

# **THE PHYSIOLOGICAL SOCIETY OF INDIA**

**INFORMATION BROCHURE  
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## **CONSTITUTION OF THE PHYSIOLOGICAL SOCIETY OF INDIA**

### **1. Name of the Society :**

- The name of the Society shall be  
"The Physiological Society of India."

### **2. Location. of the Society :**

The Office of the Society and its Head-Quarters shall be situated in Calcutta.

### **3. The objects and aims of the Society shall be the following :**

- (i) To promote and enhance Physiological, Biochemical and Allied studies and researches in India.
- (ii) To adopt and perform all other acts, matters and things that may assist in, conduce to or be necessary for the fulfilment of the aims and objects of the Society.
- (iii) To purchase or to build, construct, re-construct, equip and do other things necessary or convenient for all or any other purposes in connection with the development and fulfilment of the aims and objects of the Society.
- (iv) To acquire or grant right or any rights and privileges and to sell, exchange, lease, mortgage, any of the properties, belonging to the Society.
- (v) To borrow money with or without security or to draw, accept, endorse, discount or to operate any other negotiable instruments.
- (vi) To facilitate the intercourse of the Physiologists, Pharmacologists, Biochemists, Bacteriologists, Pathologists, Medical Scientists, and other persons interested in the advancement of Physiological and Biological Sciences in general.
- (vii) To give effect to the above objects, the Society, shall have power to form branches in different centres throughout India.
- (viii) To publish such Proceedings, Journals, Memoirs and Transactions and other publications as may be found desirable.
- (ix) To co-operate with other organisation having aims and objects similar to those of the Society.
- (x) To train up personnel in the field of Physiology and Allied Sciences for the development and promotion of national wealth.
- (xi) To secure and manage fund and endowments for execution of the aims and objects of the Society.
- (xii) To give facility for persuing research wor'K to the desirable personnel with the collaboration of this Society,

## RULES AND REGULATIONS

### 4. Patrons and Members :

**4-1. Patrons :** The number of the Patrons shall be five (5), selected by the Executive Committee from amongst eminent scientists. The names of the Patrons after selection by the Executive Committee shall be finally placed before the Annual General Meeting.

**4-2. Members :** The Society shall consist of the following categories of Members:

(a) Ordinary Members, including Founder Members and Life Members.

(b) Associate Members, Honorary Members and Student Members.

**4-2a (i) Ordinary Members :** Any person engaged in or associated with research work for the advancement of Physiology and Allied Sciences is eligible to be an Ordinary Member of the Society.

**4-2a (ii) Founder Members :** Founder Members are those who participated in the inauguration of the Society. Their names will be on record as such and they shall enjoy provision laid down under.

**4-2a (iii) Life-Members:** Any person eligible for Ordinary Membership may, on paying a total sum of Rs 501/(Rupees five hundred and one only) to this Society, become a Life Member and shall enjoy all the rights and privileges of an Ordinary Member during his lifetime, but shall not be required to pay any annual subscription.

**4-2b (i) Associate Members:** Any student of Biology and Medicine can be an Associate Member.

**4-2b (ii) Honorary Members:** Any person who has advanced the cause of the Science of Physiology in the widest sense of the term, by research or by any other conspicuous service, may be elected as an Honorary Member of the Society at its Annual or Special General Meeting.

**4-2b(iii) Student Members:** Any student engaged in the study of Physiology or Biochemistry in any recognised educational institution is eligible for election as a Student Member.

### 5. Admission Fees and Subscriptions of the Members:

(i) Admission fee for Ordinary Members and Associate Members and Student Members will be Rs. 5/-, Rs. 3/-, and Rs. 2/- respectively.

(ii) The annual subscription shall be Rs. 15/- for the Ordinary Members and Founder Members, Rs. 10/- for the Associate Members and Rs. 5/- for the Student Members.

### 6. Rights and Privileges of Members :

(i) To attend the Annual and other General meetings of the Society and shall have the power of voting,

(ii) To propose and recommend names of candidates for Membership of the Society.

- (iii) To participate in the elections of the Society as laid down hereinafter.
- (iv) To attend the Discourses, Seminars, Lectures etc and to present Scientific Papers and Communications before the meetings as organised by the Society from time to time.
- (v) To utilise the Library free of cost subject to rules and regulations framed by the Journal Committee.
- (vi) To receive, free of cost, copies of Publications of the Society during the continuance of their membership and subject to the discretion of the Journal Committee to purchase at a reduced price the back numbers of the Society's publications.
- (vii) The Associate Members and the Honorary Members shall be entitled to all the privileges except these contained in clauses (i), (ii) and (iii) and shall have no power of voting in the Society meetings which they may attend and join the discussions only.
- (viii) Student Members shall have power to attend Scientific meetings, Discourses, Seminars and Lectures held by the Society. They will not participate in election of the Society in any form or in the business of the Society.
- (ix) Student Members will not receive publications free of cost like Ordinary Member but may receive them at concessional or ordinary rates as decided by the Executive Committee.
- (x) Any Member shall have the right to inspect the accounts and audited statements of the Society any time during the office hours with the prior written notice to the Honorary General Secretary.

#### **7. Admission of Members :**

- (i) Any person, desirous of Membership of the Society, shall have to apply in the prescribed form duly proposed by one and seconded by another Ordinary Member of the Society. The Executive Committee, to elect a member, shall scrutinise his/her application and shall seek the approval of the Members of the Society in a way considered suitable.
- (ii) He/she may be admitted to Membership of the Society on payment of an admission fee together with the annual subscription as prescribed beforehand.
- (iii) The Executive Committee shall recommend the names of the Honorary Member any time for election in the Annual General Meetings or any other meeting convened for the purpose.

#### **8. Resignation and Removal of Ordinary Members or Associate Members :**

- (i) A member may at any time resign his/her membership of the Society by giving one month's notice in writing to the Honorary General Secretary of his/her intention to do so and on paying all arrear



subscriptions and returning all books, periodicals, papers and other properties of the Society, which may be in his/her possession.

- (ii) Any member whose subscription remains in arrears by one year, inspite of two reminders, is liable to loose his/her membership at the discretion of the Executive Committee, who will place proposal of deletion of the name of member in any meeting of the Society.
- (iii) If at any time, the Executive Committee be of opinion that in the interest of the Society, the removal of particular member is desirable, they shall submit the question to a Special General Meeting called for the purpose, at which threefourth of the members cxept defaulters be present and taking part in the voting or vote for the removal of the member.
- (iv) Any member, declared insolvent or lunatic by a competent court of Law shall ipsofacto ceased to be a member of the Society.

#### **9. Re-admission to membership :**

- (i) Any person who has ceased to be a member under rule (i) of clause, 8 may become a member again on payment of the usual admission and membership fees.
  - (ii) Any person virtually ceasing to be a member under rule (ii) of clause 8, may be re-admitted on payment of all arrears.
  - (iii) Any person ceasing to be a member under rule (iii) of clause 8, shall not be re-admitted except when Executive Committee deems it beneficial to the Society, his membership, and he is elected at least by threefourth of the members present in any meeting.
10. **The Society shall keep register of its members and enter therein the following particulars :**
- (a) the name, address and the occupation, if any of each member, with date of admission.
  - (b) the date on which any person ceased to be a member or readmitted as a member.

#### **11. EXECUTIVE COMMITTEE :**

The general management of the Society shall be vested on The Executive Committee which shall ordinarily consist of the following :—

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|-------------------------------|---|
| 1. President                  | — One   |
| 2. Vice-Presidents            | — Five (at least two of which shall be from outside the Head Quarters). |
| 3. Honorary General Secretary | — One   |
| 4. Honorary Assistant General | — Three (one to help publica-   |

- Secretaries
- tions, one to help office administration, and one to help looking after collection of subscription and funds).
5. Honorary Treasurer — One (Ex-officio Secretary of the Finance Committee).
6. Members — Eleven (of which six shall be from outside the Head Quarters).
7. Nominated members — Three :
- (a) One from Corporation of Calcutta.
- (b) One from University of Calcutta or Government of West Bengal.
- (c) Director of Public Instruction or any representative of Department of Education, Government of West Bengal.

The outgoing President shall be an ex-officio member, if not otherwise elected.

All those excepting the nominated and ex-officio members shall be elected in a manner laid down hereinafter. Of these the first eleven shall be office-bearers.

## 12. Powers and Duties of the Executive Committee :

- (i) The office bearers and the members of the Executive Committee shall hold office till the next election which shall generally be held in the month of February, every three years and in no case, such election be deferred beyond the month of March of the year in which such election falls due. Any vacancy occurring during the term of the office of the Executive Committee shall be filled up by the Executive Committee at its next meeting, from the Members of the Society.
- (ii) The Executive Committee shall direct and regulate the general affairs of the Society and shall, subject to endorsement at a General Meeting, have power to frame rules and bye-laws as may be found necessary to manage the work efficiently.
- (iii) The Executive Committee shall appoint the different Subcommittees as mentioned in clauses under rule 17, vesting in each Sub-committee a duty for the Society and shall have powers to appoint any other committee from amongst the Ordinary Members of the Society and may alter or add or abolish such committees whenever necessary.
- (iv) The Executive Committee shall deal with all other matters not otherwise provided for in these rules subject to the sanction by the General Body Meeting.
- (v) The Executive Committee shall be responsible for all the income and expenditure of the Society and shall maintain proper books of

accounts, vouchers, bills, receipts, challans and other records of expenditures and submit the same for audit to the auditor/ auditors appointed by the General Body every year in the Annual General Meeting. The Society shall have a common 'seal' of such design and as determined by the Executive Committee subject to the approval of General Body.

### **13. Executive Committee Meeting :**

- (i) The Executive Committee shall ordinarily meet once every three months. The Honorary General Secretary shall call ordinary meetings of the Executive Committee and shall, on receiving a requisition signed by ten or more members of the Committee, call Special meeting of the Executive Committee.
- (ii) The notice of a meeting of the Executive Committee shall be sent to each member at least one week before the date of meeting.
- (iii) Emergent meeting may be called by the President or a VicePresident on clear seventy two hours' notice.
- (iv) Seven members shall form a quorum at any meeting of the Executive Committee.

### **14. Duties of Office Bearers :**

- (i) The President shall preside in all the meetings, and in his absence, one of the Vice-Presidents shall preside in the meeting. In the absence of the President and the Vice-Presidents, the Executive Committee shall elect one from amongst members present to preside over the meeting. The President elect shall have the competence to transact all business of the meeting. The President of the meeting, besides his ordinary votes, shall have a casting vote in case of controversy.
- (ii) In case of emergency, the President shall have the full power to act in the interest of the Society and his action will be placed before a General Meeting for discussion.
- (iii) The Honorary General Secretary shall be in charge of the office and shall attend to all matters of the Society.
- (iv) All suits by or against the Society shall be brought in the name of the Honorary General Secretary, who shall represent the Society in all legal proceedings, whatsoever, and expenditures, incurred therein, shall be borne by the Society.
- (v) The Honorary Treasurer shall receive all money and deposit them in one or more Banks, approved by the Executive Committee to the credit of an account kept in the name of the Society. All payments and withdrawals, sanctioned by the Executive Committee shall be made by cheques signed by him/her and Honorary General Secretary Jointly.



- (vi) The Honorary Assistant General Secretaries shall assist the Honorary General Secretary in all matters of Society.

#### **15. Official Year :**

The Official year of the Society shall be from the 1st day of April to 31st day of March of the following year.

#### **16. Election of Executive Committee :**

- (i) The office bearers and the members of the Executive Committee shall be elected every 3 years from amongst the Ordinary Members of the Society excepting the Nominated Members.
- (ii) No Member shall be eligible to take part in the election to the Executive Committee who is in arrears of the subscription for the Society year immediately preceding the year for which election is held.
- (iii) No Member shall be eligible for election unless he/she shall have expressed his/her willingness in writing on the assent form duly proposed by one Member and seconded by another, so as to reach the Honorary General Secretary on or before a specified date issued by the Honorary General Secretary in the form of a notice to all Members. Along with this notice who are in arrears of subscription, should be informed individually the amount due against his/her and be requested to pay up the same on or before the last date of the notice.
- (iv) Before the finalisation of the voting paper the Honorary General Secretary shall notify a date for withdrawal of names in case of any contest for any particular post of an office bearer and circulate the list only to those contesting members,
- (v) The names with address of such members who are willing to serve in the Executive Committee shall be entered in alphabetical order of their surnames, in voting paper.
- (vi) For the purpose of scrutiny of voting papers, the Executive Committee shall appoint 3 or more Scrutinisers who are not candidates for election.
- (vii) Voting papers with appropriate directions shall be issued by the Honorary General Secretary under certificate of posting 3 weeks before that date of scrutiny to all Members eligible to vote. Duplicate voting paper marked 'Duplicate' may be issued by the Honorary General Secretary to a Member on his/her requisition in writing in case of loss, non-receipt or spoiling of the original voting paper.
- (viii) An account of all voting papers, printed and issued (duplicate or otherwise) and those in hand shall be kept by the Honorary General Secretary and made over to the scrutinisers at the time of scrutiny.



The election of the Executive Committee and all the office bearers will be achieved at one and the same time.

- (ix) The scrutinisers shall scrutinise the voting papers during the Annual General Meeting and the names will be announced in the same meeting.

#### **17. Sub-Committees:**

- (i) There shall be the following Sub-Committees:
  - (i) Scientific Committee.
  - (ii) Journal & Publication Committee.
  - (iii) Finance Committee.
  - (iv) Building Committee,
- (ii) Each sub-committee shall direct and regulate the duties entrusted to them by the Executive Committee and place the result of their activities from time to time to the Executive Committee. Each sub-committee shall function within the budgeted amount fixed, and shall maintain proper accounts of its own. Under no circumstances the committees shall exceed the budget without the previous sanction of the Executive Committee.

#### **18. Function of the Sub-Committees :**

- (i) **Scientific Committee** -This Committee shall.
  - (a) organise, implement all scientific and research programmes of the Society and shall invite guests to participate in scientific Discourses and Symposia.
  - (b) build up, develop and maintain Workshops and laboratories of the Society.
- (ii) **Journal & Publication Committee** This Committee shall
  - (a) perform all the duties in connection with the publications, editing, circulation and popularisation of the publications of the Society including the Annual Volume of Physiology
  - (b) deal with all the matters of the Library of the Society.
  - (c) carry on all the publication work and shall keep on record the history of the over-all progress of the Society.
  - (d) be responsible for maintaining and enhancing the public relations with the Society.
  - (e) look after the guests invited on behalf of the Society.
- (iii) **Finance Committee** This Committee shall
  - (a) advise on all financial matters of the Society
  - (b) prepare an inventory of the properties of the Society and keep it up to date.

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- (c) maintain an account of all receipts and payments, shall prepare a statement of income and expenditure for the year ending on 31st March and submit the same for audit to the auditor/auditors, appointed at the Annual General Meeting. After the statement of income and expenditure of accounts has been duly checked and approved by the auditor/auditors it shall be presented by this Committee to the Executive Committee who will present it before the Annual General Meeting.

#### **19. GENERAL MEETING :**

The Annual General Meeting of the Society shall generally be held in the month of May each year and in no case shall such meeting be deferred beyond the month of June. At least three weeks' clear notice shall be necessary for the purpose. The business to be transacted at the Annual General Meeting shall be :

- (i) to receive and adopt the audited accounts for the past year,
- (ii) to pass the provisional budget for the current year,
- (iii) to declare the results of the election of the office bearers and the members of the Executive Committee for the current year, in which the election is due,
- (iv) to receive and adopt the Annual Report of the Executive Committee for the past year,
- (v) to appoint auditor or auditors for the ensuing year and fix the remuneration or remunerations, if any,
- (vi) to consider any motion brought forward by any Member and for which clear seven days' notice has been given by the sponsor to the Honorary General Secretary prior to the Annual General Meeting.
- (vii) to transact such other business as should or may be brought up at any general meeting.

#### **20. Special General Meeting :**

Special General Meeting of the Society may be called by the Honorary General Secretary when authorised by the Executive Committee or on requisition made in writing by at least twentyfive ordinary members of the Society at any time to transact any special business of importance by giving at least clear seven days' notice to the Members.

#### **21. Quorum for Annual General Meeting :**

In every Annual General Meeting or Special General Meeting thirty (30) members shall form the quorum, in all such meetings the President and, in his absence, one of the Vice-Presidents and in the

absence of the President and the Vice-Presidents, one, elected from amongst the members present shall perform his/her duties. All matters shall be decided by a majority of votes. In case of tie, the President or President-elect of the meeting shall decide the issue by a casting vote.

## **22. Change of Constitution :**

Any addition or alteration in the constitution may be made when carried by a majority of two-third of the members present in an Annual General Meeting or a Special General Meeting called for the purpose.

## **23. Fund :**

- (i) The Life membership fees and 5% of the total gross receipts of the Society shall go every year, to Reserve Fund, which shall remain in the approved bank or banks under the head "Reserve Fund" and shall not be drawn upon under ordinary circumstances, however, this fund may be utilised, on recommendation of Finance Committee by the Executive Committee subject to the sanction by the General Body in any General Meeting of the Society. This fund may be invested by the Finance Committee in any form for the improvement of the financial position of the Society, subject, to the approval by the Executive Committee.
- (ii) The rest of the receipts of the Society shall constitute the general fund and all withdrawals shall be made from this accounts by the Finance Committee in dealing with the business of the Society, however, this fund may be maintained under different heads as decided by the Executive Committee from time to time.
- (iii) All funds in the name of the Society shall be operated jointly by the Honorary General Secretary and the Honorary Treasurer.
- (iv) All payments towards the Society shall be made in the name of "The Physiological Society of India", and may be earmarked for any specific purpose.

## **24. In Case of Non-Existence of the Society :**

Upon the dissolution of the Society if there remains after the satisfaction of all its debts and liabilities, any property whatsoever the same shall not be paid to or distributed amongst the members of the said Society or any of them, but shall be given to some other Society to be determined by the votes of not less than three-fifth of the Members present personally, or by proxy at the time of the dissolution or in default thereof by such court as competent to decide the matter.