

THE SIMULATION SOCIETY

CONSTITUTION

Article I - NAME:

The name of the SOCIETY shall be "THE SIMULATION SOCIETY", here in after called as SOCIETY.

Article II - HEADQUARTERS OF THE SOCIETY:

The headquarters of the SOCIETY shall be at Delhi, the registered present address being:

E-969, LGF, Chittranjan Park, New Delhi - 110019

COMMUNICATION ADDRESS: -

186, Madhuban, Vikas Marg, New Delhi - 110092

ARTICLE III - AIMS AND OBJECTIVES:

Aims and objectives for which the SOCIETY is established are as follows:

1. To encourage and advance the knowledge, study and practice of simulation.
2. To promote research and stimulate interest in simulation by encouraging teaching and training programs at various centers by seminars, conferences and publication of books, periodicals, pamphlets, magazines or any other literature relating to the science of simulation.
3. To formulate guidelines for training in simulation.
4. To hold scientific meetings, at regular intervals.
5. Availability and supply of professional and other information useful to the members and publications of journals and periodicals.
6. To protect and promote the common interests of all the members.
7. To Endeavour to secure justice to the members in proceedings against and matters directly or indirectly relating to or incidental to his professional conduct.
8. To organize any other activity or do all such activities as may be incidental or conducive to the furtherance of the interests of the Society.
9. To establish and support recreation centers seminar halls, libraries, archives and museums.
10. To liaise and cooperate with any other association or individual that has, either in part or entirety, objectives similar to those of the SOCIETY.
11. To do all such other acts as may be necessary, incidental, conducive or convenient to the attainment of above objectives or any of them.
12. To grant fellowships, instructions and education for the promotion of simulation.

13. To initiate any other programme necessary from time to time for promoting the simulation.
14. To promote spirits of democracy, national awareness, self help self reliance and self respect amongst its members
15. Society will invest its money and funds according to Sec.-11(5) of Income Tax Act, 1961.
16. It is a not-for-profit Society. Any funds or profits must be used only for purposes of the society itself such as scientific meetings, conferences, workshops, live demonstrations, e-learning sessions, hands on practice etc. Funds or profits cannot be distributed to a member/office bearer of the society.
17. All the incomes, earnings, moveable/or immovable properties of the society shall be solely utilized and applied towards the promotion of its aims and objects only as set forth in the Memorandum of the society and no profit thereof shall be paid or transferred directly or indirectly by way of dividends, bonus, profits or in any manner whatsoever to the present or the past members of the society or to any person claiming through any one or more of the present or the past members. No member of the society shall have any personal claim on any moveable or immovable properties of the society or make any profits, whatsoever, by virtue of this membership.

Article IV - MEMBERSHIP

The Membership shall be of following categories:-

(a) Life Member

- (I) Members of the medical profession with the following post graduate degrees as approved by the executive committee of the SOCIETY:
 - DM (Cardiology), DNB (Cardiology)
 - MD/DNB (Medicine/Pediatrics/Critical Care, Anaesthesia, Cardiac Anaesthesia, Emergency Medicine, Trauma and pulmonoly)
 - MCH/DNB (Cardiothoracic surgery)
 - Cardiac Anesthetists
 - MRCP/FRCP/American Board Certified Cardiologist
 - Post Graduate Diploma in Clinical Cardiology (PGDCC)

(II) Technician Life Membership

Recognized technicians in simulation as certified by the Head of the Department and approved by credential and the executive committee. They will not be entitled to hold any office.

(b) Associate Member

- (I) MBBS
- (II) All other members of the other simulation societies, not eligible under Article IV (a) including foreigners with medical degrees if approved by the credential and executive committee. They will not be entitled to hold office.

(c) Corporate Member/ Academic partner

Any recognized public or private company or firm, if approved by the executive committee. The corporate member will be entitled to receive all the publications of the academy, but will not be entitled to propose, second or hold any office.

Article V - APPLICATION FOR MEMBERSHIP**(a) Request for membership**

Request for membership shall be made on forms prescribed by the The Simulation Society. These will be scrutinized and approved by the credential committee comprising of the President, General Secretary and President Elect. The application forms, in original, shall be accompanied by documentary evidence of eligibility including registration certificate and prescribed fees.

(b) Membership Fee

- (i) Life Member: Onetime payment of Rs. 5,000/-
- (ii) Associate Member: Onetime payment of Rs. 4,000/-
- (iii) Technician: Onetime payment of Rs. 3,000/-
- (iv) Corporate Member: Onetime payment of Rs. 1, 00,000/-

The membership fee will be subject to review as and when required. Any changes in the membership fee will be discussed and passed in the Executive Committee and presented in the next general body meeting for approval.

Eligible persons may become Associate Members of the SOCIETY without becoming members of the IAE, though they must be encouraged to become members of the parent body. Upon joining the parent body as a life member, their membership of the SOCIETY can be converted to a full Life Membership.

Membership of SOCIETY should not be considered as license to practice simulation.

(c) Register of Membership

A record of membership containing their names, postal addresses, e-mail address, relevant telephone and fax numbers shall be maintained by the Secretariat at the headquarters in a soft/hard copy as "TSS Directory". Any change in the address shall be notified to the HQ. A complete list of the members with their addresses shall be **made available at website of society for information of all members.**

Article VI - PRIVILEGES OF MEMBERS

Membership of the SOCIETY should not be considered as license to practice Simulation.

(a) Life Members

The members shall have the privilege to attend and take part in all the general meetings, conferences, lectures, discussions and demonstrations. They would also receive a free/web copy of the scientific publications and newsletter. They can propose or second any application for membership of SOCIETY.

(b) Associate Members

They have all the privileges as in Article V1 (a) but cannot apply for any post in the executive committee.

(c) Technician Membership

The members shall have the privilege to attend and take part in all the general meetings, conferences, lectures, discussions and professional demonstrations arranged through the SOCIETY. They would also receive a free/web copy of the scientific publications. They cannot apply for any post in the executive committee and propose or second any application for membership of the SOCIETY.

(d) Corporate Members

A representative of each corporate membership would be on a special technical committee of the SOCIETY. This committee would actively interact with the SOCIETY in the research and newer developments in simulation and its related equipment. They would be actively involved in various educational activities of the Society.

(e) Termination of Membership

If the conduct of any member, as deemed by the executive committee, is prejudicial to the interest of the SOCIETY or who deprives the SOCIETY of its rightful money **shall be expelled** from the SOCIETY. This should be approved by 2/3 majority of the members **present at** executive committee meeting, after the member has been given proper opportunity to defend himself. Such action of the executive committee is subject to ratification by not less than 2/3 rd of members **present at** the general body meeting of the SOCIETY.

Article VII: EXECUTIVE COMMITTEE

A: The executive committee shall consist of the following office bearers:

Chief Advisor - 1

Scientific Committee Chairman - 1

International President - 1

National President: 1

Vice – President: 1

Assoc. Vice President - 1

Patron-in-Chief – 5 to 15

Board of Directors – 5 to 20

Hon. General Secretary - 1

Treasurer – 1

Editor: 1

Members - 9

Permanent Advisory Board: Founder Committee will be permanent members of Advisory board.

B. Duties of Office Bearers of Executive Committee

Chief Advisor

Primary task is to give the society strategic and operational advice on simulation and related topics and issues. He/she will have no role in funding decisions and will not become a conduit to those who do make such decisions – his/her role is different and must be distinct.

He/She will operate in five primary domains.

The first is to advise on matters of simulation policy in areas where Executive Committee requests.

Secondly, He/she have a role of advising on specific matters related to the society.

The third domain is to promote the public understanding and engagement with other national and international societies particularly with simulation and will see part of his/her role as encouraging similar initiatives across the world.

The fourth domain is in building international relationships.

Fifth and finally, He/she will serve as a conduit of alerts that might arise where scientific progress shows either opportunity or threat for society.

International President

The duties of the International President shall be to provide leadership in planning and overseeing the activities of the society at international level and especially in the planning of the international meetings of the society.

National President

The President shall be nominated from amongst the members of the SOCIETY and the founder National President should have a standing of at 11 years (2014-2015) in the parent body or the SOCIETY and after 2025, he/she should have previously served for at least 2 years on the executive committee. He shall hold office for a term of five years. He shall not be eligible as president for more than one term, unless deemed fit by the executive council, but certainly not more than two terms, He shall preside over the meetings of the executive committee and general body and regulate the proceedings. He shall guide the activities of the SOCIETY and further the aims and objectives of the SOCIETY. In his absence the vice-president shall officiate for him, failing which a member nominated at the meeting shall perform his duties.

Vice – President

The Vice-President shall be nominated from the members of the SOCIETY and the founder Vice-President should have a standing of at 11 years (2014-2015) in the parent body or the SOCIETY

and after 2025 have previously served for at least 2 years on the executive committee. His term will be for 2 years and is eligible for a maximum of **1 term**. In the absence of the President, he shall perform the duties of the President.

In addition, he will be entrusted with the responsibility for compiling all academic activities of the SOCIETY and at the end of the year submits a report during the annual conference of the SOCIETY. He should also liaise with other societies Simulation for any constitutional lapses.

General Secretary

The General Secretary shall be nominated from the members of the SOCIETY and the founder Secretary should have a standing of at 11 years (2014-2015) in the parent body or the SOCIETY. After 2015, the secretary shall hold term for 2 years. No person shall be secretary for more than one term, unless approved by executive committee under exceptional circumstances, and certainly not more than two terms.

Subject to the control and regulation of the executive committee, the secretary will be responsible for carrying out the decisions of the executive committee and the affairs of the SOCIETY as laid down in the constitution. In particular, the secretary shall:

1. Convene meetings of the executive committee whenever necessary or called upon to do so.
2. Have administrative control over the affairs of the SOCIETY.
3. Keep accurate minutes of all the meetings of the SOCIETY.
4. Prepare annual report of the SOCIETY.
5. Be responsible for all documents and other assets of the SOCIETY.
6. Shall perform all such duties as are incidental to the office.

Treasurer

The founder treasurer shall be proposed by the Secretary and nominated by the EC for a term of 11 years (2011-2015). After 2015, the term will be 2 years and the treasurer shall receive all moneys relating to the SOCIETY and deposit them in respective accounts in banks to the credit of an account kept in the name of the SOCIETY.

The treasurer shall:

1. Collect all dues to the SOCIETY and pay in all amounts into the banking accounts of the SOCIETY.
2. Make disbursements within the limits of the annual budget and maintain vouchers and records of all such disbursements.
3. The balance sheet, accounts and audited report shall be submitted at the time of annual meeting of the executive committee and the general body.
4. Any change of office bearers should be notified to the banks as per banking laws
5. All cheques will be jointly signed by the treasurer and the secretary / president.

Editor

The Founder editor of the journal/newsletter of the SOCIETY shall hold office for a period of 11 years (2014-2015). After 2015, the tenure will be of 2 years and He should have a standing of 2 years in the parent body or the SOCIETY and served on the executive committee for a minimum term of 2 years. He should have published minimum 5 full length articles as first author in indexed journals. He shall be an active participant in the academic activities of the SOCIETY. He shall be responsible for all the publications of the SOCIETY. He will also coordinate with the Editors of the Journal of the other societies of Simulation.

Powers and Functions of the Executive Committee

The management of the SOCIETY shall be vested in the executive committee, who in addition to the powers by these rules expressly conferred upon them may exercise all such powers and do all such acts and things, as may be exercised or done by the SOCIETY and are not hereby or by law expressed directly or required to be exercised or done by the SOCIETY in general body meeting.

Without prejudice to the general powers hereby conferred, the executive committee shall have the following powers, that is to say, power:

- (a) Executive committee shall direct and regulate the general affairs of the SOCIETY and shall, subject to confirmation at a general body meeting, have power to frame rules and bye-laws for the conduct of business at meetings and conference of the SOCIETY.
- (b) The executive committee shall have the power to form sub committees as and when necessary.
- (c) The executive committee shall meet at such times as may be necessary for transacting the business of the SOCIETY but should be at least two times a year. One meeting will be held at the time of annual conference before the annual general meeting. The notice of such a meeting shall be dispatched to each member of the committee at least 3 weeks before the meeting.
- (d) The secretary shall call for a meeting of the executive committee with the consent of the president if a special meeting is requested in writing by not less than 6 members of the committee.
- (e) Quorum for the executive committee meeting shall be 6 members of the committee. If there is no quorum within 10 minutes at the time when meeting is called, the meeting concerned upon the requisition of the members under (d) shall stand dissolved and in any other case shall stand adjourned for 10 minutes in the same place. At such in an adjourned meeting, members may transact the business for which the meeting was called.
- (f) The executive committee may appoint or dismiss such staff as may be found necessary to manage the work efficiently.

- (g) To borrow and secure the payment of any sum or sums of money for the purpose of the SOCIETY.
- (h) To institute, conduct, defend, compound or abandon any legal proceedings by or against the SOCIETY.
- (i) To acquire by purchase, lease or otherwise, for the SOCIETY, rights or privileges which the SOCIETY is authorized to acquire at any such price and generally on such terms and conditions as they may think fit.
- (k) To direct the secretary to carry out the general affairs of the SOCIETY.
- (l) The executive committee shall ordinarily function for two years or till the new executive committee duly formed will take over.
- (m) It shall guide the activities of the editor and the editorial board.

Subcommittee under The Simulation Society will include the followings

1. Simulation College of Cardiac Sciences
2. PG Assembly in Simulation of Cardiac Sciences
3. Certification courses using simulation in different branches of cardiac sciences recruiting fellows for “Fellowship in Echocardiography”.

Article VIII - NOMINATION OFFICE – BEARERS OF EXECUTIVE COMMITTEE

The nomination of the new executive committee members will be made every two years. The recommendation will be made by the outgoing executive committee and approved in GBM. The criteria of nomination will be the credentials of the member based on his /her seniority and academic contribution to the SOCIETY.

Article IX - GENERAL BODY MEETING (GBM)

- (A) The GBM will be held every year at the time of Annual Conference./ academic meeting. The day, time and venue will be fixed by the executive committee. The notice and the agenda for the GBM shall be communicated by the HQ at least 30 days in advance of the date fixed for the meeting. The business to be transacted at the Annual General Body Meeting shall be:

1. Apologies
2. Condolences
3. To receive and adopt the annual report of the SOCIETY and the journal for the past year
4. Minutes of the last Annual General Body Meeting
5. Matters arising out of the minutes
6. To receive and adopt the audited accounts of the SOCIETY and the journal
7. To declare the nominations of the new office bearers of the executive committee
8. To appoint an auditor and fix up his remuneration

9. To decide the venue of the of the annual conference of next two years and appoint chairman and secretary of the organizing committee
10. To transact such other business as should or may be brought up at GBM
11. Consider any other business brought forward by and with the consent of the President
12. Installation of office bearers.

B: Special General Body Meeting

A special general body meeting may be called by the secretary if:

- (i) Requisition is made in writing by at least 10% of the valid members of the SOCIETY
- (ii) Authorized by the executive committee to discuss the emergency agendum

C: Quorum of General Body Meetings

25 members shall form the quorum for a general body meeting. If at the time appointed for the general body meeting there is no quorum, the meeting shall stand adjourned for 5 minutes at the very same time and place of the meeting. After this the meeting shall start. The quorum for a special general body meeting under (B) shall comprise of 15 members.

Article X - EXECUTIVE COMMITTEE MEETING

The Committee shall meet at least three times in a year. One meeting will be held before GBM during the annual conference of SOCIETY. The notice of the meeting shall be communicated to each individual member of the committee at least 3 weeks before the meeting. Statement of accounts of the SOCIETY and the journal shall be placed in the meeting. The agenda of the meeting will be made in consultation with the President. The other two meetings can be scheduled as per requirements.

Quorum of the Committee Meeting: 6 members shall form a quorum at a meeting of the executive committee. In case there is no quorum an adjourned meeting will be held at the same place on the same day 5 minutes later.

Article XI - CONFERENCES (Attached as Annexure -)

- (i) An annual scientific conference shall be held every year by the SOCIETY.
- (ii) The scientific program will earlier be scrutinized by the scientific council of the SOCIETY, chaired by the Scientific Committee Chairman.
- (iii) The audited financial statement of the annual conference shall be submitted to the executive committee and the next general body meeting.

Article XII - CREDENTIAL COMMITTEE

The credential committee will consist of President, **Vice President** and the Hon. General Secretary. The tenure of office will be 2 years, the year being counted from the annual general

meeting. The committee shall scrutinize all applications for membership and send their recommendations to the General Secretary prior to final approval by the executive committee

Article XIII - AMENDMENT AND REPEAL

The members of the general body meeting shall have the power to add, vary or repeal any of the provisions in the constitution and the procedure shall be as follows:

Notification of the proposal of any amendment must be sent to the general secretary of the SOCIETY. If approved by the executive committee, it will be placed before the annual general meeting, when it will be discussed. The motion shall be approved and passed only if it obtains at least 2 / 3 majority at the general body meeting. If approved as above, the changes become active forthwith. The secretary shall circulate the approved amendment.

Article XIV - RE-ADMISSION:

In case, any member of the Society is expelled by the Governing Body on the reason of Non-Payment of the subscription, he can be re-admitted, provided the member concerned pays all up to Date dues with the permission of the Governing Body.

Article XV - APPEALS:

All the appeals shall be referred to General Body. Decision of General Body shall be final. The decision of the General Body shall be communicated to the member concerned.

Article XVI - FILLING UP OF CASUAL VACANCIES:

Any casual vacancy, amongst office bearers & executive members of Governing Body, shall be filled by the resolution passed by the Governing Body. Such appointment(s) shall be confirmed by the General Body in its coming General Body Meeting and decision of The President is Final.

Article XVII - BRANCHES & SUB-COMMITTEES:

Governing Body, in its meeting, shall form the Sub-Committees for Education and other superspeciality topics related to cardiac anaesthesia, to attain the aims and objects of the society to attain the Aims and Objects of the Society.

Article XVIII - SOURCES OF INCOME:

All the income of Society (received from all sources) shall be utilised only for the promotion/upliftment of Aims and Objects. Sources of Income of Society are:- Admission Fee for courses and examinations, Subscription from members of Society, Donations and Special Contributions etc.

Article XIX - FINANCIAL YEAR:

Financial year shall be from 1st Day of April to 31st March, every year.

Article XX - FINANCERS:

- A. Funds of the Society shall comprise of
 1. Subscription collected from members
 2. Annual contributions
 3. Donations from public
 4. Any other grants, if any, from Govt.
 5. The scientific proceedings maybe sponsored by the sponsors from industry or the host institution.
- B. Financial year of the Society shall be from 1st April to 31st March of next year.

Article XXI - MANAGEMENT OF FUNDS & ACCOUNTS OPERATION:

Entire amount shall be kept in any Bank(s), where the Governing Body/General Body may decide from time to time. Bank Accounts shall be operated by Joint Signatures of any two office bearers from PRESIDENT, GENERAL SECRETARY and TREASURER.

Article XXII - AUDIT:

Accounts of Society shall be audited by qualified auditor (C.A.) every year.

Article XXIII - ADMINISTRATION OF THE ASSOCIATION

For administration purpose the G B will elect the following at the annual GBM

- a) **Office Bearers** : Scientific Committee Chairperson, Assoc. VP, Secretary, Treasurer, Editor
- b) **Executive council** comprising of office from each major hospital of Delhi, dealing with Cardiac Anaesthesia. 9 in number.
- c) **Chair**: National President will chair all the meetings.
- d) **Ex office members**: Immediate past president(s) and immediate past secretary.

Article XXIV - PROFESSIONAL ACTIVITIES OF THE ASSOCIATION

- a) **Purpose**: Shall plan, direct and administer the education and scientific activities of the Society – Other Simulation Societies and chapters and any other workshop or updates organized by different institution/society. It is incumbent on the part of the affiliates to interact with scientific council in all such matters.

b) **Composition :**

- Chief Advisor
- Scientific Committee Chairman
- International President
- National President
- Vice President
- Board of Directors
- Hon. General Secretary
- Treasurer
- Editor

- c) Proceeding of the meetings: The Local organizing chairperson will submit the report of scientific activities to the secretary within two months of such meets.
- d) Abstracts of paper will be submitted to the editor through the secretary for publication in the newsletter/bulletin.

Article XXV - NEWSLETTER/BULLETINS

- a) The primary objective of the association is to disseminate knowledge among the members through regular publication of scientific articles, review articles and abstracts etc.
- b) Composition: Editor in chief assisted by his team and the editorial board.

Article XVI - CME/WORKSHOP/REFRESHER COURSES

- a) Member delegates are free to organize such scientific meets with the concurrence of the scientific council. Such scientific activities should preferably be held in the middle of the year and should not clash with the annual conference of the society. Care should be taken that it does not become parallel to the annual conference.
- b) A Postgraduate Assembly of Cardiac Sciences conducting courses in different branches of Cardiac Sciences & medical practice will be conducted by the association, at least four times in a year. This will be followed by certification examination.
- c) Subcommittees of TSS will be in the form of Fellowships, Journals, and other Degree Courses which will be added under the banner of **“The Simulation College of Cardiac Sciences” working globally on a virtual basis.**
- d) It will involve national and international faculty to conduct the courses and the examinations for Fellowship courses like **“Fellowship in Cardiac Critical Care” which will work with online CME’s and examination conduct by TSS.**

Certificate

Certified that it is the correct copy of the Rules and Regulations of the SOCIETY

President

Secretary