

**Constitution
of
Indian Society for Surgery of the Hand**

Formerly registered as a society
in Mumbai, Maharashtra on August 23, 1973
Subsequently registered as a Charitable Trust
in Chennai, Tamil Nadu in 2001

Name:

The name of the Society shall be '**Indian Society for Surgery of the Hand**'. '**ISSH**' will be the official abbreviation usable in all legal and operational matters. It is referred to hereinafter as the '**ISSH**'.

The ISSH was formed in 1973 in Mumbai. Subsequently the ISSH by its general body resolution in the year 2000 formed a trust which was registered in Chennai in January 2001.

These bylaws encompass both the ISSH and its Trust whose details are mentioned in Article VII. The ISSH and its trust are one and the same body.

For INDIAN SOCIETY FOR SURGERY OF THE HAND


Secretary



Draft of rewritten and amended constitution of ISSH,
approved in the General Body Meeting in Jaipur on Oct 7th, 2022.

Article 0

Aims & Objectives

The ISSH shall be a, non-political, non-sectarian and not for profit scientific society and shall have the following aims and objectives:

1. To promote and direct the development of Hand Surgery in India and keep it progressing.
2. To foster and co-ordinate education, study and research in Hand Surgery and Rehabilitation and encourage bright surgeons & therapists towards the specialty.
3. To guide the Government, Universities and such other bodies of medical personal or professional building in Hand Surgery in the country.
4. To take up the form of Conferences, Workshops (in person and online) to improve the management of as complex problems related to the upper extremity both in rural and urban areas.
5. To take steps and initiatives for the prevention of Hand injuries and rehabilitation of the injured hand in the form of seminars, publications, handouts and influence the formation and implementation of rules and regulations for safety at the workplace.
6. To take the responsibility of advocacy to represent to the Government and to such other agencies who will be able to influence the care of patients.

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needing Hand Surgery for their betterment and help the members of the ISSH society perform their work to their full potential.

7. To collaborate with national & international societies for advancing surgery of the hand and rehabilitation of the hand.
8. To participate in the international & regional federations of societies for surgery of the hand to bring best practices in surgery of the hand to India.
9. To make available to its members, peer reviewed journals and periodicals of repute to maintain up to date knowledge of Hand Surgery and rehabilitation among its members.
10. To seek donations, develop corpus and utilise resources to further the cause of Hand Surgery & rehabilitation in India and the world and deliver better care to the patients.
11. To establish a permanent office of the ISSH, when the resources permit.
12. To do all such things which are incidental to or conducive towards attaining any of the above objectives.

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Article I

Membership

Categories of membership, eligibility criteria, application process, duties and privileges of members, membership fees, membership registry, deceased members, membership ID, disqualification criteria – are elaborated in this section.

1. Membership

ISSH Society henceforth offers only Annual membership.

2. Categories of Membership & eligibility

There are four categories in which membership is offered.

- a. Member identified as IN
- b. Associate Member identified as ASM
- c. Honorary Member identified as HON
- d. International Member identified as INT

a. Member

A registered medical practitioner with a post graduate degree in Hand Surgery or a post graduate degree in any of General Surgery, Orthopaedic Surgery or, Plastic Surgery with sufficient evidence of proficiency in Hand Surgery, can apply for membership. The applicant should be Indian Citizen ordinarily residing in India.

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b. Associate member


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A registered medical practitioner who is training to be a Hand Surgeon can apply for Associate membership. Such a member upon completion of training can apply for conversion to be a member at no extra cost, except some administrative fees, by submitting proof of completion of training.

Registered medical practitioners other than those who are not trained as Hand Surgeons, who have interest in the Surgery of the Hand and paramedical practitioners with interest in the rehabilitation of the hand can apply to be associate members. However, they cannot convert to be a member.

All applicants of associate membership should be Indian Citizens ordinarily residing in India.

c. Honorary Member

Distinguished Hand Surgeons or persons who in the opinion of the council have helped or have the power to help achieve the aims and objectives of the society are invited by the President ISSH to join the ISSH as Honorary members.

They may be of any nationality and need not ordinarily be residing in India.

d. International Members

Practitioners of Hand Surgery, registered in any country outside India and who are not

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citizens of India, are eligible to apply for International membership of ISSH.

3. Membership Application

Eligible persons can apply for membership through a proforma application available on our website.

Completed application for membership, proposed by one of the current ISSH members of good standing and supported by another ISSH member of good standing, should be sent to the Secretary ISSH for consideration by the Council. The names approved by the council will be submitted to the General Body during the Annual General body meeting for ratification of membership by a majority vote of 2/3 of the members present.

Associate members' & International members' memberships are ratified in a similar way.

Honorary Members invited by the President, are ratified by the general body during the Annual general body Meeting by a majority vote of 2/3 of the members present.

The Executive Council of ISSH Society reserves the right to reject any application without assigning any reason therefor and this decision is final.

4. Membership Fees

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Every application for membership should be accompanied by membership application fee, except HON Members who do not pay any society dues.

5. Rights and responsibilities of a member

All the members are expected to participate in the academic events conducted by ISSH.

All the members are expected to pay their due to the ISSH within stipulated time.

All the members will have access to the members area of the website and the academic material contained therein.

All the members are entitled to receive periodic communication from the Executive Council about important events and decisions taking place within the ISSH.

IN members are entitled to receive audited accounts of the ISSH Trust.

IN members are eligible to attend the general body meetings and vote from the next year after their membership is ratified .

IN members are eligible to contest elections for the Executive council.

IN members are eligible to apply for Fellowships offered by the ISSH and fellowships offered by other associations for the members of the ISSH.

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IN Members are eligible to apply for organising ISSH Events and ISSH Endorsed Events

Every member is an ambassador of ISSH. Every member is expected not to bring disrepute to ISSH. Any member who acts against the interest of the ISSH shall be disqualified from the membership. (*Details in Article V*)

All the above members also apply to existing life members whose names are on the register of members before Dec 2021

6. Membership register

A register of all the members of ISSH shall be maintained in a digital format by the Secretary. The same shall be adequately backed up.

The register shall be updated at the beginning of every year on 1st January.

The register will identify members by a six character Membership ID as follows:

- Member IN1234
- Associate Member ASM123
- Honorary Member HON123
- International Member INT123

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Names of deceased members shall be retained in the master list of the members



along with their membership numbers, however their communication details shall be removed from the register.

There shall be no reallocation of the membership ID on any account.

A searchable database of the members will be available to all the members, however the entire database will not be shared with anyone without an official communication with the President, ISSH through the Secretary, ISSH.

Annual Membership subscription

1. Henceforth after acceptance of this constitution the society will have only annual members. All new members will have a joining fee plus an annual subscription. The annual subscription will be as follows:

Joining fee	Rs. 7500
Annual fee:	
IN Members	Rs.2500
ASM Members	Rs.2500
INT Members	Rs 2500
HON Members	No fees

The joining fee & the annual fee is subject to revision by the executive councils of the future and subsequent approval of the general body


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- It will be payable in advance and due on 1st January of every year.
2. All the members whose names appeared in the register of members after due ratification by the General body before 31st December 2021, continue to be Members for their lifetime without the need to pay annual subscription fees.
 3. A member whose subscription is overdue by 12 months, in spite of frequent reminders will cease to be a member of the Society, An application forwarded with payments of arrears after the consent of Council will be required for reinstatement.
 4. If a member does not pay for 3 consecutive years, the membership will lapse. To enrol back into membership, the person will need to submit fresh application as per the rules including all fees to be paid by a new member as determined by the society from time to time.

Article II

The Executive Council

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This article details the composition of the Executive Council, Eligibility & Method of election, tenure, responsibilities and privileges.

Disqualification and premature vacation are elaborated in Article VI

1. The administration of the society will be run by the executive council, hereinafter after referred to as 'EC'.
2. The EC will comprise of –
 - a. Executive Council Office Bearers – hereinafter referred to as 'EC Office bearers'
 - i. President - one
 - ii. Vice President - one
 - iii. Secretary cum treasurer - one
 - iv. Immediate Past president - one
 - b. Executive Council Members at large – hereinafter referred to as EC Members at large
6 members
 - c. Trustees
 - i. Managing Trustee - one
 - ii. Trustee - two
 - d. Ex Officio Members
 - i. Editor - one
 - ii. Historian - one
 - iii. Webmaster - one

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3. Tenure & method of election

a. President

- i. The tenure will be of one year from 1st January to 31st December of the particular year.
- ii. There shall be no election for the post of the President.
- iii. The Vice President, upon completion of his/her tenure of one year assumes the office of the President.

b. Vice President

- i. Vice President is the President elect
- ii. The tenure will be of one year from 1st January to 31st December of the particular year, immediately following the election.
- iii. The Vice President, upon completion of his/her tenure of one year assumes the office of the President.
- iv. Vice President is elected by secret ballot in the elections held during the Annual General Body meeting

c. Immediate Past President

President upon completion of his tenure assumes the post of Immediate Past President. The tenure of this post is one year immediately following the tenure as the President, starting on 1st January till 31st December of the respective year.

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- d. Secretary cum Treasurer
- i. Secretary cum treasurer is responsible for day to day functioning of the society.
 - ii. The tenure will be of 3 years from 1st January immediately following his/her election to 31st December of the third year.
 - iii. Secretary cum treasurer is elected by secret ballot in the election during the Annual General Body meeting.
- e. EC Members at large
- i. There shall be 6 EC members at large
 - ii. The tenure of each EC member is 3 years from 1st January immediately following his/her election to 31st December of the third year
 - iii. 2 EC members at large are elected each year by secret ballot in the election during the annual General Body Meeting.
- f. Trustees:
- i. Managing trustee: the first managing trustee will hold office until he decides to retire as per trust deed. Upon his/her retirement the managing trustee will appoint his successor from among the two trustees holding office at that point of time with their consensus. After this point the appointment will be for a specified period (See Article VII)

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- ii. Trustees: the two trustees other than the managing trustee are appointed by the existing board of trustees from among the suitable senior members of the society,. The trustees hold the office for a period of five years which is extendable for another term of five years subject to approval by the EC and the General body
- g. Ex Officio Members
 - i. Editor

Editor is by process of selection by the EC
The tenure is 5 years starting on 1st January immediately following the AGM where this selection is approved by the General Body. Subsequent Editor is by recommendation of the outgoing Editor in consultation with the EC. Ultimate choice is of the EC
 - ii. Historian

Historian is by process of selection by the EC
The tenure is 5 years starting on 1st January immediately following the AGM where this selection is approved by the General Body. Subsequent Historian is by recommendation of the outgoing Historian, in consultation with the EC. Ultimate choice is of the EC
 - iii. Webmaster

Webmaster is by process of selection by the EC.

The tenure is 5 years starting on 1st January immediately following the AGM where this selection is approved by the General Body. Subsequent Webmaster is by recommendation of the outgoing Webmaster, in consultation with the EC. Ultimate choice is of the EC

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4. Eligibility, Duties, Privileges of EC Office Bearers, EC Members at Large & EC Ex officio members

a. President

i. Eligibility

1. Any IN designated member who has served one full term as a EC Member is eligible for contesting the election for the post of Vice President, who is the President-elect.
2. There is no election for the post of President
3. Vice President, upon completion of his/her tenure of one year assumes the office of as the President
4. President cannot stand for office a second time

ii. Duties

1. The President will head the society for the duration of the tenure of the post which is one year beginning on 1st of January immediately succeeding the completion of the post of vice President. He/she will chair the Executive Council meetings and guide the other office bearers in their duties
2. The President will preside over all the official meetings of the society namely the EC Meetings, Annual General Meeting

Meeting (AGM), Extraordinary General Body Meeting (GBM).

3. The President will supervise and guide functioning of all the members of EC
4. The President will represent the ISSH in all the national, international fora.

iii. Privileges

1. The President heads and represents ISSH.
2. The President is empowered with discretionary vote in case of a tie in any resolution brought forth in any of the meetings of the society – EC, AGM, extraordinary GBM.
3. The President and his/her spouse is entitled to complimentary registration and single room accommodation at the venue hotel for all ISSH events.
4. The President receives reimbursement of registration fees of IFSSH & APFSSH, where he/she will represent the ISSH. This does not include travel and accommodation.

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b. Vice President

i. Eligibility

1. Any IN member who has served one full term as a EC Member is eligible for contesting the election for the post of Vice President, who is the President-elect.
2. President, Vice President, Immediate past President or any of the past presidents is not eligible to contest the election for the post of vice President.
3. Any member who has faced a disciplinary action by the society or has been disqualified from his membership of the society is not eligible.
4. There should be no dues pending from the member towards society on any account whatsoever, at the time of filing nomination for election to the post of vice President.

ii. Duties

1. Vice President is the President Elect
2. In absence of the President, the vice President presides over any meeting of the society, with prior written/email communication from the president, or even without, if the President is unable

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to do so in case of health or other emergency or indisposition.

3. In the event of premature vacation of the post of President on any account, the vice President will assume the office of the President until the end of the tenure following which the vice President by default becomes the President

iii. Privileges

1. The vice president is the President Elect
2. Vice president is privileged to vote on all the resolutions brought forth at the EC meeting
3. The vice President is entitled to complimentary registration and single room accommodation at the venue hotel for all ISSH events
4. In the event that the President is unable to attend the IFSSH and APFSSH meetings, the vice President is privileged to get reimbursement of registration fees of these events. Travel and accommodation is not included.

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c. Secretary cum Treasurer

i. Eligibility

1. Any IN member who has completed one full term as an EC member at large is eligible to contest elections for the post of Secretary cum Treasurer of the Society
2. Secretary and Treasurer is eligible for re-election for one more term, i.e. a maximum of two terms
3. Any member who has faced a disciplinary action by the society or has been disqualified from his membership of the society is not eligible.
4. There should be no dues pending from the member towards society on any account whatsoever, at the time of filing nomination for election to the post of Secretary & Treasurer.

ii. Duties

The Secretary and Treasurer is responsible for day to day functioning of the society. More specifically the duties include but are not limited to the following

1. To schedule all meetings of the society & issue notices thereof.
2. With the help of EC Members at large record the minutes of all the meetings and preserve them in official records.

3. To maintain accounts of the society and get the accounts audited in stipulated time in coordination with the Managing Trustee. To submit the account statements and records in the required format to the statutory authorities as well as the trust as may be needed from time to time to ensure full compliance of the legal regulations of a society and a trust.
4. To encourage & accept membership applications, scrutinise them and present to the EC for approval.
5. To maintain membership register and keep it up to date as required by Article I, Clause A.B.C
6. To carry out correspondence to and from the society on all matters related to the society.
7. To communicate with the ISSH trust on all common matters.
8. To ensure compliance to aims & objectives and bylaws of the society, by organisers of all the ISSH events and ISSH endorsed events.
9. Along with the Editor ensure high level of academic output from the society.
10. Along with the webmaster maintain the updated presence of the society across

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all digital platforms in vogue at a particular time.

11. Along with the historian ensure that the archives of the society and the trust are maintained well
12. Under supervision of the President ensure timely disbursement of funds of various activities of the society directed toward achieving aims and objectives of the society.
13. Under Supervision of the trustees ensure collection of Donations and funds for the growth of the society.
14. To publish Newsletter of the society outlining the activities of the EC, Society and the trust.
15. Undertake all actions that may be needed to achieve aims and objectives of the society
16. Represent the society in all the legal matters

iii. Privileges

1. Secretary cum Treasurer is privileged to attend all the meetings of the EC and vote.
2. The Secretary & Treasurer is an official representative of ISSH and will represent ISSH at all national and international fora.

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3. The secretary & Treasurer is entitled to get complimentary registration and single room accommodation at the venue hotel at all ISSH events.
4. The secretary and treasurer is entitled to get reimbursement of registration fees of either APFSSH or IFSSH, once in his/her tenure. Accommodation and travel is not included.

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d. EC Members at Large

i. Eligibility:

1. Must have been active ISSH member for at least 5 continuous years preceding the application.
2. Should not have held any elected office in ISSH in the past.
3. Should not have faced any disciplinary action by ISSH in the past.
4. Honorary, Associate, International members are not eligible to apply.
5. Member who has defaulted on his membership dues or any other dues to the society or the trust is not eligible
6. Existing EC members at large cannot reapply.

ii. Privileges:

1. EC Members at large are eligible to participate & vote in all meetings of the EC.
2. All EC members at large are entitled to a fixed remuneration with the intention to compensate for their stay and travel for the purpose of Midterm EC meeting. The amount may be decided by the EC from time to time.
3. If the Midterm EC Meeting is held online or in the city to which the member belongs, this sum is not payable.

iii. Duties of EC Members at large

1. EC members at large are official representatives of ISSH.
2. EC Member at large is expected to work towards improving the standing of ISSH at all national & international fora
3. EC members at large are expected to attend all the meetings of the society, both academic and administrative.
4. EC members at large are expected to interact with the members of the society and bring forth the issues, concerns, suggestions, objections of the members for discussion in the EC meetings.
5. EC members are expected to be part of day to day functioning of the Society alongside the Secretary cum Treasurer.
6. EC members at large are expected to carry out assigned duties for the conduct of various activities of the society including but not limited to noting down minutes of the meetings, help in conduct of elections, carrying out membership drives, promoting ISSH at various conferences and events, organizing periodic academic events, online and physical.

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7. EC members are expected to volunteer to undertake all such tasks that may be needed to improve the functioning of ISSH and its image at large.
8. EC members at large will work under guidance of the President along with Secretary cum treasurer

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e. Immediate Past President (IPP)

i. Eligibility

1. The president, after completion of his term continues as IPP.
2. IPP is not eligible to contest any election of the society.

ii. Duties

1. IPP is expected to advise the EC on overall functioning of the society to achieve its aims and objectives.

iii. Privileges

1. IPP is privileged to attend all the meetings of the EC and vote.

f. Managing Trustee

i. Eligibility

1. The administrator of the ISSH trust is the Managing Trustee of the ISSH Trust.
2. the managing trustee will be decided by the trustees internally by a vote from amongst the board of trustees

ii. Duties

The Duties of the managing Trustee towards the ISSH Trust are defined in the trust bylaws. The duties of the Managing Trustee as a member of the EC of the society are defined here.

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1. The Managing trustee's role is to advise & guide the EC on matters related to the trust, management of corpus funds, transfer of funds from the society to the trust.
2. To advise the society on matters related to statutory compliances in accordance with the various laws, rules and regulations of various government statutory bodies.

iii. Privileges

1. The Managing Trustee of the ISSH Trust is privileged to attend all the meeting of the society & vote.
2. The Managing trustee & his/her spouse are entitled to complimentary accommodation and registration at all the events of ISSH

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g. Ex Officio Member - Editor

i. Eligibility

1. Should be an active member of good standing.
2. Should have been a member of Editorial Team of ISSH for at least one year.
3. Should be recommended by two members of ISSH one of them should have been a part of EC or the Editorial Team.
4. Should have attended at least 50 % of all the academic events of ISSH in the preceding 3 years.
5. Should have published at least 5 papers related to Hand Surgery in indexed journals.
6. For the first term of 5 years the Editor is appointed by the EC in the EC meeting.

ii. Duties:

1. To conduct all academic activities of the ISSH along with the Secretary General.
2. Managing eHaasta
3. Archiving of all academic contents from all ISSH events.

iii. Privileges

1. The editor for this term is an ex officio member of the Executive Council

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without the Privileges or voting rights of the EC member.

2. The Editor forms an editorial team from among the members of ISSH.
3. The composition of editorial team will be at the discretion of the Editor subject to approval by the EC.
4. After the completion of five-year term, the Editor post will be by selection from desirous members. The subsequent posts will be of 3 years tenure.

h. Ex Officio Member - Historian

i. Eligibility

1. Should have been a member of Archives Team of ISSH for at least one year.
2. Should be recommended by two members of ISSH one of them should have been a part of EC or the Archives Team.
3. Should have attended at least 50 % of all the academic events of ISSH in the preceding 3 years.
4. Should be an active member of good standing.

ii. Duties

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1. To accumulate and preserve all the data pertaining to ISSH History.
- iii. Privileges
1. The Archives officer for this term is an ex-officio member of the EC without the Privileges or voting rights of the EC member.
 2. The Archives officer forms an Archives team from among the members of ISSH.
 3. The composition of Archives team will be at the discretion of the Archives officer subject to approval by the EC.
 4. After the completion of five-year term, the Archives officer post will be by selection from desirous members. The subsequent posts will be of 3 years tenure.

i. Ex Officio Member - Webmaster

- i. Eligibility
1. Should be an active member of good standing.
 2. Should have been a member of Web Team of ISSH for at least one year.
 3. Should be recommended by two members of ISSH, one of them should have been a part of EC or the Web Team.

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4. Should have attended at least 50 % of all the academic events of ISSH in the preceding 3 years.
- ii. Duties
1. To maintain the ISSH website, ISSH App and ISSH social media handles (Facebook, Twitter, Instagram, etc.).
 2. To update all the online portals and tabs at regular intervals.
 3. To ensure the authenticity of all the social media posts and answer the queries pertaining the same.
- iii. Privileges
1. The Webmaster for this term is an ex-officio member of the EC without the Privileges or voting rights of the EC member.
 2. The Webmaster forms a Web team from among the members of ISSH.
 3. The composition of Web team will be at the discretion of the Archives officer subject to approval by the EC.
 4. After the completion of five-year term, the Webmaster post will be by selection from desirous members. The subsequent posts will be of 3 years tenure.

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Article III

General Body Meeting

1. A General Body Meeting (GBM) of the Society shall be held once a year, ordinarily at the time of the annual conference.
2. The meeting will be presided by the President.
3. A notice of 4 weeks shall be given by post and or email for the General Body Meeting to all those members entitled to receive it.
4. The agenda will be circulated by the Secretary after consent of the President.
5. Other items for the agenda of the GBM by members shall be submitted in the form of resolution in writing, and shall reach the Secretary four weeks before the date of the meeting, and if they do not contravene any provision of this Constitution they shall be placed on the agenda of the meeting.
6. The final agenda of the meeting shall be circulated to all those members entitled to receive it 15 / 21 days before the date of the meeting.
7. The above communications mentioned shall be issued under Certificate of post or email. Non-Receipt of either or both of them by a member entitled to receive them at all or at the proper time shall not in any way invalidate the meeting or decisions taken thereof.

as the Hon. Secretary has a record of such communication made at the correct time.

8. Full life members enrolled before December 2021, IN members with annual dues in order and Overseas members whose dues are in order or were life members before December 2021 will be entitled to vote. Honorary Members and Associate members do not have a right to vote.
9. The quorum for the General Meeting shall be one third of the total number of members present for the annual meeting. In absence of a quorum The President will call a recess of 30 minutes after which the meeting will continue with whatever number is present.
10. The interval between two GBMs should not be longer than 30 months, in any case. In exceptional circumstances where a physical meeting is not possible due to circumstances beyond the control of ISSH and its council a virtual meeting may be held as a last resort.

The following business shall be transacted at the General Body Meeting, namely:

- a. To adopt the report of the previous year presented by the Hon Secretary cum Treasurer which will include all deliberations of the EC

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- b. To adopt the report and accounts of the Board of Trustees, presented by the Managing Trustee.
- c. To elect the Office-Bearers and members of the Council for ensuing term.
- d. To appoint the auditors and fix their remuneration for the ensuing term if needed.
- e. To consider any other business with approval of the Chair for which due notice is given to Council at least four weeks before the date of the General Meeting.
- f. The ruling given by the Chair on all questions of procedure shall be final.
- g. On other questions, the members present shall have the power to decide by vote, taken by ballot if demanded by at least three members.
- h. The chairman shall have a casting vote in the event of a tie.

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Extraordinary General Body Meeting

1. An Extraordinary General Meeting shall be called whenever deemed necessary by the Council, or at the written requisition of one-third of those entitled to attend and vote at such a meeting stating the purpose for which it is to be called. Such a requisition shall first be considered by the Council and if it does not contravene any provision of this constitution, the Council shall direct that such meeting be convened.
2. All those entitled to attend and vote at the General Body Meeting shall be entitled to attend and vote at an Extraordinary General Body Meeting.
3. The quorum for the Extraordinary General Body Meeting shall be the same as for a General Body Meeting.
4. All those entitled to attend and vote at it shall receive, under certificate of posting or email, a 2 week notice of the Extraordinary General Body Meeting. Non-receipt of such notice by a member entitled to receive it, earlier absolutely or at the proper time shall not in any way invalidate the meeting or the decisions taken there at provided that a record of email or certificate of posting at the appropriate time is available with the Hon. Secretary.

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Article IV

Amendments in the constitution and the rules and regulations or by-laws:

- a. Any additions, alterations or omissions in the rules and regulations of the society or its by-laws shall be effected by a resolution passed by two-third of the members present in person and entitled to vote at a meeting of the council.
- b. The amendments which concern the alterations, extensions or abridgements in the purposes of the Society the provisions of Sections 12 of the Societies Registration Act (XXXI of 1860) shall apply.

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Secretary



Draft of rewritten and amended constitution of ISSH,
approved in the General Body Meeting in Jaipur on Oct 7th, 2022.

Article V Elections

The ISSH will hold elections every year during the Annual General Body meeting

The elections will be for the post of Vice President, 2 members at large of the EC and any other post falling vacant that year. Appropriate eligibility criteria are already mentioned in Article II and will apply as per the post being applied for.

The Hon. Secretary will announce the vacant posts in the newsletter at the beginning of the year.

Nominations will be invited on a form to be supplied by the Hon Secretary

Nominations will be proposed and seconded by two IN members in good standing or two life members.

Last date for nominations will be the first day of the Annual Conference

Last date for withdrawal will be by noon of the second day of the conference

Voting will be by secret ballot and the President will nominate two senior members as election officers who will oversee the ballot

Members have to quote their membership number and if required by the election officers show a photo ID

The election officers will be assisted by two members of the EC provided they are not candidates in the election.

The results will be declared after the GBM.

Article VI

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Disciplinary action and expulsion:

1. If any member acts in any way which is prejudicial to the interest of the Society or whose membership may, in the opinion of the appropriate committee, prove embarrassing or undesirable, he/she will receive due notice from the council asking him/her to provide an explanation of the said acts or behaviour.
2. The Council shall have the right after giving due notice in writing and if so requested within a period of one month, after hearing the member in question, to expel such a member, provided that no membership shall be withdrawn and no member shall be expelled unless the decision is by a majority of 2/3 of the members present and voting at the meeting of the Council. Such expulsion shall be then ratified by a two thirds majority of the General Body in the next General Body Meeting.

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Article VII

The ISSH trust:

The ISSH trust was formed by a resolution of the AGM in Chennai held at Hotel Taj Coromandel on 14th August 2000. Dr G. Balakrishnan was appointed as Managing Trustee and Dr J.R Jaju and Dr S.R Tambwekar were the other two trustees authorised by the AGM. Subsequently Dr G. Balakrishnan registered the trust in Chennai on 24th November 2000 with an initial corpus of Rs. 501 (Five Hundred and one only), finalised by the Sub-Registrar at Chennai on 30th January 2001. While the Trust exists to safeguard and utilise the surplus funds of the ISSH under the able guidance of the trustees, it is created by the ISSH for the ISSH and is a part of the ISSH.

The ISSH trust is run by Dr G Balakrishnan as Managing Trustee. This is a lifetime appointment as per the trust deed, and other two trustees have changed from time to time. As and when Dr G Balakrishnan retires a new managing trustee will be appointed. He/ she shall not be for life but will follow the rules stated below.

The Trust will have three trustees extendable to 5 by a resolution of the General body if the need arises due to a growth of the association. One of them will be the managing trustee by internal resolution of the board of trustees. A Trustee shall not be eligible for any elected office of the ISSH once he/she becomes a Trustee.

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person appointed as a Trustee is for duration of 5 years and a maximum of two terms are permissible. This will count prospectively from the adoption of this constitution In case of a vacancy arising out of any cause, the trustees will recommend the name of the new incoming trustee and this is subject to ratification by the EC and General body.

The Current Trust deed is appended to annexures of the Constitution.

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Article VIII

Winding up:

1. If on the winding up or dissolution of the trust there remain after the satisfaction of all its debts and liabilities any property or assets of any kind whatsoever, that same shall not be paid to or distributed among the members of the Society, but the said property or assets may be disposed of by transfer to other like non-profit making agencies willing to carry out the purposes for which the property or assets were originally acquired, or in accordance with the directives of the court on application being made to it by the Society.

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Annexures to Constitution:

These are in the nature of General Body Resolutions. With the New Constitution they are being appended as annexures to be passed simultaneously with this constitution.

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Guidelines for Mid Term CME:

1. The event is called 'ISSH Mid Term CME - Year' and not by any other name.
2. Application must be made in a prescribed form
3. Application should be received latest by 31st August of the preceding year of the proposed CME.
4. The applicant is the Organising secretary. The ISSH President will be the Chief Guest at the occasion.
5. Calling Executive Committee members as faculty will be at the discretion of the Organising Secretary

Prerequisites:

- a. The Organising Secretary should have been an EC member OR should be an active ISSH Member for at least 3 years and should have attended at least one ISSHCON in preceding 3 years at the time of making an application
- b. In addition to above, the applicant should be present in person in the GBM and be registered for the respective ISSHCON
- c. The EC will go through the Secretary's scrutiny of the applications and accept or reject applications.
- d. EC will decide by Majority vote whether approval of application should be deferred to be decided by majority vote in  Secretary.

- However, if the choice is decided by a majority vote during the EC the decision will be final
- e. Post selection, ISSH will issue a letter of Selection to the applicant before 30th November.
 - f. Upon receiving the Selection letter, the proposed Organising Secretary will write to ISSH with following details latest by 31st December.
 - Proposed venue and dates
 - Proposed faculty
 - Budget including registration fee
 - g. Final programme and all faculty invitations should be made latest by 15th February.

CME Contents:

- Should be finalized in consultation with the EC, ISSH Editor, ISSH Education Committee (Proposed)
- Organising secretary to adhere to the academic structure, though the choice of speakers remains the discretion of the Organising secretary

The CME dates:

- Should be in March, April, May.
- Should not clash with any ISSH event or ISSH endorsed event, any international event of which ISSH is a part (IFSSH, APFSSH) or any international event where ISSH is involved.

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- In case this is unavoidable prior permission of the President, through the Secretary, should be sought well in advance.
- The onus of finding this information lies with the Organising Secretary, to be confirmed with ISSH Secretary.

CME Duration:

Should preferably be one day only

If it is intended to be two days, permission of the President should be sought well in advance when the programme is being finalised.

CME organisers should provide

- Working lunch, tea / coffee twice with light snacks.
- Breakfast & dinner is not binding.
- Faculty dinner should be organized for faculty arriving the night before.

For CME spanning over two days:

- Dinner may be provided to all on the first day of the CME, appropriate charges can be included in the registration.

Audio-Visual:

- Must be of most optimum quality.
- Minimum HD projector or any other optimum display method commensurate with the times.

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- Computer running the latest version of operating systems and common presentation software.
- Proceedings should be recorded in such a way that it may be a useful resource for future use & distribution.

Copyrights:

- All the presentations remain the property of the presenter.
- All the presentations should be deleted from all the computer systems before the formal end of the conference.
- The video recording of the presentation remains the property of ISSH.
- The Organising Secretary indemnifies the ISSH from any copyright infringement arising out of illegal use of the presentations of the faculty.
- The Organising Secretary is responsible for adhering to the protocol of communication, correct usage of ISSH name and its logo.
- The Organizing Secretary is responsible for obtaining all statutory permissions and/or licenses as may be required by the state or local governing body.

CME Financials:

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- There will be no cash transactions or expenditure above Rs 10,000.
- All cash transactions should be supported by appropriate receipts
- ISSH will give a grant of Rs 100,000/- to the Organisers of the CME at the beginning of the CME, subject to timely submission of budgetary proposal.
- This grant amount may be revised from time to time by EC resolution and approval of the GBM.
- Provisional audited accounts to be submitted to ISSH within 30 days of the event irrespective of the pending expenditures or receivables and may include the latter two items.
- Final audited accounts to be submitted to ISSH within 3 months of the event.
- Any surplus of Funds after accounting for all legitimate expenses should be handed over to the ISSH within 3 months of the CME.
- Any financial loss in the CME will not be borne by the ISSH, but by the local organisers excluding the President who will be ex-officio Chief Guest

CME Publicity:

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- ISSH bulk mailing, ISSH bulk messaging Service may be used for publicizing the CME at no cost to the organisers
- One page in ISSH website to be dedicated to CME to avoid repetitive expenditure.
- All the information needed for the website should be submitted in a prescribed proforma by the Organising secretary before 31st Jan with a few amendments permitted up to 15th February.
- The attendance certificate of the CME, physical or digital, should have the following signatories
 - o President ISSH
 - o Organising Secretary & Joint Secretary/or scientific chair
 - o ISSH Secretary
 - o State Medical Council Member / Observer

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Guidelines for ISSH Basic Course:

1. The event is called 'ISSH Basic Course - Year - City' and not by any other name.
2. Application must be made in a prescribed form
3. Application should be received latest by 31st August of the preceding year.
4. The applicant is the Organising secretary. ISSH President will be invited to attend on complimentary basis.

Prerequisites-

- a. The Organising Secretary should have been an EC member OR should be an active ISSH Member for at least 3 years and should have attended at least one ISSHCON in preceding 3 years at the time of making an application
- b. In addition to above, the applicant should be present in person in the GBM and be registered for the respective ISSHCON
- c. The applicant should have been a faculty in any of the previous Basic Hand Courses of ISSH
- d. The EC will go through the Secretary's scrutiny of the applications and accept or reject applications. EC will decide.

Majority vote whether approval of application should be deferred to be decided by majority vote in GBM. However, if the choice is decided by a majority vote during the EC the decision will be final.

- e. Post selection ISSH will issue a letter of Selection to the applicant before 30th November.
- f. Upon receiving the Selection letter the proposed Organising Secretary will write to ISSH with following details latest by 31st December.
 - Proposed venue and dates
 - Proposed faculty
 - Budget including registration fee

Course contents:

- Should be finalized in consultation with the EC via the Hon. Secretary, ISSH Editor (proposed), ISSH Education Committee (proposed)
- Organising secretary to adhere to the academic structure, though the choice of speakers remains the discretion of the Organising secretary

Course dates:

- Should not be within a month of any ISSH event of ISSH endorsed event.

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- Should not clash with any international event of which ISSH is a part (IFSSH, APFSSH) or any international event where ISSH is involved.
- In case this is unavoidable prior permission of the President, through the Secretary, should be sought in advance.
- The onus of finding this information lies with the Organising Secretary, to be confirmed with ISSH Secretary

Course Duration:

- Should be one day only
- If it is intended to be two days, permission of the President should be sought well in advance when the programme is being finalised.

Course organisers should provide:

- Working lunch, tea / coffee twice with light snacks.
- Breakfast & dinner is not binding.
- Faculty dinner should be organized for faculty arriving the night before.

For Basic course spanning over two days:

- Dinner may be provided to all on the first day .

Audio-Visual:

- Must be of optimum quality
- Optimum display method commensurate with the times

- Computer running the latest version of operating system and common presentation software.
- Proceedings should be recorded in such a way that it may be a useful resource for future use & distribution.

Copyrights:

- All the presentations remain the property of the presenter.
- All the presentations should be deleted from all the computer systems before the formal end of the conference.
- The video recording of the presentation remains the property of ISSH
- The organising secretary indemnifies the ISSH from any copyright infringement arising out of illegal use of the presentations of the faculty.
- The Organising Secretary is responsible for adhering to the protocol of communication, correct usage of ISSH name and its logo.
- The Organizing Secretary is responsible for obtaining all statutory permissions and / or licenses as may be required by the state or local governing body.

Course Financials:

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- There will be no cash transactions beyond a limit of Rs 10,000 (Ten Thousand only) for which appropriate receipts will be maintained.
- ISSH will give a grant of Rs 25,000/- to the Organisers of the Course at the beginning of the Course, subject to timely submission of budgetary proposal.
- This grant amount may be revised from time to time by EC resolution and approval of the GBM.
- Provisional audited accounts to be submitted to ISSH within 30 days of the event irrespective of the pending expenditures or receivables, in such instances the receivables or pending expenditure will be shown in the account submitted and a final closure account submitted after completion of those transactions.
- Final audited accounts to be submitted to ISSH within 3 months of the event.
- Any surplus of Funds after accounting for all legitimate expenses should be handed over to the ISSH within 3 months of the course.
- Any financial loss in the course will not be borne by the ISSH but by local organisers

Course Publicity:

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- ISSH bulk mailing, ISSH bulk messaging Service may be used for publicizing the course at no cost to the organisers
- One page in ISSH website to be dedicated to the course to avoid repetitive expenditure.
- All the information needed for the website should be submitted in a prescribed proforma by the Organising secretary before 31st Jan with a few amendments permitted up to 15th February.
- The attendance certificate of the course, physical or digital, should have the following signatories:
 - o President ISSH
 - o Organising Secretary & Joint Secretary / Scientific Chair
 - o ISSH Secretary
 - o State Medical Council Member / Observer

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Secretary



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Guidelines for ISSHCON

1. The event is called 'ISSHCON YEAR' and not by any other name.
2. Application must be made in a prescribed form.
3. Application should be received latest by 31st July, two years in advance. E.g. application for ISSHCON 2023 should be received by July 31st 2021.
4. The applicant is the Organising secretary or the Organising Chairman.

Prerequisites:

- a. The Organising Secretary should have been an EC member OR should be an active ISSH Member for at least 5 preceding years and should have attended at least 3 ISSHCONs in preceding 5 years at the time of making an application
- b. In addition to above, the applicant should be present in person in the AGM and be registered for the respective ISSHCON where the application is being made.
- c. The EC will go through the Secretary's scrutiny of the applications and accept or reject applications. EC will decide by Majority vote whether approval of application/s should be deferred to be decided by majority vote in GBM. However, if the choice is decided by

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majority vote in the EC, the decision will be final.

- d. Post selection ISSH Secretary will issue a letter of Selection to the applicant before 30th November.
- e. Upon receiving the Selection letter, the proposed Organising Secretary will write to ISSH with following details latest by 31st December.
 - Proposed venue and dates.
 - Budget including registration fee.
 - Orators: Guidelines to be followed as discussed further.

ISSHCON dates:

- Should be in September / October / November / December
- Should not clash with any ISSH event or ISSH endorsed event, any international event of which ISSH is a part (IFSSH, APFSSH) or any international event where ISSH is involved. In case of unavoidable clash, the issue should be discussed and resolved with the EC under guidance of the President in advance.
- The onus of finding this information lies with the Organising Secretary, to be confirmed with ISSH Secretary

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ISSHCON Duration:

- Should be minimum two days
- Either 2 full days (one full day of preconference workshop/ ICL (??) may be added)
- Or half day + full day + half day
- Or full day + Full day + half day
- This format has some latitude for organisers but the final format needs to be decided only after consultation and concurrence of the President of the year concerned.

The choice of days of the week remains the discretion of the organisers.

ISSHCON organisers should provide:

- Working lunch, tea/coffee twice with light snacks.
- Breakfast & dinner is not binding.
- Faculty dinner should be organized for faculty arriving the night before.

Complimentary registrations:

ISSHCON organizing committee to provide complimentary registration and single accommodation to The President and spouse, Vice President and Honorary Secretary.

Audio-Visual:

- Must be of optimum quality.

- Minimum HD projector or any other optimum display method commensurate with the times.
- Computer running the latest versions of operating systems and common presentation software.
- Back up systems in case of software crash etc must be kept ready in advance

Proceedings should be recorded in such a way that it may be a useful resource for future use & distribution.

Copyrights:

- All the presentations remain the property of the presenter.
- All the presentations should be deleted from all the computer systems before the formal end of the conference. This will be the responsibility of the Organising Secretary.
- The video recording of the presentation remains the property of ISSH.
- The organising secretary indemnifies the ISSH from any copyright infringement arising out of illegal use of the presentations of the faculty.

Financials:

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- There will be no cash transactions of expenditure beyond Rs 10,000 (Ten Thousand Only) for incidental expenses.
- Provisional audited accounts to be submitted to ISSH within 30 days of the event irrespective of the pending expenditures or receivables, in such instances the receivables or pending expenditure will be shown in the account submitted and a final closure account submitted after completion of those transactions.
- Final audited accounts to be submitted to ISSH within 3 months of the event.
- Any surplus of Funds after accounting for all legitimate expenses have to be handed over to the ISSH within 3 months of the ISSHCON along with audited accounts.
- Any financial loss during ISSHCON will not be borne by the ISSH but will be the responsibility of the local organising committee.
- The Organising Secretary is responsible for adhering to the

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protocol of communication, correct usage of ISSH name and its Logo.

- The Organising Secretary is responsible for obtaining all statutory permissions and/or licenses as may be required by the state or local governing body.

ISSHCON Publicity:

- ISSH bulk mailing, ISSH bulk messaging Service may be used for publicizing the CME at no cost to the organisers.
- ISSH has a generic ISSHCON website which should be used for the purpose of the conference.
- The website should be ready in all aspects at the beginning of the previous ISSHCON.
- ISSH webmaster will help the Organising secretary to establish credible web content.
- The attendance certificate of ISSHCON, physical or digital, should have the following signatories:
 - o President
 - o Organising Secretary & Scientific Chair
 - o ISSH Secretary

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- State Medical Council Member / Observer

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ISSH Orations:

There shall be two Orations

- Prof R Venkataswami Oration
 - Prof B B Joshi Oration
-
- The Organising Committee of ISSHCON in consultation with the concerned President Elect should submit their choice of Orators in accordance with the guidelines along with their application for the bid to host the ISSHCON or at least one year in advance i.e. by the time of the ISSHCON preceding their ISSHCON.
 - There should be two names suggested for each Oration if possible but not mandatory.
 - The final chosen names are announced in the GBM
 - This cannot be put to vote unless the President Elect decides to do so. In case of a dispute, the President Elect's vote decides the choice of the Orators.

The Orators are offered:

- Travel expenses to the venue to be negotiated between the Organising

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Committee and the orator depending on availability of funds. Typically Business Class is expected but if the Orator agrees this may be waived.

- Single room accommodation in the venue hotel.
- If Venue is not a hotel, then stay should be in a very good quality hotel.
- All local hospitality and comfortable transfers.

Following protocol be followed for the Orators' arrival.

- The Organising Secretary should receive the Orators at the Airport of the city of the conference.
- If the Orators are arriving in India in a city other than the city of ISSHCON, the Organising secretary must arrange for a member of ISSH from that city to receive the Orators.

Protocol for Orations:

- The Orations should always be held in the Pre-lunch Session and not on the last day
- Duration is 45 minutes including all pre and post functions of introduction and Presentation of Medal etc. The time for the ~~sector~~

oration will therefore need to be 35 minutes maximum and this will be conveyed to the orator in advance

- It is customary not to ask any questions at the end of the Orations
- Once the Oration is announced, the President is invited to take the chair. The President then invites the Orator to the stage.
- The Secretary escorts the Orator to the stage.
- The Orator, The President and the Secretary are seated on the stage from the centre away on one side of the stage, in that order.
- The President then makes a brief statement about the Oration & the Orator and asks the Secretary to do a formal introduction of the Orator.
- This Introduction may be Verbal or by a presentation or a video. It will be brief not exceeding 3 minutes.
- The Organisers should liaise with the Secretary for the same.
- The Secretary then requests the President to present the Orator with the Medallion.
- The Orators then takes the Podium to begin the Oration.

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- During the Oration, any in & out movement from the auditorium should be discouraged as a mark of respect to the Orator.
- Once the Oration is completed the President presents the Orator with a scroll.
- The Orator alights from the stage flanked by the President and the Secretary.
- The Secretary escorts the Orator to his seat.

If the Orator does not turn up without any prior notice:

- The Indian Pioneer of hand surgery should be allowed to present his designated speech during the time allocated for the Oration.
- This will then be called the official Oration and will be recorded as such.
- In this case the presentation of the Medallion & the scroll will be post facto

If the Orator declines to come for oration earlier than 7 days of beginning of ISSHCON

- The Organising Committee along with the EC of ISSH will take a decision to invite a senior member.

ISSH of good standing to deliver the Oration.

- In this case the protocol of Oration will be exactly in accordance with the guidelines mentioned earlier.

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Rules for fellowships:

International Fellowship Guidelines:

- The fellowship will be called as Dr Robert Acland – S & T Overseas Traveling Fellowship.
- Each year one candidate will be chosen for the Fellowship and it currently carries an award of Rs. 1,00,000/- (Rupees One Lakh only).
- This amount may be revised by Executive Council from time to time.
- The awardee must have done considerable work in Hand Surgery and must serve as an ambassador for Indian Hand Surgery.
- The applicant must have been a member of the ISSH for at least 7 years
- He must have attended at least 3 annual meetings of the ISSH in the past 7 years.
- The applicant must be present & registered for ISSHCON at the time of announcement of the fellowship.
- The applicant must be present in person & must have registered for the subsequent ISSHCON to receive the cheque of fellowship amount.
- The application, supported by a CV, should be received by E-mail at least one month before the GBM.

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- The fund could be utilized by the Fellow to spend a few weeks in a reputed centre with prior concurrence of the Executive Committee of the ISSH.
- 50 % of the sum would be made available for the candidate before the departure. On completion of the Fellowship, the Fellow must send in a report to the Secretary, ISSH to become eligible for the disbursement of the remaining amount.
- The Overseas Traveling Fellow will make a presentation about his experience in the subsequent annual meeting. This will be as per the discretion of the scientific committee of the year but preferably in the plenary session. The award itself will be given during the Inaugural Ceremony.
- The selection of the fellow will be done by the Executive Committee of the ISSH.
- A separate account has been created under the ISSH Trust to manage the corpus.

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Inland Traveling Fellowship

- The Fellowship will be called – ISSH Inland Travelling Fellowship.
- The value of the fellowship will be currently Rs. 50,000/- (Rupees fifty thousand only) per awardee.
- The amount and the number of awardees may be revised by the Executive Council from time to time.
- The Fellowship is awarded to two members to undertake a visit to a centre of excellence in the country for a period of about 3 weeks.
- The applicant must be an active member of age 45 years or less.
- The applicant must be a member of ISSH for 3 full years at the time of application.
- The applicant must have attended at least one ISSHCON at the time of application.
- The application, supported by a CV, should be received by E-mail at least one before the GBM.
- The applicant must be present & registered for ISSHCON at the time of announcement of the fellowship.
- The applicant must be present in person & registered for the subsequent
- ISSHCON to receive the cheque of fellowship amount.

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Communication protocols

- All outward communication from the Executive Council will be done by the Secretary for the official E-mail ID.
- The President may in his powers address any communication from his personal E-mail ID.
- It is binding on the Secretary to mark a copy of all the communication to the President & vice versa.
- No member of Executive Committee will address any outward communication on behalf of ISSH.
- Any communication by Executive Committee members outward should be explicitly be marked as 'in personal capacity as an ordinary member of ISSH'.
- No member of Executive Committee will respond to any inward communication directly. The Secretary carries the responsibility of addressing any inward communication even if it is marked / addressed to the whole or part of the Executive Committee.
- The Secretary is duty bound to consult the Executive Committee in all such responses.
- The President, may, in his powers choose to respond to any such inward communication.

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- All invitations to Orators, International Guest Speakers should be from the President on official ISSH stationary.
- All communication of ISSH with international community will be by the President / Secretary on official ISSH Stationary.

Institution of various new awards in ISSH

ISSH Pioneer of Hand Surgery in India Award

A member of repute of 65 years of age or more
Should have done notable work in field of Hand Surgery
Should be a member of ISSH for longer than 25 years
Application should be supported by two active members of ISSH

Decision to be made by Executive Council.

Award to carry a medallion, a scroll and invitation to present his/her lifetime work in a 20-minute presentation during the ISSHCON in which the award will be presented.

The international Pioneer Award nomination in future should be selected from among the recipients of this award once it is instituted. This nomination will need fresh round of applications, each application should be supported by two active members of ISSH.

The EC will scrutinise these applications and the decision will be put to vote in GBM.

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ISSH Publication award

All publications by ISSH members in indexed Journals should be awarded a certificate of appreciation.

Applications should be invited by members in the prescribed format and to be scrutinised by the Editor & presented to EC for finalisation.

Any Book or a chapter in a book written by an ISSH member should be awarded a certificate of appreciation.

Applications should be invited by members in the prescribed format and to be scrutinised by the Editor & presented to EC for finalisation.

ISSH Young Achiever award

An award for member less than 45 years of age who has done notable work in the field of hand surgery.

Should be an active member for at least 5 years.

Applications in prescribed forms to be invited from among eligible members.

Decision to be made by Executive council.

THE INDIAN SOCIETY FOR SURGERY OF THE HAND

[Signature]
Secretary

