



CARDIOLOGICAL SOCIETY OF INDIA

Delhi Branch

ASSENT FORM

ELECTION OF OFFICE BEARERS & MEMBERS OF THE EXECUTIVE COMMITTEE FOR THE SESSION 2023- 2025 to be held on 25th March 2023

Dear Sir,

I am willing, if elected, to serve in the Executive Committee (Please tick the position you want to stand for)

S.No.	Name of the Post	No. of Posts.	Tenure of Office	
1.	President	1	2 year	<input type="checkbox"/>
2.	Vice-President	1	2 year	<input type="checkbox"/>
3.	Hony. Secretary	1	2 year	<input type="checkbox"/>
4.	Joint Secretary	1	2 year	<input type="checkbox"/>
5.	Treasurer	1	2 year	<input type="checkbox"/>
6.	Executive Committee members	5	2 year	<input type="checkbox"/>

Date:

.....
Signature of the Candidate

Name of the Candidate (Block Letters).....

Name of the Institution.....

Designation.....

Mailing address.....

CSI Life Membership No.....

Proposed by

Seconded by.....

Signature

Signature.....

Mailing address

Mailing address.....

CSI LM No.:CSI LM No.:

N.B. Members willing to serve as Office-bearers should enclose their bio-data (if they so wish) within 200 words

Please send the form by 5PM, 28th Feb, 2023

Prof. K C Goswami
Chairman, Scrutinizing Committee,Elections
CSI-DB Election 2023-2025
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Criteria for becoming office-bearers of CSI Delhi branch as per constitution

Election of the office bearers and Committee Members

- a) A member shall not be eligible to contest or vote for an office in any election of the Society if his/her subscription is in arrears on the 30th September for the year/years preceding for which election is held.
- b) No member shall be eligible to contest or vote unless he/she has been a valid member of the Society for at least one year.
- c) No members shall canvass in writing or otherwise for votes in elections.
- d) The Secretary shall issue letters to all members as per clause (A) inquiring whether they are willing if elected to act in the Executive Committee or as an office bearer. No member shall be eligible for election unless he/she shall have expressed his/her willingness in writing in the Assent Form so as to reach the Scrutinizing officer on or before a specified date and time.
- e) Before the finalization of voting paper, the Secretary shall notify a date for withdrawal of name or names in case of any contest for a particular post of an office bearer and circulate this list only to those contesting members.
- f) The names with the institutions of members who are contesting election as officers of the Society shall be entered in the alphabetical order of their surnames in the voting paper. The names of the Executive Committee members shall be shown in the alphabetical order of their surnames.

Duties of the Office Bearers & Members of the Executive Committee.

President

- a) The President shall hold office for a period of two years being elected by the valid members. The President shall not be eligible to be re-elected for more than one term. The President shall preside at all Meetings and shall regulate the proceedings of the Meetings. He or she shall besides his/her ordinary vote have a casting vote in case of equality of votes among members. In his or her absence, the Vice-President shall officiate for him/her, failing whom a member elected at the Meeting shall perform his/her duties.
- b) Notwithstanding anything contained anywhere in these Rules, the President shall have the power to call any person (s) other than a Corporate Member or expert (s) as a special invitee to the Executive Committee Meeting without any reservation or prior approval from the General Body or any of the office-bearers of the Executive Committee.
- c) The Immediate Past President shall be the Chairman of the Dispute Resolution Committee comprising of three members of which shall include the Immediate Past President and any two other members from the Executive Committee {or any sub-committee (s) constituted for the said specific purpose}, which shall be a sub-committee constituted by the Executive Committee by a simple majority decision as per the Rules of the Society for constitution of such sub-committees for specific purposes. Such disputes shall be resolved by separate rules to be framed by the Executive Committee in this regard.
- d) The Chairman of the said Committee shall have the power to either remove or induct any member of this committee and/or to fill any vacancy caused by any reason, of his own choice without any prior approval.
- e) The immediate past President shall hold the chairmanship for a period of two years and thereafter the next past President shall be the chairman accordingly for a period of two years only and so on

Vice President

Vice President shall be elected from amongst the valid members of the Society. His/her term shall be for two years and is eligible for a maximum of two terms. In the absence of the President, the Vice President shall perform all duties and enjoy all privileges of the President.

Secretary

The Secretary shall be elected from among the valid members of the Society. He/She shall hold office for a term of two years and will not be eligible for re-election. Subject to the control and regulation of the Executive Committee, the Secretary shall be responsible for carrying out the directions and decisions of the Executive Committee and the affairs of the Society as laid down in the constitution. In particular the Secretary shall:

- a) Convene Meeting of the Executive Committee whenever necessary or called upon to do so.
- b) Have charge of the correspondence in relation to the Society.
- c) Have administrative control over the affairs of the Society.
- d) Keep accurate minutes of the Meeting of the Society, Executive Committee and other Committee thereof.
- e) Prepare the annual report of the Society.
- f) Be in charge of all the documents and property and other assets of the Society.
- g) Shall maintain a register of the members on the various categories of membership. For the purpose of the Society, the address mentioned in the register will be considered the valid one. Any change in address must be intimated to the Secretary and confirmation received from the Secretary that the necessary change in the register has been effected.
- h) Shall perform all the duties as are incidental to that office.

Joint Secretary

The Joint Secretary shall be elected for a period of 2 years and shall be eligible for re-election for a maximum of two terms. In the absence of the Secretary, the Joint Secretary shall perform the duties of the Secretary.

Treasurer

The Treasurer shall be elected for a term of two years and shall be eligible to be re-elected for a total 3 terms. The Treasurer shall receive all money related to the Society and deposit them in respective banks approved by the Committee shall ordinarily be made by cheque signed by him/her. He shall maintain accounts of all receipts and payments and prepare a statement of income and expenditure as well as the balance sheet for the year ending 30th September which shall be submitted to the auditor appointed at the Annual General Body Meeting for Audit. After the Statement of Accounts is duly passed by the Auditors, it shall be presented along with the budget estimate prepared by the Treasurer in consultation with the Secretary at the annual general Body Meeting. The Treasurer shall.

- a) Collect all dues of the Society and pay in all amounts in to the banking accounts of the Society.
- b) Make disbursements within the limits of the annual budget and maintain all the vouchers and records of all such disbursements. In exceptional circumstances, the budget may be exceeded by amount of up to 500/- only with the concurrences, of the President and by an amount not exceeding Rs.2000/- with the prior sanction of the Executive Committee.
- c) All cheques should be jointly signed by the Treasurer and the Secretary or the President.
- d) Any change of the office- bearers should be notified to the bank as per banking laws.
- e) Maintain account of all receipts and payments.
- f) Prepare balance sheet, accounts and audited reports and submit at the time of the Executive Committee and also at the general Body Meeting. The Annual Report along with the Balance Sheet for the financial year ending 31 March of the year concerned shall be prepared by the Secretary/Treasurer and shall be presented in the General Body meeting by 30 September of the year concerned.
- g) Apply for income tax exemption and other formalities as required.