



CONSTITUTION & BYELAWS

INDIAN SOCIETY OF GASTROENTEROLOGY

(Registered under Societies ACT, XXI of 1860)



Article I:

The Name of the Society

The name of the Society shall be the "THE INDIAN SOCIETY OF GASTROENTEROLOGY" hereinafter referred to as the Society.

Article II:

Registered Office of the Society

The Registered Office of the Society shall be situated in New Delhi

Article III:

Aims and Objectives of the Society

1. To encourage and advance the knowledge and practice of the specialty of Gastroenterology in all possible ways.
2. To promote the exchange and diffusion of information and ideas relating to the alimentary tract and associated organs.
3. To provide a forum for discussion of gastroenterological problems on a national stage.
4. To encourage scientific investigation in the field of Gastroenterology.
5. To formulate and evaluate guidelines/protocols for the management of common gastrointestinal disorders in India.
6. Society as an advisor to government/administration to help/coordinate national policies on GI / related disorders

Article IV:

Membership

There shall be the following classes of members:

1. Life Members
2. Honorary life Members
3. International Members
4. Any other type of members which may be decided in future as per the rules of the Society.
5. The Governing Council reserves the right to admit Members on an annual basis



For further details see Annexure 1

Article V:

Officers / Governing Council of the Society

The Officers / governing council of the Society shall be elected according to the bye-laws by the members from among themselves. They shall be

1. Immediate Past President
2. President
3. President-Elect
4. Secretary-General
5. Treasurer
6. Governing Council Members – 6 Members

Article VI:

The Governing Council of the Society

The Editor of the Indian Journal of Gastroenterology shall be a Co-opted Member.

The Governing Council shall manage the affairs of the Society solely and entirely. The Governing Council shall meet either physically or virtually at least 4 times in one administrative year.

Positions in GC are honorary and no fee will be paid to them

Article VII:

Funds and Assets

The funds of the Society shall consist of

1. Membership Fees
2. Contributions from ISG Meetings/ ISG endorsed Meetings / Funding from Research and Publications
3. Contributions, donations, and grants, from any other source
4. Income from investments
5. Gifts and legacies of immovable or movable property



Article VIII:

Amendments to the Constitution of the Society

Voting on the proposal for amendment of the constitution of the bye-laws shall be as follows.

1. Notification for the proposal of any amendment can be raised by any Life Member of the Society and must reach the Secretary who will then forward it to the Governing Council for discussion and approval by a simple majority.
2. If approved by the Governing Council, it will be presented to the General Body during its next meeting through the ballot or through postal or electronic and approved by a three-fourth majority of those who cast a valid vote.

Article IX:

Officers of the Society and Members of the Governing Council

1. The posts of the President, President-Elect, Secretary-General, and Treasurer will not be held by any person who holds any such posts in any other major National Gastrointestinal Society in order to prevent conflict of interest. A 'major GI Society' would be defined as one with a membership strength of more than 1000. Exceptions can be made by the Governing Council.
2. **President: The President-Elect (elected in the previous year) automatically takes over as president during the Annual Meeting of Society.** He shall hold office for a term of one year but is eligible for **continuing** for a second year in case the President-Elect of the Society is unable to take over the role of the President. No person shall be President for more than two consecutive terms. The President shall be responsible for the affairs of the Society and shall preside at all meetings of the Governing Council and of the Society.
3. **President-Elect** shall be elected annually from among the members of the Society who has previously served for at least three years on the Governing Council. He shall hold office for a term of one year. In the absence of the President, the President-Elect shall perform the duties of the President. The President-Elect shall conduct the Annual Elections of the Society.
4. **The Secretary-General** shall be elected among the members of the Society, who have previously served at least three years on the Governing Council. He shall hold office for a term of three years, after which he is eligible for re-election for a second term. No person shall be Secretary for more than two consecutive terms. Subject to the control and regulation of the Governing Council, the Secretary-General shall be responsible for carrying out the directions and decisions of the Governing Council and the affairs of the Society as laid down in the constitution and bye-laws. The roles and responsibilities of the Secretary-General shall be as follows.



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- a. Convene meetings of the Governing Council as laid down under Article VI of the Constitution.
 - b. Have administrative control over all the affairs of the Society.
 - c. Have charge of the correspondence in relation to the Society. Keep and communicate accurate minutes of all meetings of the Society, Governing Council, and committees thereof.
 - d. Prepare the Annual Report of the Society.
 - e. Be in charge of all the documents and property and other assets of the Society.
 - f. Maintain a Register with Members 'details. These details may be shared with Local Organizing Committees of the Society Meetings
 - g. Collect all dues of the Society, pay in all the amounts into the banking account of the Society and inform the Treasurer of the money so paid.
 - h. Make disbursements up to an amount of INR 50,000/-, and maintain vouchers and records of all such disbursements. In exceptional circumstances, the budget may be exceeded by an amount of INR 50,000/- with the concurrence of the President and Treasurer.
 - i. Perform all such duties as are incident to his office.
5. **The Treasurer** shall be elected from among the members of the Society and shall hold office for a term of three years (of the Governing Council), after which he is eligible for re-election for a second term. He/she should have been a Governing Council Member for at least 3 years. No person shall be Treasurer for more than two consecutive terms.
- a. The Treasurer shall have the responsibility of all funds and securities of the Society; receive and give receipts for money due and payable in the name of the Society from any source whatsoever and deposit such money in the bank or banks as decided by the Governing Council, and will perform such other duties as from time to time may be assigned to him/her by the Governing Council.
 - b. 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.
 - c. All cheques shall be signed by (a) the Treasurer and (b) Secretary or the President.
 - d. Changes of office bearers shall be notified to the bank as per the banking laws.
 - e. The Treasurer shall present the Annual Budget of the Society to the Governing Council.
 - f. The Treasure shall supplement the functioning of the Secretary as and when required.



The Elected Members of the Governing Council

1. Elected members of the Governing Council shall hold office for a term of not more than three years in one term.
2. A Governing Council Member may be re-elected for a maximum of 1 more term.
3. The term of office of the elected members shall be arranged by the Governing Council so that at least two elected members shall retire each year.
4. The total number of Governing Council Members will be 6, and 2 will be replaced by election every year after completing a term of 3 years.
5. The new officers and the members of the Governing Council shall normally assume office at the end of the Annual Conference. However, if Annual Conference is held before the election or if the Annual Conference is not held, they shall assume office within a week of the declaration of the results of the election.

Article X:

The Elections

The Secretary-General shall send to each member a list of the vacancies in the Governing Council. The Council will appoint the President-Elect as the Returning Officer, who will then coordinate the election process through the ISG Secretariat. The details of the Election Process will be as mentioned in the SOP for Elections in the ISG. **(Annexure 2)**

Article XI:

The Governing Council

1. The Governing Council shall meet at such time as may be necessary for the transaction of business of the Society. At least 4 meetings shall be conducted every year. One such meeting will be called at the time of the annual conference before the Annual General Body Meeting.
2. One of the 4 meetings will include the Presidents/Secretaries of the State Chapters.
3. A meeting of the Governing Council may be convened by the Secretary-General with the consent of the President.
4. The Secretary-General shall convene a special meeting of the Governing Council upon receiving a request in writing signed by not less than six members thereof. At least three weeks previous notice shall be given to the members of the Governing Council for any meeting of the Governing Council unless all the members otherwise agree.
5. Non-attendance of a member at 3 consecutive meetings of the Governing Council, without permission, shall constitute a vacancy, but the Council shall have powers to reinstate the individual after obtaining a proper explanation for his or her absence.
6. A resolution may be passed by circulation among the members of the Governing Council and if a majority expresses their opinion in favor of it, a resolution so passed shall be as valid as if it were passed at a duly held Governing Council meeting.



7. Quorum for the Governing Council meeting: Six members of the Governing Council shall constitute a quorum. If there is no quorum within 15 minutes of the time when a meeting is called, the meeting shall stand adjourned to half an hour later in the same place. At such adjourned meeting any five members present shall be a quorum and may transact the business for which the meeting was called. If there is still no quorum the meeting shall stand adjourned to any other time and place as fixed by the President; the quorum for such a meeting shall be five.
8. **Chairman:** In the absence of the President and the President-Elect, the members of the Governing Council may elect one among themselves as Chairman pro-tem

Article XII:

The General Body Meeting of the Society

1. A General Body meeting of the Society shall be held at least once a year. Notice of the time and place of such a meeting shall be given in writing by the Secretary-General to every member of the Society at least one month in advance. Every motion submitted to the meeting shall be decided by voting.
2. **Chairman:** The President will be the Chairman of the meeting. In the absence of the President and President-Elect, the members of the General Body shall elect from among the members of the Governing Council a Chairman pro-tem.
3. The Agenda shall be circulated to all the members at least two weeks before the meeting
4. **Quorum:** Subject to the law for the time in force, the members in General Meeting shall have the power to add to, vary, or repeal any of the provisions contained in these Rules, provided that such addition, variation, or repeal is effected by means of a resolution of which due notice shall have been given and which shall be assented to by the vote of at least three – fourths of the number of members present at the meeting.
5. **Adjournment:** If within half an hour from the time appointed for the Annual General Body Meeting there is no quorum the meeting shall stand adjourned to half an hour later at the same place and such adjourned meeting shall transact the business for which the meeting was called. No quorum is necessary for such an adjourned meeting.
6. The Agenda for the General Body Meeting must be prepared by the Secretary-General in consultation with the President well in advance. (**Annexure 3**)



Article XIII:

Chapters of the Society

1. For better functioning of the Society at a regional level various sub-divisions shall be formed as deemed convenient by the Governing Council. Such divisions may be called Chapters (“Specify Region”).
2. The functioning of the chapter will be as per Annexure (4)
3. Members transferring their residence shall automatically become members of the regional chapters of their new place of residence.

Article XIV:

The Annual Conference

A conference of the Society (The Annual Conference) shall usually be organized at least once each year. The Conference will be awarded to a local Chapter (LOC) based on the presentations made at the Annual General Body Meeting 2 years before the proposed Conference. (Annexures 5)

Article XV:

The Auditor

The Governing Council shall appoint and fix the fee of the Auditor who shall be a Chartered Accountant

Article XVI:

Nomination of delegates for international and national conferences

Official delegates to the World Congress and the Asian Pacific Congress of Gastroenterology or for other international conferences will be recommended by the Society on the basis of the following criteria.

1. A member should have three years of standing in the Society.
2. He should have attended three conferences and published at least three papers during the preceding 5 years.
3. The paper for presentation should be accepted by the Organizing Committee of the conference.
4. The final selection amongst candidates fulfilling the conditions is left to the Governing Council.



BYELAWS

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BYE LAW 1

The financial year of the Society shall be from 1st April to 31st March. The functional year, however, will be from Annual Conference to Annual Conference.

BYE LAW 2:

Admission to the Society

2 A. Admission to Membership- Life/Associate

Application for admission to membership of the Society as any Member shall ordinarily be made in writing on the prescribed form and shall be accompanied by payment of the entrance fee as fixed by the Governing Council, and the amount of subscription due for the type of membership. Every application must be recommended by, and bear the signature of two members of the Society. Such application shall be considered by the Governing Council who may accept or reject or deal otherwise with the same. The decision of the Governing Council shall be final. The Governing Council shall not be bound to give reasons for its decisions. Membership in the Society shall commence from the date of acceptance by the Governing Council.

2 B. Admissions to Honorary Membership

Proposals for nomination to honorary membership of the Society may be made by any two members of the Governing council. Such proposals should be submitted in writing with the signatures of the proposers, to the Secretary, at least six weeks before the annual meeting of the Governing Council. The same will be included in the agenda of the Governing Council Meeting. A two-thirds vote of those present and voting at the Governing Council meeting shall be required to elect such a member.

2 C. Membership Fees

All ordinary, associate members shall pay an annual membership fee of such an amount as is determined from time to time by the Governing Council and approved by the General Body. Until otherwise changed by the Governing Council and approved by the General Body Meeting the life membership fees payable shall be as follows:

- Life Member : Rs.15, 000 + applicable taxes
- Honorary Member : NIL
- International Member : USD 500 + applicable taxes
- International Member : USD 250 + applicable taxes

(Resource-Constrained Countries)

These rates are subject to periodic revision by the Governing Council

“Resource-constrained countries” are defined in the present context, although they may be changed/ updated later on in consultation with GC.



BYE LAW 3:

Cessation and Termination of Membership to the Society

1. Such a step may be taken by the Governing Council in response to an illegal/immoral act on the part of the Member.
2. Any Member who acts against the interests of the Society is liable to be prosecuted.
3. However, this act of suspension may be temporary/ permanent, as decided by the Governing Council
4. Any Member may give up Membership to the Society by informing the President or the Secretary-General of the Society by mail.

BYE LAW 4:

Privileges of Membership

1. All life members shall be entitled to participate in all activities of the Society including the right to vote subject to the bye-laws.
2. Honorary, International Members, and Associate Members will have all the privileges of an ordinary member but will not have the right to vote or nominate or serve on the Governing Council or stand for any election.

BYE LAW 5:

Register of Members

A register of the members shall be kept by the Secretary in which membership in the various categories will be recorded setting down the names and addresses of the members. For the purpose of the Society, the address mentioned in the register will be considered the valid one. Any change in address must be intimated to the Secretary and confirmation must be received from the Secretary that the necessary change in the register has been effected.



Annexure 1: Types of Membership in the Society

A. Life Members

- A person having a sustained interest in the field of MEDICAL gastroenterology and has a postgraduate degree in Medical Gastroenterology (DM/DNB/DrNB) recognized by the Medical Council of India/National Medical Council or National Board of Examination

(National Board Of Examinations In Medical Sciences - NBEMS) and is enrolled on a provincial or a State Medical Register of practitioners of Modern Scientific Medicine.

This will not change the status, rights, and privileges of the existing Life Members of the Society as of February 14th, 2022.

B. Honorary Life Member

1. Any person who is a renowned scientist or who has served in an outstanding manner the cause of medical science or medical education in any field of gastroenterology may be elected as an Honorary Life Member according to the procedure laid down in the by-laws.

C. International Member

- Any Non-Resident Indian or a Foreign National who has shown a sustained interest in the field of gastroenterology and has obtained in any branch of medical sciences, a postgraduate degree, or diploma in any field related to Gastroenterology / Hepatology / Endoscopy.
- Is engaged in teaching or research in biological science with a sustained interest in gastroenterology. A person who is engaged in teaching shall mean a person who is holding a confirmed teaching appointment in a recognized medical Institution or university department.

D. Associate Life Member

1. Shown a sustained interest in the field of gastroenterology Allied Specialties and has obtained in any branch of medical sciences, a postgraduate degree or diploma recognized by the Medical Council of India/ NMC/NBEMS and is enrolled on a provincial or a State Medical Register of practitioners of Modern Scientific Medicine.



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OR

Is engaged in teaching or research in biological science with a sustained interest in gastroenterology. A person who is engaged in teaching shall mean a person who is holding a confirmed teaching appointment in a recognized medical Institution or university department.

OR

Ph.D. or equivalent in Basic Sciences

E. Associate, Honorary, International Members will have all the privileges of an ordinary member but **will not have the right to vote or nominate or to serve on the Governing Council or stand for any election.**

Only Life members of the Society will have voting rights.



Annexure 2: The Elections

1. The Secretary-General shall send to each member a list of the vacancies in the Governing Council.
2. The Council will appoint the President-Elect as the Returning Officer, who will then coordinate the election process through the ISG Secretariat. The details of the Election Process will be as mentioned in this SOP for Elections in the ISG.
3. The Secretary General's Office will send nominations for the vacancies on the prescribed form. The nomination form must bear the signatures of the nominee signifying his approval and of the proposer and seconder who will be bonafide Life Members of the Society.
4. The deadlines for the Election process will be laid down by the Returning Officer
5. The President and the Immediate Past President will be consulted by the Returning Officer in case of any controversy.
6. The Electoral Process shall be conducted by an electronic voting/ballot paper process that will usually be completed 1 month before that year's Annual Conference
7. In case of the Elections being conducted through Ballot Papers process, the Returning Officer, assisted by the Secretariat, shall prepare ballot papers and send under certificate of posting one ballot paper to each member eligible to vote.
8. The Returning Officer shall conduct the elections in accordance with the SOP laid down.
9. Members shall send completed ballot papers or their online responses on or before the announced deadline. Papers/responses received after that date will not be valid.
10. The time window for voting shall be open for at least 3 weeks.
11. A President of the Society who has also finished his term as Past President in the Governing Council is no more eligible for election to the Governing Council for 5 years from the date of expiry of his Governing Council membership.
12. If for any reason, the elections are not held on the dates herein laid down, the President shall determine the respective dates to ensure that the elections are completed before the end of December of that year.
13. If the nominations received by the Secretary are less than the seats on the Governing Council the vacancies shall be filled by election at the time of the Annual General Body Meeting. The Secretary-General will circulate the list of such vacancies, invite fresh nominations duly proposed and seconded, and shall hold the election by ballot. The President is empowered to modify the mode of inviting the nomination, if necessary, but all the vacancies in the Governing Council will be filled by election by ballot and announced thereafter at the Annual General Body Meeting.
14. If the Annual General Body meeting is held before the election and if no valid nominations for a vacancy are received, the person holding that office shall continue to do so for a further year irrespective of any other provisions in these bye-laws.
15. If any election in the event of tie, the President shall have a casting vote in addition to the vote he has already exercised.



16. If any vacancy occurs in the Governing Council, otherwise than by of flux of time the Governing Council, notwithstanding anything contained in above clauses, shall or can elect a member to fill the vacancy for the remainder of the year. In case of a vacancy among the office
17. bearers, the Governing Council shall elect a person from among themselves to fill the post till the end of the year.
18. The counting of ballot papers/ online voting will be done at the pre-conference governing body meeting as the last item on the agenda. Candidates, who so desire, may be invited to be present for the counting.
19. The Secretary General or the Treasurer cannot contest for any post in the Governing Council in the last year of his/ her tenure.

Annexure 3:

Agenda for the General Body Meeting

The Agenda of the Annual General Body meeting must include the following and more as considered relevant.

1. To receive and adopt the Annual Report of the Governing Council as given by the Secretary on the working of the Society for the preceding year.
2. To receive and adopt the Balance sheet and Auditor's for the preceding year.
3. To approve the appointment of Auditor as recommended by the Governing Council.
4. To receive and adopt the budget for the coming year.
5. Declaration of the results of the election held. In case elections are incomplete the same may be completed as per rules and regulation.
6. To transact such other business as may be brought forward by the Governing Council or any other business that may be permitted by the Chairman of which seven days' notice has been given in writing.
7. To consider any other business brought forward by or with the consent of the Chairman.
8. Installation of the New Office Bearers.



Annexure 4: The Annual Conference

1. A conference of the Society shall usually be organized at least once each year.
2. The Conference will be awarded to a local Chapter (LOC) based on the presentations made at the Annual General Body Meeting 2 years before the proposed Conference.
3. A MoU will be signed by the local Organizing Chapter (represented by the Organizing Secretary cum Treasurer) and the Society (represented by the Secretary General of the Society).
4. The venue of the conference shall be decided and the organizing Secretary cum Treasurer of the conference appointed by the annual Governing Council Meeting.
5. The Secretary of the Society shall notify members the date and venue of the conference and call for papers for presentation at the conference. Such papers will be scrutinized by the Secretary, who with the concurrence of another member of the Governing Council, will have the power to reject any paper.
6. On the first day of the conference a joint session will be held. This will be called “Plenary Session’. Six papers will be presented during this session. Screening of the papers for the plenary session will be done by a committee appointed by the Governing Council which will necessarily include two past presidents. Even if the number of papers is less than six, the papers will be scrutinized and only those found suitable will be posted for the Plenary Session.
7. The papers that are not accepted for oral presentation will be adjusted in the “poster sessions” for which papers will also be accepted directly. Members whose papers are accepted and who default in presentation without at least 48 hours’ notice prior to the conference will be debarred from presenting any paper for one year
8. The Organizing Secretary shall be responsible for making all other arrangements for the conference, including financial arrangements, according to the procedure laid down from time to time by the Governing Council intimated to him by the Secretary of the Society. The Organizing Secretary shall submit an audited statement of accounts within 6 months of the end of the conference. The expenses of the conference shall not be met normally from the finance of the Society.
9. A percentage of the registration fee collected for the conference or any other amount as fixed from time to time by the Governing Council shall be paid to the Society. Any funds raised for the conference in excess of expenditure shall be made available to the local chapter of the Society for their use in furthering the aims of the Society.
10. The annual meetings of the Governing Council and of the General Body shall normally be conducted at the time and place of the Annual Conference. The local Organizing Secretary shall be invited as a non-voting member to all meetings of the Governing Council held in association with the conference. A copy of the final program of the Conference will be sent by the Secretary to the members about a month before the conference.



11. The Society will pay a partial subsidy to the postgraduate students who attend the conference. The following criteria will be applied in distributing the limited funds made available for the purpose.
 - The person must have his paper accepted and read at the conference.
 - The person must be registered for any postgraduate degree or diploma course.
 - The postgraduate students from the place where the conference is held will not be eligible for the travel grant

Annexure 5:

Guidelines for the State Chapter for bidding for

ISGCON and conduct of ISGCON

Section A

Bidding for the conference:

Only State chapters of ISG are eligible for bidding for holding ISGCON. The bidding should be done as follows:

1. Bidding is invited from State chapters of ISG, mostly two years in advance.
2. The bidding application should be sent to Secretary ISG at least three months in advance (from the first day of ISGCON).
3. The Bidding application should be on the letterhead of the State chapter of ISG and should be duly signed by the President and Secretary of the State Chapter of ISG. The letter should announce names of proposed Chairman, organizing Secretary and treasurer for holding the conference.
4. The consent of the proposed organizing chairman, and organizing Secretary should be obtained on a letter head.
5. The letter should mention that the State Chapter and the Organizing Committee will follow all the guidelines laid by the ISG.
6. After the finalization of the venue of the ISGCON in the General Body meeting of ISG, a Memorandum of understanding should be signed by both the Organizing Committee and the ISG officials, (during the same ISGCON) as described below.
7. The Conference will be awarded to the State Chapter and Local Organizing Committee only after Memorandum of Understanding has been signed by both parties.



Section B

Guidelines to be followed for Organization of ISGCON

1. A memorandum of understanding is to be signed between the local organizing committee and ISG
 - a. Signatories from ISG: President, Honorary Secretary & Treasurer (Any two of the three)
 - b. Signatories from local organizing committee (LOC): Chairman, Secretary and Treasurer (all three)
 - c. Bidders should meet all the terms and conditions laid down by central ISG.
 - d. MOU should be signed between organizers and ISG about the audit of conference accounts and distribution of profit funds
 - e. Financial implications:
 - The state chapter must submit the audited financial report within 6-9 months of ISGCON.
 - *Sharing of PROFIT:* of all the profit
 1. 60% to central ISG,
 2. 30% to Local ISG Chapter
 3. 10% to IJG.
 - f. Compliance to the above basic rule is essential. Non-compliance will lead to the banning of the local venue and local ISG chapter for the next 15 years. The general body will be informed about the non-compliance.
2. Local organizing committee should be formed and announced at least 12 months in advance.
3. ISG Governing Council Member will visit the city and venue of the ISGCON to confirm and coordinate the logistics of holding the conference.
4. Academic program: The academic program should be finalized at least 6 months prior to the day of the conference in coordination with the other participating societies (INASL, SGEI). Overlap of topics should be avoided.
5. Foreign Speakers are to be invited after consultation and confirmation from ISG Secretariat.



Guidelines for holding activities of ISGCON

1. Inauguration

- a. Dignitaries on the dais: President of ISG, President of INASL, President of SGEI, Honorary secretary of ISG, Chairman local organizing committee, Organizing Secretary of local organizing committee, Chief guest and Guest of Honor
- b. Chief Guest and Guest of Honor - Appropriate for the occasion, Invitation to film stars should be avoided. The governing council of ISG to be informed in advance
- c. Release of individual books/monographs – Permissible only for ISG members and on related topics only. Prior permission from ISG Governing council should be obtained (through ISG Secretary)

2. Dinner

- a. Culture program of about one hour, preferably by the local artists
- b. Banquet: Non-extravagant, venue for the dinner/banquet should not be too far the venue of the meeting
- c. Faculty lounge: Faculty lounge to be marked for tea and lunch. Internet connection should be available
- d. Stalls: No expensive gifts/bags/family games
- e. Poster area: Large enough, prominent location, close to halls, well illuminated, provision of e-posters

3. Halls:

- a. All halls should be close to each other
- b. Capacity should be adequate in all three halls
- c. Provision for timekeeping by staff/bells/lights
- d. Local staff to introduce sessions and invite the chairpersons
- e. Microphones for the audience – at least 3 stationary and a few mobile microphones
- f. LCD monitors for the chairpersons and moderators
- g. Water bottles in the hall/near the hall
- h. Good quality audio video

4. Meeting rooms for ISG, Taskforces & Group meetings with

- a. Provision of tea/snacks
- b. Provision of Internet connection and printer and preferably one to two persons for helping in the organization of activities

5. Reception

- a. Preferably at a prominent area
- b. Bags to be available for all the delegates
- c. Display of the poster for next ISGCON

6. Stalls for ISG/INASL/SGEI & IJG

- a. Should have adequate staff/volunteers

7. Barcoding /electronic control of access – for hall/lunch/dinner



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8. Dinner symposia: Local organizing committee can propose in consultation with the Secretary/President ISG
9. Breakfast sessions should finish at least 15 minutes before the start of program of ISG
10. Foreign faculty list to be ready 6 months in advance: for ISG, SGEI, INASL and CME
11. Sight-seeing tours should be avoided till 4 p.m. The participants may organize their trip by their own, the Organizing Committee and their conference organizer should not encourage or get involved.
12. Mementos should not be distributed at the dais.
13. Videography/photography: They should not disturb the view of audience and scientific activity.
14. Participation certificates: Should have signatures of President ISG, Secretary ISG, Chairman LOC, and Secretary LOC. Any deviation should be confirmed by the Governing Council of ISG (through Secretary ISG)



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GASTROENTEROLOGY**

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