

Amended Version 2.0

TELEMEDICINE SOCIETY OF INDIA



BYELAWS

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TSI

BYELAWS

Article I: Name of the Society

The name of the of the society shall be “Telemedicine Society of India” herein after referred to as “TSI” or the “Society”; an independent scientific body operating on a not-for-profit basis and not aligned to any particular political party or religion.

Article II: Title

These byelaws shall be called the byelaws of the Telemedicine Society of India.

Article III: Office of the society:

1. The registered office of the society shall be situated in Room No.303, 2nd Floor, School of Telemedicine & Biomedical Informatics (STBMI), Sanjay Gandhi Post Graduate Institute of Medical Sciences (SGPGIMS), Raibareli Road, Lucknow- Uttar Pradesh- 226014, India.

Article IV: Status of Society

1. The Society shall be juristic person and shall have a perpetual succession and can sue, and also be sued, in its own name through the person appointed by the TSI for the purpose.

Article V: Aims & objectives

1. The aims and objectives of the Society will be in furtherance of the activities it wishes to undertake in the field of digital health, and any ancillary activity which has to be accounted for the smooth and continued functioning of the Society. The specific objects have been outlined as below:
 - (i). To promote and encourage application of Telemedicine along with development, advancement and research in the field of Telemedicine/Telehealth/eHealth/Digital Health (which terms may be used interchangeably in different contexts) and associated fields; for improvement in the overall Healthcare access.
 - (ii). To promote, increase awareness on matters related to telemedicine, via all means and media which exist currently, or may be developed in future.

- (iii). To encourage and promote application of telemedicine technology in clinical care, education and research in the health sector. The Society may work with any person for promotion of corporate social responsibilities of the companies, under the law.
- (iv). Fostering networking and collaboration among interest groups in telemedicine technology and professionals from different streams of science, health care providers, policy makers, NGOs and industry.
- (v). To promote training of students, health professional, research fellows and technicians in various aspects of telemedicine, on free of cost or suitable arrangement to meet out the expenses as the EC decides Also, to co-ordinate with academic institutions and premier think-tanks in the TM/associated field, industry associations, regulatory authorities, (like National Medical Commission/DCI, AICTE, DOEACC, as the case maybe); in developing curriculum for training courses and incorporating appropriate modules in the healthcare and associated training programmes.
- (vi). To conduct regular meetings, symposia, seminars on matters related to digital health.
- (vii). Spearheading the development of appropriate clinical and industry policies and standards, in view of adoption of and integration with Telehealth.
- (viii). Disseminating knowledge in telemedicine field by publishing brochures, periodicals, and journals, through Society's own website, or third party literature.
- (ix). To work in close collaboration with scientific organizations and the industry in development and implementation of innovative products & services related to Telehealth. Organizing trade exhibitions during annual meetings of the society or at any opportune event.
- (x). "To develop, co-ordinate and conduct knowledge and capacity building exchange programmes, with national/international organizations engaged in activities in the field of telemedicine.
- (xi). To work towards getting recognized as an accreditation body for Telemedicine/Telehealth/eHealth etc.
- (xii). Spearheading or collaborating in the development of appropriate clinical and industry policies and standards, in view of adoption of and integration with Telehealth
- (xiii). Facilitate Individuals/organisations to start/improve TM practice with proper networking and necessary guidance

Article VI: Definitions

1. In the interpretation of the Byelaws, unless there is something inconsistent or repugnant with the subject or context, the following words shall have the meaning given as hereunder:

- (i).“The Society” shall mean the TSI Society having its registered address at School of Telemedicine, SGPGIMS, Raibareli Road, Lucknow.
- (ii).“Member” shall mean any type of Member as defined in article VII, whose application for Membership: has been accepted in accordance with the Byelaws and is a Member paying the appropriate subscription charge(s) as applicable to their category. For the purposes of proceedings under the Societies Registration Act, 1860 (the Act), no Member shall be entitled to vote or be entitled to the benefits of membership, if their subscription at the time of voting have been in arrear for a cumulative period of 2 months.
- (iii).“General Body” shall mean the general body of the Society consisting of all the members of the Society. The General Body of the Society shall be comprised of President, Vice President, President-elect, Treasurer, Members of the Executive Committee and other Patron, Corporate, Professional, Startup and Academia Members.
- (iv).“Executive Committee” (EC) is same as the Governing Body of the Society defined by the Act and shall mean the Committee that is constituted in accordance with Article IX of these Byelaws and to whom the management and affairs of the Society are entrusted. The Society shall have the following officers, who shall be the members of the Executive Committee – President, President Elect, Vice President, Immediate Past President, Hony.Secretary, Jt.Secretary,Treasurer and such other nominated members of the Society as confirmed during the AGM. The term of an EC will be for a period of 2 years.
- (v).“Bye-Laws” shall mean these byelaws and such other byelaws as approved by the Executive Committee and as amended from time to time by the Executive Committee in accordance with the provisions thereof.
- (vi).“Year” means the Accounting Year of the Society beginning on the first day of April each year and ending on the thirty first day of March of the subsequent year.
- (vii).“The Chairperson” shall mean the Chairperson of the General Body elected in accordance with these Byelaws. The Chairperson shall be elected from the members of the General Body in the absence of the President, the President Elect and the Vice President.
- (viii).“The President” shall mean the President of the Society elected in accordance with these Byelaws. The President shall, subject to these Byelaws, preside over the Executive Committee and manage the overall affairs of the Society and the Executive Committee. The President shall be a Member of the Society.
- (ix).“The Vice President” shall mean the Vice President of the Society elected in accordance with these Byelaws. Vice-President shall be the chairman of the scientific committee. The Vice President shall be a Member of the Society.

- (x).“Honorary. Secretary” shall mean the Honorary Secretary of the Society elected in accordance with these Byelaws. Honorary Secretary shall be a Member of the Society.
- (xi).“Joint Secretary” shall mean the Joint Secretary of the Society elected in accordance with these Byelaws. Joint Secretary shall be a Member of the Society.
- (xii).“The Treasurer” shall mean Treasurer of the Society elected in accordance with these Byelaws. The Treasurer shall have oversight of the financial affairs of the Society and assist the Honorary Secretary and the Joint Secretary in day-to-day affairs of the Society. The Treasurer shall be a Member of the Society.

Article VII: Membership:

1. Any person, natural or juristic, engaged in any activity as related to the scope and purpose of the society, shall be eligible to become a Member of the Society. The Members shall be subjected to standard payment terms depending on the category of membership they subscribe to. The society reserves the right to scrutinize the application and accept/reject the application at its sole discretion.

Admission to Membership. Based on their qualification/job function they shall be admitted to respective eligible membership category with defined privileges and responsibilities.

2. Application for admission to membership of the Society as any category of membership, as identified hereinafter, shall ordinarily be made in writing on the prescribed form and shall be accompanied by payment of the Application fee as fixed by the Executive Committee, and the amount of membership due for the corresponding category of membership. Every application must be duly filled in and signed, and should be accompanied by the appropriate supporting documents, as may be required for each specific category. Completed application forms shall be delivered to the Office of the Secretary at least one month before the Annual General Assembly. Such application shall be considered by the Executive committee as per the reserved rights of admissions and who may accept or reject or deal otherwise with the same. The decision of the Executive committee shall be final. The Executive committee shall not be bound to give reasons for its decisions. Membership in the Society shall commence from the date of acceptance by the Executive committee. Any proposal for an honorary life member shall be considered by the EC, and the decision of the EC in respect of admission of the Member in the category shall be final.
3. For being accepted to any type of membership, the individual/corporate/start-up/institution (1) should not have active criminal cases against him/institution/corporation/start-up etc. OR/AND (2) has been not convicted in a criminal case for which he is presently serving or will serve a sentence.
4. Membership in the Society shall commence from the date of acceptance by the Honorary Secretary/Executive committee. Any proposal for an honorary life -member

shall be considered by the EC, and the decision of the EC in respect of admission of the Member in the category shall be final.

5. Types of Membership: There shall be following Types of Members

- (i). Individual Member
 - a. Life Member
 - b. Fellow Member
- (ii). Institutional Member
- (iii). Corporate Member
- (iv). Start Up Member
- (v). Honorary Life Member
- (vi). Overseas Member
- (vii). Paramedical Member
- (viii). Student Member
- (ix). Associate Member

6. Any other type of Members which may be decided in future as per the rules of the Society

7. Details of the Memberships:

7.1 Individual Member:

- (i). **Life Member:** A person shall be qualified (Graduate in any discipline) to be admitted as Life member of the Society if, and are invested in the objectives and purposes of the Society. Such members shall be eligible to vote as per the byelaws, and are allowed to participate in all activities of the Society. (Ayush also if qualification is included)
- (ii). **Fellow Member:** Any Life Member is eligible to become a Fellow member after completion of 5 years as a Life member, who has actively participated in the promotion / practice of Telemedicine / Digital health in the last 5 years & has attended at least two TSI National Conference during preceding five years in person/online (Only Fellow members shall be eligible to hold any office or contest in the election in TSI, in addition to participating in activities as set for Life Members of the Society. . For complying with the legal and procedural aspects of India, only the Resident Indians shall be eligible to become Fellow members despite meeting the other qualifications. He shall cease the right to hold the elected post if he/she moves out of the jurisdiction of India.

7.2 Institutional Member:

Any institution may be admitted as an Institutional Member of the Society according to the procedure laid down in the Bye-Laws not having the right to vote, nor nominate/serve on the Executive Committee or stand for any election. The term "Institution" shall be deemed to include any public or private institution in teaching/training/research (company, public or private firm) a society registered

under any law, a duly constituted trust, a statutory body, any association or organization set-up under an Act of Parliament or a State Government dealing Medicine, Ayush, Indian Medical Systems, Engineering and any other allied disciplines. Institutional Members are not eligible to vote/ nominate or serve on the Executive Committee or stand for election. An Institutional Member can be represented by 2 members with voting rights during the AGM.

7.3 Corporate Member:

Any juristic entity (company, LLP, HUF, incorporated under the laws of India) having its office(s) in India) can become Corporate Member of the Society according to the procedure laid down in the byelaws of TSI. Corporate Members are not eligible to vote/ nominate or serve on the Executive Committee or stand for election. They shall have voting rights of two identified representatives in the GABM.

7.4 Start-up Member:

Any Pvt. Ltd Company or a LLP incorporated in India, aged not more than 3 years, at the time of application, can register as a Start-up member of the Society and same shall be valid for a period of 2 years or until the organization completes 5 years. Beyond the above periods he/she shall remain as simple representative member without any privileges/voting rights.

7.5 Honorary Life Member:

Any person, of eminent standing who has worked towards the cause of Telemedicine/Telehealth/Digital Health may be nominated according to the procedure laid down in the byelaws. The EC will decide on a case-to-case basis, about any considerations to be made under this category. Honorary Life Members are not eligible to vote/ nominate or serve on the Executive Committee or participate in the elections in any capacity.

7.6 Overseas Member:

Shall consist of individuals from countries outside India who meet all the other qualifications of Life member. They shall not have attendance requirements and shall be subject to dues like a Life Member. They shall have the similar rights including voting rights of a Life Member but shall not have the right to contest for elections to the EC. EC upon discussion can consider naming them as Overseas Representative of TSI for coordination and liaisoning with appropriate authorities/ organisations/institutions. Paramedical Member:

Any person who is Nurse/Pharmacist/Technician/Dietitian/Health educator or any other education, entitling the person to support/promote health care or allied health professional having a qualification less than graduation can become the Paramedical Member of the Society.

7.7 Student Member:

Any person who is a bonafide student of undergraduate or less and who has shown interest in telemedicine may apply for student membership.

7.8 Patron of TSI:

In addition, the Society can also decide to have **Patrons**; who can be either individuals or organisations which are national luminaries or elite organization which give their, institutional and/or substantial financial support to TSI. Patrons are not eligible to nominate or serve on the Executive Committee or contest election for TSI. They can have a single vote of representative in the AGBM.

7.9 Associate Member:

Any individual desirous of following/promoting/contributing for the cause of Telemedicine and TSI but not falling in any of the previously described types, particularly not having a graduation qualification. He shall pay the fee on par with life member with voting rights but without the rights to contest for election/holding office.

8. Summary of Membership types and their Privileges:

- a) All Life Members and Overseas Members shall be entitled to participate in all activities of the Society including the right to vote as per the byelaws. Only Fellow members shall be eligible to be office bearer(s) of the society in the EC. , Institution, Honorary, Patron, Startup, Paramedical and others shall have all the privileges as under 6(a) but shall have the right to vote but not to nominate or to serve on the Executive committee or stand for any election.
- b) Corporate member shall also become accredited to every module of Code of Practice for services they provide. Corporate members can nominate one member each, maximum 2 members (among all corporates) on a rotation basis to the EC.
- c) No member shall be allowed to propose or second a nomination or stand as a candidate for any election unless his dues are cleared before the last date of receipt of nomination papers.
- d) Institution Member: During the period of valid membership an Institution member can nominate two individuals to represent the company for AGBM.

The summary of the Membership types, Rights and associated Privileges are summarised as following:

#	Type of Membership	Voting Rights (YES/NO)	Eligibility to contest for EC position	Discounted Rates/free nominations for International conferences	Discount for Annual Conference Regn.
1.	Life Member	YES	NO	YES	YES
2.	Institutional Member	YES	NO	YES	YES
3.	Fellow	YES	YES	YES	YES
4.	Honorary Life Member	YES	NO	YES	YES
5.	Corporate Member	YES	NO	YES	YES
6.	Start-up Member	YES	NO	YES	YES
7.	Overseas Member	YES	NO	YES	YES
8.	Paramedical Member	YES	NO	YES (if no other applicant is there)	YES
9.	Student Member	NO	NO	YES (if no other applicant is there)	YES
10.	Patron of TSI	NO	NO	YES (if no other applicant is there)	YES
11.	Associate Member	YES	NO	NO	YES

Article VIII: Cessation, Termination and Reinstatement/Re-admission

- (i). Any member who wishes to resign from the Society can do so by giving notice in writing to the EC of their intention to do so and thereupon they shall cease to be a Member, provided all his dues to the Society are paid, as the case maybe.
- (ii). The Executive Committee by a decision of two-third majority of the members present and voting may recommend disciplinary action against any member on its own, or in pursuance of a notice signed by at least two members received by the Executive committee or Secretary. This shall be approved/ratified in the AGBM/SGBM/EGBM.
- (iii). Any Elected member of EC holding the position of office Bearer i.e President/Hony Secretary and Treasurer not attending three consecutive EC meetings in person or online/going out of Indian jurisdiction for more than 180 days shall cease to hold the position. He/She can intimate and submit the resignation paving the way to fill in the vacancy.
- (iv). Any Member may be disqualified from their existing membership with the Society, if they indulge in any criminal offense, disqualified by any notified healthcare association (NMC, or other licensing bodies), or has become insolvent, or has been found guilty in any disciplinary proceedings undertaken by the EC, or any external agency on behalf of the EC or has become insolvent or has been proven to have indulged in act of moral turpitude during their association with the society or are proven to have acted against the interests and objectives of the society.
- (v). Any Member, who ceases to be a Member of the Society, for reasons which are not alluded to disciplinary actions against them, may be re-admitted to the membership on such terms as the Executive Committee may determine as per rules of the Society. Every such applicant shall have to pay the specified application fee unless otherwise decided by the Executive Committee. This shall be approved/ratified by the AGBM/SGBM/EGBM.

Article IX: Officers and Executive Committee

1. The members from among themselves shall elect the officers of the Telemedicine Society of India. They shall be -
 - (i). Vice-President
 - (ii). Honorary Secretary
 - (iii). Joint Secretary

- (iv). Treasurer
- (v). Members of executive committee (seven in numbers other than the above and additional as per rule below)

The following posts are elevated from Vice President automatically after each year in progression, as below, from Point. (i) through (iii);

1. President Elect
2. President
3. Immediate Past President
4. The EC can also co-opt any other individual to be an EC member without voting rights, who is nominated by General Body to support TSI activities for special and specific contributions. These persons must be Members of the Society.
5. Two representatives from the Presidential Circle shall be nominated to EC, by the President. They shall not have any voting rights.
6. TSI may also consider appointing any other individual to other positions like a CEO, Chief Operating Officer (COO), project manager or project Director etc., on a need basis as discussed and defined by the EC on appropriate terms, conditions, privileges and compensation which shall be ratified by the AGBM.
7. The above office bearers shall have full power to act on all matters as outlined within the byelaws, with the sole objective of furthering the interests of the Society, and to the exclusive benefit of the Society.

8. Presidential Circle

Corporate Members are eligible to be part of the presidential circle for a period of 3 Years, if they complete any of the following three (03) criteria:

- Commit to sponsorship of minimum INR 15 lakhs across 3 consecutive events of the Society (cumulatively).
- Raise a sponsorship of INR 25 lakh for 2 consecutive annual events of TSI (cumulatively).
- Have substantially contributed to the field of telemedicine and have been recognized by the Government and/or the industry for the same. The recognition has to be validated and the organization has to be nominated by at least 5 Life Members and 2 Fellow Members, and due consideration will be made by the EC in this regard.

- 9. Register of Members.** A register of the members shall be kept by the EC in which membership in the various categories shall be recorded setting down the names, photographs, personal websites and addresses of the members. The same shall be posted in the Society website, after confirmation of the EC, and/ or the President, alone, as the case maybe, after consent of the Members have been specifically taken for the same. For the purpose of the Society, the address and e-mail Id as mentioned in the register shall be considered as the valid one. Any change in address and e-mail must be intimated to the Executive Assistant of the Society, who shall inform the EC of such changes in compliance report, half-yearly. The newly inducted

Members shall be given a copy of these Byelaws, and consent will be taken from them, in case their numbers, e-mails, and other correspondence details are shared with other Members, third parties.

- 10.** The society shall have the details of the members by name, designation and city etc. without the email and mobile number accessible to the members by logging-in. These details of any specific member(s) can be obtained from the TSI HQ office by sending a specific request to Hony. Secretary/President.

Article I X: Funds and Assets

1. The Society shall raise funds from: –

- (i). Application Fees
 - (ii). Membership Fees
 - (iii). Proceeds of the events
 - (iv). Contributions, donations, gifts, and grants from identified, and verified sources. from any source
 - (v). Income from investments like bank interest on the left-out reserves/resources
 - (vi). Honorarium, Fellowships and Sponsorships
 - (vii). Royalty
 - (viii). Prize Money, cash rewards, and
 - (ix). Conducting the training courses from time to time
- 2.** TSI can purchase, take lease of or otherwise acquire, hold, manage, let, sell, exchange, mortgage or otherwise dispose of movable or immovable property of any description and all rights of privilege necessary or convenient for the purpose of the society and in particular any land, building, furniture, household items, books, newspaper, periodicals, instruments, fittings, appliances, apparels, software, computer system, transport vehicles, building for accommodation as when deemed necessary or desirable in the interest of TSI, with the AGBM/SGBM/EGBM.
- 3.** Raise or borrow money in such a manner as TSI may deem necessary.
- 4.** Invest any money of society not immediately required for any of its objects in such a manner as may from time to time be determined by the society through EC and approved by the AGM, for other than investing in the FDR/TDR in nationalised bank where the TSI HQ account is held with.

Article XI: Executive Committee

The Executive Committee shall comprise all such Members as identified in the foregoing provisions of these Byelaws.

Meeting of the Executive Committee:

1. The EC will meet at least once a Quarter in person/online at the call of the President, or at the behest of the President and even if there is a request from one single member for online mode, a hybrid mode shall be made available by the Organiser. The President or in his/ her absence the President Elect, shall preside at the EC meeting and shall have a casting vote if necessary, in case of any ties for matters which are put to discussion, consideration and voting during the EC meeting.
2. The quorum for the Executive Committee will be one third of the total number of the EC Members.
3. The Hony.Secretary and Jt. Secretary cum Treasurer shall summon the meeting, keep the books of accounts, and present the audited accounts in the Annual General Body Meeting of the Society.
4. The Hony. Secretary shall ensure that the minutes of the meeting are documented, and available for the review, confirmation and scrutiny of the EC, within 3 days from the date of an EC meeting.

Article XII: Functions of the Executive Committee

1. To receive and dispose off, applications for memberships and resignations.
2. Shall be responsible for considering all the objectives of the Society, and shall have the power to enter into Agreements and MOUs with third parties, in realizing these objectives of the Society.
3. To regulate and sanction an expenditure which the EC may consider to be necessary or desirable in furthering the objectives of the society.
4. To delegate any of its powers to such persons, officers, or employees of this section as it may deem fit for the proper and smooth conduct of the Society.
5. To accept donations, subscriptions, endowments for any specific purposes consistent with the objectives of the society and or accept donations, endowments, gifts earmarked for buildings, with a view to perpetuate the memory of any person or persons whose memory the donor may like to perpetuate with objectives not inconsistent with the objective of society.
6. To make any additional rules and compliance conditions, or codes of conduct, which may be essential for the purposes of furthering any objective, performing any obligation, and maintaining any general functioning of the Society?
7. To constitute a disciplinary committee, as and where required for addressing concerns of the Members of the Society, and to determine the actions of any Member against whom complaints have been received by the EC. The proceedings of these meetings shall be documented, and outcomes of the same shall be presented during the AGM along with the audit report, unless and until agreed otherwise unanimously by all members of the EC to be expunged from the official records of the Society, for reasons, and actions being taken in good faith. The nature of concerns which may be addressed by the Society will include but not be limited to

misdemeanor, objectionable behavior (including sexual harassment being caused to fellow Members), fraudulent or dishonest behavior, financial irregularities, and misrepresentations.

8. To appoint sub-committees if necessary, by appointment of Members of the Society for performance of certain specified tasks, fulfill certain obligations, for any specified term/period. Such Sub-Committees shall be bound to submit their reports to the EC, as and when required by the EC, or periodically or at the end of the assignment, as the case may be/as required. These reports shall be recommendatory in nature for the acceptance or otherwise of the EC.
9. To regulate and sanction an expenditure which the Committee may consider to be necessary and desirable in furthering the objectives of the society.
To accept donations, subscriptions, endowments for any specific purposes consistent with the objectives of the society and or accept donations, endowments, gifts earmarked for buildings, with a view to perpetuate the memory of any person or persons whose memory the donor may like to perpetuate with objectives not inconsistent with the objective of society.

Article XIII: Terms of the Office Bearers

The term of the office bearers will be as follows:

- (i). Immediate past president – One year
- (ii). President - One year
- (iii). President elect - One year
- (iv). Vice-President - One year
- (v). Hony. Secretary - Two years
- (vi). Jt. Secretary - Two years
- (vii). Treasurer – Two years
- (viii). Executive Members - Two years

No member of the Executive Committee shall contest/hold the office for more than two times in the same capacity. In case of a tie in the election, the new person shall be elected over the old office bearer.

Article XIV: Functions of the Office Bearers

1. **President** of the Society shall perform the following duties and obligations:
 - (i). Shall preside at and conduct meetings of the Society and its Executive Committee and shall have a casting vote, where required.

- (ii). Shall supervise the general activities of the Society.
- (iii). Shall contribute towards improvement of the finances of the Society.
- (iv). May appoint Committees/Sub-committees, at their sole discretion, if and when necessary, for the welfare, benefit and smooth functioning of the Society.
- (v). Shall have the right to call executive committee and general body meeting in times of emergency.
- (vi). Shall address the audience during the Annual Conferences of the Society.
- (vii). Shall call for correspondence to be issued to any third party, and be the exclusive authorized signatory for commercial arrangements, and not-for-profit contributive/ collaborative arrangements entered into with any third party, including business associations, government bodies, or any other entity.
- (viii). Shall call upon the other Members of the Society to submit reports related to their performances, as part of EC, Sub-Committee, or otherwise.

2. President Elect: In the absence of the President the President Elect shall perform the duties of the President. They shall be the returning officer.

3. Vice President: Shall be the chairman of the scientific committee and be responsible for organizing the scientific programme during the annual conferences.

4. Immediate Past President: Shall be the bridge between the previous Committee and the new committee and in his/her capacity as ex-officio person, shall help the succeeding President and the new committee for smooth functioning

5. Honorary Secretary: Shall perform the following duties and obligations:

- (i). Shall call meetings of the Executive Committee whenever necessary (minimum once a quarter or on a written requisition of not less than 4 members of the Executive Committee or not less than 1/3 of the required members to hold an extraordinary meeting of the General Body. These meetings may be held in online/Offline or in Hybrid mode. In the absence of Hony. Secretary, Joint Secretary shall initiate these meetings.
- (ii). Shall prepare agenda for and keep a record of the minutes of the meetings of the Executive Committee and the General Body
- (iii). Shall see that decisions made by the Executive Committee are carried out by the persons concerned
- (iv). Shall carry out all correspondence on behalf of the Society, at the instructions of

the President, or the EC

- (v). Shall organize activities for the fulfillment of the aims and objectives of the Society
 - (vi). May call for from any office bearer, any paper pertaining to the work of the Society, for inspection and necessary action, and shall submit any observations with respect to the same to the EC
 - (vii). Will take steps to improve the funds of the Society
 - (viii). Shall issue notices for the meetings (e-mails permitted)
 - (ix). Will bring out a newsletter at decided periodicity (decided by the EC) which will be electronically sent to all members and take up other measures to publicize all the activities of the society and chapters to all the members in appropriate and other suitable/available modes.
 - (x). Shall liaise with the Registrar of Societies for smooth functioning of the Society
 - (xi). Shall prepare an annual report of the society and circulate it to all members
- 6. Joint Secretary.** Joint Secretary shall assist the Hony. Secretary in performing all the duties and maybe given/delegated certain responsibilities The Joint Secretary, shall in the absence of the Secretary, have the same powers, duties and obligations as those of the Hony. Secretary.

7. Treasurer.

- (i). Shall assist the Hony. Secretary in day-to-day business, activities for the Society.
- (ii). Shall arrange collection of funds necessary for maintenance of the Society and its activities and ensure deposits are maintained in a scheduled / commercial bank, as approved by the EC.
- (iii). Shall issue receipts for all values received for the Society.
- (iv). Shall keep bills or vouchers and also payees' receipts whenever possible for payments made by on behalf of the Society and maintain a regular record of Society accounts.
- (v). Shall operate accounts of the Society jointly with the Secretary or the President, as authorized signatories.
- (vi). Shall prepare and make available to the Secretary the annual statements of income and expenditure for the annual report. Also, to be responsible for getting the audit of the accounts by authorized Auditor.
- (vii). Will be authorized to make expenses available to members for scientific, academic and administrative activities of the Society.

- (viii). Shall keep the bank and the Registrar of Societies informed on the changes which take place on an annual basis.

All the members of the EC shall undertake and perform any other task/responsibility from time to time, as required for the progress of the TSI and promotion of TSI.

Article XV: Functions of the Executive Committee:

The Executive Committee shall have the following functions and powers:

1. To receive and dispose off the applications for membership and resignations.
2. To take all steps necessary for the administration of the Institutions under the control of the society and to appoint, employ, dismiss, suspend staff as also to appoint, employ or remove agents, lawyers, attorneys, architects, values for any of the purposes of the society.
3. To regulate and sanction an expenditure which the Committee may consider to be necessary or desirable in furthering the objectives of the society.
4. To accept donations, subscriptions, endowments for any specific purposes consistent with the objectives of the society and or accept donations, endowments, gifts earmarked for buildings, with a view to perpetuate the memory of any person or persons whose memory the donor may like to perpetuate with objectives not inconsistent with the objective of society.
5. To make byelaws and rules consistent with these rules.
6. To appoint sub-committees if necessary from out of the members of the section for any specific purpose and to fix the scope of activities of these sub-committees. The Secretary or the Jt. Secretary of the Committee shall be ex-office members of such sub-committees.
7. "Any other function which the EC may deem fit as necessary to give effect to the objectives of TSI"
8. To receive and adopt the budget for the coming year.
9. To approve amendments in the Byelaws or regulations and procedures and to put up to AGM and necessary approval cycles from time to time, at least once in five years
10. Social Media and Networking: Shall promote, propagate and disseminate information about TM, the society and the activities in social media to reach more people and also to maintain and manage a network of the members through appropriate and legitimate media/App for exchange of views and information.

Article XVI: Meeting of the Executive Committee

- a) The committee shall meet at least once a quarter or as may be required based on the agenda items to be considered and at the call of the President. The President or in his/ her absence the President Elect, shall preside at the Committee meeting and shall have a casting vote if necessary.
- b) The quorum for the Executive Committee shall be one third of the total number of members.

- c) The Hon. Secretary, Jt. Secretary and Treasurer shall summon the meeting, operate the bank account, keep the books of account and present the audited accounts in the Annual General Body Meeting of the Society.

Article XVII: Functions of Appointed/Nominated personal

To be filled

Article XVIII: Membership Fee:

All Ordinary, Life, Student/Associate, Institution, Paramedical, Corporate, Start Up and Overseas / Corresponding Members shall pay membership fee of such an amount as is determined from time to time by the Executive committee and approved by the General Body meeting. The membership fee shall be as follows-

Type of Membership	Membership Fee
1. Life Member	• Rs. 6000/- (life time)
2. Fellow Membership processing	• Rs. 300 processing fee one time
3. Honorary Member	• Nil
4. Institutional Member	• Rs. 25,000.00/- (life time)
5. Corporate Member	• Rs. 1,00,000.00/- (life time)
6. Start-up Corporate Member	• Rs. 50,000.00/- (life time)
7. Overseas - Life Membership only: <ul style="list-style-type: none">• SAARC countries• Non SAARC countries	<ul style="list-style-type: none">• US \$125• US \$200
8. Paramedic	• Rs.2200*
9. Student Member	• Rs.1500
10. Patron	• Nil
11. Associate Members	• Rs. 6000/- (life time)

Application Fee • **Rs. 300.00/- Applicable for all above categories**

* Until one completes his/her graduation or 5 years, whichever is earlier

EC shall have the right to change the membership fee by a majority of the EC and approval of AGM and shall be applicable prospectively after the approval by AGM and release of signed MOM.

Any Life member fulfilling the criterion to become Fellow Member can become so, by applying for the same by paying Rs. 300.00 as the processing charges.

The local Organizing Secretary of any Conference/Workshop organized under the auspices of the Society shall submit the audited account and deposit 50% of the savings

with TSI within four months of the Conference/Workshop or before March 31st of next calendar year, whichever is earlier.

Article XIX: Elections

The society shall elect the office bearers in a fair and peaceful manner in a democratic way and the actual details and steps shall be spelt out in the Processes and Procedures Manual of TSI as amended for improvement from time to time with the approval of majority EC followed by approval/ratification by General Body.

Article X: Meetings

1. The **Annual General Body Meeting** (AGBM) shall be held once in each calendar year at the time and place of the National Conference of Telemedicine Society of India, chaired by the President of the Society:
 - a) Notice of the time and place of such meeting shall be communicated by the Honorary Secretary to every member of the Society at least two months in advance.
 - b) Quorum: 50 persons shall form the quorum for a General Body Meeting
 - c) Adjournment: If within half an hour from the time scheduled for the General Body meeting there is no quorum the meeting shall be adjourned. The meeting can be reconvened 30 minutes later and business for which the meeting was called can be transacted. . No quorum is necessary for such an adjourned meeting. Every motion submitted to the meeting shall be decided by voting.
2. **Alternate Chairman:** In the absence of the President/ the President Elect and in the absence of whom, the Vice President or in the absence of all, any member present in the AGBM shall be elected as a Chairman proterm from among the members of the Society present in the General Body
3. The Agenda shall be circulated to all the members at least three weeks before the meeting. The Agenda of the Annual General Body meeting shall be:-

To receive and adopt the Annual Report of the Society as given by the Secretary on the activities of the Society for the preceding year.

To receive and adopt the Balance Sheet and Auditor's Report for the preceding year.

To approve the appointment of Auditor as recommended by the Executive Committee.

To receive and adopt the budget for the coming year.

Declaration of the results of the election held. In case elections are incomplete for any reason beyond the control of the Returning Officer the same shall be declared and the roadmap ahead to complete the same as per the Bye-Laws shall be declared or debated in the AGM and shall get approved by majority of the house of AGM.

To transact such other business as may be brought forward by the Executive Committee or any other business that may be permitted by the chairman of which seven days' notice has been given in writing.

To consider any other business brought forward by or with the consent of the chairman.

4. **Special/Extraordinary General Body meeting:** Special /Emergency General Body Meetings (EGBM or SGBM) may be conducted as and when required on the approval and recommendation of EC with due notice of minimum 15 days.
5. Extraordinary General Body meeting may be called by the President or in his absence by the President Elect or the Vice- President upon the request of the Executive Committee or the request of 1/3 of the members of the Society. Request for such a meeting must state its objectives and must be signed by the requisitionist and be deposited with the Hony. Secretary of the Society, who shall take a majority vote in the EC for conducting such an extraordinary/additional GBM and convey to President.
 - Notice for Extra-ordinary meeting should be sent within two weeks of receipt of request.
6. Notice for any Special/Emergency GBM shall be circulated minimum 15 days in advance along with the proposed agenda.
7. **Notice of AGBM:** Notice of the time and place of such meeting shall be communicated by the Honorary Secretary to every member of the Society at least one month in advance along with an agenda of the business to be transacted at the meeting. The non-receipt of such notice shall not invalidate the proceedings of any such meeting. Any notice required by these Byelaws to be given to a Member shall be deemed to be sufficiently served if sent by post properly addressed to his or her last known registered address in India or via electronic mail mentioned in the application/updated subsequently, appropriately addressed to the concerned representative of the Member organization.

Article XXI: Chapters of the Society:

- (1) For better functioning of the Society at a regional level various sub-divisions shall be formed as deemed convenient by the Executive Committee. Such divisions may be called State Chapters ("Specify Region"). Scientific activities of the Society may be run in such Chapters by locally elected Executive Committee from among the members of the Society belonging to that region/state.
- (2) Any state of the country which has minimum of 20 members of the Society can form a chapter by applying to the Hon. Secretary through an elected convener /secretary of the group of members of the state. The Society shall have no financial obligation to these Chapters. The Chapter shall be, however, obliged to provide the Society an annual report of their activities one month before the Annual General Body Meeting.
- (3) Members transferring their residence shall automatically become members of the regional chapters of their new place of residence.

- (4) If the performance of the Chapters so formed is not performing any TM activities, no elections, not even one state level meeting per year and has not carried out Chapter activity, for 3 consecutive years, TSI may decide to close down the chapter and inform chapter officials accordingly, with the approval of majority EC.
- (5) By default, Bye laws of the chapters shall be the same as of the TSI including the constitution of EC, tenure and elections etc. However, they shall be appended according to privileges/specific necessities of each state and in concurrence with the TSI not contravening the aims, objectives, ethics and standards of the society. This shall be approved by the EC of TSI followed by ratification by AGM. The state chapters shall submit annual activity and audited statement of records in time (at max within 90 days after the end of the previous financial year, so as to reach the TSI HQ by June 30th of the calendar year (as per the current GOI FY) so as to compile a report and present to the mid-term EC meeting generally taking place in the month of July. The states who fail to submit all the reports or in time shall cease the right to claim the royalty of the membership fees due to the state chapter.
- (6) The states can opt for giving the full details to TSI HQ and get audited together with the TSI HQ at the cost of the state chapters and this decision can be taken for each year.
- (7) If the state chapters fail to provide these details and perform minimum activities for two consecutive years, one committee constituted by the central EC should oversee and set right the things to order and conduct elections etc. if required and hand over to the new team for a smooth running further.
- (8) It is the responsibility of the member associated with one state to inform the society if he moves to another state, and he/she should be attached to the chapter of the state where he/she is residing and intimated to the Hon.Secretary. The Secretary shall intimate to the respective states.

There shall be a handing over – take over formality with the status of affairs, bank account details, bank operating change over documentation and closure of accounts till the date of handing over. Any questions/clarifications pertaining to previous period shall also be answered by the current team but with clarifications and background data capture from the previous teams(s). Any culpability if attracted to for previous tenures shall lie with the actual offenders as the case may be.

- (9) Social Media or Networking Groups of State Chapters: State chapters also shall promote, propagate and disseminate information about TM, the society and the activities in social media including in the regional language to reach more people and also to maintain and manage a network of the members through appropriate and legitimate media/App for exchange of views and information. President, Hony.Secretary and Treasurer shall be members of all state network groups and not in their executive Groups.
- (10) TSI HQ (TSI EC) shall conduct a meeting with the commanders (President, Secretary and Treasurer) of states at least once in a quarter.

- (11) The revenues generated by states in collecting funding or conducting any independent events or projects in their state(s) except the share of the Annual TM conference shall go to and remain with the respective state chapter, even if they are continuing to use central PAN card. The state chapters shall submit the audited statement of accounts for the events separately or together at the end of year and either utilize the funds for the specified purposes within the defined period or pay the necessary IT. The IT burden on the central HQ if any, on the revenue generated by the state chapters shall be borne by the respective state chapters causing no additional burden on the Central TSI.
- (12) If there are any specific issues/requirements from any state chapter for smooth functioning (admin and financial) they can write to TSI central Office and get additional assistance/documentary support etc., which shall be discussed and approved by the central EC.
- (13) TSI shall work towards obtaining the benefits under 80G etc for (in the processes and procedures manual) (TSI HQ shall also consider the option of getting registered with GST)
- (14) TSI may appoint a committee to oversee the functioning and performance of the state chapters and help resolving issues if any including conduct of elections wherever required and handing over to the new committee.

Article XXII: Annual Conference:

1. Conference of the Society shall usually be organized at least once each year. The venue of the conference shall be decided in the General Body meeting; two years in advance. The interested state chapters/organisation in the event of lack of state chapter in that particular state (preferably by tying up with any of the state chapters) shall express their willingness in writing and details of infrastructure to conduct the conference. This may be debated and decided on the floor of the AGBM, in case of multiple states/organisations coming forward to conduct the same.
2. Generally, it should be ensured that the conference is conducted in East, West, North and South regions of the country (not exactly restricted to these but can be decided by the merits and needs of the situation as decided by the AGBM)
3. The same shall be once again reviewed and reconfirmed in the next Mid-term EC meeting taking a written confirmation of willingness and readiness of the proposed state chapter/organisation (organizer) thus confirming the venue about 1.5 years before the conduct of the event.
4. The Organiser and TSI HQ shall sign an MOU to conduct the event, defining the terms and conditions, roles and responsibilities etc.
5. The Organiser shall form the necessary organising teams, Advisory Committees etc. for smooth conduct of the event.

6. Secretary of the Society shall notify the date, venue of the annual conference and call for papers to all the members and post the same in the website. The conference website once established shall be announced through the Society website and a link provided.
7. The Vice President shall be authorized to constitute a Committee to scrutinize the papers.
8. On each day of the conference the pre-lunch sessions should be devoted to Plenary lectures, Guest lectures, Symposia and Panel discussion which shall be joint session. Screening of the papers for these sessions shall be carried out by the committee as above. All the free paper session shall be held in the afternoon. The poster session should be allotted appropriate time.
9. Each member shall be allowed to present only one paper. S/he may be a joint author on the papers presented by others.
10. All the members have to register for the conference, except as provided by the organsiers. Accepted papers shall not be printed in the Scientific Programme Book unless the member has registered for the conference. Members whose papers are accepted and who default in presentation without at least 48 hours' notice prior to the conference shall be debarred from presenting any paper for one year. The final programme of the Conference shall be uploaded on the website by the Secretary at least a month before the conference.
11. The Organizing Secretary shall be responsible for making all other arrangements for the conference, including the budget according to the procedure laid down from time to time by the Executive Committee. The Organizing Secretary shall submit an audited statement of accounts within 4 months of the completion of the conference (or before next March 31st whichever is earlier).The expenses of the conference shall not be met normally from the finances of the Society. Fifty percent of the savings from the conference should be paid back to the Society and rest fifty percent should be made available to the local chapter of the Society for their use in furthering the aims of the Society.
12. The Mid-term EC meeting, Annual meeting of the Executive Committee and General Body shall normally be conducted at the time and place of the Annual Conference. The local Organizing Secretary shall be invited as a non-voting member of the Executive Meeting held in association with the conference to present the preparations and readiness for the conduct of the conference. This should be taken up as the first agenda point after which the concerned person must excuse himself / herself for the EC meetings) to continue with the other agenda items.
13. The local organizing secretary shall provide local hospitality to the President, President elect, Vice President, Secretary, Jt. Secretary and Treasurer of the society, at the minimum during the time of the annual conference.

14. Fifty percent of the savings from the conference should be paid back to the society within 4 months of the completion of the conference or before March 31st next year whichever is earlier) and rest fifty percent should be made available to the local chapter of the society, in existence/whenever this is formed, for their use in furthering the aims of the society. In such event, the Organiser shall remit the 100% of the profit/surplus with the TSI HQ.

Article XXIII: Auditor

The Executive Committee shall appoint and fix the appointment of an auditor and finalise the fee of the Auditor who shall be a Chartered Accountant. (Period and terms shall be at about three years which shall be defined in detail in the Processes and Procedures Manual)

Article XXIV: Nomination of Delegates for International Conferences:

Official delegates to the International Conferences shall be recommended by the Society on the basis of the following criteria:-

1. A member should have a minimum of three years standing in the Society.
2. He/She should have attended two conferences and published at least one scientific paper in peer reviewed indexed journals during the preceding 5 years or shall have worked in the TM and EC may decide based on the merits of applicants.
3. Preferably, the paper for presentation should be accepted or the member has been invited by the Organizing Committee of the Conference.
4. The final selection amongst candidates fulfilling the above said conditions is left to the Executive Committee.
5. The same person shall not be considered for this if he/she was benefitted in the past 3 years, if there is a competition.
6. In such cases, the representative/beneficiary shall submit a report within two week on return to the TSI about the event, technical content and major highlights or learning.
7. The selection for this facility/nomination shall be dependent upon the number of applications received and shall be decided by the EC in case of competition.

Article XXV: Annual Reports

Hony. Secretary shall prepare and present the annual report of the activities of the society and about the EC meetings, decisions and outcomes etc., including Appraisal about the EC performance. The EC/AGM shall have the option to replace non-performing members after critical review and analysis. The report shall contain at minimum the number of

meetings attended by the member/office bearer and preferably details about the contributions/suggestions for the betterment of the Society/improving the performance of society and towards meeting the aims and objectives of the Society (TSI).

Treasurer shall prepare and present an annual report of the finances of the society, summary of accounts, the audited statement of accounts including those of the state chapters under operation and any other financial matters requiring the attention of the members.

Both of these Annual reports of the Society shall be sent gratis to every Member of the Society by the Hony. Secretary at least seven (7) days prior to the General Body Meeting held during Annual Conference of the Society and shall be presented on the floor of the house for approval/ratification, as the case may be.

Article XXVI: Seal

1. The Society shall provide for a seal and for its safe custody.
2. The seal of the Society shall not be affixed to any instrument except by the authority of the Executive Committee and in the presence of at least one more Member of the Executive Committee.

Article XXVII: Indemnity

The Chairman of the Scientific Committee, Executive Committee and the office bearers and staff of the Society be indemnified in respect of all acts done by its Members for the Society in good faith.

Article XXVIII: Bank Account, Investing and Spending Powers

Any two of President/Hony. Secretary/ Treasurer shall be the authorized signatories for the operation/transaction of the bank account of the Society. Account shall be opened in a Scheduled Bank at the TSI HQ. and the Account shall be in the name of Telemedicine Society of India.

Article XXIX: Amendments

This constitution may be amended by two-third affirmative votes of members present at the annual assembly, provided a copy of the proposed change has been delivered to each voting member 60 days in advance of the general body meeting.

Any member of the society may propose amendments to the constitution/Byelaws by writing to the Hony. Secretary minimum 45 days before the GBM, who shall put up to the EC, if the EC approves the required change by majority, this shall be put up the Annual /

Special GBM as required. Such amendment(s) may be amended by two-third affirmative votes of members present at the annual assembly, or where such affirmation has been provided via e-mails, facsimile, letter sent by courier or India Post, provided a copy of the proposed change has been circulated to each voting member 30 days in advance of the general body meeting. Such Amendments shall also be in accordance with the Societies Registration Act, 1860, which sets outs that:

Societies Registration Act, 1860

Rule 12. Societies enabled to alter, extend or abridge their purposes

“Whenever it shall appear to the Governing Body (read: Executive Committee) of any society registered under this Act, which has been established for any particular purpose or purposes, that it is advisable to alter, extend, or abridge such purpose to or for other purposes within the meaning of this Act, or to amalgamate such society either wholly or partially with any other society, such Governing Body (read: Executive Council) may submit the proposition to the members of the society in a written or printed report, and may convene a special meeting for the consideration thereof according to the regulations of the society;...”

“...but no such proposition shall be carried into effect unless such report shall have been delivered or sent by post to every member of the society ten days previous to the special meeting convened by the Governing Body (read: Executive Council) for the consideration thereof, nor unless such proposition shall have been agreed to by the votes of three-fifths of the members delivered in person or by proxy, and confirmed by the votes of three-fifths of the members present at a second special meeting convened by the governing body (read: Executive Committee) at an interval of one month after the former meeting.”

Article XXX: Dissolution and Adjustment of Affairs

If the Society needs to be dissolved, it shall be dissolved as per provision laid down under the Societies Registration Act, 1860, as applicable to the State of Uttar Pradesh and as amended from time to time.

Article XXXI: Application of the Act

All the provisions under all the section(s) of the Societies Registration Act, 1860, as applicable to the State of Uttar Pradesh shall apply to the society.
