

# NEUROLOGICAL SOCIETY OF INDIA KERALA CHAPTER

## ( BY-LAWS )

1. The following shall be the by-laws of the Neurological Society of India, Kerala Chapter, hereinafter called the NSIKC.
2. The **Membership** of the NSIKC shall be of three categories-  
Life member,  
Full member,  
Associate member"

The *eligibility criteria* for membership:

- a) Doctors who have super specialty degree in Neuro sciences (DM / MCh / Equivalent).
  - b) Doctors who have undergone training in Neuro sciences and allied specialties (neuropathology, neuro-radiology, neuroanaesthesiology) for a minimum period of two years in a recognised post graduate teaching center.
  - c) All others with interest in neuro sciences but without the above qualifications are only eligible for associate membership.
  - d) A credential committee will examine the applications and decide regarding eligibility.
3. **Subscription:** Life membership fee of Rs. 1500/- payable at one step or three sequential annual payments of Rs. 550/-, Full membership fee of Rs. 150/- and Associate membership fee of Rs. 100/- both payable annually, to be paid to the Treasurer, NSIKC (outstation cheque charge of Rs. 35/- extra).
4. **The meeting of the NSIKC** shall be held at least twice in a year in two different centers. The *annual meeting* shall be of two days, in February or March and the *mid term* meeting shall be of one day only in October or November.
5. **A General Body (GB)** meeting will be held along with every meeting.
- a) After lunch before second session of CME, on the first day, in the annual meeting.
  - b) Before lunch in the mid term one day meeting. presided over by the President of the chapter in whose absence the President Elect will take over.
6. **Quorum:** There must be at least 15 members present in the general body meeting for conducting the business session - may disperse and reassemble after 30 minutes.
7. The following shall be the **Office Bearers** of the NSIKC

President	one
President Elect	one
Secretary	one
Treasurer	one
Executive Committee Members	five

**The Executive Committee** shall have in addition to the above four office bearers, two Past Presidents, Immediate Past Secretary and Five Members elected by the GB, two neurosurgeons, two neurologists and one person from an ancillary specialty.

8. **Tenure** of office bearers: Tenure of President and President Elect will be one year each and for the other office bearers 3 years. President elect automatically becomes the President at the end of one year and takes charge in the valedictory function in the annual meet.
9. **Elections:** Elections will be conducted for the following posts only.
  - a) President Elect - Once in a year.
  - b) Other office bearers - Once in three years.

Recontesting for one additional term allowed except for the President Elect's post.  
One member shall not contest for more than one post at a time.
10. **Election Procedure:**
  - a) Returning Officer will be nominated in the mid term.
  - b) First notification for the elections along with the nomination forms should go from the returning officer by the 3rd week of December
  - c) Last date for withdrawal: January 7th.
  - d) If there are more than one nominee, election shall be announced.
  - e) Ballot papers will be sent under certificate of posting by second week of January.
  - f) Last date for receiving the ballot by returning officer will be February 14th.
  - g) Elected members should be informed sufficiently early. Final result will be announced in the Annual General Body Meeting (AGBM).
  - h) If no nominations are there in proper time the ensuing AGBM will take necessary action to conduct the elections in the same meeting itself.
  - i) The newly elected office bearers shall take charge in the valedictory meeting.
  - j) Eligibility for contesting: All life members and those full members who have been regularly paying their dues for the previous three years. Once nominated, President Elect cannot contest any other posts.
  - k) The elected person should be personally present to assume charge in that meeting. Absence (without valid reasons and due permission from the President) will automatically cancel his election and the person with the next highest number of votes will take charge.
  - l) Decision of the returning officer will be final in case of any dispute.
  - m) All the posts are honorary. There shall not be any reimbursement of any expenses related to travel or accommodation.
  - n) For convenience sake the treasurer shall be from the same city or town as the secretary is, if possible.
11. Two months before mid term conference **Executive Committee** shall **meet** and decide regarding the subsequent year's programmes.
12. Secretary shall communicate regarding programmes of the meetings to all members two months in advance of the next meeting. The local organising committee shall send an invitation to all members one month in advance. All papers should reach the secretary forty five days in advance and the final announcement of the programmes should be posted by the secretary one month before the meeting.
13. Presenting author of a paper in a meeting of the chapter shall be a member. Free papers shall be of ten minutes duration with seven minutes for presentation and three

minutes for discussion. Poster presentation also can be allowed.

14. **The Annual Conference** of the NSIKC shall be a two day affair with the following sequence of programmes. These guide lines are to be strictly followed.

a) *The inaugural function*

The President of NSIKC will be in chair. The choice of the chief guest / inaugurator is left to the local organising committee. Scientists / Litterateur preferred. The following will be the format of the inaugural function. The inauguration can be fixed any time during the first day and may be preceded by CME or any other programme. The Chief Guest on arrival will be received and escorted to the dais by the President, Secretary and Treasurer of NSIKC and the Chairman and Secretary of the local organising committee (OC). Only these six persons shall occupy the dais along with one or two to felicitate (felicitations may be avoided if possible). The programme will be as follows:

- i) Welcome by Chairman OC
- ii) Report by Secretary NSIKC
- iii) Address by the President (This is not the Presidential Oration)
- iv) Address by chief guest
- v) Felicitations
- vi) Vote of thanks by the Secretary, OC

b) *Orations:*

The *Presidential Oration* (45 minutes) is the first programme on the second day followed by the named oration. There are at present two *guest orations*, the **Dr. Abdul Gafoor Memorial Oration** and the **Cochin Neuro Club Oration** held alternately during the annual conference. Other orations may be instituted according to the approval of the GB.

c) *Free paper session:*

It follows the guest oration and should start with the Award papers for young neuroscientist (Below 40 years of age) which shall be judged by four senior members. Four copies of the full text of papers intended for award paper session should reach the Secretary forty five days in advance.

d) *CME:*

It shall, in consultation with the President and Secretary, be organised by two members nominated for the job at the AGBM. Their proposals for the format of the CME shall be presented to and approved by the Executive Committee. The CME shall include 'How I do it' sessions, work shops, case presentations, post graduate's perspectives, tutorials by invited faculties, lectures, etc.

e) *The AGBM*

It shall be on the first day, immediately after lunch before the second session of CME. The President presides and the Secretary and the Treasurer are on the dais along with him. Entry to AGBM should be restricted to life and full members only (If necessary through passes).

f) *Valedictory function:*

In the annual meet it is purely ceremonial. The President of NSIKC presides and thanks the local OC. Awards are distributed during this function. Then he invites the President Elect to take over charge. The President Elect then addresses and closes the ceremony.

15. **The Mid Term Conference** shall be for one day only, inaugurated by the President in an inaugural function of fifteen minutes duration, the programme being in the same pattern as for the annual meet. It will be followed by two talks of thirty minutes each, one by an invited faculty member in the NSIKC and the other by a post graduate, selected through a competition. This will be followed by free papers and award papers. Then the general body meets which will be followed by the valedictory function and then lunch.
16. **The Local Organising Committees** may charge a registration fee. However this will be in addition to the annual membership fee a prospective paper presenter will be required to pay if he is not a current member. The local organising committee shall contribute a sum to the NSIKC, proportionate to their profits from the conference however small it is. The NSIKC will bear the expenses for the best paper and oration awards.
17. **An Internal Auditor** shall be appointed from among the members to look into the details of the account which should be submitted to the members during the annual general body meeting by the treasurer.

18. **Credential Committee:**

This committee consists of the President  
Immediate Past President Senior member - One  
(nominated by the GB for a period of three years)

It shall have the following functions:

- a) It should screen the applications for membership in the Kerala Chapter.
- b) It should also look into institution of new orations if and when proposals for the same arise.
- c) It should submit names of persons suitable for being the Patrons of the NSIKC after considering the following criteria for selection.
  - 1) Proposed person shall be a life or full member of the NSIKC.
  - 2) Seniority
  - 3) Contribution to Neurological Sciences
  - 4) Contribution to NSIKC
  - 5) Recognition by the national/international bodies

The proposals of the credential committee should be submitted to the executive committee which in turn will deliberate on it and submit to the GB for approval.

19. All members should get a copy of the by-laws.
20. Any suggestion for Constitutional **Amendment** by a member shall be sent to the Secretary before the next executive committee meeting and then circulated by the secretary among all members before the subsequent general body meeting. The new proposal becomes a constitutional amendment after it is approved in the general body by two thirds majority.

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