

**MEMORANDUM OF ASSOCIATION
INDIAN SOCIETY OF AEROSPACE MEDICINE**
(Society Regd No. S/2706 of 1985 - 1986)

(Revised 2020)



Office Address:

Secretary ISAM
Directorate General Medical Services (Air)
Air Headquarters (RK Puram)
West Block VI
R K Puram, New Delhi – 110066
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(This edition supersedes all the previous versions of the memorandum whether printed or published on line)

MEMORANDUM OF ASSOCIATION
INDIAN SOCIETY OF AEROSPACE MEDICINE (ISAM)
(<http://www.isam.in>)

1. **NAME OF THE SOCIETY**

The name of the Society shall be “**Indian Society of Aerospace Medicine**” which is registered (Bearing registration number S/2706 of 1985 – 1986) under the Societies Registration Act of 1860 and the rules framed thereunder.

2. **REGISTERED OFFICE OF THE SOCIETY**

The registered office of the Society shall be situated at -

Directorate General Medical Services (Air)
Air Headquarters (RK PURAM)
West Block VI
R K Puram, New Delhi – 110066

3. **AREA OF OPERATION OF THE SOCIETY**

The area of operation of the Society will be **Aerospace Medicine and allied subjects with the aim to enhance the Aerospace Safety.**

4. **AIMS AND OBJECTIVES OF THE SOCIETY**

The aims and objectives to be pursued by the Society are as follows: -

- (a) To advance Science and Art of Aerospace Medicine by stimulating research/ investigations in various domains of Aerospace Medicine.
- (b) To provide solutions to various aeromedical concerns of the industry and disseminate the knowledge among various stakeholders.
- (c) To establish and maintain co-operation between medical and other sciences concerned with aeromedical development and progress.
- (d) To promote, protect and maintain safety of all the stakeholders in the field of aerospace.
- (e) To provide a platform where all aerospace safety concerns related to humans can be addressed in a scientific and cogent manner.
- (f) To undertake the task of educational and vocational upliftment of the Speciality.
- (g) To become a member of any association or any of the councils as may be required for skill development in the Speciality.

- (j) To organize and participate in seminars and conferences related to the Speciality and to compile, collate, edit and publish papers related to the Speciality in the Journal of Aerospace Medicine.

5. **GOVERNING BODY OF THE SOCIETY**

The Executive Committee of the Society will be the governing or executive body of the Society. The details of members of the Executive body of the Society have been enumerated under Rules and Regulations of the Society.



**RULES AND REGULATIONS
OF
INDIAN SOCIETY OF AEROSPACE MEDICINE**

1. **Name of the Society.** The name of the Society shall be “**Indian Society of Aerospace Medicine**”; hereinafter referred as ‘ISAM’ or ‘Society’.

2. **Address of the Society.** The registered office of the Society shall be situated at -

Directorate General Medical Services (Air)
Air Headquarters (RK PURAM)
West Block VI
R K Puram, New Delhi – 110066

3. **Area of Operation of the Society.** The area of operation of the Society will be **Aerospace Medicine and allied subjects with the aim to enhance the Aerospace Safety.**

4. **Classification of Members.** There shall be six types Fellows/ Members of this society: -

- (a) Honorary Fellows
- (b) Fellows
- (c) Associate Fellows
- (d) Life members
- (e) Annual Members
- (f) Corporate Members

5. **Qualification Criteria for Membership**

The qualification criteria for various types of fellowship/ membership of the Society have been revised from time to time. The amended QRs, as per the **decisions of the General Body Meeting (GBM) held on 15 Nov 2019** are enumerated below: -

(a) **Honorary Fellow.** The following criteria should be met by the person for award of honorary fellowship of the Society to him/her.

(i) All Past Presidents of the Society will mandatorily be the Honorary Fellows of the Society (irrespective of them being Fellow/ Associate fellow/ Member of the Society earlier)

(ii) For a person who is not a member of the Society following QRs need to be adhered to: -

(aa) To be nominated by members of the Executive Committee for consideration.

(ab) Should have made outstanding contributions to the Society or those who have rendered outstanding services in the field of Aerospace Medicine.

(ac) Should be an eminent person in his/ her own field and a person of national repute.

(ad) Selection process to have round table format with unanimous decision of the Executive Committee and should be ratified by General Body of the Society.

(b) **Fellows.** The fellowship of the Society will be **conferred on an Associate Fellow of the society as an honour and will not be applied for** by an individual. No member can be conferred the status of Fellow of the Society directly; members have to be promoted from Associate Fellow only. The selection of the Fellows will be done by a sub-committee headed by the senior most IAF Aerospace Medicine Specialist, with Air Cmde MS (S) at Air HQ and Secy ISAM as members of the Committee. The names of the shortlisted candidates will be approved by Executive Committee and ratified by General Body. The award of Fellowship should be restricted to 02 (Two) in a calendar year. The QRs to be adhered for award for Fellowship of the Society are as follows: -

(i) Candidate should be nominated & recommended by two existing Fellows of the Society.

(ii) He/ She should have Minimum 15 years of ISAM Life Membership.

(iii) He / She should have been an Associate Fellow for a minimum period of 5 years.

(iv) He / She must have attended minimum of 10 ISAM Conferences.

(v) He / She must have presented or published minimum 02 papers as Associate Fellow.

(vi) He / She should have made significant contribution to the Society and Speciality.

(c) **Associate Fellows.** For a member to be selected as an Associate Fellow of the Society, the desirous member will have to apply to the Secy ISAM, for the same as per format given at Appendix 'A' along with the fee of ₹ 5000/- (Rupees Five Thousand Only) **[approved vide GBM 2019]**. Not more than 06 members would be given the status of Associate Fellow in a calendar year. The applications received by Secy ISAM will be vetted and shortlisted candidates fulfilling the QRs will be presented to the Executive Committee. The names of the final candidates for Associate Fellowship will be

approved by Executive Committee and ratified by General Body. The member applying for Associate Fellowship should fulfill the following criteria: -

- (i) The application should be recommended by two existing Associate Fellows/ Fellows of the Society.
- (ii) He / She should have minimum 08 years of ISAM Life Membership.
- (iii) He / She must have attended 05 ISAM Conferences.
- (iv) He / She should have 05 papers/ presentation to his credit.
- (v) He / She should have made significant contribution to the Society and Speciality.
- (vi) Associate Fellowship can also be conferred by Executive Committee to a person of eminent status who has made significant contribution to the Society; provided the same is approved by the Executive Committee unanimously and ratified by the General Body.

(d) **Life Members.** Any desirous person with interest in Aerospace Medicine and Aerospace safety concerns can apply for the Life Membership of the Society to the Secy ISAM as per format given at Appendix 'B' along with the fees of ₹ 10000/- (Rupees Ten Thousand Only) **[approved vide GBM 2016]**. The applications received will be vetted by the Secy ISAM and list of eligible candidates will be approved by Executive Committee and ratified by General Body. The following eligibility criteria will be adhered to while offering the Life membership to an individual.

- (i) A serving Medical and Dental Officer of the Indian Air Force, Indian Army and Indian Navy (i.e. serving AMC and ADC officers).
- (ii) Retired AMC/ ADC Officers.
- (iii) A medical practitioner or scientist, civil or military, including foreign nationals, who is interested in Aerospace Medicine or allied sciences.
- (iv) An Officer or Ex-officer of the Indian Air Force who is interested in Aerospace Medicine or allied sciences.

(e) **Annual Members.** All IAF Medical officers are de-facto annual members of the Society and they have to pay ₹ 500/- (Rupees five hundred only) per year (deducted through AFCAO) towards the Society subscription. These members can apply for Life Membership of the Society at any time by paying the required fee of ₹ 10000/- (Rupees Ten Thousand Only); on grant of Life membership their annual subscription will be discontinued. Members not opting for life membership will continue to be annual member till the time they are in service with IAF only.

(f) **Corporate Members.** The corporate members will be accepted from among reputed organizations or firms dealing in pharmaceutical products, airlines, aircraft manufacturers, safety equipment manufacturers etc. These members will be approved by the Executive Committee and ratified by General Body, on application by the firm/ organization as per format given at Appendix 'C' with the requisite fee of ₹ 10,00,000/- (Rupees Ten Lakhs only) for life time membership or ₹ 5,00,000/- (Rupees Five Lakhs only) for a tenure of 05 years (**approved vide GBM 2016**). All Corporate members will be eligible to the following facilities: -

- (i) Sponsoring of two delegates to attend the Annual Conference every year (without delegate fees).
- (ii) Opportunity to present papers at the Annual Conference.
- (iii) Display or demonstration of equipment of interest to aeromedical community at the Conference Venue, at 50% of the normal charges for participation.
- (iv) Two copies of the Society Journal will be issued free of cost in a year.
- (v) A 20% concession on rates for advertisement in the Society Journal.
- (vi) Institution of Awards/ Medals in the name of their organisations which will be fully sponsored by the corporate house.
- (vii) The society will provide consultancy services with prior sanction from President of the Society on payment of appropriate fees as may be decided thereof.

6. **Method of Application for Associate Fellowship/ Life Membership and Corporate Membership.** The desirous candidates/ organisations fulfilling the QRs as enumerated above, will be required to submit the duly filled application forms in the correct format (**Appendices 'A', 'B' & 'C' to this document**) to the Secretary ISAM along with the prescribed fee. The last date for receipt of applications for the membership / fellowship by the Secretary ISAM will be 31 July. Life Members applying for Associate Fellowship and candidates applying for Life membership will be required to submit the following documents in 2 copies to the Secy ISAM: -

(a) **For Associate Fellowship**

- (i) Application form as per Appendix 'A' duly recommended by two Associate Fellows/ Fellows of the Society
- (ii) Complete Biodata
- (iii) Copies of the papers published/ presented

- (iv) Copies of the certificates of ISAM Conferences attended earlier
- (v) Specific contributions made by him/ her to the Society / Speciality
- (vi) Bank draft/ Cheque in favour of 'Indian Society of Aerospace Medicine', for the requisite amount

(b) **For Life Membership**

- (i) Duly filled application form as per Appendix 'B'
- (ii) 02 passport size photographs
- (iii) Complete Biodata
- (iv) Copies of the degrees/ qualification certificate
- (v) Copies of the papers published/ presented
- (vi) Bank draft/ Cheque in favour of 'Indian Society of Aerospace Medicine', for the requisite amount

(c) **For Corporate Membership**

The desirous corporate houses will be required to submit the duly filled application forms in the correct format (**Appendix 'C' to this document**) to the Secretary ISAM along with the prescribed fee by DD/Cheque drawn in favour of 'Indian Society of Aerospace Medicine'.

7. **Membership Fee.** The following fee will be required to be paid by various categories for membership / fellows of the Society:-

- (a) Honorary fellows and Fellows will not be required to pay any fee for the same.
- (b) Associate fellowship fee of ₹ 5,000/- (Rupees Five Thousand only) will be paid one time at the time of application. This onetime fee will also be applicable to existing life members (**approved vide GBM of 2019**).
- (c) Life membership fee of ₹ 10,000/- (Rupees Ten Thousand only) will be paid one time at the time of application (**approved vide GBM of 2016**).
- (d) Annual subscription fees of ₹ 500/- (Rupees Five Hundred only) for each calendar year will be paid by the Annual Members (IAF serving Medical Officers only).
- (e) Corporate Members will be required to pay onetime fee of ₹ 10,00,000/- (Rupees Ten Lakhs only) for the Life time membership or

₹ 5,00,000/- (Rupees Five Lakhs only) for a tenure of 05 years (**approved vide GBM of 2016**).

(f) Journal subscription of ₹ 500/- (Rupees Five Hundred only) annually and ₹ 300/- (Rupees Three Hundred only) for single issue will be paid by all the members subscribing for the hard copies of the Journal (**approved vide GBM of 2019**).

(g) **Foreign members.** The fees for the nationals other than Indian will be as follows: -

(i) Life membership- 500 USD

(ii) Journal Subscription – Annual 50 USD and single issue 25 USD.

8. The application for any type of membership will be processed only after receipt of the required fee for the same. No person shall be deemed to be a member of the society unless he / she had paid the initial membership and his /her application has been duly approved by Executive Committee and ratified by the General Body.

9. **Suspension and Termination of Membership.** The Society membership of an individual may be terminated or suspended under following conditions: -

(a) The Executive Committee of Society may suspend a Member if he/she indulges himself/herself in any act detrimental or prejudicial to the interest of the Society.

(b) A suspended member may be expelled for any period from the Society on the recommendation of Executive Committee with due approval of General Body of the Society.

(c) A Member may withdraw his/her Membership by submitting his/her resignation to the President.

(d) The membership/ fellowship of a member shall cease on the death of any Member.

(e) The membership of a member shall cease when one is declared insolvent or goes mad.

(f) The membership of a member shall cease when penalized under I.P.C. by the Court.

(g) Under any of these circumstances mentioned above the membership fee paid by the individual will not be refunded.

10. **Money of the Society**

(a) All money received by the Society shall be credited to the General Fund of the Society, and shall be deposited with such person/ persons, or institutions as decided by the Executive Committee of ISAM.

(b) Subject to any provisions contained in Rules and Regulations, the Executive Committee may prescribe the authority, by whom and the manner in which, the money of the Society may be invested.

(c) **Bank Accounts.** All funds of the Society shall be deposited in the name of the Society, in a nationalized or Schedule Bank (s) as authorized by the Executive Committee. The account shall be operated jointly by President and Secretary of the Society.

(d) **Audit of the Accounts.** The accounts for each financial year (1st April-31st March) shall be audited by the competent Auditor appointed for the purpose by the Executive Body. The Balance sheet & Income and Expenditure account for the year audited shall be presented to the Executive Committee and also in the annual meeting of the General Body.

(e) **Financial Powers of Officials.** The financial power (**approved vide GBM dated 15 Nov 2019**) of the functionaries of the Society will be limited to the following amount per transaction: -

- | | | |
|-------|--------------------------|--------------|
| (i) | Secretary of the Society | ₹ 25,000/- |
| (ii) | President of the Society | ₹ 2,00,000/- |
| (iii) | Executive Committee | ₹ 5,00,000/- |
- (iv) Any transaction exceeding ₹ 5,00,000/- will require prior sanction of the General Body.
- (v) Any temporary loan up to ₹ 10,00,000/- (e.g. seed money for conduct of ISAM Conference etc) can be sanctioned by the President of the society.
- (vi) Any amount, for which sanction has already been accorded by General Body, expenditure can be executed directly.
- (vii) **Research Grant for selected Research Projects (approved vide GBM dated 15 Nov 2019).** Research projects which could not be funded from any other sources, if found worthy by a Screening/ Executive Committee, could be financed by ISAM and such projects will be designated as ISAM Projects. Up to ₹ 50,000/- (Rupees Fifty Thousand only) can be allocated for one project and not more than ₹ 1,00,000/- (One Lakh only) to be allocated for such projects in a calendar year (i.e. not more than two projects in a year). The sanctioned amount to be given as advance to the Institute/

Organization of the research scholar, rather than to an individual. The final accounts to be settled by the research scholar with the Secy ISAM, from ISAM funds on submission of proper bills within the stipulated time frame for the study.

(viii) **Financial support to Members for attending International Conferences**

(a) One life member of the Society can be sponsored to attend the International Conference (AsMA and ICASM each in a year), provided the member is reading a scientific paper or presenting a poster during the Conference. Podium presentation will get preference over the poster. The sponsorship will be for one Life member each for ICASM and AsMA subjected to a ceiling limit of ₹ 2,00,000/- (Rupees Two lakhs only) each. The sponsorship will cater for the delegate fees, visa fee, travelling, accommodation and miscellaneous expenses.

(b) In addition, one post graduate (PG) resident in Aerospace Medicine from Institute of Aerospace Medicine (IAM) will be sponsored every year for participating in one of the International Conferences (ICASM or AsMA), with a ceiling limit of ₹ 2,00,000/- (Rupees Two lakhs only). The PG resident should be a Life Member of the Society at the time of sponsorship and should be presenting a paper in the Conference. All such papers will be duly vetted by Commandant IAM and approved by President ISAM.

(c) The sponsorship to attend the Conference will be accorded once in lifetime and only if the member is presenting a scientific paper in the Conference.

11. **Meetings**

(a) An Ordinary General Body Meeting (GBM), at which all members of the Society will be invited to be present, shall be held at least every year. The date and venue of GBM to be decided by the Executive Committee and a due notification of the same would be made well in advance (either by letter or notification on the Society website) so as to inform maximum number of members. All efforts should be made so as to ensure that the interval between two ordinary General Body Meetings in no case exceeds 14 months (under normal circumstances).

(b) The Executive Committee may convene extraordinary/ general meetings at which all members of the society will be invited to be present at such places and on such dates as it may decide. The date and venue should be notified on Society website well in advance.

(c) When branches of the Society shall have been opened in accordance with Rule 18 (I), at least one general meeting of such branch and to which all members of such branch and such other members as may be decided by such branch to invite, shall be held at suitable date and place as considered appropriate, at least once in every calendar year.

12. **Quorum**

(a) Unless there is a provision in these Rules to the contrary, the quorum for every general meeting of the Society shall be 15% of the total membership of the Society/ branch of the Society at that time.

(b) In the absence of Quorum, the meeting shall stand adjourned to a date as may be decided by the Executive Committee. No quorum shall be necessary for the adjourned meeting, provided that all members shall have been informed of the date of reassembly of the adjourned meeting in reasonable time to enable them to attend.

13. **Voting Power**

(a) Honorary fellows shall have no powers to vote.

(b) Every Fellow/ Associate Fellow/ Life Members/ Annual Members shall have one vote which he/ she may exercise either personally or by proxy, in writing signed by himself, in all proceedings where the members are required to vote, provided that no person shall be allowed to vote whose subscription at that time shall have been in arrears for a period exceeding 3 months.

14. **Officials of the Society**

(a) The Chief of the Air Staff (CAS) of Indian Air Force (IAF) shall be the ex-officio Patron of the Society.

(b) The President and Secretary shall be the Honorary portfolio holders of the Society. They shall be assisted in their work, by such persons as the President may appoint.

(c) The Director General of Medical Services (Air), IAF, shall be the ex-officio President. The executive powers of the Society shall be vested in the President. The President may delegate his powers to a person(s) to an extent, as deemed appropriate by him.

(d) In the absence of President (i.e. when the post of DGMS (Air) & President ISAM is lying vacant), for a particular meeting of the Society any other member of the Society shall be voted to Chair the meeting by the Executive Committee, for that particular meeting.

(e) The Gp Capt MS (AM) at the office of DGMS (Air), shall be ex-officio Secretary of the Society. The Secretary shall also be the treasurer of the Society and maintain the accounts of the Society.

15. **Committees of the Society**

(a) **General Body of the Society**

All the Honorary Fellows, Fellows, Associate Fellows, Life Members and Annual Members constitute to form the General Body of the Society.

(b) **Executive Committee of the Society**

(i) There shall be an Executive Committee, which shall be executive body of the Society.

(ii) The Executive Committee shall comprise of the President, the Secretary and six members elected/ nominated among Fellows/ Associate Fellows/ Life Members and annual members at the annual General Body Meeting by majority vote (more than 50% of the present members).

(iii) Commandant IAM, IAF and Air Cmde MS (S) at Air HQ RKP, shall be ex-officio members of the Executive Committee.

(iv) In addition, the Executive Committee will have representatives from the following organisations: -

(aa) One member from Air India. (One Medical officer nominated by Air India).

(ab) One representative nominated by Med Dte Gen, Indian Army (an Aerospace Medicine Specialist who should be a life member of the Society).

(ac) One representative nominated by Med Dte Gen, Indian Navy (an Aerospace Medicine Specialist who should be a life member of the Society)

(v) The tenure of the elected/ nominated members will be for a period of 02 (two) years; while the tenure for the ex-officio members will be governed by their appointment. The tenure for representatives from Army and Navy will also be for 02 years.

(vi) A vacancy in the Executive Committee caused by any reason may be filled by appointment of a Member to such vacancy by the order of the President till such time another member has been duly elected/ nominated/ posted.

(vii) The members of the Executive Committee may be provided with funding for travel and stay to attend the executive committee meetings, if required.

(c) **Editorial Board of Indian Journal of Aerospace Medicine (IJASM)**

- (i) An editorial board of IJASM will be appointed by the President to prepare, edit and publish the journal of the Society at least biannually.
- (ii) The Editorial Board will comprise of following members: -
 - (aa) Chief Editor- Commandant IAM (ex-officio)
 - (ab) Executive Editor
 - (ac) Associate Editor
 - (ad) Technical Editor
- (iii) IAM IAF will be responsible for the timely publication of the Journal and Commandant IAM will be the ex-officio Chief Editor of IJASM; while other three members of the editorial board will be nominated amongst the IAM faculty members by the Chief editor with concurrence of the President ISAM.
- (iv) Chief Editor will ensure the availability of the editorial board members and the quality & timely release of the Journal.
- (v) The Chief Editor will render an audited annual statement of accounts of the Journal to the President ISAM for approval.

(d) **Editorial Advisory Board of Indian Journal Of Aerospace Medicine (IJASM)**

- (i) The President ISAM shall appoint an Editorial Advisory Board to guide the Editorial Board in policy matters.
- (ii) The Editorial Advisory Board will comprise of following members: -

Serving Officers (ex-officio)

- (aa) Senior most serving IAF Aerospace Medicine Specialist
- (ab) Air Cmde MS (S)
- (ac) Gp Capt MS (AM)

Retired Officers

- (aa) 03 retired Aerospace Medicine Specialists from amongst the specialists residing in Bengaluru area (for the administrative ease) to be nominated by President ISAM.
- (ab) These appointees should invariably be active Fellows/ Associate Fellows of the Society.
- (ac) The tenure of these members would be for 03 years.

(ad) Only one member to be changed at a time, so as to maintain continuity.

(iii) The Editorial Advisory Board may suggest the names of suitable referees for the panel of reviewers to examine the papers being selected for publications in the Journal. The Chief Editor will exercise his discretion for sending the papers to the reviewers.

16. **Duties and Responsibilities of the General Body**

(a) All members of the general body will be entitled to receive notice of all annual and special General Body meetings.

(b) All members will be entitled to vote in the Annual and Special General Body Meetings.

(c) The General Body will have the power to amend Rules & Regulations and the Objectives of Society from time to time in accordance with the Rules and Regulations laid down for amendments of these Rules, Regulations and the Objectives.

(d) The General Body shall have power to make bylaws in regard to the working of Society. The General Body alone shall have the power to repeal, amend and modify these bylaws with 2/3rd majority.

(e) The annual action plan of the Society will be submitted to and will be discussed by the Executive Body during the General Body Meeting, and, the same will be implemented only after ratification by the General Body.

(f) The annual audit of accounts of the Society will be presented to the General Body in its annual meeting for perusal and ratification.

17. **Duties and Responsibilities of the Executive Committee**

(a) The Executive Committee shall be responsible for the effective implementation of the aims and objectives and smooth functioning of the Society.

(b) The Committee shall be competent to do all such lawful deeds, acts and things as may be conducive or expedient in the interest of the Society on behalf of the President.

(c) It shall have the discretion to appoint/take Members into the Society from time to time.

(d) To frame Rules or Regulations for proper and efficient working of the Society and for regulating the business of its different activities, departments/ sections and branches.

(e) The Executive Committee may delegate all or any of the powers to a sub-committee.

(f) To purchase assets for the society and register the assets, if necessary, in the name of society. These assets will be under control of President.

(g) To raise funds through sponsorships, donations, individual contributions and by accepting contributions from State or Central Government agencies. To accept special offerings or gifts, both in the form of movable or immovable property for the purpose of fulfilling the aims and objectives of the Society.

(h) To constitute and open Branches/sister concerns of the society and to exercise control over them.

(j) Subject to the provisions contained in these Rules and Regulations, the Executive Committee may prescribe the authority, by whom and the manner in which the money of the Society may be spent or invested.

18. **Duties and Responsibilities of the President of the Society**

(a) The President will be the Chief Executive Officer of the Society and will be responsible for executing the decisions taken by the Society.

(b) To preside over the meetings of the Committee and other ceremonial functions by the Society.

(c) To use his discretion in the event of any difference of opinion amongst the members of the Committees of the Society.

(d) The President shall have power to take decision to meet the emergent situation in the interest of the Society. President will apprise the Executive Committee of his/her decisions.

(e) Where rules are silent President can make rules and take decision in the interest of Society.

(f) To sanction bills, vouchers, debit-notes, credit-notes, cheques and other documents as tenders, quotations, expenses, purchase etc. of the society by his/her signature. To sanction expenditure on account of salary, wages, tours, traveling etc. w.r.t society related events.

(g) To engage, terminate, dismiss, suspend, felicitate or penalize any employee/honorary worker with the consent of the Members of the Executive Committee.

(h) To collect offerings, gifts or donations of all kinds, whether from Government, Central or Semi-Government, all institutions, local bodies or industrial concerns, limited or private, locally within the Union of India or from

abroad, which will form part of the funds available to the Society whether the bodies are located in the Union of India or abroad.

(j) President shall authorize anyone from the Executive Committee to preside over the meetings in his/her absence.

(k) He shall ensure the safety of cash & deposits in the Nationalised or Schedule Banks/as decided by the Executive Committee.

(l) The President shall be empowered to form special committees for special purposes and authorize formation of branches of the Society at suitable places where sufficient number of members are located.

19. Duties and Responsibilities of the Secretary and Treasurer of the Society

(a) The Secretary shall be responsible to the Executive Committee and the President of the Society for all day-to-day activities relating to the proper management, maintenance and upkeep of the Society.

(b) He/ She will be responsible for maintaining the records of membership and the minutes of the proceedings of the Executive / General Body meetings.

(c) To prepare documents for and on behalf of the Society and to conduct its correspondence and also to institute, prosecute and defend suits and other proceedings in which the Society may be involved.

(d) He will summon and attend the meetings of the General Body and the Executive Committee/ or any Special meeting on the discretion of the President and will communicate the directions and decisions taken at such meetings to all concerned.

(e) He/ She will generally perform all such duties as are incidental to the office of Secretary and or as directed by the President and the Executive Committee.

(f) He/ She will look after the administration and other routine affairs and attend to all correspondence of the Society.

(g) He/ She will be responsible to manage, and control the staff, and take disciplinary action where necessary.

(h) He/ She shall be responsible for the maintenance and safe custody of all papers documents and seals etc. pertaining to the Society.

(j) The Secretary will also perform the duties of the Treasurer of the Society; and he / she will be responsible for preparing the annual report about the activities and progress, accounts and expenditure as well as Annual Budget and place it before the Executive Committee and the General body during the annual meeting.

(k) He/ She will look after the assets of the society and conduct the annual property board of the assets.

(l) He/ She shall look after all financial matters of the Society, collect all dues to the Society and ensure that proper accounts are maintained of all financial transactions relating to the Society.

(m) He/ She will be authorized to make disbursement in accordance with the directions of President or the Executive Committee of the Society.

(n) He/ She will ordinarily hold a cash balance not exceeding ₹ 10,000/- (Rupees Ten Thousand only) (or the amount which may be fixed by the Executive Committee of the Society from time to time) to meet the emergent needs relating to the Society. All the cash excess of the above amount shall be deposited in any Bank(s) selected by the Executive Committee of the Society.

20. **Publication.** All scientific papers read at the Annual Conference of the Society shall be the property of the Society and may be published in the IJASM and circulated at the discretion of the Executive Committee ISAM and the Editorial Board of IJASM.

21. All the Life members/ Corporate members of the Society shall get either a hard copy of the Journal (IJASM) or access to the online Journal, published biannually, by the Society, free of cost.

22. **Amendments in the Memorandum**

(a) **Alteration of the Memorandum of Association.** Whenever it shall appear to the Executive Committee of the Society that it is advisable to alter, extend or abridge the purposes specified in the Memorandum of Association of the Society, or for other purposes within the meaning of the Society Registration Act XXI of 1860 (Punjab Amendment) Act 1857 as extended to the State of Delhi, or to amalgamate the Society either wholly or partially with any other Society, the Executive Committee may submit the proposition to the General Body of the Society and may convene a special meeting for the consideration thereof. But no proposition shall be carried into effect unless such report shall have been delivered or sent by post to every member of the Society or displayed on Society website 30 days previous to this special meeting convened by the Executive Committee for consideration thereof, nor unless such proposition shall have been agreed to by votes of 3/5th of the members present at the special meeting held a month after the formal proposition.

(b) **Alteration of Rules and Regulations.** These Rules and Regulations may be altered, amended, added to or deleted by a resolution passed by a majority of votes in a ordinary General Body Meeting, provided that the notice of such resolution has been given to all ordinary members of the Society at least 30 days before the date on which the resolution is placed for consideration before the general meeting. The quorum for a meeting for

consideration of such regulations shall be 15% of the members including the members present by proxy. Any member has the right to initiate an amendment/ addition or deletion by furnishing a copy thereof to the Secretary of the Society.

23. Once in every year on or before the 14th day succeeding the day on which according to Rule 11(a) of these Rules and Regulations the Annual General Meeting of the Society is held, a list shall be filed with the Registrar of Societies, Delhi of the Names, addresses and occupations of the members of the Executive Committee entrusted with the management of the affairs of the Society.

24. **Dissolution of the Society**

(a) Any number not less than three fifths of the Members of this Society may determine that it shall be dissolved. The members of the Society may express the wish for dissolution of the Society by their vote delivered in person or by proxy at a General Body Meeting convened for this purpose; and thereupon it shall be dissolved forthwith, or at the time then agreed upon.

(b) Provided further, that this society shall not be dissolved without the consent of the Government of the State of Delhi.

(c) All necessary steps shall be taken for the disposal and settlement of the property of the Society, its claims and liabilities, according to the provisions of these Rules and Regulations as may be applicable and in any other case, as the Executive Committee shall find expedient, provided that in the event of any dispute arising among the Executive Committee or the members of the Society, the adjustment of its affairs shall be referred to the principal court of original civil jurisdiction of Delhi and the court may make such order as it shall deem requisite provided that this Society shall not be dissolved unless three fifths of the members shall have expressed wish for such dissolution by their votes delivered in person or by proxy, at a general meeting convened for the purpose.

(d) Upon such dissolution of this Society if there shall remain after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among the members of this Society or any of them, but shall be given to some other society, to be determined by the votes of the said three-fifth members delivered in person or by proxy.

25. **Legal Procedures.** The President of the Society or the person authorized by the President or such other person who may be appointed by the Executive Committee will conduct all legal proceedings for and on behalf of the Society. All the provisions of the Society Registration Act XXI of 1860 (Punjab Amendment) Act 1857 as extended to the State of Delhi will apply to the Society.

26. **Maintenance of Records.** The President or Secy on behalf of President shall arrange to maintain proper records of the Society like Register for Membership, Minutes of meetings, Cash-Book, Ledger, Receipts, Stock Book and Correspondence pertaining to various activities of the Society.

NOTE

- 1. The ISAM Memorandum has been revised and drafted based on the approved decisions taken during the ISAM General Body Meeting held on 15 Nov 2019.**
- 2. The draft Memorandum is being placed on ISAM website (www.isam.in) for review and comments/ suggestions by the esteemed members of the Society wef 24 Aug 20 for a period of 30 days.**
- 3. Members are requested to give their valuable suggestions/ comments on the Draft Memorandum before 25 Sep 20; after which the suggestions will be compiled and reviewed before release of the final version of the Revised Memorandum (edition 2020).**
- 4. Comments/ Suggestions to be forwarded by email to dmsavmed@gmail.com/ davmed.rkp@gov.in before 25 Sep 20.**



Appendix 'B'
(Refers to para 6 of
Rules & Regulations)

INDIAN SOCIETY OF AEROSPACE MEDICINE
APPLICATION FOR LIFE MEMBERSHIP

For Official Use

Date Received.....

Membership No.....

Acknowledged.....

Name :
(in block letters)

Qualification :
(Attach photocopy)

Particulars of Research.....
(Attach copies of Papers Published if any)

Address for
correspondence
Office/ Present:

.....
.....
.....
.....

..... Tele:.....

Fax:.....

Permanent Address :

.....
.....
.....
.....

-2-

Tele :

Mobile :

Email:

I wish to become a life member of the Indian Society of Aerospace Medicine. I undertake to abide by the Rules and Regulations of the Society.

Date :

Place:

Signature of Applicant

Note : Please attach two stamp size photographs, DD/ crossed payable at par cheque for an amount of ₹ 10,000/- drawn in favour of " Indian Society of Aerospace Medicine" payable at New Delhi along with the application.

Indian Journal of Aerospace Medicine

The Journal "Indian Journal of Aerospace Medicine" is published biannually by the Society and is circulated free of cost to all life members; either in hard copy or they are granted free access to online journal.

ISAM's Mailing Address

The Secretary
Indian Society of Aerospace Medicine
Dte General of Medical Services (Air)
Room No.142, Wing-7, First Floor
Air Headquarters West Block – VI,
RK Puram, New Delhi – 110 066

Tele Fax : 011-26190645

Email : dmsavmed@gmail.com, davmed.rkp@gov.in

Website : www.isam.in

Please do inform the Society Office regarding change in Address/ contact details

Decision of the Executive Committee

Approved/ Not Approved

Date :

Secretary

Place :

ISAM

Appendix 'A'
(Refers to para 6 of Rules
& Regulations)

**INDIAN SOCIETY OF AEROSPACE MEDICINE
APPLICATION FOR ASSOCIATE FELLOWS**

For Official Use

Date Received.....

Membership No.....

Acknowledged.....

1. Name :

2. Address :

Mobile:.....

Email :

3. Date of Membership:.....

4. Please attach latest Biodata

5. Details of Annual Meetings:.....
of Society Attended

6. Details of other National and International Conference attended :

Sl. No.	Name of the conference	Duration (dates)	Venue/ Place
(Attach separate sheet, if required)			

7. Research works undertaken :

Sl. No.	Title of the research	Period	Outcome
(Attach separate sheet, if required)			

8. Papers published :

Sl. No.	Title of the paper/ article	Name of the journal	Year & Volume
(Attach separate sheet, if required)			

-2-

9. Honours/ Awards :.....
10. Any other information :.....
you wish to give
(Contribution to the Society activities)
11. Payments are to be made by DD/ cheque payable at par for an amount of ₹ 5,000/- drawn in favour of "Indian Society of Aerospace Medicine" payable at Delhi.

Place :

Date :

Signature

**RECOMMENDATIONS BY ASSOCIATE FELLOWS/
FELLOWS**

1.

2.

ISAM's Mailing Address

The Secretary
Indian Society of Aerospace Medicine
Dte General of Medical Services (Air)
Room No.142, Wing-7, First Floor
Air Headquarters West Block – VI,
RK Puram, New Delhi – 110 066
Tele Fax : 011-26190645
Email : dmsavmed@gmail.com, davmed.rkp@gov.in
Website : www.isam.in

Please do inform the Society Office regarding change in Address/ contact details

Decision of the Executive Committee

Approved/ Not Approved

Date :

Secretary

Place :

ISAM

Appendix 'C'
(Refers to para 6 of Rules
& Regulations)

**INDIAN SOCIETY OF AEROSPACE MEDICINE
APPLICATION FOR CORPORATE MEMBERSHIP**

For Official Use

Date Received.....

Membership No.....

Acknowledged.....

Company Name :
(in block letters)

Field of Activity :

Address for correspondence (with Telephone Number & Web Address)

.....
.....
.....
.....

We wish to become a Corporate Member of the Indian Society of Aerospace Medicine. We undertake to abide by the Rules and Regulations of the Society.

Date :

Place :

Signature of Applicant

Corporate Member Fee

For 10 years - ₹ 5,00,000/-

For Life - ₹ 10,00,000/-

Note :- Payments are to be made by DD/ cheque payable at par drawn in favour of "Indian Society of Aerospace Medicine" payable at Delhi.

Indian Journal of Aerospace Medicine

The Journal “Indian Journal of Aerospace Medicine” is published biannually by the Society and two copies are circulated free of cost to all corporate members; either in hard copy or they are granted free access to online journal.

ISAM's Mailing Address

The Secretary
Indian Society of Aerospace Medicine
Dte General of Medical Services (Air)
Room No.142, Wing-7, First Floor
Air Headquarters West Block – VI,
RK Puram, New Delhi – 110 066
Tele Fax : 011-26190645
Email : dmsavmed@gmail.com, davmed.rkp@gov.in
Website : www.isam.in

Please do inform the Society Office regarding change in Address/ contact details

Decision of the Executive Committee

Approved/ Not
Approved

Date :

Place :

Secretary

ISAM

