

# **Indian Association for Statistics in Clinical Trials BYLAWS**

1. Definitions
2. Name of the Society
3. Mission of the Society
4. Membership
5. Election of Members
6. Rights and Privileges of Members
7. Duties of Members
8. Annual Fees
9. Termination of Membership
10. Reinstatement
11. General Body
12. General Meetings
13. Governing Council
14. Election of Governing Council
15. Functions and Powers of Governing Council
16. Powers and Duties of Office Bearers
17. Sources of Income
18. Financial Year
19. Management of Funds & Accounts
20. Audit
21. Annual List of Governing Council Members
22. Publications
23. Regional Centers
24. Notices
25. Indemnity
26. Amendments
27. Dissolution
28. Legal Proceedings
29. Application of the Act

## **Definitions**

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

- a. Association/Society means the Indian Association of Statistics for Clinical Trials registered under the Societies Registration Act 1860.
- b. Governing Council means the Governing Council of the Association constituted under these Bylaws.

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

## **Name of Society**

The name of the Society shall be "Indian Association for Statistics in Clinical Trials", also abbreviated as IASCT.

## **Mission of the Society**

IASCT is a non-profit organization with a mission to:

- a. Enhance awareness about the role of statistics in clinical trials in the medical community, healthcare institutions, pharmaceutical and biotechnology firms, governmental organizations, and educational institutions in India
- b. Promote biostatistics and statistical programming in clinical research as career options for students of statistics and other technical disciplines
- c. Enable professional development of statisticians and statistical programmers by organizing training sessions, meetings and conferences

## **Membership**

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

### **Categories of Membership**

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

FELLOW  
REGULAR MEMBER  
LIFE MEMBER  
STUDENT MEMBER

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

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

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

- Has a degree in Statistics or related field as judged appropriate by the Governing council
- Involved in the usage of statistics in clinical trials

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

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

Currently enrolled in a course in Statistics or related field as judged appropriate by the Governing council.

## **Election of Members**

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

### **Application for Membership**

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

### **Processing of Applications**

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

## **Rights and Privileges of Members**

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

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

## **Duties of Members**

All Members shall:

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

## **Annual Fees**

All members of the Association (except Fellows and Life Members) shall pay the annual fees as described here:

Applicants for Regular and Student Membership to the association will need to pay an annual fee as determined by the association on an annual basis. Information on current membership fees shall be posted to the IASCT website ([www.iasct.net](http://www.iasct.net)).

Annual fees shall be payable in full on 1st April every year and must be paid in advance. Any member in arrears of subscription for more than 3 months shall not be entitled to the rights & privileges of the Association.

On the expiry of 3 months, a notice shall be issued to all members in arrears of subscription to pay the due amount within 1 month. If such subscription remains unpaid after expiry of this 1 month notice, the member concerned shall forthwith cease to be a member, but without prejudice to his obligation to pay the arrears.

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

### **Life Membership Fees**

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

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

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

## **Termination of Membership**

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

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

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

## **Reinstatement**

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

## **General Body**

Only members will constitute the General Body of the Association.

## **General Meetings**

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

The business of the Annual General Meeting shall be to

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

#### Extraordinary General Meeting

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

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

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

#### Convening General Meeting

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

Extraordinary General Meeting shall be convened by the Governing Council on requisition by not less than 25% of the members entitled to vote and within 30 days of the receipt of the requisition for such a meeting, by giving not less than 71 days notice specifying the date, the time, the venue and the business to be transacted at the meeting;

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

#### Quorum at General Meetings

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

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

## Proceedings at General Meetings

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

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

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

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

## **Governing Council**

Governing Council of the Association shall consist of not more than 15 members (odd number of members at any time) comprising

- The Immediate Past President (ex-officio) on satisfactory completion of his tenure
- Up to 7 duly elected Members, which will include leaders of the sub-committees formed by the Governing Council
- President, Vice President, one Treasurer, one Secretary of the Association

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

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

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

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

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

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

### **Election of Governing Council**

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

Other members of the Governing Council will be nominated by the elected members for a term of one year.

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

### **Functions and Powers of Governing Council**

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

All decisions of the Governing Council shall be taken by majority votes;

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

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



## Powers and Duties of Office Bearers

### President:

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

### Vice President(s):

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

### Secretary:

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

### Treasurer:

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

### Attendance at Governing Council Meetings

Members of the Governing Council shall be required to participate in 75% of the meetings,

## Sources of Income

### Sources of income of the Association are:

- Membership fees
- Sponsorship
- Registration/program fees

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

## **Financial Year**

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

## **Management of Funds & Accounts**

The Governing Council shall cause proper books of account to be kept with respect to:

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

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

The books of account shall always be open to inspection by members of the Governing Council.

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

## **Audit**

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

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

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

## **Annual List of Governing Council Members**

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

## **Publications**

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

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

## **Notices**

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

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

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

## **Indemnity**

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

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

## **Amendments**

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

## **Dissolution**

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

## **Legal Proceedings**

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

## **Application of The Act**

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

Indian Association for Statistics in Clinical Trials