

Indian Society for Chronobiology

Rules for the Constitution

(Pages 1-12)

PRELIMINARY

1. The following shall be the rules (subject to such modifications as may be made from time to time in accordance with the provisions made hereunder) of the Indian Society for Chronobiology, hereinafter called the Society.

* It was resolved that the logo of the Society may be slightly modified to incorporate “n” to reflect the Society name (InSC), as the present logo conflicts with the logo of the International Society for Chronobiology.

*Added by the General Body on October 06, 2012, Delhi.

MEMBERSHIP

- 2.0 The membership* of the society will be open to any person engaged in some work in the field of Chronobiology, and the development of temporal parameters of biologic variables (Chronobiological variation) irrespective of his/her qualifications and the discipline of science he/she represents

*Amended on December 12, 1978, Bangalore, and approved on December 28, 1979, Varanasi.

- 2.1* It was proposed to increase the corpus by widely publicising the InSC activities and seek the inclusion of many new members especially Students, Research Scholars, Post-Doctoral Fellows and Principal Investigators into the Society. For this the following membership structure is being introduced w.e.f. 01.04.2023.

Life Membership Fee - Rs 10,000/- . This will allow a rebate of Rs. 1,000/- in the registration fee for the Biennial Meeting of the InSC)

Annual membership Fee - Rs 1000 per year (01 April to 31 March next year). Allows a rebate of Rs. 500/- in the registration fee.

*Added vide EC resolution dated 02 March 2023 and General Body approval on 03 March 2023 at Mizoram University.

- 2.2* The life membership of any member of the Society will be kept in abeyance if she/he does not attend the meeting or does not respond to the letters and announcements released by the Society/ Organizing Secretary for three consecutive meetings.

*Added by the General Body on December 28, 2009, at Raipur.

2.3* Foreign colleagues, who want to become a life member of the Society, shall have to pay 125.00 USD (or equivalent in Indian Rupees on the date of payment).

* Amended by the General Body on October 06, 2012, Delhi.

CESSATION OF MEMBERSHIP

3. (a) Any member may withdraw from the Society by giving notice to the Secretary of his/her intention to do so, in writing, and, there upon he/she shall cease to be a member.
- (b) The executive Committee by a 2/3 majority (of total members of Executive Committee) may remove the name of any member from the register for gross misconduct after a proper hearing from the member concerned.
- (c) Any member who ceases to be member may be re-admitted on such terms as the Executive Committee may decide.

PRIVILEGES OF MEMBERSHIP

4.* All members shall be entitled as of the right to participate in all activities of the Society including right to vote.

*Amended on December 12, 1978, Bangalore, and approved on December 28, 1979, Varanasi.

EXECUTIVE COMMITTEE

5.0 The following shall form the Executive Committee:

- i) **President:** President of the Society will be elected by the General Body for a period of 4 years.
- ii) **Vice-President:** General Body will elect two Vice-Presidents for a period of 2 years.
- iii) **Secretary:** The secretary is elected by the General Body for a period of 4 years.
- iv) **Treasurer:** General Body will elect the Treasurer for a period of 4 years.
- v) **Members:** Eight members, preferably one from Eastern, Western, Northern and Southern zonal areas, will be elected by the General Body for a period of 2 years.
- vi)* **Editor-in-Chief, ISC Newsletter*:** Editor-in-Chief will be elected by the General Body for a period of 4 years.
- vii)* **Editors, Newsletter*:** Three Editors will be elected by the General Body for a period of 4 years

*It was resolved to discontinue the editorial team of the newsletter, SAMAY. Henceforth (w.e.f. 01.04.2025), a member from the InSC executive committee will act as the Editor of SAMAY, and s/he will work in close association with the President.

* Amended as per EC resolution on December 05, and GB approval on December 06, 2024 at IIT Hyderabad.

- 5.1* The President, Secretary and Treasurer will not seek the consecutive second term. However, the outgoing President and Secretary will continue to be the Ex-officio member of the InSC Executive Committee for one subsequent term (4 years) in order to facilitate the smooth transition of the InSC affairs. This will be effective for the office bearers demitting office w.e.f. 01 April 2025.

* Amended as per EC resolution on December 05, and GB approval on December 06, 2024 at IIT Hyderabad.

- 6.* A member shall be eligible to seek election as office bearer and/or member of the Executive Committee for more than one consecutive term.

*Please refer to the para 5.1. The President, Secretary and Treasurer will not seek the consecutive second term.”

7. President shall preside over all meetings of the Executive Committee and General Body. The Secretary looks after the working of Society, which includes the announcement of various meetings in consultation with the President.

8. (i) During the temporary absence of:

a) **President:** Vice-President/Secretary/Treasurer in this order officiates also as the President, with the prior consent of the Executive Committee and performs President’s duties.

b) **Secretary:** Vice-President/Treasurer in this order officiates also as the Secretary, with the prior consent of the Executive Committee and performs the Secretary’s duties.

c) **Treasurer:** Secretary/Vice-President in this order officiates also as the Treasurer, with the prior consent of the Executive Committee and performs the Treasurer’s duties.

- d)* **Editor-in-Chief, ISC Newsletter:** Any one of the editors, with the prior consent of the Executive Committee would perform the Editor-in-Chief’s duties.

*Please refer to the para 5.0 (VI, VII as amended).

(ii) Similarly in the event of vacancy in the office of President, Secretary and Treasurer, the procedure under 8. (i), a), 8. (i), b), and 8. (i), c) of this clause should be followed till the next election to the respective office.

9. In the event of vacancy in the office of Vice-President and/or a zonal member on the Executive Committee, the Executive Committee, notwithstanding anything contained in the rules, elect a member to fill the vacancy till the next election to the respective office.
10. In the event of an individual holding the position of 2 office bearers, he/she will be entitled to cast only a single vote whenever required.
11. Members of the Executive Committee shall hold office immediately after the Annual General Body Meeting and will continue till expiry of their respective term.

MEETING

12. **Executive Committee**

- (i) The Executive Committee shall meet at such times as may be necessary for the transaction of business of the Society.
- (ii) A meeting of the Executive Committee can be convened by the Secretary in consultation with the President.
- (iii) Secretary shall convene a special meeting of the Executive Committee upon a requisition signed by not less than 3 members of the Executive Committee thereof. At least 4 weeks prior notice shall be given to the members of the Executive committee for an ordinary meeting of the Executive Committee. A special meeting of the Executive Committee may be called at a shorter notice, which should not be less than 10 days.
- (iv) Four members of the Executive Committee shall be the quorum for meeting of the Executive Committee, If there is no quorum within 15 minutes after the appointed time, the meeting convened upon the requisition of members, shall dissolved and in any other case shall stand adjourned for 15 minutes and meet in the same place and on the same day. For such an adjourned meeting a quorum will not be necessary and may transact the business for which the meeting was called.
- (v) If the President or the Executive Committee so directs any business of the Executive Committee may be transacted by circulation instead of a meeting.

13. **Annual General Body Meeting**

- (i)* The Annual General Body Meeting shall be held once a year on a day, time and the place to be fixed by the Secretary in consultation with the President. An ordinary General Body Meeting requires that 4 weeks previous notice is given to the members. At least 25 of the members on the membership register of the Society are required for the quorum for this meeting. If there is no quorum within 15 minutes after the appointed time, the meeting shall stand adjourned for 15 minutes and meet in the same place and

on the same day. For such an adjourned meeting a quorum will not be necessary and may transact the business for which the meeting was called, except if amendments are to be made to the Memorandum and/or Rules of the constitution of the Society.

*Amended on December 28, 1981, Bombay and approved on November 20, 1984, Madurai.

** Henceforth the meeting of the Indian Society for Chronobiology will be held every two years.

** Amended and added by annual general body in its meeting on 06 October 2012, Delhi.

*** It is approved that the annual meeting of EC be held in the year in which symposium is not held, and expenditure for the same may be borne by the Society. If such an EC meeting in a financial year could not be organized due to unforeseen reasons, the same may be done through circulation as per Society rule 12(iv); this will be taken as a regular and formal annual meeting of the EC.

*** Amended and added by EC on 02 March 2014, Raipur, and approved by GB on March 28, 2015, Raipur.

(ii) At all General Body Meeting, 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 Body Meeting shall give notice of the same in writing to the Secretary at least 10 days before the date fixed for the said meeting.

(iii) The President may whenever he thinks fit, and shall upon a requisition made in writing and signed by not less than 25% members of the Society, convene a Special General Body Meeting at such place as he may decide. Any requisition made by the members shall state the objects of the Special Meeting proposed to be called and shall be addressed to the Secretary.

(iv) The Executive Committee shall submit an Annual Report of the proceedings of the Executive Committee and its Committees, if any, and of the activities of the Society together with the statement of the assets and liabilities of the Society and abstract of receipts and disbursements during the year, and the Report of the Auditors, if any.

(v) Subject to the law for the time being in force, the resolutions passed in a General Body Meeting shall be given immediate effect to, by the office bearers of the Society, unless stated otherwise.

ELECTION PROCEDURE

14. (a) Secretary shall send to each member a list of vacancies in the Executive Committee and a list of members showing the change of addresses and newly enrolled members, during the year, requesting him or her to send in the nominations for the vacancies in the Executive Committee. The nomination paper which shall set out the candidate's name

and address and the office for which the candidate is nominated, shall be proposed by one member and seconded by another member and duly signed; and shall be signed by the candidate signifying his willingness to stand for election and to serve the Executive Committee if elected.

(b) A member cannot contest for more than one office bearer's post, namely President, Vice-President, Secretary and the Treasurer during one election (editorial board excluded). There shall be a separate nomination paper for each candidate and for each post.

(c) The Secretary shall inform the contesting candidates, all the nominations received for their seats and if anyone wishes to withdraw his/her nomination, he/she should inform the Secretary in writing.

(d) The Secretary shall send out these nominations for secret balloting if the number of nominations for each category exceeds the seats on the Executive Committee. The ballot papers should bear the signature of the Secretary.

(e) These ballot papers shall be scrutinized and the results shall be announced by the Returning Officer nominated by the Executive Committee.

(f)* No person shall be capable of being proposed as an office bearer or the member on the Executive Committee of the society unless he/she is a member of the Society. If he/she ceases to be such member at any time between the date of his/her nomination and the date fixed for election, he/she shall not be submitted for election.

*Amended on December 12, 1978, Bangalore, and approved on December 28, 1979, Varanasi.

(g)* The President, Secretary and Treasurer will not seek the consecutive second term."However, the outgoing President and Secretary will continue to be the Ex-officio member of the InSC Executive Committee for one subsequent term (4 years) in order to facilitate the smooth transition of the InSC affairs. This will be effective for the office bearers demitting office w.e.f. 01 April 2025.

* Amended as per EC resolution on December 05, and GB approval on December 06, 2024 at IIT Hyderabad.

(h)*It was decided to elect the President, Secretary and Treasurer during the general body (GB) meeting before hand, in the GB meeting which is one meeting before the tenure of the incumbents. Such pre-term elected office bearers will be called the President-Elect, Secretary-Elect and Treasurer-Elect until they assume the charge on the post they have been elected.

* Added vide EC resolution on March 02, 2023 and General Body approval on March 03, 2023 at Mizoram University.

FUNCTIONS OF THE OFFICE BEARERS

15. (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 to the Secretary. He/she shall preside over all meetings and shall have a casting vote.

(b) **Vice-President:** The Vice-President will act according to duties assigned by the President and help the President actively to further the aims and objects of the Society.

(c) **Secretary:** Subject to the control and regulation of the Executive Committee, the Secretary shall be responsible for carrying out the directions and decisions of the Executive Committee. In particular, the Secretary shall,

- (i) convene meetings of the Executive Committee whenever necessary or called upon to do so,
- (ii) *have administrative control over all the affairs of the Society, including to take decisions required on tenure, renewal, withdrawal and/ or encashment of the fixed deposits of the society account. However, such decisions need to be communicated to the President and/ or EC in its first meeting forthcoming meeting.
* Amended and added vide EC resolution on March 02, 2014, Raipur and approved by GB on March 28, 2015, Raipur.
- (iii) have charge of the correspondence of, or in relation to the Society,
- (iv) keep accurate minutes of all the meetings of the Society and Executive Committee,
- (v) prepare the Annual Report of the Society,
- (vi) be in charge of the furniture, library and all documents and other assets of the Society,
- (vii) collect all dues of the Society and pay in all such amounts into the banking account of the Society,
- (viii) *make disbursements and maintain vouchers, provided that any expenditure exceeding Rs. 10,000/- shall be made after consulting the President or acting President and anything above Rs. 25,000/- after obtaining the sanction/ approval of the President, which need to be ratified by the EC. This will however exclude

any expenditure committed or done by the Secretary, for which there is already resolution or approval of the EC.

* Amended and added vide EC resolution on March 02, 2014, Raipur and approved by GB on March 28, 2015, Raipur.

- (ix) perform such duties as are incidental to his office, including *to take a decision towards an expenditure which s/he deems fit in running the affairs of the Society, but such decisions should not have financial implication of more than Rs. 7,500/- per month on the InSC, and should be met only from the interest earned on fixed deposits of the Society.

* Amended and added vide EC resolution on March 02, 2014, Raipur and approved by GB on March 28, 2015, Raipur.

- (x) all notices, communications, letters, memoranda and other papers whether they are acts of the Executive Committee and/or of the General Body shall be signed or authenticated by the Secretary and when so signed or authenticated shall be conclusive.

(d) Treasurer: The 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. The Treasurer shall maintain records of the financial transactions of the Society.

(e) *Editorial Board: The editorial board consisting of one Editor-in-Chief and three Editors would look after the publication of the newsletter of the Society.

*Please refer to the para 5.0 (VI, VII, as amended)

16. All cheques for the cheque amount exceeding Rs. 10,000/- shall be signed by two of three office bearers, the President, Secretary and Treasurer. Thus, for a cheque amount of Rs. 10,001 and higher, the cheque must be signed either by the President and Treasurer or by the Secretary and Treasurer. However, a cheque for the amount up to Rs. 10,000/-, the Treasurer alone can sign the cheque, if the payment of such an amount has been approved by the President and/ or GB of the InSc.

* Amended and added vide EC resolution and GB approval by June 03, 2016, Mysore.

The closing of the year accounts will be 31st March each year.

17. (a) The management of the Society shall be vested in the Executive Committee, who in addition to the powers by these rules 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 General Body Meeting.

(b) Without prejudice to the general powers hereby conferred, the Executive Committee shall have the following powers, that is to say, power,

- (i) to acquire by purchase, lease or otherwise for the Society any 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, rights and privileges or the purposes of the Society,
- (iii) to borrow or secure the payment of any sum or sums of money for the purpose of the Society,
- (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 payment or satisfaction of any debts due and of any claims or demands by or against the Society,
- (v) to refer any claims or demands by or against the Society to arbitration and observe and perform the awards,
- (vi) to make and give receipts, releases and other discharges for money payable to the Society and for the claims and demands of the Society,
- (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,
- (viii) to incur all necessary expenses for the maintenance and a carrying out of the objects and intentions of these rules and memorandum of the Society,
- (ix) to appoint and at their discretion 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 do determine their powers and duties and fix their salaries or emoluments and to require security in such instances and to such amount as they may think fit,
- (x) to appoint committees 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,
- (xi) to nominate a Chairman from amongst the members of such a Committee. The Chairman will preside at such Committee meetings and be responsible for convening, keeping accurate minutes and forwarding the reports of this Committee to the Executive Committee,

- (xii) to make, vary and repeal bye-laws for the regulation of the business of the Society, its office bearers, managers, clerks, agents and servants.
18. (a) The property movable or immovable belonging to the Society shall vest in the Executive Committee,
- (b) The income and property of the Society whensoever derived shall be used solely towards the aim and objects of the Society, and no portion thereof shall be paid or transferred directly or indirectly by way of dividend, bonus, or otherwise by way of profit to the members of the society,
- (c) No sale, exchange, mortgage, lease or other transfer of immovable property belonging to the Society shall be valid unless at least the President or any one of the Vice-President and Secretary shall execute the document of transfer,
- (d) Any surplus funds may be invested or used from time to time, only with the prior approval of the General Body, in such a way so as to obtain maximum financial benefit for the Society,
- (e) All money of the Society shall be deposited and/or invested
- (i) in approved Bank or Banks
 - (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 Government from time to time.
- (f) The liability of the members shall be limited.
19. Every question submitted to a meeting of the Executive Committee 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.
- 20.0* Once at least in every year the accounts of the Society shall be examined and audited and their correctness ascertained by one or more chartered Accountants or a firm of Chartered Accountants appointed by the Executive Committee may determine. The Report of the Auditor or Auditors shall form part of the Annual Report submitted to the Executive Committee and General Body. The auditor of the Society shall hold office at least for a period of one year. Any casual vacancy in the office of auditors may also be filled up by the Executive Committee.
- *Amended on December 28, 1984, Bombay and approved on November 20, 1984, Madurai.
- 20.1.*The outgoing President/ Secretary/ and Treasurer will sign all the financial documents and audited statements for the financial year ending on 31 March of the year when s/he

demits the office of the InSC. For example, the one demitting the office on 31 March 2025 will sign all the documents including the audited statement of expenditures incurred till 31 March 2025.

*Added on December 06, 2024, as approved by the General Body held on December 06 at IIT Hyderabad

21. Any notice required by these Rules may be given by sending by ordinary post prepaid a letter to the address mentioned in the Register of members and same shall be deemed to have been received by the addressee on the date on which it would have reached him in the ordinary course of post.
22. *The Society from time to time may hold symposia, workshops, school activity, lectures, panel discussions and may publish a journal, books, pamphlets, or any other publication under the general directions of the Executive Committee, to further the aims of the Society and for the benefit of science. The Society may apply for grants to different agencies including both governmental and non-governmental establishments, and encourage research, communication and extension activities if that benefits and/ or advocates scientific temperament in the country. The Society can also accept and forward the application(s) from individuals or organization for research and/ or organizing an academic and extension activity, provided 10% of the total sanctioned amount or full overhead grant sanctioned for the purpose (which ever is higher) is committed to the Society account by the applicant. The Society will defray cost to after deducting the due amount to it, unless an exception has been made by the Secretary with approval from the President and reasons explained. The same needs to be reported to the EC in its forthcoming meeting.

* Amended and added by General Body on March 28, 2015, Raipur.

23. If at the time of winding up or dissolution of the Society, there remains after discharging all its debts and liabilities, any property whatsoever, the same shall not be paid or distributed to the members of the Society, but shall be given or transferred to some other Association/Associations having similar objectives, i.e., serving science.
24. Subject to the law for the time in force, the members in General Body Meeting shall have power to add to, vary or repeal any of the provisions contained in these Rules, provided that such addition, variation or repeal is effected by means of a resolution of which due notice shall have been given and which shall be assented to by the vote of at least two-third of the number of members present at the meeting.
- 25.0* With effect from XI National Symposium on Chronobiology it is mandatory on the part of the convener to transfer 25% of the total collection of the registration fees in the bank account of InSC.

The convener would bear the cost towards the purchase of a prize and one return ticket to be given each year to the young chronobiologist who will secure the first position in the best paper competition session.

*Proposed/Added on February 22, 1994, at Lucknow and approved by the General Body on August 22, 1995, at Pune.

- 25.1* If organizing secretary has a saving from the funds meant for organizing the meeting he/she may be requested to donate the said saving to the Society.

* Added by the General Body on December 28, 2009, at Raipur.

- 25.2* A letter of invitation should be sent to Dr. Anil Agrawal, the eldest son of Late Smt. Bhagawati Devi Agrawal, on behalf of the ISC, in future, in connection with the award ceremony of the “Late Smt. Bhagawati Devi Agrawal memorial Prize”. It was decided to increase the amount of Bhagwati Devi Memorial award to Rs. 1000/-. Further, it is proposed to institute InSC awards for excellence at both Young Faculty and Researcher (includes PhD students and postdocs) levels during the Biennial meeting of the society.

* Added by the General Body on December 28, 2009, at Raipur, and as amended vide EC resolution on March 02, 2023 and General Body approval on March 03, 2023 at Mizoram University.

26. A loan of Rs. 25,000/- as seed money to the organizer of a future meeting/ Symposium (Conference/ Seminar) of the Indian Society for Chronobiology be considered provided Convener/ Organizer of the said meeting/ Symposium (Conference/ Seminar) formally makes a request for this to the Secretary of the Indian Society for Chronobiology, with an undertaking on a 10 Rupee non-judicial stamp paper that the loaned amount will be returned on or before the date meeting/ symposium ends. Any delay in refunding this loan will attract an interest as applicable and, if required, a formal complaint to the appropriate authority at the organizer host institute as well as elsewhere.

* Added by the General Body on October 06, 2012, Delhi.

27. Election to the Fellowship of the InSC (FInSC). EC decided to have the following InSC members as founding fellows w.e.f. 01 April 2023.

* Added vide EC resolution on March 02, 2023 and General Body approval on March 03, 2023 at Mizoram University.