII REPEAL

31. Memorandum & Rules and Regulations of Society including Bye-Laws published earlier and amended up to October 2015 are hereby repealed. Provided the repeal shall not affect anything already done under the said Rules and Regulations.

PART III BYE-LAWS

Article : I Bye-Laws

1. *The EC shall have power to frame bye-laws and place them before the Annual General Body Meeting of the WZB for ratification.*

ARTICLE - II OFFICE BEARERS OF THE SOCIETY

2. *The Society shall have the following Office bearers :-*
- | | |
|--|------------------------------------|
| <i>a. President</i> | <i>b. Vice President</i> |
| <i>c. Hon. Zonal Secretary</i> | <i>d. Hon. Treasurer</i> |
| <i>e. Hon. Editor</i> | <i>f. Immediate Past President</i> |
| <i>g. Immediate Past Zonal Secretary</i> | |

ARTICLE : III

DUTIES, POWERS & TERMS OF OFFICE BEARERS

3. President:

- a. The President shall hold office for one year and shall not be eligible for re-election,*
- b. He shall be the Chairperson of all the General Body, Extra Ordinary and E.C. Meetings and when appointed of any other Committees.*
- c. He shall have a casting vote in case of equality of votes in addition to his own ordinary vote.*
- d. He shall regulate the proceedings of the meetings and conferences and interpret Rules and Regulations and decide about*

contraversial & debatable points at issue.

- e. He shall preserve the order and shall decide on all points of order at or in connection with the meeting. There shall be no discussion on any point of order and the decision of the President shall be final.*
- f. He shall be ex-officio member of all sub-committees.*
- g. He shall be consulted on all important matters concerning the affairs of the Society.*
- h. He shall be the leader of WZB for any delegation of which he is a member, concerning the affairs of the society.*
- i. He shall inform the Hon. Zonal Secretary and /or Vice President, if he is unable to remain present at any particular meeting and /or delegation. He shall submit his comments pertaining to this to Hon. Zonal Secretary.*

4. Vice- President:

- a. The Vice President, who shall also be the President for the succeeding year, shall hold office for one year.*
- b. He shall preside at all meetings in the absence of the President and shall have all the powers of the President on that occasion.*
- c. He shall inform the President and /or Hon. Zonal Secretary, if he is unable to remain present at any particular meeting and /or delegation & ask for leave of absence. He shall submit his comments pertaining to this to Hon. Zonal Secretary.*

5. Hon. Zonal Secretary :-

- a. He shall hold office for two years and shall be eligible for re-election at the end of this period.*
- b. shall be in charge of the office of the WZB.*
- c. shall ordinarily conduct all the correspondences.*
- d. shall have general supervision of accounts, pass all bills for payment.*
- e. shall get prepared by the Treasurer a fully audited annual statement of accounts for presentation at the Annual General Body Meeting of the WZB.*

- f. shall maintain an up-to-date register of all members of the WZB.
- g. shall organize, arrange and convene meetings, conferences, lectures and demonstrations etc.
- h. shall attend meetings of the WZB and keep proceedings thereof.
- i. shall be ex-officio member of all sub-committees.
- j. shall organize the WZB by encouraging the establishment of local branches where they do not exist and by creating a general interest in the WZB.
- k. shall bring any matter which he considers necessary in the interest of the WZB to the notice of the EC for guidance and decision.
- l. When retiring shall hand over the properties, books etc. to the newly elected Hon. Zonal Secretary within one month after the result of election is declared.
- m. Any office bearer and/or Executive Committee Member remaining absent consecutively for two EC Meetings without informing the Hon. Zonal Secretary, then Hon. Zonal Secretary shall intimate the concerned EC Member for his absence without intimation. Even after informing, the concerned EC Member is not attending the consecutive third EC Meeting without prior information to Hon. Zonal Secretary, EC has power to discontinue the services of that concerned EC Member to EC and Hon. Zonal Secretary shall intimate about this action to the concerned EC Member.
- n. He shall inform the President, if he is unable to remain present at any particular meeting & ask for leave of absence. He shall submit his comments pertaining to this to President.

6. Hon. Treasurer :-

- a. shall hold the office for two years and shall be eligible for re-election at the end of this period.
- b. shall be responsible for collection of subscriptions and donations from members and well-wishers of the WZB and maintain index card showing up-to-date subscription position.
- c. shall sign the receipts and prepare statement of receipt and expenditure of the WZB duly audited by an auditor appointed by the Annual General Body of the WZB each year and shall present the same and the Balance Sheet at Annual General Body Meeting.

- d. shall have power to make payments of not exceeding Rs.10,000/- without consent of the Hon. Zonal Secretary.
- e. shall open an account with a nationalized bank approved by the EC and shall have the authority to operate this account for the expenses of the WZB.
- f. shall submit to the Returning Officer and Election Officer an up-to-date statement of dues from the Fellows.
- g. When retiring shall hand over cash, account books, documents and other papers connected with work of Treasurer of the WZB to the newly elected Treasurer within one month after the result of election is declared.
- h. He shall inform the Hon. Zonal Secretary, if he is unable to remain present at any particular meeting & ask for leave of absence. He shall submit his report and /or comments pertaining to this to Hon. Zonal Secretary.

7. **Hon. Editor:**

- a. shall hold the office for two years and shall be eligible for re-election at the end of this period.
- b. shall be responsible for publication of the Journal of the Society to be known as "**Archives of Indian Psychiatry**".
- c. shall be Chairperson of the Editorial Board and the Journal Committee. Members of the Editorial Board shall be elected by the EC in consultation with the Editor and their number shall not exceed 11. The Journal Committee under the EC and the Editor like the Chair person of any other sub-committee shall have the power to co-opt members of his Journal Committee.
- d. shall present his annual report at the Annual General Body Meeting of the WZB.
- e. shall submit an audited statement of accounts to the Treasurer before 31st May every year.
- f. When retiring shall hand over cash, account books, documents and other papers connected with work of Editor of WZB to the newly elected Editor within one month after the result of election is declared.

- g. *He shall inform the Hon. Zonal Secretary, if he is unable to remain present at any particular meeting & ask for leave of absence. He shall submit his report and /or comments pertaining to this to Hon. Zonal Secretary.*

**ARTICLE : IV TERMS OF OFFICE OF THE
EXECUTIVE COMMITTEE MEMBERS**

8. *Members of the EC whether elected directly or nominated by the Annual General Body or by the State Branches shall hold the office for 3 years and shall be eligible for re-election at the end of this period.*

Any EC Member shall inform the Hon. Zonal Secretary, if he is unable to remain present at any particular meeting & ask for leave of absence. He shall submit his report and / or comments pertaining to this to Hon. Zonal Secretary.

**ARTICLE : V ELECTION OF OFFICE BEARERS AND
EXECUTIVE COMMITTEE MEMBERS**

9. *Election of the Vice President (who will be the President elect for the succeeding year), Hon. Zonal Secretary, Hon. Treasurer, Hon. Editor and Members of the EC and Representatives to Central Council shall be held at the Annual General Body Meeting.*
10. *The President shall be Returning Officer for all elections of the WZB. The Hon. Zonal Secretary shall be the Election Officer for all elections. If, for any reason the President is unable to serve as Returning Officer, the Vice-President shall be the Returning Officer. If both, the President and the Vice-President are unable to serve as Returning Officer, the EC shall appoint a Returning Officer.*
11. *Not less than 120 days before the Annual General Body Meeting every year, the Secretary shall address a communication to all the Fellows of the Zone by simple Registered post & / or Speed post & / or Courier informing them of the vacancies due to occur in the ensuing year and asking for nominations for the various posts.*
12. *Nominations shall be sent in sealed and self Addressed envelope on which the word only "NOMINATION" shall be mentioned & this shall be mandatory. Mentioning of Nomination for the post of shall be considered as invalld envelope and so the Nomination. If nothing is mentioned on the envelope, then also that envelope shall be considered as invalid. One envelope shall contain only one nomination form with the*

brief biodata of that nominee. If a particular fellow filling more than one nomination for different posts and / or for the same post, he shall send the nomination in separate envelope. If certain fellows together filling the nomination for the same post and / or for the different post, they shall send their nomination individually in separate envelope. An envelope containing anything more than one nomination form and biodata thereof, shall be considered as an invalid nomination. All nominations shall reach the Hon. Zonal Secretary, by Registered post or Speed post or courier not less than 90 days before Annual General Body Meeting. The Hon. Zonal Secretary shall not open the envelopes containing the nominations. His own nomination, if any, shall also reach him by Registered post or Speed post or courier.

13. *The envelopes containing nomination shall be opened only at the special meeting of the EC. Quorum for this meeting of the EC shall be two. The EC within two weeks time of last date of receiving nomination shall meet only for this purpose. The EC shall appoint the Returning Officer as provided under section 10 of Article : V. The EC shall have the power to Scrutinizing & reject nominations, if it is found not in order. As per section 13 and II(c) of the Article VII of termination of membership of IPS, member will not be eligible for contesting the election.*

Thirty (30) days from the date of special Scrutiny EC meeting notice along with the Scrutiny Report shall be sent to all nominees. If any nominee wishes to withdraw from the contest, he has to write and send a letter of withdrawal of candidature to the Returning Officer within the stipulated time period of 30 days.

If, no valid nominations are received for any post by stipulated date the EC at its annual meeting shall be competent to elect a candidate for the said post.

14. *Not less than 45 days before Annual General Body Meeting, the Election Officer shall send ballot paper and a circular to all Fellows of the Zone in the similar manner mentioned under section 11 intimating them the name of the candidates together with bio-data not exceeding 100 words of each candidate and instructions relating the procedure of casting of votes which shall bear the signature of the Election Officer and the seal of the WZB. Canvassing by any candidate is prohibited and his nomination & / or election will be declared as null and void.*

15. *The Fellows may either cast their vote in person on the day of Annual General Body Meeting or by post, if they so desire. If they choose to cast their vote by post then the ballot papers in sealed cover indicating their choice clearly among the nominees for the various posts without any mark must reach the Returning Officer two full weeks before the date of the Annual General Body Meeting. If, any Fellow chooses to cast his vote in person a fresh ballot paper to vote in person shall be issued by the Returning Officer on the day of the Annual General Body Meeting during specified hours on being satisfied that the original ballot paper has not been received by post by the Returning Officer and that the Fellow has paid his subscription for the outgoing year. The voting may take place before the Annual General Body Meeting but the result shall be announced only at the Annual General Body Meeting.*
16. *The Returning Officer shall have the power to appoint scrutinizers from among Fellows of the WZB to assist him in scrutinizing the ballot papers and counting of the votes, The sealed cover containing the result of election shall be opened at the Annual General Body Meeting.*
17.
 - (a) A fellow can propose or second only one candidate for one particular post.
 - (b) The nomination paper shall contain signature of Fellow who have paid up all his membership dues including the current financial year, before filling the nomination or be a life fellow.
 - (c) Any Fellow of the WZB may be nominated for election of any of posts other than the posts of Vice - President (President elect), Hon. Zonal Secretary and Representative to Central Council. if this nomination is proposed by a Fellow and seconded by another Fellow provided the fellow nominated has expressed his consent in writing to be nominated for the said post and has paid up all his membership dues including the current financial year.
 - (d) The Fellow nominated for the post of Vice-President (President elect) must be a Fellow of the IPS continuously at least for 10 years and must have served the Zone at least for one full term as a member of the EC.
 - (e) The Fellow nominated for the post of Hon. Zonal Secretary must be a Fellow of the IPS continuously at least for 5 years and must have served the Zone at least for one full term as a member of the EC.

- (f) The Fellow nominated for the post of Representative to Central Council must be a Fellow of the IPS continuously at least for 5 years and must have served at least for one full term as a member of EC.
 - (g) No Fellow shall hold more than one elected post of the IPS WZB at a time. i.e. either President or Vice President or Hon. Zonal Secretary or Hon. Treasurer or Hon. Editor or Executive Committee Member. If he is elected on more than one posts, then he shall continue on any one post & shall resign from rest of the posts as mentioned earlier within 15 days of declared as elected. However a post at zonal level and Representative to Central council may be allowed to utilize services of an individual at zonal and national level. EC shall have power to fill the vacancies occurring in such a case. as per Rule - II RULES OF THE WZB Article XIX Section 26(A) **CASUAL VACANCIES** Page No.
 - (h) No fellow shall occupy any post for more than two terms unless nominated by the AGB.
18. *The newly elected Office-bearers and EC Members shall assume office immediately after their election. All Zonal representatives to the Central Council shall assume office after their election have been notified to the Hon. General Secretary of IPS alongwith a copy of the proceedings of the Zonal meeting at which the election was held.*

ARTICLE : VI

MEETING OF THE EXECUTIVE COMMITTEE

19. *The meeting of the Executive Committee shall be of three kinds.*
- (a) *The Ordinary Meeting shall be held at least three times a year.*
 - (b) *The Special Meeting shall be held as often as necessary.*
 - (c) *A requisition meeting shall be called within 6 weeks from the date of receipt of a requisition signed by at least 2 members of the Executive Committee stating the specific business for which the requisition meeting is required.*
 - (d) *The Hon. Zonal Secretary with the permission of the President can call an extra ordinary requisite meeting of the Executive Committee for which at least 10 days notice is required & shall be circulated to members of the EC.*

20. **Notice :** *At least four weeks' notice specifying the place, date, time and the agenda of business to be transacted at the ordinary or special meeting shall be given to each member.*
21. **Quorum :**
 - (a). *Quorum for ordinary or special meeting shall be four including the office-bearers.*
 - (b). *Quorum for requisition meeting shall be seven & three fourth of the requisitions must be present at the meeting.*
22. **Procedure :**
 - (a) *Nothing except the business for which it is called be discussed at the requisition meeting.*
 - (b) *If within half an hour from the mentioned time a quorum is not present the meeting if convened on the requisition of members shall be dissolved, but in other case shall stand adjourned to the next day at the same time and at the same place previously fixed and at this meeting the members present, whatever their number may be, shall form the quorum and carry on the business.*
23. *The EC shall meet for the transaction of business, adjourn and otherwise regulate the meeting and proceedings as it thinks fit. A meeting of the EC at which a quorum is present shall be competent to exercise all or any of the functions of EC. The agenda for a EC meeting shall be circulated to all its members at least one month before the meeting. In case any member of the EC is unable to remain present, he shall intimate his comments to the Hon. Zonal Secretary in writing on each subject in the agenda, which shall be read at the EC meeting. All questions arising at any time of the meeting of the EC shall be determined by majority of the votes. In addition to the votes of members present and voting, the written comments of the absentee members shall be considered as voting by proxy where applicable. In every case of equality of votes, the President shall have an extra second or casting vote.*
24. *The decision of the EC in all matters pertaining to the WZB shall be final subject to a ratification by the General Body at its Annual General Body Meeting.*
25. *Every meeting of EC shall be presided over by the President, in absence by the Vice-President, and in the absence of the both, by a member choosen at the meeting to preside on the occasion.*

ARTICLE : VII

CALLING OF THE ANNUAL GENERAL BODY MEETING

26. *The Annual General Body Meeting shall usually be held during the Annual Conference of the Zone before 30th September and the provisional date and venue shall be proposed and decided at the previous Annual General Body Meeting.*
- (a) *Notice and agenda of the Annual General Body Meeting and copies of the minutes of the proceeding of the last Annual General Body Meeting shall be sent by the Hon. Zonal Secretary to all Members of the Zone atleast 30 days before the meeting. As initial informaion about the venue (city or town) and provisional dates of the Annual . Conference and the Annual General Body Meeting shall be given to all members by the Hon. Zonal Secretary in a circular atleast 90 days before the Annual General Body Meeting.*
 - (b) *Any Fellow may on giving 60 days notice or less if the matter is urgent, submit any resolution to the Annual General Body Meeting. The resolution shall be first considered by the EC after which the Hon.Zonal Secretary shall put the resolution before the Annual General Body Meeting for their consideration with the comments of the Executive Committee, if any.*
 - (c) *The Annual General Body Meeting shall be presided over by the President, in his absence by a Fellow elected at the meeting for the occasion.*
 - (d) *The EC shall have power to fix or change the date and venue of the Annual Conference and Annual General Body Meeting of the Zone under special circumstances with the consent of the local branch or members who convened the conference or the Organizing Secretary of the Conference.*
 - (e) *Business to be transacted : The business to be transacted at the Annual General Body Meeting shall be taken up in the following order :*
 - (i) *Condolence resolution, if any.*
 - (ii) *Confirmation of the minutes of the proceedings of the last Annual General Body Meeting and Extra Ordinary General Body Meeting, if any.*
 - (iii) *To read and approve the Hon. Zonal Secretary's Report.*

- (iv) *To read and approve the Hon. Treasurer's Report and a statement of audited accounts.*
 - (v) *To read and approve the Hon. Editor's Report.*
 - (ui) *To read and adopt the report of Representative to Central Council & Chairperson of Sub-committees.*
 - (vii) *To present the Report of Scrutiny for the Election of Ensuing year by the Returning Officer.*
 - (uiii) *Appointment of an Auditor.*
 - (ix) *Amendment of Rules and Bye-Laws either by EC & /or any fellow, if any.*
 - (x) *Resolution from members, if any.*
 - (xi) *Any other business with the permission of the Chair,*
 - (f) *The proceedings of the Annual General Body Meeting shall be regulated according to the Rules and Bye-Laws of the WZB. Unless otherwise determined by the Rules every question submitted to the General Body Meeting shall be decided by show of hands and in case of equality of votes the person presiding shall have an extra second or casting vote.*
 - (g) *The minutes of proceedings of the Annual General Body Meeting shall be recorded in a book kept for the purpose and shall be signed by the Presiding Officer of the meeting.*
27. **QUORUM :** *The quorum of the Annual General Body Meeting shall be 10% of the Fellow of the WZB. The Annual General Body Meeting shall be dissolved if a quorum is not present even after being adjourned for a period not exceeding half an hour and agenda items relating to election of Office bearers and Members of the Executive Committee and appointment of Auditor as provided under Clauses 26(e) (vii) & (viii) of the Bye-laws, mentioned in the notice under Clause 26(a) of the Bye-laws but not taken up and/or considered at the Annual Meeting for absence of quorum shall be deemed to have been added to the Agenda of the Annual Meeting of the Executive Committee and shall be considered at the session to be held after the Annual General Body Meeting.*

ARTICLE : VIII

EXTRA ORDINARY GENERAL BODY MEETING

28. *An Extra Ordinary General Body Meeting may be called at any time of*

the year on the requisition of the EC or 20% of the Fellows of WZB.

- (a) Nothing except the business for which it is called be discussed at this meeting.*
- (b) At least ten clear days notice of the meeting with the Agenda shall be given to the members.*
- (c) The quorum for the meeting shall be 15% of the Fellows of the WZB.*
- (d) If within half an hour from the mentioned time a quorum is not present at the meeting called on the requisition of the members it shall be dissolved. But in any other case, it will stand adjourned to the next day at the same time and at the same place as previously fixed, and at this meeting, the members present whatever be their number shall form the quorum and carry on the business.*

ARTICLE : IX APPOINTMENT OF AUDITOR

29. *A competent registered auditor shall be appointed at the Annual General Body Meeting of the I.P.S., W.Z.B. every year for auditing the accounts of the I.P.S., W.Z.B.. And his duties shall be as follows .-*
- (a) Shall audit the accounts at the end of the year and shall certify to their correctness.*
 - (b) Shall give suggestions for the keeping of accounts as required.*

ARTICLE : X SALARIES OR REMUNERATION

30. *The Hon. Zonal Secretary shall keep an imprest-account not exceeding Rs.30,000/- and shall recoup the amount spend from the Hon. Treasurer on production of vouchers, expenditure exceeding Rs. 10,000/- at a time, except on printing and postage, shall be incurred only with the permission of the EC.*

The Hon. Zonal Secretary, the Hon. Treasurer and the Hon. Editor may keep clerks for the WZB's administrative work. The remuneration of such staff shall be decided by the EC from time to time depending on availability of such personnel and the volume of work involved.

ARTICLE : XI FUNDS OF THE WZB

31. **INCOME:**

The funds or income of the Society shall be derived from the following sources :

- (a) *Share of the membership subscription paid by the members to the IPS Head-quarters.*
- (b) *Zonal branch subscription if any, paid to the WZB by its members.*
- (c) *Donation.*
- (d) *Share of the surplus amount accumulated in the hands of the Reception Committee of the Annual Conference of the WZB. The share shall be 50% when the Annual Conference is held under the auspices of a local branch of the WZB. Any other case the share shall be 100%.*

Shall get Rs. 200/- & Rs. 100/- respectively from each registered delegates to the Annual Zonal Conference & Mid Term Zonal CME. The organisers shall collect the amount on behalf of WZB & shall pay the same at the valedictory function of the event. This shall be compulsory for the Organisers.
- (e) *Advertisement in the Journal or any other publication of the Zone.*
- (f) *Proceeds from the sale of periodicals or books and such other property as may be acquired from time to time.*
- (g) *Interest on Savings Bank and Fixed Deposit Accounts.*
- (h) *Contribution from Government or Local Bodies.*

32. **EXPENDITURE :** *The EC shall, out of the funds of the WZB defray all expenses including rents, salaries, wages and such other charges as may be necessary for carrying on the WZB.*

- (a) *The Corpus Funds of the IPS WZB shall be deposited as the Fixed Deposits with the Nationalized Bank. The Fixed Deposit Bank accounts shall be operated jointly by Hon. Treasurer must & either of any one past president of two Past Presidents appointed by the EC and either the Hon. Zonal Secretary or the President for the year for the expenses of that specific / particular purpose. i.e. for any transaction three signatures are required out of five signatories. These five signatories shall be Hon. Treasurer (compulsory) for the year, Hon. Zonal Secretary or President for the year, any one past president of two Past Presidents appointed by the EC.*

The interest earn on these Fixed deposits shall be used for that specific / particular purpose.

ARTICLE : XII ZONAL CONFERENCE & CME

33. *Zonal Conference of the Zone shall be organized every year or as the General Body may decide, under the auspices of the Zone at a suitable place and time to be decided at the Annual General Body Meeting of the Zone. Such conference shall usually be held before the 31st day of October.*
34. *The Hon. Zonal Secretary of IPS WZB shall be responsible for inviting the proposal for organising the Annual Zonal Conference & Mid Term Zonal CME in advance for TWO consecutive years.*
- (a) fixing the dates of the Zonal Conference in consultation with the Reception Committee. Such dates must not vary from the dates fixed at the previous Annual Conference by more than four weeks.*
 - (b) To make alternative arrangements, in case the Reception Committee fail to give a firm commitment regarding the proposed dates for the Conference by the 1st May or fail to organize the Conference under exceptional circumstances.*
 - (c) To negotiate with members desirous of inviting the Zonal Conference at different places in Zone and to keep 2-3 different invitations always pending.*
 - (d) informing about dates of the meeting to all members.*
 - (e) arranging for travel concession for delegates.*
 - (f) writing to Government and similar agencies at the centre, including DGHS AND DGAfms and the States to permit members serving under them to attend the meeting on the temporary duty.*
35. **Venue of the Zonal Conference :-**
- The Local Branches and any individual or group of Fellow(s) or Ordinary Member(s) of the Society shall have the privilege of inviting the Conference. A Corporate Member or Overseas and Associate shall not have the privilege of inviting or organizing the Conference. The Hon. Zonal Secretary in one of his circulars issued prior to the Zonal Conference shall request all Fellows and Ordinary members to invite and organize the Zonal Conference at the suitable place. Invitation should be signed by the Secretary of the concerned Association. The President of the Zone for the year shall be the President of the Conference.*

36. Reception Committee :

- (i) *The Local Branch or Member(s) inviting the Conference shall form Reception Committee of the Conference.*
- (ii) *Office-Bearers of the Reception Committee shall be elected by the members of the Reception Committee and shall consist of a Chairperson, an Organizing Secretary, a Treasurer and others as required, shall inform the Hon. Zonal Secretary their names within 30 days of acceptance of invitation.*
- (iii) *The Reception Committee shall determine the Registration fee of the Annual Conference in consultation & approval by the EC.*
However if the delegate is senior citizen i.e. above sixty five years age, the concession must be given to IPS members as per the IPS policy.
 - a *The organizers of the Annual Zonal Conference & Mid Term Zonal CME shall collect Rs. 200/- & Rs. 100/- respectively from each registered delegates on behalf of IPS WZB & shall be paid to IPS WZB in favour of 'Indian Psychiatric Society Western Zonal Branch' at the valedictory function of the event.*
 - b *The organizers of the Annual Zonal Conference & Mid Term Zonal CME shall pay Rs. 20,000/- & Rs. 10,000/- respectively to Journal of IPS WZB & shall be paid to Journal in favour of 'Archives of Psychiatry' at the valedictory function of the event.*
Above mentioned amount at (iii) a & b are mandatory and they must be handed over during the valedictory function of the event.
- (iv) *The Conference shall be opened to the following .-*
 - (a) *all members of the Reception Committee;*
 - (b) *all members of the Zone.*
 - (c) *any other person authorized by the Reception Committee to be present on the occasion.*
 - (d) *P.G. students in Psychiatry.*
- (V) *The Reception Committee shall be responsible for :*
 - (a) *making arrangements for suitable accommodation and food for delegates (on payment).*
 - (b) *arrangement for the plenary and scientific session.*

- (c) *printing of brochure and programme in consultation with the Hon. Zonal Secretary of the Zone.*
 - (d) *arranging for a suitable dignitary (in consultation with the Hon. Zonal Secretary of the Zone) to inaugurate the plenary session.*
 - (e) *arranging for social-cultural functions and sight seeing.*
 - (f) *raising funds for the conference by registration fees, grants, donations, advertisements etc.*
 - (g) *If, Chief Guest leaves in-between, the Chairperson of Reception Committee should accompany him and not other office bearers. The function should go on uninterrupted.*
- (vi) *The expenses of the conference shall be wholly borne by the Reception Committee and the WZB shall not be responsible for any loss on account of holding the Conference. The EC shall render every possible assistance to the Reception Committee of the Conference. The EC may sanction an appropriate advance not exceeding Rs. 15,000/~ for making the preliminary arrangement in connection with the Zonal Conference. This amount will be placed at the disposal of the Organizing Secretary of the Conference or the Hon. Zonal Secretary of the Zone and may be spent for this purpose. The funds of the Zone will be reimbursed, as far as possible from the registration fees paid by the members at the time of the Zonal Conference and the balance left from the funds raised by the local members.*
- (vii) *All members attending the Conference, except members of the Reception Committee and the President and Hon. Zonal Secretary of the Zone, shall pay a Registration fee to the Reception Committee. Reception Committee in its discretion to exclude any dignitary from paying Registration fees.*
- The following can attend the Conference as visitors:*
- (i) *Prominent public men who are specially invited by the Reception Committee to attend the conference without payment of any fees as Distinguished Visitors.*
 - (ii) *Medical men and persons eligible for associate membership of the Society who wish to take part in Scientific Session only as special visitors on payment of a fee to be determined by the Reception Committee.*

- (iii) Interested members of IPS belonging to other Zones after paying registration fees or fees determined by the Reception Committee.

38. **Contributon to the Funds of Zone :**

Fifty percent (50%) of the amount accumulated in the hands of the Reception Committee after meeting all expenses shall be credited to the funds of the Zone and other half to be credited to the local branch organizing the conference. If, the venue of the conference is not covered by or the conference is not organized by any local branch of the Zone, the entire amount of the net income of the conference shall be credited to the Zone.

The Reception Committee shall submit the audited statement of accounts and credit the share of the WZB to the WZB within nine months of holding the conference.

39. **Programme of the Conference :**

- (a) Inaugural Session : for the addresses of the Chairperson of the Reception Committee and the President of the Zone.
- (b) Scientific Session : Open to all members and visitors.
- (c) Annual General Body Meeting of the Society. Open to the members of the Society.
- (d) Medical and Scientific Exhibition . Organized by the Reception Committee.
- (e) Valedictory Function and concluding session.

ARTICLE- XIII

SCIENTIFIC PAPERS & SESSIONS

40. *There shall be a Standing Committee of the Zone for Scientific Sessions to be held during the Zonal Conference. This committee shall lay down general orientation of the session, choose subjects for symposium and scrutiny of scientific papers, if necessary. The Committee shall consist of the President (as its Chairperson), Hon. Editor & Hon. Zonal Secretary with power to co-opt members and delegate its functions to a co-opted member or members.*

- (a) *Papers read or to be read at the Scientific Sessions of a Zonal Conference can only be printed in the WZB's * Publication.*

- (b) *For publication of any paper prescribed at the conference, a copy of the same written in the manner prescribed by the Journal Committee and notified in the Journal under the heading "Instruction to Contributors" shall have to be submitted to the Hon. Editor.*
- (c) *If the acceptance or otherwise for publication of a paper is not conveyed to the author within six months of its being sent to the Hon. Editor of the 'Archives of Indian Psychiatry' or if it is not published within 1.1/2 years of its submission or presentation at the Zonal Conference of the Indian Psychiatric Society, WZB, the author will be free to publish it elsewhere intimating the same to the Hon. Editor of the "Archives of Indian Psychiatry".*

ARTICLE : XIV AWARDS AND SCHOLARSHIP

- 41. *The WZB can enter into contract with individuals, institutions, commercial and other bodies to organize competition for prizes, fellowships or bursaries to encourage research in Psychiatry and allied subjects or for any other purpose in keeping with WZB's aims and objects.*

The WZB has

- 1. Dr. Anil V. Shah Best Paper Award*
- 2. Dr. L. P. Shah Oration Award*
- 3. Dr. V. N. Bagadia Endowment Award*
- 4. IPS Nagpur Branch & Dr. I. K. Mujawar Poster Session Award*
- 5. Dr. Govind Bang PG QUIZ Endowment Award*
- 6. IPS WZB Poster Session Award for the Private Psychiatrist Above the age of 35 years.*

CERTIFICATE

It is certified that the foregoing is a true copy of the current Memorandum, Rules and Regulations and Bye-Laws of the Indian Psychiatric Society, Western Zonal Branch adopted & amended in 30th Annual General Body Meeting on Dt. 09-10-1999, held at Satara, Maharashtra, i.e. updated till.

Dr. Premchand T. Jain

President,

Dr. Mukesh P. Jagiwala

Hon. Secretary,

Dr. Paresh B. Shah

*Chairperson,
Constitution Sub-committee,*

Indian Psychiatric Society, Western Zonal Branch (1999-2000)

Surat Dt. 13-08-2000

It is certified that the foregoing is a true copy of the current Memorandum, Rules and Regulations and Bye-Laws of the Indian Psychiatric Society, Western Zonal Branch adopted & amended till 46th Annual General Body Meeting on Dt. 10-10-2015, held at Amby Valley, Lonavala, Maharashtra, i.e. updated till 10th October 2015.

Dr. P. M. Chougule

President, (2015-16)

Dr. Jay Shastri

Hon. Zonal Secretary (2014-16)

Dr. Mukesh P. Jagiwala

*Chairperson,
Constitution Sub-committee, (2015-17)*

Indian Psychiatric Society, Western Zonal Branch

**Published & Presented at 47th Annual Zonal Conference of
IPS WZB at Surya Palace, Vadodara.**

Vadodara. Dt. 13-10-2016