

MEMORANDUM OF ASSOCIATION

1. NAME OF THE SOCIETY

The name of the Society shall be **Society of Fetal Medicine (SFM)**, hereafter referred to as "The Society".

Background: There is an increasing demand for prenatal diagnosis of genetic disorders and malformations in India. Recent advances in technologies like ultrasound and molecular techniques enable prenatal diagnosis of a wide range of disorders. However, facilities for prenatal diagnosis and management are inadequate in India. There is a need to form a Society to increase awareness among doctors, healthcare providers, and public administrators about prenatal diagnosis, stimulate the establishment of these facilities, and train manpower to provide these services. With changing times and evolving scenarios, the Society must expand its activities into allied fields, such as reproductive medicine and other areas of imaging and medicine, as needed, to remain relevant and attuned to future requirements.

2. REGISTERED OFFICE:

The office of the Society shall be in the National Capital Territory and is presently at the following address:

C 584, Defence Colony, New Delhi, Pin code: 110024

The office may, however, be shifted to any place as determined by the executive committee from time to time. Any change in the registered office shall be duly communicated to the Registrar of Societies, Govt. of Delhi. In addition, the Society may, from time to time, open an office in other parts of the country and outside India to promote its aims and objectives.

3. WORKING AREA

The working area of the Society shall be anywhere in the world.

4. AIMS & OBJECTIVES

The aims and objectives of the Society shall be as follows:

- a) To constitute a forum of medical doctors, scientists, patients, parents, and others interested in prenatal diagnosis and management of congenital disorders, genetic diseases, reproductive medicine, and other related fields.
- b) To advance and promote science and practice in the area of prenatal diagnosis, reproductive medicine, and other related fields.
- c) To explore, collect, and spread information on recent advances and newer techniques relating to prenatal diagnosis, reproductive medicine, and other related fields.
- d) To hold conferences, refresher courses, CMEs, Continuing Professional Developments (CPDs), orations, public lectures, seminars, workshops, and exhibitions relating to prenatal diagnosis, reproductive medicine, and other related fields.
- e) To print, publish, exhibit, journals, periodicals, books, pamphlets, posters for the promotion of the objectives of the Society.
- f) Formulate views and make recommendations regarding
 - i) teaching concepts of prenatal diagnosis to undergraduates, postgraduates, and medical practitioners.
 - ii) services for prenatal diagnosis and management of congenital malformations, reproductive medicine, and other related fields.
- g) To interact with the Government of India regarding rules and regulations relating to prenatal diagnosis, reproductive medicine, and other related fields, and various disorders.
- h) To develop and extend cooperation between similar societies and organizations in India and abroad.

- i) To undertake all such activities as are incidental and conducive to the objectives of the Society.
- j) To start fetal medicine, imaging, and reproductive medicine training and certificate courses by the Society itself and in association with other similar organizations anywhere in the world, and with recognized universities as joint ventures. A training fee may be charged to participants by the executive committee, and to other organizations and universities on a profit-sharing/license fee basis. Central office bearers, along with mentor emeritus/es, may recommend names from Society speakers for the same, and up to 50% of net earnings from such ventures may be given as honorarium to such speakers depending on their seniority and number of hours of teaching done to compensate for loss of their practice if they are not paid by the concerned organization/university.
- k) The Society, being multidisciplinary, will provide equal opportunity to all members irrespective of Gender, Religion, their field of specialty or subspecialty, and all members of the Society must mandatorily follow these guidelines in their workplace and in the training being given by them in their personal capacity or by an organization run/ controlled by them. Any violation will be taken seriously, and the concerned member will be debarred from becoming a member of the Society until he/she rectify it and provide concrete, auditable data to prove equal opportunity for all. These debarred members will not be permitted to take up any post in the Society in the future, and they will not be invited to speak at any Society event.

All the income, earnings, moveable & immovable properties of the Society shall be solely utilized and applied towards the promotion of its aims and objects only outlined in the memorandum of association No profit thereof shall be paid or transferred directly or indirectly by way of dividends, bonus, profits or in any manner whatsoever, to the present and past members of the Society, or to any person claiming through any or more of the present or past members. No member of the Society shall have any personal claim on any movable or immovable properties of the Society or make any profit whatsoever by virtue of the membership.

5. GOVERNING BODY

The names, addresses, occupation, and designation of the initial members of the governing body (hereafter referred to as the Executive Committee) to whom the management of the Society was entrusted as required under section 2 of the Societies Registration Act 1860, as applicable to the National Capital Territory of Delhi, are as follows:

Sl. No.	Name (In Capital Letters)	Address	Occupation	Designation in the Society
1	Dr I C Verma	B9/21, Ist Floor, Vasant Vihar, New Delhi 110057	Social Worker	President
2	Dr Narender Malhotra	Malhotra Nursing Home, 84, M.G. Road, Agra, UP 282010	Social Worker	Vice President
3.	Dr Indrani Suresh	67, 12 th Avenue, Ashok Nagar, Chennai – 600083	Social Worker	Vice President
4.	Dr Shubha Phadke	Professor & Head, Dept. of Medical Genetics, Sanjay Gandhi Post Graduate Institute, Lucknow, U.P.	Social Worker	Vice President
5.	Dr. Gautam Allahabadi		Social Worker	
6.	Dr Ashok Khurana	C 584 Defence Colony, New Delhi 110024	Social Worker	Secretary
7.	Dr. Madhulika Kabra	E 1 Ansari Nagar West, AIIMS New Delhi	Social Worker	Joint Secretary
8.	Dr Ratna Dua Puri	H.No. B2/3 Amaltas Marg & Club Road, Gurgaon.	Social Worker	Treasurer

		Distt. Gurgaon		
9.	Dr Deepika Deka	Directors' Bungalow AIIMS, Ansari Nagar, New Delhi	Social Worker	Vice President
10	Dr. S. Suresh	67, 12 th Avenue, Ashok Nagar, Chennai – 600083	Social Worker	Editor
11	Dr Lakhbir Dhaliwal	Chandigarh	Social Worker	Member
12	Dr. K Ghosh	Woodland Hospital & Med. Res. Center 8/5 Alipore Road Kolkata – 700027	Social Worker	Member
13	Dr Jayesh Seth	42, Ashwraj Bungalow, Praladnagar Garden, Corporate Road, Vejalpur Ahmedabad – 380051	Social Worker	Member
14	Dr P Radhakrishnan	Bangalore	Social Worker	Member

6. DESIROUS PERSONS

The following persons acted as desirable persons for forming a Society, namely "Society of Fetal Medicine" under the Societies Registration Act 1860, as applicable to the National Capital Territory, in pursuance of the original Memorandum of Association.

Sl. No.	Name (In Capital Letters)	Address	Occupation	Signature
1	Dr I C Verma	B9/21, Ist Floor, Vasant Vihar, New Delhi 110057	Social Worker	
2.	Dr Narendra Malhotra	84, M.G. Road, Agra – 282010	Social Worker	

3.	Dr Indrani Suresh	67, 12 th Avenue, Ashok Nagar, Chennai – 600083	Social Worker	
4.	Dr Shubha Phadke	Professor & Head, Dept. of Medical Genetics, Sanjay Gandhi Post Graduate Institute, Lucknow, U.P.	Social Worker	
5.	Dr. Gautam Allahabadi		Social Worker	
6.	Dr Ashok Khurana	C 584 Defence Colony, New Delhi 110024		
7	Dr Madhulika Kabra	E-1 Ansari Nagar West, AIIMS, New Delhi	Social Worker	
8.	Dr Ratna Dua Puri	H. No B2/3 Amaltas Marg Club Road, Gurgaon.	Social Worker	
9.	Dr Deepika Deka	Directors' Bungalow AIIMS, Ansari Nagar, New Delhi	Social Worker	
10	Dr. S. SURESH	67, 12 th Avenue, Ashok Nagar, Chennai – 600083	Social Worker	
11.	Dr Lakhbir Dhaliwal	H No. 58 Sector 24 A Chandigarh- 160023	Social Worker	
12.	Dr. K Ghosh	23, Baker Road, Alipore, Kolkata – 700027	Social Worker	

13.	Dr Jayesh Sethi	42, Ashwraj Bungalow Pralhadnagar Garden Corporate Road Vejalpur Ahmedabad 380051	Social Worker	
14.	Dr. P Radhakrishnan	386, 2 nd Cross III Block Koramangala Bangalore 560034 India	Social Worker	

7. RULES & REGULATIONS

The following rules and regulations will govern the functioning of the Society:

(i) Interpretation

In the interpretation of these articles, unless there is something inconsistent with the subject or context:

- a) The Society means "Society of Fetal Medicine", short name "SFM".
- b) Year means a period commencing from the 1st of April and ending on the 31st of March or as per the financial year as notified by the Government of India.
- c) Office bearers of the Society mean President, President Elect, Vice-President, Treasurer, Secretary, and Joint Secretary.
- d) There will be one managerial post, namely "Director of Operations" for Administration and Compliance.
- e) The committee means the Central Executive Committee of the Society.

f) The rules mean any of the rules, regulations, and by-laws of the Society.

(ii) **Membership**

a) Types of Membership

There shall be the following classes of members of the Society.

- Founder member
- Patron member (perpetual)
- Standard member (for 10 years)

Founder member

Founder members are those who are on the roll of the membership of the Society at the time of submission of the application for registration under the Societies Registration Act 1860. Such members paid a lump-sum subscription of Rs. 2,000/- (Rupees Two Thousand Only) as membership fee. They will also be considered Standard members with the same rights and privileges. They will be required to renew their membership every 10 years by paying the applicable fees.

Patron member

Medical and paramedical personnel with original contributions and an interest in prenatal diagnosis, reproductive medicine, and related fields can become Patron members of the Society of Fetal Medicine. Such members must pay only a subscription fee of Rs. 16,000, as the membership fee is inclusive of taxes. Patron membership is valid for a lifetime.

Such persons who have served the Society as President for a minimum of one term or as elected central office bearers for a minimum of three terms will have the privilege of becoming a patron member without any further payment.

Standard Member

Medical and paramedical personnel with original contributions and an interest in prenatal diagnosis, reproductive medicine, and related fields can become standard members of the Society of Fetal Medicine. Such members must pay a subscription fee of Rs. 6,500 only, as the membership fee is inclusive of taxes. The Standard membership is valid for 10 years.

Admission Fees:

Admissions fees are included in Patron and Life membership fees.

Note: All payments shall be made in cash, cheque, by electronic means as mandated by the Government of India from time to time, or through an account payee draft drawn in favor of "*Society of Fetal Medicine*"

b) Membership Criteria:

The following will be the criteria for becoming members of the Society.

- Any practitioner in medical or related disciplines or interested in fetal medicine and prenatal diagnosis of birth defects and genetic disorders, reproductive medicine, and other related fields may be admitted after paying the prescribed registration and subscription fees, subject to the approval of the Central Executive Committee. Society membership will remain provisional till the Central Executive Committee gives its approval.
- The Central Executive Committee will have the right to refuse membership of any applicant, provided two-thirds of Central Executive Committee members approve rejection. No reason needs to be given for rejection. Such people will be refunded their membership application fees.
- The minimum age of membership will be 21 years. The membership must be renewed within the last 3 months of the membership. A reminder for renewal will be sent to such people. Membership will cease if not renewed before the last date of validity; however, the membership may be revived after paying the registration fees as a new member.

- The rules relating to admission to any class or any member, including subscription payable by them, shall be such as are prescribed by the executive committee from time to time.

c) Cessation of Membership

- Any member, including life/patron members, may be removed from the membership of the Society by resolution of the Central Executive Committee passed by the majority of at least 2/3rd of the members present at a special meeting of the Governing body committee. A notice will be issued to any such member whose membership is under consideration for termination, thus giving him/her full opportunity to defend himself/herself. Such notice shall include a copy of the proposed resolution for the removal of the member and the reasons thereof.
- The membership may be terminated voluntarily if a member submits his / her resignation by giving 30 days' notice in writing to the President, subject to the member having cleared all dues of the Society against his / her name.
- A person will cease to be a member of the Society if he/she fails to pay the subscription fees due from him/her.
- The membership shall stand terminated at the death of a member.
- Membership may be terminated for reasons of the member being of unsound mind or having been indicted for infamous acts or such acts violating the objectives of the Society and bringing it into disrepute. This will be decided by the General Body on the recommendations of the Executive Committee, after giving the member due opportunity to explain.
- Reasons for termination shall be intimated to the member concerned in writing.

d) **Appeal and Repeat application for Membership**

- Appeal for a repeat consideration for membership will be placed before the governing body and decided by its members by a two-thirds vote.

e) **Rights and Privileges of Membership**

- Founder members, Patron members, and Standard members shall be entitled to vote, seek elections, and attend all General body meetings of the Society. No member shall be entitled to vote or seek election at any General Body meeting if the subscription fees or any other dues are in arrears.
- Members will participate in the activities and programs organized to achieve the aims and objectives of the Society, such as multi-centric research programs, National programs, education programs, etc.
- Members shall have the right to present scientific papers at the conferences of the Society, subject to approval of the scientific committee headed by the President of SFM. The decision of the President of the Society will be final in this regard.
- Patron members shall be given preference for admission to workshops or training programs in related fields.
- Members shall be eligible to receive regular newsletters/information bulletins of the Society and attend General Body meetings of the Society. Members will have free access to an electronic copy of the Journal of Fetal Medicine. Those desirous of Print copy will have to pay a subsidized amount as decided by the Central Executive Committee.

iii) **GENERAL BODY**

(a) **General Body Definition**

The general body of the Society consists of all members of the Society.

(b) Powers, Duties, and Functions of the General Body

The General Body of the Society shall meet at least once a year or at any time which the executive committee may deem fit under the circumstances. The business to be conducted at such a meeting of the General Body may include:

- Adoption, with or without modification, of the annual report prepared by the Secretary and approved by the Central Executive Committee.
- Adoption, with or without modification, of the audited accounts, and any other financial reports, of the previous years as presented by the Treasurer and approved by the Central Executive Committee.
- Election of the office bearers and members of the Central Executive Committee when the terms of the existing members have expired, or a vacancy in the Central Executive Committee is caused due to any other reason.
- Mode of Election to the office: Election of the members of the Governing body will be held amongst candidates proposed by at least two people. Its mode will be by secret ballot, either electronic or paper. Any member will be eligible for election to the post of office bearer and to cast a vote. However, only those members who have served on the Central Executive Committee for a minimum period of 2 terms shall be eligible for the posts of President, President Elect, Vice President, Treasurer, and Secretary. Detailed eligibility criteria for various office-bearer posts are given later, along with the powers and duties of office bearers.
- To appoint an auditor for the accounts of the Treasurer's office and the Editor of the Society's journal for the ensuing year.
- To appoint various subcommittees as may be necessary.

- To discuss and sanction the budget estimates for the ensuing year for the offices of the Editor, Treasurer, Secretary, and the President, as approved by the Executive Committee and
- Transaction of such other business as may be specified in the notice calling the meetings or as may be desired by the President.

(c) Quorum, Notice of Meeting and Periodicity of Meetings:

- General body meeting of the Society may be ordinary or extraordinary.
- The General body meeting of the Society will be held at least once a year at such date, time, and place as the Executive Committee may deem fit under the circumstances.
- The General Body shall be notified of the place, date, and time of the meeting via a notice sent by email, under the hand and seal of the President or Secretary, at least 30 days before the date of the meeting. Any such notice shall include a list of business items to be transacted and shall be sent to all members by email to their last-known registered email addresses. It is the responsibility of members to keep the Society office updated with their latest Email address and cell phone numbers.
- An extraordinary general body meeting may be called for special business by email, providing fourteen-day clear notice.
- Emergency meetings may, however, be called by the President at very short notice at his / her discretion.
- Twenty members of the Society on a given date shall form the Quorum at any General Body meeting.
- Quorum of the Central Executive Committee meeting shall be 4.
- No business shall be transacted in the absence of the prescribed quorum. If there is no quorum within 30 minutes of the appointed hour, the

meeting shall stand adjourned for 30 minutes. At such an adjourned meeting, if there is no quorum, the members present shall form the quorum, but no business other than that specified in the notice shall be transacted at such a meeting.

iv) Central Executive Committee:

- (a)** There shall be a Governing body or Executive Committee for dispatching all the business of the Society. The Central Executive Committee shall consist of the President, President Elect, Immediate Past President, Vice-President, Treasurer, Secretary, Joint Secretary, and a maximum of 13 other members, making a total of 20 members. Out of these 20 members, 11 will be elected, the Immediate Past President as an automatic selection, and two members nominated by the President of the Society at his / her discretion. The election for the Central Executive Committee will be for 11 posts. The terms of office of the office bearers, President, President Elect, Vice President, Treasurer, Secretary, and Joint Secretary, shall be for 2 years. They will be eligible for re-nomination. However, no one can hold one post for more than two consecutive terms.
- (b)** A regulatory compliance officer will be selected by central office bearers, preferably from central executive committee members, or an office bearer may be entrusted with this additional responsibility. The term of the Regulatory Compliance Officer will be two years and will run concurrently with that of other office bearers. The term of the Regulatory Compliance Officer may be extended for multiple tenures by office bearers, in view of the need for continuity, to keep abreast of, follow, and comply with the ever-changing government. Regulations are a difficult task, and continuing with the same person for multiple tenures will be beneficial for the smooth working of the Society.
- (c)** To be eligible for a central executive committee member, one has to be a member of the Society for a minimum of 4 years, out of which a minimum of 2 years as an office bearer of a regional chapter that is formed after due process and vetted by the executive committee, and have a minimum of 75 members.

(d) The committee shall have full power and authority to do all such acts, matters, things, and deeds which may be necessary or expedient for carrying out the objective of the Society and, in particular, the following.

- To manage and supervise the activities of the Society and to expend money required for that purpose.
- To prepare and submit to the annual general body meeting an audited statement of accounts and the report for the previous year.
- To accept donations, grants, loans, contributions, etc., with or without conditions.

To honor such Society member/members who have selflessly served the Society in exemplary and extraordinary ways, both as a teacher, member, and as president, by making him / her a Mentor Emeritus. To honor someone as Mentor emeritus, a minimum of 5 central executive committee members can submit a proposal, which must be passed by at least 2/3 of the central executive committee members. Mentor Emeritus will be automatically invited to all SFM educational meetings and central executive committee meetings. He/she will be paid economy-class airfare and suitable accommodation in 5-star hotels for this purpose. He/she will also be provided with secretarial assistance / secretarial reimbursement as decided by the executive committee. Mentor emeritus/es will be the guiding figure of Society and will deal with policy planning and future direction of Society in association with the president of Society. At any given time, there cannot be more than two people holding the position of Mentor emeritus/es. Nominated members will also be eligible to vote; however, the person being honored will not vote in this resolution.

(e) No member of the committee shall vote on any matter in which he/ she has a conflict of interest.

(f) Quorum and notice of the Central Executive Committee Meeting.

- The committee may meet to dispatch business in person or by video conference as many times as necessary. No Travel expenditure of any type will be given to any person other than the president of the Society and Patron emeritus/es.
- Notice of every ordinary meeting of the executive committee stating the general particulars of all businesses to be transacted at such meeting shall be sent by Email to each member of the committee at his/her last known registered Email address, at least seven days before the meeting. In case of an emergency meeting of the committee, at least one day's prior notice shall be given.
- The secretary/president shall ordinarily summon a meeting of the executive committee. An extraordinary meeting of the executive committee can also be called if two-thirds of the members ask for it in writing or by email.
- Four members present in person or at a video conference shall form a quorum. If a quorum is not fulfilled, the meeting will be adjourned for 30 minutes and reconvened.
- No quorum shall be required in the reconvened meeting.
- The meeting proceedings should be recorded, and the Secretary should prepare minutes of the meeting within 15 days after the meeting.

(g) Terms of the Central Executive Committee and mode of its election.

- The Central Executive Committee shall remain in office for a period of two years till the next election of the committee takes place at the prescribed time.

- Casual Vacancies in the committee may be filled by the executive committee. Any person nominated by the committee shall hold office only until the person in whose place he/she is nominated has held office.
- The election of the central executive committee shall be held in such a way that the election will be completed at least sixty (60) days before the expiry of the 2-year term of the existing office bearers and the Central Executive Committee.
- The Central Executive Committee will appoint an election officer to conduct the process of the election. The Society's Secretary will assist the Election Officer in the proper conduct of the election process. The election for all the posts will take place through secret electronic / paper ballots. The date for such an election shall be determined by the Election Officer and communicated to the members at least 3 weeks prior to the election.
- The names of candidates for various offices shall be duly proposed and seconded by two members (proposer and seconder). Members proposed for multiple offices shall either be present in the house or shall provide written consent before their names are considered for election. The member can propose or second only one candidate for one post.
- The general body of the Society shall elect the central executive committee by a simple majority of the vote.
- Any member of the committee shall be eligible for re-election.

v) **POWERS AND DUTIES OF THE OFFICE BEARERS**

(a) President

- The President-elect will take over as President for two years on the completion of the term of the current President. The President shall

be the chief executive of the Society, and he/she shall supervise the work of the other office bearers from time to time.

- The President of the Society shall preside, conduct, and regulate all meetings of the Society, as well as the executive committee, and his/her ruling on any point of order and decision as to the result of voting shall be final.
- The President shall represent the Society in all its affairs and shall authenticate and sign all papers, documents, statements, declarations, and the like, for and on behalf of the executive committee and the Society except where he has delegated such powers to any other office bearer of the Society.
- The President shall be at liberty to appoint any person to vacant post/s of the Society without the previous sanction of the executive committee. Still, he/she shall have to take the approval of such appointments by the executive committee within a month of such appointment/s.
- The President shall, in addition to his ordinary vote, have a casting vote in case of equality of votes in an election or a meeting of the Central Executive Committee.
- The President shall sign and execute all contracts in the name of the Society.
- After his/her term, the President will continue to be a member of the Central Executive Committee as Past President for 2 years.
- In case the President is not present, the President-Elect will act as President.

(b) **President Elect** – There will be a position of President Elect which will be open to all members who have served for at least two terms as executive committee members and a minimum of one term as

office bearer, either as secretary or treasurer, and in addition, a minimum of one term as vice president. The President-elect will assist the President of the Society in all matters.

(c) Vice President:

The vice president will be elected from those members who have served at least two terms as a central executive committee member and at least one term as secretary or treasurer. The vice president will do the work assigned to him / her by the president and will actively be involved in policy planning, conducting conferences, workshops, webinars, etc.

(d) Treasurer

- He / She shall be in charge and custodian of all the funds of the Society. He / she shall be responsible for keeping up-to-date accounts of the Society, with all the account books posted up-to-date.
- He/she shall be responsible for the collection of all subscription fees and contributions due to the Society, deposit the same in a nationalized bank or private banks approved by the Central Executive Committee to the credit of the Society, and operate the same as authorized by the Central Executive Committee and the President.
- Shall dispose of the bills or payments authorized by the President or Secretary.
- Shall keep a separate account of the impressive money sanctioned by the Central Executive Committee from time to time.
- Shall, along with the Secretary, be responsible for the settlement and audit of the accounts by the auditor appointed by the Central Executive Committee and duly approved by the General body.

- Shall raise the funds for various activities of the Society.
- In all these work, he/she will be assisted by an accountant/manager of the Society.

(e) Secretary

- The General Secretary shall be the General Executive Officer of the Society of Fetal Medicine. He / She shall convene the meetings and record minutes of such meetings. The minutes of the ordinary or extraordinary general body meeting, as well as the executive committee, shall be recorded by the Secretary in minute books. These minutes shall be placed before the next meeting of the Central Executive Committee for confirmation. The minutes have to be circulated at least 15 days before the General Body meeting, and suggestions and remarks are invited.
- Shall, in consultation and approval of the President, organize and convene conferences, talks, seminars, symposia, and other functions, clear all bills for payment, and also sign cheques as authorized by the Central Executive Committee from time to time.
- Shall conduct all correspondence on behalf of the Society as assigned by the President from time to time. He/she shall prepare all reports of the activities of the Society during the year. He/ She shall be responsible for the distribution of the minutes of the Central Executive Committee's Meeting and General Body Meeting to all members of the Society.
- Shall be an ex officio member of all sub-committees.
- Shall maintain a correct and up-to-date register of all members of the Society.

(f) Joint Secretary:

- The Joint Secretary will be nominated by the President. The Joint Secretary shall assist the Secretary in carrying out the work of the Society. In the absence of the Secretary, the Joint Secretary shall act as Secretary of the Society.

vi) POWER AND DUTIES / FUNCTION OF THE CENTRAL EXECUTIVE COMMITTEE

- a) To carry out and implement the aims and objects of the Society and manage and administer the affairs thereof.
- b) To construct, purchase, take on loan or hire in the Union Territory of Delhi or anywhere in India / abroad, property necessary or convenient for the furtherance of the aims and objects of the Society.
- c) To acquire by way of gift, donation, investment, sale, exchange, or any other means authorized by the General Body, land, building, and all movable or immovable property of whatsoever kind and character to further the Society's objects.
- d) To manage grants or contributions from different funding agencies like government, trusts, other societies, individual donations, etc., as the situation may be.
- e) To supervise the finances of the Society and utilization thereof.
- i. To appoint sub-committee and Ad hoc committee, etc., to further the aims and objects of the Society as deemed fit under the circumstances.

- ii. To organize talks, lectures, seminars, conferences, workshops, welfare programs/schemes, etc., and invite people of eminence to lecture or participate in discussions on the topics related to or concerned with the aims and objectives of the Society
- f) To consider and decide the application for membership,
- g) to prepare a yearly statement of account of the Society and get it audited by a qualified auditor.
- h) To co-opt one or more members or even a non-member to attend a meeting, when necessary, with the permission of the President.

To co-opt one or more members or non-members in the Sub-committee, ad hoc committee, or standing committee.
- i) To oversee the operation of the funds of the Society through a bank under the signatures of duly authorized persons as approved by the Central Executive Committee.
- j) To accept the invitations in consultation with the President and President-elect from other societies and institutions for conferences, seminars, lectures, and workshops, etc., and depute members to attend the same on behalf of the Society.
- k) To approach various social and government organizations for financial support or grant-in-aid to carry out research, run welfare programs, as well as projects of social and national relevance.

(vii) Filling up of vacancies

If any vacancy arises for any reason, it will be filled in accordance with the Society's rules and regulations.

(viii) Formation of Sub Committees and Duties and Functions

The central executive committee, if it deems necessary, may form subcommittees to handle different work. The members of sub-committees shall, however, be from amongst the members of the Society. A member of the Central Executive Committee will head each sub-committee.

(ix) Source of Income and Utilization

- (a) The income of the Society will be raised through subscriptions, donations, contributions, grants from Government or Non-Government agencies, etc.
- (b) The income and the property of the Society, however acquired, shall be applied solely for the promotion of its aims and objectives.
- (c) No portion of the income and property as aforesaid shall be paid or transferred directly or indirectly, by way of dividend, bonus, or otherwise, by way of profit to a person who at any time is or has been a member of the Society or to any person claiming through any one or more of them.
- (d) The Society shall maintain proper accounts and other relevant records and prepare an annual statement of accounts. A Chartered Accountant shall audit the accounts of the Society, and any expenditure incurred in connection with the audit of the accounts of the Society shall be payable by the Society.

8. GUIDELINES FOR ACADEMIC EVENTS

Rules and Guidelines for Academic Activities

Please read the Regional Chapter Rules and Regulations and follow them.

Attention is especially drawn to the following:

- It is mandatory for the regional chapters to inform and obtain permission from the Central Office three months in advance of any proposed program. The program format must be in accordance with the Society format, and every program/faculty must be finalized via email

communications with the Central Office.

- No private diagnostic center or individual doctor is authorized to issue program invites or publicity material for any academic event at a personal level. The President must issue all communications, the Secretary of the regional chapter, or the Chairperson/Organizing Secretary of an event, provided the regional chapter's committee has appointed them.
- No publicity material of any diagnostic center is to be distributed or relayed over audio or video during or after the academic programs. Any action that indicates personal promotion at a Society event is prohibited and against the spirit of the Society. Decrecognition of the chapter and cancellation of membership for 10 years are the punishments for such an activity.
- A report on activities of the Regional Chapter will be submitted to the central office, preferably within four weeks of each activity and at the latest by the first week of each quarter of the financial year.
- Funds for local academic activities may be raised from local representatives of trade partners; however, all payments that accrue from this have to be made to the Central Office directly by the trade partner.

Types of Society of Fetal Medicine Academic Activities

1. Quarterly Meetings of Regional Chapters
2. Annual Meeting of Regional Chapters
3. Inaugural Meeting of a Regional Chapter
4. New Technology Trade Partner Meets
5. Co-branded Meetings with Academic Societies such as IRIA, IFUMB, FOGSI, IFS, and ISAR, etc.
6. Society endorsed Local, National, and International Meetings

7. Society Approved Courses & Workshops like FetalMed, FetalCardiocon, FetalNeurocon, FetalT1Con, FetalGeneticon, etc.

1. Quarterly Meetings of Regional Chapters

Three such meetings are to be held in a year. Dates for these are to be finalized for the entire year by the 15th of May each year and submitted to the central office. The Central Office will coordinate the dates to prevent regional and other overlaps. An interaction between geographically close chapters is encouraged, and joint quarterly meetings are also encouraged.

Society of Fetal Medicine Meetings must include local and younger speakers, and these categories of speakers should comprise at least 30-50% or more of the presenting faculty and meeting duration. Proposed themes, topics, and faculty are to be planned and communicated to the Central Office at least three months in advance. These will be assessed and approved by the central committee, and only then should the date, program, and faculty names be made available to the public and general body. It is reiterated that funds for local academic activities may be raised from local representatives of trade partners; however, all payments that accrue from this must be made directly to the Central Office by the trade partner.

2. "Annual" Meeting of Regional Chapters

Regional Chapters may organize one Annual Meeting a year in association with one "sister" regional chapter. This is not compulsory, and interaction between geographically close chapters is encouraged. The Central Office will coordinate the dates to prevent regional and other overlaps. Meetings must include local and younger speakers, and these categories of speakers should comprise at least 30% of the presenting faculty and the meeting duration. Proposed themes, topics, and faculty are to be planned and communicated to the Central Office at least six months in advance. These will be assessed and approved by the central committee, and only then should the date, program, and names of faculty be made available to the public and general body. It is reiterated that local representatives of trade partners may raise funds for local academic activities; however, all payments arising from these must be made directly to the Central Office by the trade partner.

3. Inaugural Meeting of a Regional Chapter

Members of the nominated committee can jointly organize an Inaugural Meeting of a regional chapter. This is not compulsory, and a regional chapter may commence with a quarterly meeting. The Central Office will coordinate the dates to prevent regional and other overlaps. Meetings must include local and younger speakers, and these categories of speakers should comprise at least 30-50% of the presenting faculty and the meeting duration. Proposed themes, topics, and faculty are to be planned and communicated to the Central Office at least six months in advance. These will be assessed and approved by the central committee, and only then should the date, program, and faculty be made available to the public and general body. It is reiterated that funds for local academic activities may be raised from local representatives of trade partners; however, all payments that accrue from this must be made directly to the Central Office by the trade partner. Please also refer to the guidelines for selecting outstation visiting faculty.

4. New Technology Trade Partner Meets

Society recognizes and appreciates the need to disseminate information on new technologies related to the practice of fetal medicine as they become available in local/global markets. These meetings should be designed to present the product and place it in a scientific and commercial context. A user presentation is encouraged on the agenda. A compulsory expert panel discussion is held at such meetings. Faculty selection must be pre-approved by the central office at least 5 weeks in advance of the activity. The activity must be entirely funded by the trade partner and free of cost to all Society members. Entry to Society members cannot be denied, but pre-registration may be made compulsory. All payments for the venue, audio-visual, and event management teams, mementos, etc., are to be made directly by the trade partner to the vendors. Faculty expenses are also to be borne entirely by the trade partner. A report of the event to the Central Office is compulsory for such meetings as well.

5. Co-branded Meetings with other Academic Societies

Society reiterates that Fetal Medicine is multi-specialty teamwork. Co-branded Meetings with local branches of Academic Societies such as IRIA, IFUMB, FOGSI, IFS, ISAR, Pediatric, Genetics, and Pediatric Subspecialty Societies, etc., are encouraged. Equal Profit sharing with the partner Society is compulsory in this category. Society members must be entitled to a minimum discount of 20%

on registration charges. Preliminary & Audited accounts of any such event must be made available to the Central Office within three calendar months of the event. Failure to do so will result in penal action by the Central Office. The type of penalty may include suspension of office bearers.

6. SFM endorsed Local, National, and International Meetings

Endorsement of meetings/events organized by related societies, and their publicity on electronic and live SFM forums, is encouraged. This is done free of charge after approval by the Central Office. SFM members, however, must be entitled to a minimum discount of 20% on registration charges. Regional Chapters should apply for approval from the Central Office at least 3 months in advance of the date of the activity.

7. Society Approved Courses & Workshops

SFM encourages themed courses and workshops. The First Trimester Quality Control Workshop is one such example. Regional Chapters are encouraged to organize these.

8. Overview of Duties of Office Bearers of Regional Chapters

Joint Secretary

1. To become familiar with the functions and manner of functioning of the Secretary.
2. To assist in organizing quarterly meetings of the regional chapter
3. To identify cities within the region that will benefit from and are willing to organize a local CME.
4. Encourage membership

Secretary

1. Responsibility of all record keeping, including notices for meetings, notices for elections, minutes of meetings, emails, and communications to the central office.
2. Responsibility of all record keeping of correspondence with various government agencies, including the State Medical Council, PCPNDT, the

Ministry of Health, etc.

3. Maintain a record of all correspondence with trade partners.
4. Organize 3 quarterly meetings in a year
5. Organize a Regional Apex CME every two years
6. Encourage membership
7. Ensure constant dialogue between state office bearers
8. Infuse new ideas into the organization
9. Ensure, encourage, and enhance Media relations
10. To send regular monthly / event / quarterly, and annual reports of academic activities and fraternity gatherings to the central office.
11. Chapters with more than 150 members can bifurcate the responsibilities under two heads: Secretary Academic Activities and Secretary Administration & Logistics.
12. To prepare 'Newsletter'

Treasurer

1. To oversee all money transactions
2. To maintain records of accounts
3. To liaise with the central office, regional office bearers, and trade partners for all cash, cheque, and bank transactions
4. To work closely with the chapter account team

Vice-President

1. Encourage and organize combined academic activities of the Society with other scholarly societies, including IMA, IFUMB, IRIA, FOGSI, etc.
2. Membership Drive
3. Ensure New & Young Talent in all academic activities.

President

1. Oversee and ensure the responsibility and accountability of all office bearers
2. Ensure that academic activities are carried out regularly
3. Ensure the timely election process
4. Be responsible for all communications with the central office
5. Membership drive
6. Media relations, including print and electronic media
7. Encourage members to publish their research and presentations in the Journal of Fetal Medicine.

9. REGIONAL CHAPTERS

Regional Chapters are encouraged by the Society of Fetal Medicine. Any member can take this initiative. Rules for the formation and functioning of the Regional Chapters were formulated during the Annual General Meeting in Hyderabad, September 2013, and subsequently revised by the executive committee.

REGIONAL CHAPTER GUIDELINES

In keeping with the spirit of the vision and mission of the Society of Fetal Medicine, Regional Chapters are encouraged and may be formed anywhere in the world.

Any member can take this initiative.

Rules for the formation and functioning of the Regional Chapters were formulated during the Annual General Meeting in Hyderabad, September 2013, and were subsequently revised by the Executive Committee in 2015 and further revised in 2020 to keep pace with ground realities and lessons learnt from initial experience.

- A Regional study group can be formed in any region within India or outside India, provided there are at least fifteen members from the area.
- A Regional chapter with a minimum of 75 members will only be able to hold elections for posts of regional office bearers, who will be able to run for elections to the central executive committee. Those regional chapters with fewer than 75 members will not have elections and will be managed by a team appointed from local members by the president of the Society of Fetal Medicine.
- Each Chapter will be an independent body for initiating educational programs, achieving the vision, and fulfilling the mission of the Society.
- Regional chapters do not need to be registered as a Society or a tax-paying unit. The central office will handle any matter related to this or arising out of it.
- All financial contributions towards the regional chapter must come in the name of the Society only, and no other entity is entitled to collect any funds on behalf of the Society.
- The contributions are to be made by cheque, bank draft, or bank transfer to the central account for settlement of the expenditure incurred.
- Regional Chapters shall comply with the prevailing statutory requirements of the Country. It will be binding on Regional Chapters to submit a copy of their statements of accounts to the central office by the 30th of April each year, failing which the concerned Chapter may be debarred from using the name of the Society of Fetal Medicine for its activities.
- The President and Secretary of the Regional Chapter will be jointly responsible for remittances and reports to the central office.
- All patron memberships will be valid for the whole life, and life memberships will be valid for ten years and have to be with the Central Office directly. The Regional Chapter will keep no part of the membership fee. No annual memberships can be created or collected by the Regional Chapter.
- The purpose of the Regional Chapter will be twofold: to promote

professional education and skills and to provide a common platform for members to campaign or fight for professional dignity and independence.

- A report of activities of the Regional Chapter will be submitted to the central office, preferably within four weeks of each activity and at the latest by the first week of each quarter of the financial year.
- Each chapter, while using the registered name and logo of the Society, shall organize the programs only with the concurrence of the central office.
- It is mandatory for the regional chapters to inform and obtain permission from the Central Office three months in advance of any proposed program. A minimum of three academic activities must be carried out in any financial year to avoid Derecognition. The program format must conform to the SFM format, and every program/faculty will be finalized via email communications with the Central Office. Guidelines are to be strictly followed and are listed in Annexure 1.
- Paid registration for all scientific events is compulsory for all delegates, except for central office bearers of the Society. No diagnostic center or individual doctor is authorized to issue program invites or publicity material for any academic event. All communications must be issued by the President/Secretary of the regional chapter or by the Chairperson/Organizing Secretary of an event, provided the regional chapter's committee has appointed them.
- No publicity material of any diagnostic center is to be distributed or relayed over audio or video during or after the programs. Any action that indicates personal promotion at an SFM event is prohibited and against the spirit of the Society. Derecognition of the chapter and cancellation of membership for 10 years is the punishment for such an activity.
- It is illegal to use the registered logo of the Society without permission.
- Regional Chapters should keep the Central Office informed about all actions taken by them with the State Government or other organizations.
- Elected representatives consisting of one President, one Vice-President, one Secretary, one Treasurer, and one Joint Secretary will run the Regional Chapter, having a minimum of 75 members.

- Elections to these posts have to be completed by 31st January of the year when these take place.
- The term of the elected committee will be two years and will commence on 1st April of the year in which the term of the central office bearers starts.
- In the year of establishing the Regional Chapter, or till membership reaches 75 members, a team of persons can be nominated by the president of the Society of Fetal Medicine from the local members. The President will try his / her best to make a consensus among the initial members for this. Their term in office will extend to the 31st of March in the year when the term of central office bearers ends.
- In case of resignation of elected office bearer/s of the regional chapter, new elections will take place as decided by the central executive committee. Or there may be efforts to make a consensus for office bearer/s in a meeting of regional chapter members.
- Tenure of all Regional chapters' office bearers will be concurrent with the central office bearers. To make this possible, so that there is uniformity in dates for elections in all regional chapters and for central office bearers, there will be a one-time adjustment in regional chapters' tenures so that all Regional chapter office bearers' tenures will end on 31st March, when the term of the present central office bearers will end. This one-time adjustment will be made by extending the tenures of various regional chapters' office bearers.
- In the future, all Central and regional office bearers' elections will take place on a common date and schedule as given below separately.
- Election schedule for central and regional office bearers will be as follows.

Appointment of an election officer by the central executive committee, latest by 15 September in the 2nd year of the running term of existing office bearers. For example,

- The election taking place for Term 1st April 2022 to 31st March 2024, election officer will be appointed by 15th September 2021.
- Calling for Nominations for Central and state office bearers and

central executive committee – by 15th October 2021.

- Last date for receiving duly filled forms is 15th November 2021.
 - Last date for withdrawal of names: 30th November 2021.
 - Election to be held at the latest by 15 January 2022, preferably by electronic voting or by postal ballots as decided by the central executive committee.
 - Declaration of official Results for central and regional office bearers and central executive committee members, latest by 31st January 2022.
 - Taking charge by new central and regional office bearers and central executive committee members on 1st April 2022.
1. In all the academic activities of the Society, the office bearers have to ensure that all speakers, panelists, and moderators are members of the Society. No non-member is permitted to speak at any event of the Society. The President of the Society of Fetal Medicine can permit non-members to speak on a case-by-case basis, like foreign speakers, PCPNDT officials, lawyers, public figures, etc., at his / her sole discretion.
 2. No regional or city chapter will use “Society of Fetal Medicine” or the short form “SFM” on any social media groups like WhatsApp, Telegram group, etc.

10. LOGISTIC GUIDELINES AND TIPS FOR ACADEMIC EVENTS

1. Please refer to the section on Rules, Guidelines, and Ethics for Academic Activities of SFM and choose a program type.
2. Plan at least 4-6 months in advance.
3. Choose a theme and plan tentative topics and faculty. No faculty should be contacted till approved by the central office.
4. Put a team together and inform the Central Office.
5. Choose a venue with a high ceiling (preferably 14 feet or more) to ensure that delegates do not have an obstructed view.

6. Ensure that the venue has clean toilets and enough space for meals and the exhibition.
7. LED projection is encouraged. Alternatively, conventional projectors may be used with a rating of at least 6000 lumens and a new bulb.
8. Good audio-visual facilities should receive top priority.
9. Event management companies usually do a better job with the venue and price bargaining.
10. Estimate the budget and plan fundraising.
11. Confirm dates & topics with the central office and invite faculty.
12. Book faculty air tickets well in advance.
13. Obtain PCPNDT permissions separately for the display of equipment and separately for the live workshop, if any.
14. Obtain State Medical Council CME points.
15. Be savvy about local "politics" and learn the art of carrying everyone along.
16. Be in constant touch with the central office via email/phone/chat apps.

11. FINANCIAL YEAR

The Society's financial year shall be from April 1st to March 31st, as mandated by the Government of India.

12. OPERATION OF ACCOUNTS

The banking account of the Society shall be kept in the name of the Society and shall be operated as authorized by the Executive Committee.

13. AUDIT OF THE ACCOUNTS.

Accounts of the Society shall be maintained regularly and properly, and get audited every year by a firm of chartered accountants appointed by the

general body meeting of the Society. Auditor shall retire at the end of each annual general body meeting and may be re-appointed by the general body for the next term of one year.

14. ANNUAL LIST OF MANAGING / GOVERNING BODY: (SEC. 4 OF ACT)

Once every year, a list of the office bearers and members of the governing body of the Society shall be filed with the registrar of the Society, Delhi, as required under section 4 of the Society Registration Act 1860.

15. LEGAL PROCEEDINGS

The Society may sue or be sued under the provisions of section 6 of the Societies Registration Act, 1860. All expenses incurred in this connection shall be met from the Society's funds.

(i) Amendments

Any amendment in the memorandum of association or rules will be carried out in accordance with the procedure laid down under sections 12 and 12A of the Societies Registration Act 1860.

(a) Alteration, extension, or abridgement of aims and objects or change of name shall be done in accordance with the provisions of sections 12 and 12A of the Societies Registration Act 1860. The amendment to the memorandum shall be made under this section.

(b) These rules and regulations or any of them may be modified or altered at any time by a resolution passed by a majority of at least 2/3rd of the members of the general body present and voting.

(ii) Application of the Act

All the provisions under all the sections of the Societies Registration Act 1860 shall apply to this Society.

16. INCOME & PROPERTY

All the incomes, earnings from movable or immovable properties of the Society shall be solely utilized and applied towards the promotion of its aims and objects, as set forth in the memorandum of association, and no profits there-of shall be paid or transferred directly or indirectly by way of dividends, bonus, profits or Interest or in any manner whatsoever to the present or past member of the Society. No member of the Society shall have any personal claim on any movable or immovable properties of the Society or make any profit, whatsoever, by virtue of this membership.

17. ESSENTIALITY CERTIFICATE

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

PRESIDENT

TREASURER

SECRETARY