



INDIAN PSYCHIATRIC SOCIETY SOUTH ZONAL BRANCH

CONSTITUTION, BYE-LAWS, RULES AND REGULATIONS

INDIAN PSYCHIATRIC SOCIETY – SOUTH ZONAL BRANCH

1. BYE LAWS - MEMORANDUM OF ASSOCIATION

PART-I

ARTICLE -I

Name

1. The name of the society shall be “Indian Psychiatric Society -South Zonal Branch, “herein after called the “IPSSZB”.
2. The registered address of the Indian Psychiatric Society South Zonal Branch is “Gurukripa”, Talap, Kannur-670002.
(Amendment /Correction adopted by EOGB held on 25/4/2021 at Nizamabad)
3. Its activities shall extend to the states of Andhra Pradesh, Karnataka, Kerala, Tamil Nadu, Telangana and the Union Territory of Puducherry or any other place as determined by the Indian Psychiatric Society.

ARTICLE-II

The Objects for which the IPSSZB is established are:

1. To promote and advance the subject of Psychiatry and allied Sciences in all their different branches and to promote the upliftment of the mental health of the people and mental health education.
2. To promote, prevention, control, treatment, relief rehabilitation, community Psychiatric services and awareness of all psychiatric disorders and disabilities
(Amendment adopted by EOGBM held on 25/4/2021 at Nizamabad)
3. To formulate and advise on the standards of education and training for medical and auxiliary personnel in Psychiatry and allied mental health fields and to recommend adequate teaching facilities for the purpose.
4. To promote research in the field of Psychiatry, mental health and allied fields
(Amendments adopted by EOGBM held on 25/4/2021 at Nizamabad)
5. To propagate the principles of psychiatry and current developments in Psychiatric thought and its utilization for overall development of society at large.
6. To deal with any matters relating to mental health concerning people of the zone and to all other things as are cognate to the objects of Indian psychiatric Society.
7. To safeguard the interest of psychiatrist and fellow professionals within the zone.
8. To promote ethical standards in the practice of psychiatry within the zone.

ARTICLE-III

Ancillary Objects:

1. In pursuance of the object, the IPSSZB may hold zonal psychiatric conference and periodic scientific meetings.
2. Print, publish, translate, sell, lend and distribute information whether in the form of periodicals, journals or books, monographs, treatises or pamphlets and distribute the same among its members/non-members.
3. To interact with the state government and other bodies within the zone on the various aspects of psychiatry and mental health including legislative and administrative aspects.
4. Cooperate with professional and other bodies in the advancement of medical and other sciences including joining other national or international societies as institutional or corporate member.
5. Purchase or acquire on lease or otherwise any movable or Immovable property necessary or convenient for the purpose of the IPSSZB.
6. Sell, improve, manage, develop, transfer or dispose of any such property of the IPSSZB.
7. Collect subscriptions and donations and disburse funds for all or any of the objects of the IPSSZB.
8. Invest any money of the IPSSZB not immediately required for any of its activities, in such a manner as may, from time to time to be determined by the AGB IPSSZB in any nationalised Bank
(Amendment adopted by EOGBM held on 25/4/2021 at Nizamabad)

9. Assist in creating state and local branches for any of the aforesaid purposes.
10. 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.
11. Institute, maintain and grant prizes, certificate, orations and other awards and distinctions.
12. The income of the society shall be solely utilized towards the objects of the society and no funds/assets of the society shall be utilized for the payment to the members of the society.
13. The benefit of the society shall be open to all sectors of the public without considerations of caste, creed, sex, religion etc.

2. BYELAWS - RULES

PART-II

ARTICLE –I

1. The name of the society shall be “Indian Psychiatric Society-South Zonal Branch ”, herein after called the “IPSSZB”
(Correction adopted by EOGBM on 25/4/2021 at Nizamabad)
2. The business of the IPSSZB shall be conducted through head office at Athma Hospitals, Trichy
3. The activities of the society will extend to the states of Andhra Pradesh, Karnataka, Kerala, Tamil Nadu, Telangana and the Union Territory of Puducherry or any other place as may be determined by the Indian Psychiatric Society.

ARTICLE-II

Definitions:

1.
 - a. “IPS” shall mean Indian Psychiatric Society.
 - b. “IPSSZB” shall mean the Indian Psychiatric Society South Zonal Branch.
 - c. “Council” shall mean the executive council of the Indian Psychiatric Society.
 - d. “Executive Council” shall mean the Executive Council of IPSSZB.
 - e. “Member” shall be an inclusive term embracing Life fellows, and Life Ordinary Members. Whenever the article “he” has been mentioned, it shall also include “she”.
 - f. “Fellow” shall mean, unless otherwise specified, Life Fellow of IPS and Lifer Member means Life Ordinary Members
(Amendment adopted by EOGBM on 25/4/2021 at Nizamabad)
 - g. “Journal” shall mean the Indian Journal of Psychological Medicine.

ARTICLE –III

Classification of Members

Members:

2. The IPSSZB shall consist of Life Fellows and Life Ordinary Members of IPS whose names are on the membership register of the Indian Psychiatric Society maintained by the Hon. General Secretary of the IPS and who reside, practice or are employed in a place within the jurisdiction of the IPSSZB.;
3. The IPSSZB shall have no power to enrol any new members directly.
4. No person who is not a member of the IPS shall be a Member of the IPSSZB.
5. Subscriptions:
 - a. Each member shall pay a separate subscription to the IPSSZB. The amount will be fixed according to the byelaws of the IPSSZB. The annual general body meeting of the IPSSZB is empowered to fix or change the subscription.
 - b. The IPSSZB treasurer will also receive financial contribution from the treasurer of IPS.
 - c. IPSSZB will have no claim in the assets or be liable for liabilities of the state or local branches or the IPS and vice versa.

- d. The state and local branches will have liberty to collect additional subscription and donation from their members, including life members, if it is decided by the state and/or local branch for the running and benefit of the branch.

Privileges of the member

6. Each member shall have the right:
 - a. To attend the general body meeting of the IPSSZB.
 - b. Any Life Fellow of the national IPS who is also Life Fellow of the IPSSZB shall have the voting right in the election and on issues and amendments to Rules and Bye Laws)
(Amendments adopted by EOGBM on 25/4/2021 at Nizamabad)
 - c. To receive copy of the rules & bye-laws of the IPSSZB, Newsletters, a copy of the statement of accounts, reports and journal of the IPSSZB. (soft copy of the journal is free and print copy will be available on payment);
 - d. To use the IPSSZB library and room, if any, set apart for the purpose.
 - e. To attend and take part in scientific meetings, lectures and demonstrations of the IPSSZB.
 - f. To enjoy such other privileges of membership as may from time to time be conferred on members by rules and bye-laws of the IPSSZB.

Responsibilities of the members

7. A member whose name has been entered in the register is obliged to accept the rules and bye-laws of the IPSSZB and follow them. No one shall be absolved on the plea that he had not received a copy of the rules & bye-laws of the IPSSZB.

Membership Register

8.
 - a. There shall be a register maintained by the Hon. Secretary of IPSSZB in which the names of all members of the IPSSZB be entered with their qualifications, address and contact details.
 - b. The register shall also show the state branch, where applicable, to which the said member is attached.
 - c. The IPSSZB Hon. General Secretary shall enter the name of the newly enrolled member in the register and inform the fact of such entry to the member concerned and to the state and local branches, if applicable.
 - d. The member shall be deemed to have been elected from the date of his election by the IPSSZB Executive Council.
 - e. Applications for new membership can be approved if majority of the EC members agree to approve it after an online discussion.

ARTICLE-IV

Termination of membership

9.
 - a. A person shall cease to be a member of the IPSSZB if his name is removed from the register of Indian Psychiatric Society or if a member leaves the area within the jurisdiction of the IPSSZB on account of transfer of his residence or place of occupation.
 - b. If the executive council of IPS-South Zone branch decides to terminate the membership of a member as a disciplinary action if member acts against the interest of the society, subject to ratification by the General Body
- 9.(A) A person shall cease to be a member of the Society, if his name is removed from the register. The name of the person shall be removed from the register by the Council
 - (a) On his death or
 - (b) On his resignation. The resignation of any member from the Society shall be in writing addressed to the Honorary General Secretary and shall be accepted by the Council'
 - (c) If a member leaves the area within the jurisdiction of the IPSSZB on account of transfer of his residence or place of occupation to the jurisdiction of another Zone

- (d) The membership of any member may be terminated for other reasons, which the Council may deem sufficient by votes of not less than two-thirds of the members present thereof at a special meeting called for the purpose or at the annual Council meeting or at the Annual General Body Meeting; The member concerned shall have the right to explain his conduct and the Honorary General Secretary shall acquaint all the members of the Council with his explanation. He shall have the right to appeal to the General Body, if he so desires, but in this case, he must inform the Honorary Secretary of his desire to do so within a month of the receipt of the decision of the Council.

(Amendments adopted by EOGBM on 25/4/2021 at Nizamabad)

Re-Instatement of Members

10. If the membership of any person suspended by IPS is revived by IPS, his membership shall also be revived by the IPSSZB on receipt of necessary information from the Indian Psychiatric Society. At the time of reinstatement, he will have to pay 20% of the life membership amount or the amount fixed by the executive council of the IPSSZB from time to time. Reinstatement is available only for two times except under special circumstances as decided by the Executive Council.
11. Membership of a member, who ceased to be member of the IPSSZB by having moved out of the jurisdiction of the IPSSZB, shall be restored if or when he returns to the zonal area for occupation and/or residence and applies for membership along with application and membership fees.

ARTICLE-V

Office

12. The office of the IPSSZB shall be located in any of the state within the zone and be situated at the place of work of the Honorary General Secretary. The offices of the Zonal Treasurer and Zonal Editor shall be located at their respective places of work.
- (A) Headquarters shall be at Athma Hospitals, 12-B, 10th Cross East, Thilialai Nagar, Trichy-620018

(Amendment adopted by EOGBM on 25/4/2021 at Nizamabad)

Year of the IPSSZB

13. The accounting year of the IPSSZB for financial purposes shall be the period of 12 months starting from 1st April to 31st March of the calendar year and for any other purpose, the period between two consecutive Annual General Body Meetings shall be considered as "One Year". The account of the IPSSZB shall be audited annually by a Chartered Accountant and presented at its Annual General Body meeting.
- (Correction/Amendment adopted by EOGBM held on 25/4/2021)

ARTICLE-VI

Branches

14. For better attainment of the object of the IPSSZB, the members of the IPSSZB shall, whenever possible group themselves into separate state bodies styled as state branch of the Indian Psychiatric Society.
- There shall not be more than one state branch in any one state.
 - There shall be a minimum number of 10 members of which at least two must be fellows of Indian Psychiatric Society in the state branch.
 - Each state branch shall have a state area to be determined by the IPSSZB.
 - The state branch after its formation should obtain recognition from the IPSSZB. The IPSSZB gets it approved by the council of the IPS.
 - Subject to the rules and bye-laws of the Indian psychiatric society, the state branch shall be free to govern itself in such a manner as it shall think fit and for the purpose to make from time to time rules, bye-laws as it may think fit and to repeal and after 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 rule and bye-laws are in conformity with the rules and bye-laws of the Indian Psychiatric Society and have been approved by the Indian Psychiatry Society.
 - The state branches shall be independent of each other.

- g. Copies of the state branch rules any bye-laws and all subsequent changes in these shall be submitted in duplicate to the IPSSZB
- h. The IPSSZB shall not be liable for any of the debts or liabilities of the state branches, not shall any of the state branches be liable for debits and liabilities of the IPSSZB.
- i. Each duly constituted and recognized state branch shall elect one representative to the Executive Council of the IPSSZB in addition to the secretary of the state branch and they shall serve for a period of two years.
- j. Each state Branch shall guide, encourage and support the formation of local branches in any town or city within its jurisdiction, in accordance with the constitution and bye-laws of Indian Psychiatric society.
- k. The President and the Hon. Gen. Secretary of the IPSSZB will be ex-officio EC members of the EC of the member states. They will be permanent invitees to all the EC meetings of the member states and also permanent invitees to all the state programs and events conducted by the respective member states (as proposed as resolution in AGB 2015 and passed by the AGB of 2016).

ARTICLE-VII

Affiliation with other societies or Bodies

- 15. State or Local Branch shall not affiliate or be affiliated with any other Psychiatric or Para-psychiatric organization.

ARTICLE-VIII

Management

- 16. The general management of the IPSSZB shall be vested in the IPSSZB Executive Council
- 17. The Executive Council shall be composed of the following members of the IPSSZB

- A.
 - 1. President
 - 2. Vice-President cum President elect
 - 3. Honorary General Secretary
 - 4. Honorary Treasurer
 - 5. Honorary Editor
 - 6. Immediate Past President
 - 7. Immediate Past Honorary General Secretary
 - 8. Immediate Past Honorary Treasurer
 - 9. Immediate Past Editor

(Amendment adopted by EOGBM on 25/4/2021 at Nizamabad)

- B.
 - 1. One member by the state branch and the Hony. Secretary of that branch
 - 2. Two members elected by the IPSSZB to the Executive Council of the IPS as zonal representatives.
 - 3. Two women Members (reserved) elected directly from any of the States of the South Zonal Branch

(Amendments accepted by EOGBM on 25/4/2021 at Nizamabad)

- C.
 - 1. Organizing secretary of Mid-term CME for Practitioners
 - 2. Organizing Secretary of the Annual Zonal Conference
 - 3. Organizing secretary of P.G.Training program.

Voting rights on issue shall only be to A and B

(Amendment adopted by EOGBM on 25/4/2021 at Nizamabad).

Powers and functions of the Executive Council

- 18.
 - a. The Executive Council may meet for the transaction of business, adjourn and otherwise regulate its meetings and proceedings as it thinks fit. A meeting of the Executive Council at which a quorum is

present, shall be competent to exercise all or any of the functions of the Executive Council. All questions arising at any time of the Executive Council meeting shall be determined by majority of votes. In every case of equality of votes the Presiding officer shall have and exercise a second or casting vote.

- b. The decision of the Executive Council of the IPSSZB in all matters pertaining to the IPSSZB shall be final subject to ratification by the general body at its annual general body meeting.
- c. The Executive Council shall be entitled to act with authority of the IPSSZB in the furtherance of the aims and objects of the IPSSZB and transaction of any business or financial matters that may arise except in respect of acts especially reserved to be done by the IPSSZB at a general body meeting.
- d. The Executive Council shall have the powers to appoint sub committees as and when necessary. Any such sub-committee may co-opt members thereof, such persons who have experience in matters to be dealt by it. Any member of the IPSSZB may be co-opted as member of a sub-committee.
- e. The Executive Council shall have powers to write off the whole or a part of the arrears against any individual members.
- f. The Executive Council shall have powers to appoint or remove salaried officers and servants of the IPSSZB.
- g. The Executive Council shall have powers to frame bye-laws consistent with the constitution of the IPSSZB and IPS, to be ratified by the IPSSZB general body meeting.
- h. In case of Extraordinary Situations like a Pandemic, or Natural Disaster, the Executive Council shall have the power to take appropriate action deemed fit in such situations, either in virtual or hybrid mode, subject to the ratification by the AGB.

(Amendment adopted by EOGBM on 25/4/2021 at Nizamabad)

19. The new office-bearers and the new members of the Executive Council shall assume office from the day after Annual General Body of the IPSSZB in which they are elected. The out-going office bearers shall hand over charge of their office and all the papers etc., connected with their respective offices within three weeks of the annual general body meeting in which the new office bearers have been elected.

(Amendment adopted by EOGBM on 25/4/2021 at Nizamabad)

20. A "year" for the purpose of determining the term of an office means the period between 2 AGBs (on or before 31st October) It can be postponed by one month under extraordinary situations;

(Amendments adopted by EOGBM on 25/4/2021 at Nizamabad)

Casual Vacancies

21.
 - a. The Executive Council shall have power to fill vacancies occurring in its members, whether ex-officio or elected during its terms of office except in case or representatives from state branches.
 - b. Such members shall hold office only for the remaining period of the year.
 - c. In normal circumstances an office bearer shall give one month notice of his desire to resign.
 - d. Office- bearers of sub-committee must inform the President and the Hony. General Secretary if they are unable to serve for any length of time; in such a case, alternative arrangements will be made by the Hony. General Secretary with the approval of the president.
 - e. A member of the Executive Council 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 IPSSZB by the Executive Council if he intends to or has resided outside the zone continuously for six months or more.

ARTICLE- IX

The journal of the IPSSZB

22. The zone shall publish a journal named as Indian Journal of Psychological Medicine which shall be managed by the journal committee IPSSZB The editor shall enter in a register all books sent for review and other journals and send a list of the same periodically to the Hony. General Secretary. The editor shall be responsible for the accounts of the journal committee and the books and journals in his custody.

ARTICLE-X

Amendment to memorandum, rules & bye-laws

23. Amendment to the Memorandum, Rules and bye-laws of the IPSSZB may be made at the Annual General Body meeting or at an Extra-ordinary General Body meeting after adequate notice (which shall be not less than 30 days) is given.
24. Resolution for amendment shall be very precise and may be proposed by any Life Fellow member of the IPSSZB who shall inform the Hony. General Secretary of his desire to do so and send him a copy of the resolution and this shall be sent to the Hony. General Secretary not less than 60 days before the Annual General Body meeting and Hon. Secretary shall circulate it among the members of the IPSSZB and submit it to the Annual General Body meeting with comments of the Executive Council ,if any. The voting right shall be confined to the Life Fellows of the IPSSZB and any amendments to be carried out, shall have at least two-thirds majority of the voters attending the meeting.

(Amendments adopted by EOGBM on 25/4/2021 at Nizamabad)

ARTICLE-XI

Tribunal:

25. The Tribunal of IPS SZB, consisting of three of Immediate Past Presidents of the Society who shall be different States shall be proposed by the Pre AGB Council and accepted by the AGB at its annual meeting each year. As far as possible the members should resolve their disputes and grievances related to their professional practice and our society matters by taking up these issues with the President/ Office bearers of their respective Local and State branches. In cases where the State branches of the IPS SZB feel they are unable to solve such disputes/ grievances due to various reasons they may refer such issues for appropriate redressal by the IPS SZB. On receipt of such a request the President / Hon.Gen.Secretary after obtaining the necessary details, place it before the Executive council for it's opinion. If the President and the Office bearers were unable to resolve the issues amicably, the same may be referred to the Tribunal.

Except under special circumstances, which shall be recorded in writing, the Council shall not refer any dispute to the Tribunal without bringing it to the notice of the Annual General Body. While referring such disputes and grievances to the Tribunal, the Hon.General Secretary shall furnish all the details of the case along with the names and addresses of the parties involved.

A. On receipt of such a request the Tribunal shall meet in a place suitable to all the three members of the Tribunal. The senior most Fellow of the Tribunal who also will be the Chair-person shall co-ordinate and the Hon. General Secretary shall arrange for such meetings.

B. The Chair-Person shall serve due notice and offer the invitation to the parties involved in the dispute. Adequate opportunity shall be given to all the persons involved and their statements shall be recorded in writing. The Tribunal shall give the verdict as quickly as possible, which in no case shall exceed 90 days.

C. The Tribunal shall have inherent power to pass any interim order or take any decision it may deem fit and proper and it's decision shall be binding on all the parties.

D. The Tribunal of IPS SZ shall not entertain matters related to the National Body of IPS, except under exceptional circumstances as resolved by the AGB of IPS SZB.

E. The Tribunal shall not admit the cases where the parties concerned have already represented to the IPS National Body, except after the parties involved have withdrawn such a representation and the same is confirmed from the IPS National Body.

F. Notwithstanding the Clause C mentioned above, in case the verdict of the Tribunal is not acceptable to the Parties involved, they should be free to appeal to the IPS National Body by following the procedures as laid down under article XXI Clause 37 of the Part I of the Memorandum of the IPS. In such an eventuality the President/Gen.Secretary of the IPS SZ shall keep the President/ Gen.Secretary of the IPS National Body regarding the verdict of the Tribunal of IPS SZ. The IPS SZ representatives to the IPS Executive Council shall co-ordinate on

such matters with the IPS, if needed. The EC and AGB of IPS SZ shall be kept informed of the progress of these matters.

G. Any appeal from any individual member to the Tribunal against the IPS-SZB affairs and functioning shall have to be supported by at least 4 Fellows and shall be in writing failing which such an appeal shall not be considered by the Tribunal. The Tribunal shall not entertain any appeal referred by any individual member, even if the appeal is supported by 4 Fellows, to overrule a decision of the AGB-IPS SZB, unless the Tribunal is satisfied that the interest of the appellant is likely to be adversely affected by the decision of the Council or AGB-SZB. Any complaint arising out of the IPS SZB shall be referred to the IPS SZB Tribunal and if not resolved, then the complainants shall approach the Tribunal of National IPS.

Amendments adopted by EOGBM on 25/4/2021

ARTICLE-XII

Asset after dissolution

26. In the event of dissolution of winding up of the IPSSZB the assets remaining as on the date of dissolution shall not be paid to or distributed among the members of the zonal branch but shall be transferred to the Indian Psychiatric society (National Body), or any other registered Society having the same objects and enjoying exemption under u/s 80G of the Income Tax Act, to be determined by votes not less than two thirds of the members present personally or to the Government.
27. Memorandum of association and rules and regulation including bye- laws published in and amended up to are here by repealed, provided the repeal shall not affect anything already done under the said rules and regulations.

3. BYE-LAWS – RULES AND REGULATIONS

PART-III

ARTICLE-I

1. The Executive Council shall have the power to frame bye-laws and place them before the Annual General Body of the IPSSZB for ratification.

ARTICLE-II

Office – Bearers of the IPSSZB

2. IPSSZB shall have the following office bearers.
 - a. President
 - b. Vice- President cum President Elect.
 - c. Hony. General Secretary
 - d. Hony. Treasurer
 - e. Hony. Editor

ARTICLE-III

Duties, Powers & Terms of office of Office- bearers

The President

3.
 - a. The president shall hold office for one year and shall not be eligible for re-election for second time.
 - b. He shall be the Chairman of all the General Body, Extraordinary General Body and Executive Council meetings and if and when appointed, of any other committee.
 - c. He shall have a casting vote in cases of equality of votes in addition to his own ordinary vote.
 - d. He shall regulate the proceedings of the meetings and conferences interpret rules and regulations and decide doubtful points at issue.

- e. He shall preserve 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 IPSSZB.
- h. He shall be the leader of any delegation of which he is member.
- i. He will be ex-officio EC member of the EC of the member states. They will be permanent invitees to all the EC meetings of the member states and also permanent invitees to all the state programs and events conducted by the respective member states (as proposed as resolution in AGB 2015 and passed by the AGB of 2016).

The Vice-President cum President Elect

- 4.
 - a. The Vice President, who will be the President for the succeeding year will hold office for one year and shall not be eligible for re-election for second time.
 - b. He shall conduct all meetings in the absence of president and shall have all the powers of the President on that occasion.

The Hony. General Secretary

- 5.
 - a. The Honorary General Secretary shall hold office for 2 years at a stretch and shall be eligible for re-election for one more term.
 - b. Shall be in charge of the offices of the IPSSZB.
 - c. Shall ordinarily, conduct all correspondence.
 - d. Shall have general supervision of accounts and pass all bills for payment.
 - e. Shall get prepared by the Hony. Treasurer a fully audited annual statement of accounts for presentation at the Annual General Body meeting of the IPSSZB.
 - f. Shall maintain and update membership register of the IPSSZB.
 - g. Shall organize, arrange and convene meetings, conferences, lectures demonstrations etc.
 - h. Shall attend meeting of the IPSSZB and keep proceedings thereof.
 - i. Shall be ex-officio member of all sub-committees.
 - j. Shall organize IPSSZB by encouraging the establishment of local branches where they do not exist and by creating a general interest in the IPSSZB.
 - k. Shall bring any matter which he considers necessary in the interest of the IPSSZB to the notice of the executive committee for guidance and decision.
 - l. When retiring shall hand over the properties, AGBM and EC minutes books, Membership Register, Medals, Awards certificates, Membership directories, Dies of medals, etc. to the newly elected Hony. General Secretary within three weeks after the election.
 - m. Renewal of the registration shall be done by Hon.Gen.Secretary

(Amendment adopted by EOGBM on 25/4/2021 at Nizamabad)

- n. Shall submit to the Chief Election Officer of the Election Commission the list of Life Fellow Members by 10th June who are eligible to vote as on 31st May

(Amendment adopted by EOGBM on 25/4/2021 at Nizamabad)

- o. Shall publish and distribute newsletter of the IPSSZB at least twice a year giving details of various activities, awards, Elections, mental health awareness programs, of the IPSSZB.
- p. He will be ex-officio EC member of the EC of the member states. They will be permanent invitees to all the EC meetings of the member states and also permanent invitees to all the state programs and events conducted by the respective member states (as proposed as resolution in AGB 2015 and passed by the AGB of 2016).

The Hony. Treasurer.

- 6.
 - a. Shall hold office for 2 years at a stretch and shall be eligible for re- election for one more term.

- b. Shall be responsible for collection of subscriptions and donations from members and well-wishers of the IPSSZB and maintain index cards showing up to date subscription.
- c. Shall sign the receipts and prepare statement of receipt and expenditure of the IPSSZB duly audited by an auditor appointed by the Annual General Body of the IPSSZB each year and shall present the same and the balance sheet at any of the Executive Council meeting and Annual General Body meeting.
- d. Shall have power to make payments not exceeding Rs. 10,000 without consent of the Hony. General Secretary.
- e. Shall open an account with a nationalized bank approved by the Executive Council and shall have the authority to operate this account jointly either with the President, Secretary, Treasurer, or Editor
- f. When retiring shall hand over cash, account books & other papers and documents connected with works of the treasures of the IPSSZB to the newly elected Hony. Treasurer within three weeks after the election.

The Hony. Editor

7.
 - a. Shall hold the office for two years and shall be eligible for re-election at the end of the period.
 - b. The editor shall be responsible for publication and distribution of the journal (Print and electronic copies) of the IPSSZB to be known as India Journal of Psychological Medicine
 - c. He shall be chairman of the editorial board and the journal committee. Members of the editorial board shall be elected by the Executive Council in consultation with the editor and their number shall not exceed 11. The Journal committee and the editor like the chairman of any other sub-committee shall have the power to co-opt members of the committee.
 - d. He shall present his annual report at the Pre AGBM EC and Annual General Body meeting of the IPSSZB.
 - e. He shall submit a statement of accounts to the Hony. Treasurer before 31st August, every year.

(Amendment adopted by EOGBM on 25/4/2021 at Nizamabad)

ARTICLE-IV

Term of office of the Executive Council members

- 8 Members of the Executive Council elected by the state branches shall hold the office for 2 years and shall be eligible for re-election at the end of this period.

ARTICLE-V

Election of office bearers and Executive Council members

9. Election of the Vice-President cum President Elect (who will be the President for the succeeding year) Honorary General Secretary, Honorary Treasurer, Honorary Editor, Two Women Executive Members Elected from any of the States of the South Zone and two zonal members to the IPS Council shall be held at the annual general body meeting.

If the President Elect resigns or is not able to continue in the post and if it is informed to the President before the Election Notification, then the election for the post of **President Elect** shall also be notified along with other posts vacant at the time of election notification.

(Amendment adopted by EOGBM on 25/4/2021 at Nizamabad)

10. Composition of Election Commission

- (A) (1). Election Commission shall consist of 3 members
 - (i). Chairperson, Election Commission (CEC)
 - (ii) Convener, who shall act as Returning Officer and
 - (iii) Member who shall act as Election Officer.
- (2) Members of Election Commission shall be Life Fellows of Society of more than 10 years and must have completed at least one full term of 2 years as an elected member of the EC of IPSZB.
- (3). Members of Election Commission shall not hold any elected or nominated post at any level in the Society during their tenure. All the members of Election Commission shall declare that they will not contest for any post in the elections or are not interested in furtherance of election of any candidate contesting in the election. If at all at a later stage, a member of the Election Commission becomes inclined for furtherance of election of any other candidate, he shall resign from the

commission and rest of the members of election commission in consultation with the EC shall appoint another member.

- (4). Each member of the Election Commission shall be from different States, preferably by rotation.
- (5). Election Commission shall be a continuous body and CEC shall retire every year and on the retirement of CEC, the Convener shall assume charge of CEC and member (Election Officer shall assume the charge of Convener (Returning Officer). The AGB in its meeting every year shall nominate the new member of the Election Commission. The CEC shall be a special invitee to the EC for the respective year.
- (6) In case of any unforeseen circumstances, if any of the Election Commission members cannot function as specified, the President of the IPSSZB in consultation with the remaining members of the Election Commission and EC of IPSSZB can nominate person/persons to perform such function as done by the member who is absent.
- (7) The member of the Election Commission on relinquishing or resigning from the Office of Election Commission shall not hold any elected post or nominated post for one year in any Zonal, State or Branch level.

B. Rules and Responsibilities of Election Commission

The CEC shall be in charge of the entire election process and shall send the communication regarding Election Notification, initiating nominations, preside over the scrutiny meetings of the Election Commission and shall send the announcement of the procedure for e-voting to all registered members by way of e-mail, SMS etc.;

The Returning Officer of Election Commission shall be in charge of the e-voting till the declaration of election results;

11. The Hon. Gen. Secretary /Treasurer of the Society shall provide the list of Life Fellows of good standing (Electoral Rolls as on 31st May) to the Election Commission by 10th June. The Hon.Gen.Secretary shall inform the CEC by 10th June about the posts for which election/s is to be held. The Hon.Gen.Secretary shall inform the CEC about the date of AGB by 1st August
12. By 15th June every year the CEC shall address through e-mails /electronic mode to all Eligible Life Fellows of the IPSZB (as per the Electoral Roll given to Election Commission) informing them about the details of vacancies due to occur in the coming election and inviting online nominations for the posts to which elections are to be held along with Election Schedule.
13. The eligible fellows willing to contest the election for the post of his/her choice, shall have to fill in the information online in the prescribed nomination form uploaded to the Society's Website by 15th July. At the time of filing the nomination, the contestant shall have to upload his/her recent photo, required information and brief Bio-data (not exceeding 100 words); Nominations without data and photograph are liable to be rejected;
14. (A)The nominations forms received shall be duly scrutinized by the Election Commission at the scrutiny committee meeting of Election Commission which shall be held in physical or virtual mode on or before 25th July. The quorum for this meeting shall be two members of the Election Commission. The Election Commission shall invite the Hon.Gen.Secretary and Hon.Treasurer of the Society to attend the Scrutiny Committee Meeting as representatives of the Society.
 - (a) The Election Commission shall have the power to scrutinize and if found invalid, reject the nominations.
 - (b) The venue of the Scrutiny Committee meeting shall be decided by the CEC and he shall inform all the concerned. The contestants or their representatives may attend the meeting.
 - (c) The CEC shall inform the Scrutiny Report to all the candidates about the validity of all nominations by 30th July. Invalid/Rejected nominations shall also be intimated to the concerned applicants or contestants; The means of communication shall be through SMS or e-mail;
 - (d) The candidates wishing to withdraw the nominations shall do so online to the CEC. The last date for withdrawal of nomination shall be on or before 10th August
 - (e) The CEC shall display the final list of contestants by 15th August.
 - (f) Canvassing by mobile/telephonic calls only by candidate is permitted; no SMS/e-mails or any other form of communication shall be entertained and it shall invite disqualification of the contestant.

15. A.(a) The CEC shall disclose on the Society's Website the list of all the contestants and the posts for which they are contesting along with their Bio-Data, Photograph and also detailed instructions for all the voters for casting their votes through e-voting process by 15th September.
- (b) The software shall generate ballot for individual voter online and all the voters shall have the right to cast their votes by the links provided by the Election Commission to the registered mobile number or e-mail. The details of the Website shall be intimated by the CEC. The entire data that has been entered by the voters during the complete process of e-voting shall be preserved in the form of back up files, after the declaration of results, for a period of nine months. The said data shall be in the custody of the President of the Society.
- (c) The procedure of counting shall be automatic by way of the commands of the software.
- (d) The e-voting process will be closed one week before the AGB.
- (e) There will not be any IN PERSON (SPOT) Voting;

B. Disputes:

- (i) If a contestant is not satisfied with the Election Process, the matter shall be referred to the President who shall give his decision before the commencement of AGBM. If, however, the complainant is still not satisfied with the decision of the President, the matter shall be referred to the Tribunal as per Part II Article XI Section 25 of the Society. In all such cases the Tribunal shall give its verdict as quickly as possible which in no case shall exceed 30 days.
- (ii) Non-declaration of result of any post in no way shall affect the transfer of office of other posts and the functioning of the Society;
- (iii) Delayed installation of any office in no way shall extend the tenure of the said office.
- (iv) Under Extra-Ordinary circumstances, the CEC in consultation with Election Commission members, President, and Hon.Gen.Secretary of IPSSZB may adjourn the election proceedings of e-voting for a particular post in the interest of the Society. This in no way will affect the election process of other posts or normal functioning of Society.
- (v) Such vacancy will be filled up in the post AGBM Executive Council meeting as per Part II Article VIII Section 21 of the Society.

C. Expenses for the conduct of the Election:

- (i) The Election Commission members attending any meeting related to Election matter shall be paid travel allowance by II AC or Economy Class Airfare and other actual incidental expenses.
- (ii) All the members of the Election Commission shall have the privileges like Free Registration, Accommodation, Local Transport and travel expenses etc during Annual Conference and other events where the presence of Election Commission is required to conduct Election or discharge election related duties. The local Organizing Committee shall make such arrangements.
- (iii) The actual expenses incurred by the Election Commission in conducting Election shall be borne by the IPSSZB (it includes the Election notification, Scrutiny meetings of Election Commission, postages if any, and the actuals and other incidental expenses incurred by the Election Commission).
- (iv) Rs.75,000 (Seventy-five Thousand) shall be handed over to from the IPSSZB as advance to CEC for meeting the expenses relating to election every year latest by 15th of May. This amount shall be transferred to the Account opened by CEC for this purpose in any nationalised bank.
- (v) The CEC shall submit the Audited Account of Election (by Chartered Accountant) to the Treasurer of IPSSZB by 31st December every year.

Sections 9-15 under Article V-All Amendments adopted by EOGBM on 25/4/2021 at Nizamabad)

16. On invitation of the President of the AGBM, the CEC shall declare the final results at the AGBM. **Till then, the CEC shall keep the results in strict confidentiality through password protected electronic mode.**
17. Any Life Fellow of Indian Psychiatric Society who is also a member of the IPSSZB shall be nominated for election to any of the posts other than the posts of Vice President cum President Elect, the Honorary General Secretary, Honorary Editor and Honorary Treasurer, if his nominations is proposed by an eligible fellow of the Indian Psychiatric Society and seconded by another eligible fellow and the nominee has expressed his consent for the said post and sign a declaration that he will abide by the Rules and Bye-Laws of the IPSSZB. The person nominated for the post of the Vice President cum President Elect must be a Life Fellow of the Indian Psychiatric Society for at least 10 years and must have served at least one full term of Two Years as an Elected Member of the Council of IPSSZB or should have served as the President of the State Branch on or before 2021. The person nominated for the post of Honorary General Secretary and

Honorary Treasurer must be Life Fellow of the Indian Psychiatric Society for at least 5 years and must have served at least one full term of 2 years as an elected member of the Executive Council of IPSSZB or as an Elected Office bearer of the State Branch. The person nominated for the post of Honorary Editor must be a Life Fellow of the IPSSZB at least for 5 years and should have published at least 2 research papers in NMC approved indexed Journal as First Author or Corresponding Author

The nomination papers shall contain the signatures of the eligible Life Fellows of the IPSSZB.

The Zonal Representative to National EC must be a Life Fellow of Indian Psychiatric Society for at least 5 years (who is also a member of the South Zonal Branch) and must have served one full term of 2 years as an elected member of the Executive Committee of the South Zonal Branch;

The Women representatives to the Executive Council shall be Fellow of the Indian Psychiatric Society at least for 5 years and shall have served as elected member of the State Executive Council at least for a full term of 2 years.

(Amendments 16 and 17-dopted by EOGBM on 25/4/2021 at Nizamabad

(a) Any Life Fellow who has served as the President of the IPS SZB cannot be nominated for any Elected Post of the Society at any level, i.e. including the State/Local Branches except as the SZ representative to National Executive Council one year after relinquishing the Office.

A life fellow, who has served on the post of Honorary General Secretary, & Honorary Treasurer for Two terms, cannot be re-nominated for the same post; Zonal representative to the National Council of IPS cannot be renominated for the same post for another term.

A person who has served on the post of Honorary Editor for Three terms cannot be re-nominated again for the same post;

The women Representatives to the Zone who have served for one term cannot be re-nominated again for the same post.

(b) Honorary General Secretary, Honorary Treasurer or Honorary Editor who desires to get nominated for election to any other posts of office bearer shall be eligible only after one year from the end of his current tenure as Honorary General Secretary, Honorary Treasurer, or Honorary Editor.

(c) If the audited accounts of any IPSON or any MID TERM CME of the Society, including that of the PG Training Program, have not been submitted to the Council within 6 months of the conclusion of the event, the Chairperson, Secretary and Treasurer of the Organizing Committee of the said events will not be eligible to hold any elected post of the Society for a period of Three Years.

(d) The contestants cannot contest for more than one post though they can apply any number of post, but by the last date of withdrawal, he/she should be withdrawing from all other posts except the one he/she wants to contest for. Otherwise, he/she shall be disqualified from the contest/election;

One who is already in the IPSSZB Executive Council elected from the States cannot contest for the post of Zonal Representative to National Executive without resigning his post as the State Representative to the Zonal Branch Executive Council.

(Amendment adopted by EOGBM on 25/4/2021 at Nizamabad)

18. The newly elected office bearers and members of the EC shall assume the office the day after the Annual General Body. State representatives to the Executive Council shall assume Office after their election has been notified to the Hon.Gen.Secretary along with a copy of the proceedings of the meeting at which the election was held.

(Amendment adopted by EOGBM on 25/4/2021 at Nizamabad)

ARTICLE VI

Meeting of the Executive Council

19. The meeting of the Executive Council shall be of three kinds:

- a. The ordinary meeting shall be held at least three times a year the last Executive Council meeting being on the day prior to the annual conference.
- b. The special meeting shall be held as often as necessary.

- c. A requisition meeting shall be called within 4 weeks from the date of a requisition signed by at least 2 members of Executive Council stating the business for which the requisition meeting required. Only the agenda specified for the meeting shall be discussed.

(Amendment adopted by EOGBM on 25/4/2021 at Nizamabad)

- d. The Hon.General Secretary with the permission of the President can request an extra ordinary meeting of the Executive Council for which at least 10 days' notice shall be circulated to all members of the Executive Council; only the specified agenda shall be discussed in the meeting;
- e. The EC Meetings (Ordinary/Requisitioned/Special/Emergency) shall be in Physical, Virtual or Hybrid Form depending on the prevailing situations. The decision by any mode will be valid.

(Amendment adopted by EOGBM on 25/4/2021 at Nizamabd)

20. Notice at least four weeks' notice specifying the place, date and time and agenda of business to be transacted at the ordinary or special meeting shall be given to each member.

Quorum

21.
 - a. Quorum for ordinary or special meeting shall be five members including the office-bearers.
 - b. Quorum for the Requisitioned Meeting shall be seven of which the Three Elected Office bearers and the signatories of the Requisitions shall be present in the meeting

(Amendment adopted by EOGBM on 25/4/2021 at Nizamabad)

Procedure:

22.
 - a. Nothing except the business for which it is called shall be discussed at a requisition meeting.
 - b. If within half an hour from the appointed time a quorum is not present then meeting if convened on the requisition of members shall be dissolved, but in other cases shall stand adjourned for half an hour at the same place as previously fixed and shall reconvene this meeting with the members present; whatever their number may be on reconvening the meeting shall form the quorum and carry on the business.
23. The Executive Council may meet for the transaction of business, adjourn and otherwise regulate its meeting and proceeding as it thinks fit. A meeting of the Executive Council at which a quorum is present shall be competent to exercise all or any of the functions of the Executive Council. The agenda for Executive Council meeting shall be circulated to all its members at least one month before the meeting. In case any member of the Executive Council is unable to be present he shall intimate the secretary with his comments in writing on each subject in the agenda, which shall be read at the Executive Council meeting. All questions arising at any time of the meeting of the Executive Council shall be read at any time of the meeting. In every cases of equality of votes the President/ Presiding officer shall have and exercise a second or casting vote.
24. The decision of the Executive Council in all matters pertaining to the IPSSZB shall be final subject to ratification by the General body at its Annual General Body meeting.
25. Every meeting of the Executive Council shall be Presided over by the President, in his absence by the Vice-President, and in the absence of both the president and the Vice-President, by a member chosen at the meeting to preside on the occasion.

ARTICLE-VII

Calling of the Annual General Body meeting

26. This shall be held before 31st October of each year which may be postponed for a maximum of one month in case of extraordinary situation/s.

(Amendment adopted by EOGBM on 25/4/2021 at Nizamabad)

- a. Notice and agenda of the general body meeting and copies of the minutes of the proceedings of the last annual general body meeting shall be sent by the Hony. General Secretary to all members of the society at least 30 days before the meeting. An initial information 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 Hony. General Secretary in a circular at least 90 days before the annual general meeting.
- b. Any member on giving 45 days' notice or less if the matter is one of urgency, submit any resolution to the General Body meeting. The resolution shall be first considered by the Executive Council after which the Hony. General Secretary shall put the resolution before the General Body meeting for their consideration with comments of the Executive Council if any.
- c. The general body meeting shall be presided over by the President and in his absences by the Vice-President, and in absence of both by a fellow elected by the AGB at the meeting for the occasion.
- d. The Executive Council shall have the power to fix or change the date and venue of the Annual Conference of the IPSSZB under special circumstances with the consent of the local branch or member(s) of the Organizing Committee who invited the conference as the Organizing Secretary of the Conference.

If the Organizing Committee is not able to conduct the Annual conference they should inform the Office at least 6 months in advance and the EC will make alternate arrangements;

Amenment adopted by EOGBN on 25/4/2021 at Nizamabad)

- e. Business to be transacted- The business to be transacted at the Annual General Body meeting shall be taken in the following order.
 - i. Condolence resolution, if any
 - ii. Confirmation of the minutes of the proceeding of the last Annual General Body meeting and the extra- ordinary general body meeting if any
 - iii. Reading and adoption of the Hony. General Secretary's report
 - iv. Reading and adoption of the Hony. Treasurer's report and a statement of audited accounts
 - v. Reading and adoption of the Hony. Editor's report and a statement of accounts.
 - vi. Election of office-bearers and members to the Executive Council of IPS –South IPSSZB in place of retiring members
 - vii. Appointment of auditor
 - viii. Amendment of rules and bye-laws if any
 - ix. Resolution from members.
 - x. Any other business with the permission of the chair.
- f) The proceeding of the General Body meeting shall be regulated according to the rules and bye –laws of the IPSSZB. 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 presiding officer shall have the right to exercise a second or casting vote.

(Amendment adopted by EOGBM on 25/4/2021 at Nizamabad)

- g) The minutes of proceedings of the general body meeting shall be recorded in a book or electronic form kept for the purpose and shall be signed by the President of the meeting.

QUORUM

27. The quorum of the General Body meeting shall be 10% of the total strength of members in the IPSSZB. If within half an hour from the appointed time a quorum is not present then the meeting shall stand adjourned for half an hour at the same place as previously fixed and reconvened after that. At this meeting the members present, whatever their number may be, shall form the quorum and carry on the business except amendment of the MoA.

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 Executive Council or 10% of the members in the IPSSZB.
- a. Nothing except the business for which it is called shall be discussed at this meeting.
 - b. At least ten days' notice of the meeting with the agenda shall be given to the members.
 - c. The quorum for the meeting shall be 10% of the members in the IPSSZB.
 - d. If within half an hour from the appointed 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 for half an hour at the same day and at the same place as previously fixed, and reconvened after that. If there is no quorum even after reconvening the meeting after adjournment, this meeting shall be convened on the next day at the same time with the same agenda. At this meeting, the members present whatever be their number shall form the quorum and carry on the business including amendments of MoA.

(Amendment adopted by EOGBM on 25/4/2021 at Nizamabad)

ARTICLE-IX

Appointment of Auditor & Audit of Accounts

29. A Chartered Accountant shall be appointed at the Annual General Body meeting of the zone every year for auditing the accounts of the society and whose duties shall be as follows.
- a. Shall audit the account at the end of the year and shall certify to their correctness.
 - b. Shall give suggestions for keeping of accounts as required.

ARTICLE-X

30. The Hony. Secretary shall keep an imprest amount not exceeding Rs.50,000 (Fifty Thousand) and shall recoup the amount spent from the treasurer on production of vouchers. Expenditure exceeding Rs. 50,000/- (Fifty Thousand) at a time except on printing and postage, shall be incurred only with the permission of the Executive Council; The President and the Secretary ,jointly, shall be authorized to release funds under special circumstances up to an amount of Rs.1,00,000 (Rupees One Lakh).

(Amendment adopted by EOGBM on 25/4/2021 at Nizamabad)

31. The Hony. Secretary, the Hony. Treasurer and the Hony. Editor may keep clerks for the zonal branches administrative work. The remuneration of such staff shall be decided by the Executive Council from time to time, depending on availability of such personal and the volume of the work involved.

ARTICLE-XI

Funds of the IPSSZB Income

32. The funds or income of the IPSSZB shall be derived from the following sources.
- a. Subscription paid to the IPSSZB by its members
 - b. Donations
 - c. Share of the surplus amount accumulated in the hands of the Reception Committee (Organizing Committee) of the annual conference of the IPSSZB; the share shall be 50% when the annual conference is held under the aegis of a local branch or state branch. In any other case the share shall be 75%. If it is organized by individuals, 100% of the savings of the annual conference shall be paid to the IPSSZB;
 - d. Advertisement in the journal / Newsletter or any other publication of the IPSSZB
 - e. Proceeds from the sale of periodicals or books and such other property as may be acquired from time to time.
 - f. Interest on savings bank and fixed deposit account.
 - g. Contributions from government or local bodies.

- h. Contribution to the fund of the IPSSZB fifty percent (50%) of the amount accumulated in the hand of the organizing committee of the Annual Conference, CMEs and PG Training Program or any other activity under the banner of IPSZB after meeting the expenses (net saving), shall be credited to the funds of IPSSZB of the IPS and the remaining fifty percent to be expended by the organizing committee keeping in line with the objects of the IPSSZB. In case of any disagreement between the organizing committee and the state branch, the matter has to be settled by the Executive Council of the IPSSZB. The organizing committee shall submit the audited statements of accounts and credit the share of the zonal to the IPSSZB within six months of holding the conference.

(Amendment adopted by EOGBM on 25/4/2021 at Nizamabad)

33. Expenditure

The Executive Council shall, out of the funds of the IPSSZB, defray all expenses including rents, salaries wages & publications and events & such other charges as may be necessary for the smooth running of the IPSSZB;

(Amendment adopted by EOGBM on 25/4/2021 at Nizamabad)

ARTICLE-XII

34. An Annual conference of the IPSSZB shall be organized every year or as the General Body may decide under the aegis of a state or local branch or by an individual member at a suitable place and time to be decided by the Annual General Body meeting of the zonal branch and such conference shall usually be held before the 31st day of October. If, for any reason, a physical meeting is not possible, the Annual Conference and the AGB shall be held in the Virtual Platform using appropriate Electronic Media or in Hybrid Fom (Both Physical and Virtual depending on situations prevailing at that time). (The decisions taken in the virtual meeting shall have the same validity as taken in the physical meeting);

(Amendment adopted by EOGBM on 25/4/2021 at Nizamabad)

35. The Hony. General Secretary of the IPSSZB shall be responsible

- a. To make alternate arrangement in case the Reception / Organizing committee fails to give a firm commitment regarding the proposed date for the conference by 1st June or fail to organize the conference. In such a situation the EC shall have power to decide on alternate arrangements for the conduct of Annual Conference.

(Amendment adopted by EOGBM on 25/4/2021 at Nizamabad)

- b. Under exceptional circumstances, the concerned state branch shall find an alternate Venue.
c. To negotiate with members desirous of inviting the annual conference at different places in the zone and to keep 2-3 different invitation always pending.
d. To inform all the members of dates of the meeting.

Venue of the annual conference

36. The local branches, state branches and any individual or group of member (s) of the zonal branch shall have the privilege of inviting the conference with the concurrence of the state branch.

37. The president of the IPSSZB for the year shall be the president of the conference.

38.

- a. The local branch member (s) inviting the conference shall form Reception /Organizing Committee of the conference

(Correction adopted by the EOGBM on 25/4/2021 at Nizamabad)

- b. Office-bearers of the Reception / Organizing committee shall be elected by the members of the Reception / Organizing Committee and shall consist of a chairman, an organizing secretary, a treasurer and others as required.

- c. The Reception / Organizing committee shall determine the registration fee at the annual conference in consultation with the Executive Council.
- d. The conference shall be opened to the following:
 - i. All members of the Reception / Organizing committee.
 - ii. All members of the IPSSZB.
 - iii. Any other person authorized by the Reception / Organizing committee to be present on the occasion.
- e. The Reception / Organizing committee shall be responsible for:
 - i. Making arrangement for suitable accommodation and food for delegates (on payments)
 - ii. Arrangement for the plenary and scientific session.
 - iii. Printing of brochure and programme sheet in consultation with the general secretary of the IPSSZB
 - iv. Arranging for a suitable dignitary (in consultation with the general secretary of the IPSSZB) to inaugurate the Conference.
 - v. Arranging for social and cultural function
 - vi. Raising funds for the conference through registrations, grants, donations, advertisements etc.
- f. The expenses of the conference shall be wholly borne by the Reception / Organizing committee and the IPSSZB shall not be responsible for any loss on account of holding the conference.
- g. The Executive Council shall render every possible assistance to the Reception / Organizing Committee of the conference. The EC shall inspect the venue of the conference at least 6 months before the date of Annual Conference and have a meeting of the EC at the venue of the Conference;

(Amendment adopted by EOGBM on 25/4/2021 at Nizamabad)

- h. All members attending conference, except members of Reception /Organizing committee and IPSSZB President, President Elect, Hon. Gen. Secretary, Treasurer, Editor, Election Commission members and those IPSSZB life fellow members who have crossed 65 years of age as on the first day of the IPSOCON, shall pay a registration fee to the reception committee.

(Amendment adopted at EOGBM on 25/4/2021 at Nizamabad)

- 39. The following can attend the conference as visitors:
Prominent public men who are specially invited by the reception / Organizing committee to attend the conference without payment of any fee as distinguished visitors

(Amendment adopted by EOGBM on 25/4/2021 at Nizamabad)

- 40. Programme of the conference.
 - a. Inaugural session
 - b. A special session for the address by the president of the IPSSZB.
 - c. Scientific session- open to all members and visitors.
 - d. Annual General Body Meeting shall be independent of the Annual Conference-open to members of IPSSZB; If for any reason, the Annual Conference cannot be held, the AGB will be held as per Schedule as mandated by the Constitution.

(Amendment adopted by EOGBM on 25/4/2021 at Nizamabad)

- e. Medical and scientific exhibition-organized by the reception committee.

ARTICLE-XIII

Scientific papers and Sessions:

- 41 There shall be a standing committee of the IPSSZB of Scientific Sessions to be held during annual conference; the committee shall lay down general orientation of the session, choose subjects for symposium and scrutinize scientific papers if necessary, the committee shall consist of the president as its Chairman, the Editor, the Hony. General Secretary with power to co-opt members and delegate functions

to a co-opted member or members; (The Scientific Committee of the Organizing Committee of the Annual Conference in consultation with the EC shall finalize the Scientific Program. President, President Elect and the Honorary General Secretary shall be Patrons of the Scientific Committee of the Annual Conference).

- a. Papers read or to be read at the scientific sessions of an annual conference should be offered for publication in the IPSSZB publication (Indian Journal of Psychological Medicine)
- b. For publication of any paper presented 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 "instructions to contributors" shall have to be submitted to the 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 Editor of the Indian Journal of Psychological Medicine or if it is not published within 12 months of its submission the author will be free to publish it elsewhere intimating the same to the editor of the Indian Journal Psychological Medicine.

ARTICLE-XIV

Awards and scholarship

- 42 The IPSSZB can enter into contract with individuals, institutions, commercial and other bodies to organize competition for prizes, fellowships to encourage research in psychiatry and allied subjects or for any other purpose in keeping with the aims and objects of the IPSSZB and Indian Psychiatric Society

Signed by
President, IPS SZB

Signed by
Hon. Gen.Secretary, IPSZB

APPENDIX

Ethics guidelines

Introduction:

Psychiatrists are expected to conduct themselves as medical professionals and adhere to the Medical Council of India's (MCI) Code of Ethics and also follow the directions of their respective State Medical councils. However, psychiatric practice throws up many challenges that are quite unique to the specialty. The challenges surrounding patients' recognition (or not) of the need for psychiatric help, the intense nature of the doctor-patient relationship (which often includes sharing of one's innermost thoughts and personal information), the need to maintain boundaries (more so than in other medical specialties) and the dilemmas in determining the patient's best interests (with due respect for autonomy and other ethical principles) are but, just a few of these challenges. These are often coloured by the Indian cultural and societal context, as well as by the differences in the ethos of different healthcare models prevalent in India. All these make a direct extrapolation of existing Ethical codes very difficult, be they the MCI's Code of Ethics or Codes of Western psychiatric associations.

The Indian Psychiatric Society -South Zone aims both - to improve the mental health of the community as well as the respect and dignity of the psychiatric profession in Indian society. In order to realize these aims, the IPS-SZ seeks to promote the highest ethical standards amongst its members. These guidelines are based on principles laid down in moral philosophy and drawn from other ethical codes and international conventions, past and present. It will be regularly revised and updated to ensure that it remains relevant and contemporary.

The term 'patient' is used to refer to any person professionally assessed by a psychiatrist for any purpose. It applies to all members including Fellows, Associates, Affiliates and any class of membership determined by the IPS-South Zone Constitution. Finally, the Code does not however, release them from the duties and responsibilities placed upon them by the MCI's Code of Ethics.

Utmost importance to patient care and well-being:

1. The patient's care, well-being and best interests shall be the paramount consideration to a psychiatrist, with due respect for the patient's autonomy (the right to self-determination). A psychiatrist shall provide competent psychiatric care, with due respect for the patient's humanity, dignity, autonomy and consent. This includes the conduct of an objective & comprehensive assessment, provision of honest & accurate feedback, provision (or recommendation of) evidence-based treatments, and maintenance of the relevant documentation as prescribed by the MCI. She/he shall act to establish valid, fully informed consent with individuals with mental illness, based on the provision of appropriate, adequate and understandable information, in keeping with the conditions laid out by existing laws.

Exercising his/her Discretion:

2. A psychiatrist shall exercise discretion in all aspects of psychiatric care, giving due consideration to the circumstances, his/her own areas of expertise and the patients' (and families') wishes. This discretion could reflect in the patients he/she is prepared to take up, where they are treated, treatment modalities recommended, referrals to other specialists, clinical outcomes aimed for, and termination of care (when appropriate). This also includes appropriate delegation of clinical tasks to colleagues, fellow professionals and subordinates.

Consultation/ Collaboration with other professionals:

3. A psychiatrist shall (when appropriate) consult, associate and collaborate with professional colleagues (psychiatrists, other medical and allied specialists, social services, and law enforcement agencies) to ensure optimum outcomes for the patient's health and well-being. This could be integrated as part of a formal multidisciplinary team approach, or as individual inputs from other professionals. Conversely, a psychiatrist shall, if asked and if he/she is prepared to do so (or in an emergency), contribute to the care of a patient who is under another specialist/professional to the best of his/her ability.

Upholding the Standards of Professionalism:

4. A psychiatrist shall uphold the highest standards of professionalism in all his/her interactions- be it within the clinical context, academia, research or otherwise. These standards include (but are not limited to) a.) honesty, b.) propriety, c.) accountability, d.) transparency, e.) integrity, f.) probity, g.) trustworthiness, h.) respect for boundaries, i.) recognizing and addressing Conflicts of Interest. The Psychiatrist should not yield to the pressures from any quarters in his Professional decisions and actions such as on determining the diagnosis or treatment of the patient or on the issue certificates on the patient's condition, etc.

Upholding the Confidentiality:

5. A psychiatrist shall uphold patients' rights and confidentiality, within the constraints prescribed by the law of the land.

Updating the Knowledge and Skills in Psychiatry:

6. A psychiatrist shall regularly update and maintain his/her knowledge and skills to fulfill his/her professional role as a psychiatrist. He/she shall practice within his/her area of professional competence, with a good awareness of his/her limitations and shall refer patients to other specialists when appropriate. The directions issued from time to time by the respective State Medical councils and Medical council of India regarding the requirements for up-dating the knowledge shall be followed.

Regards to other Professionals:

7. A psychiatrist shall treat other professionals with respect and conduct himself/herself professionally in all interactions be it in the context of patient care and outside of it. Conversely he/she shall act appropriately when faced with a colleague or professional acting unethically. It must be the constant endeavour of the Psychiatrist to address the ignorance displayed by Medical & other Professionals about Psychiatry.

Creating Awareness and Promotion of Mental health:

8. A psychiatrist shall work to raise awareness of mental health issues and promote mental health in the community in a responsible manner. He/she shall ensure that information about mental illnesses given by them in public or social spaces is right and does not stigmatize or discriminate against people with mental illnesses. In the process of creating public awareness the Psychiatrist must be cautious to avoid controversial statements on religious or racial or community or political groups.

Medical Education:

9. A psychiatrist involved in medical education shall adhere to the ethical principles governing all aspects of academic conduct, including while interacting with students and staff members. This includes (but is not necessarily limited to) undergraduate and postgraduate teaching & supervision, maintenance of appropriate boundaries, examiner-ship, participation in CMEs , Physicians meetings, & conferences.

Research:

10. A psychiatrist involved in research shall adhere to ethical principles governing research conduct, as required by the local research ethics committees/ Institutional review boards/ ICMR. This includes (but is not necessarily limited to) all aspects of conducting research, applying for & managing research grants, research subject recruitment, conduct of the study, interpreting & presenting research findings, publishing papers & chapters and contributing to CMEs & conferences.

General Principles:

11. A psychiatrist shall uphold the respect and dignity of the medical profession in all aspects of one's conduct both- within and outside of the clinical context. He / She shall abide by all laws of our land that apply in the context of his/her clinical and academic works.

(Adopted by EOGBM on 25/4/2021 at Nizamabad)

Rules and Procedures of the Awards

1. DR. S. M. CHANNABASAVANNA- SPANDANA PG QUIZ AWARD

Sponsors: Dr. M. Srinivasa, Spandana Nursing Home - initiated the Oration through a Rs. three lakh donation in October 2014.

Details of the Award: First prize of Rs. 5000, Second prize of Rs. 3000 and Third prize of Rs. 2000 along with a certificate.

Participants: All Post Graduate students in Psychiatry (DPM, MD and Dip. N.B.) From MCI recognized teaching Institutes within the geographical limits of IPS South Zone are eligible.

They should furnish a certificate from their respective Heads of the Institutes about their studentship. (They should be PG students on the date of Annual Conference.)

Venue of Selection: At the venue of PG Teaching programme.

Procedure: The Organizing Committee should identify the Expert for conducting the Quiz programme and get his concurrence. The Quiz Master will decide on the procedure for screening the candidates and selecting the best six teams among them.

The interested PGs shall form two-member teams, with any member pairing with any other PG (not necessarily from the same Institute or State). The teams should register with the Quiz Master and the partners cannot be changed till the Quiz is over. The Quiz Master will screen the teams and select six teams for participation in the next step. In all disputes during the Quiz, his decision will be final.

Results: The winners' list will be announced by the President during the Valedictory function of PG teaching programme.

Presentation of the Awards: During the AGB at the Annual Conference, the list of Awardees will be read by the Chairman of Awards Committee and after ratification by AGB, Awards will be given during the Awards' ceremony by the President of IPS SZ.

2. VISAKHA PSYCHIATRIC SOCIETY ORATION AWARD

Sponsors: Visakha Psychiatric Society initiated the Oration through a Rs. one-lakh-donation in July 2000.

Details of the Award: The Award will consist of Rs. 10000/- and a Citation. During the first day of the Annual Conference, the Awardee shall deliver his Oration on a topic of his choice. The function will be presided over by the President of IPS SZ.

Selection Procedure: The selection is done on rotation among the states. The Awardee should be:

- Member of the IPS SZ for a minimum of 15 years.
- Should have actively contributed to Academic/Administrative activities of IPS SZ.
- Of good standing.
- Should be proposed by a Life fellow of IPS SZ.
- Should not belong to the Host state of IPSOCON.
- Can be given the Award only once.

The Awardee should be selected by the State IPS in the AGB of the Annual Conference of the State IPS, during the previous year. The decision of the State AGB should be communicated by the General Secretary of the State to the Hon. Gen. Secretary of the IPS SZ. The selection will be announced by the Chairman of the Awards Committee during the AGB of IPSOCON and ratified. (E.g. Dr. YZ was selected by Tamil Nadu IPS during their state AGB in 2014 and his/her name was ratified by AGB of IPSSZB during IPSOCON 2014. She/he will present her/his oration during IPSOCON 2015). Two months prior to the IPSOCON, Hon. Gen. Secretary of IPS SZ will write to the Awardee, requesting him to send the Title and a brief abstract of the Oration to himself and to the Organizing Secretary of IPSOCON so that they are included in the Souvenir and Programme of the conference. The Awardee shall write to the Organizing Secretary about his travel plans so that his travel and local hospitality are taken care of by the Organizers. The Citation shall be prepared by the Hon. Gen. Secretary, IPSSZB and handed over to the Organizing Secretary of IPSOCON.

3. DR. S. S. JAYARAM AWARD FOR BEST PAPER

Sponsors: Family of Dr. S. S. Jayaram, Bengaluru sponsored the Award with a corpus fund. From this year onwards, IPS SZ has allocated a financial support to make a reasonable Corpus to enable an appropriate cash award.

Details of the Award: The Awardee is presented with a Cash Award of Rs. 10000/- and a Certificate.

Participants: All members of IPS SZ who satisfy the following qualifications can participate in the Competition:

- First Author should be below 40 years.
- Previous winners of the Award cannot participate.
- First (Principal) author must present the paper.
- First author and at least 50% of Co-authors should be subscribing members of IPS SZ at the time of submission of the paper.

Procedure: The paper should be prepared in accordance with the following guidelines:

- The paper should be prepared in accordance with the 'Instructions to Contributors' published in the Indian Journal of Psychological Medicine.
- The paper must be based on research carried out by the authors and must not have been published in any scientific journal or presented in other scientific conferences.
- The front page of the paper should include Title, Author's name, Place of work/Institution and corresponding address including telephone no., fax numbers and email id. The second page should contain only the title of the paper (without the names of the authors) and an abstract, not exceeding 200 words. The third page should include the title followed by the full text of the paper.
- Authors should accept that the paper will become the property of the IPS-SZ for consideration for publication in the IJPM.

The paper should be submitted to the Chairman of the Awards Committee as detailed:

- The author should submit 4 copies of the full paper and 4 copies of the abstract not exceeding 200 words to the Chairperson, IPS-SZ Awards Committee, on or before the date fixed by the Executive Council of IPS-SZ.
- First Author should:
 - i. Declare that the paper is based on their original work and that it has not been published or presented elsewhere.
 - ii. Enclose a declaration of his age.
 - iii. Furnish a written consent for the presentation from all Co-authors.

Selection Process: The process starts with the notification by the General Secretary of IPS SZ to all members of the South Zone, at least three months in advance and mentioning the contact details of the Chairman of Awards Committee and the last date for reception of the Papers by the Chairman.

Chairman would constitute a panel of three judges and furnish them with the papers (minus the first page) and guidelines for assessing the manuscript. Based on the evaluation of the judges, a maximum of four of the best papers would be chosen for Podium Presentation during IPSOCON. The paper should have gained a minimum of 50% for being allowed for Podium Presentation. Even when only one paper had been received, it should undergo the process of evaluation.

During presentation at IPSOCON, three floor judges would be evaluating the performance. Scores in manuscript evaluation and of oral presentation would be added and the highest scorer would be the deserving winner of the Award.

Chairman, Awards committee will declare the results during the AGB and the Cash Award and Certificate will be presented by the President, IPS SZ during the Valedictory function.

4. DR D. S. RAJU MEMORIAL PG AWARD FOR BEST PAPER

Sponsors: Dr. D. S. Raju, a brilliant Psychiatrist from Andhra Pradesh had a luminous and yet a short career. In appreciation of his contributions, the award was sponsored by the IPS SZ.

Award: So far a certificate has been given to the Winner. EC during its Kottayam meet has contemplated about creating a Corpus fund and adding a cash award.

Participants: All PG students in the geographical territory of IPS SZ who satisfy the following qualifications can participate in the Competition:

- First Author should be a PG trainee in Psychiatry from a MCI recognized Institution within the states and union territories under IPS SZ at the time of presenting the paper.
- Previous winners of the Award cannot participate.
- First (Principal) author must present the paper.

Procedure: The paper should be prepared in accordance with the following guidelines:

- The paper should be prepared in accordance with the 'Instructions to Contributors' published in the Indian Journal of Psychological Medicine.
- The paper must be based on research carried out by the authors and must not have been published in any scientific journal or presented in other scientific conferences.

- The front page of the paper should include Title, Author's name, Place of work/Institution and corresponding address including telephone no., fax numbers and email id. The second page should contain only the title of the paper (without the names of the authors) and an abstract, not exceeding 200 words. The third page should include the title followed by the full text of the paper.
- Authors should accept that the paper will become the property of the IPS-SZ for consideration for publication in the IJPM.

The Secretaries of the State branch should send 4 copies of the full text of the paper along with 4 copies of abstracts to the Chairman, Awards Committee on or before the date fixed by the Executive Council of IPS-SZ.

The first author should:

- Declare that the paper is based on their original work and that it has not been published or presented elsewhere.
- Furnish a written consent for the presentation from all Co-authors.

The paper should be forwarded by the honorary general secretary of the IPS State branch with a letter certifying the Post Graduate trainee status of the author and stating that the paper was adjudged the best paper by a P.G. trainee during the annual conference of the IPS state branch. The paper submitted by the P.G. trainee from all the states will be allowed oral (platform) presentation during the annual conference of the IPS –SZ.

Selection Process: Chairman would constitute a panel of three judges and furnish them with the papers (minus the first page) and guidelines for assessing the manuscript.

All the five papers will be invited for Podium Presentation. During presentation at IPSOCON, three floor judges would be evaluating the performance. Scores in manuscript evaluation and of oral presentation would be added and the highest scorer would be the deserving winner of the Award.

Chairman, Awards committee will declare the results during the AGB and the Cash Award and Certificate will be presented by the President, IPS SZ during the Valedictory function.

5. SHATAVAHANA BEST PG POSTER AWARD

SPONSOR: SHATAVAHANA BEST PG POSTER AWARD has been instituted by Karimnagar Psychiatric Society through Indian Psychiatric Society Telangana State Branch in the year 2018. A corpus fund of Rs. 500000/- (five lakh rupees only – with interest going towards the cash awards and the balance of the interest contributing back to the principal amount). A poster is a method of presenting the research to an audience in a visual format.

Shatavahana Award offers the unique opportunity FOR PG'S to showcase one's research in the poster format.

AWARD: 1st prize: Rs. 8000, 2nd Prize: Rs. 5000 and 3rd Prize: Rs.3000 which will be awarded at the Valedictory function of the IPSOCON.

- **Poster presentation Benefits:**
 - i. The entire accepted poster abstract will be published in Indian Journal of Psychological Medicine subject to its Editor's consent.
 - ii. Best posters will be given an opportunity to publish the full work in the Indian Journal of Psychological Medicine subject to its Editor's consent and only if rejected can it be sent for publication to other sources.
- **The selection of the winners will be based on:**
 - i. Posters will be evaluated based on the following three parameters; those are Presentation Style, Research originality and Quality and Layout/Design.
 - ii. Presentation clarity of poster and oral explanation.
 - iii. Poster Judges overall responses to the questions and the completeness of work
- **Poster guidelines:**
 - i. The size of the poster should be: 1X1.5 Sq. Meters.
 - ii. Space the information proportionally
 - iii. Use large text (the text should be at least 18-24 pt.; headings 30-40 pt.; title: 72pt.
 - iv. Choose colours carefully and pay attention to contrast.
 - v. **Cropping, Margins and Spacing:** All edges and margins should be straight and even. Appropriate spacing between words, sentences and paragraphs to avoid overcrowding and clarity.
- **Posters should have the following information:**
 - a. Title (with authors and affiliations);
 - b. Introduction / Objectives / Aims
 - c. Methods
 - d. Results
 - e. Conclusion
 - f. References
 - g. Acknowledgements
 - h. Contact information
- **No computers or extra aids may be used during a poster presentation.**

- **Poster should be placed at the allotted places at least 2 hours prior to the poster session and can be removed by 1pm on the same day.**
- **Keep your poster presentation to 15 minutes per visitor/judge (10 min discussion & 5 min query session).**
- **Each poster can be presented by maximum 2 presenters during the poster evaluation by judges.**
- **Carry your poster to the meeting, using tubular packaging or a portfolio case.**
- **Poster Abstract should reach the Awards Committee Chairman's office at least 60 days prior to the day of the presentation at the IPSOCON for that year.**
- **The best 15 (maximum fifteen) selected poster abstracts will be approved for presentation at the IPSOCON of that year.**
- **Rejected posters abstracts shall not be submitted again at any conference of the IPSSZB. No explanation will be given for rejected or non-winning abstracts or poster presentations.**
- **The JUDGES decision is FINAL.**

Any other Award that is not included after this shall be added to the existing list.

**Signed by
Present, IPSSZB**

**Signed by
Hon.Gen.Secretary, IPSSZB**