

**THE INDIAN SOCIETY FOR SLEEP RESEARCH**  
Registration No. S/23425 of 1992  
(Registered under Societies Registration Act XXI of 1860)

## **MEMORANDUM OF ASSOCIATION**

### **Name of the Society**

The name of the Society shall be the INDIAN SOCIETY FOR SLEEP RESEARCH (It will be referred to as ISSR in short form).

### **Aims & Objectives**

The purpose of the Society is exclusively scientific, academic and literary. For the furtherance of these aims the objectives of this Society shall be:

- (a) To foster research on all aspects of sleep and wakefulness
- (b) To provide a forum for the exchange of information pertaining to sleep research, including holding of periodic scientific meetings;
- (c) To promote education and training in sleep-wakefulness research;
- (d) To establish and maintain standards of reporting and classifying data in the field of sleep-wakefulness research;
- (e) To provide a common forum for interaction between the members working on different aspects of sleep-wakefulness research.

All the incomes, earnings, movable and immovable properties of the Society shall be solely utilized and applied towards the promotion of its aims and objectives only as set forth in the Memorandum of Association and no profit on thereof shall be paid or transferred, directly or indirectly by way of dividends bonus, profits or in any manner whatsoever to the present or past members of the Society or to any person claiming through any one or more of the present or the past members. No member of the Society shall have any personal claim on any movable or immovable properties of the Society or make any profits, whatsoever, by virtue of this membership.

## **RULES AND REGULATIONS**

### **MEMBERSHIP**

The Society will have Life members, Regular members, and Corresponding members.

- (a) Life members shall be members who have an interest in the field of sleep wakefulness. He should have an academic degree in a field related to sleep-wakefulness. The Executive Committee shall be empowered to determine the professional suitability of members. Life members shall have voting privileges throughout their life. They are required to make onetime payment of an amount which is ten times that of the annual subscription.
- (b) Regular members shall be members who have interest in the field of sleep research. They should have an academic degree in a field related to sleep-wakefulness. Regular members are required to make an annual subscription to the Society. They will have voting right during the period for which they have paid the subscription.
- (c) Corresponding members shall be distinguished non-Indian scientists in the field of sleep research. They shall be exempted from payment of all dues and may, at the pleasure of the executive, receive ISSR publications free of charge. They do not have voting privileges.
- (d) Honorary members (rules to be formulated)

## ADMISSION AND QUALIFICATION FOR MEMBERSHIP

All applications for membership to the Society may be accepted by the Executive Committee, or by the President, General Secretary/ Treasurer, on behalf of Executive Committee.

## SUBSCRIPTION

Subscription for the Life members shall be onetime payment of either Rs. 2000/- . Each Regular member will be an annual subscription of Rs. 200/- per year. This amount can be altered from time to time by the General Body.

## CESSATION OF MEMBERSHIP

Any member may withdraw from the Society after fulfilling all obligations to it, by giving written notice of such intention to the President. The President or General Secretary shall be empowered to accept the registration.

**Suspension of Members:** Any person may be suspended for a period or expelled from the Society with or without cause by a two-thirds vote, taken by secret ballot, of the members present and voting at an annual business meeting provided a quorum is present. Such a vote shall be taken only upon the recommendation of the Executive Committee serving as a Special Review Committee. The President shall be the chairperson of the Special Review Committee. The Special Review Committee shall accumulate the relevant facts, and afford the opportunity for the members to answer the charges against him/her either in writing or by appearing in person before the Special Review Committee. The member shall be notified by registered mail at his/her last recorded address atleast fifteen (15) days before a final recommendation is taken thereon by the Special Review Committee. Prior to the presentation for a vote of the membership, the recommendation of the Executive Committee for suspension or expulsion shall be approved by a majority vote, taken by secret ballot, of the Executive Committee, or if action prior to their meeting is deemed necessary by the Special Review Committee constituted by the President.

## RIGHT & PRIVILEGES OF MEMBERSHIP

- (a) Each life member of the ISSR will have the right to attend and vote for life time in the business meeting of the General Body of the Society. Each regular member will have voting right for the period that he had paid subscription.
- (b) Each member will be eligible to participate in the scientific deliberations and other activities organized by the Society.

## GENERAL BODY

The Society shall have a General Body which will be its deliberative body and will consist of all the members of the Society. In addition to discharging such duties as may be prescribed by the Constitution and By-laws of the Society, the General Body shall act as an advisory body in matters pertaining to the general management of the Society. The President and General Secretary of the Society shall be the Chairman and Secretary, respectively of the General Body.

## POWERS, DUTIES, AND FUNCTIONS OF THE GENERAL BODY

In a General Body meeting the following matters shall be discussed.

- (a) Confirmation of the minutes of the last General Body meeting.
- (b) Matters related to the promotion of sleep research in India.
- (c) Activities of ISSR since the last General Body meeting
- (d) The consideration of the annual statement of accounts and audited balance sheet and of the auditor's report and the inspection notes of the Registrar and the Inspector.
- (e) The amendment of the By-laws subject to the sanction of the Registrar.
- (f) For any change in Constitution or By-laws, a proposal, passed by a majority of

the General Body, will be circulated among members. It has to be supported by a 2/3 majority (or not objected to by more than 1/3 members) in circulation.

- (g) The President, Vice President, Treasurer and General Secretary shall be elected by a majority vote of the General Body.

#### QUORUM AND NOTICE OF THE MEETINGS AND PERIOD OF MEETING

- (a) The presence of at least one sixth of the members shall be necessary for the disposal of any business at the meetings.
- (b) At least 10 days notice of a General Body meeting shall be given to members.
- (c) If the quorum of the meeting is not complete on the day of the General Body meeting, fixed by giving at least 10 days notice, the meeting can be recommended at a suitable time fixed by a majority vote of the members who are present at the regular meeting. No minimum quorum is required for the reconvened meeting.

#### EXECUTIVE COMMITTEE

The Executive Committee will have the executive rights and duties to run the Society on day to day basis.

#### COMPOSITION & STRENGTH

The Officers of the Society shall be the President, Vice President, General Secretary and Treasurer. The Executive Committee shall consist of the President, General Secretary, Treasurer and five members. Council members are not entitled to nominate others to represent or vote for them in their absence.

#### ELECTION AND ITS MODE

The Officers of the Society will be elected by the General Body of the ISSR for a period of four years and shall not be eligible for more than two consecutive terms to the same post.

All Executive Committee members including Officer, e.g. President, Vice President, Treasurer and General Secretary shall be elected by a majority vote of the General Assembly through the mechanisms recommended by the Committee.

#### TERMS OF THE OFFICE OF THE EXECUTIVE COMMITTEE

The Officers shall be elected for a term of four years and not be eligible for more than two consecutive terms. An officer appointed to fill a vacancy occurring between meetings of the General Body shall hold office for the unexpired term and may be elected for two more terms. Consecutive service as an officer in the same post shall not exceed nine years. When new Officers are elected by the General Assembly their predecessors shall continue in office until 31 December next after the election.

The names, addresses, occupation and designation of the elected members shall be sent to the Registrar of Societies, Delhi under the provision of sec. 4 of Societies Registration Act.

#### POWERS AND DUTIES OF OFFICE BEARERS

The duties and the functions of the Officers will be set forth in the By-laws as recommended by the General Body. In addition the following duties will be performed by the officer bearers.

##### 1. PRESIDENT

- (a) Shall preside over all the meetings of Executive Committee as well as the General Body of the Society;
- (b) Shall supervise, manage, control and look after all the works of the Society;
- (c) Shall be the Head of the Society;
- (d) Shall have a right to cast vote in case of tie;

- (e) Any other function authorized by the General Body;
- (f) Shall be empowered to give consent to the General Secretary for a sum above Rs. 1000/-

## 2. VICE PRESIDENT

Shall perform all acts, deeds and works done by the President in his absence and help him in all works and matters of the Society.

## 3. GENERAL SECRETARY

- (a) Shall call the meeting of the Executive Council as well as the General Body after getting the consent of the President. Shall be responsible for informing all the members for such meetings. Shall maintain Minutes of the meetings of the Council and General Body and circulate them;
- (b) Shall run the Society on day to day basis and shall represent the Society in all its activities;
- (c) Shall maintain liaison with the members;
- (d) Shall make all correspondences on behalf of the Society with all Govt/Private Offices;
- (e) Shall be empowered to make expenses up to a sum of Rs. 1000/- at a time for the works of the Society. Should attain the written consent of the President for expenses exceeding this limit;
- (f) Shall perform any other duty allocated by the President/General Body;
- (g) To appoint any one on temporary basis for the work of the Society;
- (h) To sanction wages for any employee. If wages exceed Rs. 1000/- per month, it should be approved by the President.

## 4. TREASURER

- (a) Shall prepare the accounts of income and expenditure of the Society and shall get the same approved by the General Body Meetings;
- (b) Shall keep and maintain the records of income and expenditure of the Society;
- (c) Shall collect the subscription of the Society;
- (d) Shall pay the amount passed by Executive, General Secretary or General Body and shall obtain the receipt for the same;
- (e) Shall keep with him/her a sum of Rs. 500/- for the emergency needs for the functioning of the Society, and shall deposit all excess amount in any scheduled bank in the name of the Society;
- (f) Shall perform any other duty allocated by the President/General Secretary/General Body;
- (g) Shall perform the duties of the General Secretary in his absence.

## POWERS/DUTIES/FUNCTIONS OF EXECUTIVE COMMITTEE

The Executive Committee shall exercise all the powers of the Society except those reserved for the General Body meeting, subject to any regulations or restrictions only laid down by the Society in the meeting or in the By-laws; and in particular shall have the following powers and duties:

- (a) To observe, in all their transactions, the Society Registration Act, and the notified rules and the By-laws of the Society (ISSR);
- (b) To maintain true and accurate account of all money received and expended;
- (c) To keep a true account of the assets and liabilities of the society;
- (d) To keep a register of members correct and up to date;
- (e) To prepare and lay before the General Assembly an audited balance sheet;
- (f) To examine the accounts, sanction contingent expenditure, and supervise the maintenance of the prescribed registers;
- (g) To appoint, suspend or dismiss an employee
- (h) Generally to carry on the business of the Society

## QUORUM AND NOTICE OF THE MEETING

Meetings of the Council shall be held whenever, necessary. The attendance of at least one third members shall be required for the disposal of any business. A notice of minimum 10 days will be required to hold a valid meeting.

## FILLING UP THE CASUAL VACANCIES

If there is any vacancy due to resignation/death/or any other cause, of any office bearer or member of the Executive, the same shall be filled up by the Executive Committee or by the President with the approval of the Executive Committee obtained by correspondence. The approval of the same shall be obtained from the General Body during its next meeting. An officer appointed to fill a vacancy occurring between the meetings of the General Body shall hold office for the unexpired terms and may be elected for two more terms.

## SUB-COMMITTEE, AND COMMISSIONS IF ANY, FORMATION, COMPOSITION, DUTIES AND FUNCTIONS

Sub-Committees/Commissions can be formed by the Executive Committee to deal with specific tasks. The Executive Committee will also formulate the duties and functions of Sub-committees/Commissions as and when formed.

## SOURCE OF INCOME AND UTILISATION OF FUNDS

The source of the income of the Society will be:

- (a) Admission fee
- (b) Subscription
- (c) Donations
- (d) Aids/Grants by Government or/and Private Philanthropic Organization
- (e) By cultural and scientific programme

The funds of the Society shall be utilized to fulfill the aims and objectives of the Society.

Each member of the Society shall pay annual dues to the society at a rate determined by the General Body upon recommendation by the Executive Committee.

All memberships shall be renewable and dues payable as on April 1. All new members should be liable for their dues for the ensuing year on the first day of April after their election

If necessary, the Society may provide a partial financial support as seed money to promote the organization of its conference. This decision shall be made by the Executive committee.

In the event of dissolution, or termination of the Society, title to and possession of all the property of the Society shall pass forth with to such organization as is dedicated to similar purposes and the General Assembly of the Society shall be deemed best qualified to carry on the functions of the Society and decide its future.

## FINANCIAL YEAR

The financial year of the Society shall be from 1<sup>st</sup> April to 31<sup>st</sup> March of the next year.

## AUDIT OF ACCOUNTS

A registered Auditor shall be appointed to inspect the records of income and expenditure of the sec. He will submit his report to the Executive Committee.

## OPERATION OF BANK ACCOUNT

All the incomes of the Society shall be deposited in a scheduled bank or post office, selected by the Executive Committee. The withdrawal of money from the said bank or post office can be done only with the signature of Treasurer, Vice President and General Secretary. Any two of these should sign the

cheques for withdrawal of money.

#### ANNUAL LIST OF MANAGING/GOVERNING BODY (Sec.4 of Act)

Once in every year a list of the office-bearers and members of the Society shall be filed with the Registrar of Societies, Delhi as required under Sec. 4 of the Societies Registration Act, 1860.

#### LEGAL PROCEEDINGS (Section 6 of the Act)

The Society may sue or be sued in the name of the President, General Secretary as per provisions laid down under sect. 6 of the Societies Registration Act, 1860 as applicable to the Union Territory of Delhi.

#### AMENDMENT

Any amendment in the Memorandum of Association or Rules will be carried out in accordance with the procedure laid down under the sec. 12 and 12A of the Societies Registration Act, 1860.

#### DISSOLUTION AND ADJUSTMENT OF AFFAIRS

If the Society needs to be dissolved, it shall be dissolved as per provision laid down under sec. 13 & 14 of the Societies Registration Act, 1860 as applicable to the Union Territory of Delhi.

#### APPLICATION THE ACT

All the provisions under all the sections of the Societies Registration Act, 1860 as applicable to the Union Territory of Delhi shall apply to the Society.