

The Indian Society of Human Genetics
Rules, Regulations and Bye-Laws

The Indian Society of Human Genetics Rules, Regulations and Bye-Laws

Art. I:

The name of the society shall be "The Indian Society of Human Genetics" hereinafter referred to as the society.

Art. II: Registered office

The registered office of the society shall be situated at Pune.

Art. III: The aims and objectives

- (a) To promote and advance the cause of and knowledge of Human Genetics;
- (b) To promote exchange and diffusion of information and ideas relating to human genetics;
- (c) To provide a forum for discussions on Human Genetics and related subjects;
- (d) To promote researches on various aspects of Human Genetics, including its applications;
- (e) To publish as and when the time matures such Bulletins Journals, Proceedings etc. as may be considered desirable;
- (f) To secure and manage funds and other financial resources for promotion of the cause of Society and its objectives and
- (g) To perform and conduct any other activity that may be conducive to the fulfillment of the above objectives of the Society.

Art. III: As Amended on 31st March,2004

- (a) To promote and advance the discipline of Human Genetics in a global perspective;
- (b) To provide a forum for exchange and dissemination of information and new knowledge in human genetics;
- (c) To promote research and development for the advancement of Human Genetics and its applications for human welfare;
- (d) To publish Journal(s), News letter(s), Proceedings etc. as may be considered desirable;
- (e) To secure and manage funds and other financial resources for the promotion and the cause of the Society and its objectives;
- (f) To create awareness among society, government and academia about Human Genetics and the associated ethical, legal and social issues;

Art. IV: Membership

The Society shall consist of the following categories of members of the society:

- (a) Ordinary member,
- (b) Honorary member,
- (c) Associate member, and
- (d) Life member.

Besides these four categories of members, the society may include a few outstanding personalities as its patrons. Another category of membership, namely (e) Corporate members may be introduced, if desirable.

Eligibility or the Minimum requirement for a membership:

The Society lays great emphasis on the idea that its members shall be active workers with some significant contributions to Human Genetics in any of its various aspects.

(a) Ordinary Member:

- (i) The most essential requirement for this category of membership shall be that the person must have made some tangible contributions to Human Genetics (in any of its aspects) as evidenced by publications in reputed journals and has shown sustained interest in the field of Human Genetics for a period of at least five years.
- (ii) It is desirable that the person should possess a post graduate degree in any of the sciences related to Human Genetics such as Medicine, Anthropology (physical), Biochemistry, Biology, Statistics, etc.

(b) Honorary member:

Any person who is a reputed scientist in any of the fields of Biology, Anthropology, Medicine, Biochemistry, Statistics, etc. may be considered for an Honorary membership of the Society, provided:

- 1. that the Governing Council thinks that his inclusion in the Society shall enhance its aims and objects and
- 2. that the person himself evinces keen interests in Human Genetics and/or the various objects of the Society.

(C) Associate Member :

Any individual who possesses a postgraduate degree as stated under Art. IV (a) (ii), but has not already actively worked on Human Genetics (or related subjects) for a sufficient length of time (5 years) as under Art. IV (a) (i) may be eligible for a membership of this category.

(d) Life Member :

Any person who is fully qualified for an Ordinary membership of the Society may be admitted as a Life member of the Society and in that case the person shall pay a lump sum as laid down in the bye-laws, in lieu of the annual fee payable every year.

(e) Corporate Member:

Terms and conditions for this category of membership may be enunciated by the Society as and when such membership is introduced.

(Earlier Incorporated As)

Eligibility:

All government institutions or private bodies who do or support research in Human Genetics and related fields are eligible to be Corporate Members.

Art. IV: As Amended on 31st March, 2004

There shall be following six categories of membership of the Indian Society of Human Genetics (herewith to be referred as ISHG) viz.:

- a. **Life member:** Open to all those who are engaged in the field of Human Genetics and allied disciplines/areas (e.g. related areas in Biomedical sciences, Anthropogenetics, Biotechnology etc).
- b. **Annual Member:** Open to all those who are engaged in the field of Human Genetics and allied disciplines /.areas (e.g. related areas in Biomedical sciences, Anthropogenetics, Biotechnology etc.).
- c. **Associate / Student Member:** Open to all post-graduate and Ph.D. students who are specializing in Human Genetics and allied disciplines/areas (e.g. related areas in Biomedical sciences, Anthropogenetics, Biotechnology etc.).
- d. **Honorary Member:** Those elected by the Society for their significant contributions in the field of Human Genetics and allied disciplines/areas or have rendered distinguished services to the society.

e. **Sessional Member:** Non-members of the Society wishing to present papers at the Annual Meeting or any other meeting arranged exclusively or in conjunction with other organizations.

f. **Corporate Member:** Institutions or the Industries in the Corporate (public or private) sector whose aims and objectives overlap with those of the Society and whose association, in the opinion of the Governing Council (here after referred as Executive Council) can assist materially or otherwise in advancing the objectives of the Society, may be admitted as corporate members.

The contribution to be paid by corporate members may be decided by General Body from time to time. Such applications will be accepted by the Executive Council at its meeting or by circulation among the members.

Corporate Members will be eligible for life Membership only.

Membership is open to resident Indians, non- resident Indians and eligible scientists from foreign countries

Art. V: Officers and the Governing Council

The Governing Council (henceforward referred to as 'the Council') shall be composed of

(1) the President, (2) the Vice-President, (3) the Secretary, (4) the Treasurer, (6) the immediate past President, if any, and (7) not more than eight member elected according to bye laws, and (8) not more than one co-opted member.

The first Council, however, shall include all the Founder Members who are sufficiently qualified for Ordinary membership

The Officers mentioned above and under official shall be elected as per rules laid down in the bye-laws.

The Council shall manage the affairs of the Society solely and entirely with the highest authority vested in it by the members according to this Constitution of the Society.

Art. V: As Amended on 17th March, 1978

The Governing Council (henceforward referred to as “the Council”) shall be composed of eight members elected as per rules laid down in bye-laws. The Organizing Secretary for the Annual Conference of the Society for a particular year shall be an additional member of the council during his term.

The first Council, however, shall include all the Founder Member who are sufficiently qualified for Ordinary membership.

The four Officers of the Society, namely, (1) the President (2) the Vice-President (3) the Secretary, and (4) the Treasurer shall be elected as per rules laid down in the Bye-laws among the members of the Council.

The immediate past President, if any, shall be an ex-office member of the council.

The Council shall manage the affairs of the Society solely and entirely with the highest authority vested in it by the members according to this Constitution of Society.

Art. V: As Amended on 31st March,2004

Executive Council (EC): Office Bearers and Members

The Executive Council shall consist of the following Office Bearers and Members:

1. One President
2. Two Vice-Presidents
3. One Secretary
4. One Joint Secretary
5. One Treasurer
6. Eight Elected Members

The above office bearers and members will be elected by secret postal ballot once in two years from amongst Life and Annual Members.

Corporate Members are not entitled to contest for the EC.

In addition to the above elected members, the President and Secretary of the outgoing EC will be EX-Officio members of the new EC provided they have not been elected to some other office.

Responsibilities and Functions of the Executive Council (EC)

- A. i. The responsibility of running the Society will lie with EC

- ii. Planning the activities of the Society, such as organizing conferences, workshops / training and refresher courses, interfacing with society, government, national and international agencies etc.
- B. I. President will preside over the meeting of the EC and any other meeting(s) called for a definite purpose.
- ii. One of the two Vice-Presidents (determined in alphabetical order), in the absence of the President, will preside over the meeting of the EC and all other meetings.
- iii. Treasurer will be responsible for
 - (a). Maintaining the finances of the Society;
 - (b). Receiving all subscriptions, fees, donations and other money due to the Society;
 - (c). Issuing receipts for all moneys received on behalf of the Society;
 - (d). Submitting statement of account at the end of each year for auditing by a person appointed by ECI.

Treasurer shall not disburse salary, honoraria to any person or incur any expenses without expressed sanction of the EC.
- iv. Secretary will be Executive Officer of the Society and shall be responsible for
 - (a) Running all day-to-day activities of the Society;
 - (b) Preparing and maintaining minutes of all the meeting of the Executive Council and the General Body;
 - (c) Convening the Executive Council and General Body meetings;
 - (d) Maintaining all records of the Society;
 - (e) Submitting an Annual statement of activities of the Society to the Annual General Body.
- v. Joint Secretary will assist the Secretary in all the above duties of the Secretary.

Art. VI: Funds and Financial Resources

The Council is authorized to acquire funds on behalf of the Society chiefly through the following channels:

1. Membership fees (from Ordinary, Associate and Life members) and the admission fee.
2. Contributions, donations, and/or grants from private, public, government departments or institutions or any other suitable sources.
3. Contributions/donations from Honorary members and Patrons.
4. Income from investments.
5. Income from gifts, legacies of movable or immovable properties, and
6. Income from other activities of the Society including publications, etc.
7. All receipts through Admission fee and Life Membership fee are permanent assets of the Society which is called "General Fund", General fund will not be utilized for any activities of the Society.

(Art. VI (7) is included as per decision of the General Body Meeting held in Calcutta on November 11, 1975).

Art. VII: Honorary Executive Secretary and Head Quarters of ISHG (Incorporated on 31st March, 2004)

The Indian Society of Human Genetics Headquarters will be located at a central place, having in its vicinity institutions engaged in research in Human Genetics that can ensure permanent space and infrastructure. The Honorary Executive Secretary will be appointed at the headquarters for looking after the some of the functional activities of the Society. The Executive Secretary will be nominated by the Executive Council (in consultation with the institutional head at the Head quarters) from amongst the Life members working at the headquarters of the Society for a period of four years so that the term of Executive Secretary overlaps with the term of Executive Council for continuity of the functional activities of the society. The Executive Secretary shall be responsible for:

- (a) Safe-keeping (archiving) of Society's records
- (b) Providing information and guidelines to the elected Secretary
- (c) Providing assistance to the EC in maintaining accounts
- (d) To file income tax returns
- (e) Safe-keeping and maintenance of accounts of Society's assets.

Investments of the Society's funds at head quarters shall be jointly made by any two of the elected authorized signatories (President, Secretary, Treasurer and in absence of Secretary, the Joint Secretary) and the Executive Secretary.

The Interest/dividend etc. on Society's investments will be received by the Executive Secretary at headquarters and the amount so received shall be duly

transferred to the Society's bank account operated by the elected Secretary/Treasurer.

The Executive Council will prepare a separate annual budget for the headquarters and provide that amount to the Society's bank account at the headquarters, which will be operated by Executive Secretary.

The Executive Secretary shall participate in every Annual General Body and Executive Council meeting of the Society. If required, the Executive Secretary may be paid travel expenses (normally limited to AC 2 Tier return fare) by the organizers of the Annual conference of Indian Society of Human Genetics for attending these meeting. No other honorarium shall be payable to the Executive Secretary.

The bank account of the society shall be operated jointly by any TWO of the following: President, Treasurer, and Secretary and in the absence of Secretary, the Joint Secretary. The persons to operate the account will be duly authorized by each Executive Council.

BYE-LAWS

Art. I: The Society shall count its year from the first of January to the **next** 31st December for all purposes.

Art. I: As Amended on 31 March, 2004

The Society shall count its year from the 1st of April to the next 31st March for all purposes.

Art. II: Membership

- 1. Application:** A person who considers himself/herself eligible for a certain category of the Society's membership shall put up an application in the prescribed form (obtainable from the Society's office) to the Secretary for enrolment as a member stating the category of membership. It is necessary that the applicant should be introduced by Ordinary / Honorary / Life member who knows about the applicant's qualifications and works in science.
- 2.** The Council or Selection Committee appointed by the Council shall consider the applicant's suitability for the Membership and also specifically state the category of membership (if any) assigned to the applicant within a reasonable period of

time. The decision of the council would be communicated to the applicant, affirmative or negative.

3. In the case of an affirmative decision accepted by the applicant, the latter shall as soon as possible deposit the Admission fee and the Membership fee for the appropriate category with the Society. The membership will take effect from the date on which the said fees will be received in the Society's office.

The Council also reserves the right of cancelling the offer of a membership to an applicant, if the latter fails to pay the admission and the membership fees within a reasonable period of time, say, two months after issue of the notice.

4. **Honorary membership:** Proposals for nomination to Honorary membership of the Society should be made in writing under their signatures by any two members of the Council. A support of not less than two-thirds of the Council members shall be required for the final selection of such a member. Voting shall be by postal ballot.

5. **Membership fees:** For the present the following rates of annual membership fee are fixed up for the various categories of members of the society. These rates can be modified as per rules set up for all kinds of amendments.

Ordinary member : Rs 25.00 per year

Associate member : Rs 15.00 "

Corporate member : Rs 200.00 "

Life member : Rs 250.00 (Lump sum payment in a single payment or in not more than five half-yearly installments of not less than Rs 50/- each according to the choice of the member).

The annual membership fee falls due on the first of January every year and should be paid off before 31 March of the same year. Otherwise, the members shall be in arrears.

Art. II (5): As Amended Earlier:

Membership fees: The following rates of membership fees are fixed up for the various categories of members of the society. These rates can be modified as per rules set up for all kinds of amendments.

Associate member : Rs. 25.00 per year

Ordinary member	: Rs. 40.00 per year
Life member	: Rs 400.00 (in a single payment or in two half yearly installments of not less than Rs. 100.00 each according to the choice of the member)

The annual membership fee falls due on the first of January every year and Life membership fee installments on the first of January and July. The dues should be paid off within 3 month of the due dates. Otherwise, the member shall be in arrears.

Art. II (5): As Amended on 24/1/97.

Membership fees: For the present he following rates of annual membership fee are fixed up for the various categories of members of the society. These rates can be modified as per rules set up for all kinds of amendments.

Associate member	: Rs. 40/- per year
Ordinary member	: Rs. 80/- per year
Life member	: Rs. 800/- (in a single lump sum payment)
Corporate member	: Rs. 10,000/- for five years.

Art. III (5): As Amended on 31st March, 2004.

Membership fees: For the present the following rates of annual membership fees are fixed for the various categories of members of the society. These rates can be modified as per rules set up for all kinds of amendments.

A. For Resident Indians:

Life Member	: Rs. 1500/-, to be paid in one installment or not more than 2 installments during one financial year ending March 31.
Annual Member	: Rs. 200/-, for each financial year ending March 31.
Associate/ Student Member:	Rs. 100/-, for each financial year ending March 31.
Corporate Member:	Rs. 20,000/-, payable in not more than four installments within one financial year ending March 31.
Sessional Member	: Rs. 100/-, for the particular scientific meeting organized By the Society.

B. For non-resident Indians and members from other countries

Life Member	: US\$ 200.00, payable in one financial year
Annual Member	: US\$ 20.00 per financial year

Membership Defined: A member of the Society can be Honorary, Life, Annual, Associate/Student and Corporate Member. No person will be entitled to vote if he (is) in arrears for the year. Members who would have been in arrears for a period more than two years will lose membership and will have to pay admission fee to renew membership.

6. **Cessation and Termination of membership:** The Treasurer of the society shall send not more than two reminders by Registered post, at an interval of not more than one month, to any member whose subscription is in arrears. Two such reminders will be considered as adequate notices, and if the subscription is not received within two months from the date of dispatch of the last notice, the member shall cease to be a member of the Society, after the Governing Council resolves to that effect.
7. **Admission fee:** A new entrant to membership of the Society (Ordinary, Life and Associate) shall pay an admission fee of Rs. 10.00 in addition to the first annual membership fee. A member whose membership was terminated on any account shall also pay the admission fee of Rs. 10.00 if and when his/her readmission is allowed along with other dues. If any.

Art. II (7): As Incorporated Earlier:

A new entrant to membership of the society (ordinary, Life, Associate) shall pay an addition fee of Rs. 10/- in addition to the first annual membership fee. The admission fee for Corporate membership is Rs. 100/-. A member whose membership was terminated on any account shall also pay the admission fee if and when his/her readmission is allowed along with the other dues, if any.

Art. II(7): As Amended on 31st March, 2004.

All new members, other than Sessional Members shall pay a sum of Rs. 20.00 as Admission Fee in addition to the Membership subscription. The admission fee for Corporate membership is Rs. 200/- and for non-resident Indians and foreign nationals it is US\$ 5. Those, whose membership was discontinued due to non-payment of subscription for two consecutive years, shall pay the Admission Fee when seeking fresh membership.

8. An Ordinary member may at his own choice, subject to Council's approval, convert his membership into a Life membership on payment to the Society a lump sum of Rs. (250-10n) where 'n' is the number of years for which the person maintained continuous membership without arrears of dues, but the lump sum payable shall never be less than Rs. 100/-.

Art. II(8): As Amended on 6th January, 1981:

An Ordinary member may at his own choice convert his membership into a Life membership on payment to the society a sum of Rs. 100.00 or Rs. (250-10n) where 'n' is the number of years for which the person maintained continuous membership without arrears of dues, whichever is larger. If the amount payable is more than Rs.100.00, the member may avail the facility of payment by installments as detailed in Art. II (5).

Art. II (8): As amended Earlier:

An ordinary member may at his own choice convert his membership into a Life membership on payment to the Society Rs. 100.00 or the Life membership fee less Rs. 10.00 for every year for which the member maintained continuous membership without arrears of dues, whichever is larger. If the amount payable is Rs. 200.00 or more, the member may avail the facility of payment by installments as detailed in Art. II(5).

Art. II (8): As Amended on 31st March 2004:

An Annual member may at his own choice convert his membership into a life membership on payment to the society, the Life Membership fee in lump sum plus Annual membership dues, if any. No Admission fee is required in such cases.

9. Privileges of Membership:

- (a) All ordinary and life members shall be entitled to participate in all activities of the society including the right to vote subject to the bye-laws.

Associate, Corporate and Honorary member shall have all the privileges of an ordinary member but shall not have the right to vote or nominate or to serve on the Governing Council or stand for election.

- (b) 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. No member who is in arrears of his dues shall have the right to vote until his dues are paid before the time of voting.

Art. II(9): As Amended on 31st March 2004:

Privileges of a Member: Honorary, Life, Annual and Associate/Student members are eligible to:-

- a. Attend and present a paper during Scientific Conferences organized by the Society exclusively or in conjunction with other organizations.

b. Receive publications or proceedings published by the Society at a reduced price fixed by the EC.

c. Annual and life members have voting right at the General Body meetings and in the elections of the Office-bearers of Society.

Corporate Members shall be entitled to all the privileges of other members of the Society but shall have neither the right to contest election nor the right to vote.

A Corporate Member would be entitled to nominate one delegate for participation in scientific Conferences of the Society.

10. Register of Members:

A register shall be maintained for all the members of the Society, in which their names, addresses, occupation or present station in life shall be correctly recorded. It is the responsibility of the members themselves to see that their address and other information flow to the Secretary's office with promptitude and accuracy. The Society shall follow the information as recorded currently in the register.

Art. III: Officers of the Society and the Members of the Governing Council.

Clauses (1) to (4) related to the first Council of Founder Members.

1. The Society is founded in 1971 with a few members to be called the founder members of the Society. This body of Founder Members forms the first Governing Council (or the Council) which includes all the Founder Members (may be 11 or 12). They shall unanimously select one each for the officers of the President, the Vice-President, the Secretary and Treasurer from amongst themselves, and the remaining Founder Members shall serve on the Council as Members of the Council.
2. The life of this Council as also of each succeeding Council formed thereafter shall be FIVE years.

Art. III (2): As amended on 17-3-1978

The life of this Council shall be five years.

3. The first Council formed of all the Founder Members shall also function as the Selection Committee for scrutinizing the membership applications for consideration of eligibility and the category of membership that can be assigned to each applicant during its tenure.
4. It is provided that the four office-bearers of the first Council mentioned above shall be elected from among the Founder Members in rotation for a term of two or three years (to be specified at the time of election) to begin with to keep the Society on an even keel.
5. The members of the ensuing Councils shall be elected from among the ordinary and Life members at least three months ahead of the date of expiry of the existing Council. The life of each new Council shall be five years unless and until decided otherwise. The office-bearers will be elected by the Governing Council from among themselves.

Art. III (5) As amended on 17-3-1978

The members of the ensuing Council shall be elected from among and by the Ordinary and Life Members. The members so elected shall be members of the Council (except for the first elected Council) for a period of 4 years. The 4 officers shall be elected among and by the members of the Council every two years. The President and Vice-President shall be elected from the members who will be members of the Council for the next 2 years and 4 years, respectively.

Art. III (5) As Amended on 31st March, 2004:

The office bearers- President, Vice-Presidents, Secretary, Joint Secretary, Treasurer- and members of the Executive Council will be elected by secret postal ballot once in two years from amongst Life and Annual Members.

In addition to the above elected members, the President and Secretary of the outgoing EC will be EX-Officio members of the new Executive Council provided they have not been elected to some other office. However, Ex-Officio Members will not have right to vote during the EC meetings, in case the situation demands voting on the issues to be decided.

6. Clause (4) of Bye-Laws Art. III for the first Council may be adopted by each subsequent Council also, if so desired with necessary changes. E.g. (a) Reading 'the Council' in place of 'the first Council', and (b) Reading 'the Council Members' in place of 'the Founders Members', etc.

Art. III (6): As amended on 17-3-1978

Half the members of the first elected Council shall be members of the Council for only two years. This Council at its first meeting shall first elect the President who will be a member of this Council for only 2 years and slots shall then be taken to determine the other 3 members who will be members of the council for only 2 years. The Vice-President shall then be elected from the other 4 members.

7. All the four officers of the Society shall be honorary. The President will preside over the meetings of the Society and Council. In his absence the same functions will be performed by the Vice-President. If both of them are absent, the secretary shall propose the name of one of the Council Members to occupy the chair in that particular meeting and the proposal should be seconded by another member with voting right.

8. Function of the Secretary:

The Secretary shall be responsible for carrying out the directions and decisions of the Council and manage the affairs of the Society as laid down in the Constitution and the Bye-Laws, subject to the control and regulation of the Council.

In this context the Secretary shall

- (i) Convene meeting of the Governing Council as laid down under Art. IV of the bye-laws.
- (ii) Have administrative control over all the affairs of the Society.
- (iii) Have charge of the correspondence in relation to the Society.
- (iv) Keep accurate minutes of all the meeting of the Society, Governing Council and committee thereof.
- (v) Prepare the Annual Report of the Society.
- (vi) Be in charge of all documents and property and other assets of the Society.
- (vii) Collect all dues of the Society, and pay in all the amounts into the banking account of the Society and inform the Treasurer of the money paid.
- (viii) Perform all such duties as are incidental to his office.
- (ix) Take such step and action within the framework of the constitution and the Bye-laws to promote the objectives of the Society.

9. Functions of the Treasurer:

- (i) The Treasurer shall have charge and custody of, and be responsible for, all funds and securities of the Society, receive and give receipts for money due and payable in the name of the Society from any source whatsoever and deposit such moneys in the bank or banks as decided by the Governing Council and shall perform such other duties as from time to time may be assigned to him by the Governing Council.

- (ii) The treasurer shall maintain true accounts of the funds and other assets of the Society and of funds and other assets connected with or in any way controlled by the Society.
- (iii) All Cheques shall be signed by (a) the Treasurer and (b) the Secretary or the President.
- (iv) Change of office bearers shall be notified to the bank as per the banking laws.

10. The co-opted member of the Council:

No member shall remain as co-opted member of the Council for more than two years continuously. The first Council of the Founder Members only shall not include any such member at all.

Art. IV: Elections

1. The members shall not participate, encourage directly or indirectly, in electioneering or organizational politics. The members shall try their utmost to maintain a high scientific standard and a pure academic atmosphere in all activities of the Society.
2. In the first week of September (of the year in which the election is due), the secretary shall send to each member a list of the vacancies in the Governing Council, requesting him or her to send nominations for the vacancies in the prescribed form. The form must bear the signature of the nominee signifying his approval and of the proposer and seconder. The form must be received by the 1st October. Any nominations received after that date will be invalid.

Art. IV (2): As amended on 17-3-1978

In the first week of August (of the year in which the election is due), the Secretary shall send to each member a list of the vacancies in the Council, requesting him to send nominations for the vacancies in the prescribed form. The completed form bearing the signatures of the proposer and seconder as also of the nominee signifying his approval shall be returned to the Secretary so as to reach him by the 1st October. Any nominations received after the date shall be invalid.

3. Before the 15th of October the Secretary shall prepare ballot papers and send under certificate of posting one ballot paper to each member eligible to vote.

Art. IV (3): As amended on 17-3-1978

The secretary shall prepare ballot papers and send one ballot paper to each member eligible to vote under certificate of posting by the 15th of October. The marked ballot paper shall be returned to the Secretary so as to reach him by the 15th of November.

4. The President shall appoint at least two scrutineers to record the vote. The Secretary in consultation with the President shall declare the result of voting not later than the third week of November.
5. If, for any reason, the elections are not held on the dates herein laid down, the President shall determine the respective date to ensure that the elections are completed before the end of December of the years.
6. If the nominations received by the Secretary are less than the seats on the Governing Council the vacancies shall be filled by election at the time of Annual General meeting. The Secretary shall circulate the list of such vacancies, invite fresh nominations duly proposed and seconded and shall hold the election by ballot. The President is empowered to modify the mode of inviting the nomination if necessary. But all the vacancies in the Governing Council shall be filled by election by ballot at the Annual General Body meeting.

Art. IV (6): As amended on 17-3-1978

If the nominations received by the Secretary are less than the vacancies in the Council, the remaining vacancies shall be filled by election at the Annual General Body meeting. The Secretary shall circulate the list of such vacancies, invite fresh nominations duly proposed and seconded and shall hold the election by ballot. The President may modify the mode of inviting the nominations, if necessary, but all the vacancies in the Governing Council shall be filled by election by ballot at the Annual General Body meeting.

7. The co-opted members for the ensuing Council shall be chosen at the meeting of the Governing Council at the time of Annual Conference. At this meeting of the Council the current members and members elect for the ensuing Council may be present and they shall have the right to vote.

Art. IV (7): As amended 17-3-1978

If the Annual General Body meeting is held before the last date for nominations, and the valid nominations received are less than the number of vacancies, the Council can co-opt a member to fill such a vacancy. Such

co-opted a member shall have the rights and privileges of a member of the Council, if elected to fill the vacancy.

8. If the Annual General Body meeting is held before the elections and if no valid nominations for a vacancy are received. The person holding that office shall continue to do so for a further year irrespective of any other provisions in these bye-laws.

Art. IV (8): As amended on 17-3-1978

The decisions of the Council shall be valid irrespective of the existence of any vacancies.

9. In any election in the event of tie, the President shall have a casting vote in addition to the vote he has already exercised.
10. If any vacancy occurs in the Governing Council otherwise than by efflux of time the Governing Council, notwithstanding anything contained in the above clauses, shall or can elect a member to fill the vacancy for the remainder of year. In case of vacancy among the office bearers, the Governing Council shall elect a person from among themselves to fill the post till the end of the year.

Art. IV (10): As amended on 17-3-1978

If any vacancy arises in the Council, otherwise than by efflux of time, the Council can co-opt a member to fill the vacancy and such co-opted members shall be members of the Council for the remaining period of that vacancy. In case of vacancy among the office bearers, the Council shall elect a person from among themselves to fill the vacancy for the remaining period.

Art. IV (Elections): As Amended on 31st March, 2004

**Elections to the Executive Council of The Indian Society of Human Genetics:
Rules and Procedure**

1. Elections will be held for all the office bearers and other members of the Executive Council once in every two years. The following Office-bearers and members of the

Executive Council will be elected by secret postal ballot from amongst the Life and Annual members, who qualify in the following terms:

- (i) Member of a minimum of three years standing as on 30th June of the election year.
- (ii) Those who have paid all their dues to the Society till the year of election.
- (iii) Those who would have attended at least one conference and/or General Body Meeting during the last three years.

i. President	One
ii. Vice-Presidents	Two
iii. Secretary	One
iv. Joint Secretary	One
v. Treasurer	One
vi. Executive Committee Members	Eight

The Secretary, Joint Secretary and Treasurer will be nominated and elected as a block from one or adjoining cities.

2. Office bearers can hold an office only for two terms i.e., 4 years in continuation, and shall not contest re-election for the same office for a period of four years (2 terms after his tenure).
3. All Life and Annual members of the society are eligible to vote.
4. The elections will be by secret postal ballot.
5. For the purpose of elections, the Executive Council will appoint an Election Officer in the year in which election is due.
6. The Election Officer in the month of July of the year will invite nominations for various offices from amongst the members of the Society as on roll on June 30th of the year. The nominations will be invited on Nomination Paper as per the proforma appended. The nominations should reach the Election Officer within the due date specified. Nominations received after this due date will be invalid. The Election Officer will also be provided with a list of members of the current and the immediate preceding Executive Council so that re-nominations in contravention of rule 2 above are not made. This will not be, however, applicable in case of the first Executive Council to be elected under the new constitution (As per the Article IV (Elections) amended on 31st March, 2004).

7. The Election Officer will seek the consent of nominees for various officers and members and only on receipt of the consent, their names will be included on the ballot paper.
8. For an efficient functioning it would be desirable to nominate Secretary, Joint Secretary, and Treasurer from same or adjoining cities.
9. The ballot papers will be sent by post to members latest by the end of September.
10. Marked ballot paper should be returned to the Election Officer before the date specified for the purpose. Marked ballot papers received after the due date will be invalid.
11. All ballot papers received by the Election Officer on or before the last date will be opened by the Election Officer who will also arrange for their counting.
12. Results of the election will be finalized and communicated to the president and to all the elected members by the Election Officer by the first week of December.
13. Election officer will not be eligible for contesting the election.

Filling the List of Members of the Executive Council:

The names of newly elected Office Bearers and Members of Executive Council will be announced at the Annual General Body Meeting and will be communicated to relevant agencies and institutions on or before the 14th day succeeding the elections of the Society. A list shall be filed with the Registrar of Joint Stock Companies of the names, addresses and occupations of the members of the Governing Council of the Society.

Note: Any clause of the article IV, that has not been explicitly stated in the amended article IV (2004), will stand applicable.

Art. V: Meetings of the Governing Council

- (a) The council shall meet at such times as may be necessary for the transaction of business of the Society. At least one meeting will be called at the time of the annual conference before the Annual General Body meeting.
- (b) A meeting of the Council may be convened by the Secretary with consent of the President. The Secretary shall convene a special meeting of the Council upon receiving a requisition in writing signed by not less than six members thereof. At

least thirty days previous notice shall be given to the member of the council unless all the members otherwise agree.

- (c) Non-attendance at three consecutive council meetings by any of its members without intimating a reasonable ground shall constitute a vacancy, but a reinstatement can be effected on receiving a convincing reply.
- (d) A resolution may be passed by circulation among the members of the Council who are in India and if a majority expresses their opinion in favour of it a resolution so passed shall be as valid as if it were passed at a duly held Council meeting.
- (e) The quorum for the Council meeting shall be formed with four present members. If the quorum is not formed within 15 minutes of the appointed time of a meeting convened upon the requisition of the members the meeting shall stand dissolved, but in the case of other Council meetings, under similar circumstances, it shall stand adjourned to a later hour in the same place and date, or at any other time and place as fixed by the president (or his substitute, if he is absent). At such adjourned meeting also four members shall form the quorum for a valid meeting.

Art. V (e): As amended on 6-1-1981

The quorum for the Council meeting shall be formed with four present members. If the quorum is not formed within 15 minutes of the appointed time of a meeting convened upon the requisition of the members the meeting shall stand dissolved, but in the case of other Council meeting, under similar circumstances, it shall stand adjourned to a later hour in the same place and date, or at any other time and place as fixed by the President (or his substitute, if he is absent). At such adjourned meetings three members shall form the quorum for a valid meeting. Decisions on routine administrative or very urgent matter only shall be taken at such adjourned meetings.

Art. V (e): As Amended on 31st March, 2004

Quorum: One half of the members of the EC shall be present for the meeting.

Art. VI: Annual General Body Meeting of the Society

- (a) A General Body meeting of the Society shall be held once each calendar year. The meeting shall be held at a time and place fixed by the Council. Notice of the time and place of such meeting shall be given in writing by Secretary to every

member of the Society at least two months in advance. Every motion submitted to the meeting shall be decided by voting.

(b) The Agenda shall be circulated to all members at least three week before the meeting. The agenda of the Annual General Body meeting will be:

1. To receive and adopt the Annual Report of the Council as given by the Secretary on the working of the Society for the preceding year.
2. To receive and adopt the Balance Sheet and Auditor's report for the preceding year.
3. To approve the appointment of auditor as recommended by the council.
4. To receive and adopt the budget of the coming year.
5. Declaration of the results of the election, if any, held during the year.
6. To transact such other business as may be brought forward by the Council or any other business that may be permitted by the Chairman of which seven days' notice has been given in writing.
7. To consider any other business brought forward with the consent of (or by) the President (Chairman).

(c) Quorum of a General meeting shall be formed by the presence of 30% (to the nearest integer) of the total strength of the Ordinary and the Life members (retaining the voting right).

Art. VI (c): As Amended on 31st March, 2004

Quorum: For the General Body, quorum will be one-third of the total membership of the Society.

(d) **Adjournment:** If within half an hour from the time appointed for the Annual General Body Meeting there is no quorum the meeting shall stand adjourned to a later time on the same day at the same place and such adjourned meeting shall transact the business for which the meeting was called. No quorum is necessary for such an adjourned meeting.

Art. VII Chapters of the Society

For efficient functioning of the Society at a regional level regional subdivisions called CHAPTERS may be formed as and when the Society grows and matures up for this in the opinion of the Council. Suitable clauses to this article may be added in that case also by the Council.

Art. VII: The Clauses Incorporated as on 20.2.2001

In view of the recent developments in Human Genetics and the importance of generating projects at local level to address to local Genetic Health Problems, it is felt that formation of Regional Chapters needs to be encouraged. Hence, the original Bye-Laws Art. VII will have following clauses, as approved by the Governing Council meeting on 20/2/2001.

1. The Chapter shall function as an integral part of the Indian Society of Human Genetics and all the members of the chapter shall necessarily be Life Members of ISHG and minimum 10 members are required to form the Chapter.
2. There shall be only one convener and no other office bearers of the Chapter.
3. In the case of proposal to form the Chapter initiated by the Council, a convener can be appointed by the Council to finalize the modalities to form a Chapter representing a region. In the case of proposal to form a chapter initiated by a regional group, the convener should submit a proposal to the Council. On the approval in writing by the Council, the convener should proceed to finalize the formalities to form the chapter. The final approval of Chapter will be with an executive order issued by the Council, signed by its President and Secretary.
4. The Chapter formation will be considered by the Council purely on the merits of **research** proposal that is being initiated and the willingness and responsibility of the local members to implement the same.
5. Funds/donations raised by the Chapter need to be solely to implement a **research** project at the regional level.
6. A project proposal initiated by the Council may be recommended to the funding agency with convener of the Chapter as investigator or the convener himself can also initiate a project and submit it to the funding agency with expressed recommendation of the Council. Either way, the ultimate responsibility of implementation of the project lies with the convener and members of the Regional Chapter.
7. All the grants/donations that are raised (either by the Council or by the convener) for a particular project for implementing at the regional level will be maintained by

the convener in a local Nationalized Bank. The convener shall submit the audited accounts every year to the Council.

8. The council reserves the right to guide and monitor the efficient functioning of the Chapter and take action whatever it deems fit.

Art. VIII. Annual Conference

A conference of the Society shall usually be organized at least once each year. The venue of the conference shall be at a place where the Annual Governing Council meets or at a suitable place decided to coincide with this meeting.

Art. VIII: Guidelines for Annual Conferences, incorporated on 31st March, 2004 (Given at the end as Appendix)

Art. IX : Auditor

The council shall appoint A Chartered Accountant every year to audit its accounts, the balance sheet, and the financial transactions, fixing up a reasonable fee for the Auditor.

Art. X: Amendments

- (a) These bye-laws may be altered or amended by three-fourths of those members who cast a valid vote in a postal ballot conducted as below:
- (b) Voting on proposals for amendments of the Rules, Regulations or the Bye-laws shall be as follows:

Notification for proposal of any amendment must reach the secretary of the society not later than one month before the Annual Council Meeting. If approved by the Council, it shall be presented to the Annual General Body Meeting. With the consent of the Annual General Body, the secretary shall within one month circulate the approved amendment(s), with voting papers, to all members of the Society. These voting papers should reach the Secretary within one calendar month from the date of their dispatch by the Secretary. The Secretary shall open and count the votes in the presence of one or more scrutineers appointed by the President. The result will be declared by the president and such changes which are thus approved shall come in to effect forthwith.

Art. X: As amended on 17-3-1978

Notification for proposal of an amendment must reach the Secretary of the Society not later than one month before the Annual Council Meeting. The secretary shall present it to the General Body Meeting. With the consent of

the Annual General Body Meeting, the Secretary shall within one month circulate the proposed amendments with voting papers to all the members of the Society. These voting papers should reach the secretary within one calendar month from the date of their dispatch by the Secretary. The Secretary shall open and Count the votes in the presence of one or more scrutineers appointed by the President. The results will be declared by the president and such changes which are thus approved shall come in to effect forthwith.

Art. X: As Amended on 31st March, 2004

Proposition for any amendment, extension, abridgement or delegation of the Society including the purpose for which it has been established, and any decision on the amalgamation of the Society either wholly or partially with any other society shall be announced by a circular to all members of the Society at least 3 months before holding a special meeting of the members for the said purpose. For the sake of convenience, this special meeting can be called to coincide with the Annual Conference. In the special meeting two thirds or more of the total members present at the meeting should vote in favour of the proposal for its acceptance.

Dissolution:

The dissolution of the Society shall be in accordance with the provisions of sections 13 and 14 of the Society's Registration Act, 1860.

As Amended on 31st December 2004

Dissolution of the Society: Any number not less than two-thirds of all members of the Society, may determine by their votes in General Body Meeting that it shall be dissolved and thereupon it shall be dissolved forthwith or at the time agreed upon and all the necessary steps shall be taken for the disposal, settlement of the property of the Society, its claims and liabilities by Executive Council of the Society. In the event of any dispute arising among the members of the Executive Council, the adjudgement of its affairs shall be referred to the Principal court of original civil jurisdiction of the district in which the chief building of the Society is situated and the court shall make such order in the matter as it shall deem requisite.

All the provisions of the Societies Registration Act XXI of 1860 (Maharashtra Amendment Act 1957, as extended to Union Territory of Delhi) will apply to the Society.

All the provisions of the societies registration Act XXI of 1860 (--- Amendment Act 1957 and extended to Union Territory of Delhi and applicable in the state of the Headquarter of the society will apply.

No Member to receive profit after dissolution

If upon the dissolution of the Society, there shall remain after satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among members of the Society or any of them, but shall be given to some other Society, to be determined by the votes of not less than two-thirds of the members present personally or by proxy at the time of dissolution or in default thereof, by such court as aforesaid.

Suits by and against the Society: Society may sue or may be sued in the name of president of the Society.

Guidelines for organizing Annual Conference of The Indian Society of Human Genetics

1. Selection of the venue

Secretary of the Society, in good time will explore with members or Institutions regarding the holding of the next conference so that invitations for holding the next conference may be received from one or more places. The invitations will be placed before the Executive Council, which will discuss the proposals in the light of the invitee's having an active research group in human genetics or related disciplines and about their resourcefulness/facilities for proper organization of the conference. These proposals along with the Executive Councils view point on the venues will be put before the Annual General Body Meeting during the conference. Normally, more than one venue should be listed in the order of priority so that if for some reason the proposer of the first venue withdraws its invitation, the second venue may be immediately offered to hold the conference. The decision will be announced during the ongoing conference and also communicated to the proposer and/or his institution along with the approved guidelines. The announcement of the venue and the name and contact address of the organizing secretary should be announced by the secretary, subsequently and/or may be put on the website of the society.

2. Naming of the conference

The Annual Conferences organized under the auspices of The Indian Society of Human Genetics (hence forth to be called ISHG) will be serially numbered and designated as Annual Conference of the Indian Society of Human Genetics proceeded by serial number (e.g. the conference organized in January 2004 is designated as XXIX Annual Conference of ISHG, and so on).

3. Approximate time for the conference

The conference should be organized between December and January, failing which before March 31st every year.

4. Duration of the conference

The conference should be usually for a duration of three full days (four days if considered necessary by the circumstances).

5. Eligibility for participation:

- a. Annual meeting of the ISHG will be open to all categories of members of the society.
- b. Non-Members can participate in the Annual Conference by paying appropriate delegate fee as decided by the organizers.

6. Announcement

The organizing secretary of the conference will send out appropriate circulars to all member of the society (update list of members to be provided by the Secretary), to all University Department (related to human genetics research), research organizations/institutes where active research in Human Genetics is being pursued so that the Conference gets wide publicity. Announcement of the conference and call for abstracts should be made at least 6 months in advance.

7. Registration fee

The amount will depend upon local conditions and the venue. All participants (local or outstation) will have to be registered. Proper receipts will be issued by the organizing secretary for registration fee. The registration fee should normally cover boarding and/or lodging charges.

8. Format of the abstracts

Abstracts of papers are to be invited for presentation, either through platform or poster. The authors may be asked to give their preference but the final decision will rest with the organizers. All submitted abstracts will be subject to review committee (to be formed locally by the organizing secretary) and the committee's decision to accept or reject abstract will be final.

The book of abstracts for the conference should be either printed or photo-reproduced by the organizers. A copy may be given to the secretary for society's record.

9. Programming of the Conference

The tentative programme of the conference should be as follows:

- a. Inauguration
- b. Plenary Lectures
- c. Platform Sessions
- d. Poster Sessions
- e. Business of ISHG;
 - i. Executive Council Meeting
 - ii. General Body Meeting
 - iii. Presidential Lecture / Endowment Lecture
 - iv. Concluding Session
- f. Round Table Discussions or panels on specific topics
- g. Valedictory function and closing of the conference

a. Inauguration

Generally, Inauguration should be a brief function. The president and secretary of the society along with the other invitees will be on the dais. The presidential address to the delegates and the secretary's report/remarks regarding ISHG should be included in the programme.

b. Business of Society

In consultation with the secretary of ISHG, suitable time should be fixed for:

- (i). Meeting of the Executive Council of the Society and
- (ii). Meeting of the General Body of the Society.

The Executive Council meeting would generally be held on the 1st day of the Conference while the General Body would meet on the 2nd day, usually in the evening after the scientific sessions.

c. Valedictory Function

The president and secretary of the society along with the organizing secretary(s) of the conference will be on the dais. A chief guest may be invited if the organizers so desire.

9. Funding of the Conference

Ordinarily the Organizing secretary will have to raise all the funds necessary for the conference. The Society can make a suitable returnable advance to the convenor for initial expenses on correspondence etc. The advance will have to be refunded to the Society soon after the conference.

- a. Contribution from the host institution
- b. Grants from agencies like DBT, CSIR, ICMR, DAE, DOE, INSA, ECAR, UGC etc.
- c. Registration fee
- d. Advertisements in the book of abstracts and/or souvenir brought out on the occasion
- e. Exhibition fee
- f. Other local sources

The funds received will be the following two categories:

- (i). Institutional Grants (a and b above) and
- (ii). Non-Institutional Grants (c-f above)

The Executive Secretary shall participate in every Annual General Body and Governing Council meeting of the Society. If required, the Executive Secretary may be paid travel expenses (normally limited to AC-2 Tier return fare) for attending these meetings.

Funds collected as Institutional and non-institutional grants be deposited in a bank account opened specially for the purpose of the conference. Within 6 months after the conference, the Org Secretary shall get the accounts audited and send the statement of audited account to the Secretary of the Society. Any unspent balance from the conference fund shall be transferred to the society's corpus.

ISHG WORKSHOPS/ TRAINING COURSES

The ISHG may sponsor one workshop each year on any of the modern human genetics techniques. Each workshop shall normally be of 5-6 days' duration and will concentrate on theoretical and practical aspects of one or two related techniques for which the host institution must have adequate in house expertise.

The ISHG will contribute a minimum of Rs. 10,000/- as seed money for such workshops, which has to be refunded. Participation should not be restricted only to society member since funds are procured from different funding agencies.

The annual general body meeting, the secretary will invite proposals from the life and ordinary members who wish to host such workshops. The proposal should include details of the techniques planned to be included and the expertise available locally. The proposals thus received will be screened by a committee consisting of the president, secretary (Convenor), Jt. secretary and treasurer of the society. As soon as the committee approves of a particular venue, the secretary will communicate the decision to the organizer of the workshop who will then invite applications from the students, members etc. and proceed further.

GUIDELINES FOR FINANCIAL SUPPORT TO REPRESENT THE SOCIETY IN INTERNATIONAL HUMAN GENETICS CONFERENCES

President or secretary should make efforts to attend the International Congress of Human Genetics, which is organized once in four years. In case, neither of them can attend, a member of the Executive Council may be nominated to represent the ISHG at these Congresses. Financial support not exceeding Rs. 10,000/- may be provided towards travel or maintenance in the year in which these meetings are held.

AWARDS

The Indian Society of Human Genetics

Dr. L.D. Sanghvi Oration

(Rules and Regulations)

The Society has decided to institute a Dr. L.D. Sanghvi Oration to be given every two years.

1. Objective

The oration is intended as a tribute to the pioneering role of Dr. L.D. Sanghvi in the field of Human Genetics in India and to show the appreciation of the Society for any sustained and significant contribution made to the field of Human Genetic in India.

2. Eligibility

Any Indian scientist who has worked in India for at least 15 years and has made a significant contribution to Human Genetics and related fields is eligible to be nominated to give the oration. A person can receive the award only once.

3. Procedure for selection

- a) By August of the previous to the year of oration, the Governing Council shall constitute a committee of 3 eminent scientists for selecting the nominee for the oration.
- b) No member of the Governing Council shall be a member of the Selection Committee.
- c) The president shall choose a chairman from among the members of the Selection Committee and inform the members accordingly and about the criterion for eligibility.
- d) The Selection Committee may, if necessary, call for Bio-data from persons whom they wish to consider.
- e) The Selection Committee shall choose only one person to give the oration.
- f) The Chairman of the Selection Committee shall communicate the name of the person selected to the Secretary by 31 March of the year of Oration.
- g) The Secretary shall inform the nominee by 15 April requesting him to give the Oration at the next Annul Conference and asking for detailed Bio-data.

4. Privileges

- a) The nominee shall be invited to give the oration at a Special Session of one-hour duration at the Annual Conference.

- b) The nominee shall be given a suitable citation and silver plaque.
- c) The nominee shall be entitled to first class rail fare to and from the venue of the Annual Conference from the Society and to local hospitality from the organizers of the Annual Conference.
- d) The Society may publish in some form the oration and the Bio-data of the nominee.

5. Fund and Expenses

- a) The Society shall earmark a fixed Deposit of Rs. 20000/- as the corpus for the Dr. L.D. Sanghvi Oration Fund.
- b) The Interest accrued thereon shall be used for the expenses in connection with the oration.
 - i) Approximately half of the interest accrued shall be used for the silver plaque.
 - ii) The remaining part shall be used for the travel expenses of the nominee, if availed of, and for publication expenses.
 - iii) Any balance left from the interest shall be credited to the oration fund.
 - iv) If, in any year, the expenses are more than the interest accrued and remaining in the fund, the additional expenses shall form part of the general expenses of the society.
- c) The selection committee shall decide upon the nominee by correspondence. Any travel expenses incurred by the members of the selection committee shall not be paid either from the oration fund or by the society.

AWARDS

(a) Young Scientist Awards: Three

The Indian society of Human Genetics has instituted three young scientist awards, one each in the fields of Medical Genetics (named after Dr. Arvind Baxi), Population Genetics (named after Dr. H. M. Bhatia and Cytogenetics (named after Dr. K. M. Marimuthu), to be presented during the annual conference. Although the awards are given under the three heads, they cover the entire field of human genetics. The candidates competing for the award will be asked to specify the field under which their paper needs to be considered, depending on the aims of the study. Each of the awardees is given a Certificate and a Silver Medal.

The candidate must not have completed 35 years of age as on the conference date. Age certificate must accompany the paper.

One person is eligible to receive only one prize. Those who had received young scientist award at an earlier ISHG Conference will not be entitled to compete again.

Secretary of ISHG will announce the young scientist awards setting about 5 months time for submission of the papers and the same will be announced on the website of ISHG as part of the conference announcement. The guidelines for the awards will also be enclosed along with this circular.

The paper submitted must be the result of independent work by the candidate. An affirmation to this effect by the candidate, attested by the Head of the department countersigned by the Head of the Institution, must accompany the paper. If the work is a part of the doctoral thesis a certificate from the supervisor stating that the candidate is mainly responsible for the work should accompany the paper. Simple review papers without any attempt at critical analyses and synthesis of the results are not acceptable. There should be no joint authors. The paper should not have been published before the presentation.

Six copies of the paper complete in all respects should reach the secretary of ISHG by the specified date, which depends on the dates of the conference during that particular year. The manuscript should be prepared in a standard format of a journal, preferably of the American Journal of Human Genetics or American Journal of Physical Anthropology. In addition to the full manuscript, an extended abstract of about 1000 words should also be attached.

These papers will be reviewed and short listed for presentation in case the reviewer recommends the paper for presentation. The selected papers have to be presented by

the candidates at the forthcoming annual conference, which will be evaluated by a committee of three judges appointed by the secretary in consultation with the president. The secretary will provide the judges with the guidelines for evaluation. These judges are chosen from the participants who are experts in the specified areas. The presentation is for 15 minutes followed by 5 minutes discussion/questions.

The three committees will communicate their verdicts to the President and Secretary of ISHG, who in the event of a tie for any one or more awards, will decide either to give two awards in the area or declare them as joint winners. The results will be announced at the concluding general body meeting of the ISHG at the conference venue and the medals and certificates are presented during the valedictory function by the president.

The decision of the governing council regarding the awards shall be final.

Schedule of Marks

Sl. No.	Different aspects to be evaluated	Maximum marks
1	Relevance/significance of the problem posed	5
2	Validity of techniques	4
3	Background knowledge on the subject	2
4	Presentation of results	6
5	Validity/consistency of interpretations	10
6	Style/clarity of presentation	3
	TOTAL	30

(b) Poster presentations

There will be one best poster award and is open to all, irrespective of age. The announcement of the poster award will be made along with the young scientist awards. However, selection process of the best poster award will begin only during the conference and the judges appointed will see all the posters and discuss with the presenters before recommending the best poster to the secretary and president.

All the above also apply to evaluation of presentations through posters. However, more emphasis should be given on the quality of poster. The written matter should preferably be in block letters rather than in running hand and the letters should be of

a size easily readable from a distance of about 2 ft. The quality of Photographs/other illustrations should be of high quality and they should be appropriately trimmed, appropriately arranged and neatly mounted.

Schedule of Marks

Sl. No.	Different aspects to be evaluated	Maximum marks
1	Relevance/significance of the problem posed	5
2	Validity of techniques	4
3	Background knowledge on the subject	2
4	Quality of the poster and presentation of results	12
5	Validity/consistency of interpretations	4
6	Style/clarity of presentation	3
	TOTAL	30

The winner of the best poster award will be presented with certificate and a silver medal during the valedictory function.

The decision of the governing council regarding the award shall be final.