



**Addiction Psychiatry Society of India
(APSI)**

Registration Number: S/2748/2020

CONSTITUTION and BY-LAWS



Addiction Psychiatry Society of India (APSI)

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CONSTITUTION

Article I

Name and Domicile

This Society shall be known as the “Addiction Psychiatry Society of India (APSI)” hereinafter called the "Society” and its activities shall extend to the entire territory of India.

Article II

Purpose and Objectives

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

- I. To promote and advance the subject of Addiction Psychiatry in India.
- II. To promote the awareness and community participation for reducing myths and stigma related to Addictive Disorders and their scientific treatment.
- III. To promote the prevention, control, treatment and relief of all addictive behaviors and their consequences.
- IV. To promote and establish the standards of education and training for medical and auxiliary personnel in Addiction Psychiatry & allied professions and recommend appropriate and optimum teaching facilities for the purpose
- V. To promote ethical standards in the practice of Addiction Psychiatry and allied disciplines in India
- VI. To support infrastructure development for Addiction Psychiatry at various organizations and institutions working in the field in the country
- VII. To promote research and support training of young scientists in Addiction Psychiatry in India
- VIII. To safeguard and promote the interest of Addiction Psychiatrist, Psychiatrists and allied mental health professionals working in the field of Addiction Psychiatry in India.
- IX. To deal with any matters relating to Addiction Psychiatry or mental health concerning the country and to do all other things as are cognate to the subject of the Addiction Psychiatry Society of India

Article III

Methods

- a. To fulfill its purposes and objectives, the Society may:
 - i. Receive funds as fees for subscriptions, registration, membership, and donations and to accept endowments, trusts, awards, and gifts in cash or in kind and property whether movable or immovable and use them for the promotion and furtherance of the objectives of the Society, and
 - ii. Acquire, hold, possess, mortgage, dispose-off, sell, lease, or exchange the movable and immovable property of the Society and construct or alter any building, in the interest of the Society, and
 - iii. Apply the income and property of the Society, wheresoever derived from, towards the promotion of the objectives of the Society.
- b. The Society may hold conferences, Continuing Medical Education (CME)'s and other scientific meetings of the Society
- c. The Society may Print, Publish, translate, sell, lend and distribute information on paper or digitally and distribute the same among its members/non-members.
- d. The Society may advise the Government and other bodies on the various aspects of Addiction psychiatry including legislative, administrative, and educational and research aspects.
- e. The Society may do all such things and matters as are incidental or conducive to the attainment of the above objects or any of them which are subsidiary to the said object.

Article IV

Definitions

In this Constitution and the by-laws:

- a. "Society" shall mean the Addiction Psychiatry Society of India (APSI).
- b. "Member" shall be inclusive term embracing all categories of membership listed in Article IV. "Voting member" shall mean a Fellow of the Society.
- c. "Council" shall mean the Executive Council (EC) of the Addiction Psychiatry Society of India (APSI).

d. “Psychiatrist” means a medical professional possessing a specialty degree or such equivalent in “Psychiatry” such as a Post Graduate Degree / Diploma in Psychiatry or Diplomate National Board (DNB) in Psychiatry awarded by an Indian university / institution recognized by the Government or competent authorities.

e. “Medical professional” means a person possessing a degree of MBBS or its equivalent awarded by a university / institution recognized by the Government or competent authorities

Article V

Members

Section 1

There shall be a database in which the names of all Members of the Society shall be entered with their qualifications and contact details. The names of all existing members who have paid their dues may be published periodically as per the convenience of the Council for limited circulation and access among the membership. The category of membership may be determined during the scrutiny of the application of the applicant, and which may change as per the eligibility of the applicant.

Section 2

There shall be the following categories of membership of the Society.

a. **Fellows:** Fellows shall be Psychiatrists [as per the clause IV (d)], who (i) are citizens of India, and (ii) possess a minimum three years of clinical and/or research and/or academic experience (after obtaining post-graduate degree/diploma) in Psychiatry.

b. **Honorary Fellows:** These are persons not eligible for Fellowship, but who have done outstanding scientific and humanitarian work in fields related to addiction psychiatry as determined by the Council. An honorary fellowship will be offered or bestowed by the Society. However, all honorary members shall also pay their dues to the Society, as decided by the Council.

c. **Founder Members:** All desirous persons for forming the Society will be also founder members of the Society for the lifetime (unless they apply for and elected as some other category of membership).

d. **Members:** Members shall be the either (i) Medical professionals (MBBS or equivalent) OR (iii) Psychologists / professionals in behavioral or social sciences related to mental health / nursing / social work / public health / or any other relevant/related professionals (with minimum qualification of graduation in the relevant discipline) who profess an interest in the area of addiction psychiatry.

Section 3

All eligible members shall have the right to attend the annual meeting and other scientific meetings, to have access to a copy of the statement of accounts, reports and publications of the Society. Fellows and Members shall pay dues as determined by the Council.

Section 4

Only Fellows shall hold elected offices, serve in the Council or serve as Chairperson of Constitutional and other committees constituted by the Society.

Section 5

Only Fellows shall be eligible to vote in the election of office bearers and Council members, for amendment of the constitution and by-laws, and in meetings of the General body.

Article V

Executive Council

Section 1

Executive Council shall consist of office-bearers named in article I under the Bye-laws as well as six elected executive Council members. The immediate past-president and the immediate past Secretary-General shall also be the ex-officio members of Council. The members of the Council shall be elected by the eligible voting membership (Fellows) of the Society. The Council members including the office-bearers shall serve for the terms as specified in the Article I of by-laws.

Section 2

The Council shall exercise all the powers of the Society that are not otherwise assigned. The Council may hold its discussions, meeting and proceedings in-person or virtually for the transaction of business, as it thinks fit. The responsibilities of the Council shall include:

- i. Interpreting the provisions of the Constitution and the Bylaws
- ii. Establishing dues and assessments for membership
- iii. Authorizing expenditure from the funds.
- iv. Administering special funds, grants and awards.
- v. Allowing and withdrawing affiliation of Society with other Organizations.
- vi. Appointing and employing professional auditors.
- vii. Appointing and approving all committees and sub-committees of the Society.
- viii. Doing all other necessary things to carry the purposes of the Society not inconsistent with this constitution and its Bylaws, or with the decisions of the General Body.

Article VI

Committees

The Council shall have the power to create / dissolve various committees and sub-committees, as per the requirement, such as:

- I. Programme Committee
- II. Ethics Committee
- III. Constitution and By-laws Committee

- IV. Elections Committee
- V. Membership Committee
- VI. Editorial committee

Each committee shall ordinarily have a chairperson and at least two members all of whom shall be appointed by the Council, and shall serve at the pleasure of the Council. The Council may decide on increasing or decreasing the number of committees, the composition of the committees, the Terms of Reference for the committees and the number of members, as per need. The tenure of these committees shall be ordinarily for two years, but may be longer or shorter as per the discretion of the Council.

Article VII

General Body

The entire membership of the Society as existing shall form the General Body of the Society, with voting rights for only the Fellows. For matters related to the activities of the Society, the Council may take the opinion of the general body either through electronic correspondence / surveys or through the general body meeting which may be held physically or virtually.

Article VIII

Affiliations

Section 1

The Council can seek affiliation of the Society with any organization whose aims and objectives are similar/compatible to those of the Society.

Section 2

The Council may accord affiliation to any scientific and social organization with aims and goals compatible with those of the Society. The affiliated organizations shall pay dues as determined by the Council. The Council shall be competent to withdraw affiliation.

Section 3

The Society and the organizations with which it affiliates itself shall have no claim to the assets of nor any responsibility in the liabilities of each other.

Article IX

Amendments

Section 1

Proposals to amend the constitution may originate either: -

- a) By a petition signed by 20 or more voting members (fellows)
OR
- b) By a motion proposed by the Constitution and Bylaws Committee
OR
- c) By the Council

Section 2

Each proposed amendment shall be considered by the Constitution and Bylaws Committee and the Council and with their comments and recommendations shall be put for consideration by the next Annual General Body meeting, provided it has been received at least 60 days before the Annual General Body meeting. If endorsed by at least two-third of the members present and voting, it shall enter into the updated copy of the constitution and bylaws and shall become effective immediately.

Article X Tribunal

Section 1

There shall be a tribunal constituted by the Council to address grievances arising out of any decision of the Council or the General body. This tribunal will act as an appellate authority to examine any issues brought to it. The decision of the tribunal shall be binding upon the Council.

Section 2

The Tribunal shall consist of three members who are preferably the past presidents of the Society with the senior-most member being the chairperson but shall not be the current office bearer. However, in the event that past presidents are unavailable, three eminent fellows of the Society may be nominated by the Council to adjudicate the proceedings. The tenure of the tribunal shall ordinarily be for four years, which may be extended or shortened by the Council.

Section 3

The Tribunal shall give opportunity to all the parties involved in the dispute to present their case and give its verdict as expeditiously as possible, which in no case shall exceed 90 days.

Section 4

The General Body and the Council shall have the power to refer any matter to the Tribunal for adjudication or opinion. Any appeal from any individual member shall have to be supported by at least 20 Fellows and shall be in writing failing which such appeal shall not be considered by the Tribunal.

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Addiction Psychiatry Society of India (APSI)

BY-LAWS

Article I Office Bearers

Section 1

The office bearers of the Society shall be President, Vice-President, Secretary General, Assistant Secretary General, Editor, and Treasurer. With regards to the composition of the Executive Council, the Society shall follow the dictum of one-person, one-post.

Section 2

All officers of the Society shall be elected at the general elections by the eligible voting membership (fellows) of the Society with the exceptions indicated against the names of office bearers below. The terms for serving as the officer bearers shall be as follows:

Office bearer	Mode of appointment	Tenure and other conditions
A. President	Elected at the general elections by the eligible voting membership (fellows) of the Society. Eligibility: Minimum 20 years of experience after obtaining MD Psychiatry degree. Minimum three years of experience as a fellow of the APSI.	A Single term will be of two years duration (a maximum of two consecutive terms). After cessation of either a single term or consecutive terms (if re-elected) as President, the individual shall not be eligible to be appointed as an office bearer or member in the Council (except as the Immediate Past President).
B. Vice President	Elected at the general elections by the eligible voting membership (fellows) of the Society Eligibility: Minimum 20 years of experience after obtaining MD Psychiatry degree. Minimum three years of experience as a fellow of the APSI.	A Single term will be of two years duration (a maximum of two consecutive terms). After cessation of either a single term or consecutive terms (if re-elected) as Vice President, the individual shall not be eligible to be appointed as an office bearer or member in the Council (except as the President)
C. Secretary General	Elected at the general elections by the eligible voting membership (fellows) of the Society Eligibility: Minimum 15 years of experience after obtaining MD Psychiatry degree. Minimum three years of experience as a fellow of the APSI.	A Single term will be of four years duration (a maximum of two consecutive terms). After cessation of either a single term or consecutive terms (if re-elected) as Secretary General, the individual shall not be eligible to be appointed as an office bearer or member in the Council (except as the President or Vice-President).

Office bearer	Mode of appointment	Tenure and other conditions
D. Treasurer	Elected at the general elections by the eligible voting membership (fellows) of the Society Eligibility: Minimum 10 years of experience after obtaining MD Psychiatry degree. Minimum three years of experience as a fellow of the APSI.	A Single term will be of four years duration (a maximum of two consecutive terms).
E. Assistant Secretary General	Nominated by the Council (from amongst the fellows of the Society). Optional post in Council Eligibility: Minimum 5 years of experience after obtaining MD Psychiatry degree (may be relaxed as per the discretion of the council).	One term of four years Shall not have the voting rights in EC meetings.
F. Editor	Nominated by the Council (from amongst the fellows of the Society) Optional post in Council Eligibility: Minimum 10 years of experience after obtaining MD Psychiatry degree. Minimum three years of experience as a fellow of the APSI.	One term of four years Shall not have the voting rights in EC meetings.
G. Executive Council members (six in number)	Elected at the general elections by the eligible voting membership (fellows) of the Society. Vacant position, if any, may be filled by nomination by the Council (from amongst the fellows of the Society). Eligibility: Minimum 5 years of experience after obtaining MD Psychiatry degree. Minimum one year of experience as a fellow of the APSI.	A Single term will be of two years duration. (for a maximum of two terms, consecutive or otherwise)

Section 3

Ordinarily, the president shall preside at all General meetings of the Society and at all meetings of the Council, except when the President asks some other office-bearer to preside.

Section 4

The Vice-President shall perform the duties assigned or delegated to him/her by the President. In the event if the President becomes unable to function because of absence or illness, the Vice-President shall act for the President. In the case of the resignation or death of the President, the Vice-President shall assume the additional charge of Acting President for the remainder of the

term or till such time another President is appointed/elected before the term expires, as decided by the Council.

Section 5

The Secretary-General shall keep the records of the Society and perform all duties delegated to him/her by the Council and the Bylaws. He shall ordinarily conduct all correspondences on behalf of the Society. He shall also have general supervision of all accounts, and pass bills for payment. He/ She shall organize and convene all meetings, maintain the records and minutes and circulate the same. He/ She shall present the annual report at the Annual General Body meeting. He/ She shall be an ex-officio member of all the committees.

Section 6

The Treasurer or their authorized agent shall receive, disburse and account for all the funds of the Society under the general direction of the Council. He/ She shall submit a financial statement each year to the Council and to the General Body. The Council may decide a certain amount which can be spent by the Treasurer without seeking prior approval of the Secretary General to meet the everyday expenses of the Society. However for all payments and transaction, the treasurer shall keep the records and get the same audited every year.

Section 7

The Assistant Secretary-General will perform duties assigned by the secretary general and will also be assistant treasurer. As an assistant treasurer s/he will have rights to access to accounts of the Society and will act as a treasurer whenever such position become vacant or in absence of the treasurer.

Section 8

The Editor will be the ex-officio chairperson of the publication committee of the Society. The editor will be responsible for overseeing the publications of the Society which may be in the form of newsletter / journal / monograph or in any other form as per the discretion of the Council.

Section 9

Any office bearer before completion of their term, can be removed from the office by (a) a majority vote in the Council and (b) a two thirds-vote of the membership. The Council will refer such a matter to the general body, following (a) proper investigation by the Council, and (b) after providing an opportunity to the officer to state his / her case.

Section 10

All the matters arising at any time for consideration and deliberation of the Council shall be determined by majority of the votes. In addition to the votes of members present and voting, the written comments of the absentee members shall be considered as voting by proxy where applicable. In every case of equality of votes the President shall have the prerogative to exercise a second or casting vote.

Article II

Election of Members

- A. For consideration of bestowing Honorary Fellowship to any individual the name must be proposed by either (a) at least one Council member / officer bearer or (b) Five fellows. The Council may, at the next Council meeting, deliberate and decide to elect the person so proposed to Honorary Fellowship with a minimum of two third majority of the members present and voting.
- B. Any person desirous of becoming a member shall make an application in the prescribed form. His / Her name should have been proposed by either (a) two fellows of the Society or (b) at least one Council member / officer bearer. He / she shall pay application fee fixed by the Council. Nomination must be approved by the Council (with minimum of two third majority of those present and voting) for becoming a fellow of the Society.
- C. The application for membership shall be considered by the Council on including but not limited to, the minimum criteria set for eligibility as a member. The member shall pay admission fee and annual subscription determined by the Council and sign a declaration pledging their affinity to the Society, its constitution and the bylaws after which he / she shall become a member. A member shall be deemed to have been a member since the date of his membership acceptance by the Council.
- D. A Fellow may be elected by the Council directly after receiving and reviewing their application in the prescribed form, along with prescribed fees as mentioned. Alternatively a member, after meeting the eligibility criteria for being a fellow may apply and may be elected by the Council after receiving and reviewing their application in the prescribed form, along with prescribed fees as mentioned. . His / her name should have been proposed either (a) two fellows of the Society or (b) at least one Council member / officer bearer. Nomination must be approved by the Council (with minimum of two third majority) for becoming a fellow of the Society.
- E. After receiving the application to join the Society, of any individual, the secretariat will examine the eligibility and the treasurer will examine the status of the payment of the membership fees. If found in order the membership proposal will be put for consideration by the Council.
- F. Once a member is elected, their name shall be entered in a central repository containing information about the members and he/ she will be informed of his/ her election.

Article III

Termination of Membership & Reinstatement

- A. The Council may terminate the membership of a person who for two consecutive years fails to pay dues in spite of a final notice regarding their dues from the Treasurer or the Secretary General.
- B. The membership of any member may be terminated for other reasons, which the Council may deem sufficient by votes of not less than two thirds of the Council members present at a meeting including the annual Council meeting. The member concerned shall have rights to explain his / her conduct and the Secretary-General shall acquaint all the members of the Council with his / her explanation. He /she shall have the right to appeal to the tribunal if desired, but in this case, he / she must inform the Secretary General of his / her desire to do

so within a month of the receipt of the decision of the Council. The decision of the tribunal shall be final and binding.

- C. Person earlier elected and terminated may return to the Society only by being processed as a new member. However, they must disclose on the application that they had earlier been terminated , and if re-elected, in case of deletion on account of non-payment of dues, he / she must pay all arrears and two years' subscription in lieu of arrears.
- D. The name of the person shall also be removed from the database by the Council
 - a) On their death, or
 - b) On their resignation. The resignation of any member from the Society shall be in writing addressed to the Honorary Secretary General and shall be accepted by the Council.
- E. In case of resignation or termination on account of any reason, the person shall not be eligible to receive any refund of payment of membership or any other compensation.

Article IV

The Executive Council

- A. The Executive Council shall meet at the time of the (a) Annual meeting (this meeting shall be called the Annual Council Meeting), (b) Mid-term meeting and at such other times as decided by the Secretary-General. A total of minimum five members at least two of whom must be office bearers (excluding editor and ASG) shall constitute the quorum for the Council meetings. The Secretary-General shall give fourteen days' notice along with the agenda and the logistic information of such meetings. The meetings may be held in person or as virtual meetings.
- B. The decisions of the Council taken during the year shall be reviewed at the Annual Council meeting, when the Council may withdraw, rescind, or modify any or all such decisions. Actions taken earlier on the basis of Council decision shall, however, remain valid.
- C. Any three Council members may, with the permission of the President, requisition a meeting of the Council. The Secretary-General may, with the permission of the President, requisition an extra-ordinary / urgent meeting of the Council. About seven days' notice shall be required for an extra-ordinary / urgent meeting, however with the concurrence of the Council members, the notice period may be shorter.
- D. Every meeting of the Council shall be presided over by the President. In their absence, the Vice-President, and in the absence of both, another Council member chosen at the meeting shall preside over the meeting.
- E. In case a Council member or Office bearer resigns or is unable to serve, the Council may co-opt another Fellow. Such co-option shall be valid only until the next elections. The Council shall be competent to act in spite of any vacancy.
- F. Written / electronically transmitted comments of absent Council members may be considered at the Council meeting but all questions by the members present shall be considered.

Article V

Election of Office Bearers & Council Members

- A. Only Fellows shall have the rights to vote in the elections of the Council and contest the elections for Council of the Society.
- B. The entire process of conducting election shall be the mandate and responsibility of the election committee. Election committee will comprise of a Chairperson, a convenor and a member, selected among the fellows by the Council. The Chairperson will also be the Returning Officer. The members of the Election Committee will not be holding any elected or nominated post in the Council during their tenure. The Tenure of the Election Committee would be two years after which a new committee may be nominated by the Council. The Chairperson of the Election committee shall be in-charge of the whole election process and shall send the communications, nominations, preside over scrutiny meetings and send details of the procedure to all the members. The secretariat of the Society shall provide the secretarial assistance to the election committee in the process of conducting elections.
- C. The Secretary General shall solicit nominations for election of office bearers and Council members on behalf of the election committee. Each nomination must be proposed by one and seconded by another eligible voting member (fellow) and contain consent of the nominee in writing. All nominations must be received by a date determined by the election committee . The Council and the election committee may determine the method of conducting elections (through paper ballots and/or through electronic means and or declaring a candidate as elected unopposed in the event of no other nominations for the said post).
- D. The dates and schedule of the election process for any specified post shall be decided by the election committee, in consultation with the Council. The dates will be such that, at least one month of duration is available for fellows to file their nominations; at least two weeks are available for the candidates to withdraw their nominations and election committee to review the nominations and declare the final names of candidates; at least four weeks are available for the fellows to exercise their right to vote and at least twenty four hours are available for the election commission to process the counting and prepare the results.
- E. The election results will be declared by the Returning officer at the Annual General Body meeting. The results declared by the returning officer shall be deemed to be final. However, in case any candidate wishes to review the election process, they may approach the tribunal. The tribunal, in their wisdom may decide to investigate the matter and provide their verdict which shall be binding.
- F. If no nomination has been received for a particular post, by the due date, the Council shall be authorized to elect a Fellow to the post. The Fellow, thus elected by the Council shall hold office for one year during which they will enjoy the same privileges as an elected member, after which the post will be declared open for election again.

- G. For the limited purposes of this objective, One year in office shall be from the day immediately following an annual meeting to the last day of the next annual meeting or till such time of the election of the concerned post is held, whichever is earlier.
- H. The returning officer will be in charge of the entire election process till declaration of results.

Article VI

Conference and General Body Meeting

A. Annual Conference and other professional and academic activities

- i. The Society will organize conferences, CMEs, seminars or other professional and academic activities. An Annual Conference will be held every calendar year at a suitable time, date and format as may be deemed fit by the EC. The ~~Hony~~ Secretary General shall invite nominations from members interested in hosting and organizing the conference.
- ii. The Annual meeting of the Council and/or the Annual General Body meeting shall be ordinarily conducted along with and as a part of the annual conference. However the Council may decide to conduct the annual Council meeting and general body meeting separately as well.
- iii. The person/s thus entrusted with organising the conference will form the local organising committee. The Hon'y Secretary General shall fix the dates in consultation with the Local committee and inform all the members of the dates of the meeting.
- iv. The Local Organising Committee (LOC) will coordinate with the Programme committee for the arrangements and content of the Annual conference.
- v. The Local Organising Committee (LOC) will be responsible for making arrangements for conducting the scientific sessions; make suitable arrangements for accommodation; printing of brochures and stationery; and raising of funds for the conference through registration fees, grants, donations, advertisement, sponsorship etc. The local organizing chairperson shall provide a written undertaking that no support of any kind has been obtained in relation to the conference by an entity related to alcohol or tobacco industry.
- vi. Managing the bank accounts for conducting academic activities such as conferences or CMEs shall be the responsibility of the Local Organising Committee (LOC) and the bank account for this purpose will be separate from the bank account of the Society.
- vii. The expenses for organising the conference shall be borne by the local organising committee. All the funds accumulated by the local organising committee after the expenses shall be credited to the Society's accounts. The local organising committee will submit an audited statement of account to the EC within six months of conducting the conference.
- viii. A similar procedure as above that is to be followed for the Annual conference will be followed for any CME, or academic activity conducted by the Society.

B. General Body Meeting

- i. The General Body shall ordinarily meet once a year (in the Annual meeting) or a meeting of the General body may be requisitioned for specific purposes either by the Council or by majority of voting members (fellows), with the permission of the President.

- ii. At least 14 days' notice of the meeting with agenda shall be made accessible to members.
- iii. At least 30% of voting members (fellows) shall constitute quorum for the meeting. If within half an hour from the appointed time a quorum is not present at the meeting called, the meeting shall be dissolved. But in any other case, it will stand adjourned to the next date at the time and at the place as fixed by the Secretary General in consultation with the Council, and at this meeting, the members present whatever be their number shall form the quorum and carry on the business.
- iv. The Proceedings of the Annual general body meeting shall be recorded and signed by the President at the end of the meeting. Every question submitted to the General body meeting will be decided by majority voting, either by voice or by show of hands.

Article VII

DISSOLUTION OF THE SOCIETY

Any member with not less than 4/5th of the membership present at the general body meeting convened specifically for the purpose, may propose that the Society shall be dissolved. If 4/5th of the majority attending such meeting agrees to the proposal, the Society may be dissolved. If, on the dissolution of the Society, there shall remain after the satisfaction of its debts and liabilities, any property what-so-ever, the same shall not be paid or distributed among the members of the Society or any of them but shall be given to some other Society having similar objectives.

Certified to be a true copy of the Constitution and By-laws of the Society.

**Secretary-General
Addiction Psychiatry Society of India (APSI)**