

**Comparative Statement of Rules and Regulation of Indian Fertility Society (IFS)**  
**Approved in the BOD Meeting, presented in the EBM, and passed in the GBM on 13<sup>th</sup> December 2025.**

**Final Amendments of IFS 2026**

1

**Name of the Society:**

INDIAN FERTILITY SOCIETY (IFS)

2

**Membership:**

2.1

The Society will have following categories of Membership

1. Honorary
2. Life Members
3. Non-Resident Indian Life Members
4. Corporate Members-Annual or Life
5. Associate life member
6. Foreign National Life Members

**2.2 Academic:** The Membership shall be open to doctors M.B.B.S. with post-graduation in Obstetrics and Gynaecology/ other medical Post Graduates /MSc. /PhD / Doctorate who are practicing Ultrasonography /Andrologists/Endoscopy/Clinical Embryologists/ Psychologists /Geneticists and other supportive specialties related to infertility. Life membership is also open to persons with these qualifications.

**2.3 Honorary Membership:** Honorary Membership may be bestowed upon an individual who, in the opinion of the society one deserving of the special recognition by virtue of exceptional contribution to the subject within the objects of the society. They shall pay no fees, hold no office under the Society but shall be entitled to a free copy of Society's official publications. IFS will not charge any fee for honorary members.

**2.4 Corporate Membership:** This will be open to those persons who represent interested companies, firms or other organizations interested in the activities and objects of the Society. They can become annual or life member. Annual membership is nontransferable but life membership can be transferred to a person nominated by the corporate/ organization.

**2.5 Non-resident life members:** Any person not residing in India, irrespective of nationality and who is otherwise eligible to be admitted as member and having sufficient professional competence in the field of infertility may apply for this membership. They have right to vote but will not be part of office bearer post except the chapter secretary who is automatically included in the governing council as chapter representative.

  
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(President- IFS)

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**2.6** Associate life membership will be open to psychological counsellors/ IVF nurses /IVF lab assistants. Fees proposed is 3000/ INR. This membership will not have a voting right and will not have any official position in governing council. Counsellors should be qualified for getting IFS membership. Their qualification should be graduation in Psychology, clinical Psychology or nursing in life sciences can be counsellors.

**2.7** For foreign national life member category they will have to pay USD \$ 150 and 100 USD for SAARC countries.

### **3**

#### **Subscription:**

Rs. 7,000-Founder Members

Rs. 8,000- Life Member

(SAARC Countries)

US \$. 100 – Life Membership for non-resident member for SAARC Countries (other countries 150 USD)

Rs.20.000/- Annual Corporate Membership

Rs.1,00,000/-Corporate Membership for Life Member

### **4**

#### **Cessation of Membership/Resignation:**

A person admitted to the membership of the society shall cease to be a member:

**4.1** On his death

**4.2** On acceptance by the Society of his resignation from membership. Resignation in writing addressed to the President/Secretary General.

**4.3** On his expulsion from the Society

**4.4** On non-payment of membership fee as provided in earlier clause.

#### **4.5**

A Member including a life member may resign his membership after giving one month's notice to the council. Resignation of a member of the Society shall not be accepted unless such member has made payment of the dues of the society in full. He shall cease to be a member on acceptance of his resignation by the council.

**4.6** The council shall have the power to suspend or to drop from membership any member who fails to pay his/her dues within the period allowed for such payment.

**4.7** Suspension/Termination: Membership of any member may be revoked by the council for reprehensible, unethical, unprofessional or criminal conduct. The Society must notify the member by registered mail at least two weeks in advance of such contemplated action under this clause so that he/she may appear on his own behalf at the meeting of the council at which revocation of his membership is to be considered. At such meeting, shall be given reasonable opportunity to defend the charges against him/her (This will be

  
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considered permanent termination If done for breach of conduct/unethical practices).

**5**

### **Re-admission**

Any person who has resigned from the membership shall be eligible for re-admission on complying with the other terms governing admission as a member by submission of fresh application & membership fees applicable to the category of membership:

**6**

### **Membership register**

The society shall maintain a register containing the names and addresses of members of the society. A membership number will be issued to all members which can be used for all administrative purposes/communications.

**7**

### **Rights & Duties of Members**

**7.1** All members shall have the right to attend and participate in the general meetings of the Society and in all conference and scientific meetings, be entitled to receive circulars, journals, periodicals or newsletters issued by the society on payment of prescribed fees, if any.

**7.2** Life members shall be eligible to contest for the post in the council as per conditions laid down in the Memorandum and shall be entitled to vote at the general body meetings.


**7.3** Any individual and other publications a statement not officially approved and issued by the executive and the governing council at a formal meeting should not be made on behalf of the IFS. No member can make any statement / or publish on behalf of society. Such literature and articles should specify that the "the view expressed are those of the individual and not those of IFS. Failure to do so could lead to cessation of membership on unethical grounds.

**7.4** All notices may be put up on the IFS website. It would be responsibility of all the members to check the website for notifications on at least monthly intervals by the last day of the month-and the notice will be deemed rendered to all its members. No individual notices will be necessarily required to be sent. This will prevent lapses from lack of communication as well as it will spare the society of unnecessary expenditure.

**8**

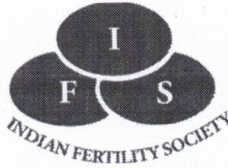
### **Functioning of the Society**

To establish smooth functioning of the Society and to give it a firm foundation, no changes will be made in the composition of the Governing Council for the first two terms that is for four years. Any additions or

  
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removals will be done by Consensus by the Governing Council.

**9**

**Meetings of the society**

**9.1**

**Annual Meeting**

The annual General Body Meeting of the society shall be held at least once a year preferably during annual national congress "FERTIVISION" to consider the following business.

**9.1.1** To confirm the minutes of the previous annual general meeting.

**9.1.2** To adopt the annual report and financial statement for the financial year immediately preceding.

**9.1.3** To approve the budget for the year.

**9.1.4** To approve council members of the society.

**9.1.5** To approve auditors.s

**9.1.6** To consider such other matter or subject which the council may deem necessary to bring before the general meeting.

**9.1.7** To consider any other matter of which notice has been given to council two weeks prior to the date of meeting.

**9.1.8**

**Awarding the IFS national conference "Fertivision"**

Usually "Fertivision" will be awarded to chapters by rotation, however other chapters in line can also bid for holding Fertivision presenting their claim in midterm meeting. If there are two or more contenders, the venue will be decided by consensus at Board of Director's meeting.

**Criteria to be considered to approve the claim -**

1. How active is chapter in past 2 years
2. City proposed should be well connected for national and international faculty travel
3. Should be able to raise enough funds including the centers share, more the merrier.
3. Should be committed to follow all guidelines prescribed in the constitution.
4. Chapters can't bid before 6 yrs of its existence.
5. A chapter who had already hosted once will be allowed to host after 8 yrs, if no other bid is put forward.
6. Final decision will be taken by BOD if there are more than one contender.

**9.2**

**Special Meetings**

**General Body Meeting:**

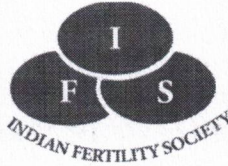
Special meeting of the entire membership may be called at any time by the **president or council, on the written request of at least 500 members of the society**. It should be addressed to president and setting forth and object or objects for which the meeting is desired. The council shall call such a meeting within a period of one month from the receipt of such requisition.

Notice of all general meetings, whether annual or special, shall be issued to all members by the General Secretary at least fourteen days in advance of the meeting. In case of special meeting, the notice shall specify the nature of the business to be transacted.

  
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Any communication address to the IFS office bearers should be sent to **the official email address or by registered post** to the secretariat.

Any communication addressed to the IFS office bearers should similarly be couriered or sent by registered mail with due acknowledgement. This is to ensure active and effective communication. If any member is not receiving any communication for 6 months, he/she will inform the IFS office, General Secretary and local chapter secretary. In case there is any change of address, phone number, fax and email of a member, it will be the member's responsibility to inform the society.

### **9.3 Voting**

All life members will have a voting right for General Body Meeting.

## **10 Powers, Duties & Functions**

A General body meeting shall be convened to do the following acts: -

### **10.1**

To adopt and pass the audited accounts of the association, endorse the work of the previous year and plan the work of the present and future years.

### **10.2**

The General body of the society shall have the inherent powers and has every right to **call meetings** by sending a written request to president to suggest/ demand/ propose amendments for better working of the society provided the demand is raised by at least **500 members of general body**.

### **10.3**

An extra ordinary meeting of the general body shall call according to the urgency of matter. The meeting shall be called by the General Secretary of the Society in consultation with the president or when desired in writing by more than 1/2 of Executive Committee or by 1/5<sup>th</sup> members of general body (**500 Members**) transact any business with notice of 14 days.

### **10.4**

Consideration and adoption of the report on the working of the Society during the previous year.

### **10.5**

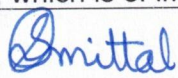
Consideration of any matter with permission of Chair.

## **11 Quorum & Notice of Meeting and Period of Meeting**

The annual meeting of the General body shall be held at least once in a year. Extraordinary meeting of the general body may be convened if considered necessary by the committee to consider any matter of general or special interest or any matter, which is of importance to the society. It

  
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can also be convened by the General Secretary on the written request of **at least 500 members** of the society stating the reason for calling the meeting. To call a general body meeting at least 14 day's notice to members is necessary. One fifth (1/5<sup>th</sup>) of the total strength of the general body or more than 50% of the executive body shall be required to form a quorum.

If there is no quorum, the meeting shall be adjourned to meet again the same day at the same place after half an hour and then would be no necessity of any quorum.

### **12**

#### **THE AFFAIRS OF SOCIETY SHALL BE MANAGED BY**

Board of Directors and Governing Council

### **12 A**

#### **Board of Directors (June 2022)-**

Criteria for inclusion as member - board of directors

1. Should have occupied the post of president IFS
  1. Shouldn't be holding an important position in other national organisations with conflict of interest with IFS
  2. Should have contributed significantly to the growth of IFS in past.

Sitting president and general secretary & president elect will become automatically member of board of directors during their tenure. Outgoing president must fill up the nomination and declaration form to continue as board member. All the members will need to sign the declaration for the same.

#### **Duties and responsibilities of "board of directors"**

1. To formulate long term policies and strategies for growth and development of IFS
2. To guide and prepare the IFS leadership and governing council for smoothly running the affairs of society
3. Troubleshooting, whenever required
4. To preserve the vision, goals and value of IFS.

All routine administrative matters and control will remain with governing council as prescribed in the constitution and as sitting president and secretary will be part of board of directors as well as governing council, they will be acting as a bridge for smooth functioning.

Tenure: Initial tenure will be 10 yrs, to be reviewed and renewed depending on the scenario at that particular time.

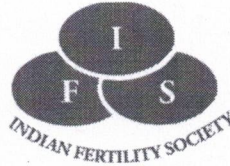
Functioning of board of directors:

1. board must meet at least 3 times in one year but as many times it is required to review the ongoing projects, formulate and discuss new policies and any other matter of concern.
2. President can put any proposal or any issue in front of board of directors for discussion and it will be responsibility of board to take it to a conclusion.
3. Decision made by board of directors shall be binding on the governing council. All decisions will be by consensus as far as possible however in case of disagreement between members a majority vote will be deciding mechanism. All members will have single vote.
4. It will be responsibility of all board members to uphold the values and honour of IFS whenever deciding on a critical matter.
5. Board meeting will be called by president in normal circumstances, however all board members are having a right to convene a meeting and can request for the same.

  
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Termination: if someone accepts an important position in a national organisation which is having conflict of interest with IFS or start a new national organisation which is having conflict of interest with IFS will automatically cease to be a member of board of directors.

Declaration: All the members will need to sign the declaration for the same.

First board of directors (June 2022) - as per eligibility criteria and nomination

Dr Abha Majumdar  
Dr Nalini Mahajan  
Dr Kuldeep Jain  
Dr Sonia Malik  
Dr Sohani Verma  
Dr Gouri Devi  
Dr Sudha Prasad  
Dr KD Nayar: Current president  
Dr Surveen Ghumman: Current Secretary General  
Dr Pankaj Talwar – President elect

### **12 B**

#### **Governing Council -**

Governing council will have elected office bearers and chapter secretaries termed as executive body as well as nominated members which will manage day to day affairs of the society.

### **12 C**

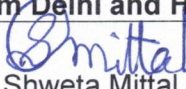
**Executive body** - will be an elected body having voting rights in decision making activities of society and will consist of following. This will be elected by existing executive body every 2 years. Founder president and founder secretary will be permanent member of executive body.

- I. President – 1
- II. President Elect – 1
- III. 1<sup>st</sup> Vice President - 1
- IV. 2<sup>nd</sup> Vice President - 1
- V. Secretary General - 1
- VI. Joint Secretary – 1
- VII. Add. Jt Secretary – 1
- VIII. Treasurer – 1
- IX. Joint Treasurer – 1
- X. Editor – 1
- XI. Joint Editor - 1
- XII. Web Editor – 1
- XIII. Librarian – 1
- XIV. Chair Embryology - 1
- XV. Executive Members - 15

**(1:1 ratio of chapter secretaries and Executive Members from Delhi and HQ. Quota**

  
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**EXECUTIVE BODY**

29 Chapter Secretaries (Including Nepal) + office bearers +15 executive members from Delhi including 2 Embryologists.

**Co-opted members** limited to 3 only, with no voting rights.

**12.1**

The management of the society shall vest in Governing Council, which will be nominated / elected by the General Body/ Executive Body and who shall direct the affairs of the Society in conformity with laws under which the Society is incorporated and the provisions of these rules. Office bearers shall be elected from amongst Governing Council by voting/ nomination. 1/5 members of the Governing Council will form the quorum.

**12.1.1**

The first council shall consist of subscribers to the memorandum of association of the Society and those co-opted by the subscribers to the memorandum. The first governing council will consist of the following members:


**Office Bearers 2005**

Dr M. Kochar	Patron
Dr Mangla Telang	President
Dr Nalini Mahajan	Vice President
Dr Abha Majumdar	Vice President
Dr Kuldeep Jain	General Secretary/ Secretary General
Dr Sonia Malik	Joint Secretary
Dr Raj Chakravarty	Treasurer
Dr S.N. Basu	Joint Treasurer
Dr Mala Arora	Editor
Dr Shweta Mittal	Joint Editor

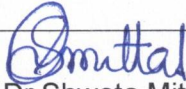
**Members:**

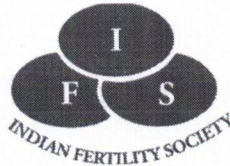
Dr Col. R.K. Sharma  
Dr Gouri Devi  
Dr Sohani Verma  
Dr Gita Radhakrishnan  
Dr K.D. Nayar  
Dr Sandeep Talwar  
Dr Sanjay Makwana  
Dr Sanjeev Khurd  
Dr Umesh Jindal  
Dr Asha Baxi  
Dr Mamta Deendayal  
Dr Sudarshan Ghosh Dastidar

**12.1.2**

  
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All office bearers will be elected/ nominated from amongst Executive Body members by electronic ballot. Candidates are allowed to canvass by phone/ electronic media/ mail. Any form of gifting in kind or cash is not allowed and will disqualify the candidates.

### **12.1.3**

Office bearer and governing council members cannot be office bearer or executive members of other competing societies.

### **12.1.4**

Office bearer and governing council members can have maximum of two terms of 2 years each in one capacity.

### **12.1.5**

**Eligibility Criteria for contesting post of an office bearer.**

#### **12.1.5 (A)**

##### **Eligibility for President Elect**

Minimal 10 yrs tenure in executive body, in various capacities, out of which should have held at least one term as secretary general or vice president. 5 proposer and 5 seconders, out of which at least 2 proposers should be board of directors, rest could be from governing council.

Should have attended at least 8 executive body meetings in a year for consecutive 2yrs.

#### **12.1.5 (B)**

##### **Eligibility for vice president**

At least 8 yrs in executive body, out of which at least one term should have held post of office bearer. 5 proposer and 5 seconders, out of which at least 2 proposers should be board of directors, rest could be from governing council. Should have attended at least 8 executive meeting in a year for consecutive 2yrs

Among the 2 Vice Presidents elected the immediate past Secretary General will be nominated as 1<sup>st</sup> Vice President.

### **12.1.6**

##### **Eligibility for secretary general:**

at least 8 yrs in executive body out of which at least two terms as office bearer. 5 proposer and 5 seconders, out of which at least 2 proposers should be board of directors, rest could be from governing council, should have attended at least 8 executive body meeting in a year for consecutive 2yrs.

### **12.1.7**

Eligibility for contesting for office bearer will be 4 years in the executive body and should have attended 8 Executive Meetings in 1 year.


A member can contest an election maximum three times. Any member who has lost an election three times previously cannot contest any further for any post.

### **12.1.8**

Five years of primary life membership is must to be included in executive body.

### **12.1.9**

Executive body member will be elected every 2 years from general pool and existing executive body members.

  
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**12.1.10**

Existing executive body members will require 2 proposer and 2 seconders from within the executive body for renomination.

**12.1.11**

New Nomination for executive body should be by 5 proposer and 5 seconders out of which at least 2 proposers should be board of directors, rest could be from governing council.

**12.1.12**

If more than two candidate file nomination for one post-election will be done by electronic ballot.

**12.1.13**

Canvassing from Pharma company will disqualify resulting in rejection of the nomination paper. Candidates are allowed to canvass by phone/ electronic media/ mail. Any form of gifting in kind or cash is not allowed and will disqualify the candidates.

**12.1.14**

**Executive Advisors** - Members who retire after completing 8-year terms in any capacity in executive and office bearer may be inducted as executive advisor on recommendation of BOD and governing council. They have no voting right in council and can continue to contribute in the growth of the society.

**12.1.15**

Co-opted membership option is strictly on merit basis will be exercised cautiously & sparingly and will require debating, passing by full governing council. They will not have a voting right.

**12.1.16**

Each local /State chapter shall be represented as executive body member on the governing council by its secretary who will be the chapter representative on the governing council.

**12.1.17**

No person will be eligible for being elected as a member of the council, or co-opted member if he/she is in arrears of society's dues at the time of submission of his/her nomination.

**12.1.18**

A person shall cease to be a member of the council if he/she has been removed from the membership of the society under the rules.

**12.1.19**

The period of office or term of the executive body / governing council shall be for two years from the date of its election. Any office bearer may continue in the same post for a maximum of 2 terms only by re-election or by consensus of the executive body, in case there is no consensus, majority vote will decide the nominations.

**12.1.20**

As the secretariat & treasury - the bank is in Delhi; the General Secretary and Treasurer will be elected/ nominated from Delhi only. Rest of the executive i.e. President Elect, vice presidents, Joint Secretary, Joint Treasurer, Editor, Joint Editor, Web Editor, Joint Web Editor & all other posts shall be elected /nominated from amongst the executive body.

  
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**12.1.21**

As the head quarter is permanently in Delhi, Delhi will not have a separate chapter. However, it will be represented by at least 13 executive members. In future the number can increase and will be 1:1 ratio of the number of chapter secretaries.

**12.1.22**

Elections / nominations at center and state level will be at same time. Chapters who are having their terms less than one year will get fresh full term and chapters whose terms has completed more than 1 yr to be elected/ nominated again as in normal circumstances.

**12.2**

**TERM OF THE OFFICE BEARERS**

The members of the committee shall hold office for a period of two years. All office bearers post will require minimum 3 proposers and 3 seconders from governing council, out of which at least 2 proposers should be office bearer in current term.

Every two year, all post will be elected / nominated amongst the executive body as per eligibility criteria. One member cannot sign two forms for same post.

**12.3**

**POWERS & DUTIES OF OFFICE BEARERS: PRESIDENT**

**12.3.1**

The President or in his / her absence the president elect shall exercise general supervision over the activities of the Society.

**12.3.2**

Shall preside over the meeting of the Governing Council and General Body of the Society.

**12.3.3**

Dispose of important and urgent matters, which for want of time cannot be put in the Executive committee, and report the same in the next meeting of the committee for ratification.

**12.3.4**

May authorize expenditure up to Rs. 20,000/- at one time and not more than Rs. 50,000/- in a month without informing the board of directors & governing council. All planned expenditures to be passed from board of directors/ governing council.

**12.4**


**PRESIDENT ELECT**

He/ She has to work as per plan of president during the term. In absence of president, president elect will take charge till further decision taken by governing council.

He/ She shall be the chairman of the scientific committee for the Annual Conference of the Society Fertilisation.

  
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**12.5**

**FIRST VICE PRESIDENT**

Will be responsible for coordination with the state chapters & initiation of new chapters.

**12.6**

**VICE PRESIDENT**

They Will be responsible for coordination with the state chapters & initiation of new chapters. He/ She has to work as per plan of president during the term to coordinate research activities and data collection of various projects of the society.

**12.7**

**SECRETARY GENERAL**

The Secretary General and in his/her absence the Joint Secretary shall.

**12.7.1**

Be primarily responsible for the general management of the Society.

**12.7.2**

Deal with all day-to-day matters relating to the Society. Matters vitally affecting the society need to be approved by the executive committee.

**12.7.3**

Keep control on income and expenditure.

**12.7.4**

Convene all meeting of the committee and General Body.

**12.7.5**

Prepare annual report of the working of Society for the outgoing year and have it approved by the council for presentation to the General Body.

**12.7.6**

Maintain a register showing the names and addresses, of all the members and a consolidated inventory of all articles, assets etc. of the Society.

**12.7.7**

Maintain record of the minutes of the meeting of the committee and general body, and incur expenditure incidental to the performance of duties assigned to him/ her with the approval of the executive committee.

**12.7.8**

May in anticipation of the committee's sanction authorize expenditure up to 10,000/ at a time and 25,000/ in a month after approval from president/ governing council.

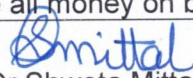
**12.8**

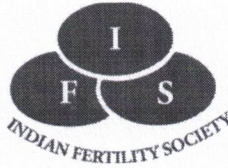
**TREASURER**

**12.8.1**

Shall be in charge of the funds of the Society and shall receive all money on behalf of the Society.

  
Dr Pankaj Talwar  
(President- IFS)

  
Dr Shweta Mittal Gupta  
(Secretary General- IFS)



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**12.8.2**

Shall open an account on behalf of the Society in a scheduled bank approved by the executive committee.

**12.8.3**

It is mandatory to all the cheques to be signed by treasurer along with Secretary General or President. Treasurer must present an audit report at Annual Conference (Fertivision).

**12.8.4**

He/ She may keep cash not exceeding Rs.50,000/-

**12.8.5**

Shall submit the accounts to the auditor for preparation of audited accounts statement.

**12.9**

**POWERS / DUTIES & FUNCTIONS OF THE GOVERNING COUNCIL**

The founder President & founder General Secretary will be permanent Executive and governing council member and will always have a vote in executive Body.

IFS President shall ordinarily be responsible for the proper discharge of all the duties and the obligations pertaining to the Society and for its assets and liabilities. It shall exercise all powers except those vested in the general body. In particular its duties and power shall be:

**12.9.1**

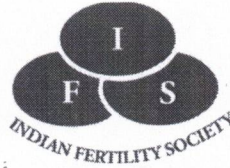
To administer the affairs of the Society, various committees and SIG are EXISTING (as on 30.11.25)

**COMMITTEES:**

- (a) Education Committee
- (b) Research Committee
- (C) Ethics Committee
- (d) Patient Resource Committee
- (e) Advocacy Committee
- (f) International Exchange Committee
- (g) Publicity and Advertisement Committee

  
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**SPECIAL INTEREST GROUPS (SIG)**

- (a) Andrology
- (b) Applied Genetics
- (c) Counselling & Patient Support
- (d) Early Pregnancy
- (e) Embryology
- (f) Endometriosis
- (g) Endoscopy
- (h) Environment and Infertility
- (i) Fertility Preservation
- (j) Holistic Medicine
- (k) PCOS
- (l) POR (Poor ovarian response)
- (m) Reproductive Endocrinology
- (n) Research & Methodology
- (o) Ultrasound
- (p) Laws & ART
- (q) Quality Assurance & Control in ART
- (r) Public Awareness
- (s) Female Genital Tract Tuberculosis
- (t) KPI & Audit

Each Committee and SIG will have 1 Convenor and 2 Co-Convenors. The term for these Committees and SIG will be for 2 years, which can be extended for further 2 years with consensus of Governing Council. The President can initiate or dissolve any committee or SIGs as and when required. All SIGs will be functioning as per plan and directions of president and will present their work as per schedule provided by secretariat.

**12.9.2**

To control expenditure.

**12.9.3**

To convene meetings of the general body

**12.9.4**

To arrange for collection of subscription etc. and to maintain proper accounts of all receipts and expenditure.

**12.9.5**

To lay before the general body, at its annual meeting a report on the working of the society for the period of their office together with an audited account of all income and expenditure for the year.

**12.9.6**

To execute all deeds; documents; agreements and institute and defend legal proceedings.

**12.9.7**

To delegate to or vest in any one of more of their own body such duties and powers as deemed necessary.

  
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(President- IFS)

  
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**12.10**  
**FERTILITY SCIENCE & RESEARCH**

The Journal is published by Indian Fertility Society and efforts are being made to make it an Indexed Journal.

**Working of journal will be regulated by editorial board** with president as chair. For smooth functioning of journal, editorial board will have founder editor, editor in chief -1, executive editors -2, commissioning editors – 3, section editors - variable number as per decision of editor in chief. Term of editorial board will be 2 yrs. Editorial board members may be nominated for a second term at the same post if required and passed in editorial board meeting in consultation with president. Renomination will be reviewed at the end of tenure. It is the prerogative of editor in chief to induct new section editors/ international guest editors if required for betterment of journal.

Entry point in editorial board will be section editors which will be advertised on society website every two years. Another entry will be opened at the level of commissioning Editor and both entries will be published in every two years on the IFS Website as well as through the other means of include the best person available for the job.

Criteria for section editors: 10 yrs life membership of IFS, 5 yrs of teaching and at least 5 publications or > 15 publication along with recommendation of editorial board (membership criteria - not applicable to international section editors)

Criteria for commissioning editors - at least four years as section editor

Executive editor - at least 6 yrs in editorial board out of which one term as commissioning editor

Criteria for Editor in chief - 8 yrs in editorial board out of which at least one term as executive editor.

**(a) 1<sup>st</sup> Tenure- 5 Yrs**

**(b) Subsequent Tenure- 2 Yrs, extendable to 4 Yrs**

Entry point in editorial board will be as section editor level and commissioning editor level.

**13**  
**LOCAL CHAPTER GUIDELINES**

India is a large country. In order to have smooth functioning of the society and promotion of its aims and objectives, the IFS propose to have "CHAPTERS" all over the country.

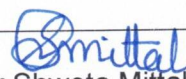
**13.1**  
**DEFINITION OF CHAPTER:**

The Indian Fertility Society is a National Organization with local branches which will be called its "CHAPTER". Unlike other national societies, it is "NOT" a federation of societies. Hence, all the chapters shall be governed by the rules and constitution of the society. They will not be having their own constitution. Members of the chapter will therefore be governed by the rules of the society. They will be accorded all the right and will perform the duties within the purview of the rules of IFS.

**13.2**  
**INITIATION OF CHAPTER**

  
Dr Pankaj Talwar  
(President- IFS)

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Dr Shweta Mittal Gupta  
(Secretary General- IFS)



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When there are more than 25 new members over & above existing members of the IFS in a state, local chapter of the IFS may be formed in that state. The IFS member (with at least 3 years of membership) can open chapter. This limit can be lowered on merit basis if governing council agrees by consensus. Initiating a formal chapter in any state is to pioneer and consolidate interest and care of infertile couples in that state under the auspices of the IFS.

At least 25 new members should have enrolled as life members of the Society from that state. 25 registered life members are there in the state, they may encourage others to become life members. All the registration forms and cheques should be collected and posted in bulk by the person initiating the local chapter to the treasurer of IFS and inform the President and the General Secretary. After the cheques / drafts has been encashed in the bank, the treasurer will issue membership certificates to individual members and inform the President /Secretary General that the chapter can be formally inaugurated. The chapter would than need to have an inaugural meeting which the President, Vice-President or Secretary General should attend and inaugurate and officially declare the chapter of the IFS open.

The IFS member who initiates the chapter and enrolls the other remaining members would have the prerogative of being the first secretary of the local chapter of the IFS for the first term of 2 years. Normally, the secretary would also be the representative of the chapter to the IFS executive body /governing council.

#### **13.3**

##### **International Chapter**

Indian Fertility Society is in the expansion mode and will like to have its presence in the SAARC and other Countries of the world.

Nepal Chapter was Inaugurated on 3rd June 2017.

To initiate any chapter, they also need 20 new life members from their country. (Membership fees Rs.100 USD- for SAARC countries and 150 USD for other countries).

#### **13.3 (A)**

Whenever there is logistic issue in initiating a chapter, **IFS Forums** can be initiated to expand the societies ideology. 25 members to be needed, to initiate the forum. Currently society is having two forums-

1. IFS UK (United Kingdom) Forum
2. IFS Delhi Forum

They shall be governed by IFS constitution and will be functioning under guidance of IFS President.

#### **13.4**

Chapter office bearer and local elections at the chapter level.

##### **13.4.1**

The first chapter secretary is the IFS life members who has initiated the chapter. It is the prerogative of the secretary to choose the joint secretary and treasurer. All 3 will constitute "The Executive office bearers of the Chapters"

##### **13.4.2**

Chapter executive council members total 10 posts with 1 embryology member will be open to IFS life members of that chapter.

##### **13.4.3**

The election of the executive office bearers thereafter will be from amongst the executive council members

  
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of the chapter.

### **13.4.4**

The maximum term for any one person in any one capacity can be for a maximum of 2 terms of 2 years. If any new Chapter is formed and the Chapter Secretary takes over with a time frame of less than one year of the current central executive committee, this period will be given as an additional period to the 2-year term. After finishing the tenure of 2 years, new nomination for local chapter secretary should be submitted to Governing Council, Chapter meeting will be called in the presence of two members of Central Office, if required to conduct the fresh election. Normally, the Chapter Secretary would also be the representative of the chapter in the IFS executive body /Governing Council. There will be no President at the chapter level. Senior members of chapter may be given designation of patron (Max 1) / advisors (Max 3), however they will not have any administrative role / voting rights at chapter or national level.

The highest authority is the chapter secretary. In case a senior member of the chapter needs to be given a title, his / her CV must be submitted to the Governing council who will then, decide an appropriate designation for him / her.

**13.4.5** To maintain uniformity, all the chapters will use the same designation for all the chapter office bearers.

**13.4.6** The founder chapter secretaries would be permanent executive council members of the local chapter where they are residing at the time.

**13.4.7** If during the term any of the chapter positions are vacated for whatever reason, the positions will be filled by nominations by the local executive council.

**13.4.8** Elections at chapter level will be held in conjunction with central body elections as specified.

### **13.5**

#### **CHAPTER MEMBER ELECTION TO THE NATIONAL LEVEL**

**13.5.1** To contest for a post at the national level a member must have served in the executive body of the chapter for 4 yrs, out of which 2 years must be as chapter secretary.

**13.5.2** Each member must hold one post-either at the national level or the local chapter level. In order to take up one post, he / she must resign from the other post. The post which is given up is open for election. If no one stands for elections, then the executive council and Chapter Secretary will make nominations.

### **13.6**

#### **CHAPTER ACTIVITIES**

##### **13.6.1 Chapter Letterhead:**

The chapter letterhead must be uniform so that it reflects its association with IFS. It must have the name and logo of the society in the same font and color. The names of the President and Secretary General must be present on it as well as the local Executive Council. As soon as the chapter is initiated the secretary general shall send a standard format to the chapter so that the uniformity is maintained. All official correspondence must be made on letter head only. No chapter official shall use letter head or logo on his / her personal letter head.

  
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**13.6.2** In order to enhance activities of the chapter, members may be made responsible to co-ordinate activities in specific areas. However, this activity co-ordinator members would not automatically form part of the chapter's executive body of office bearers.

**13.6.3** It is mandatory for every member of Governing Council residing in the same city to be involved in all chapter activities and decisions along with the local chapter executives as being part of the chapter executive.

**13.6.4** Each chapter by rotation will have to organize and host the annual national conference (Fertivision). The order of the rotation will be as per the chronological order of formation of chapter.

**13.6.5** The Midterm conference will be awarded from 2018, and the venue will alternate between headquarter and state chapter, as per the rotation above or by consensus of Governing Council.

**13.6.6** Annual National Conference: the venue will be at headquarter every alternate year and the midterm conference in the other year. After one round, the cycle will start again. Each new chapter which forms during the particular rotations will wait for its turn. If the chapter whose turn it is by rotation is unable to host the conference, they will lose their chance in that rotation. The next in turn will be offered the opportunity.

### **13.7**

#### **PROTOCOL FOR NATIONAL CONFERENCE BY STATE CHAPTER**

Each National conference being organized by the state chapter an amount of **30 lakhs or 10 % of total** budget excluding GST and TDS to be transferred to the Central Treasury before financial year ending. The chapter can avail a starting / seeding sum of Rs. 10 lakhs from the National Treasury which is fully refundable within 1 month of the date of the conference.

**13.7.1** The President and Secretary General will be ex officio members of all committees in the conference in addition to being organizing chairperson and secretary respectively.

**13.7.2** Chapter will be allocated the conference two years in advance of its turn.

**13.7.3** Chapter executive will be given a free hand to plan and organize the conference but it will be supervised by the National Governing Council in order to maintain a uniform standard of the National Conference.

**13.7.4** The chapter secretary in consultation with president will select three senior members from the Governing Council as Advisors for the scientific committee.

**13.7.5** The final scientific program will be submitted to the Governing Council in the next annual meeting of the Council.

**13.7.6** Inauguration Ceremony: Even though the meeting is organized by the chapter, it is a national meeting of IFS. It is therefore mandatory that the same protocol as that at the center be followed during the Inauguration. In addition to the chief guest and guest of honour, President, President Elect, Vice Presidents, Secretary General, and Treasurer must be present on the dais.

  
Dr Pankaj Talwar  
(President- IFS)

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**13.7.7** In addition to the president's address, the Secretary General's annual report and the chapter secretary's report must be read.

**13.7.8** Due honor may be given to others on the dais.

**13.7.9** The Governing council must have prior information/ minute to minute program of the entire proceeding. No document/book will be released without prior information and scrutiny by the governing council.

**13.7.10** The banners must have the logo and name of the society boldly printed in the same font and color.

**13.7.11** In case a theme is to be given to the conference, it must be approved by the governing council.

**13.7.12** Chapters must try to obtain CME credit hours from various bodies across the country and internationally as well it possible. This will increase participation from all over the country and abroad and enhance the academic value of the meeting.

**13.7.13** In order to increase participation from the center, it is advisable that all members of the governing council are be involved in the conference in some capacity.

**13.7.14** Chapter will be responsible for raising finances for the conferences but the executive council will also help them in doing so.

**13.7.15** Local organizing team must adhere to the ethos of society and should take president and secretary in confidence for all scientific faculty national and international as well as execution of all the important decisions.

#### **13.7.16**

LOC must present an audited account by 31<sup>st</sup> May to center.

### **13.8**

#### **CHAPTER FINANCES AND ACCOUNTS**


##### **13.8.1**

#### **OPENING A BANK ACCOUNT OF THE CHAPTER:**

A bank account shall be opened locally at chapter level with three signatories – chapter secretary and the chapter treasurer & joint secretary. This account will be a subsidiary of the national account and will be opened in the same bank as of head quarter bank account with the same costumer ID by submitting the constitution and PAN Number of the society.

##### **13.8.2**

The treasurer from the main office will send back to the chapter account 40% of the life membership fees of Rs. 8,000/- per member (i.e. Rs. 3200 per member) after encashing cheques of at least 25 initiating members to start and maintain the local account. When a new chapter is formed, they have to write a formal letter to the Secretary General with a copy to the treasurer for release of seed money and introductory letter to open their saving bank account in a branch of the same bank where the central account is maintained.

  
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#### **13.8.3**

As per the resolution passed on 23<sup>rd</sup> August 2015 (Appendix- 1) all the activities conducted by any chapter the following fixed administrative amount to be transferred to Central IFS Account as given below:

Half Day Educational CME – NIL

Workshop - Rs. 10,000/-

One day Conference - Rs. 25,000/-

Two Day Conference - Rs. 50,000/-

National Conference- MINIMAL Rs. 30,000,00/- (Thirty Lakhs)/ 10 % of the conference budget whichever is higher excluding TDS and GST.

(In case of difficulty as an individual case the chapter secretary can take help from center in wavering or reducing the amount to be transfer to central IFS which is applicable only for workshops/ one day conference).

**13.8.4** To organize any local programmers, funds would need to be raised by the local chapter which would then be accountable in the account of the local Society. The main IFS will not ordinarily contribute towards sustaining of local activities.

**Guidelines for conducting CME / Workshop / Conference under aegis of IFS to be followed as per the resolution dated 17<sup>th</sup> June 2016.**

**(Appendix -2)**

#### **13.8.5**

The local chapter may collect and spend money independently. If they wish they could contribute or donate money to the main IFS account over and above what is mentioned above. All donation and money received by the chapters must have a covering letter from the source stating the purpose of financial support to chapter. This is mandatory for account keeping. No cash transaction to be done as far as possible.

#### **13.8.6**

Therefore it is mandatory at the end of every year a copy of the audited chapter accounts should be sent to both the treasurer and secretary General of the IFS so that they go into the annual report and accounting of the Indian Fertility Society. This should be done positively and at the very latest within 4 weeks of the end of the financial year ending in March.

#### **13.8.7**

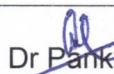
It is hereby resolved that 10% of the total conference budget (excluding GST) shall be retained and deposited in the IFS Main Account. This amount must remain fixed and unutilized in the IFS main Account until 31st March of the subsequent financial year.

#### **13.9**

### **CHAPTER RECORD KEEPING & REPORTS**

#### **13.9.1**

A report of all the activities would have to be made every quarter by the first week of January, April, July, and October of every year. Copies of all these reports should be maintained by the local secretary of the chapter and a copy forwarded to the general secretary of the IFS for record. Only these will be published in the secretary's annual report and put up on the IFS web site.

  
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**13.9.2**

A copy of all the minutes of the local meetings and activities of the chapter should be forwarded to the General Secretary IFS every quarter by the first week of January, April, July and October every year. This will be required for the annual report of the IFS.

**13.9.3**

Documentation is as important as performance. All members and chapters are urged to document activities & contributions & inform the chapter secretariat & the IFS general secretary as stated. Otherwise, these will not be included in the annual report or put up on the IFS website.

**14**

**Responsibilities of Chapter Members**

**14.1**

**Issuing of formal Statements**

No official statement on behalf of the Indian Fertility Society particularly on the use of value of different drugs in patients and on policy matters should be made by the individual IFS members and IFS chapters without confirming and approval from the governing council of the society. However, any statement on a personal level may be made for which the IFS will hold no responsibility and have no accountability.

**14.2**

**National data collection at chapter level**

Since the Data Collection is envisaged to be a long-term on-going program only life members can participate. Corporate members are not allowed to participate in this activity.

**15**

**Funds**

The funds of the Society may be raised in one or more of the following ways-

**15.1.1** by entrance fees

**15.1.2** by membership subscription

**15.1.3** by loans, grants and subsidies

**15.1.4** by voluntary donations, contributions, sponsorship fees or advertisement

**15.1.5** by fees for any specific services rendered

**15.1.6** by subscription to any official magazine or literature

**15.1.7** by fees for holding meeting, seminars, conferences etc.


**15.1.8** by any other mode as many, from time to time, be decided by the council.

**15.2**

The Society may create from out of its income or receipts separate or specific funds for utilization in any specific activity. The Society may receive any contribution for such specific activity of the Society or for a specific purpose.

**16**

**LOAN**

  
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(President- IFS)

  
Dr Shweta Mittal Gupta  
(Secretary General- IFS)



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For the purpose of carrying out its objects the general secretary may raise funds by way of loans or deposits for such period and at such rate of interest and up to such amount and on such terms and conditions as may be determined by the council and subject to approvals by the charity commissioner or other authority as may be required, provided that at no time to total amounts of such liabilities shall exceed ten times the aggregate of corps and reserves of the Society or the limit specified by the general body, whichever is higher.

**17**

**Audit of Accounts**

The accounts of the society shall be audited by a Chartered Accountant, certified and authenticated by the General Secretary, Treasurer and the President. Each chapter treasurer will submit annual accounts to the treasurer regularly every year.

**18**

**Amendments to the Bye Laws**

Whenever it shall appear to the council that is advisable to alter, extend or abridge the purposes or objects or change its name the council may submit a proposal and intimate the members of the Society in writing in the form of a report and may convene a special meeting for the consideration thereof but no such proposal shall be carried in to effect unless such report shall have been delivered or sent by post to every member of the society at least ten days previous to the day of meeting convened by the council for the consideration thereof, **this will be discussed and passed by consensus or majority votes by governing council and later by general body/ consensus/ majority votes.**

**19**

**Operation of Bank Account**

The bank account of the Society will be operated by any two of the five of the following office bearers. However, at least 2 of the office bearers should be **Signing**.

- a) President
- b) General Secretary and Joint Secretary
- c) Treasurer and Joint Treasurer

**20**

**Legal Proceedings**

The society may sue or be sued in the name of the President or General secretary as per provisions laid down under section 6 of the Societies of Registration Act, 1860 as applicable to union Territory of Delhi. Any amendment in the memorandum of society or rules will be carried out in accordance with procedure laid down under section 12 & 12 A of Societies Registration Act, 1860.



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**21**

**Dissolution and Adjustment of Affairs**

If the society needs to be dissolved, it shall be dissolved as per previous laid down under sections 13 & 14 of the Society Registration Act, 1860 as applicable to the union territory.

**22**

**Financial Year:**

Financial year of the society shall be forming from April 1<sup>st</sup> to March 31<sup>st</sup> of every year.

**23**

**Annual list of the Governing Council:**

Once in every year a list of the office bearers and the list of members of Governing council shall be filed in the office of the Registrar of Societies, Delhi. As required under section 4 of the Societies Registration act of 1860, as applicable in NCT of Delhi.

**24**

**Application of the Act**

All the provisions under all sections of the Societies Registration Act, 1860 as applicable to the union territory of Delhi shall apply to the Society.

**25**

**Authentication Certificate**

Certified that this is the correct copy of Rules and Regulations of the Society.

**Signatures-**

  
Dr. Pankaj Talwar  
(President- IFS)

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Dr. Shweta Mittal Gupta  
(Secretary General- IFS)