

SOCIETY OF TOXICOLOGY INDIA

CONSTITUTION

Section 1: Name

The name of the organization shall be Society of Toxicology (India) and hereafter referred to as "Society".

Section 2: Objectives

The society is instituted solely:

- i. to foster the progress and development of all aspects of toxicology. to promote research in toxicology and allied disciplines.
- ii. to sponsor and encourage scientific and technical meetings and promote discussion and interchange of information.
- iii. to foster education and create awareness of toxicological and environmental health problems.
- iv. to make rules and regulations and to suggest necessary rules and regulations to Govt. of India for the safety evaluation of chemicals to combat pollution.
- v. to collaborate with all the societies/associations of the world interested in toxicological problems.
- vi. To do all other things as the society may from time to time consider necessary, incidental or conducive to the attainment of the above mentioned aims and objects, and introduce research and other publications.

Section 3: Membership

The Society consists of the following categories of the members:

a) Individual membership (ordinary with annual renewals)

After paying the required fee, the membership of the Society is open to the following persons and institutions interested in the problems of toxicology

i) research workers, field workers and information scientists in the universities, research institutions and industries; and ii) those who hold official position in national and international bodies dealing with the subject of toxicology.

ii) International membership (meant for institution, professional organization or scientific society pursuing objectives similar to the Society of Toxicology, India).

b) Lifetime (life) members: A person is eligible for life membership after paying required fee. Those members who become members of the Society during the first year (founder members) shall be designated as "Charter members" provided they pay the lifetime membership fee but such designation shall in no way affect the division of membership into active class and an ordinary class, or the rights pertaining thereto.

c) Student members (for graduate or post graduate students having interest in toxicology). Students on the recommendation of his/her guide/supervisor can enrol themselves as student member by paying a nominal fee for a period of 5 years.

d) Honorary members (scientists having good standing in science).

Any member / fellow of the Society may propose honorary membership to distinguished scientists who, in their opinion have rendered conspicuous service to the cause of toxicology or in the field of environmental and occupational health, or are such that their election would be of signal benefit to the Society. The decision of the Executive Committee (EC) shall be final. The honorary members shall have rights and privileges, except voting right. They shall be exempt from paying membership and registration fee during the conference.

e) Corporate/ Institutional members: Any firm, association, corporation or institution can become annual or life member of the Society after paying requisite fee but shall have no voting rights. Corporate /institution shall be eligible to sponsor candidates to attend conferences/symposium organized by the Society.

f) Patron(s) of the Society: Amongst the senior members or founders, the Society can nominate any person(s) as Patron (s), who in the opinion of the Society has rendered conspicuous service to the cause of development of toxicology. Patron (s) shall have rights and privileges like other members of the Society and shall be exempt from paying membership and/ or registration fee during the conference.

Section 4: Application for Membership

Proposals for ordinary or life members shall be made by two members of the Society on the form provided by the Society. The name of those members/ applicants who do not possess minimum qualifications as down under section 3 a (i) prescribed for members shall be put up before the Executive Committee of the Society for approval. The names of new members shall be read before the next General Body (GB) meeting. All those who become members before 30th Dec. 1979 shall be designated 'Founder Members' provided one is not in arrear.

Section 5: Admission and Annual Fee/ Subscription etc.

Admission, annual fee or subscription etc. shall be determined by the Society and shall be subject to revision by the General Body.

- i) Each individual member/ student member or institutional member shall pay an annual subscription fee, which shall become due on 1st January each year. Patron (s) / Honorary member (s) shall be exempt from payment of any fee.
- ii) Life members shall pay one time lump sum fee.
- iii) The session fee shall be determined by the organizing secretary of the conference and shall be included in the registration fee for non-members.
- iv) Each member or the institutional member of the Society shall pay an admission fee.

Section 6: Termination of Membership

- i) By Resignation

Any individual or institution member may resign from the Society by writing to the Secretary General. The resignation shall take effect immediately. The candidate / institution shall have no claim for any refund of fee or subscription paid.

ii) By Removal on account of Non-Payment

If the fee or subscription owing to the Society by a ordinary member is not paid for one year after the due date, the name(s) of such defaulters shall be removed. The names of other defaulters with pending dues or non submission of accounts (including organizing secretary of the conference) shall be placed before the Executive Committee for removal.

iii) Conviction:

Ipso facto upon sentence after conviction in a court of justice or any other crime entailing moral turpitude or if any disciplinary enquiry pending again him /her or any disciplinary /vigilance enquiry is contemplated.

iv) Activities Detrimental to the Society:

A member or the executive officer can be removed from the membership from the post of the Society for any action which may injure the interest of or be against the objectives of the Society or on his / her unsound health grounds, by the Executive Committee members or at a meeting specially convened for the purpose. EC may recommend any name for the vacant post for considerations by the General body.

Section 7: Readmission

A member who has resigned under section 6(i) above can be readmitted on his request to the Executive Committee provided he / she pays all previous arrears due from him to the Society on the date when his membership ceased and on payment of fee as applicable from time to time.

A member whose name was removed under section 6 (iv) may be re-admitted by the Society if one submits a written and unqualified apology for his past conduct and on promising in writing not to behave similarly in future subject to the approval of the General Body. This clause shall be applicable to members including the organizing secretary(ies) of the conference organized on behalf of the Society.

Section 8: Management of the Society

The Society shall consist of two bodies: 1. Executive Committee (EC) and 2. General Body (GB) Executive Committee duly elected shall conduct the business. The EC shall constitute as follows:

i. President Elect : one ii. President : one iii. Vice-President : one iv. Secretary-General : one v. Executive Secretary (HQ) one: vi. Treasurer (HQ) one: vii. Joint Secretary: one viii. Members of the Committee: five

Immediate past president, Patron / founder of the Society and Editor-in-Chief of the Journal shall be the permanent members of Executive Committee.

In addition to elected members, the executive committee may nominate one member as secretary- foreign affairs.

Two co-opted members, out of charter or founder members / eminent toxicologists, shall be nominated by Executive Committee. The organizing secretary (ies) shall also be the co-opted member (s) during the meeting. The co-opted members shall have no voting right.

Section 9: Functions and Powers of EC and GB

9.1 The term of the Executive Committee shall be of two years and may be extended by the General body.

9.2 Functions and Powers of the Executive Committee

The Executive committee shall direct and regulate the activities and general affairs of the Society and have powers:

- i) To frame, regulate, alter, or repeal rules and by-laws of the Society for the conduct of business at meetings, subject to the approval of the General Body.
- ii) To appoint sub-committees
- iii) to represent any matter in which they consider that the interests of the Society are affected before the Govt., public bodies or any constituted authority.
- iv) To consider and decide application for membership, resignation, removal and may suggest disciplinary action against any member (s).
- v) To write off the whole or part of the arrears against any member or other outstanding, if considered desirable.
- vi) To condone, part or full arrears of an applicant seeking readmission, having been removed from membership previously on account of non-payment of subscription.
- vii) To appoint or remove salaried staff of the Society, if necessary.
- viii) To manage the funds of the Society in accordance with the By-Laws, and to pass the annual budget at the beginning of each year.
- ix) To fill vacancies up to two in their number during the term of their office by co-option.
- x) To remove the name (s) of such members as are proved to have acted against the interest (s) of the Society.
- xi) To attend all other urgent matters / business.
- xii) Any action taken under the above clauses shall be reported to the next General Body.

a) President

The president shall be the executive head and will preside over all the meetings of the Executive Committee and the General Body of the Society. He shall guide, control and regulate the proceedings of the meetings, interpret the rules and regulations and decide doubtful points. In case of equality of votes he shall request the patron to cast a deciding vote.

b) Vice-President

In the absence of the president, the vice-president shall carry out all the duties of the president as laid down in para 9.2 (a). In the absence of the President and Vice- President, a senior most EC officer / member shall be elected as chairman of the meeting and shall have all the powers of the President for the duration of that meeting.

c) Secretary General

The Secretary General shall perform the following duties:

i) Record the proceedings of such meetings and shall sign. If desired the proceedings can be seen by any member by appointment.

i) Shall be in-charge of the office and conduct all correspondence. He shall also deal with all foreign business including National Societies of Toxicology of other countries.

ii) Shall prepare a budget and get it passed by the Executive Committee at the beginning of each financial year.

iii) Shall be ex-office member of all committees.

iv) Shall maintain up to date register of members of the Society.

v) Shall prepare proceedings of the Executive Committee and an annual report of the working of the society. The report shall be presented at the Annual General Meeting.

d) Executive Secretary

i) Summon and attend all meetings.

ii) Shall have general supervision of accounts; pass all the bills for payment.

iii) Incur expenses for the conduct of any activity of the Society.

iv) Shall get prepare by the Treasurer an annual statement of accounts duly audited by the auditor for adoption at the Executive Meeting.

v) Shall be ex-office member of all committees.

e) Treasurer

i) The account shall be opened in the name of Society.

ii) Shall receive all money and deposit in a Bank duly approved by the Society. All payment shall ordinarily be made by cheque duly signed by any two executive officers authorized by the Society.

iii) He / she shall in consultation with the Secretary General / Executive Secretary present at the Executive Committee meeting a balance sheet showing financial position of the Society and a audited statement of the receipts and expenditure during the previous year.

f) Joint Secretary

Joint Secretary shall help the Secretary General / Executive Secretary in carrying out the activities of the Society and shall perform the function of the Secretary General or executive secretary in his/her or their absence.

g) Executive Members

- i) Participate in activities, vote and act as members of the committee.
- ii) Provide advice and counsel to the committee.
- iii) Chair other committees, meetings and/or act as liaison officers of other societies.
- iv) May authorize other member (s) to do any other assignment.

h) Organizing Secretary

The EC shall finalize the name (s) of organizing secretary (ies) of the conference (Subject to the approval of General Body). He/she shall be responsible for the organization of the annual conference of the Society. He shall submit accounts of income and expenditure to the Society.

Section 9.3: Functions and Powers of General Body

a) The functions and powers of the General Body shall be as under:

- i) To approve the minutes and report drawn by the Executive Committee.
- ii) To pass the budget for the year and to approve the proceedings of the Executive Committee.
- iii) To settle any issue not falling within the competence of the Executive Committee.
- v) To entrust the Executive Committee with any special function / power.

Each member shall have one vote only. The resolutions at the general body meeting shall be passed on the basis of simple majority vote taken amongst the members present. In the event of a tie, patron shall cast a deciding vote.

c) General Body meeting shall be chaired by the President of the Society. In the absence of the President, Vice-President shall take the chair. In case both President and Vice-President are absent, the chairman shall be selected by the majority of members present in the meeting.

Section 10: Election Procedure of the Executive Committee

All the members of the first Executive Committee except the Organizing Secretary (ies) shall continue for the second term of two years so as to bring the Society on a firm footing. No member can hold same position continuously for more than two terms. Only members of good standing shall be eligible for election. The procedure for conducting the elections shall be as follows.

- i) The headquarters / Executive Committee shall nominate the Returning Officer for the election who shall announce the schedule for elections.
- ii) Announcement for inviting nominations from the members of good standing shall be invited by the Returning Officer.
- iii) Nomination form bearing the name of the nominee and the post, duly proposed and seconded by the eligible members of the Society along with the signature of the nominee indicating his willingness to be elected for the post, must reach the Returning Officer by the specific date.
- iv) Returning Officer shall intimate the last date for the withdrawal of a nomination along with the last date for the votes to be received.
- v) In case of elections, the election shall be conducted by confidential postal ballot. Ballot papers shall be sent to eligible members under certificate of posting. The last date of receipt of ballot papers by the Returning Officer in sealed covers shall be at least one month before the annual conference.
- vi) The ballot papers shall be opened and votes shall be counted in the presence of three members nominated by the Executive Secretary. The Returning Officer shall submit the results to the Executive committee and declare the results at the Executive Committee meeting subject to the approval of the General Body.
- vii) Any member of good standing is eligible to contest the election, to propose or second a nomination or cast vote provided that a) he/ she has been elected as a member of the society at least one year prior to the year of election; and b) he/she is a member of good standing and has no arrears of subscription or any accounts pending against him or her including that of the current year.

Section 11: Sub-Committees

The term of office shall be two years. EC may constitute sub-committees that shall make the recommendations to the Executive Committee for appropriate programs to carry out various functions of the Society.

a) Program Committee

This committee shall be responsible for the planning and organization of the scientific program of the annual meeting, and for the review of proposals for special meetings and/or symposia to be organized by the society. Appropriate recommendations concerning these proposals shall be brought to the attention of the president for considerations and action by the Executive Committee.

b) Board of Publications

The board of publication shall serve for a term of 3 years. Members shall be eligible for reappointment for one additional term. This committee shall nominate editors or members for various publications including research journal of the Society.

c) Other Committees

The Executive committee may appoint ad hoc, special or other committees as may be deemed necessary.

Section 12: Meetings

a) Executive committee

The Executive Committee shall meet at least twice a year. The Executive Secretary shall send notice of the meeting together with the proposed agenda to all the Executive Committee members at least two weeks before the meeting.

The quorum for the Executive Committee meeting shall be five members.

b) General Body

The General Body of the Society consisting of all the members of the Society shall meet once a year at the time of the Annual Conference. Minutes of the Executive committee shall be the agenda for the General Body meeting.

The quorum for the General Body meeting shall be a minimum of 15 members.

Section 13: Conferences

a) Annual conference

The Society shall organize every year an annual conference of the society. The conference shall be devoted to all aspects of toxicology and allied disciplines. The venues of the Annual Conference shall be decided at the General Body meeting of the previous year. The organizing secretary (ies) of the Annual Conference shall be responsible for all aspects in the organization of the Annual Conference. The Executive Committee of the Society shall render technical assistance in drawing out program of the conference. The venue of the conference shall be decided by the Society or at the GB meeting.

b) Regional Conferences

The Society shall encourage organization of regional conferences/ symposia/ workshops, etc under the auspices of the Society so as to promote the objectives of the Society.

Section 14: Sub- branches/ Local Chapters

Sub-branches, hereafter called local chapters of the Society can be created at any city provided there are 10 or more members of the Society. Each branch shall elect one Branch president, one Secretary-cum-treasurer and one convener to transact the business of the branch. The local branch shall function in consultation with the Society and shall have no independent existence. The local branch shall open account only after proper authorization from the Society. The account shall bear the name of Society -local branch and the name of city (for example, Society of Toxicology-local branch Lucknow).

Section 15 Amendments

a) Constitution

No amendments of the constitution shall be made except at the Annual General meeting of the Society. No amendment shall be made unless two third of the members present are in favor. Proposal for any amendment may be submitted to the Secretary – General by any member of the Executive Committee or by at least 1/4 of the total members

of the Society at least 4 weeks before the Annual General Meeting of the Society. The Secretary-General shall put up the proposal received to the Executive Committee. The Executive committee shall consider all proposals and make appropriate recommendations for considerations by the General Body.

No proposals for or of changes in the rules may be considered at any meetings of the Executive Committee or General Body unless due notice has been given in the Agenda of the meeting. Any addition, modification or repeal of the rules shall be considered to have come into force only after the proceedings of the meeting at which they were passed.

b) **By-Laws**

No amendment of the bye-laws shall be made except at an Annual General Meeting of the Society. No amendment shall be made unless it is adopted by a simple majority vote of the members present at the Annual General Meeting. The Secretary-General shall intimate all the members of the Executive Committee the proposals if any for amendment (s). The Executive Committee shall consider all proposals and make appropriate recommendations for consideration by the General Body.

Section 16: Accounts of the Society

Accounts of the Society shall be opened by the President and by any other two (out of Secretary General, Executive Secretary and Treasurer) officers of EC. The account shall be jointly signed and operated by any two of the officers. The accounts shall be got audited from a qualified auditor.

Section 17: Duration and Dissolution

The Society shall persist until an amendment for dissolution has been passed in accordance with Section 15. At dissolution, an independent auditor shall be appointed for subsequent settlement of all liabilities incurred by the Society and distribution of remaining assets to the members of good standing.

BYLAWS

Be it enacted and it is hereby enacted as a By-Law of the Society of Toxicology, India (The official abbreviated name shall be STOX)-hereafter the Society That

The following shall be the By-Laws of the Society

A Headquarters and Returning officer

The Headquarters of the Society shall be located in a city as approved by the GB For the conduct of elections; the returning officer shall be nominated by the headquarters. He shall be a member of the Society provided he is not a candidate for any post in the Society.

B. Admission Fee

i) Each new member (ordinary or lifetime / corporate member) shall have to pay admission fee as decided from time to time.

ii) All those who become member by 30th Dec, 1979 shall be designated as founder members and shall be exempted from paying admission fee.

C Subscription

- i) Any member(s)/ corporate / institutions shall pay subscription as decided from time to time. In case of those members serving abroad on a permanent or semi-permanent basis irrespective of his/ her nationality subscription / membership fee shall be paid in US dollars or equivalent except members from Pakistan, Sri Lanka, Nepal and BanglaDesh.
- ii) Members who have retired because of age or disability may elect to apply to the Executive Committee for retired status. He / she may be exempted from any future payments, if any.
- iii) Honorary member(s) shall be exempted from payment of any dues and shall not hold any office or any elective position in the Society, but shall have all the nonvoting privileges of the Society.
- iv) Patron (s) shall be exempted from payment of any dues and will be permanent member of the Executive Committee.
- v) Dues by ordinary members are to be paid by the January 31 of each year (without any notice/ reminder).

D Sub-Branches / Local Chapters

For petty contingent expenses, recognized local branch of the Society may receive 10% of the amount actually paid by the members.

E Conference/Symposia/Workshop

The Society may advance refundable financial assistance (as decided from time to time) to any conference, symposia/workshop organized under the auspices of the Society provided that-

- i) approval of the Executive Committee has been obtained before organizing such activities.
- ii) at least two states are involved in the organization of the conference / symposia.
- iii) the majority of the members of the states involved have cleared their up -to -date dues.
- iv) the request for financial assistance has reached the Executive Committee at least 3 months in advance, and
- v) only once in a year, the conference can receive financial assistance from the Society.

F Jurisdiction

Any dispute shall be subject to the City of HQ only.

G Seal of the Society

The Seal of the Society be circular in form. The Works "SOCIETY OF TOXICOLOGY" INDIA and the founding year shall appear in the " OUTER CIRCLE ", the snake shall appear in the "INNER CIRCLE".