

# ISTM

## Constitution



Indian Society of Transfusion Medicine

Website – [istm.net.in](http://istm.net.in)

Email- [istmsecretariat@gmail.com](mailto:istmsecretariat@gmail.com)

## **RULES AND REGULATIONS**

1. Name of Society: Indian Society of Transfusion Medicine
2. Address: Department of Transfusion Medicine, Sanjay Gandhi Postgraduate Institute of Medical Sciences, Lucknow. 226014.
3. Working Area of Society: All India
4. Secretariate address: Office address of the elected ISTM Secretary

### **1. OBJECTIVES OF THE SOCIETY**

- i. To function as an Indian Society for all scientific professionals involved in Transfusion medicine
- ii. To foster scientific investigation, clinical application, education, research and exchanges of information and ideas, relating to Transfusion Medicine and allied fields in clinical and laboratory medicine.
- iii. To promote blood safety through promotion of voluntary non-remunerated blood donation and creating awareness in society through IEC material and blood campaigns
- iv. To spread public awareness relating to infection of HIV, hepatitis and other blood TTI.
- v. To spread public awareness for anaemia, thalassemia, Haemophilia, and sickle cell anaemia.
- vi. To encourage, advance and maintain high standards of administrative and technical performance in the field of Transfusion Medicine.
- vii. To award prizes, medals, other certificates, scholarships or fellow-ships to persons found deserving.
- viii. To print/digital media, publish, distribute or sell journals, books, newsletters, periodicals, pamphlets, notices, pictures, and magazines or any other literature on any matter concerning or relating to transfusion medicine.
- ix. Cooperation/MoU with other related National and International Scientific organizations to promote and foster the exchange and dissemination of knowledge relating to Transfusion Medicine.
- x. To make rules and bylaws in connection with creation in functioning zonal/state chapters of ISTM

- xi. To organize and arrange for scientific and educational meetings in the field of Transfusion Medicine.
- xii. Development and publication of guidelines and recommendations in the field of Transfusion Medicine.
- xiii. To act as an advisory forum to the various appropriate authorities, legislative bodies/committees and Government bodies in regard to all subjects concerning the objectives of the society including recognition of Transfusion Medical as a separate identity in all under graduate and post graduate courses in medical colleges/institutions in country
- xiv. To ensure and protect the professional rights of the members and safeguard their interest by all lawful means.
- xv. To make Rules and Regulations in connection with creation and functioning of the Special Interest Groups (SIGs) /subgroups

## **2. TERMINOLOGIES:**

In the interpretation of these Rules and Regulations unless there is anything repugnant to or inconsistent with the subject or context:

- i. The “Society” means the Indian Society of Transfusion Medicine.
- ii. “Year” means the period commencing from 1st of April and ending with 31st March of the immediately following year.
- iii. “Office bearers” means and include the President, the Vice-President, the Secretary, the Treasurer, for the tenure of the Executive committee
- iv. “Act” means the Societies Registration Act, 1860.
- v. “Executive Committee” means the body, which under the Memorandum of Association and the Rules constituted to be the Executive Committee of the Society to which the management of the affairs of the Society are entrusted as required by the Act.
- vi. “General Body” means all members of society

### **3. MEMBERSHIP**

- i. Eligible individuals as defined below, desiring to be members shall apply to the secretariate office in a prescribed format
- ii. All applications for membership shall be initially scrutinized by a Committee comprising of respective zonal representative, treasurer and joint secretary. The Committee shall evaluate the biodata, training, publications, research and other evidence of interest in the Transfusion Medicine.

#### **Privileges of Membership:**

The "Life Member" will be entitled to vote, propose, or second on completion of minimum one year of the membership.

They shall receive copies/digital copies of all proceedings and publications of the Society from the date of their membership and to attend special activities (deleted – free or) at such terms that the Executive Committee may fix from time to time.

There shall be 5 separate classes of membership:

#### **1. Founder Members:**

The persons forming the Society being the signatories to its Memorandum of Association shall be the Founder Member

#### **2. Life Members:**

Eligibility:

- i. Members of the medical profession with recognized degree in Medicine, such as MBBS (with registered qualification in Western Medical Sciences as defined in the Indian Medical Degree Act, 1916, Clause 2, Act VII) with interest in Transfusion Medicine.

**OR**

Members of the medical profession with a recognized postgraduate degree in Transfusion Medicine, haematology- oncology, pathology, microbiology, surgery,

anaesthesiology, obstetrics & gynaecology, paediatrics or allied specialties (with registered qualification in Western Medical Sciences as defined in the Indian Medical Degree Act, 1916 Clause 2, Act VII) with interest in Transfusion Medicine.

- i. Life membership fee: Rs. 5000 +GST/- one time

### **3. Associate Member**

Eligibility:

- i. PhD with life sciences working in the field of Transfusion Medicine
- ii. Paramedical degree holder (technologist and nursing) working in the field of the transfusion medicine at least for a period of 5 years
- iii. Associate membership fee: Rs. 4000/- + GST one time.
- iv. The "Associate Member" will be entitled to receive all the publications of the Society, but will not be entitled to vote, contest, propose, second or hold any office.

### **4. Corporate Members:**

- i. Any corporate approved by the Executive Committee may be included as a corporate member of the Society according to the procedure laid down in the by-laws. The term corporate may be deemed to include any public or private company or firm. The "Corporate Member" will be entitled to receive all the scientific publications of the Society, but will not be entitled to vote, contest, propose, second or hold any office.
- ii. Corporate Member will pay Rs. 5 lakhs + GST at one time.

### **5. Honorary Members:**

- i. Eminent members of the medical profession or persons of high scientific attainment from any country may be elected honorary members (if so approved by a Credential Committee).
- ii. Members desirous of proposing such members must send details of the person to the Secretary. The total number of honorary memberships shall not exceed 10 at any time. An honorary member will not be entitled to hold office or vote at any meeting.

## Suspension and Termination of Membership

- i. The Executive Committee may suspend a member if he/she indulges himself/herself in any act detrimental or prejudicial to the interest of the Society.
- ii. Any member, including the Executive committee found working against the objectives and not upholding the sanctity of the constitution of the society, will be liable for suspension or termination of the Membership on recommendation of the Executive Committee for a period, **minimum of three years** or as deemed fit by the committee.
- iii. A Member may withdraw his/her Membership by submitting his/her resignation to the Secretary. There will be a record of the such members
- iv. The Membership of a member shall cease upon death of the Member. The Membership of a member shall cease when one is declared insolvent or goes mad. The Membership of a member shall cease when penalized under I.P.C. by the Court.

## 4. BODIES OF SOCIETY

- i. General Body.
- ii. Executive Committee

### GENERAL BODY

- a. **Formation:** General body will consist of all type/ class of members.
- b. **General Body Meeting:**
  - i. It shall meet at least once a year at the time of annual conference. The Secretary will fix up date, place & time for such meetings. Notice along with agenda for the meeting will be sent by the registered post/ email.
  - ii. It shall consider such other matters as may be brought up before it by the Executive Committee. It will review the working of the Society.
- c. **Information for General Body Meeting: -**
  - i. Notice period for the meetings of the General Body will be at least 15 days. Only Special meeting of the General Body may be called with 7-day notice period.
  - ii. Notices for all the meetings will be sent by Registered Post or email

**d. Time/Date of Annual General Body Meeting:**

It will be called once in a year. The Secretary will fix up date, place & time for such meetings.

**e. Quorum:**

- i. For General Body meeting the quorum shall be 2/3rd of total Members. Postponed meetings may be convened after 30 minutes at the same place and no quorum will be required for such meeting.

**f. Duties and Rights of the General Body:**

- i. All Members (except Honorary, corporate and associate members) will be entitled to vote in the entire Annual and Special General Body Meeting.
- ii. All Members (except corporate and associate members) will be entitled to vote in the entire Annual and Special General Body Meeting.
- iii. The General Body has the power to amend Rules & Regulations and the Objectives of Society from time to time in accordance with the rules and Regulations laid down for amendments of these Rules, Regulations and the Objectives.
- iv. The General Body shall have power to make Bye-laws in regard to the working of Society.
- v. The General Body alone shall have the power to repeal, amend and modify these Bye-Laws with 2/3rd majority of members present at the meeting.
- vi. The General Body shall appoint the auditor or auditors for the Society, for auditing its accounts and reporting thereon.
- vii. The Annual action plan of the Society will be submitted to and will be discussed by the Executive Committee & General Body.

**EXECUTIVE COMMITTEE**

**Formation: The post of President Elect and Chairman of SIGs has been deleted**

1. The Executive Committee will consist of following members

President	01
Vice-President	01
Secretary	01

Joint Secretary	02 (one nominated, one elected)
Treasurer	01
Editor	01
Zonal Representatives	06

This strength can either be increased or decreased as per the requirements by 2/3<sup>rd</sup> majority.

## **2. Meetings:**

Normally the Executive Committee will meet two times in a year. However. Special meeting can be called for at any times as and when required.

### **iii. Notice/Information:**

A written notice of the meeting of the Executive Committee will be sent to the Members at least 2 weeks in advance by email

### **iv. Quorum:**

- i. The quorum for the meeting of the Executive Committee shall be 2/3<sup>rd</sup> of the total strength of Members.
- ii. Postponed meetings may be convened after 30 min at the same place & no quorum will be required for such meeting.

### **v. Duties and Powers of Executive Committee:**

- i. Executive Committee shall direct and regulate the general affairs of the Society and have power to frame rules and bye- laws for the conduct of business at meetings and conferences of the society to publish journals or other literature.
- ii. The Executive Committee shall have the power to form councils & subcommittees as and when necessary
- iii. The Executive Committee shall direct the Secretary to carry out the general affairs of the Society.
- iv. The Executive Committee may appoint or dismiss such staffs as may be found necessary to manage the work efficiently.
- v. To look after and supervise the management of the properties of the Society and to spend money required for that purpose



- vi. To liaise with the Central & State Governments and Statutory Bodies and authorities for achieving and promoting the aims and Objectives of the Society
- vii. To prepare and submit to the Annual General Meeting an audited statement of Accounts and Report of the previous year.
- viii. To pay all rates, rents, taxes and salaries and remunerations of the employees of the Society
- ix. To fix, collect, increase or decrease the sale price and rents for any of the properties belonging to the Society;
- x. To invest the funds of the Society and to sell, vary or transpose such investments from time to time;
- xi. The Executive committee would fill any vacancy caused by resignation, death or for any other reason, in between the two Annual General Meetings. The member so inducted in the Executive committee would be a member of the remaining period or till the new Executive committee is reconstituted
- xii. To admit or reject application for membership and accept resignation of members. To appoint any Committee or Sub-Committee as and when necessary and with such powers as the Executive committee may deem fit
- xiii. To invite and accept donations and subscriptions with or without any conditions
- xiv. To negotiate and enter into agreement/contracts on behalf of the Society and to vary and rescind such contracts;
- xv. To institute, conduct, defend, compound or abandon any legal proceedings, by or against the Society or its EC Members or otherwise concerning the affairs of the society and also to compound and allow time for payment of any due or of any demand by or against the society
- xvi. To refer any claim or demand by or against the Society to arbitration and observe and perform awards.
- xvii. To delegate any of the powers of the Executive Committee to any officer of sub-committee or committee.
- xviii. To expand the funds of the Society in such manner as the Executive Committee shall consider most beneficial for the objectives of the Society mentioned in its Memorandum of Association.
- xix. To exercise overall control and allocate funds for the smooth functioning of Special Interest Groups.

**Tenure:** The tenure of the Executive committee shall be for 3 years.

## **POWERS AND DUTIES OF THE OFFICE BEARERS OF EXECUTIVE COMMITTEE**

### **President:**

The President shall be elected every three years from among the members of the Society and should have a standing of at least 25 years' experience in the field of Transfusion Medicine. No person shall be eligible to be elected as President for more than one term.

- i. The President shall preside over at all meetings and shall regulate the proceedings of the meeting.
- ii. He/ She shall besides his ordinary vote have a casting vote in case of equality of votes among members.
- iii. In his/her absence the vice-President shall officiate for him, failing whom a member elected at the meeting shall perform his duties.
- iv. To represents the Society internally and externally.
- v. He shall preside at regular and special meetings of the Society and shall serve as the chief executive officer of the Society.
- vi. He shall be the chairman of the Boards and preside at its meetings and shall be an ex officio member of all committees,
- vii. To carry out the decisions of the General body
- viii. To be involved in the organization of the regular scientific meetings of the Society and function as an adviser to the Conference President regarding the organization of the meeting

### **Vice President:**

Vice-President shall be elected from the members of the Society and shall have a standing of at least 20 years in the field of transfusion medicine.

- i. In the absence of the President, Vice-President shall perform the duties of the President.

- ii. In the event of the occurrence of any vacancy in the office of the president by reason of his death, resignation or removal or otherwise, the vice President shall act as President until the date on which a new President is elected.
- iii. The Vice President shall, during, and in respect of the period while he is so acting as, or discharging the functions of President shall have all the powers specified in the constitution.
- iv. The president and/or the Executive committee may delegate time- to -time such of his/her functions as he/she is unable to perform for any reason.

### **Secretary:**

The Secretary shall be elected from the members of the Society and should have a standing of at least 15 years in the field of transfusion medicine. No person shall be Secretary for more than one term, consecutive or otherwise. Subject to the control and regulation of the Executive Committee.

- i. The Secretary shall be responsible for carrying out the decisions of the Executive Committee and the affairs of the society as laid down in the Constitution and bye-laws.
- ii. The Secretary shall, subject to the control and direction of the Executive committee be in general charge of Public Relation of the Society and in particular maintain liaison with Governmental authorities concerned related all Indian Institutions, like bodies.
- iii. Shall sign the membership certificates and answer questions on membership,
- iv. Convene meetings of the Executive Committee
- v. Have charge of the correspondence in relation of the Society
- vi. Keep accurate minutes of all meetings of the Society, Executive Committee and other Committees thereof
- vii. Prepare the annual report of the Society
- viii. Be in charge of all documents and property and other assets of the Society
- ix. Shall maintain a register of the members in the various categories of membership. For the purpose of the Society the address mentioned in the register/database will be considered the valid one. Any change in address must be intimated to the Secretary and confirmation received from the Secretary that the necessary change in the register/database has been effected.

- x. The Secretary will communicate all the changes in the register /database and any other relevant information to the registered office.

### **Joint Secretary:**

Of the two joint secretaries, one will be nominated by the President and Secretary to help them in their work for a period of three year. The joint secretaries will assist the secretary to carry out the responsibilities. The other joint secretary will be elected. He/she should have a standing of at least 10 years in the field of transfusion medicine.

### **Treasurer:**

The Treasurer shall be elected for a term of 3 years. He should have a standing of at least 15 years in the field of transfusion medicine.

- i. All cheques shall be signed jointly by the Treasurer and the President/Secretary.
- ii. The treasurer will act as an administrator of the Society's finances
- iii. Receive all moneys relating to the Society and deposit them in respective accounts in banks approved by the Committee to the credit of an account kept in the name of the Society.
- iv. Collect all dues to the Society and pay in all the amounts into the banking account/s of the Society.
- v. Make disbursement within the limits of the annual budget and maintain vouchers and records of all such disbursements
- vi. The balance sheet, accounts and audited reports shall be submitted by the Treasurer at the time of the Executive Committee meetings and also at the Annual General Body Meeting.
- vii. Any change of Office bearers should be notified to the banks as per banking law.
- viii. Apply for income tax exemption and other formalities as required and send annual report to the charity Commissioner.
- ix. Invest, deposit and/or advance the funds of the Society not required to be spent immediately.

### **Editor:**

- i. The Editor shall be elected among the ISTM life members for a term of 3 years.
- ii. The contestant should have minimum ten years of experience in Transfusion Medicine with minimum 10 publications in Indexed journals.

### **Zonal Representative:**

Six zonal representatives will be elected from North, East, West, South, Central and North-east zones as per the geographical regions defined by the Govt. of India. The representatives will be in good standing with minimum 5 years ISTM membership elected by the members belonging to respective zones, however, the process of election will be conducted centrally along with election of other members of Executive committee. Zones of membership will be decided based on the region of work rather than birth or home town

- i. Channel for membership, conference and CME holding
- ii. Nomination of award of the region
- iii. Promotion of the membership
- iv. Raise any regional issue or issue of any member to EC
- v. Creation of state chapters/Zones

### **ELECTION/ NOMINATION OF MEMBERS OF THE EXECUTIVE COMMITTEE**

- i. The elections would be held for the position of one president, one vice president, one secretary, one joint secretary, six zonal representatives, one treasurer and one editor.
- ii. The "Life Member" will be entitled to vote, contest, propose, second or hold any office on completion of minimum one year of the membership
- iii. No one having less than five years membership shall be elected / nominated as office bearer in the Executive Committee.
- iv. The term of the Executive Committee shall be of three years
- v. The President shall not be entitled to contest for any elected position of the Executive Committee. For other executive posts, one member can hold one post for one term only. If elected again can be in the committee for maximum of 6 years ( two terms ) in continuity.
- vi. No person shall contest for more than one elected position at a time.
- vii. Assent forms will be mailed to all the members enquiring whether they are willing if elected to act as member in the Executive Committee

- viii. The Assent form should be duly proposed and seconded by two valid members of the Society and should be mailed to the election Convenor on or before a specified date along with the fees (non-refundable) of Rs 5,000 + gst. Transaction details should be sent along with the assent form
- ix. Before the finalization of the voting, the Secretary shall notify a date for withdrawal of name for the particular post of an office-bearer and circulate this list only to those contesting members in 4 Weeks advance period for withdrawal of names.
- x. ON online voting software will be chosen which ensures the confidentiality of ISTM member and ensures accurate capture of their vote
- xi. The names with institution and city of members who are standing for election as office bearers of the Society shall be displayed on receiving Login password
- xii. Voting period and last date and time of Voting will be circulated to all members and the login can be used only once for their voting from registered email.
- xiii. The results of E ballot will be visible only after closing of voting period
- xiv. Members of the Scrutinizing Committee for ISTM election will be at least four - one Chairman, i.e. President of ISTM, Convener/ Secretary of ISTM, and two scrutinizer nominated by the President, who are also non-office bearers and non-contesting ISTM Life members
- xv. In the event of an equality of votes the president shall exercise his casting vote. In case of non-filling of the posts of the office bearers or members of the Executive Committee, the matter shall be decided by ballot/ voting at the Annual General body Meeting.
- xvi. In case the Secretary is contesting for any post in the Executive committee, in order to avoid conflict of interest, the President will nominate one non-contesting member of ISTM as the Convener for elections. The nominated member will have at least 20 years of experience in the field, should be non-office bearer, should not be from the same department / institute from where any member is contesting for executive post and should not be the nominee for any contesting member. The nominated convener will undertake all the functions of the secretary as mentioned above.

## **5. ORGANIZATION OF ANNUAL NATIONAL CONFERENCE OF ISTM**

- i. An Annual Conference shall be held every year by the Society.

- ii. An audited financial statement of the Annual Conference shall be submitted to the Society office by the Organizing Secretary.
- iii. The new Office-bearers and Executive Committee shall be, installed and take over their office at the time of the Annual meeting in the year in which elections are held.
- iv. **Name of the conference:** All annual conferences will be named as TRANSMEDCON followed by year and place, for instance TRANSMEDCON 2014, Ahmedabad.
- v. **Language:** The official language of TRANSMEDCON will be English.
- vi. **Timing of the Conference.**

The conference should preferably be held in the months from Mid-September to Mid-December. The conference dates should not overlap or be close to major Indian festivals or other national events which may interfere with smooth conduct of the conference during that year

vii. **Organizing the Annual Conference (TRANSMEDCON).**

**a. Organizer**

- i. The application (format attached) for hosting the conference should be forwarded by respective elected Zonal Representative of ISTM.
- ii. In the application, the names of the secretary and chairman of the Organizing Committee should be mentioned who should be Life Members of ISTM.

**b. Invitation for Hosting TRANSMEDCON**

- i. ISTM Secretariat will invite the bids to host the conferences 2 years in advance. The notification will be sent by email and will also be available on ISTM website.
- ii. The applications for holding the conference should be received in advance. (For example, for the annual conference of year 2017, the applications by the ISTM office should be received by June of Year 2015 so that a decision regarding the venue and the Organizing Secretary can be taken during the annual conference of the year 2015)

**c. Venue**

- i. The venue for the conference will be sequentially held in following 6 Zones of the country: North -South–West–East–Central and North East. In the event no invitation has been received for the next Conference, then the Executive Committee shall decide on the next conference venue.
- ii. The conference may be held in any city in these zones which is easily accessible by air, rail and road transport.

- iii. The city/ venue should have a good auditorium or a convention center having adequate seating capacity. Two to three additional halls with a seating capacity of 200-300 per hall should be available close to the auditorium of convention center.
- iv. In addition, one hall with a capacity of 1000-1200 persons should preferably be available. There should be adequate space available for the trade exhibition and catering within the conference venue.
- v. The city should have sufficient accommodation (hotel, guest houses, etc) for housing the registered delegates, spouses, members of the industry and others attending the conference.

**viii. Duration of the Conference.**

The duration of the conference should be of three and half days. The first day should be devoted to continuing Medical Education (CME) Program and Workshop, if any.

Annexure – Application for to Host TRANSMEDCON

National/Zonal CME shall be organised in different zones with a gap of 6 months atleast from the national conference TRANSMEDCON

**ix. Budget.**

- i. ISTM Secretariat will grant Rs 5 lakhs as seed money as refundable advance to Conference Organizing Committee (COC).
- ii. The COC shall be responsible for financing the entire TRANSMEDCON. The COC shall submit the budget estimate of the conference to ISTM Secretariat in advance.
- iii. This shall include the expected revenue and likely expenses.

**x. Eligibility for participation in TRANSMEDCON.**

The following are eligible to attend:

- a) All members of ISTM.
- b) Members of Allied Medical Specialties.
- c) Medical Students.
- d) Invited Guests.
- e) Accompanying persons (persons who accompany a person eligible under category (a) - (d) above



- f) Medical technologist or nursing staff working in the field of transfusion medicine who have either oral or poster presentation and their application are duly forwarded by the concerned HOD/ In charge/ Supervisor.
- g) Members of regulatory and Accreditation bodies Award for Best Paper (Poster / Oral) will be given to ISTM members only.
- h) Oration will be allotted to ISTM Members only. Plenaries will preferably be allotted to senior ISTM members and other eminent experts in the specialty well known nationally and or internationally

**xi. Registration fees**

The various categories of registration fees will be decided by the COC and approved by the Executive Committee of the ISTM.

**xii. Registration and accommodation for ISTM Office Bearers**

The COC shall provide complimentary accommodation to all EC members at the Conference Hotel/Venue. However, all EC members shall pay registration fees.

**xiii. Dias arrangement for Inaugural Ceremony.**

- i. Chief Guest should be in the center and on each side - the President of ISTM and the Chairman of the Organizing Committee will be seated.
- ii. Next to them will be Organizing Secretary on one side and Secretary of ISTM on the other side.
- iii. Secretary ISTM–President ISTM–Chief Guest–President Org Committee--  
Organizing Secretary.

**6. ISTM AWARDS**

Every Year ISTM will honor distinguished workers in various categories as described under. ISTM awards will be decided by the central committee on the basis of applications. These awards will be given at the time of Inaugural ceremony.

1. **Life time Achievement Award** - ISTM member with more than 60 years of age who has contributed significantly in the development of transfusion medicine in the country and will be decided by the executive committee.
2. **B C Sangal Oration Award** – The Award by the Indian Society of Transfusion Medicine (ISTM) is a prestigious recognition for ISTM members who:
  - i. Are above 50 years of age.
  - ii. Have made significant contributions to the field of transfusion medicine, either through ground breaking research, innovation, or exceptional service to the fraternity.

This award highlights the recipient's enduring commitment and influence in advancing the science and practice of transfusion medicine, serving as a role model for peers and younger professionals in the field.

The award includes a plaque and Oration scroll and awardee will be given free registration, apex air fare and accommodation during the period of conference.

### 3. **Dr J G Jolly Award**

This award has been instituted in the memory of Late Prof J G Jolly who spent his lifetime to promote the specialty of transfusion medicine and to bolster human resource development in this field in the country. The award includes a plaque and a cash prize of Rs 25000/-.

Criteria :

- iii. Postgraduate students pursuing MD Transfusion Medicine or Senior Residents or equivalent (Tutors, Demonstrators) who have qualified this course will be eligible.
- iv. The original research paper not awarded earlier by any organization should be submitted to the Scientific Committee of ISTM. The abstract will be selected on the basis of originality of research idea and the research paper should highlight some interesting concepts about Transfusion Medicine.
- v. The following committee will finalize the award;
  - a) President ISTM
  - b) HOD Transfusion Medicine, PGIMER, Chandigarh
  - c) HOD Transfusion Medicine, SGPGI, Lucknow

d) Dr Neeraj Jolly, USA

#### **4. Professor V.L. Ray Memorial Award**

This award has been instituted in the memory of Late Prof. (Dr.) V L Ray who was a teacher par excellence and spent her lifetime for the teaching and training in the field of Transfusion Medicine.

This award includes a cash prize of Rs. 25,000/- and would be a combined award for the guide and the student duo for the best thesis work (MD / DNB) including research paper accepted or published based on the thesis of the student. The original research paper not awarded earlier by any organization along with the copy of the executive summary / synopsis of the thesis and the self-attested thesis certificate (present in the thesis signed by the guide) is to be submitted to the Executive committee of ISTM through secretary ISTM.

The following committee will finalize the award-

- a. President ISTM
- b. Secretary ISTM
- c. 2 contributors of Professor V.L. Ray Memorial Award on rotational basis

#### **5. Young Scientist Award**

Indian Society of Transfusion Medicine (ISTM) strives to acknowledge those dedicated to providing quality blood transfusion services and advancements in the transfusion science so as continue to foster the best transfusion practices.

Therefore, ISTM has established Young Scientist Award to honor individuals who have made significant scientific contributions to the field of Transfusion Medicine in India.

Each year one award will be given in the annual conference of ISTM.

The selected candidate will be given free registration, apex air fare and accommodation during the period of conference.

Criteria :

- i. The candidate has to be a member of ISTM

- ii. The candidate should be  $\leq 40$  years of age.
- iii. The candidate should submit recent Curriculum Vitae.
- iv. The candidate should also submit to the scientific committee a list of original research papers published, any new laboratory facility developed, any development in teaching / training technology in the field of Transfusion Medicine.

## **6. Postgraduate Student Award (Travel Fellowship)**

Indian Society of Transfusion Medicine has established Postgraduate Student Award to encourage students to present their innovative work at annual conference of ISTM.

There will be minimum two awards each year. The selected students will be given free registration in the conference, minimum AC 2 tier travel allowance and accommodation during the period of conference.

The students will be awarded with a Certificate and Memento.

Criteria:

- i. Student should be a member of ISTM
- ii. He / She should be registered for MD/DNB Transfusion Medicine
- iii. The original research paper (not published) and not awarded earlier by any organization should be submitted to the Scientific Committee of ISTM. The abstract will be selected on the basis of originality of research idea and the research paper should highlight some interesting concepts about Transfusion Medicine.
- iv. The application should be forwarded by Head of the concerned department

The selected candidate shall be required to present his / her research work as “Free Oral Paper” in the conference.

## **7. Technologist Award**

This award is meant for the technical personnel who have done some innovative research work of high standard or have developed any new lab facility in their department.

Every year one award will be given to the selected candidate which includes free registration in the conference, AC 3 tier travel allowance and accommodation during the period of conference.

Criteria:

- i. The original research paper not awarded earlier by any organization should be submitted to the Scientific Committee of ISTM. The abstract will be selected on the basis of originality of research idea and the research paper should highlight some interesting concepts about Transfusion Medicine.
- ii. The application should be forwarded by Head of the concerned department
- iii. The selected candidate shall be required to present his / her research work as “Free Oral Paper” in the conference.

### **CONFERENCE AWARDS / PRIZES**

- i. Every year the COC will distribute awards/ prizes like Best Paper award, Best Poster Award, Quiz winner at the time of Closing Ceremony.
- ii. The number, selection and privileges for these awards will be the responsibility of COC.

### **ISTM Training Scholarships**

- A. Dr. Kamala Balakrishnan Memorial Training Scholarship for HLA (Transplant Immunology)** - will be awarded to Best poster awardee in the current TRANSMEDCON conference and will be announced in valedictory session of TRANSMEDCON every year. Financial support for this training programme has been given by Dr. Kamala Balakrishnan's husband, Col. V. Balakrishnan (retd.).
- B. Dr. Zarin Bharucha Memorial Training Scholarship (for QMS in Blood Banking)** Will be awarded to Best Oral Paper awardee in the current TRANSMEDCON conference and will be announced in Valedictory session of TRANSMEDCON every year. Financial support for this training programme has been given by Dr. Latha Jagannathan, Medical Director and Managing Trustee, BMST.

Dr. Kamala Balakrishnan Memorial Training Scholarship & Dr. Zarin Bharucha Memorial Training Scholarship is a training program at Rotary TTK BMST, Bangalore with hands-on training for a period of 2weeks. The stay and hospitality will be provided by BMST. There is no provision for travel and other related expenses

## **7. SCIENTIFIC COMMITTEE, TRANSMEDCON**

- i. A committee comprising of the President ISTM, Secretary ISTM, Chairman Scientific Committee (Nominated by COC) and Organizing Secretary and four other eminent colleagues who are life members of ISTM from the country will constitute the scientific committee. The founder president and founder secretary ISTM will be the de-facto members of the all national advisory and scientific committee of ISTM.
- ii. The Chairman Scientific Committee will be responsible for the preparation and finalization of the Scientific Program in consultation with the members of the Scientific Committee well in advance at least 4 months of the proposed dates of TRANSMEDCON.
- iii. Overseas speaker should be Invited as per the national scientific advisory committee.
- iv. Scientific program shall be comprised of pre- conference workshops / CMEs, oration, Plenaries and Guest Lectures by key note speakers, free papers, poster presentations, etc.
- v. The full scientific program along with synopsis of papers/lectures shall be given to the delegates at the time of registration.
- vi. Various categories of speakers shall be clearly informed beforehand the hospitality and the facilities offered to them by the COC.
- vii. The invited speakers should be ISTM members and should be registered for the conference except foreign speakers and speakers from other faculties.
- viii. There will be one oration. Background of the Oration award will be given by Secretary ISTM and Introduction of ISTM – BC Sangal Orator will be by President ISTM.
- ix. In the event of non-availability of either of the two, another Senior EC Member may be selected in their place

## **8. POSTPONEMENT / CANCELLATION OF CONFERENCE**

- i. The ISTM Executive Committee in consultation with the Conference Organizing Committee (COC) may in the event of an emergency, declare the postponement of a conference and / or defer the holding of the Conference until a later date.
- ii. It may subsequently determine when the Conference will be held in the same Venue / City or decide to relocate the Conference to an alternative Venue / City.

- iii. For reasons whatsoever, if the Conference Committee considers that the Conference cannot continue at the designated venue, the reasons thereof shall be given in writing to be placed in the Executive Committee called for this purpose, which will then decide either to cancel or relocate the Conference to any other venue

#### **9. DISTRIBUTION OF ISTM CONFERENCE BUDGET SURPLUS**

- i. This should be as follows: Rs 10 Lakh or 30 % per cent of the balance amount (whichever is higher) of the Conference shall go the Central ISTM fund within the same financial year.
- ii. In the event of Organizing Committee running into a loss, ISTM parent body shall not reimburse the loss. This arrangement should be reviewed periodically for suitable modification by the EC and AGM of the ISTM.
- iii. The Accounts of the conference should be audited promptly by an accredited Chartered Accountant at the local level.
- iv. The audited accounts should be submitted to the Secretary of ISTM within one year of the conclusion of the Conference.

#### **10. AGREEMENT BETWEEN COC AND ISTM**

- i. The COC will submit an affidavit on Rs 100/- stamp paper under judicial notification to the ISTM Secretary wherein COC will provide undertaking to host the conference and abide by all Regulations as mentioned in the conference rules.
- ii. The Application Form for applying to hold annual conference of ISTM is attached at ISTM Website

#### **11. AMENDMENTS IN THE RULES AND REGULATIONS**

Whenever it shall appear to the Executive Committee of the Society that it is advisable to alter, extend or abridge the Objectives of the Society or to make a change in the Rules and Regulations of the Society, the Executive Committee shall submit the proposed amendments to the Members of the Society in a written form at least 15 days before a special meeting of the General Body called for the purpose of making the amendments.

#### **12. BANK ACCOUNTS**

All funds of the Society shall be kept in the nationalized or Schedule Bank (s) authorized by the managing Committee in the name of the Society. The account shall be operated jointly by President, Secretary and Treasurer

### **13. AUDIT AND ACCOUNTS**

The accounts for each financial years (1<sup>st</sup> April-31st March) shall be audited by the competent Auditor appointed for the purpose by the Executive Committee and the Balance sheet & Income and Expenditure account for the year audited shall be laid down before the annual Meeting of the General Body, through Executive Committee.

### **14.LEGAL PROCEDURES**

The society shall be sued in the name of the Secretary or such other person who may be appointed by the Body for the said purpose.

### **15. MAINTENANCE OF RECORDS**

The Secretary ISTM shall arrange to maintain proper records of the following:

- i. Register for Membership (online)
- ii. Minutes of EC and GB meetings
- iii. Account details in form of Pass book and statements,
- iv. Attendance Register for Office staff & Meetings,
- v. all receipts.
- vi. The report of election process & election records
- vii. Agreements with third parties for e.g., website

### **16. DISSOLUTION**

Dissolution of Society and its property will be carried out under act no. 13 & 14 of Society Registration act-1860

Annexures (on ISTM website)

1. New Member Application form – Online (istm.net.in)
2. Application form for Award
3. Application form to host TRANSMEDCON/CME