

Indian Association for Statistics in Clinical Trials BYLAWS

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Definitions

In these Bylaws and unless the context otherwise requires, following words shall bear the meanings set opposite them respectively.

- a. Executive Committee means the Executive Committee of the Association constituted under these Bylaws.
- b. Fellow means a Fellow of the Association duly elected under these Bylaws.
- c. Member means a Member of the Association duly elected under these Bylaws.
- d. President means the President of the Association.
- e. Vice President means up to two Vice Presidents of the Association representing different regions of India.
- f. Treasurer means the Treasurer of the Association.

g. Secretary means the Secretary of the Association.

Membership

Membership to the Society is open to any person who goes through the process given below

Categories of Membership

Membership in the Association will be granted in the following categories, termed respectively:

FELLOW
REGULAR MEMBER
LIFE MEMBER
STUDENT MEMBER

FELLOW: Fellow of the Association shall be elected as such on fulfillment of the following requirements:

- Involved in the usage of statistics in clinical trials- Possesses a PhD in Statistics or accepted by the Executive committee as equivalent qualification
- Has acquired considerable degree of eminence as a contributor/leader in the usage of statistics and statistical programming in clinical trials

REGULAR MEMBER: Membership of the Association annually shall be granted as such on fulfilment of the following requirements:

- Has a degree in Statistics or related field as judged appropriate by the Executive committee
- Involved in the usage of statistics in clinical trials
- Professionals working in clinical trial space

LIFE MEMBER: Life membership of the Association shall be granted based on requirements similar to that for regular membership upon application and payment of dues as determined by the association.

STUDENT MEMBER: Student Membership of the Association shall be granted as such on fulfillment of the following requirements:

Currently enrolled in a course in Statistics or related field as judged appropriate by the Executive committee.

Election of Members

No person shall be accepted as a member in any category unless his/her application has been approved by the Membership Committee except for Fellows where the Membership Committee has to get the additional approval of the Advisory Board.

Application for Membership

Every candidate applying for any grade of membership shall fill in and sign the appropriate application form prescribed by the Executive committee and containing a declaration that he/she has read the Bylaws and shall abide by these.

Processing of Applications

Completed application forms shall be scrutinized and approved by the Membership Committee. A candidate duly approved shall be admitted as a Fellow (no fees), Life Member, Regular Member or Student Member, as the case may be, on payment of such fees as determined by the Association.

Rights and Privileges of Members

Fellows, Life Members, Regular Members and Student Members of the Association shall be designated as Members.

Any Member who has been accepted as such and has paid all fees and dues payable by him/her will be able to participate in lawful gatherings called/ arranged by the Association.

Duties of Members

All Members shall:

- Elect the office-bearer positions within the Executive committee of the Association (except student members);
- Attend the General Body meetings;
- Not indulge in activities, which are prejudicial to the Aims & Objectives and Rules & Regulations of the Association.

Annual Fees

Executive Committee will periodically review the membership fee and modalities to avail membership and the information will be published on IASCT website <https://iasct.net/>

Membership Committee will review the annual fees every year and may recommend a change if deemed appropriate. The Executive committee will decide if the change should be implemented.

Life Membership Fees

Individuals applying for Life Membership shall pay a one-time fee as determined by the association and posted on the IASCT website (www.iasct.net).

Membership Committee will review fees for Life Membership every year and may recommend a change if deemed appropriate. The change if approved by the Executive committee will be effective for new applications and will not affect the membership terms or status for existing life members.

Life membership once granted by the association shall remain in force until such time that it needs to be terminated due to circumstances described in the following section.

Termination of Membership

Death: Upon the Executive committee being informed of the death of a member, his/her name shall be removed from the register of members of the Association.

Resignation: A member may at any time resign from the membership of the Association by delivering a notice in writing to the Association. Non-payment of annual fees will also result in termination of membership.

The General Body may expel from the Association any member or require his/her resignation, upon being satisfied that he/she has willfully acted in contravention of the Bylaws and is therefore unfit to belong to the Association.

Reinstatement

Any member whose name has been removed from the membership of the Association for non-payment of the subscription may apply for reinstatement. The Membership Council in consultation with Executive committee (if necessary) may, at their discretion, allow his/her name to be reinstated subject to his/her clearing all his/her dues.

General Body

Only members will constitute the General Body of the Association.

General Meetings

Annual General Meeting: The Executive committee shall, in each calendar year, convene an Annual General Meeting of the Association. All members shall be entitled to attend, to vote (except student members) and participate in the proceedings of any Annual General Meeting. The time gap between two consecutive Annual General Meetings shall not be more than 24 months.

The business of the Annual General Meeting shall be to

- Adopt the Annual Report of the Association,
- Consider and approve the Audited Accounts and the Balance Sheet for the preceding year,
- Appoint auditors for the next year and fix their remuneration,
- Announce the names of the Office Bearers for that year
- Conduct any other business the notice of which has been given along with the notice of the Annual General Meeting.

Extraordinary General Meeting

The Secretary of IASCT on behalf of the Executive committee shall convene Extraordinary General Meeting for the specific purpose of:

- Considering additions, amendments, deletions of the Bylaws and /or Rules & Regulations of the Association
- Considering the matter pursuant to requisition made by 25 % of the Members entitled to vote, the notice of which has been issued.

All members except student members shall be entitled to attend the extra-ordinary meeting and participate in the proceedings.

Convening General Meeting

The Annual General Meeting and Extraordinary General Meeting shall be convened by the Secretary of IASCT on behalf of the Executive committee by giving not less than 7 days notice specifying the date, the venue and the time for the meeting;

Extraordinary General Meeting shall be convened by the Executive committee on requisition by not less than 25% of the members entitled to vote and within 30 days of the receipt of the requisition for such a meeting, by giving not less than 7 days notice specifying the date, the time, the venue and the business to be transacted at the meeting;

Requisition for Extraordinary General Meeting must state the objective of the meeting, and must be signed by the convener and deposited at the office of the Association

Quorum at General Meetings

No business shall be transacted at any General Meeting unless there is a quorum when the meeting proceeds to business. For all purposes, the quorum shall be 1/3 of the Members entitled to vote.

If at the time appointed for the holding of General Meeting, the quorum is not there, the meeting shall be adjourned and reconvened at the same place and at the same time. The members present shall form the quorum for this adjourned meeting. This process would be noted in the minutes.

Proceedings at General Meetings

The President of the Association shall preside at all General Meetings;

In the absence of the President, he may nominate the Vice President to be the Chairperson at the meeting;

If the President and the Vice President are not expected to be present at the meeting, prior to the meeting, the President will nominate the Secretary, Treasurer or any other member of the Executive committee as the Chairperson of the meeting. If such prior nomination is not done and communicated to the members, the meeting will stand canceled.

No person other than a Member of the Association who is not in arrears of membership subscription shall be entitled to participate or to vote in any General Meeting.

Executive Committee

The Executive Committee Will have at most 7 members of which 6 are elected (except the Immediate Past President):

- Immediate Past-President
- President
- Vice President
- Secretary

- Treasurer
- Head of the Administrative Committee
- Head of the Events Committee

In case of having even number of Executive Committee members, the President will have a deciding second vote when needed.

All EC members have term limits of 2 years.

Only Fellows, Regular Members and Life Members of the Association shall be entitled to become members of the Executive committee.

Of the members of the Executive committee of the Association one shall be the President and one shall be Vice President of the Association. The said President, Vice Presidents and members of the Executive committee shall hold office as such until the due election and coming into office of their successors in accordance with the Bylaws of the Association.

The Executive committee shall select 3 sub-committees, which will be tasked with specific responsibilities. The 3 sub-committees shall be: Administrative Committee, Membership Committee and Events Committee. These sub-committees will be led by IASCT members, appointed by the Executive committee. The leaders of these sub-committees, once appointed, will by virtue of their position become part of the Executive committee.

In addition, an Executive committee shall be formed based on the elected positions. The Executive committee shall consist of the President, Vice President, Secretary and Treasurer. They will execute the day to day activities related to the society. They need to get high level approvals on the tasks from the Executive committee but can act independently on a daily basis as long as higher level agreements with the Executive committee are not violated.

The business of the Association shall be managed by the Executive committee subject to the provisions of the Memorandum and to the Bylaws of the Association.

The business of the Executive committee shall be conducted by the Executive committee in such manner as the Executive committee may prescribe from time to time. All the powers of the Association shall be vested in and exercisable by the Executive committee except so far as the same are, by the Memorandum, or by the Societies Registration Act or by the Bylaws of the Association to be framed in pursuance thereof expressly required to be exercised by the Association in General Meetings.

Election of Executive Committee

Elections to the positions of President, Vice President(s), Secretary that are part of the Executive Committee shall be held once in two years and they shall be elected to these positions for a term of two years. These elections shall be held by secret ballot using an external firm or a third party internet-based voting site

Other members of the Executive committee will be nominated by the elected members for a term of one year.

Casual vacancies in the Executive committee by death, resignation or otherwise, shall be filled by the Executive committee by nomination for the remaining term of the Executive committee.

Functions and Powers of Executive committee

Executive committee shall be responsible for the management and administration of all affairs of the Association including appointment of office bearers to look after any activity. This will include formation of the Administrative Committee, Membership Committee and Events Committee. One of the elected members of the Executive committee shall serve as the sponsor of each committee.

All decisions of the Executive committee shall be taken by majority votes;

Executive committee shall have the powers as the powers of the Society mentioned in the Memorandum, the Bylaws, and the Rules & Regulations;

Executive committee shall have the powers to prepare plans, projects and programs and appoint Election Officer/s and specify his/her powers

Powers and Duties of Office Bearers

President:

- President shall preside over all meetings of the Association;
- At the time of voting on any matter/subject (except election), if the total votes for and against happen to be equal in number, the President has the power to cast an extra vote to decide the matter/subject;
- President shall have the power to allow inclusion of any subject/matter in agenda for discussion in the course of proceeding/meeting.

Vice President(s):

- Vice President(s) shall have all the powers of the President during his/her absence.

Secretary:

- Secretary will convene, attend and record the minutes of the meetings of the Executive committee, Executive committee and the General Body;
- Secretary will have overall responsibility for maintaining information about the Membership, in conjunction with the Membership Committee;
- Secretary will prepare the Proceedings Register to record the minutes of the proceedings of the General Body meetings and the Executive committee meetings.

Treasurer:

- All funds of the Association shall remain under the care and management of the Treasurer. It is the responsibility of the treasurer to manage the budget in a way to protect the financial solvency of the society.
- Treasurer should seek advice and approval (by majority vote) of the Finance Oversight Committee consisting of President, Vice-Presidents, Secretary and the Treasurer for any potential expenditure for an event exceeding Rs. 5lakhs.
- Treasurer shall be accountable for maintaining the accounts of all money received and/or paid on behalf of the Association. Treasurer shall make disbursements of funds in accordance with the direction of the Executive committee.

Head of events committee and administrative committee

- Head of Events Committee will be part of Executive Committee and shall plan and conducts the IASCT trainings, workshops, academic connects and professional conferences every year with the approval of Executive Committee.
- Head of Administration Committee will be part of Executive Committee and will be responsible for maintaining the memberships, communications of IASCT on social media, newsletter publishing and IASCT website

Attendance at Executive committee Meetings

Members of the Executive committee shall be required to participate in 75% of the meetings,

Advisory Board

Constitution of Advisory Board and tenure of member

The Advisory board to consist of 3 people identified by the Executive Committee. Each advisory board member would have a tenure of 3 years, with a possible extension of up to 2 years

The Advisory Board will be called for a meeting with the Executive Committee once every 3 months. Duties include advising the Executive Committee on the strategic aspects of the Association

Sources of Income

Sources of income of the Association are:

- Membership fees
- Sponsorship
- Registration/program fees

All the income of the Association shall be utilized only for the promotion and fulfillment of the Aims & Objectives of the Association.

Financial Year

Financial year of the Association shall be from 1st April to 31st March of next year.

Management of Funds & Accounts

The Executive committee shall cause proper books of account to be kept with respect to:

- The assets & liabilities of the Association;
- All sums of money received and expended by the Association and the matters in respect of which such receipts and expenditure take place; and
- All sales and purchases by the Association

Bank accounts of the Association shall be operated by joint signatures of Treasurer and any one of the following: President, Vice-President and Secretary

The books of account shall always be open to inspection by members of the Executive committee.

The annual accounts of the Association together with the Auditor's Report shall be laid before the Governing Body at the Annual General Meeting immediately following the close of the financial year.

Audit

The accounts of the Association shall be audited by a qualified chartered accountant every year.

The Annual General Meeting shall appoint Auditors of the Association for the ensuing year and fix the terms and conditions of their appointment.

Once at least in every year the accounts of the Association shall be examined, and the correctness of the income and expenditure account and Balance Sheet ascertained by the Auditors.

Annual List of Executive committee Members

Once in every year a list of the office bearers and the Executive committee members shall be filed in the office of the Registrar of Societies as specified under Section 6 of the Societies Registration Act, 1860.

Publications

The Executive committee may publish an official publication of the Association, which shall be sent to each member who is not in arrears of membership subscription. The contents and frequency of such publication may be specified by the Executive committee.

The Executive committee may publish an official Member Directory of the Association. The contents and frequency of publication of the Directory shall be specified by the Executive committee and this directory shall be available to the members.

Notices

The Association may serve a notice upon any member, either personally or sending it by posting a prepaid letter addressed to such member at his/her registered address as appearing in the register of members.

Seven days notice shall be given in writing of every Annual General Meeting and Extraordinary General Meeting (exclusive both of the day on which the notice is given and of the day fixed for the meeting) specifying the place, date and time of the meeting, to every Corporate Member on the register of members.

The accidental omission to give notice of a meeting to or non-receipt of such notice by any member shall not invalidate any resolution passed at the meeting or proceedings of such meeting. **Indemnity**

Each member of the Executive committee and each member of the Association shall be accountable in respect of his/her own acts only, and shall not be accountable for any acts done or authorized to which he/she shall not have expressly assented, and no member shall incur any personal liability in respect of any loss or damage incurred through any act done, in good faith for the benefit of the Association, although in excess of his/her legal powers.

Each member of the Association and the Secretary shall be indemnified out of the funds and property of the Association from and against all costs, charges, damages and expenses which they or any of them shall sustain by reason of their accepting office or acting in execution of the duties or powers imposed upon or given to them by the Memorandum or Bylaws of the Association.

Amendments

Any amendment in the Memorandum, Bylaws, and the Rules & Regulations shall be carried out in conformity with Section 12 & 12A of the Societies Registration Act, 1860; All amendments shall need to be approved by Members of the Association at an Extraordinary General Meeting.

No amendment shall made to Memorandum of Association, Bye laws & Rules& Regulations of the society which may prove to be repugnant to the provisions of section 2(15),11, 12, 13 & 80G of the IT Act,1961 as amended from time to time. Further no amendment shall be carried out without the prior approval of the Commissioner of Income Tax

Dissolution

If the Association needs to be dissolved, it shall be dissolved as per provisions laid down under Section 13 & 14 of the Societies Registration Act, 1860.

In the event of dissolution or winding up of the society the assets remaining as on the date of dissolution shall under no circumstances be distributed among the members of the Executive Committee but the same shall be transferred to another trust, society whose objects are similar to those of the society and which enjoys recognition under section 80G of the IT Act,1961 as amended from time to time

Legal Proceedings

All the provisions under all Sections of the Societies Registrations Act 1860 shall be applicable to the Association.

Application of The Act

Any amendment in the Memorandum Bylaws and Rules & Regulations shall be carried out in conformity with Section 12& 12A of the Societies Registration Act ,1860.

Investment Clause

The funds of the society shall be invested in the modes specified under the provision of section 13(1)(d) read with section 11(5) of the IT Act 1961 as amended from time to time.

- a) Investment in Government Savings Certificates.
- b) Deposit in any post office savings bank.
- c) Deposit in any account with any Nationalised Bank or State Bank of India or any of its subsidiaries or Scheduled Bank or Co-operative Bank.
- d) Investment in any Central Government or State Government Securities.
- e) Investment in Units of Unit Trust of India.
- f) Investment in Debentures of any company or corporation where the principal whereof and Interest whereon are fully and unconditionally guaranteed by the Central or State Governments.
- g) Investment or Deposit in any Public Sector Company.
- h) Deposit with or investment in any bonds issued by a Financial Corporation which is engaged in providing long term finance for Industrial Development in India, and which is eligible for deduction under section 36(1)(viii).
- i) Deposits with or investment in any bonds issued by Public Company formed and registered in India with the main object of carrying on the business of providing long term finance for construction or purchase of houses in India for residential purposes and which is eligible for deduction under section 36(1)(viii).

- j) Deposits with or investment in any bonds issued by a public company formed and registered in India with the main object of carrying on the business of providing long term finance for urban infrastructure in India.
 - k) Investment in Immovable Property.
 - l) Deposits with Industrial Development Bank of India.
- Any other forms or modes of Investment or deposit as may be prescribed under Rule 17C.

Other Clauses

The benefits of the society shall be open to all irrespective of caste, creed or religion.

The funds & income of the society shall be solely utilized for the achievement of the objects of the society and no payment shall be made to the members by way of profit, interest, dividend etc.

Vishwanath Iyer
President – IASCT
Date: 27-Jul-2020


Surendra Yajamanam
Secretary – IASCT
Date: 27-Jul-2020