

Election of Office Bearers and Executive Committee:

The Office Bearers and the members of the Executive committee will be elected from among the Life members of the Society by secret postal ballots or by secret e-ballot.

- a. The election of the office bears and members of the Executive committee as per the following guidelines:
 - (i) **One Life member** may stand for only one post.
 - (ii) **Only Life members** shall be eligible to be elected to any Office Bearers / Executive Committee post.
 - (iii) Any member who has any **complaint** regarding the election process shall write the same to the Honorary Secretary within 21 days of the declaration of the result.
 - (iv) An **Election Tribunal** consisting of the President and two of the past Presidents shall be constituted to go into the complaint and the decision of the Election Tribunal shall be final in this regard. In case a member of the Election Tribunal is involved in any manner in such a dispute, he shall not be eligible for appointment in the Election Tribunal.
 - (v) Any dispute shall be subject to the jurisdiction where the Society is registered.

c. OFFICE BEARERS: The Society shall have the following Office Bearers:

President	One
Honorary Secretary	One
Treasurer	One
Joint Secretary	One
Executive Members	Seven

Total: Eleven

d. Term of office

1. The term of the President and the Honorary Secretary, Treasurer and Executive Committee shall ordinarily be two years.
2. The Life member contesting for the post of **President** should have been a **member of the Society for three years (36 months) before 30th June** to be eligible to contest for the ensuing election and should have **served in the Executive Committee** or as office Bearer or both for a period of one complete year before contesting for the post. He should not be an office bearer of any other major (national or international) organization during the term of office of the Society.
3. A member contesting for the post of Honorary **Secretary, Treasurer, or Joint Secretary** should have been a **member of the Society for two years (24 months) before 30th June** to be eligible to contest for the ensuing election and should have **served on the Executive Committee** for one complete year. He should not be an office bearer of any other major organization (national or international) during the term of office of the Society.
4. The Life member contesting for the post of **Executive Committee** member should have been a **member of the society for one year (12 months) before 30th June** to be eligible to contest for the ensuing election. The term of the elected members to the Executive Committee shall be of a period of two years. Such members, **if elected for four successive years shall not contest election for a period of next two years for the post of Executive Committee.** (This includes any stint as office bearer also). Inactive executive committee members may not be allowed to stand for re-election (at least 3 of the 7 members of the executive must complain in writing and the credentials committee shall adjudicate).

e. THE POWER AND FUNCTIONS OF THE PRESIDENT

1. The President shall preside at the meeting of the Executive

Committee and General Body Meeting committee, but in his absence, the members present shall elect one from amongst them to preside over the meeting.

2. Every question/problem/dispute/issue submitted to a meeting of the Executive Committee shall be ordinarily decided according to the majority of votes cast by the members present and voting at the succeeding meeting. In the case of equality of votes, the President shall have a second or casting vote in addition to his vote as a member. Such a decision will be final and binding on all the members of the society and the concerned parties.
3. The president shall decide the meeting dates and shall also be authorized to alter the same if considered necessary.
4. To give a casting vote in case of a tie.
5. To work for the achievements and attainment of the objectives of the Society
6. The President can write to government and National / International bodies and individuals on important issues and send messages.

f. **THE POWER AND FUNCTIONS OF THE HONORARY SECRETARY**

1. In all-important matters pertaining to the working of the Society and the organization of conferences, seminars, etc., the Honorary Secretary shall consult the President and Joint Secretary before taking a decision except in case of emergency.
2. The Honorary Secretary shall keep the President, Treasurer and Joint Secretary informed about all important matters relating to the Society and shall send a copy of important Society correspondence to the President for his perusal and comments.
3. The Honorary Secretary can write to government and National/International bodies and individuals on important issues and send messages.
4. Subject to control and regulation, if any, of the Executive Committee, the Honorary Secretary shall be responsible for carrying out the directions and decisions of the Executive Committee and in particular, he shall:

5. Convene meetings of the society / Executive when needed or called upon to do so.
6. Have administrative control over all the affairs of the Society.
7. Have charge of correspondence in relation to the Society.
8. Prepare Annual Report of the Society.
9. Liaise with the Indian Academy of Pediatrics and other institutions or organizations for all academic and other activities linked with the Indian Academy of Pediatrics.
10. Liaise with other national and international organizations with an interest in pediatric endocrinology.
11. Have charge of the furniture, library and all documents and assets of the Society.
12. Be an ex-officio member of all committees.
13. Perform all such other duties as are incidental to the Office.
14. Organize the biennial academic meeting of the Society, jointly responsible with the President and joint secretary.

g. THE POWER AND FUNCTIONS OF THE TREASURER

1. He /She will be responsible for **keeping up-to-date accounts of the Society** with all the account books up to date.
2. He /She shall **receive funds and make payments** on behalf of the Society.
3. He/she will be charged and shall **maintain records of all movable/immovable assets** of the Society.
4. He / She will **process all the bills** of the Society approved by the EC
5. He / She will have powers to incur any of the expenses of the Society upto Rs 20,000/- subject to ratification by the EC
6. He/she would also keep records of all the receipts and expenses, a cashbook, and all other records of the Society's finances.
7. He/She will maintain the accounts of the Society and **prepare the account statements and balance sheet** showing the financial status of the Society. **Present**

the audited annual account statement at the EC meeting and then the annual GBM.

8. He / She shall **prepare the budget** for the forthcoming year and present it before the GB during the Annual Conference.
9. He/She shall get audited accounts by an officially appointed Chartered Accountant (CA).
10. He/She will file **an Income Tax return on behalf of the Society with the help of the appointed CA.**
11. **Society's Bank account(s)** shall be operated by two of the three Office bearers, namely Treasurer, Secretary and President, where the **Treasurer must be the mandatory operator of all such accounts.**
12. Carry out **any other duties** as incidental to the office or advised by the President/Secretary. Carry out all the formalities (along with the incoming Treasurer) for the **transfer of authorized signatories of the ISPAE's account(s) on completion of tenure.**

THE POWER AND FUNCTIONS OF THE JOINT SECRETARY

1. Keep confirmed minutes of all the Society/Executive Committee meetings. Maintain membership records, electronic records, and registers.
2. Shall assist the Secretary-Treasurer as needed and be an ex-officio member of all Society committees.