



## CONSTITUTION

### INDIAN SOCIETY FOR STUDY OF PAIN

INDIAN CHAPTER OF INTERNATIONAL ASSOCIATION FOR THE STUDY OF PAIN

(Member of the International Association for the Study of Pain)

(Amended up to AGBM 2023 & Approved at AGBM 2024)w

--/(Constitution contains aims, objectives, rules, regulations and protocols to be followed in transaction of society business.)

- 1. Name of the Society (According to the memorandum):** -Indian Society for Study of Pain (ISSP)  
Registration no. UP/470/84-85 (Act 21, 1860)  
National office has state chapters and city branches (under the state chapters).
- 2. Address:** -C/O Secretary, ISSP (National) (Address of the society will be the registered address of the Secretary of the current year)
- 3. Working territory of the society:** -Society will function all over the Republic of India.
- 4. Headquarters of the Society:** - Shall remain with the Secretary of the ISSP of that particular year and will be known after Secretary's official address.
- 5. Aims and Objectives of the Society: -**
  - a) To promote academic and scientific activities in the field of Pain Medicine/Specialty in India.
  - b) To promote the awareness regarding Pain and its management amongst the public.
  - c) To encourage research in the field of Pain and related branches.
  - d) To organize Continuing Medical Education Programs (CME) and training programs in the field of Pain Medicine/Specialty in India.
  - e) To organize meetings and conferences in the field of Pain Medicine/Specialty in different parts of the country.
  - f) To publish scientific papers, journals and newsletters aimed to upgrade the knowledge and skill about understanding of management of Pain and its related implementation.

- g) To establish guidelines and protocols for running pain clinics in different parts of India.
- h) To seek affiliations of ISSP with national and international associations, organizations and bodies to achieve the objectives of the society.
- i) To generate funds to carry out the objectives of the society.
- j) To start training programs and to start academic bodies for running training program.
- k) To take necessary actions as shall be considered with furthering the aims and objectives of the society.
- l) To work towards awareness about cancer and its preventive measures.  
We aim to provide quality pain relief from cancer pain.

**6. Membership of the Society: -**

**6.1** Practitioners of modern (Allopathy) medicine actively associated with the management or research on Pain Medicine/Specialty are eligible for membership.

**6.2** Membership of the Society shall be of 5 categories as follows

**6.2.1 Ordinary (Regular) Member (life member):** Medical Doctor with MBBS qualification who is practicing Pain Medicine or otherwise interested/engaged in pain research shall be eligible for ordinary (regular) membership. They shall have the right to vote at election or do society business or hold any office in the society or to propose, second or contest to any office. All existing regular/ordinary members will continue to exist in the same membership category.

**6.2.2 Associate Member (life member):** Scientists or Medical personnel having interest in the clinical practice of pain or research in pain are eligible to be Associate member. Graduate medical personnel (University degree holder) are allowed as Associate member (graduate Nurse, dental graduate, clinical psychologist, graduate physiotherapist etc). They shall have no voting rights as well as no rights to propose, second, contest or hold any office in the society. (Amendment AGBM-2013)

**6.2.3 Honorary Member:** -Eminent scientists or other highly qualified people associated with the development of pain and its application shall be invited to be honorary member of the society. But their entry has to be

discussed and approved by the governing council and AGBM of society, before being enrolled. They shall have no voting rights as well as no rights to propose, second, contest or hold any office in the society. (Amendment AGBM-2013)

**6.2.4 Corporate Member:** - Industry groups who have active contribution to the requirements of the society may be enrolled as corporate members. They shall have no voting rights as well as no rights to propose, second, contest or hold any office in the society. Eligible to attend AGBM of society. Corporate membership offered at a fee of Rs.1000000/- (two lakh/member with a validity period of 5 (five) years with upto 5 (five) members (AGBM 2009).

**6.2.5 Overseas Members:** - Scientists/Clinicians medically qualified and working overseas in the field of pain medicine from abroad are eligible. Any addition or deletion of names should be done only after discussion and approval by the Governing Council and General Body. They shall have no voting rights as well as no rights to propose, second, contest or hold any office in the society.

**6.3 Membership fees: -**

- All memberships given are life memberships (30 yrs - AGBM-2015) only except for corporate membership (which will be for 5 years).
- Current one-time enrollment fees for the life membership (for ordinary/regular member) will be 5000/- (Amended AGBM -2014). The amount of Life membership fee shall be reviewed every 3-5 years by 10%
- Twenty-five percent of subscription money of the new member shall be paid to the State Chapter/ City Branch at the ratio of 10% and 15% of membership fee, respectively, if both exist or 25% to the existing formation whether city or state. Remaining 75% of the membership fee has to be remitted to the society secretariat (Amendment XV<sup>th</sup> AGBM), subject to account maintenance by state/ city chapters.

**Membership fee (AGBM 2010, 2014 & 2015)**

- a. Life membership (ordinary/regular membership) Rs 5000/- (plus GST as applicable at that time), at the time of enrollment.
- b. Associate Member Rs 3500 (plus GST) at the time of enrollment.

- c. Corporate membership- 10 lakh (upto 5 (five) member with a validity period of 5 years.
- d. Overseas member- 300 US dollar (to be reviewed every 3 years).

Registration fee of State Chapter/City Branch (affiliation to National Body)

- a. Registration fee of state chapter- Rs 5000/- plus GST
- b. Registration fee of city branch- Rs 4000/-plus GST

After 2014, duration/validity of new life membership will be limited to 30 (thirty) years period from the day of enrollment (AGBM-2014). The membership can be extended with an additional payment for further fixed period of 10 years each. (25% of the existing fees slab at that time subject to GC approval). Privileges of existing life members would continue as such.

#### **6.4 Membership enrollment procedure: -**

The membership application, in the specified form prescribed by the society shall be duly filled, proposed and seconded by two existing valid members of ISSP. The form should be submitted online ([www.issp-pain.org](http://www.issp-pain.org)) to HQ of ISSP for consideration, along with necessary documents and membership fee for the category of membership applied.

The Governing Council shall have the authority to admit/deny applicants to any of the categories of the membership, any time.

#### **6.5 Privileges of Member: -**

- a) The life members shall be entitled to participate in all activities of the society.
- b) They shall receive copy of the journal (Indian Journal of Pain-IJP) as well as newsletter, as and when published. Copy of IJP will be given as free only one time. Print copies of IJP are available on separate payment. (Print copy dispatched on registered address (3-4 issues/year) on payment of Rs 2000/-and valid for a period of 3-5 years, subject to GC approval).
- c) Free access to e-journal and e-News Letters.
- d) Right to contest to various offices of ISSP, right to vote or hold office or propose or second any member to contest to various posts of ISSP.
- e) Right to attend conferences/CME's/ Training programs of ISSP anywhere in India at concessional rate.

## 6.6 Cessation of membership

Membership from the society shall cease by

- 1) Voluntary resignation or disciplinary action. The Governing council may initiate disciplinary action as and when indicated, subject to approve of GBM.

7.

### 7.1 Amendment of the rules and regulations of the Society: -

Amendments will be accepted only if, at least 2/3<sup>rd</sup> of the quorum of eligible members present in the AGBM favor the amendment. Any member could suggest amendment with explanation, which will be discussed in the Governing Council and if accepted brought for adoption at AGBM.

**7.2 Name of Society- Legal recording:** -The name of the State / City Branch shall be 'Indian Society for Study of Pain-State Chapter/ City Branch (eg. Indian Society for Study of Pain Maharashtra State Chapter/Mumbai City branch or Society for Study of Pain Maharashtra State Chapter/Mumbai City branch). (AGBM 2016)

**7.3 State Chapter/City Branch- Formation:** -Any State/City could form Chapter or branch respectively provided the state has 25 ISSP members and city has 10 ISSP members. State/City will submit application with details of members and registration fee to Society Secretariat for approval.

**7.4 Logo of ISSP for Communication:** -The Voucher, Receipts/ Letter heads/ as well as postal envelopes should bear only the 'logo' of Indian Society for Study of Pain along with the name (Amendment XV<sup>th</sup> AGBM).



No other logo/flag/sign or identification to be used in any communication.

**8. Meetings:** -Governing Council meeting/Annual general meeting/ Extra ordinary general meeting.

- All meetings of the society, annual/general, should be presided over by the President or in the absence of President, Vice President of the Society or President Elect in that order. In the absence of all of them, members present shall choose one amongst the Governing Council Members to be the President of that meeting, who shall for the occasion exercise all the rights and privileges of the President.

**8.1 Quorum:** - The Business of the Annual and Extra Ordinary general meetings of the society shall be transacted only if the Quorum is present. Quorum is 1/10<sup>th</sup> of the registered members of ISSP as in register on the date of conduct of meeting.

- If there is no quorum, the meeting shall stand adjourned for half an hour and shall thereafter be resumed and proceeded with. In the case of a requisitioned meeting (extra ordinary), there must be quorum even after adjournment; otherwise the meeting shall stand cancelled.

**8.1.2** The quorum required for governing council meeting is six.

**8.2 Annual General Body Meeting (AGBM):** -

AGBM shall be held at time and place decided by the General body of the previous annual meeting. The Governing Council however, under special circumstances, may postpone the meeting, but not beyond six months of the date fixed originally by General Body of previous meeting, unless under exceptional circumstances as approved by GC. The meeting can be conducted virtually in situations of natural calamities like pandemic, flood, war or any such situations. The annual meeting/ conference should be scheduled in the first weekend of February of each year (AGBM-2014).

AGBM shall transact any business that may be placed before it by the Governing Council or matter presented by any member, if such a member has given notice in writing to the secretary one month before the date of the meeting with needed explanation.

Annual general body meeting would be held at the venue of the annual conference.

**8.3 Extra-Ordinary General Body Meeting:** -Extra-Ordinary General Body Meeting may be called by the President or in his/her absence by the Vice-President on written request of the Governing Council or on the written request of the 1/3<sup>rd</sup> of the members of the society. Request for such a meeting must justify the objectives and be signed by the requisitionists and submitted with the Honorary Secretary of the society.

**8.4 Notice of the meeting:** The honorary Secretary shall give the notice of the meetings to members as per schedule appended,

- Annual conference and General Body Meeting (8 weeks prior)
- Governing Council Meeting (4 weeks prior).
- Extra-ordinary Meetings (8 weeks prior).
- Acknowledgement of the receipt of the Extra-Ordinary General Body Meeting should be sent within two weeks of the receipt of the request from the requisitionist.

**8.5 GC meetings (2 virtual and 2 physical meetings)**

- **GC meeting 1 - Virtual, around April**
- **GC meeting 2 - Physical - MTM**
- **GC meeting 3 - Virtual around December**
- **GC meeting 4 - Physical, 1 day before ISSPCON**

**8.6 Mid-Term meeting (MTM): -**

Mid-term meeting shall be called by the Honorary Secretary

- a) The aim of the meeting (MTM) shall be, to facilitate smooth coordination between the ISSP secretariat and Conference secretariat, as well as to oversee the venue/ facilities offered/ scientific program scheduled. b)
- b) This meeting shall be held in the month of August/September every year in the city of the conference. The dates should be finalized at the previous Annual GC meeting.
- c) The proposed dates of such meeting shall not be changed unless there is a genuine reason and only after discussion between the secretariat and local organizers.

- d) The notice for this meeting should reach all the Governing Council members, at least four weeks before the scheduled date.
- e) It is mandatory for all the ISSP Governing Council members to attend. The local organizers should be available and present themselves in the meeting for relevant discussion unless there is any emergency.
- f) Attendance register of this meeting should be maintained. A GC member shall cease to be in the Governing Council, if he/she does not attend two consecutive physical GC meetings without any valid reasons. Minutes of the meeting should be recorded and produced to the GC within four weeks of MTM by the Secretariat.
- g) Members attending the mid-term meeting shall be eligible for TA upto Rs 15000/- subject to submission of travel expenses. (AGBM 2023)
- h) The organizers of the conference shall be responsible for the local hospitality (transport, accommodation and food) of the GC members attending the mid-term meeting.
- i) The organizers of the conference shall update on the conference/venue/their financial position/scientific program and faculties invited etc. during this meeting. The scientific program (events/style of conduct/topics should be presented) and discussed.
- j) During the midterm meeting, the venue of the conference shall be inspected by a team of the governing council members.
- k) The Governing Council shall have the right to make the necessary changes in the conference schedule and proceedings, provided these changes shall be beneficial to the society, conference and the members.

### **8.7 Annual Conference: -**

The State/ City chapter can conduct the **annual conference** of the Society, for which the place will be decided two years in advance at the Annual general body meeting upon recommendation of the Governing Council. The desirous branch should apply for the same in advance to the secretariat in the proper format as communicated on the website.

The interested branch should propose the names of Conference Organizing Chairperson/ Organizing Secretary/ Organizing Treasurer to the Governing Council along with their application.



Annual scientific conference will be conducted in first week of February of every year with 1<sup>st</sup> Sunday as the last day of the conference. The details of the scientific program and nature of conduct will be presented during midterm meeting of the Governing Council. All members should be sent the first communication at least six months in advance. The conference registration amount for the next year should be discussed and approved at the previous AGBM.

The Conference Brochure and Banner should bear the logo of ISSP only. Name of the conference should be “Annual Conference of the Indian Society for Study of Pain (year) organized by (.....) City Branch & hosted by (.....) State Chapter as applicable (Amended by XVI<sup>th</sup> AGBM)

**9. Governing Council of ISSP:** -The executive committee of ISSP will hence forth be known as **Governing Council (AGBM 2014)**

**9.1 Governing Council:** -The Governing Council shall consist of the following office bearers (Total 19 members)

- I. The President (one)
- II. The Vice-President (one) (should be incharge of all awards with President Elect and 1 GC member)
- III. President Elect (One) (AGBM 2013)- (Auditing of accounts)
- IV. The Hon. Secretary (one)
- V. The Joint Secretary (One)
- VI. The Treasurer (One)
- VII. The Editor (one) (nominated)
- VIII. IAPM Registrar ( One) – (AGBM 2022)
- IX. The Past President (Immediate) (One) – (Chairman academic committee & Chief election officer)
- X. The Past Secretary (Immediate) (One) (3-years term/AGBM 2014)
- XI. Past Treasurer (Immediate) (1-year term) (AGBM 2014)
- XII. Governing Council Members: -9 (Maximum limit)(3-years term of office)

Nine members elected from amongst the ordinary members of the society as Council members (3 members each year).

**Ex officio members – Governing Council Members**

Organizing Secretary and Organizing Chairperson of the Annual conference (current year).

**Quorum:** -The quorum for the Governing Council will be 6 (six).

### **Editorial Board**

The editor of IJP would be nominated by the Governing Council. Governing Council would also nominate three members to the editorial board from the governing council. The editor can propose to editorial board three members with adequate academic credentials and ISSP membership over three years (preferable). Further, the editor can nominate overseas members and subspecialty experts provided they are members of ISSP. Induction of members to the editorial board whether Indian/Overseas or subspecialty expert is subject to approval of the Governing Council. (AGBM-XVI)

**10. MANAGEMENT:** -Management of the ISSP is vested in the Governing Council. President ISSP is the **Administrative Head** and Hon. Secretary is the **Chief Executive Officer**. Each designation has different duties/ responsibilities and are assigned. Every management decision is taken at the governing council and executed by Hon Secretary.

**11. ELECTION:** -Election to various posts, due each year, are conducted during the Annual General Body meeting. Every year President elect, Vice-President and three governing council members are elected. In each third year Hon. Secretary, Joint Secretary & Treasurer will be elected. Editor will be elected (GC) or nominated by the GC (as applicable), when the term to particular office has been completed. Each year after midterm meeting of Governing Council, the Hon. Secretary ISSP notifies vacant posts and election dates for the year after being presented to Governing council for approval. (The Organizing Chairperson/President/Secretary will not be eligible to contest to GC if not submitted audited accounts and approved by their State chapter/if not present, City Chapter and GC of ISSP National).

#### **11.1 Election to the Governing Council: -**

**11.1.1** The President Elect, Vice-President, Hon. Secretary\Treasurer, Joint Secretary and Governing Council Members shall be elected by

the life members of the Society as per election proceedings published separately. President, Hon. Secretary, Hon. Treasurer qualify on completion of the tenure in governing council as Past President, Past Secretary, Past Treasurer in the governing council for the term specified. All designations in the Governing Council are allowed only one term of office (AGBM 2013). **(All GC members should be IASP member)**

**11.2 The Editor:** -Applications as per laid down specifications will be invited and Governing Council will nominate the Editor. With the approval of AGBM, Editor will be inducted to Governing Council. Criteria for selection includes following aspects (AGBM-2012)- Publications, presentations, Academic Credentials, contribution to ISSP, editorial experience and other Academic accomplishments. Eligibility is limited to life member with minimum five (5) years membership and should have attended three (3) ISSP AGBM's in the past five (5) years.

**11.3 G C Member:** -Duration of GC member is three years and one third members of council will retire each year. Eligibility to contest will be limited to life members with minimum five (5) years of membership (AGBM-2020) and should have attended two (2) annual conferences (AGBM) in the previous three (3) years. (AGBM-2009)

**11.4 Treasurer:** -Should be preferably from the same city as that of the Secretary and selected by Secretary to contest election as one team. The nominee should be a life member of ISSP for minimum five (5) years and should have attended two (2) AGBM's in the past five (5) years.

**11.5 Tenure of office bearers: -**

- The President/President Elect and the Vice-President shall hold the office for a period of one year or till next Annual General Body Meeting.
- President Elect will take over the office of President at the end of the extended AGBM on last day of conference.

- The Hon. Secretary, Joint Secretary, Treasurer, Editor and the Governing Council members shall hold the office for only one term of three years. (AGBM 2014)
- 1/3<sup>rd</sup> of the Council Committee members, shall retire each year.
- President elect, Vice President, Secretary, Joint Secretary should have served one term of office in governing council to be eligible to contest.

### **11.6 Vacancies**

In the event of a vacancy occurring in the office of the President, the Vice-President shall take over the office of the President for remaining period of the tenure.

In the event of a vacancy occurring in the office of the Hon. Secretary/Treasurer, the Joint-Secretary, will take over the vacant office of Hon. Secretary/Treasurer for the remaining period of term. The governing council will fill up the vacancy of the Joint Secretary with one of the three senior members of the governing council and he/she shall remain as Joint Secretary for the remaining period of tenure.

In the event of a vacancy occurring on account of death, resignation or absence of a member, the authority to fill up such vacancy by nomination from Governing Council rests with the Governing Council.

### **11.7 Vice-President/ President elect: -**

- 11.7.1 Eligibility: -The candidate should have served the Society as a governing council member for one full term of three years; should be a life member of ISSP for a minimum period of ten (10) years and should have attended three (3) AGBM's in the past five (5) years. (All GC members should be IASP member)**

### **11.8 Hon. Secretary / Joint Secretary: -**

**Eligibility: -**For Hon. Secretary and Joint Secretary, the member should have served one full term of three years in Governing Council as member and should have attended at least three (3) AGBM's in the past five (5) years. For the Treasurer, the member should be a life member for a minimum of five (5) years and should have attended two ( 2) AGBM's in the past five years. (All GC members should be IASP member)

## **12. Duties and Powers of the Office bearers of the Society: -**

**12.1 Duties and Powers of the Governing Council:** -The Governing Council shall have the following duties and powers.

- 12.1.1** To receive and dispose of the applications for the membership and resignations.
- 12.1.2** To make all the steps necessary for the administration of the Institutions under the control of Society and to appoint, employ, dismiss, suspend staff as also to appoint, employ or remove the lawyers, pleaders, attorneys, architects, valuers for any of the purposes of the Society.
- 12.1.3** To regulate and sanction expenditure which the committee may consider to be necessary or desirable in furthering the objectives of the Society.
- 12.1.4** To delegate any of its powers to such persons, officers or employees of the Society as it may deem fit for the proper and smooth conduct and also to further the objectives of the Society.
- 12.1.5** To accept donations (minimum 10 lakhs + Govt. taxes as applicable subject to approval by GC and GBM), subscriptions, endowments for any specific purposes consistent with the objectives of the Society and or accept donations, endowments, gifts earmarked for buildings, with a view to perpetuate the name or memory of any person.
- 12.1.6** To make bye-laws and rules for the society (ISSP).
- 12.1.7** To appoint sub-committees, if necessary, from out of the members of the Society for any specific purposes and to fix the scope of activity of these sub-committees. The Hon. Secretary or the Joint Secretary of the ISSP shall be ex-officio members of such sub-committees (accepted by the XIII<sup>th</sup> AGBM).

## **12.2 President: -**

Shall preside at and conduct meetings of the Society and its Governing Council and shall have casting role.

Shall supervise the general activities of the Society.

Shall exert him/herself to improve the finances of the Society.

May appoint sub-committees if and when necessary with the terms of references as decided by the Society or the Governing Council.

He shall have the rights to call Governing Council and General Body Meetings in times of emergency.

**12.3 Vice-President:** - Shall preside at and conduct meetings of the Society and its Governing Council in the absence of the President. Shall be the Head of ISSP award committee in concurrence of selected GC members

**12.4 President Elect:** - President elect will be a governing council member, who will take over as President at the conclusion of Extended AGBM on the last day of the conference from the outgoing President every year. The President may entrust any responsibility or task to President elect to carry out. He/she will be supervising the auditing of accounts of the society.

**12.5 Hon. Secretary**

Shall convene meeting of the Governing Council whenever necessary (minimum 4 every year, 2 virtual & 2 physical and as applicable); or on a written requisition of not less than 6 members of the Governing Council or when notice for emergency general body meeting received from not less than 1/3<sup>rd</sup> (one third) of the ordinary members of the society as on date of request.

Shall prepare agenda for and keep a record of the minutes of the Governing Council and the General Body and submit the minutes of GC & AGBM within four weeks to the GC.

Shall ensure that the persons concerned carry out decisions taken by the Governing Council properly.

Shall have administrative control over all the affairs of the Society.

Shall carry out all correspondences on behalf of the Society.

Shall prepare and present annual report of the Society.

Shall organize activities for the fulfillments of the aims and objectives of the Society.

May call for any office bearer, any paper pertaining to the work of the Society, for inspection and necessary action.

Shall take necessary steps to improve the funds of the Society.

Shall issue notices for the meeting (Postal/ e-mail information/ phone or any other communication channel as available).

Will maintain Membership account of society as separate account and membership register.

Will prepare and circulate newsletter of ISSP, twice a year.

**12.6 Joint Secretary: -**

Shall in the absence of the Hon. Secretary, have the powers, rights and duties as those of the Hon. Secretary.

Shall assist the Hon. Secretary in day-to-day business.

**12.7 Treasurer: -**

Will arrange collection of funds necessary for maintenance of the Society and its activities and keep them in deposit with a bank approved by the Society. No member of any committee should be allowed to incur any loan/expenditure without consent from the Hon. Secretary and Treasurer of the Society (Amended by XII<sup>th</sup> AGBM).

Shall issue receipts for all valuables received for the Society.

Shall keep bills or vouchers and also payees receipts whenever possible for payments made by him/her and maintain a regular record of Society's accounts.

Shall operate accounts of the Society jointly with the Secretary or Joint-secretary of the Society.

Shall prepare and make available to the Secretary the annual statements of income and expenditure for the annual report.

Will be authorized to make expenses available to the members for scientific, academic and administrative activities of the Society.

**12.8 Editor: -**

**Duties & Responsibilities**

To publish journal of the Society.

To Constitute Editorial Board, with the approval of the governing council.  
The Funds of Journal will be managed by Secretariat team of Hon. Secretary & Treasurer. The funds needed will be provided by Treasurer subject to approval of Governing Council.

50% of the interest of the Membership subscription shall go to the Editorial fund each year.

33% share of the money, handed over by the conference organizers shall also go to the Journal fund. (Amended XIII<sup>th</sup> AGBM).

**12.9 Office bearers/ Office Acceptance:** - No member is entitled to hold a lower post in the governing council after holding a higher post (AGBM-2011). Hierarchy of designations in ISSP are governing council members, Editor, Treasurer, Joint Secretary, Hon. Secretary, President Elect, Vice President and President. Past President can be requested to take additional responsibilities as chair of different committees or programs, as need arises.

**13. Funds and Estates of the Society: -**

**13.1** The funds and the estates of the Society shall be generated from the annual subscription of members, grants, donations and other endowments accepted by the Governing Council on behalf of the Society. They shall be administered by the Treasurer acting on instruction from the Governing Council for the furtherance of the objectives of the Society.

**13.2** An account in the name of the Society shall be opened in the Bank, which shall be operated by the Hon. Secretary and Treasurer.

**13.3** 33% share of the profit money of conference or minimum one lakh rupees plus govt. taxes as applicable, whichever is higher, from the conference shall be handed over to the National ISSP body, by the conference organizers.

**13.4** Accounting year of the Society shall be financial year of India. (Amended XV<sup>th</sup> AGBM)

**13.5** Accounts of the Society shall be audited annually and a report along with the budget made by the Treasurer shall be presented



to the Annual General Body Meeting of the Society after presenting & getting approved in GC meeting.

**13.6** The Governing Council shall have the power to appoint auditors and other experts as per need of the Society and to decide the payments of such experts. Governing Council shall have power to invest, deposit the money or open separate accounts in the bank as per need.

**13.7** Gifts and Donations: - Gifts and Donations may be received from any other party or parties or charities who may like to contribute to the ISSP.

**13.8** The amount of increase of the Life membership fees shall be decided by Governing Council (every 5 years) as and when needed and approved by the General Body of the ISSP.

**14. Legal Affairs: -**

**14.1** Amendments of the Rules and Regulations of ISSP can be proposed by the Governing Council at the General Body. The proposed alteration will be circulated by the Honorary Secretary by website/post/e-mail to all the members of the Society eligible to receive and discuss. All proposals of amendments will be placed at AGBM and will be adopted if approved, by the General body.

**14.2** The Association may sue or be sued in the name of its Hon. Secretary as prosecution of SR Act 1860. The Hon. Secretary shall be responsible for acting legally for or on behalf of the ISSP.

**14.3 Provision for dissolution of association and adjustments of their affairs.** The Association can be dissolved if necessary as per section 13 and 14 of SR Act 1860.

**14.4 Winding Up:** If it is impossible to carry out the objectives of the society, the General Body Meeting of the members of the society convened by the Hon. Secretary (the quorum for this meeting shall be 2/3<sup>rd</sup> of members as on rolls as on the day of notice and decision by the majority of (3/4<sup>th</sup>) members who attended the meeting) may dissolve the society and another such extraordinary General Body meeting of the members shall there upon decide the final

disbursement of the corpus fund after meeting the liabilities and debts and recovering the assets, keeping in view the objectives of the Society and this decision taken by the second extraordinary General Body Meeting shall be final, legal and binding on all members of the society.

**15. Addendums (Authority AGBM XIV & XV)**

**15.1** All the Past Presidents, Present President and Present Hon. Secretary/Treasurer of the ISSP and senior citizens (above the age of 75 years), shall be entitled for complimentary (Free) registration at the conference.

**15.2** Present President and Hon. Secretary/Treasurer shall be provided with complimentary accommodation during the annual conference days by the conference organizers.

**15.3** The Organizing Secretary/Scientific Committee Chairperson of the annual conference shall communicate the names of the invited speakers along with detailed scientific program to the ISSP Secretariat before midterm meeting or at the earliest but not later than 30<sup>th</sup> October of each year.

**15.4 Selection of the Pain training centers: -**

A special team of experts (as task force consisting of Vice President and three GC members) (as appointed by the ISSP- GC) shall visit and decide the eligibility and acceptability of the proposed training center, which will be presented at the next Governing Council Meeting for approval. (Educational programs- ISSP AGBM, XIV and XV)

**15.5 Use of Logo of ISSP:**

Any organization (besides city branch/state chapters of ISSP), using ISSP logo for educational events should fulfill following conditions (AGBM 2012)

Pay Rs 20,000/- (plus GST) to ISSP (National) as royalty for using logo connected to an event (limited to one year and single event).

Formal invitation to the President & Hon. Secretary & all GC members of ISSP should be given and they should be given due respect during the event, if present.

**15.6** All GC member applicants should be IASP members before induction into governing council lest the membership to the governing council would be suspended after a period of one year (AGBM 2011)

**16. ISSP sponsored pain training observership program: -**

**16.1** Applications should be invited from the deserving candidates for this observership program, at least 3 months in advance

**16.2** Applicant should be a Life member of ISSP for at least one year.

**16.3** He / she should be preferably from a teaching institute, so that in future he /she can propagate the knowledge of pain and its management, to students.

**16.4** The application shall be forwarded through proper channel along with a recommendation/ permission letter from the head of the Institute, where candidate is working.

**16.5** Application should be accompanied by recommendation letter from at least two referees, who are ISSP members.

**16.6** All the valid applications shall be scrutinized in the Governing Council just before the conference.

**16.7** The final selection of the appropriate candidate for the observership shall be done in the Governing Council meeting before the conference and will be announced in the AGBM of the conference.

**16.8** Entitlements for the training (sponsorship provided): - The candidate shall be entitled for One-time sponsorship money only, and no other facilities (e.g.-local hospitality, travel expenses or food expenses), will be provided by the ISSP.

The total amount of sponsorship money will be determined according to the prevailing or existing rates of the interest on the ISSP investments.

The candidate must submit the training report in detail to the Secretariat, on completion of training.

Candidate will be entitled for the training sponsorship once only in his/her career.

**17. ORATIONS ISSP**

**17.1 Presidential Oration (Key Note Address)**

Presidential Oration (Key Note Address) will be delivered each year on

the second day of conference by the outgoing President. A citation and Plaque will be awarded to the recipient with due honours by the ISSP.

**17.2 Annual ISSP Oration:** -Annual oration shall be held every year on the second day of the annual conference. A citation and Plaque will be awarded to the recipient with due honours by the ISSP.

**18. Life Time Achievement award:**

Life Time Achievement award was started in the year 2003. The application for LTA award is invited by State/City branches and decided by the GC and awarded during ISSPON.

Presidential Key Note Address, ISSP oration and the Life Time Achievement award of each year are ISSP functions and will be carried out each year ISSPCON.

**19. Website of ISSP: -**

This ISSP website ([www.issp-pain.org](http://www.issp-pain.org)) was started in the year 2012 with objectives of promoting and dissemination of the activities of the society. The website has links with the IASP and Indian Journal of Pain. The operation of the website is published by ISSP as a separate directive.

**20. Annual Conference of ISSP**

Annual conference of ISSP each year will be conducted in the first week of February each year. The venue will be selected from among the applicants, by the governing council subject to approval of AGBM each year for the successive year (two years in advance). Protocol on conference conduct is published separately by ISSP (Blue Book). The ISSP Secretariat will follow the Rule Book in concurrence with the AGBM approved Constitution. The conference should be conducted by city branch or state chapter and the organizers will sign a bond of agreement with the ISSP. The organizers will pay a royalty of Rs.1 lakh (plus GST) or 33% of profit of the conference, whichever is higher to ISSP. In the event of non-conduct of conference, after being agreed to conduct at AGBM, the organizers concerned are penalized to remit a penalty of Rs.1 lakh (plus GST) to ISSP. Further information on Annual Conference available as separate proceedings of ISSP (AGBM 2010)

## 21. CONCLUSION

All notices for the meetings under the society shall be sent under e-mail/surface mail. Any dispute with regard to any matter relating with rules of the constitution shall be settled by the way of arbitration only. The Governing Council shall nominate the arbitrator and the decision of the Arbitrator shall be final and binding on the parties concerned. All legal disputes are subject to jurisdiction of courts at the place where the Administrative Office of ISSP (National Body)/Secretary ISSP is situated.



**(Dr Pravesh Kanthed)**  
**Hon. Secretary, ISSP**  
**For Governing Council, ISSP**

1. The travel allowances for all official members of ISSP and IAPM of Rs 10000 maximum or actual (AGBM 2020).
2. Hon. Secretary Dr Pankaj Surange suggested that ISSP should bear the stay of Dean and Registrar at the conference venue (AGBM 2020).
3. For Dean and Registrar, the eligibility criteria should be same as ISSP President and Secretary Plus there should be 5 publications of Chronic Pain in Indexed Journal. There should be teaching experience of Pain Medicine (that is desirable but not mandatory) (AGBM 2020)
4. Dr Pankaj Surange suggested that since society is growing and we have good number of applicants, the eligibility criteria for GC Member of ISSP and IAPM should be life Membership-5yrs and minimum 3 GBM out of 5. House approved it unanimously. (AGBM 2020).
5. Proposed Tenure of Dean IAPM-2 Year and for Registrar IAPM-3 Years+ 1 Year as an Ex Officio (AGBM 2020)
6. New City Chapters- 3 applications from Amritsar, Bhubaneswar and Ajmer received as city branch (AGBM 2020).
7. The stipend of ISSP-IASP observership to be raised to Rs. 10,000 (AGBM 2018)
8. IAPM – Dean/ or Registrar attendance MTM – GC travel & allowances –

Approved (AGBM 2018)

9. IAPM Exit Exam Topper – Medal – Approved (AGBM 2018)

10. Dr PN Jain medal 2022

11. IAPM Registrar part of ISSP GC – Approved (AGBM 2022)

12. The travel allowances for all official members of ISSP and IAPM of Rs 15000 maximum or actual (AGBM 2023).

13. ISSP secretariat office assistant and IAPM Registrar's office assistant salary is increased to 7500 per month (AGBM 2023)

