

INDIAN SOCIETY for PARENTERAL & ENTERAL NUTRITION
TN Regn 621/1994 **CONSTITUTION & BYELAWS**



ARTICLES	1994 ORIGINAL VERSION	AMENDED VERSION
Article 1: Interpretation	<p>a. The name of the organization shall be: The Indian Society for Parenteral and Enteral Nutrition [hereinafter called "The Society"]</p> <p>b. Year shall mean the period from 1st January to 31st December.</p> <p>c. Words importing the masculine gender shall include feminine gender and the words importing the singular shall include the plural.</p> <p style="text-align: center;">ADD</p>	<p>a. The name of the organization shall be: The Indian Society for Parenteral and Enteral Nutrition [hereinafter called "The Society"] – Incorporated on 30.12.1994. Registration #621 of 1994</p> <p>b. Year shall mean the period from 1st January to 31st December.</p> <p>c. Words importing the masculine gender shall include feminine gender and the words importing the singular shall include the plural.</p>
Article 2: Objectives	NO CHANGES	—
Article 3: Membership CONTINUED	<p>All individuals interested in supporting the objective of The Society are eligible for membership. The membership of ISPEN shall be of the following categories:</p> <p>1. Founder Member; 2. Life Member</p> <p>3. Ordinary Member; 4.. Associate Member; 5. Student Member</p> <p>6. Corporate Member [industry] – DELETED</p> <p>1. FOUNDER MEMBER: There will be up to 15 founder members of The Society. They will also be life members and are required to pay a single payment of Rs.1500.00 [Rupees one thousand five hundred only] or US\$200 [US dollars two hundred only] for members outside India, ie. Pakistan, Sri Lanka, Bangladesh, and Nepal. Concurrence of 50% of founder members must be taken for major policy decisions. Founder members may be professionals of medical and allied sciences.</p>	<p>All individuals interested in supporting the objective of The Society are eligible for membership. The membership of ISPEN shall be of the following categories:</p> <p>1. Founder Member; 2 . Life Member; 3. Associate Member</p> <p>1. FOUNDER MEMBERS: Founder members are professionals of medical and allied sciences recognised by ISPEN. Dr. Krishnan Sriram [Founder President] was declared as Founder Member, who does not enjoy voting rights.</p>
Continued	REVISED TO READ >	

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<p>Article 3: Membership</p> <p>Continued</p>	<p>2. LIFE MEMBER: Any person who is qualified to be admitted as an Ordinary Member, may on payment by a single payment of Rs.1500.00 [Rupees one thousand and five hundred only] be admitted as a Life Member. A Life Member shall, upon admission as such, cease to be liable to pay any annual subscription. Subscription for members from outside India, Nepal, Bangladesh, Sri Lanka, and Pakistan will be US \$200.</p> <p>3 ORDINARY MEMBER: The following persons shall be qualified to be admitted as Ordinary Members of The Society:</p> <p>a. Professionals of the medical or allied sciences and/or a recognized teacher in medicine, nutrition, or allied subjects [including nursing, pharmacy, dietetics, social sciences, basic sciences, and industry] with more than 5years experience</p> <p>b. A person, though not holding a post-graduate degree in medicine, is a professional engaged in clinical nutrition, dietetics, pharmacy, nursing, and allied sciences, with 5 years standing in the profession after graduation.</p> <p>4. ASSOCIATE MEMBER: A member of medical profession or allied health profession with less than 5 years standing.</p> <p>5. STUDENT MEMBER: A person undergoing advance training in relevant medical/nutritional disciplines.</p> <p>6. CORPORATE MEMBER: Pharmaceutical/Nutraceutical companies may be accepted as members of the Society. This membership is not transferable. It is not inclusive of subsidiary units of the company, ie. Each subsidiary shall seek independent identity. Besides an ad hoc payment as fixed by the Governing Body, the Corporate Member would nominate a member to represent the corporate company and will be designated as “Associate Member” The nomination name indicated on the application alone is acceptable and it would be either a medical professional or an allied health professional. Change of nomination would entail payment of Associate Member fees for affecting the change REVISED TO READ ></p>	<p>2. LIFE MEMBER: Any person who is qualified to be admitted as an Ordinary Member,</p> <p>a. Professionals of the medical or allied sciences and/or recognized teacher in medicine, nutrition, or allied subjects [including nursing, pharmacy, dietetics, social sciences, basic sciences] can become life members.</p> <p>b.</p> <p>3. ASSOCIATE LIFE MEMBER: A member interested in the Clinical Nutrition/Nutrition Support but not qualified academically or actively involved in practice. This category of Associate members is closed.</p> <p>AS PER GOI – CORPORATES AS MEMBERS ON MEDICAL & ALLIED HEALTH SOCIETIES PROHIBITED HENCE, AMENDMENT ENFORCED</p> <p>Following companies were Corporate members [1] Ajinomoto Co Inc, Tokyo [2] Albert David Ltd, Kolkata [3] Claris Lifesciences Ltd, Amdavad [4] Criticare Laboratories Pvt Ltd, Bangalore [5] Fresenius Kabi India Ltd, Pune [6] Glaxo Smith Kline, Gurgaon [7] Infar India, Kolkata [8] Iveon Laboratories, Pune [9] Novartis Nutrition Ind Pvt Ltd, Thane [10] Tablets India, Chennai [11] Tech India/Ejjay Finances, USA [10]</p>
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ARTICLES	1994 ORIGINAL VERSION	AMENDED VERSION
Article 4: Subscription	1. Every application for membership shall be accompanied by the subscription [for the year the year / member category]. The governing	Any person who fulfils the below mentioned eligibility criteria may become life members after payment of membership fees. All membership can be

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	<p>body who may accept or reject or otherwise deal with the same shall consider such application and its decision shall be final. These applications should reach the office two months prior to the meeting of the governing body.</p> <p>2. The one-time subscription for a Life Member shall be Rs.1500 [or US \$200]. All Founder Members are expected pay the same one-time subscription of Rs.1500 or US \$200.</p> <p>3. The annual subscription for an Ordinary Member shall be Rs.250 and for Associate Member shall be Rs.150. Subscription for members from outside India will be US \$20. The Honorary Members and Founder Members shall not be required to pay any annual fees.</p> <p>4. The annual subscription for a Student Member shall be Rs.50.</p> <p>5. The annual subscription shall be payable before the 10th January of each year except in cases of applications for membership made subsequently. Subscription remaining unpaid beyond March 25, of the subscription year shall be arrears.</p> <table><tr><td>Life Member</td><td>Rs.1500</td></tr><tr><td>Full Member</td><td>Rs. 250 [annual]</td></tr><tr><td>Associate Member</td><td>Rs. 150 [annual]</td></tr><tr><td>Student Member</td><td>Rs. 50 [annual]</td></tr></table> <p>REVISED TO READ ></p>	Life Member	Rs.1500	Full Member	Rs. 250 [annual]	Associate Member	Rs. 150 [annual]	Student Member	Rs. 50 [annual]	<p>availed through the ispen.org.in website with payment of fees only be payment gateway or otherwise specified subject to approval by the executive committee. All approved fresh members will be communicated electronically regarding the same and the date for membership would be from the date of payment of membership fees.</p> <table><tr><th>MEMBER CATEGORIES</th><th>FEES PAYABLE</th></tr><tr><td>1. FOUNDER MEMBERS [CATEGORY CLOSED]</td><td>-</td></tr><tr><td>2. LIFE MEMBERS</td><td>-</td></tr><tr><td>3. ASSOCIATE LIFE MEMBERS [CATEGORY CLOSED]</td><td>-</td></tr><tr><td>A. PHYSICIANS</td><td>Rs.3000/-</td></tr><tr><td>[outside India]</td><td>US\$200</td></tr><tr><td>B. ALLIED HEALTH SCIENTISTS / NON-PHYSICIANS</td><td></td></tr><tr><td>– nutritionists, dietitians, pharmacists, nurses</td><td>Rs 3000/-</td></tr><tr><td>[outside India]</td><td>US\$100</td></tr></table> <p>The fees of membership will be frozen till AGM of 2025. On payment of the fees a digital receipt of the fees will be able for free download by the member and/or the office bearers. The digital receipt will bear the sign of the treasurer/secretary/president.</p>	MEMBER CATEGORIES	FEES PAYABLE	1. FOUNDER MEMBERS [CATEGORY CLOSED]	-	2. LIFE MEMBERS	-	3. ASSOCIATE LIFE MEMBERS [CATEGORY CLOSED]	-	A. PHYSICIANS	Rs.3000/-	[outside India]	US\$200	B. ALLIED HEALTH SCIENTISTS / NON-PHYSICIANS		– nutritionists, dietitians, pharmacists, nurses	Rs 3000/-	[outside India]	US\$100
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Article 5: Year	<p>The year of The Society shall commence on the 1st January and end on the 31st December of that year. Every member shall pay the annual subscription for the whole of the year irrespective of the actual date of his/her admission or of his/her ceasing to be a member.</p> <p>REVISED TO READ ></p>	<p>The year of The Society shall commence on the 1st January and end on the 31st December of that year. Every member shall pay the subscription for the whole of the year irrespective of the actual date of his/her admission or of his/her ceasing to be a member.</p>																										

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Article 6: Register	<p>A register of members shall be kept in which shall be set forth the names and addresses of the members for the time being and in which all the changes from time to time taking place shall be recorded. The names and addresses will be supplied to any member on a written request to the Secretary of The Society, on payment of</p>	<p>A physical and electronic register of members shall be kept in custody of the secretary or any of the office bearers in which shall be set forth the names and addresses of the members for the time being and in which all the changes from time to time taking place shall be recorded. All changes in the status of members or their addresses, taking place from time to time shall be recorded in the digital copy as well as hard copy. No</p>

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	such charges as may be fixed by the governing body from time to time. REVISED TO READ >	members apart from President, president elect, or secretary will have access to the live list. However, if any educational activity is being conducted endorsed by ISPEN then dissemination of information can be done by the office secretary to all current members from the data base after application by the event organizers as per ISPEN policy document on payment of such charges if applicable as may be fixed by the governing body from time to time. 1. Each member is assigned a special identification number on the based on the membership fee remittance receipt number, year of membership, membership status of Life Member. 2. Names and address be placed on the ISPEN Website, but the access be restricted to office bearers only- not members.
Article 7: Resignation	A member wishing to resign his membership, shall inform the Honorary Secretary in writing to that effect before the close of the year preceding that from which he/she desires to resign and forthwith pay up the arrears of subscription, if any. REVISED TO READ >	A member wishing to resign his membership, shall inform the Honorary Secretary in writing to that effect before the close of the year preceding that from which he/she desires to resign and forthwith pay up the arrears of subscription, if any. No reimbursements shall be entertained for the Lifetime Fees remitted.
Article 8: Cessation of Membership	<ul style="list-style-type: none"> a. Any member whose subscription is in arrears as on the 25th May will be sent a notice to pay up the arrears, within the time fixed by the governing body b. The Governing Body by a 2/3rd [two-thirds] majority of the total members of the Governing Body, may remove the name of any member from the register. <ul style="list-style-type: none"> i. for gross misconduct after a proper hearing from the member concerned ii. for non-payment of fees after expiration of the period prescribed in the notice referred to in clause a. above c. Any person who has ceased to be a member may be readmitted on such terms as the Governing Body may determine. Such person will be required to pay a fresh admission fee and membership fee. REVISED TO READ >	LIFE MEMBERS <ul style="list-style-type: none"> a. The Executive committee by a 2/3rd [two-thirds] majority of the total members of the AGM, may remove the name of any member from the membership list in such an event the membership fees stand forfeited and access to all documents, educational material, information, and website would cease. b. for gross misconduct after a proper hearing from the member concerned. c. Any person who has ceased to be a member may be readmitted after approval from the executive committee. However, such a member cannot contest for any leadership posts in the society or its chapters. Such person will be required to pay a membership fee again.

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Article 9: Privileges of Members	All members shall be entitled as of right to participate in all the activities of The Society provided that the Associate Members and the Student	All members will get access to publications of interest uploaded in the online format on the ISPEN website.

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	<p>Members shall have no right to participate in voting or to propose, second or stand for any office of The Society.</p> <p style="text-align: center;">REVISED TO READ ></p>	<p>This means that the notice for Elections, proposed amendments to the constitution, Annual Report, Audited accounts, any newsletter, and any other information shall be sent by email and put up on the ISPEN website and made accessible for members. The annual report and the latest version of the constitution will be available to members only as a soft copy on the ISPEN website. Only in extraordinary circumstances shall the communication be Via Post, after approval from President, President Elect and General Secretary. The right to vote shall rest with all the Life Members approved until the last held Annual General Body Meeting.</p>
Article 10: Governing Body	<p>I. The Governing Body of the Society shall consist of a minimum of 11 and a maximum of 15 members.</p> <ol style="list-style-type: none"> 1. President 2. President-elect automatically assumes the office of the President after expiration of the term of the current incumbent. 3. Immediate Past President 4. One Honorary Secretary 5. One Honorary Treasurer 6. 8 [eight] to 10 [ten] ordinary members 7. Members who may be co-opted by the Governing Body from amongst the Members of the Society. A maximum of two co-opted members can hold office for one term only. <p>II. DURATION OF OFFICE Note: In the following paragraphs, "Term" means the period extending from one Annual General Body Meeting to the next Annual General Body Meeting.</p> <ol style="list-style-type: none"> 1. The initial Governing Body will hold office for a period of three terms. 2. The President, Honorary Secretary and the Honorary Treasurer can hold office for not more than three terms. 3. The other members can hold office for not more than three terms. <p>III. The elected Ordinary Members of the Governing Body shall retire by rotation, half of them retiring every year after the initial term of three years. The retiring members shall be eligible for re-election. After the first three years, lots will be drawn amongst the members of the Governing Body to decide who will retire in that year.</p> <p style="text-align: center;">REVISED TO READ ></p>	<p>I. The Governing Body of the ISPEN designated "EXECUTIVE COMMITTEE" shall consist of a minimum 11 & a maximum of 15 members.</p> <ol style="list-style-type: none"> 1. President* 2. General Secretary* 3. Treasurer* 4. 8 [six] to 10 [ten] designated Executive Members* <p>* Elected Positions. A maximum of 2 [two] members may be co-opted from amongst the Members of the Society who shall hold office for one term only.</p> <p>II. DURATION OF OFFICE Note: "Term" as per TN Societies Act means the period extending from one Annual General Body Meeting to the next Annual General Body Meeting. Since ISPEN year is Jan 1 to Dec 31 - The office bearers shall take charge as on Jan 1 and hold the office after annual general body meeting & will continue till until Dec 31 marking the expiry of their respective terms.</p> <ul style="list-style-type: none"> • President cannot hold office for more than 1 term. • Secretary, Treasurer & Executive can hold office for not more than 2 terms. <p>III. The elected Ordinary Members of the Governing Body shall be replaced after a fair electoral process.</p>

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Article 11: Qualification for Election to Governing Body	<ol style="list-style-type: none"> 1. For the seat of the President – elect the intending candidates should have been elected members of the Governing body for at least one term of office before they can qualify for contesting these seats. This clause will not be operative for the first three years. 2. For the other seats of the Governing Body, the intending candidates should have been Members of The Society for one continuous year. 3. A President, once elected, shall not contest for any post on the Governing Body. <p style="text-align: center;">REVISED TO READ ></p>	<ol style="list-style-type: none"> 1. President-Elect: should have been an elected member of the Governing Body for at least one term of National office or Two terms of Branch Office before they can qualify for contesting this seat. <ul style="list-style-type: none"> • President once elected shall not contest for any post on the Governing Body. 2. Secretary/Treasurer: should have been an elected member of the Governing Body for at least Two terms of national or Three terms of Branch Office before can qualify for contesting this seat. 3. Executive Members: should have served on Branch governing body for at least one term to qualify for contesting this seat. Associate Members on industry employment/Honorary/Student members are not eligible to contest for any positions. <ul style="list-style-type: none"> • Not operative for Revival year of 2021-2023.
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Article 12: Election Procedure CONTINUED	<ol style="list-style-type: none"> 1. Barring the immediate Past-President and co-opted members, the rest shall be elected in the following manner: <ol style="list-style-type: none"> a. By 25th May, the Honorary Secretary shall send by post to each member, a list of vacancies in the Governing Body inviting nomination for the vacancies on the Governing Body. b. A member desiring to stand for the election shall send his nomination paper which shall set out the candidate's name and address and the office for which the candidate is nominated, be proposed by one member, and seconded by another member and duly signed by them and also signed by the candidate signifying his willingness to stand for election and to serve on the Governing Body, if elected. c. A member cannot contest for more than one officer bearer's post, namely President-elect, Honorary Secretary or Honorary Treasurer during one election. d. There shall be a separate nomination paper for each candidate and for each post. These nominations must reach the Honorary Secretary not later than the 15th June. e. The Honorary Secretary shall inform the contesting candidates, names of all the nominations received for their seats and if any candidate wishes to 	Election policy <ol style="list-style-type: none"> 1. For the seat of the President – elect the intending candidates should have been elected members of the national executive committee Governing body for at least one term of office before they can qualify for contesting these seats. This clause will not be operative for the first three years (2021-24). 2. Next electoral process would be held in April-May 2025. The president elect and immediate past president remain in the executive committee EC members till term completion. The President/President-Elect shall NOT seek election for any position in the Executive Committee after completing his / her term (2 years). However, he / she can be nominated on the executive committee as may be decided by the Executive Committee provided his tenure in the EC does not exceed 10 years. 2. For the post of National Secretary- the candidate should have been part of the national executive committee for a period of 2 years. A secretary has the right to contest for president- elect.

INDIAN SOCIETY for PARENTERAL & ENTERAL NUTRITION

TN Regn 621/1994

CONSTITUTION & BYELAWS



	<p>withdraw his/her nomination, he/she shall do so by informing the Secretary in writing on or before the 30th June.</p> <p>f. If the number of nominations for each category exceeds the seats on the Governing Body, by the 20th of July, the Honorary Secretary shall send by post under certificate****e of posting the Ballot papers to the members. The Ballot papers shall bear the signatures of the Honorary Secretary and one of the scrutinizers.</p> <p>g. All the Ballot papers duly filled in shall be returned to the Secretary so as to reach him by the 30th August.</p> <ul style="list-style-type: none"> • If the deadline for any of these procedures falls on a Sunday or a bank holiday, delivery by post on the working day shall be considered as the deadline. <p>h. These ballot papers shall be scrutinized, and the results declared at the meeting of the Governing Body, which shall be held ordinarily not later than the 30th of September.</p> <p>i. No person shall be capable of being proposed as an officer bearer of The Society unless he/she is a Life Member or an Ordinary Member. If he/she ceases to be such member at any time, between the date of his nomination and the date fixed for the election his/her name shall not be submitted for election.</p> <p>j. In case of a vacancy arising out of an uncontested election, the same will be filled in at the next Annual General Body Meeting after inviting nominations in advance duly proposed and seconded by 30th November.</p> <p>II. The office bearers shall hold the office after annual general body meeting and will continue till the expiry of their respective terms.</p> <p>III. The Governing Body is empowered to form a Nominating Committee from amongst the membership of the society. This Nominating Committee will be responsible to present a slate of candidates for positions on the governing body.</p> <p>REVISED TO READ ></p>	<p>3. For the post of National Treasurer, the candidate should have been part of the national executive committee for a period of 2 years or should have been chairman of the chapter. A treasurer has the right to contest for president-elect post.</p> <p>4. For the National EC member- any Branch Chairman can contest for National EC. However, when elected he must relinquish post of branch chairman. Past branch chairman can also contest. Each EC member will assume term for 2 years unless he/she contest for other leadership roles like president, secretary, or treasurer.</p> <p>5. For any position 1, 2, or 3</p> <p>For re-eligibility to contest election for any post on the National Executive Committee, the candidate must have attended at least 80% out of the Executive Committee Meetings held in the years of his/her previous term. In case of such absence the member shall not be eligible to contest elections for two years after completing his tenure and he can contest after two years of completing his/her last Executive Committee post.</p> <p>6. No member shall be eligible to seek election for more than 2 terms (2 years) as General Secretary or Treasurer.</p> <p>7. A member shall NOT contest simultaneously for more than one post.</p> <p>8. A member cannot hold two posts simultaneously (for eg. EC and branch chairman)</p> <p>9. For the other seats of the executive committee, the intending candidates should have been Members of The Society for one continuous year.</p> <p>10. A President, once elected, shall not contest for any post on the Governing Body.</p>
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Article 13: Casual vacancies	<p>1. Any office bearer may resign his office by giving notice in writing to the Honorary Secretary or to the President and his resignation shall take effect from the date or its acceptance by the Governing Body.</p> <p>2. Any office bearer who ceases to be an Ordinary Member shall be deemed to have vacated his office.</p>	<p>1. Any office bearer may resign his office by giving notice in writing to the Honorary Secretary or to the President and his resignation shall take effect from the date or its acceptance by the Governing Body.</p>

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	<p>3. If a vacancy shall occur in any office otherwise than by a flux of time, the Governing Body shall have the power to appoint any member to fill the vacancy for the remaining term.</p> <p>REVISED TO READ ></p> <p>REVISED TO READ ></p>	<p>2. If a vacancy shall occur in any office otherwise than by a flux of time, the Governing Body shall have the power to appoint any member to fill the vacancy for the remaining term.</p> <p>By 30th April, President, immediate past president, and president elect will nominate 3-member election commission. Such members should be:</p> <ul style="list-style-type: none"> (i) of good repute. (ii) having membership of more than 3 years. (iii) with no personal interest in present election as well as in the election in the past 3 year and future 3 year and (iv) Such member should also not be a member of the present EC or co-opted member in any other subcommittee. <p>For every post, the nomination paper must be accompanied by a sum of Rs. 5000/- (Rupees Five thousand only) in-favor of - non-refundable from a candidate, in the form of a demand draft / NEFT payable at- . A nomination paper not accompanied by a Bank Draft of Rs.5000/- (Rupees Five thousand only) (including GST) shall be deemed invalid. One pass-port size photograph along with a short biodata not exceeding one page (A4 size paper), may accompany the nomination if desired or it can also be sent as soft copy.</p> <p>After announcement of elections, the proceeding will be taken over by the election commissioner.</p> <p>The Election commission shall inform BY ELECTRONIC MAIL the contesting candidate of all the nominations received for the post they are contesting, and if anyone wishes to withdraw his/her nomination, he/she should inform Election commissioner in writing or from their official email address (i.e. registered with ISPEN headquarters previously) on or before the 30th of June. No office bearer of EC will indulge in any manner in the Election process.</p> <p>If anyone wishes to withdraw his/her nomination, he/she should inform Election commission from his/her registered e- mail on or before 27th of May 4 PM. The date of online web-based election will be 6, 7 & 8th June, from 08.00 hrs. on 6th June to 1700 hrs. 8th June. Once the elections are announced, the entire proceedings of the election will be conducted and controlled by</p>
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Election Commission. The full details of the results of the election will be informed /submitted to the President of ISPEN on the last day of election or no later than 8th of June 06:00 pm by Election Commission. The declared elections results shall be posted on website directly by Election Commission and communicated to individual candidates, after approval from President. The declared election results will be placed in the Annual Report for the information of all members. The newly elected President-Elect and General Secretary-Elect will be invited to Fourth EC Meeting (January / February) of preceding year (before taking charge) as special invitees. It shall be mandatory for all office bearers to sign and submit his / her copy of the Life membership number, Aadhar card, and the declaration about Conflict of Interest with the society during the First EC meeting of each year after the AGM. In case the member is absent he should sign the COI document within 30 days of the meeting. Overseas members cannot contest for elections.

1. The Honorary Secretary shall inform the contesting candidates, names of all the nominations received for their seats and if any candidate wishes to withdraw his/her nomination, he/she shall do so by informing the Secretary in writing on or before the 30th of June.
2. Method: Electronic voting on a decided date
3. Campaigning rules & Code of Conduct:
4. Violation & Disqualification: In case of any breach in code of conduct.
5. In case of a vacancy arising out of an uncontested position, fresh nominations shall be invited by the General Secretary and Election Commission by issuing a separate notice along with Notice and Agenda for AGM.
6. Fresh Nominations can be submitted along with demand draft of Rs. 5000/- on or before ten days of annual General Body Meeting. The candidate who has already contested for the elections of that term cannot re-contest for any post. Next day scrutiny of received nominations will be done by Election Commission and candidates will be informed by email. Withdrawals will be within one day after the contestants are informed.

	<p>REVISED TO READ ></p> <p>REVISED TO READ ></p>	<p>Voting, if necessary, shall be held through web based online election process. The above-mentioned rules relating to canvassing etc. shall apply. Elections shall be held one day prior to the Annual General Body Meeting.</p> <p>7. Voting will be held from 8.00 a.m. to 4 P.M. one day prior to AGM during National Annual Conference. The Election Commission will submit the election result to the President before the start of AGM. Results will be announced in the AGM.</p> <p>8. Any Executive Committee Member may resign his/her position by giving notice in writing to the Gen. Secretary or the President.</p> <p>9. The resignation shall take effect from the date of its acceptance by the Executive Committee.</p> <p>10. Any Executive Committee Member who ceases to be a valid member shall be deemed to have vacated his or her position in the Executive Committee. If a vacancy occurs in any office otherwise than by efflux of time, the Gen. Secretary can also invite nomination by an urgent short notice.</p> <p>11. In the event of a contest, voting will be held in the ensuing National Executive Committee meeting by the members attending the Executive meeting.</p> <p>12. If still not filled the Executive Committee shall elect a member to fill this vacancy. Such a post needs approval from at least 5 members from the current executive committee mandatorily including the president.</p> <p>13. In the first instance, any complaint pertaining to any process of election must be lodged with the Election Commission along with documentary proof of any irregularity before the start of the counting procedure. No complaint other than that of the counting procedure shall be entertained once the counting procedure has started.</p> <p>14. Complaints pertaining to irregularities web based online election process, if any, must be lodged in writing by the contestant with the Election Commission or immediately after the web based online election process</p>
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	REVISED TO READ >	<p>or within fifteen days after the completion of web based online election process.</p> <p>15. A 3-member Election Redressal Committee nominated by President; immediate past president & president elect comprising of members of</p> <ol style="list-style-type: none"> good repute, having membership of more than 15 years with no personal interest in present election as well as in the election in the past 1 year and future 1 year they should not be in the present EC or co-opted member in any other sub-committee, would review the evidence provided by the complainant and would give its ruling within 15 days. <p>16. Co-Opted members also need to pay Rs. 5000/- to become the members of the EC.</p>
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ARTICLES	1994 ORIGINAL VERSION	AMENDED VERSION
Article 14: Meetings	<ol style="list-style-type: none"> GENERAL BODY: The President shall preside over all the meetings of the Governing Body and General Body. If the President is not present, the Secretary or in his absence, one of the Life or Ordinary Members present at the meeting shall be elected by other members to preside over the meeting. GOVERNING BODY MEETINGS: <ol style="list-style-type: none"> The Governing Body shall meet at such times and at such places as may be necessary for the transaction of the business of The Society A meeting of the Governing Body shall be convened by the Honorary Secretary with the consent of the President The Honorary Secretary shall convene a special meeting of the Governing Body upon a requisition in writing signed by not less than five members [including office-bearers] of the Governing Body. At least three weeks prior notice shall be given to all the members of the Governing Body for an ordinary and/or special meeting of the Governing Body. The President at a shorter notice may call an urgent meeting, which should not be less than seven [7] days. 	<p>Roles and Responsibilities</p> <p>The President will preside over the General Body and all other official meeting of the Society. The President shall guide the activities of the Society and further the aims and objectives of the Society. The President will be responsible along with immediate past president and the president elect to appoint Chief Election Commissioner and the sub committees along with the Chairman of various Committees. The President will be the Chairman of the Annual Conference (ISPEN) The President may allocate all or any of the powers and duties under this or any other clause of these rules to the General Secretary.</p> <p>General/National Secretary:</p> <p>Subject to the control and regulations of the EC, the General Secretary shall be responsible for carrying out the directions and decisions of the EC. The General Secretary will be Organizing Secretary of Annual Conference. In addition, the general secretary shall have the following powers and be responsible for the following functions:</p>

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INDIAN SOCIETY for PARENTERAL & ENTERAL NUTRITION
TN Regn 621/1994 **CONSTITUTION & BYELAWS**



<p>Continued</p>	<p>d. Five members of the Governing Body shall be the quorum for any meeting of the Governing Body. If there is no quorum within fifteen minutes after the appointed time, the meeting, if convened upon the requisition of members, shall stand dissolved and in any other case shall stand adjourned for half an hour and meet at the same place and on the same day. For such an adjourned meeting, no quorum will be necessary and at such adjourned meeting, the business for which the meeting was called can be transacted.</p> <p>e. If the President or the Governing Body so directs, any business of the Governing Body may be transacted by circulation instead of at a meeting.</p> <p style="text-align: center;">REVISED TO READ ></p> <p style="text-align: center;">REVISED TO READ ></p>	<p>a. to convene meeting of the EC whenever necessary or called upon to do so.</p> <p>b. to have administrative control over all the affairs of the Society.</p> <p>c. to keep accurate minutes of all the meetings of the Society</p> <p>d. to prepare the annual report of the Society</p> <p>e. to oversee the furniture, library and all documents and other assets of the Society.</p> <p>f. to collect all dues of the Society and pay in all such amounts into the banking account of the Association and inform the Treasurer once every month of the money so paid.</p> <p>g. to make disbursement and maintain vouchers, provided that any expenditure exceeding Rs.15000/- in a month shall be made after obtaining sanction of the EC.</p> <ol style="list-style-type: none"> 1. To perform such duties as are incidental to his office. 2. All notices, communications, letters, memoranda, and other papers whether they are acts of the Executive Committee or of the General Body shall be signed or authenticated by the General Secretary and when so signed or authenticated shall be conclusive. <p>The Treasurer: He/She shall maintain true accounts of the funds and other assets of the Society and of funds and other assets connected with or in any way controlled by the Society. Elected Office Bearers (President, President-Elect, Vice President, General Secretary, General Secretary Elect and Treasurer) of the National EC shall not hold any official post in the EC of the City Branches (i.e. Chairperson, Secretary and Treasurer) during their tenure on the National EC Once at least in every year, the accounts of the Society shall be examined and audited. The Audit will be conducted by one or more firms of Chartered accountants appointed for the ensuing year by the members at AGBM for each year. The report of the Auditor or Auditors shall form part of the Annual Report submitted to the next AGBM. The Auditor of the Society shall hold office until the conclusion of next AGBM. The retiring Auditors shall be eligible for re-appointment every 3 years. The Auditor or Auditors shall be paid such remuneration or honorarium as the EC may fix</p>
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		<p>with the Auditors and as may be approved in the AGBM at which such Auditor or Auditors may be appointed.</p> <p>A. EXECUTIVE COMMITTEE MEETINGS – ECM</p> <ol style="list-style-type: none"> 1. A meeting of the EC shall be convened by the General Secretary with the consent of the President. 2. The airfare for the travel to the EC meeting will be reimbursed as per society Travel rules i.e.; as per the minimum decided by the EC at the beginning of the year once the dates for EC are fixed or as per ISPEN travel policy. 3. No reimbursement shall be given in case of cancellation of ticket unless the meeting has been cancelled or postponed by the president or ass per ISPEN travel policy (needs to be in funds and privileged documents). 4. An Action taken Report (ATR) shall be maintained in the secretary national. All major decision taken during the EC meeting shall be recorded in the ATR after confirmation of minutes in the next EC. Frequency of EC Meetings: The EC shall meet at least four times in a year or at such times necessary for transactions of the business for the Society. <p>Mandatory. Actions by the EC:</p> <p>The EC will submit.</p> <ol style="list-style-type: none"> (i) an annual report of the activities of the various Sub-Committees if any, (ii) the activities of the Society (iii) statement of the assets and liabilities of the Society. (iv) an abstract of receipts and disbursements during the year and (v) the report of the Auditors, if any during the last EC Meeting before the Annual General Body Meeting. <ol style="list-style-type: none"> (i) Meetings of EC members: Twice a year, an in-person EC meeting can be held. A virtual meeting can be held in-between the in-person meetings, which is 2 times in a year. A total of 4 EC meeting can be conducted. (ii) An e-meeting of all the EC members may take place via recorded Video Conference. (iii) The General Secretary will ensure that every executive member is getting the mail in the group.
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		<p>(iv) No member of EC will put agenda directly to all the other members of EC. The member wishing to circulate any agenda item, shall first refer it to president. If president feels that any agenda item requires urgent discussion, he will put in front of the executive members through group e-mail addresses. EC members will get one week to give their viewpoint on the issue under discussion. After one week the president will give the conclusion of E- meeting. If there is no objection for 2 days, then the proposal will be considered to have been passed.</p> <p>(v) The general secretary will summarize the discussion during the which has to be confirmed in the next EC meeting.</p> <p>(vi) The General Secretary shall convene a special meeting of the EC upon a requisition in writing signed by not less than 10 members of the EC. At least three weeks prior notice shall be given to the members of the EC for an ordinary meeting of the Governing Body. An urgent meeting may be called at a shorter notice which should not be less than 7 days.</p> <p>(vii) 5 members of the EC shall be the quorum for meeting of the EC.</p> <p>(viii) If there is no quorum within 15 minutes after the stipulated time, the meeting if convened upon the requisition of members shall be dissolved and in any other case shall stand adjourned for half an hour and meet in the same place and on the same day. For such an adjourned meeting a quorum will not be necessary, and it may transact the business for which the meeting was called.</p> <p>(ix) Minutes of meeting and agenda shall be scripted by the secretary and signed by president, secretary treasures and one executive committee member.</p> <p>(x) A special meeting of the executive committee shall be convened by the president at any given time in lieu of important urgent matter. If any executive committee needs to put up an urgent matter a special meeting can be convened only if president deems it appropriate.</p> <p>(xi) notice period for such a meeting- 7 days.</p>
ARTICLES	1994 ORIGINAL VERSION	AMENDED VERSION
Article 14: Meetings	<p>3. ANNUAL GENERAL MEETING:</p> <p>a. The Annual General Meeting of the Society shall be held each year on a day, time, place to be fixed by the Governing Body</p> <p>b. The Governing Body shall submit an Annual Report of the proceedings of the Governing Body and its committees, if any, and of the activities of The Society</p>	<p>B. ANNUAL/SPECIAL GENERAL MEETING – AGM</p> <p>a. The Annual General Meeting of ISPEN shall be held each year on a day, time, place to be fixed by the Executive Committee.</p>

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INDIAN SOCIETY for PARENTERAL & ENTERAL NUTRITION
TN Regn 621/1994 **CONSTITUTION & BYELAWS**



<p>Continued</p>	<p>together with a statement of the assets and liabilities of The Society and an abstract of receipts and disbursements during the year and the report of the auditors, if any.</p> <p>c. The President may, whenever he thinks fit, and shall upon a requisition made in writing and signed by not less than thirty [30] members of The Society, convene a Special General Body Meeting at such place and time as he may decide not later than two months. Any requisition made by the members shall be addressed to the Honorary Secretary and shall state the objects of the Special Meeting proposed to be called and the resolutions proposed to be passed there at</p> <p>d. The Honorary Secretary shall, upon receipt of such a requisition, proceed to convene under orders of the President, a Special General Body Meeting which shall be held within two months from the date of receipt of such requisition, at a place and time fixed by the President</p> <p>e. At all General Body Meetings, only the business of which notice has been given or such questions as naturally arise thereon shall be discussed. Any member desiring to move a resolution at the Annual General Meeting shall give notice of the same in writing to the Honorary Secretary at least thirty days before the date fixed for the General Meeting</p> <p>f. Twenty members present at a General Body Meeting shall be the quorum for that meeting</p> <p>g. If within fifteen minutes from the time appointed for a General Body Meeting there is no quorum, the meeting if convened on the requisition of members shall stand dissolved, and, in any other case, shall be adjourned for half an hour and will meet on the same day and at the same place</p> <p>h. The person presiding at the General Body Meeting may, with the consent of the meeting, adjourn the same from time to time and from place to place; but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.</p> <p>i. No quorum shall be necessary for any adjourned General Body Meeting</p> <p>j. Subject to the law for the time being in force, the resolutions passed in a General Body Meeting shall be given immediate effect by the officers of The Society, unless stated otherwise</p> <p style="text-align: center;">REVISED TO READ ></p>	<p>b. The President may, whenever thinks fit, shall call upon a requisition made in writing and signed by not less than 30 [Thirty] members of the Society, convene a "SPECIAL GENERAL MEETING" at such place and time as the president decides not later than 2 [Two] months.</p> <p>c. The requisition shall be addressed to the Secretary and shall state the objects of the Special Meeting proposed to be called and the resolutions proposed to be passed there at.</p> <p>d. The Secretary shall, upon receipt of such a requisition, proceed to convene under orders of the President, a Special General Meeting which shall be held within 2 [Two] months from the date of receipt of such requisition, at a place and time fixed by the President.</p> <p>e. At all General Body Meetings, only the business of which notice has been given or such questions as naturally arise thereon shall be discussed. Any member desiring to move a resolution at the Annual General Meeting shall give notice of the same in writing to the Secretary at least thirty days before the date fixed for the General Meeting.</p> <p>f. Twenty members present at a General Body Meeting shall be the quorum for that meeting.</p> <p>g. If within fifteen minutes from the time appointed for a General Body Meeting there is no quorum, the meeting if convened on the requisition of members shall stand dissolved, and, in any other case, shall be adjourned for half an hour and will meet on the same day and at the same place.</p> <p>h. The person presiding at the General Body Meeting may, with the consent of the meeting, adjourn the same from time to time and from place to place; but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.</p> <p>i. No quorum shall be necessary for any adjourned General Body Meeting</p> <p>j. Subject to the law for the time being in force, the resolutions passed in a General Body Meeting shall be given immediate effect by the officers of The Society, unless stated otherwise.</p> <p>ORDER OF PRECEDENCE SHALL BE AS UNDER, Protocol and seating arrangement on Dais at various functions. Jt. Secretary Organizing committee. General Secretary ISPEN President ISPEN Chief Guest</p>
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INDIAN SOCIETY for PARENTERAL & ENTERAL NUTRITION
TN Regn 621/1994 **CONSTITUTION & BYELAWS**



		<p>Guest of Honor President Elect General Secretary - Elect Immediate Past President. Co-Chairman Organizing Committee Protocol for grievances Any member grievance with respect to finance should be addressed to the secretary 20 days in advance of the AGM to the secretary. Any other matter needs can be addressed with permission of the president at the AGM.</p>
ARTICLES	1994 ORIGINAL VERSION	AMENDED VERSION
Article 15: Management	<p>3. [a] The management of The Society shall vest in the Governing Body, who in addition to the powers under these Bye-laws expressly conferred upon them, may exercise all such powers, and do all such acts and things as may be exercised or done by The Society and are not hereby or by law expressly directed or required to be exercised or done by The Society in a General Body meeting</p> <p>[b] Without prejudice to the general powers hereby conferred, the Governing Body shall have the following powers, that is to say, power –</p> <ol style="list-style-type: none"> I. to acquire by purchase, lease or otherwise for The Society, property, rights, or privileges which the Society is authorized to acquire at such price and generally on such terms and conditions as they may think fit; II. to enter into all such negotiations and contracts and rescind and vary all such contracts and execute and do all such acts, deeds and things, in the name and on behalf of The Society, as they may consider expedient for or in relation to any of the properties, right and privileges or the purposes of The Society; III. to borrow or secure the payment of any sums of money for the purposes of The Society, subject to such restrictions as may be imposed by The Society in a General Body Meeting; IV. to institute, conduct, defend, compound or abandon any legal proceedings by or against The Society or otherwise concerning the affairs of The Society and to compound and allow time for the payment or satisfaction or any debts due and of any claims or demand by or against The Society; V. to refer any claims or demand by or against The Society to Arbitration and observe and perform the awards; 	<p>Formation of Branches: Branches must be formed with</p> <ol style="list-style-type: none"> I. The leadership of a “life member of ISPEN national body” but II. when the local membership is with at least 25 life members. III. The existence of a branch is notified to the national headquarters. IV. The branch function with the view that interaction is amongst the group purely for nutrition education and skill development. V. Branches must have elections and office-bearers. The national body will authorize the elected local body to follow the constitution of ISPEN by word and spirit. <p style="text-align: center;">ADD</p>

INDIAN SOCIETY for PARENTERAL & ENTERAL NUTRITION
TN Regn 621/1994 **CONSTITUTION & BYELAWS**



	<p>VI. to receive money and upon payment, to make and give receipts, releases and other discharges for money payable to The Society and for The Society and for the claims and demands of The Society;</p> <p>VII. to receive donations and all and any other sums of money and all and any other materials, articles and things due to or intended for The Society. If, however, any donation is conditional, the same shall be accepted subject to restrictions imposed by General Body;</p> <p>VIII. subject to any restrictions that may be imposed by the General Body, to incur the necessary expenses for the maintenance and carrying out of the objectives and intentions of these constitution and Bylaws of The Society;</p> <p>IX. to conduct courses for the promotion of knowledge of clinical nutrition and for that purpose, to arrange lectures, classes, examinations and give diplomas or certificates and for that purpose, to appoint one or more persons, whether members or not, to give lectures, tuitions etc. and also to constitute Board;</p> <p>X. to appoint and at their discretion to remove or suspend such managers, clerks, agents and servants for permanent, temporary or special services as they may from time to time think fit, and to determine their posers and duties and fix their salaries, honorarium or emoluments and to require security in such instances and of such amounts as they may think fit;</p> <p>XI. to appoint committees with power to reconstitute or dissolve the same and to delegate, subject to such conditions as they may impose, any of their powers to such committees or such member or members of their body as they may think fit and to revoke from time to time, such delegation;</p> <p>XII. to nominate from time to time, a Chairman and a Secretary from amongst the members of such a committee. The Chairman will preside at such Committee meetings and the Secretary shall be responsible for convening, keeping accurate minutes and forwarding the reports of these committees to the Governing Body;</p> <p>XIII. to make, vary and repeal bylaws for the regulation of the business of The Society, its officers, managers, clerks, agents and servants;</p> <p>2 a. The property moveable, lease or other transfer of immovable belonging to The Society shall vest in the Governing Body;</p> <p>b. No sale, exchange, mortgage, lease or other transfer of immovable property belonging to The Society shall be valid unless at least the President or the Honorary Secretary or the Treasurer execute the document of transfer. All the other documents shall be executed by any two of the office-bearers as may be decided by the Governing Body</p> <p>3 a. All money of The Society shall be deposited and/or invested –</p>	
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INDIAN SOCIETY for PARENTERAL & ENTERAL NUTRITION
TN Regn 621/1994 **CONSTITUTION & BYELAWS**



	<p>I. in any nationalized bank or any other bank or banks approved by the Governing Body.</p> <p>II. In Government and other negotiable trustee securities or in any other mode permitted under the Act or in accordance with the administrative orders of the Government from time to time</p> <p>b. All the accounts and other investments in the name of The Society shall be operated by any two from amongst the President, Honorary Secretary, Honorary Treasurer and one member of the Governing Body authorized for the purpose, each document being signed by any two of them.</p> <p style="text-align: center;">REVISED TO READ > ADD</p>	
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ARTICLES	1994 ORIGINAL VERSION	2022 AMENDED VERSION
Article 16: Duties of the Office Bearers	<p>1. [a] PRESIDENT: The President shall guide the activities of The Society and further the aims and objectives of The Society. The President may allocate all or any of the powers and duties under this or any other clause of these rules to the Honorary Secretary.</p> <p>[b] HONORARY SECRETARY: Subject to the control and regulation of the Governing Body, the Honorary Secretary shall be responsible for carrying out the directions and decisions of the Governing Body. In particular, the Honorary Secretary shall: -</p> <p>I. in consultation with the President, convene meetings of the Governing Body whenever necessary or called upon to do so</p> <p>II. have administrative control over all the affairs of The Society</p> <p>III. have charge of the correspondence of, or in relation to the Society.</p> <p>IV. keep accurate minutes of all the meetings of The Society and the Governing Body</p> <p>V. prepare the Annual Report of the Society</p> <p>VI. oversee the furniture, library and all the documents and other assets of The Society</p> <p>VII. collect all the dues of The Society and pay in all such amounts into the banking account to The Society; and inform the Honorary Treasurer once in every month of the money so paid.</p>	NIL

INDIAN SOCIETY for PARENTERAL & ENTERAL NUTRITION
TN Regn 621/1994 **CONSTITUTION & BYELAWS**



	<p>VIII. make disbursements, and maintain vouchers provided that any expenditure exceeding Rs1000/- [Rupees One thousand only] in a month shall be made after obtaining the sanction of the Governing Body</p> <p>IX. perform such duties as are incidental to his office</p> <p>X. all notices, communications, letters, memoranda, and other papers whether they are acts of the Governing Body or of the General Body shall be signed or authenticated by the Honorary Secretary and when so signed or authenticated shall be conclusive</p> <p>XI. Assume the responsibilities of the President when the latter is unable to do so due to absence of ill health</p> <p>[c] HONORARY TREASURER: The Honorary Treasurer shall maintain true accounts of the funds and other assets of The Society and of funds and other assets connected with or in any way controlled by The Society</p> <p>1. Every question submitted to a meeting of the Governing Body or of the General Body shall be decided according to the majority of the votes cast by the members present and voting at such meeting. In case of equality of votes, the person presiding shall have a second or casting vote in addition to his vote as a member.</p>	
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ARTICLES	1994 ORIGINAL VERSION	AMENDED VERSION
Article 17: Accounts	Once at least in every year, the accounts of The Society shall be examined and audited and their correctness ascertained by one or more registered accountants elected for ensuing year by the member at the Annual General meeting each year. The report of the auditor or auditors shall form part of the annual report submitted to the next General Meeting. The auditor of The Society shall hold office until the next Annual General meeting. The retiring auditor or auditors shall be paid such remuneration or honorarium as the members may fix at the Annual General Meeting at which such auditor or auditors may be appointed.	NIL
Article 18: Publications	The Society may publish a journal, books, pamphlets or any other publications under the general directions of the Governing Body. The journal shall be published under the direction of an Editorial Board, consisting of an Editor, a Secretary and not more than three members who shall hold the office for three years and will be eligible for reelection. The Board shall work under the general control and supervision of the Governing Body and shall submit monthly reports to that Body every six	NIL

INDIAN SOCIETY for PARENTERAL & ENTERAL NUTRITION
TN Regn 621/1994 **CONSTITUTION & BYELAWS**



	months. Any vacancies on the Board by resignation or otherwise shall be filled by the Governing Body till the next election.	
Article 19: The Seal/LOGO	<p>The Governing Body may adopt a Seal for being used as the Seal of The Society and shall provide for the safe custody thereof. The Seal of The Society shall not be affixed to any instrument except by the authority of a resolution of the Governing Body and in the presence of any two members of the Governing Body, who will sign the same.</p> <p style="text-align: center;">ADD</p> <p style="text-align: center;">REVISED TO READ ></p>	<p>ISPEN SEAL – SEALS WITH AUTHORIZED SIGNATORIES TO THE BANK ACCOUNTS AND FOR OFFICIAL ENDORSEMENTS will be in the custody for use by the general secretary with clear access to the president elect, treasurer and president.</p> <p>Use of ISPEN Logo By Branches: As a member everyone has got the right to use the ISPEN logo for creative academic activities. However the permission has to be taken directly from the center for ISPEN brand/Logo use(format). The details of the activities have to be sent in advance to the center for permission. Permission will be granted after due approval of President and General Secretary within 1 week of application. A draft of where and how the logo would be used will be submitted to the secretary and one EC member for approval electronically after which final approval would be given by the president. No change in logo, background, color, or font is permissible. If any other organisation apart from ISPEN wishes to take endorsement of ISPEN and use its logo for meeting, seminar, state conference, national conference, workshop then the organisation needs to pay an endorsement fee to ISPEN center as follows:</p> <ol style="list-style-type: none"> 1. Local meeting, seminar, CNE/CME, workshop, conference: INR 10000/- (Ten thousand only) 2. State, zonal meeting, conference, seminar, CNE/CME, workshop: INR. 20000/- (Twenty thousand only) 3. National meeting, CNE/CME, conference, workshop, CNE/CME: INR 30,000/- (Thirty thousand only).
ARTICLES	1994 ORIGINAL VERSION	AMENDED VERSION
Article 20: Amendment of the Constitution and Bylaws	These constitution and bylaws may from time to time, be amended, altered, or canceled at a General Body meeting of the Society provided that at least fourteen [14] days clear notice of the proposed amendment, alteration or addition is	NIL

INDIAN SOCIETY for PARENTERAL & ENTERAL NUTRITION
TN Regn 621/1994 **CONSTITUTION & BYELAWS**



	given and the same of two-thirds of the members present at the meeting and voting.	
Article 21: Indemnity	Every officer-bearer and member of the Governing Body or servant of The Society or any person employed by the Society permanently or temporarily shall be indemnified by The Society and it shall be the duty of the Governing Body to pay out of the funds of The Society all the costs, losses, and expenses which any such office-bearer of the committee or servant may incur or become liable to by reason of any contract, matter or things entered into or done by him in discharge of his duty.	NIL
Article 22: Suits	The Society may sue or be sued in the name of the Honorary Secretary. REVISED TO READ >	The Society may sue or be sued in the name of the Honorary Secretary, President, and Treasurer
Article 23: Dissolution	In the event of the dissolution of The Society its properties and funds shall be disposed of according to the provisions of the Societies Registration Act, 1860 or any statutory modification or enactment thereof.	NIL