

RULES AND REGULATIONS
OF
SOCIETY OF ONCOANAESTHESIA AND PERIOPERATIVE CARE (SOAPC)

1. Interpretation

In these Rules and Regulations, unless there is anything repugnant to the subject or context thereof, the following expressions shall have the following meanings as hereinafter defined, and masculine shall include the feminine and vice-versa, and singular shall include the plural and vice-versa:

- 1.1 “Society” or “Association” means ‘SOCIETY OF ONCOANAESTHESIA AND PERIOPERATIVE CARE (SOAPC)’, a Charitable Society registered on _____ under the Societies Registration Act, 1860 and the Maharashtra Public Trusts Act, 1950.
- 1.2 “General Body” means all the members of the Society.
- 1.3 “Managing Committee” means the **“Executive Committee”** ~~governing body~~ of the Society as constituted under these Rules and Regulations.
- 1.4 “Funds of the Society” means all the monies and properties, movable as well as immovable, that the Society may hereafter receive in the form of entrance fees, admission fees, annual subscription fees, life Membership fees and by donation, gift, bequest or otherwise howsoever, for the aims and objects of the society, and all accretions and additions thereto and all securities and properties, movable or immovable, in which the same may be invested, and the income thereof, and all properties of whatsoever nature into which the said monies and properties may be converted from time to time.

(Dr. Jyotsna Goswami)
President

(Dr. Sohan Lal Solanki)
Secretary

(Dr. Anjali Ashok Pingle)
Treasurer

2. Registered Office

The registered office of the Society shall be in Mumbai in the State of Maharashtra and at present its address shall be at:

~~Society of Oncoanaesthesia and Perioperative Care (SOAPC)
C/o. Thota Sudarshan Rajaiah,
8/17, Century Niwas Bhavan Chawl,
P. B. Marg, Near Doordarshan, Mumbai-400 030~~

**SOCIETY OF ONCOANAESTHESIA AND
PERIOPERATIVE CARE (SOAPC)**

C/o. Dr Sohan Lal Solanki

**Department of Anaesthesiology, Critical Care and
Pain, 2nd Floor, Main Building, Tata Memorial
Hospital, Dr E Borges Marg, Parel, Mumbai-400012**

3. Area of Jurisdiction of the Society

- 3.1 The area of jurisdiction of the Society shall be all over India.
- 3.2 No Society or Association or Institution or Firm or Council in any part of the Republic of India shall be entitled to be known as SOCIETY OF ONCOANAESTHESIA AND PERIOPERATIVE CARE (SOAPC) unless it is affiliated to this Society.

4. Financial Year

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

5. Organizational Structure

(Dr. Jyotsna Goswami)
President

(Dr. Sohan Lal Solanki)
Secretary

(Dr. Anjali Ashok Pingle)
Treasurer

The Association shall comprise of a General Body consisting of all the members of the Association and a Managing Committee constituted as per Clause 13 of these Rules and Regulations

6. Membership

6.1 Eligibility for Membership

A person shall be eligible to be appointed as a Member only if:

- (i) he has attained the age of 21 years Indian citizen; and
- (ii) he holds qualification according to criterion of membership ~~he aspiring to be a member of the Society~~ as described in Clause 7 of Rules and Regulations of the Society; and

6.2 Any such person wishing to become a member of the Society must apply in the prescribed form to the Managing Committee.

6.3 Every prospective member must submit a written undertaking to abide by and be bound by the Rules and Regulations of the Society now or to be hereinafter in force; and each member of the Association shall during the period of Membership, be deemed to have accepted and be bound by the rules and regulations of the Society.

6.4 The Managing Committee has the right to reject any application for Membership without giving any reason for such rejection.

6.5 On the application for Membership being approved by the Managing Committee, the applicant shall upon payment of the prescribed admission fee and Membership fees be enrolled as a member of the Society.

7. Types of Members

There shall be different types of members as hereunder mentioned and the Managing Committee shall have the right to determine other types of members and the eligibility for such types of members.

7.1 Founder Members

Members who qualified for ordinary membership as described in Clause 7.2 of the Rules and Regulations but joined before 31/12/2018.

7.2 **Regular Life Member**

Medical Doctor with MD (Anaesthesiology) or DNB (Anaesthesiology) qualification recognized by the MCI who is practicing Anaesthesiologist and interested/ engaged in Onco-Anaesthesia and Perioperative care shall be eligible for Regular Life membership. They shall have the voting right at Society's election and shall be eligible to hold any office in the society and to propose, second or contest to any office. All existing regular/~~ordinary~~ members will continue to exist in the same membership category. Only founder and regular life member who becomes the member by 31st December of previous year will be eligible to vote for any election of the office bearers.

7.3 **Overseas Life Member:**

Foreign Medical Doctors not affiliated to National Medical Commission and having specialty in Anaesthesiology qualification who is practicing as Anaesthesiologist and interested/ engaged in Onco-Anaesthesia and Perioperative care outside India, shall be eligible for Overseas Life membership. Such Overseas Life Member shall neither be entitled to vote at the meetings of the members nor shall he be entitled to be elected on the Managing Committee.; as well as no rights to propose, second or hold any office in the society. Overseas Life Membership shall not be converted to Regular Life Membership.

~~7.3~~7.4 **Associate Life Member**

(Dr. Jyotsna Goswami)
President

(Dr. Sohan Lal Solanki)
Secretary

(Dr. Anjali Ashok Pingle)
Treasurer

~~An allopathic doctors or persons with nursing or technical background with an active interest in OncoAnaesthesia and Perioperative care but not fulfilling the criteria for Associate membership. Such Associate Member shall neither be entitled to vote at the meetings of the members nor shall he be entitled to be elected on the Managing Committee.; as well as no rights to propose, second or hold any office in the society.~~

An Associate Life Member is a MD or DNB Anaesthesia Students, who is joining the SOAPC prior to completion of MD/DNB in Anaesthesia. Such Associate Life Member shall neither be entitled to vote at the meetings of the members nor shall he be entitled to be elected on the Managing Committee; as well as no rights to propose, second or hold any office in the society. An Associate Life Member will need to change his/her membership from Associate to Regular Life Member after he/she receives the MD/DNB Anaesthesia degree certificate by sending an application form to SOAPC Central along with proof of MD/DNB degree. There will not be any fees for converting these Associate Life Membership to Regular Life Member after getting the required qualification.

Medical Doctor with Diploma in Anaesthesiology (DA) or any other basic anaesthesia course of less than 3 years shall be allowed to become the Associate Life Member only and their membership shall not be converted to Regular Life Membership unless he/she receives the degree of MD or DNB in Anaesthesiology.

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Secretary

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Treasurer

7.5 Affiliate Life Member:

An Affiliate Life Member is any medical doctor other than anaesthesiologist, oncology nursing, physiotherapist, nutritional and any other allied health worker involved in the management of cancer patients. Such Affiliate Life Member shall neither be entitled to vote at the meetings of the members nor shall he be entitled to be elected on the Managing Committee.; as well as no rights to propose, second or hold any office in the society. Affiliate Life Membership shall not be converted to Regular Life Membership.

7.4 7.6 Honorary Member

Eminent scientists or other very qualified people associated with the development of OncoAnaesthesia and Perioperative care and its application shall be invited to be honorary members of the society. But their entry has to be discussed and approved by the Managing Committee and Annual general Body meeting of the society; before being enrolled. shall neither be entitled to vote at the meetings of the members nor shall he be entitled to be elected on the Managing Committee.; as well as no rights to propose, second or hold any office in the society.

8. Fees

~~8.1 Every Founder, Regular Life, Honorary Member applying for membership shall accompany one-time enrollment fee of Rs. 7,000/- (Rupees Seven thousand only) with his application.~~

Every Founder, Regular Life, Associate Life, Honorary Member applying for membership shall accompany one-time enrollment fee of Rs. 7,000/- (Rupees Seven thousand only) with his application.

The Overseas Life Membership from SAARC country shall accompany Indian Rupees equivalent to USD 150 and from outside

SAARC countries shall accompany Indian Rupees equivalent to USD 200 as one-time enrollment fees. Money from overseas life members will be received in Indian Rupees only.

~~8.2 Every Associate Life Member applying for membership shall accompany one-time enrollment fee of Rs. 3,500/- (Rupees Three thousand five hundred only) with his application.~~

Every Affiliate Life Member applying for membership shall accompany one-time enrollment fee of Rs. 5000/- (Rupees Five thousand only) with his application.

~~8.3 Such enrollment fees shall be enhanced by 10% annually from the year 2019-20 onwards.~~ Such enrollment fees shall be enhanced by 10% every 3 years from the year 2025-26 onwards. The amount will be rounded off to the nearest hundred.

8.4 Such enrollment fee or any other fees prescribed by the Managing Committee from time to time may be levied or increased at the discretion of the Managing Committee from time to time.

9. Cessation of Membership

A member shall cease to be a member, interalia:

- (i) by his resignation, notice of which shall be given in writing to the Managing Committee; or
- (ii) upon non-payment of his dues within 6 months from the date on which the payments become due; or
- (iii) upon his expulsion by the Managing Committee under Clause 11 of these Rules and Regulations; or
- (iv) upon his being adjudged bankrupt by a court of law; or
- (v) upon his being declared insolvent by a court of law; or
- (vi) on his being proved guilty by a court of law of any offence involving moral turpitude; or

(vii) on his being proved of unsound mind; or

(viii) upon death of the individual Member or in case of a limited company or registered society, upon it ceasing to exist, or being dissolved or wound-up.

10. Register of Members

The Association shall maintain a register of its members, which shall be open for inspection by any member by giving such prior intimation as, may from time to time be prescribed by the Managing Committee in this behalf.

11. Expulsion from Membership

A member shall be expelled or placed under suspension by the Managing Committee if in the opinion of the Managing Committee such member is not acting in the best interests of the Association by a resolution of not less than 3/4th of the Managing Committee presents and voting passed in a meeting of the Managing Committee specially convened for this purpose. Before adopting such a resolution for expulsion or suspension of Membership, the Managing Committee shall give a notice of not less than 7 days to such member explaining the reason for his expulsion or suspension and afford such member an opportunity of offering an explanation either in person or in writing.

12. Forfeiture of Claim

A member, who ceases to be a member of the Association as per Clause 9 mentioned hereinabove, shall forfeit all claims to the Admission Fees, Annual Subscriptions any other Fees paid to the Association and shall forfeit all rights and privileges arising out of Membership.

13. Managing Committee

(Dr. Jyotsna Goswami)
President

(Dr. Sohan Lal Solanki)
Secretary

(Dr. Anjali Ashok Pingle)
Treasurer

~~13.1 For the furtherance of the aims and objects of the Society and to administer and manage its affairs and its funds and assets, a Managing Committee shall be elected every 2 years. The Managing Committee shall comprise of a minimum of 7 members and a maximum of 21 members. The Managing Committee shall from amongst themselves elect office bearers which shall include the President, Secretary and Treasurer.~~

13.1 For the furtherance of the aims and objectives of the Society and to administer and manage its affairs and its funds and assets, a Managing Committee shall be called the executive committee and shall have election of vacant posts every year. From 2025, the executive committee shall comprise of maximum 21 members. The executive committee shall include the President, Vice-President, President-Elect, Honorary Secretary, Treasurer, Immediate Past President, Immediate Past Secretary, Immediate past Treasurer, Editor-in-Chief of Journal of Society, Immediate Past Editor-in-Chief of Journal of Society, Four (4) Zonal Members (1 each from North, South, East and West Zones) and 7 Executive Committee Members.

The management of the society shall be vested with the Executive Committee consisting of:

No	Post	Number of Position	Duration in Years
1	President	1	1 2 (Amended in GBM 2025)
2	President Elect	1	1

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Secretary

(Dr. Anjali Ashok Pingle)
Treasurer

			2 (Amended in AGBM 2025)
3	Vice President	1	4 2 (Amended in AGBM 2025)
4	Hon. Secretary (Also serves as Controller of Examinations, Academic Council, SOAPC)	1	3
5	Treasurer	1	3
6	Executive Committee Members	7	3
7	Zonal Members (North, South, West, East) 1 from each zone	4	3
8	Immediate past president (Serves as Chairman, Academic Council, SOAPC)	1	4 2 (Amended in AGBM 2025)
9	Immediate past Hon Secretary	1	1
10	Immediate past Treasurer	1	1
11	Editor-in-Chief of Journal of Onco-Anesthesiology and Perioperative Medicine (JOAPM)	1	3
12	Immediate past Editor-in-Chief of Journal of Onco-Anesthesiology and Perioperative Medicine (JOAPM)	1	1

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President

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Treasurer

The executive committee members should be taken from all 4 zones of India. There should be equal representation of all zones.

The zones should be considered as follows.

- A. **North Zone:** Jammu & Kashmir, Ladakh, Himachal Pradesh, Haryana, Punjab, Delhi (NCR), Uttarakhand, Uttar Pradesh
- B. **South Zone:** Andhra Pradesh, Telangana, Tamilnadu, Pondicherry, Karnataka, Kerala, Andaman & Nicobar, Lakshadweep
- C. **East Zone:** West Bengal, Odisha, Jharkhand, Chhattisgarh, Bihar, Assam, Arunachal Pradesh, Sikkim, Manipur, Meghalaya, Mizoram, Nagaland, Tripura.
- D. **West Zone:** Rajasthan, Gujarat, Daman & Diu, Dadra Nagar Haveli, Maharashtra, Goa, Madhya Pradesh.

13.2 A member of the Managing Committee shall cease to be such i) on his retiring at the expiration of his term; ii) by his resignation, notice of which shall be given in writing to the President; or ii) upon his being absent from three consecutive meetings of the Managing Committee without tendering any reasonable excuse.

13.3: The Past president who are not part of the executive committee shall be appointed as the advisors to the SOAPC for a maximum 3 years after each post. These advisors shall not have any voting rights for the decision of the committee. One or both of these advisors can be invited during the executive committee meetings if required.

14. Duties and functions of office bearers

14.1 **President**

~~———— The President shall be the governing officer of the Society and he shall represent the Society in dealings with public. He shall supervise the affairs of the Society and its activities;~~

~~and guide and advise the Managing Committee in carrying out their duties and responsibilities. He shall safeguard and further the interests of the Society and bring all important matters concerning the enhancement of the aims and objects of the Society to the notice of the Managing Committee and members. He shall also perform all functions and discharge all duties incidental to the office of the President.~~

~~14.2 Secretary~~

~~— The Secretary shall be the executive officer of the Society. He shall administer and manage the affairs of the Society and otherwise shall take part in the day to day administration and management of the Society. He shall cause to be kept the minutes of the meetings of the General Body and Managing Committee and ensure that all notices of meetings are duly given; he shall carry on all correspondence in the name of and on behalf of the Society; he shall be custodian of the Association's records; and shall perform all duties incidental to the office of the Secretary. He shall perform such other functions and duties as from time to time may be assigned to him by the President or the Managing Committee.~~

~~14.3 Treasurer~~

~~— The Treasurer shall be the finance and accounts officer of the Society. He shall have custody of all funds and securities of the Society, and be responsible therefore, and for the receipt and disbursement thereof. He shall be responsible for the maintenance of proper books of account; shall cause to have the annual financial statements and the annual budget prepared for the consideration of the members. He shall perform all the duties incidental to the office of the Treasurer; and shall~~

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~~perform such other functions and duties as from time to time may be assigned to him by the President or the Managing Committee.~~

14.1 President:

The president shall preside over all the meetings of the Executive Committee, general body, annual conference and any other committee meeting of which he may be a member. The President shall guide the activities of the Society and further the aims and objectives of the Society. The President may allocate all or any of the powers and duties under this or any other clause of these rules to the Hon. Secretary. He/She shall attempt in all possible ways to contribute to the welfare of the people through the medical specialty of Onco-Anaesthesiology furthering the aims of the association to the full extent and perform such other services of leadership as are customarily. He/She shall regulate the proceedings of the meetings and conference, interpret the rules and by-laws, decide doubtful points and put resolutions to vote. Ruling of the president shall be final.

14.2 Vice President:

In absence of the president, vice president shall officiate for him/her. He/she shall assist the president in the performance of his duties. The vice president tenure is for 1 year. He shall not be eligible to contest for any post except the President.

14.3 President-Elect:

He / She will act according to the duties assigned by the President and help the President actively to further the aims and objectives of the Society. He/she shall be the Co-Scientific Chairperson, as part of

scientific committee of the national conference of the society to help and oversee the scientific program.

14.4 Hon. Secretary:

Subject to the control and regulations of the general body, the Hon. Secretary shall be responsible for carrying out the directions and decisions of the Executive Committee and general body. He/She is the chief executive officer of the association. He/She shall convene the meeting of the Executive Committee and general body whenever necessary or called upon to do so. He/She shall have administrative control over all the affairs of the association. He/She has charge of the office and correspondence of or in relation to the association. He/She shall keep minutes of all meetings. He/She shall prepare the annual report of the association. All notices, communications, letters, memoranda and other papers, whether they are acts of the Executive Committee or general body or of any officer of the association, shall be signed and authenticated by Hon. Secretary. He/She will be the in-charge of all assets of the association. He/She shall collect all the dues of the association and deposit all such amounts into the banking account. He/She shall make payments and maintain vouchers and take sanction of the Executive Committee for payments exceeding Rs. 10,000/-. He/She shall perform all such duties as are incidental to his office. The Hon Secretary can appoint one assistant for office work and they can pay a monthly salary not exceeding Rs. 10,000/- to the assistant.

14.5 Treasurer:

He/She shall maintain true accounts of the funds and other assets connected with or in any way controlled by the association. The property, movable or immovable belonging to the association shall vest with the Executive Committee. No sale or mortgage, lease or

other transfer of immovable property belonging to the association shall be valid unless signed by the president and Hon. Secretary after approval by the Executive Committee and approved in annual general body. All money of the association shall be deposited/invested in scheduled bank/s, in government and other negotiable securities or in any other mode permitted under the act or in accordance with the orders of the government from time to time. The accounts and other investments in the name of the association shall be operated by the Treasurer. Accounts of the association shall be audited every year by one or more registered chartered accountants appointed for the ensuing year by the general body at the annual general body meeting each year. The audited accounts shall be placed before the general body for adoption. The auditor or auditors will be paid such remuneration as the general body may fix at the annual general body meeting.

14.6 Immediate Past President:

The past president will act as election commissioner for all the elections of the office bearers. He/She will also be appointed automatically as the “Chairman” of the Academic Council of the SOAPC.

14.7 Immediate Past Secretary:

The past secretary shall assist the current Hon. Secretary by providing guidance, training, and sharing his/her experience in the best interest of SOAPC and Academic Council of the SOAPC. He/She shall ensure a smooth transition by handing over necessary documents and records, offering advice on compliance and regulatory matters, and assisting with meeting preparations and minute verification. Additionally, He/She shall support event coordination, and financial oversight, to provide context and continuity.

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Treasurer

14.8 Zonal Members and Executive Committee Members

To promote the agenda of SOAPC in their area / region / state/ zone and take part in various decision making of the EC.

15. Elections of Office Bearers:

15.1 Eligibility

15.1.1 For the post of President-Elect, Vice-President, Hon. Secretary, and Treasurer the candidate should have been elected as executive committee member and must have completed one term (3 years) in the executive committee.

15.1.2 For Executive Committee member and Zonal member, a regular life membership of the SOAPC for at least 3 years is mandatory. The eligibility year of membership will be counted from the last date of nomination.

15.1.3 To contest election for any post on the National Executive Committee the candidate must have attended at least 1(One) out of the last 3 (three) Annual General Body Meetings and signed in the register of the annual general body meeting. If the post is vacant, the same can be opened in the GBM and election can be done during GBM.

15.1.4 The Vice president can be elected for a maximum of 2 tenures. President, Secretary, Treasurer are eligible for only one term. A member can be elected as Executive Committee Member or Zonal Members for maximum 2 terms (Maximum 2 terms as Executive Committee Member or Zonal Member or combined).

15.1.5 The President shall become Immediate Past President and the President-Elect shall become President automatically after the expiry of their tenure at the End of their term during the concerned Annual General Body Meeting.

15.1.6 The Hon Secretary shall become Immediate Past Secretary automatically after the expiry of their tenure at the End of their term during the concerned Annual General Body Meeting.

15.1.7 Candidates elected for the post of vice president cannot contest for any post other than that of President-Elect. The candidates elected for post of Hon. Secretary and Treasurer cannot contest for any post other than Vice-President and President-Elect and Editor in Chief.

15.1.8 The outgoing President cannot stand for any other post after his tenure, except for the post of Editor-in-Chief of the JOAPM.

15.1.9 By the 31st May, the Hon. Secretary shall INFORM each member a list of vacancies in the National Executive Committee, and invite nominations for these vacancies through e-mail and it will be put on the 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 Hon. Secretary not later than June 30th. For every post, the nomination paper must be accompanied by a sum of Rs.10000/- (Rupees ten thousand only) from a candidate, in the form of electronic transfer or demand draft payable at Mumbai. A short bio-data not exceeding 200 words, may accompany the nomination if desired or it can also be sent as soft copy.

15.1.10 The Immediate past president shall assume the responsibility as chairperson of the election committee along with three non-contesting office bearers from the Executive Committee as members of the election commission to conduct the entire proceedings of the election. The Election Commission 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 Executive Committee for its approval then the Chief election officer will declare the results. The results shall then be announced in the forthcoming Annual General Body Meeting. After this the new members of the executive committee will assume office.

15.1.11 After announcement of elections - the proceedings will be taken over by the election commissioner. All nominations will be received by the election commissioner. The Election commission 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 Election commissioner in writing or from the official e- mail address (i.e. registered with SOAPC) on or before the 15th July. However, the nomination fees paid by the candidate shall not be refunded on withdrawal of the nomination.

15.1.12 If any office bearer wants to stand for any post while he is holding any concurrent post, he should resign from the current post before taking charge of the new office post. The vacated post will be filled up in the same GBM for remaining tenure by the eligible members who are not on current EC.

15.1.13 The candidate's biodata will be available online for all voters. Canvassing by the candidate is allowed. The incumbent organizing chairman and organizing secretary of the SOAPCCON will not be eligible to contest in the election until accounts of the conference are presented to the Executive Committee. After the election is over, the election register shall be signed by the chief election officer and other election officers if nominated by the Chief election officer. Register should also be signed by the current president and secretary. Any correction, deletion or overwriting done in the election register should be countersigned by the chief election officer. The chief election officer

will announce the result in the GBM and allow newly elected office bearers to be installed into office.

15.1.14 In case of resignation of any executive committee member, the same post can be opened in the next AGBM. In case the president resigns, the vice president will take over immediately and in case the secretary or treasurer resigns individually, the other person shall take the combined responsibility of secretary and treasurer, if the secretary and treasurer both resign, the president can appoint anyone from the current EC as interim secretary or treasurer till the next election is held.

15.1.15 For the city branch, in case the chairman resigns, the national president will take over immediately and in case the secretary or treasurer of the city branch resigns the chairman of the city branch can appoint anyone from the current EC as interim secretary or treasurer till the next election is held.

15.1.16 In the event of a sudden cancellation of conference or failure to hold general body meeting, the current Executive Committee will continue to hold office till succeeding conference/general body meeting.

15.1.17 In case of any Election Disputes, 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.

15. 16 Meetings of the Managing Committee

15.16.1 Regular meetings

~~The President or the Secretary with the permission of the President may convene at least three meetings of the Managing Committee (executive committee) every year. If necessary, such meetings may be held by electronic means through telephone conference or video conference.~~

The President or the Secretary with the permission of the President may convene maximum two in-person meetings of the Managing Committee every year. Out of these at least one meeting shall be during the annual national conference of the society (SOAPCCON).

15.216.2 Emergency meeting

The President or the Secretary with the permission of the President may convene an emergency meeting of the Managing Committee.

16.3 E-executive meeting:

A meeting of all the members of the executive committee on an online platform as and when deemed necessary is encouraged. A group of all executive members will be formed on the internet after every Annual general body meeting. The secretary will make it assured that every executive member is getting the mail in the group.

No person will put any agenda directly to all the members. He will refer it to the president. If the president feels that any agenda

requires urgent discussion, he/she will put it before the executive committee through group email or WhatsApp addresses.

~~15.3~~ **16.4 Notice**

At least three days' notice of a regular meeting of the Managing Committee stating the date, place and time, accompanied by the agenda shall be given to every member of the Managing Committee. In the case of an emergency meeting, notice shall be given as deemed fit or proper in the circumstances at the absolute discretion of the President.

~~15.4~~ **16.5 Quorum**

One-third of the members of the Managing Committee, calculated to the next whole number, being not less than two shall constitute a quorum for the transaction of business at any meeting of the Managing Committee. If at the scheduled time of a meeting there is no quorum, then the meeting shall be adjourned for half an hour for want of quorum and thereafter, the meeting shall be ~~conveyed~~ **convened** and if there is no quorum then the meeting shall be adjourned to another time. Such an adjourned meeting can be conducted on the same day after an adjourned period of 30 minutes, whether there is a quorum or not. The decision taken in such a meeting shall be binding.

~~15.5~~ **16.6 President**

~~The President shall chair all meetings of the Managing Committee. In his absence, the members of the Managing Committee present at the meeting shall elect a chairman for the meeting from amongst themselves.~~

The President of the Association shall chair all meetings of the Managing Committee (Executive Committee). In his absence,

the Vice-President of the society shall chair the meeting. In the absence of the President and Vice-President, the President-Elect shall chair the meeting.

~~15.6~~ **16.7 Voting**

It is desirable that all questions at a meeting shall be decided by the unanimous consent of the members. Only when there is a difference of opinion, the particular issue shall be decided by a majority of the members of the Managing Committee present and voting. In case of a tie, the chairman of the meeting shall have a casting vote.

16.17 Powers and Duties of the Managing Committee

In furtherance of the aims and objects of the Association, the Managing Committee shall have and may exercise at any time or times at their discretion the following powers and perform the following duties:

- ~~16.1~~ 17.1 To collect contributions in any form from the members of the Society.
- ~~16.2~~ 17.2 To raise funds and to receive voluntary donation either in cash or kind by way of grant, bequest, legacy, gift or otherwise howsoever. All such donations shall be treated as part of the Funds of the Society and shall be applied according to these Rules and Regulations. The Managing Committee shall at all times be at liberty to refuse to accept any donation, without being bound to give any reason for such refusal.
- ~~16.3~~ 17.3 To consider matters of Membership of the General Body especially acceptance of new members or termination of existing members and resolve resignation matters.

- ~~16.4~~ 17.4 To appoint committees or sub-committees to assist the Managing Committee in the discharge of their functions and duties. The members of such committees or sub-committees (who may or may not be members of the Society or the Managing Committee) shall hold office at the discretion of the Managing Committee and shall exercise such powers as may be delegated to them from time to time.
- ~~16.5~~ 17.5 To print, publish and exhibit any books, journals, pamphlets, magazines and periodicals which may be considered desirable.
- ~~16.6~~ 17.6 To employ and pay any agent (including any bank), to transact any business or to do any act whatsoever in relation to the Society, including the receipt and payment of monies and to pay all charges and expenses incurred thereby.
- ~~16.7~~ 17.7 To engage or employ, whether on part-time, full-time, or any other basis, any person or persons as agents, advisers, managers, clerks or other employees whatsoever and to pay out of the Funds of the Society any fees, remuneration, salaries, pensions, gratuities or other expenses or outgoings whatsoever payable in connection with it.
- ~~16.8~~ 17.8 To engage legal advisers, accountants and other professionals in matters connected with the Society and to pay out of the Funds of the Society charges and remuneration to any person or persons so engaged.
- ~~16.9~~ 17.9 To enter into any agreements or covenants with the owners of any property or with persons interested in any of the properties of the Society.
- ~~16.10~~ 17.10 To pull down, renovate, repair, rebuild, alter, adapt, improve, add to, develop, manage, or otherwise deal with immovable properties of the Society.

- ~~16.11~~ 17.11 To permit any immovable property to be held and used for the Society and also to allow the same or any part thereof to be occupied by any employees or other persons connected with the work of the Society free from payment of rent, license fee or compensation or on such other terms as the Managing Committee may deem fit and proper.
- ~~16.12~~ 17.12 To deposit any documents held by the Managing Committee relating to any property or otherwise belonging to the Society with any bank or any other agency and to pay any sum payable in respect of such deposits.
- ~~16.13~~ 17.13 To pay all outgoings from the Funds of the Society in respect of the immovable properties of the Society.
- ~~16.14~~ 17.14 To pay out of the Funds of the Society, all costs, charges and expenses of and incidental to the collection of dividends, rents, profits and other income from the investments of the Society.
- 16.15 17.15 To set aside out of the Funds of the Society, after paying all rents, rates, taxes and other outgoings and expenses, such sums of money as the Managing Committee considers proper to meet the expenses of repairs or by way of depreciation or sinking fund and to utilize the same and the income thereof for repairs or for building or reinstating immovable properties or erecting new buildings and in the meantime to invest the same in accordance with applicable law.
- ~~16.16~~ 17.16 To accumulate and invest in compliance with applicable law, the income of the Society or any part thereof, which shall not be applied in any year on the aims and objects of the Society, and to apply the whole or any part or parts of such accumulation, at any time towards the aims and objects of the Society.

- ~~16.17~~ 17.17 To invest and reinvest the principal and income of any funds of the Society in any property, movable and immovable and to change such investments from time to time and to allow such property or investments subject to the provisions of these Rules and Regulations to remain unsold or in the actual state of investment for so long as is deemed appropriate and to sell, call in or convert into money, such property or investments or any part or parts thereof; such investments, reinvestments and conversion thereof as mentioned above may be made in the name of any three or more members of the Managing Committee or be made payable to or transferable by any three or more members of the Managing Committee as the Managing Committee may from time to time decide.
- ~~16.18~~ 17.18 To defray out of the capital or income of the Society the expenses of administration and management of the Society.
- ~~16.19~~ 17.19 To determine whether any money or property shall be considered as capital or income and whether out of income or capital any expenses outgoings or losses shall or ought to be paid or borne.
- ~~16.20~~ 17.20 To enter into any contract, deal or understanding with any institution or association.
- ~~16.21~~ 17.21 To guarantee the performance of any contract or obligation and the payment of money to any person or company, and generally to give guarantee and indemnity.
- ~~16.22~~ 17.22 To sign, execute and deliver agreements, deeds and other documents as may be necessary or required.
- ~~16.23~~ 17.23 To demand, sue for, enforce payment of and receive all monies, claims, rents, income and other rights and properties payable by any person or body of persons or company, firm or authority to the Society under or by virtue of any law or contract and as a result of any breach, to institute and pursue legal

proceedings and enforce any judgment or order for realization of the same.

~~16.24~~ 17.24 To settle all accounts and to compromise, compound, abandon or refer to arbitration any action, proceeding or dispute, claim, demand or thing relating to any matter in connection with these Rules and Regulations and to do all other things proper for such purpose.

~~16.25~~ 17.25 To open and maintain bank account or accounts with any nationalized bank or banks as the Managing Committee may from time to time decide and all monies belonging to the Society may be paid into such account or accounts and they shall operate such account or accounts in such manner as they may decide from time to time.

~~16.26~~ 17.26 To sue and when sued to take all necessary steps to safeguard the interest of the Society in any matter which may arise from time to time.

~~16.27~~ 17.27 To designate one or more members of the Managing Committee to institute or defend suits or any other legal proceedings and to take all or any action to prosecute or defend such suits and proceedings.

~~16.28~~ 17.28 To make, amend, alter, add to, cancel or substitute any bye laws made by the Managing Committee from time to time.

~~16.29~~ 17.29 To reimburse any member of the General Body or of the Managing Committee from the Funds of the Society for expenses incurred in relation to the Society.

~~16.30~~ 17.30 To become member of any other Society or other like institutions in the name of the Society.

~~16.31~~ 17.31 To invite with the consent of the President, any person to be present at any meeting of the General Body or the Managing Committee.

~~16.32~~ 17.32 To give loans and fix the terms and conditions for giving loans and the repayment thereof; and to vary such terms and conditions so as to facilitate the debtor.

~~16.33~~ 17.33 To release the debtor in distress from the payment of his arrears, in whole or in part.

~~16.34~~ 17.34 To do all such other lawful matters and things and to take all such other actions as are incidental or conducive to the attainment of the aims and objects.

~~17.~~ **18. General Fund**

Subject to these Rules and Regulations and the provisions of any agreement, all monies received by the Association shall be credited to the general fund. All monies received in the general fund may be applied towards carrying out the objects of the Association.

AND WHEREAS nothing contained in this deed shall be deemed to authorize the Managing Committee to do any act which may in any way be construed statutory modifications thereof and all activities of the Society shall be carried out with a view to benefit the public at large, without any profit motive and in accordance with the provisions of the Income-Tax Act 1961 or any statutory modification thereof. AND WHEREAS the Society is hereby expressly declared to be a public charitable Society and all the provisions of this Constitution are to be construed accordingly.

~~18.~~ **19. Power to Borrow Monies or Raise Loans**

The Managing Committee shall have power to borrow monies or raise loans in compliance with applicable law, by agreeing to such terms, conditions and securities as the Managing Committee may in their discretion deem fit and proper and to mortgage the properties of the Society as security for repayment of such loans.

(Dr. Jyotsna Goswami)
President

(Dr. Sohan Lal Solanki)
Secretary

(Dr. Anjali Ashok Pingle)
Treasurer

19. 20. Power to Purchase Property

The Managing Committee shall have power to acquire any property by purchase, lease, exchange or otherwise howsoever in the name of any three or more members of the Managing Committee as the Managing Committee may from time to time decide and to take all such actions as may be necessary according to law for any such acquisition.

20. 21. Power to Lease Property

The Managing Committee shall have power to let out or lease the immovable properties or any part thereof for such period and for such rent and on such terms and conditions as the Managing Committee may deem fit and proper and also to terminate any lease, tenancy or any other agreement relating to any property and to take such legal action as may be necessary to enforce the right to such property.

21. 22. Power to Sell Property

The Managing Committee shall have power to sell, transfer, exchange, mortgage, lease, gift or otherwise alienate any property of the Society in compliance with applicable law.

22. 23 Limited Liability of Managing Committee

~~22.1~~ 23.1 A member of the Managing Committee shall not be liable for any loss to the Funds of the Society arising by reason of any improper investment made in good faith or for the negligence or fraud of any agent employed by him or by any other member in good faith or by reason of any act or omission done or made in good faith or by reason of any other cause whatsoever. Provided however, a member shall be liable for breach of trust, gross negligence, misapplication, misconduct or willful default on his part.

~~22.2~~ 23.2 In the event of any claim, asserted against a member of the Managing Committee for his bona-fide act or any loss, expense or disbursement incurred in good faith by any such member in execution of his duties under these presents, the Society shall indemnify such member out of its Funds for and against all such claims, losses, expenses or disbursements so arising.

~~23.~~ **24. Resolution by Circular**

The Managing Committee may resolve any question or matter by a circular resolution signed by all the members of the Managing Committee. In case there is a difference of opinion, such question or matter may only be decided at a regular meeting. Any circular resolution adopted, shall be tabled at the next meeting of the Managing Committee.

~~24.~~ **25. Register of Managing Committee Members**

Any change in the names of the members of the Managing Committee shall be filed with the Registrar of Societies, Mumbai as required under Section 4 of the Societies Registration Act, 1960 and Registration of Societies (Maharashtra) Rules, 1971.

~~25.~~ **26. Meetings of the General Body**

~~25.1~~ **26.1 Annual General Meeting**

The first Annual General Meeting shall be held at such time not being more than eighteen months from the date of incorporation of the Society. Thereafter, an Annual General Meeting of the General Body shall be convened not later than six months from the close of every financial year i.e. on or before 30th September every year for purposes including but not limited to the following:

- To review and adopt the Annual Report of the activities of the Association;
- To review and adopt the Audited Financial Statements;
- To appoint Auditors for the next financial year;
- To elect a new Managing Committee and its Office Bearers every three years.

~~25.2~~ **26.2 Special General Meeting**

A Special General Meeting of the General Body may be convened by the President or the Secretary with the permission of the President.

A Special General Meeting of the General Body may also be called by the Secretary if a requisition in writing signed by not less than 1/3rd of the members requesting him to convene a Special General Meeting is received by him. The requisition shall mention the business for which the meeting is to be convened and the Secretary shall convene such meeting within one month of his receiving the requisition.

~~25.3~~ **26.3 Notice**

At least ten days' notice of an Annual General Meeting or Special General Meeting of the General Body stating the date, place and time, accompanied by the agenda shall be given to every member. In case of a Special General Meeting, however, such period of notice may be reduced.

~~25.4~~ **26.4 Quorum**

~~One third of the members, calculated to the next whole number, being not less than two shall constitute a quorum for the transaction of business at any meeting of the General Body. If at the appointed hour of a meeting there is no quorum then the members shall wait for 30 minutes for a quorum and thereafter~~

~~if there is no quorum then the meeting shall be adjourned to another time. If at the appointed hour of the adjourned meeting there is no quorum, then the President shall have the right either to hold the meeting without a quorum or cancel the meeting.~~

The quorum of the meeting shall be 25 or 1/10th of the members of the association whichever is smaller, for the transaction of business at any meeting of the General Body. If at the appointed hour of a meeting there is no quorum then the members shall wait for 30 minutes for a quorum and thereafter if there is no quorum then the meeting shall be adjourned to another time. If at the appointed hour of the adjourned meeting there is no quorum, then the President shall have the right either to hold the meeting without a quorum or cancel the meeting.

~~25.5~~ **26.5 President**

~~The President of the Association shall chair all meetings of the General Body. In his absence, the members present at the meeting shall elect a chairman for the meeting from amongst themselves.~~

The President of the Association shall chair all meetings of the General Body. In his absence, the Vice-President of the society shall chair the meeting. In the absence of President and Vice-President, the President-Elect shall chair the meeting.

~~25.6~~ **26.6 Voting**

It is desirable that all questions at a meeting may be decided by the unanimous consent of the members. Only when there is a difference of opinion, the particular issue shall be decided by a majority of the members present and voting. In case of a tie, the chairman of the meeting shall have the casting vote.

26. 27. Accounts & Audit

The Managing Committee shall be accountable and the Treasurer shall be responsible to keep and regularly maintain proper books of account of the Society. Such accounts shall be audited by professional auditors. The Treasurer shall submit all the books of account such as receipt books, vouchers, ledger books, register of movable and immovable properties and all other documents and records in his possession to the auditors for the purpose of audit and preparing report for submitting the same to the concerned authorities.

27. 28. Bank Account

The Managing Committee may open bank account(s) in any nationalized bank in the name of the Society and operate such account(s) in the name of the Society in which any part of the funds of the Society may be deposited. Such account shall be opened and operated by at least two members of the Managing Committee jointly or any other person authorized by the Managing Committee in writing.

28. 29. Amalgamation of Association

Amalgamation or winding-up of the Society will be done at a meeting of the General Body with at least 2/5th of the members present and voting. If no quorum is achieved within 30 ~~15~~ minutes, the meeting will be adjourned.

29. 30. Amendment to Name and Objects of Society

Any amendment in the name and/or aims and objects of the Society or in these Rules and Regulations shall be carried out by a resolution of 2/3rd majority of the members present in the Annual General Meeting and in compliance with Section 12 and Section 12 (A) of the Societies Registration Act, 1860 as applicable to the State of

Maharashtra and any other applicable law including the Income Tax Act, 1961. These amendments shall be intimated to the office of the Charity Commissioner, Maharashtra State, Mumbai.

30. 31. Dissolution

The Society may be dissolved or wound up in compliance with applicable law including the Income Tax Act, 1961. In the event of the Society being so dissolved or wound up, any assets remaining after satisfaction of all its debts and liabilities shall not be paid or transferred to the members, but shall be transferred in accordance with the applicable law to some other charitable institution, trust or society having objects similar to the objects of the Society, such institution, trust or society to be determined by the members at the time of dissolution.

31. 32. Application of Act:

All the provisions of the Societies Registration Act, 1860 as applicable to the state of Maharashtra shall apply to the Society.

33. Annual National Conference:

33.1 The annual national conference of SOAPC will be called SOAPCCON and shall be conducted preferably by a city branch of SOAPC.

33.2 Executive Committee shall invite bids from city branches to decide the venue of the annual conference for the year after next. After scrutinizing the bids and inspecting the facilities (if required) at the proposed venue of the conference, the Executive Committee will decide on the venue and announce it at the General body meeting. Organizing chairman and secretary shall be elected by the city branch hosting the conference to make necessary arrangements for the conduct of the conference.

33.3 Annual conference bid application must be accompanied by pre-signed contract agreement form with SOAPC Executive Committee – 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 Executive Committee members should also sign the agreement. If the bid is successful then such Executive Committee of the city branch will not change (no election of city branch will be held) till conference process is pronounced completed by Executive Committee, through an Executive Committee mandate. Executive Committee can dismiss errant organizing committee/ Local city branch executive committee 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.

33.4 The city branch that has been selected to host the SOAPCCON will enter into a contractual agreement with the SOAPC. This agreement will reflect the provisions of the constitution governing the conference conduct and accounts. The agreement will be signed by the President or Hon. Secretary of the SOAPC on behalf of the SOAPC, 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 Organizing Committee and (4) Organizing 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 organizing committee or city branch executive committee, the agreement will have to be signed again by the concerned persons.

33.5 The SOAPC will appoint one or maximum two advisors to the conference organizing committee. There will be one advisor to oversee the scientific program. Another advisor/s may be appointed to look into financial and administrative aspects of the program. 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 SOAPC executive committee.

33.6 All receipts in the name of conference on any head whatsoever will be deposited in the central SOAPC account only. Automatically 80% of such received amounts will be transferred to the account of the organizing committee. However, all expenses incurred by the organizing committee of the conference are subject to auditing and will have to be presented to Executive Committee within 6 months of completion of the conference and should be approved. Executive Committee, if so desired, 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. In case of local organizing committee not able meet the expenditure in available funds, additional 5% can be released to local branch after approval from executive committee

33.7 SOAPCCON registration fee waived off for senior citizens above 70 years, all past presidents, current president, current secretary and treasurer.

(Dr. Jyotsna Goswami)
President

(Dr. Sohan Lal Solanki)
Secretary

(Dr. Anjali Ashok Pingle)
Treasurer

33.8 Deserving submitted abstract in the SOAPPCON will be given priority of abstract publication in the journal of the society (JOAPM).

33.9 Proper decorum shall be maintained by the conference organizing committee in inviting the President, President-Elect, Hon. Secretary, Treasurer, Past President, Past Secretary, Past Treasurer, Editor-in-Chief, Zonal and Executive Committee Members of SOAPC to SOAPCCON. Proper sitting arrangement should be made for the President, Vice-President and Secretary on the dais during the inaugural function of such conferences and workshops.

33.10 The current president and current Hon. secretary should be provided travel (shortest route economy class), free registration and single occupancy accommodation for the SOAPCCON. The other members of Managing Committee can be provided with the accommodation for the conference, depending on the funding available (it should be decided by the managing committee and organizing committee of the conference every year)

33.11 The annual conference will be conducted zone wise. From 2025: South Zone, East Zone, West Zone and North Zone should conduct SOAPCCON in that order. In case, there is no bid, or national executive committee doesn't find the place suitable for national conference, the national executive committee can decide the venue of the conference.

34. City Branches

34.1 Any City having at least 10 valid life members of the Society can form a Branch. All City Branches shall be governed by the Constitution of the Society. Branches will follow society constitution in letter and spirit

34.2 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.

34.3 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.

34.4 The administrative, financial and local academic activities of the Branches are governed by their own Executive Committee. If needed, the branch can collect its own annual fees for working of local branches, after approval from the National Executive Committee.

34.5 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 maximum 4 Committee members (total Executive Committee members should not exceed 7)

34.6 Applications for the formation of City Branch shall be made to the Hon. 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 Hon. Secretary will proceed to open a bank account in the name of “SOAPC- 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. The branch will use PAN of SOAPC center only and will not generate separate PAN. The city branch secretary and treasurer have to submit the account and bills at the end of each quarter of the year (4 times in a financial year) to the centre for auditing the account statements. Failing to submit the account and bill within 1 month of the end of the quarter (eg by April 30th for the Quarter of Jan-March), the centre will have the power to freeze the account until all the audit is done or indefinitely by the decision of the EC. If the annual turnover exceeds the permissible limit of GST, then the individual branch will need the GST amount to the SOAPC centre for filing the return.

34.7 All city branches shall hold elections every 3 years. The election formalities shall be completed before 31st December and, the new EC will assume office from 1st week of April of the following year. The results should be informed to the central body within one month of announcement of election results which will also be called completion of the election process. The Chairman, Secretary and Treasurer shall not hold office for the same post for more than 1 term. Executive committee members can hold the same post for a maximum 2 terms.

34.8 In case the city branch is organising the National annual conference, the elections shall be held only after the conference has been held and the audited Conference accounts have been presented to the National EC, i.e. within 6 months of completion of the conference. This election process must be completed before the year end i. e. before November and the new EC will take over from the first week of April of the next calendar year.

34.9 If elections are not held as per constitution, the previous executive committee of the branch will stand dissolved automatically without any notice. Non-compliant branches will be suspended by the

(Dr. Jyotsna Goswami)
President

(Dr. Sohan Lal Solanki)
Secretary

(Dr. Anjali Ashok Pingle)
Treasurer

National executive committee. If any branch, thus suspended, will have to reapply for re- recognition to National executive committee

34.10 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. Each City Branch must submit an Annual Report of its activities in each calendar year, as well as a copy of its audited accounts by 31st July (of the last financial year) to the National Secretariat.

34.11 Branches failing to comply with this requirement 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.

34.12. The National Executive Committee alternatively 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).

34.13 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 SOAPC for a period of six years.

34.14 If branch generates profit, then only actual component of profit generated by the branch will have to be paid by respective branch. For the branch which runs SOAPCCON, the component received from the center from the conference account is exempted from this provision.

34.15 The City Branch may organize local academic activities in art and science of Onco-Anaesthesia. The City Branch will not be a sponsor/co-sponsor with any organization with similar ideology for any academic programs 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.

34.16 The National Executive Committee at any given time reserves the rights to discuss / scrutinize / question any such sponsorship / co-sponsorship 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 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.

35. Society Journal

35.1 “Journal of Onco-Anesthesiology and Perioperative Medicine (JOAPM)” is official journal of SOAPC.

35.2 We will invite nominations for the Editor in Chief (EIC). The EIC will be selected by credential committee comprising of 7 members, 6 from executive committee – Past President, President, Secretary, Immediate Past Secretary, current EIC, and one EC member and 1 member outside EC. The members outside EC should be renowned experts from field of onco-anaesthesiology with the experience of being editor (editor in chief/ associated/ assistant / on editorial board) for cumulative experience of 3 years in an indexed journal and at least 25 publications in a peer reviewed journal.

35.3 Editor-in-Chief Eligibility and Experience: The following shall be the eligibility criteria for selection for EIC:

(Dr. Jyotsna Goswami)
President

(Dr. Sohan Lal Solanki)
Secretary

(Dr. Anjali Ashok Pingle)
Treasurer

35.3.1 Completed at least one tenure in EC of SOAPC National or any branch or candidate should be SOAPC membership of 5 years duration.

35.3.2 Attended at least 3 SOAPCCON and 3 AGM meetings of SOAPC in last 5 years

35.3.3 Essential Educational Qualification: MD Anaesthesiology

35.3.4 At least 15 years of clinical experience as Faculty/Consultant after completion of MD Anaesthesiology.

35.3.5 At least 15 years of Experience in teaching and training.

35.3.6 At least 25 Publications in Peer reviewed journals of which at least 10 shall be original articles.

35.3.7 Preferred Experience:

35.3.7.1 Experience of working as Editorial board member/Editor of the peer reviewed journal (at least for two journals)

35.3.7.2 Experience of contributing as Reviewer of the peer reviewed journal (at least for five journals)

35.3.7.3 Conducted and/or attended Research Methodology Workshop/Seminars/Webinars/Sessions

35.4 Editor in chief of JOAPM will be of 3 years and shall not hold more than 2 terms.

36 The Academic Council of the SOAPC

36.1 The academic wing of the SOAPC shall be called as “Academic Council of SOAPC”. The academic council shall be involved in teaching and training in the field of onco-anaesthesia, onco-critical care, pain management, palliative care and end of life care for the management of cancer patients.

- 36.2 The academic council should comprise of seven members and immediate past president of the SOAPC shall be appointed as the “Chairman” of the academic council. The other members should be president, Hon Secretary, immediate past secretary, editor in chief of the JOAPM, and one EC member and one non-EC member expert. The EC member and non-EC expert shall be appointed as part of academic council by the “Chairman”
- 36.3 The honorary secretary of the SOAPC will also serve as the “Controller of Examinations” of Academic Council to keep the details of the fellows, collect enrollment form and fees and conduct exit examinations.
- 36.4 The academic council shall conduct inspection of the centres (hospitals/institute) on receiving application for accreditation to start the society’s fellowship course (Fellowship in Onco-Anaesthesia and Perioperative Medicine) in that institute.
- 36.5 The applying centre should have a teacher as described in 36.9, who is a full-time anaesthesiologist and a life-member of SOAPC. No centre can be accredited without certified teachers. In case a certified teacher leaves an accredited centre, this should be informed to the SOAPC office. The centre should have an annual turnover of at least 500 onco-surgical procedures requiring anaesthesia with a good case mix, i.e., various surgical specialities, radiation oncology and NORA procedures. The number of cases: student ratio should be 500:1 i.e., for every 500 onco-surgeries, there can be 1 fellow. A single centre can have a maximum of 4 candidates per year. Newly started centres, desirous of accreditation, need to be functional for at least one year before the inspection for recognition. The centre will be required to pay SOAPC a fee of Rs.25,000/- towards accreditation. In addition, travelling expenditure and local hospitality of the Inspector are

also to be borne by the centre. For re-accreditation, the registration fee is Rs.10000/-only.

- 36.6 The students shall pay the registration (enrolment) and examination fees directly to the SOAPC.
- 36.7 The candidate shall be paid stipend/remuneration as applicable to a senior resident by the training centre as per its norms.
- 36.8 Criteria for multispecialty non-Cancer Centre accreditation: The applicant centre should have a variety of cases (last six months OT list of that particular centre will be screened). The student should be exposed to a minimum of 5 cases/week. If a centre doesn't have a particular group of onco-surgery specialty (e.g. peds or neuro), the student should be sent for a rotation for a minimum period of 2 weeks.
- 36.9 The faculty (teacher) should have 10 years clinical experience after MD/DNB (Anaesthesia) or 5 years after DM/FNB/Fellowship in Onco-anaesthesia, Involved in the perioperative care of an average 5 cancer patients per week in the operating room and/or intensive care unit and/or pain clinic. The honorary fellows of SOAPC shall automatically become the faculty.
- 36.10 The student applying for fellowship must be MD or DNB in Anaesthesiology. The candidate will be selected as per individual centre selection policies. There won't be any entry exam conducted by SOAPC. Once a candidate is selected, the centre will notify about the candidate to SOAPC within 2 weeks. The candidate can be taken from 1st Feb to 30th April every year and Exit Exam will be held in the month of March. The Candidate has to finish one year term as fellow. If there is already a university affiliated fellowship in a particular centre, it's that centre decision

to run or conduct a SOAPC fellowship. The certificate of fellowships will be given to the passed-out candidates during a convocation ceremony held during the SOAPC annual national conference.

36.11 Honorary Fellowship: The SOAPC may give honorary fellowship to the eligible senior faculty based on the credentials. The number of honorary fellowships to be given from year 2025 should not exceed 5 per year. The applications for honorary fellowship will be invited by the 30th April every year. On receiving application, the honorary fellowship will be decided by the credential committee of the Academic Council of SOAPC. The honorary fellow will be required to pay a lifetime fellowship fee of 15000/- after he/she accepts the nomination and before receiving the fellowship scroll in the convocation. The fees shall increase 10% every 3 years.

36.12 FOAPM Exit Examination shall be conducted centrally in the city where the fellowship is running. There shall be 2 external examiners (One from the outside city and one from the within the city but different institution than the one which is conducting the examination.) There shall be one co-ordinator from the examination centre. The other external examiner should preferably from the centre where the SOAPC fellowship is not operational. The examination will be conducted as theory paper (1 theory paper of 100 marks) and OSCEs (80 marks). The logbook shall carry 20 marks and the practical cum viva voce should carry 200 marks. The SOAPC shall bear the cost of examination including the travel and accommodation of the external examiner (one from outside city).

**Certified to be a true and correct copy of the Rules and Regulations of the
'SOCIETY OF ONCOANAESTHESIA AND PERIOPERATIVE
CARE (SOAPC)'.**

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President

(Dr. Sohan Lal Solanki)
Secretary

(Dr. Anjali Ashok Pingle)
Treasurer