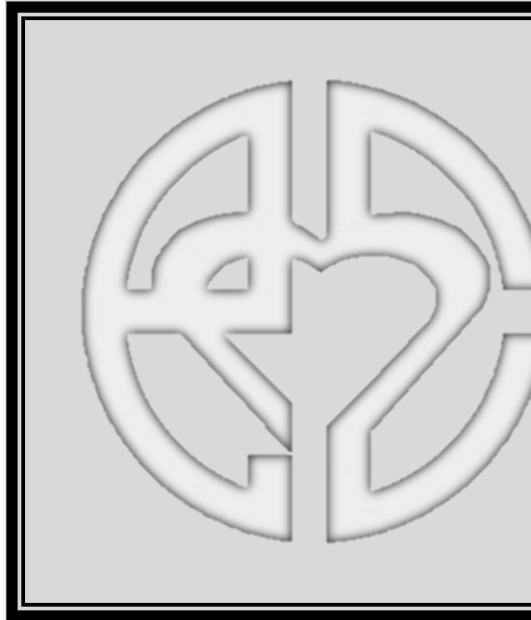


2014

ECMO
Society of
India

Dr Suneel Pooboni
Dr Venkat Goyal
Dr Pranay Oza



**CONSTITUTION &
GUIDELINES**

Table of Contents

Vision & Mission of ECMO Society of India.....	3
Preamble–	3
Aims and Objectives –.....	3
Rules and Byelaws of the Society –.....	4
Executive committee –	5
Duties of Office-Bearers –.....	5
Membership of the Society –.....	8
Eligibility Criteria for Various Memberships –	8
Membership Procedure –	8
Election –.....	10
Eligibility –.....	10
Election Procedure –.....	10
ELECTION DISPUTES	11
Meetings –	13
General Body meeting –	13
Executive Committee meeting –.....	13
Management –.....	15
Miscellaneous Administrative Rules –	16
Amendment & Repeal –.....	16
Dissolution –.....	16
Financial matters –.....	18
Funds –.....	18
Academic Wings –.....	20
Central Core Scientific Committee –.....	20
Responsibility of the scientific committee member –	20
Data Registry & research committee –.....	21
Publications and Editors –.....	21
Branches (Revised) –.....	23
Guidelines –	27
Guidelines for the annual scientific conference, workshop & training course for ESOI.....	29
Application for conducting conference –.....	29
Venue of the conference & Mid-term Training course –.....	29
Timing of the conference & Mid-term training course –.....	29

Duration of the conference & Mid-term training course –	29
Duration of workshop or training course –.....	30
Conference & Mid-term training course committee –	30
Faculties –	30
Educational material –	31
Certification –.....	31

Vision & Mission of ECMO Society of India

Preamble-

ECMO is an evolving branch in the critical care speciality. It is existing in the world since 1971 but the science is not well developed in India. In India it is being used mainly as post cardiac surgery but the arena of ECMO is far beyond that & needs to be used in many more indication of critical care. Recognizing the increasing need to consolidate the field and to promote awareness, continuing education and research in this field, the ESOI was formed in September 2010. The name of the Society will be “ECMO society of India. (ESOI)”. The headquarters shall be at Mumbai, Riddhivinayak critical care & cardiac centre, Riddhivinayak temple lane, near N L High school, SV road, Malad (w), Mumbai, India

Aims and Objectives -

- Spread of science of ECMO in India
- Spreading the knowledge amongst intensivists, pediatricians, Cardiac surgeon, Cardiologist & Physician about the indication & utility of this science
- Training Medical & paramedical staff for operating ECMO & make ECMO specialist & team
- Make common platform for interaction for those who are doing ECMO or planning to start the program
- To make standard protocols & Guidelines for ECMO in India
- Helping upcoming centre for establishing ECMO program
- To have common data registry of ECMO cases in India (like ELSO)
- Publish Indian data 6 monthly & learning from the mistakes.
- Publish Indian data in International societies
- To get ECMO specialist as a recognized course
- To decrease the cost of disposables of ECMO from government
- To organise continuing medical education and training programmes, meetings and conferences in ECMO.
- To seek affiliation with national and international associations and societies or similar bodies to achieve the objectives of the Society.
- To generate funds to carry out the objectives of the society.
- To take such action as shall be considered with furthering the aims and objectives of the society.

Section 1

Rules and Byelaws of the Society –

Executive committee –

Unless otherwise specified in succeeding paragraphs “Society” means ESOI, “Committee” means Executive Committee & “Member” means member of the ESOI.

The affairs of the ESOI shall be managed by the Executive Committee. The committee shall consist of –

- Patron
- President – 1
- Immediate Past President – 1
- President Elect – 1
- Vice President – 2 (preferably from the different city)
- Treasurer – 1
- General Secretary –1
- Secretary – 2
- Treasurer – 1 (from place of the President, to be nominated by the President)
- Zonal Members – 5 (one from each zone - North, South, East, West, Central)
- Executive Members – 3
- Organizing Secretary of the Annual Conference (Present) OR Organising Chairman of the Annual Conference (Present)
- Immediate Past Organizing Secretary of Annual Conference
- Co-opted Members – to be selected by the executive committee.
 - Chairman Paediatric Section
 - Chairman Cardiology Section
 - Chairman CVTS Section
 - Chairman Anaesthetist
 - Chairman Pulmonologist
 - Chairman Intensivist
 - Chairman Data Collection
 - Chairman Education & Research

Duties of Office-Bearers –

1.1 President:

- Will preside over the General Body and all other official meeting of the Society.
- Shall guide the activities of the Society and further the aims and objectives of the Society.
- May allocate all or any of the powers and duties under this or any other clause of these rules to the General Secretary.

1.2 Vice - President:

- Will preside over the meetings in the absence of the President.
- They will act according to the duties assigned by the President and help the president actively to further the aims and objects of the Society.

1.3 President-Elect:

- He/She will act according to the duties assigned by the President and help the President actively to further the aims and objects of the Society.

1.4 General Secretary:

Subject to the control and regulations of the Executive Committee, the General Secretary shall be responsible for carrying out the directions and decisions of the executive committee. In particular, the General Secretary shall –

1.4.1 Convene meeting of the Executive Committee whenever necessary or called upon to

- do so
- 1.4.2 Have administrative control over all the affairs of the Society.
 - 1.4.3 Keep accurate minutes of all the meetings of the Society and Executive Committee.
 - 1.4.4 Prepare the annual report of the Society.
 - 1.4.5 Be in charge of the furniture, library and all documents and other assets of the society.
 - 1.4.6 Collect all dues of the Society and pay in all such amounts into the banking account of the Association, and inform the Treasurer once every month of the money so paid.
 - 1.4.7 Make disbursement and maintain vouchers, provided that any expenditure exceeding Rs. 3000/- in a month shall be made after obtaining the sanction of the Executive Committee
 - 1.4.8 Perform such duties as are incident to his office.
 - 1.4.9 All notices, communications, letters, memoranda and other papers whether they are acts of the Executive Committee or of the General Body shall be signed or authenticated by the General Secretary and when so signed or authenticated shall be conclusive.
- 1.5 Secretary:
He shall carry out such duties as assigned by the President or the General secretary.
- 1.6 Treasurer:
The Treasurer shall maintain true accounts of the funds and other assets of the society and of funds and other assets connected with or in any way controlled by the Society.
- 1.7 Elected Office Bearers (President, President-Elect, Vice President, General Secretary, Secretary) of the National Executive Committee shall not hold any office-bearer post in the Executive Committee of the City Branches (i.e. Chairperson, Secretary) during their tenure on the National Executive Committee.
- 1.8 Co-Option of Governing Body Members –
- 1.8.1 The Executive Committee shall co-opt the following members in their first meeting after the Annual General Body Meeting.
- Organising Secretary of Conference if any,
 - Chairmen of Committees &
 - Editor of the official Journal.
- 1.8.2 The Gen. Secretary shall receive nomination for the co-opted positions along with the consent of the nominees before-hand. The nomination for Joint Secretary shall be made by the President, the nomination for the Organising Secretary shall be made by the Branch hosting the Conference while the nomination for other posts, if any can be proposed by any sitting Executive Committee members.
- 1.9 Order of Precedence and Protocol
- 1.9.1 Order of precedence shall be as under;
- President.
 - Imm. Past President.
 - President-Elect.
 - Vice Presidents.
 - General Secretary
 - Secretary
 - Treasurer
 - Elected Members.
 - Editor of journal of ESOI
 - Organising Secretary (Present).
- 1.9.2 Protocol and seating arrangement on dais at various functions
- Organising Secretary
 - General Secretary ESOI
 - President ESOI
 - Chief Guest
 - Guest of Honor

- Chairman Organising Committee
- Chairman Scientific Committee

Membership of the Society –

Membership of the Society shall be of 6 categories viz. –

- Patrons
- Founder Life Members
- Life Members
- Honorary Life Members
- Corporate Life Members
- International Life Members.

Eligibility Criteria for Various Memberships –

Patron –

The present Patron of the society shall be hence forth called Founder Patron, no other patrons will be nominated.

Founder life member –

Same as Life member but joining the Society before 1/06/2011.

Life member –

- Any medical doctor from any Institution or University recognised by the Medical Council of India or approved by the Executive Committee, with more than one year experience following post-graduation, and with an active interest in Critical Care Medicine.
- Nursing or technical backgrounds, with an active interest in ECMO

Honorary life member –

Any renowned person who has made outstanding contribution in the field of ECMO or critical care is eligible for honorary life member. These will be nominated by unanimous vote of Executive Committee & will be ratified by simple majority of the General Body.

Corporate life member –

Any person from industry with an active contribution to the requirements of ECMO.

International life member –

Same as life member but from a country other than India. But they have no voting rights.

Membership Procedure –

- The Executive Committee shall have the authority to admit applicants to all categories of membership. However, conversion of an existing Association Member to a Life Member shall be done by the Secretary on payment of appropriate fees and with information and approval by the Executive Committee.
- The membership application shall be in the form prescribed by the Executive committee and shall be duly proposed and seconded by existing valid members. It shall be accompanied by documentary evidence of eligibility, qualification and prescribed fees by bank draft payable at Mumbai. The membership application in addition to already prescribed requirements will provide following : Members' ID proof, Registered email ID; Registered Mobile no.

- The duly completed application form; after due scrutiny by the Gen Secretary will be placed before the National Executive Committee in its regular meeting for approval after which the membership will be conferred to the applicant.
- The National Executive Committee shall also accept the resignation from membership, as also decide cessation of membership for any other reason.
- Membership Fees - Fees shall be as follows
 - Life Member – Rs. 5000,
 - National Corporate Life Member – Rs. 50,000,
 - International Corporate Life Member – U.S.\$ 5000,
 - International Life Member – U.S. \$ 250 (SAARC countries other than India Rs.5000).
 - Honorary Members shall pay no fees.
 - The fees of will be increased by 10% every 2 year from 2015 onwards.
 - Out of the fees collected 2/3rd will be retained by the Headquarters, and 1/3rd will be given to the concerned City Branch as contribution.
 - No additional membership fees to be collected by the city branch from the member.
- Cessation of Membership – The Executive Committee by 2/3 majority of the number of attending members may recommend to remove the name of any member of the Society from the Register of Members for gross misconduct after sending him / her a notice by registered post and giving him / her a proper opportunity to defend himself/herself including a hearing in person. Such action shall be subject to ratification by the General Body by 2/3rd majority of members present at the General Body Meeting.
- Register of Membership – A register of members containing their names and addresses shall be kept. All changes in the status of members or their addresses, taking place from time to time shall be recorded. A complete list of members with their addresses shall be circulated to all members once in three years.
- Privileges of Membership
 - Only all life members in India will get hard copy of journal and Bulletin. All other members other than specifically mentioned in the constitution will get the publications online only in the form of soft copy via the ESOI website.
 - All communications to the members shall be in electronic format henceforth. This means that the proposed amendments to the constitution, Annual Report, Audited accounts shall be sent by e-mail and also put up on the ESOI website in the members area. Only in extraordinary circumstances shall the communication be via post.
 - The right to vote shall rest only with the Life Members of 12 months standing as on the date of the previous Annual General Body meeting of the ESOI.
- Resignation – A member wishing to resign his / her membership shall send a written communication to the General Secretary. Membership fees paid by the members to the Society shall not be refunded and the name of such member shall be removed from the Membership Register after approval by the National Executive Committee in its regular meeting.

Election –

Eligibility –

- 3.1.1 For the post of President and Vice-Presidents, Gen. Secretary, Secretary, the candidate should have been elected and not nominated for at least 3 (three) years in any of the executive post.
- 3.1.2 For all other positions, membership of the Society for at least 1 year is mandatory. For re-eligibility to contest election for any post on the National Executive Committee the candidate must have attended at least 2(two) out of the last 4 (four) Executive Committee Meetings held in his/her previous term.
- 3.1.3 For re-eligibility to contest election for the post of President-Elect, Vice-Presidents, General Secretary or Treasurer on the National Executive Committee the candidate must have attended at least 3 (three) Executive Committee Meetings out of the 4 (four) last Executive Committee Meetings held in the term that he/she had served on the National Executive Committee.
- 3.1.4 No member shall be eligible to seek election for more than 3 tenures as Vice – President, Gen. Secretary, Treasurer, or Elected Member of the Executive Committee.
- 3.1.5 The President/President-Elect shall not seek election for any position in the Executive Committee after completing his / her tenure. However he / she can be nominated on the executive committee as may be decided by the Executive Committee.
- 3.1.6 A member shall not contest simultaneously for more than one office-bearers post (i.e., of President-Elect, Vice-President, Gen. Secretary & Treasurer)

Election Procedure –

- 3.2.1 The President shall become Immediate Past President, the President-Elect shall become president & the vice president shall become the president elect automatically after the expiry of their tenure at the End of their term during the concerned Annual General Body Meeting. The Elections shall be held for 1 Vice Presidents, Gen. Secretary, Secretary, Treasurer, Four Elected Governing Body Members (All-India basis) every year.
- 3.2.2 By the 15TH of January, the General Secretary shall INFORM each member a list of vacancies in the Executive Committee, and invite nominations for these vacancies through e- mail and it will be put on website on the membership page. The nomination paper which shall set out the candidate's name, address and the office for which the candidate is nominated, shall be proposed by one valid member and duly signed by the candidate, signifying his/her willingness to stand for the election and to serve on the Executive Committee if elected. There shall be a separate nomination paper for each candidate, and for each post. These nominations must reach the General Secretary not later than 15th April. For every post, the nomination paper must be accompanied by a sum of Rs.5000/- (Rupees five thousand only) from a candidate, in the form of a demand draft payable at Mumbai. A nomination paper not accompanied by a Bank Draft of Rs.5000/-, shall be deemed invalid. A short biodata not exceeding 200 words, may accompany the nomination if desired or it can also be sent as soft copy.
- 3.2.3 The National Executive Committee in its meeting AT THE ANNUAL CONFERENCE shall appoint an Election Commission headed by President – Elect as chairperson along with two non-contesting Executive Committee members as members of the election commission to conduct the entire proceedings of the election, once the elections are announced by the General Secretary. The EC shall ascertain that only impartial and unbiased members are selected for this committee. The full details of the results of the election will be submitted to the General Secretary to be placed before the Executive Committee for its approval. The

results shall then be announced in the forthcoming Annual General Body Meeting. After this the new executive committee will assume office.

- 3.2.4 It shall be mandatory for all office bearers to sign the declaration about Conflict of Interest with the society during the EC meeting during annual conference each year. In case the member is absent he should sign the COI document within 30 days of the meeting.
- 3.2.5 The General Secretary shall inform BY EMAIL the contesting candidate of all the nominations received for the post they are contesting, and if any one wishes to withdraw his/her nomination, he/she should inform the General Secretary in writing on or before the 30TH of April.
- 3.2.6 Elections will be held via postal communication or thru electronically to allow smooth web based online election, to facilitate transparent election process and to reach out to larger voter base. we can save this money and utilize it elsewhere such as education and research.
- 3.2.7 CHANGE OF EMAIL ID AND ADDRESS: The members will be able to change address and email IDs only with request in writing or filling the database proforma which can also be downloaded from the website. The general secretary will personally verify the signature from the original form filled at the time of becoming member of the society. Only then the email id and address will be changed, .All the original letter request and data base form will be retained in the office. Members can request for change of email IDs until 1st May. The election process will start from 2nd May and no change in email IDs can be entertained after the election process has been started.
- 3.2.7 The date of election will be third week of May. All members will receive a check e- mail one month before the date of elections. Members can check their email ids and authorized mobile nos. on the website of the society. The electronic voting will be held after a due process of database update, verification and security recommended by expert consultant /s and approved by the EC. All the details for electronic voting will be made available on the ISECMO website in the members' area. Election administrator will be the chairman of the election commission i.e. the president elect. In case of allegations or disputes the EC shall appoint an external expert to check for rigging.
- 3.2.8 These results will be declared at the meeting of the Executive Committee which shall be held ordinarily not later than 20th May.
- 3.2.9 In case of a vacancy arising out of an uncontested position, fresh nominations shall be invited by the Gen. Secretary by issuing a notice in the Journal by 21st May. Withdrawals and voting if necessary shall be held at the time of Annual General Body Meeting.
- 3.2.10 Any Executive Committee Member may resign his/her position by giving notice in writing to the Gen. Secretary or the President. The resignation shall take effect from the date of its acceptance by the Executive Committee.
- 3.2.11 Any Executive Committee Member who ceases to be a valid member shall be deemed to have vacated his or her position in the Executive Committee.
- 3.2.12 If a vacancy occurs in any office otherwise than by efflux of time, the Executive Committee shall elect a member to fill this vacancy-not withstanding anything contained in clause
- 3.2.13 However, the Gen. Secretary shall invite nomination by an urgent short-notice. In the event of a contest, voting will be held in the ensuing National Executive Committee meeting by the members attending the Executive meeting.

ELECTION DISPUTES

- 3.3.1 In the first instance, any complaint pertaining to any process of election must be lodged with the chairperson of Election Commission along with documentary proof of any irregularity before the start of the counting procedure. No complaint other than that of the counting procedure shall be entertained once the counting procedure has started. Complaints pertaining to the counting procedure or counting irregularities, if any, must be lodged in writing by the contestant or his representative with the chairperson of Election Commission during the

- counting procedure or immediately after the counting has been completed or within fifteen days after the completion of counting.
- 3.3.2 An Election Redressal Committee comprising of the President, two Immediate Past Presidents and Chairperson of Election Commission would review the evidence provided by the complainant and would give its ruling within 15 days.
- 3.3.3 If the complainant remains unsatisfied with the decision of the Election Redressal Committee, he/she may ask for hearing by the Panel of Arbitrators.
- 3.3.4 The Panel of Arbitrators shall comprise of
- i) President
 - ii) Retired High Court Judge / Eminent Jurist
 - iii) Immediate Past President
- 3.3.5 The arbitration proceedings shall be conducted in accordance with the Indian Arbitration and Conciliation Act, 1996.
- 3.3.6 The seat of Arbitration shall be at the Head Quarters of the Society at Mumbai.
- 3.3.7 The decision of the panel of Arbitrators shall be final and binding on all parties.
- 3.3.8 The National Executive Committee of the Society shall determine the fees payable to the non-ESOI arbitrators.
- 3.3.9 The fee payable to the Arbitrators shall be borne by the contestant seeking arbitration if he loses arbitration. However society will bear this cost if he wins it.

Meetings –

General Body meeting –

- 4.1.1 Annual General Body Meeting: The Annual General Body Meeting of the Society shall be held each year during national conference (January/ February,) unless otherwise decided by the executive committee under exceptional situations (when the change of office bearers, if any, will take place). Day, time and place will be fixed by Executive committee. The notice and Agenda for the Annual General Body Meeting of the Society shall be posted at least 30 days in advance of the date fixed for the meeting. Any member desiring to move a resolution at the Annual Meeting shall give notice of the same in writing to the General Secretary at least sixty days before the date fixed for the General Meeting.
- 4.1.2 The President shall preside over all meetings of the Executive Committee and the General Body. If the President is not present, one of the Vice-Presidents in order of seniority or in their absence, one of the Committee member present at the meeting shall be elected by other members to preside over the meeting. The seniority of the vice-President shall be decided by the number of votes polled in the elected or, in case of uncontested election, by the length of membership of the Society.
- 4.1.3 The President may, whenever he thinks fit, and upon a requisition made in writing and signed by not less than 20% or 100 (whichever is less) members of the Society, shall convene a Special General Body Meeting at such place as he may decide. Any requisition made by the members shall state the objects of the Special Meeting proposed to be called and shall be addressed to the General Secretary.
- 4.1.4 The General Secretary shall, upon receipt of such a requisition, proceed to convene, under orders of the President, a Special General Body Meeting which shall be held within sixty days from the date of receipt of such a requisition, at a place and time fixed by the President.
- 4.1.5 At the Special General Body Meeting, only the business for which notice has been given or such questions as naturally arises thereon shall be discussed.
- 4.1.6 20% of members or 100 (whichever is less) members present at a General Body Meeting shall form the quorum for that meeting.
- 4.1.7 If within half an hour from the time appointed for a General Body Meeting there is no quorum, the meeting, if convened on the requisition of members, shall be dissolved, and in any other case, shall stand adjourned to half an hour and will meet on the same day and at the same place.
- 4.1.8 The person presiding at the General Body Meeting may, with the consent of the members, adjourn the same from time to time and from place to place: but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.
- 4.1.9 No quorum shall be necessary for any adjourned General Body Meeting.
- 4.1.10 Subject to the law being in force at that time the resolutions passed in a General Body Meeting shall be given immediate effect to, by the office-bearers of the Society, unless stated otherwise.

Executive Committee meeting –

The Executive Committee shall meet at least four times in a year or at such times necessary for transactions of the business for the society. It will submit an annual report of the activities of the various Sub-Committees if any, and the activities of the Society together with a statement of the assets and liabilities of the Society and an abstract of receipts and

disbursements during the year and the report of the Auditors, if any during the last Executive Committee Meeting before the Annual General Body Meeting.

- 4.2.1 A meeting of the Executive Committee shall be convened by the General Secretary with the consent of the President.
 - 4.2.1.1. The airfare for the travel to the EC meeting will be reimbursed as per society rules i.e.; as per the minimum decided by the EC at the beginning of the year once the dates for EC are fixed.
 - 4.2.1.2. No reimbursement shall be given in case of cancellation of ticket on unless the meeting has been cancelled or postponed by the president.
 - 4.2.1.3. A policy book shall be maintained in the ESOI head office. All major decision taken during the Executive Committee meeting shall be recorded in it after confirmation of minutes in the next EC.
- 4.2.2 e – Executive committee meeting—A meeting of all the executive members via e-mail in the interval between the 4 EC meetings. A group of all executive members will be formed on internet after every Annual general body meeting. The secretary will make it assured that every executive member is getting the mail in the group.
 - 4.2.2.1 No person will put agenda directly to all the members. He will refer it to president. If president feels that any agenda requires urgent discussion, he will put in front of the executive through group email addresses.
 - 4.2.2.2 EC members will get one week to give their view point on the issue under discussion. After one week the president will give the conclusion of e – meeting. If there is no objection for 2 days then the proposal will be considered to have been passed.
 - 4.2.2.3 The general secretary will summarize the discussion during the e- meetings which has to be confirmed in the next executive committee.
- 4.2.3 The General Secretary shall convene a special meeting of the Executive Committee upon a requisition in writing signed by not less than 10 members of the Executive Committee. At least three weeks prior notice shall be given to the members of the Executive Committee for an ordinary meeting of the Governing Body. An urgent meeting may be called at a shorter notice which should not be less than 7 days.
- 4.2.4 Ten members of the Executive Committee shall be the quorum for meeting of the Executive Committee. If there is no quorum within 15 minutes after the appointed time, the meeting if convened upon the requisition of members shall be dissolved and in any other case shall stand adjourned for half an hour and meet in the same place and on the same day. For such an adjourned meeting a quorum will not be necessary and it may transact the business for which the meeting was called.

Management –

- 5.1 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, directed or required to be exercised or done by the Society in the General Body Meeting.
- 5.2 Without prejudice to the general powers hereby conferred, the Executive Committee shall have the following powers, that is to say; power.
 - 5.2.1 To acquire by purchase, lease or otherwise, for the Society any property, rights, or privileges which the Society is authorised to acquire at such price and generally on such terms and conditions as they may think it.
 - 5.2.2 To enter into all such negotiations and contracts, and rescind and execute and do all such acts, deeds and things, in the name and on behalf of the Society as they may consider expedient for, or in relation to any of the properties, rights, and privileges
 - 5.2.3 To borrow or secure the payment of any sum or sums of money for the purposes of the Society.
 - 5.2.4 To institute, conduct, defend, compound or abandon any legal proceedings by or against the society or otherwise concerning the affairs of the Society and to compound and allow time for payment or satisfaction of any debts due, and of any claims or demands by or against the Society.
 - 5.2.5 To refer any claim or demands by or against the Society, to arbitration and to observe and perform the awards.
 - 5.2.6 To make and give receipts, releases and other discharges for money payable to the society and for the claims and demands of the society.
 - 5.2.7 To receive donations and any other sums of money and all and any other materials, articles and things due to or intended for the Society.
 - 5.2.8 To incur all necessary expenses for the maintenance and carrying out of the objects and intentions of these Rules and Memorandum of the Society.
 - 5.2.9 To appoint one or more persons whether members or not to constitute a Board of Examiners, whenever necessary.
 - 5.2.10 To appoint and, at their discretion, remove or suspend such managers, clerks, agents and servants for permanent, temporary, or special services as they may from time to time think fit, and to determine their powers and duties and fix their salaries or emoluments and to require security in such instances and to such amount as they may think fit.
 - 5.2.11 To appoint committees and to delegate, subject to such conditions as they may impose, any of their powers to such committees or such member or members of their body as they may think fit and revoke from time to time such delegation.
 - 5.2.12 To nominate a Chairman and a Convener from amongst the members of such a Committee. The Chairman will preside at such Committee meetings and the Convener shall be responsible for convening, keeping accurate minutes for forwarding the reports of these Committees to the Executive Committee. The President, President-Elect, the General Secretary will be ex-officio members of these Committees and for Finance Committee, Treasurer shall be Convener.
 - 5.2.13 To make, vary and repeal bye-laws for the regulation of the Society, its officers, managers, clerks, agents and servants.
 - 5.2.14 Credential Committee – The National Executive Committee shall appoint a Credential Committee to oversee the selection of the Editor of the Journal. The Credential Committee shall consist of One Chairperson, One Sitting member of the Executive Committee, One Nominated member of Society of repute with President and General Secretary as Ex-officio members. The Committee shall come into existence when the election for the Editor is announced by the General Secretary who shall call for nominations as per election procedure (clause 4.2.2).

Miscellaneous Administrative Rules –

10.1 Every question submitted to a meeting of the Executive Committee or of the General Body shall be decided according to the majority of the votes cast by the members present and voting at such a meeting. In case of equality of votes, the person presiding shall have a second or casting vote in addition to his vote as a member.

10.2 Once at least in every year the accounts of the Society shall be examined and audited and their correctness ascertained by one or more registered accountant appointed for the ensuing year by the members at Annual General Body Meeting each year. The report of the Auditor or Auditors shall form part of the Annual Report submitted to the next General Body meeting. The Auditor of the Society shall hold office until the next Annual General Body Meeting. The retiring Auditors shall be eligible for reappointment. The Auditor or Auditors shall be paid such remuneration or honorarium as the members may fix at the Annual General Body Meeting at which such Auditor or Auditors may be appointed.

10.3 Any notice required by these Rules may be given by sending by ordinary post prepaid letter to the address mentioned in the register of members and the same shall be deemed to have been received by the addressee on the date on which it would have reached him in the ordinary course of post.

Amendment & Repeal –

14.1 Subject to the law for the time in force, the members in General Body Meeting shall have power to add, to vary or repeal any of the provisions contained in these Rules, provided that such additions, variations or repeal is effected by means of a resolution of which due notice (as defined in Rule 5.1.5) shall have been given and which shall be ascended to by the vote of at least two-third of the members present at the meeting.

14.2 Any proposal/suggestion which has been discussed after a due notice in the Annual General Meeting and has been rejected shall not be brought up again for a period of 3 years. as per clause 12 of the Society Registration Act 1860.

Dissolution –

The Society may be dissolved on the recommendation of two third of the members of the Society. The funds will be distributed for similar object of the Society and as per the rules of the Society Registration Act 1860 at the time of distribution of the Society.

Financial matters –

8.1 The property, moveable or immovable, belonging to the Society shall vest in the Executive Committee.

8.2 No sale, exchange, mortgage, lease or other transfer of immovable property belonging to the Society shall be valid till atleast the President and one of the Vice-President or the General Secretary shall execute the document of transfer.

8.3 All moneys of the Society shall be deposited and /or invested:-

8.3.1 In approved Bank or Banks.

8.3.2 In Government and other negotiable trust securities or in any other mode permitted under the Act or in accordance with the administrative orders of Government from time to time.

8.4 Accounts and other investments in the name of the Society shall be operated by the President, General Secretary, Secretary, Treasurer, each document being signed by any two of them.

Funds –

- 15% of the share of the Central ESOI Money received from the annual conference will be kept for research purposes.
- Funding may obtained from the Pharma industries provided there is no conflict of interest with goals or credibility of ESOI
- The airfare will be reimbursed as per society rules (as applicable at that time i.e. within one month of notice being given for the meeting)

Chairman Constitutional Review Committee –

- Nominations shall be invited for this post and shall be sent to the credentials committee of 3 immediate past presidents.
- The tenure shall be 2 years.
- Constitution shall be reviewed mandatorily every five years. However constitution may be reviewed earlier if unforeseen circumstances prevail or the EC feels a particular need to review some important point in constitution.
- The committee shall consist of Chairman and other members nominated by EC. The President and General Secretary shall be ex-officio members of this committee.

Funds –

15.1 Source of funds shall be

15.1.1 Membership fees

15.1.2 Publications

15.1.3 Training programme fees, Conference, Exhibition fees

15.1.4 Contributions from Patrons

15.1.5 Donations

Academic Wings –

12.1 The Society may constitute one or more Academic Wings under its framework to carry out its Academic and Research objectives.

12.2 Such wings or units shall evolve their own working rules and regulation within the framework of the Society.

Central Core Scientific Committee –

The central core scientific committee should be of 9 to 11 members (national & international faculties). It should have minimum of one person from each department who are actively working & interested in the field of ECMO like cardiothoracic surgery, perfusionist, cardiologists, cardiac anaesthetist, adult & paediatric intensivist & ECMO specialists. The present scientific committee is decided by the founder members & will last for 7 years after which there will be an election for the core scientific committee. For the better coordination one of the scientific members will remain as coordinator. Coordinator can be changed after 2 years if required.

Eligibility for the core scientific committee member –

- The member of the scientific committee or the institute he/she belongs to must be the member of ECMO society of India.
- In case if he/she is not the member then they should become the member in that particular year.
- They should be associated with the activity of the society for minimum of 3 years & should have keen interest in development of ECMO program

Responsibility of the scientific committee member –

- They are responsible for all the scientific activities organized by the society
- They have to lay down the set guidelines for the conference & training course conducted by the society.
- They can permit affiliation to ECMO training program conducted by any other institute or society provided the program meets the minimum standard of the society
- They should come out with the protocols & guidelines for the practice of ECMO in India
- Annual or bi-annual newsletter or journal should be published & should have authentic scientific data
- To come out with the ground plan of an ECMO course

Meeting of the scientific committee –

There has to be one annual meeting organized separately for the core scientific members at the time of annual conference immediately after the General body meeting of the society. Rest of the time there can be tele communications via e mail, skype, etc. The minimum corum for final decision by the society should be 6 members. For all tele communications there has to be reply within 15 days' time (except some emergent situation).

Core scientific committee of ESOI for year 2014 – 2020 –

Patron –

- Dr Firmin Richard

Members – (in alphabetical order of their surnames)

- Dr Balakrishnan
- Dr. Balagangadhar Totapally
- Mr Gupta Rajeev
- Dr Goyal Venkat
- Dr Chawla Rajesh
- Dr Murlidharan Kanchi
- Dr Oza Pranay – coordinator
- Dr Pooboni Suneel
- Dr Udani Sonu
- Dr Rajkumar

Data Registry & research committee –

- Nominations shall be invited for this post via an advertisement in the newsletter and journal and on the website. These nominations shall be sent to the credentials committee of 3 past presidents.
- The tenure shall be 2 years. Four more members will be inducted suggested by chairman & co-chairman & approved by executive committee. The tenure of chairman & members cannot be beyond full two terms.
- Research committee will meet at least twice a year independently of executive committee meeting to deliberate on various research projects.

Publications and Editors –

11.1 The Society may Publish a Journal, books, pamphlets or any other publications under the general directions of the Executive Committee. The Journal shall be published under the direction of an Editorial Board, consisting of Editor (1), Executive Editor (1), Assistant Editors (2), Members (5). The Board shall be in office for three years and will be eligible for renomination so as to have a total tenure of not more than six years. The Board shall work under the general control and supervision of the Executive Committee and shall submit six monthly reports to that Body at its next meeting.

11.2 The Editor's post shall be filled by inviting nominations from amongst the members of the Society. The Credential Committee will review these nominations and recommend 3 names to the Executive Committee in the order of merit for consideration to nominate one person out of these as the Editor. The Editor so nominated shall hold the position for a period of 3 years but shall be eligible for renomination for a maximum of two tenures of 3 years each, consecutive or otherwise. For all other periodicals or books or books to be published by the Society, nominations for the Editorship shall be processed by the Credential Committee and Executive Committee in a similar manner.

11.2.1 The Executive Editor, 1 Asst. Editor and 3 members shall be nominated by the National Executive Committee as and when the vacancies arise in consultation with the Chief Editor. The remaining 1 Asst. Editor and 2 members shall be nominated from the place of publication of the journal with the concurrence of the Editor. ISECMO shall publish a bimonthly newsletter called the Critical Care Connections. The President-elect shall be the editor of the newsletter. His term will not extend beyond 2

years. At the time of change of Editor, the EC will nominate 3 associate editors.

Branches (Revised) –

- 13.1 Any City having atleast 10 Valid life members of the Society can form a Branch.
- 13.2 All City Branches shall be governed by the Constitution of the Society.
- 13.3 Membership of the Society is mandatory to become a member of the City Branch. There shall be no separate membership form of the City Branch.
- 13.4 All members must pay their dues to the Central Office of the Society only. All City Branches will forward the entire amount of membership fees along with membership form of the society to the Headquarters if received by them. No additional membership fees are to be collected by the city branch from the member. (see also clause 3.4.1)
- 13.5 The administrative, financial and local academic activities of the Branches are governed by their own Executive Committee.
- 13.6 The head of the City Branch shall be known as ‘Chairman’ and not as ‘President’. The Executive Committee shall consist of 1 Chairman, 1 Secretary, 1 Treasurer and 6 Committee members
- 13.7 Applications for the formation of City Branch shall be made to the General Secretary who after due scrutiny shall place before the National Executive Committee his / her recommendations for their consideration. The decision of the National Executive Committee shall be final. The Secretary of the proposed City Branch after receiving the approval letter to form the City Branch from the General Secretary will proceed to open a bank account in the name of “ISECMO - City Branch” and complete all other necessary formalities viz. charity commissioner, society registration, legal and other taxation or any other relevant/related formalities. The city branch will be solely responsible for maintaining its own accounts, including auditing of the accounts, investments, filling of income tax returns and tax liabilities and any other related/relevant matters and liabilities. No liabilities, financial or legal or any other matters arising of/in regards to above shall be the responsibility of the Society.
- 13.7.1. All city branches shall hold elections every 2 years. The election formalities shall be completed by 31st July and the results informed to the central body. The new EC will assume office in the next January. No office bearer shall hold office for the same post for more than 2 terms. In case the city branch is organizing the National annual conference, the elections shall be held in the forthcoming July and the new EC will take over in the next January.
- 13.8 Each City Branch must submit an Annual Report of its activities in each calendar year, as well as a copy of its audited accounts to the National Secretariat.
- 13.8.1 Branches failing to comply with this requirement (13.8) will not be eligible to receive any financial assistance from Headquarters or to host any National, International Conference / CME under the auspices of the Society.
- 13.8.2 The National Executive Committee alternatively (over and above clause 13.8.1) reserves the rights to dissolve the city branch or only dismiss the office bearers of the City Branch with caretaker office bearers in their place till fresh elections are held (within three months) should clause 13.8 be not complied for a consecutive period of two years.
- 13.8.3 These dismissed office bearers will not be eligible for re-election to any executive / academic committee posts in the City Branches or National Executive Committee of ISECMO for a period of four years.
- 13.9 The City Branch may organize local academic activities in any sub-specialty of Critical Care Medicine. The City Branch will not be a sponsor/co-sponsor with any organization with similar ideology for any academic programmes without prior written approval of the National Executive Committee. The central office shall not be responsible for providing any form of financial assistance to hold these academic activities.
- 13.9.1 The National Executive Committee at any given time reserves the rights to discuss / scrutinize / question any such sponsorship / co-sponsorship (13.9) by the

City Branch which has worked against the interest of the Society. The Chairperson and Secretary of the concerned City Branch in which case, will be invited to the National Executive Committee for discussion. The matter after due discussion in the National Executive Committee meeting, if a prima facie is found by 2/3 majority of the attending members, the matter will be referred to the General Body for necessary remedial measures. The decision taken at the General Body Meeting will be final and binding on the concerned city branch.

13.9.2 Annual conference bid application must be accompanied by pre-signed contract agreement form with ISECMO EC – this contract will be signed by the proposed organizing chairperson, Organizing secretary, local branch chairman, and local branch secretary. In case the organizing chairman and secretary happen to be the office bearers then 2 EC members should also sign the agreement. If the bid is successful then such EC of the city branch will not change (no election of city branch will be held) till conference process is pronounced completed by EC, through an EC mandate. EC can dismiss errant organizing committee/ Local city branch EC after due warning. It will have the powers to take control of all conference accounts if audited accounts are not submitted within six months of completion of conference month to month.

13.9.3 The city branch that has been selected to host the National Annual conference will enter into a contractual agreement with the ISECMO. This agreement will reflect the provisions of the constitution governing the conference conduct and accounts. The agreement will be signed by the President or General Secretary of the ISECMO on behalf of the ISECMO, and by the (1) Chairperson of the city branch hosting the conference, (2) Secretary of the city branch hosting the conference, (3) Chairman of the Conference Organising Committee and (4) Organising Secretary of the Conference. The same individual must sign in his/her individual capacity, as the case may arise. This agreement will be signed by all the concerned signatories within one month of the date on which the conference is awarded to the city branch, and must be presented to the Executive Committee for ratification at the next executive committee meeting. In case of a change in the conference organising committee or city branch executive committee, the agreement will have to be signed again by the concerned persons.

13.9.4 The ISECMO will appoint one or more advisors to the conference organizing committee. There will be one advisor to oversee the scientific programme. Another advisor/s may be appointed to look into financial and administrative aspects of the programme. The advisors will have the right to examine all accounts and financial transactions related to the conference at any time. These advisors will act on behalf of and report to the ISECMO executive committee.

13.10 All receipts in name of conference on any head what so ever will be deposited in the central ISECMO account only. Automatically 70% of such received amount will be transferred to the account of organizing committee. However, all expenses incurred by the organizing committee of the conference are subject to auditing and will have to be presented to EC within 6 months of completion of the conference and should be approved. EC if so desires, can appoint its own auditors to look into the accounts of the conference. It is advised that no wasteful expenditure is incurred in organization of the conference and maximum savings be done for the city branch also.

13.10.1 The ISECMO will appoint one or more advisors to the Conference Organising Committee. These advisors will supervise and oversee the scientific, financial and administrative aspects of the conference. The advisors will have the right to examine all accounts and financial transactions related to the conference at any time. These advisors will act on behalf of and report to the ISECMO executive committee.

13.10.2 The audited accounts of the conference will be submitted to the ISECMO within 6 months from the last date of the conference. All conference accounts will be subject to scrutiny by the ISECMO at any time. Either the National advisors on the Organising committee or the ISECMO may call for verification of the conference accounts by

auditors appointed by it.

13.10.3 The City Branch holding such conference will also strictly abide by the provisions of the contractual Conference Agreement and other conference guidelines in force at that time which may be subject to revision from time to time. Any breach of agreement on the part of the organizing committee or the city branch will invite penal action against the signatories of the Branch and Organising Committee to the agreement and other office bearers of the city branch. Penal action will be similar to that detailed in the Constitution, Sections 13.8.1, 13.8.2 and 13.8.3. The Executive Committee may investigate and take action based on receipt of any complaints received by it from any member of the ISECMO, on its own cognizance, or on the recommendation of the National advisors or auditors appointed by the National Executive Committee to oversee the conference.

13.11 Proper decorum shall be maintained by inviting the President, President-Elect, Secretaries and Treasurer of ECMOECMO to such National and International Conferences. Proper sitting arrangement on the dias during inaugural function of such conferences and workshops shall be maintained as specified in clause 5.2.

13.12 Elections

13.12.1 The new executive committee shall take office immediately after the Annual General Body Meeting of the Branch.

13.12.2 The Executive Committee shall hold its executive meeting at quarterly intervals in a given year or more often if required.

13.12.3 The Executive Committee shall maintain proper records of the minutes of their executive committee meeting and annual general body meeting.

13.12.4 Executive committee of the City Branch will be constituted either by representation from individual hospital, if so possible; by rotation every two years or through local elections to all committee posts every two years. The dates of election will be the same as for the National Executive Committee posts every year. The result of which will be communicated by the Chairman of the respective City Branch to the General Secretary.

13.12.5 Exception to 13.12.4 : In case a city branch is selected to host the national annual conference, the office bearers (Chairperson, Secretary, Treasurer) of the committee at the time the conference is awarded to the branch will remain in office till 6 months after the last date of the national conference.

Section 2

Guidelines –

Guidelines for the annual scientific conference, workshop & training course for ESOI

Society should conduct one annual national conference & one mid-term training course. The sole purpose of society for conducting annual conference & training course is –

- To educate the fellow people in the advances in the field of ECMO
- To share each other's experience
- Spread of the science

Application for conducting conference –

Applications should be invited for hosting the future conferences, which should be submitted before one month of the date of ESOI annual conference. The application should mention the ground plan of conference including theme, venue, time, duration & tentative faculties. It should also include rough financial budget. This information will be shared with the executive committee and the final decision can be taken at the executive committee meeting.

Venue of the conference & Mid-term Training course –

- Preferably conference of ESOI should be organized by different states every year
- In absence of any different states same state can conduct the conference but in a different city or centre
- Every year the mid-term training course & national conference should be organized in two different states.

Timing of the conference & Mid-term training course –

- National conference of ESOI to be conducted in India in the month of December or January
- National conference of ESOI can be clubbed together with SWAC ELSO, if both are taking place in India
- There should be at least one month gap between SWAC ELSO conference & ESOI national conference, in case when the SWAC ELSO is in some other country than India, so that interested delegates & faculties can participate in both.
- Mid-term Training course should be conducted once every year in the month of June or July

Duration of the conference & Mid-term training course –

- Conference should be for 2 days, approximately for 15 – 16 hrs & should include around 30 – 35 didactic lectures.
- Conference should always be clubbed with either workshop or training course.
- Mid-term Training course should be of 4 to 5 days & it may be clubbed with mid-term conference for 1 day.

Duration of workshop or training course –

- Workshop – should be of 1 or 2 days with some basic themes i.e. workshop on cannulation, workshop on VV ECMO, workshop on Cardiac ECMO, advance course, etc
- Training course – should be for at least 3 days & should cover all the basic topics of ECMO with water drill & simulation. Animal lab if possible can be appreciated.
- Workshop should not be mistaken with training course
- Workshop is considered as an advanced course & one should keep that in mind while inviting interested groups. Delegates should must have some basic knowledge of ECMO for the workshop
- Atleast 40% of the timing should be given for the practical sessions which includes waterdrill, animal lab & simulation during training course
- For the topics to be included during training course ref annexure II

Conference & Mid-term training course committee –

It should consist of two groups – organising committee & scientific committee.

Organising committee –

Should be composed of the local people & should have some representatives of different country or states for better communications, advertisement & coordination. They will be responsible for entire organization of event & financial budgets.

Scientific committee –

For each conference, the scientific committee should consist of a central core committee and the Local committee. The educational and promotional activities of ECMO Society of India will be entirely independent of the team hosting the conference.

Central core committee –

It is the committee consists of national & international faculties who will be looking after all the scientific activities of the society. The aim of the committee is to look in to the quality of information delivered consistently. They will put the guide lines for the minimum standards for the training course, conference & workshop. They can suggest local committee about the faculties (national & international) to be involved if asked for. The final scientific program should be approved by the core committee.

Local scientific committee –

- Scientific chairman of the conference will be the local person along with President elect of the society (he will be central scientific chairman).
- In case, international conference of the SWAC ELSO & national conference of ESOI is combined then the president elect of the ESOI will remain as a Co scientific chairman of the conference
- Rest of the members will be decided by the organizing committee.

Faculties –

In order to have good quality learning, it is essential to involve well experienced national & international faculties in the field of ECMO & critical care.

- Speakers should have at least 5 years of experience in ECMO & ECMO training.

- It is essential to have 3 – 5 international speakers with proven abilities in different modes of ECMO. This might involve cost implications for their sponsorship.
- National faculties should be around 7 – 10
- Overall Faculties of the conference should be selected from the different modalities of ECMO i.e. from neonatal to adult, from respiratory to cardiac, ECPR, etc. so as the delegates can have the benefits of their expertise.

Educational material –

- Should include conference souvenir
- CD of the entire conference proceedings, if not possible then at least PDF copy of all the lectures in pen drive
- For training course practical & theoretical manual of ECMO books are mandatory
- For workshop – a small booklet on the respective topic is essential

Certification –

- Certification of attendance should be issued to delegates as well as faculty
- Certificates should be signed by at least 3 people - chairman of ESOT, organizing chairman & scientific chairman of conference.
- Organizing committee can add up one or two signs more if they want
- Certificate should include the credit points if issued by some government authorities