

CONSTITUTION and BY-LAWS of the INTERNATIONAL SOCIETY for HYPOSPADIAS and DISORDER OF SEX DEVELOPMENT (ISHID)

PREAMBLE

WE, The paediatric surgeons, paediatric urologists, general urologists, paediatricians, endocrinologists, plastic surgeons, gynaecologists, geneticists, psychiatrists, and trained medical professionals from related disciplines, including those from the basic sciences, from around the world, do hereby unite to form a society called International Society for Hypospadias and Disorders of Sex Development, to practice, promote, project, protect and propagate the specialty of paediatric surgery with special reference to Disorders of Sex Development (DSD) and hypospadias, to meet and exchange scientific knowledge on the subject, to render high quality patient care, and foster fraternity and family feelings amongst the members and to pursue professional practice with ethics and empathy around the world.

MEMORANDUM OF ASSOCIATION

AIMS & OBJECTIVES: To further the interests, aims and objectives of the International Society for Hypospadias and DSD

- A. To provide a forum for exchange of scientific information and for interchange of technological know-how amongst the members.
- B. To hold scientific meetings, seminars, workshops, conferences, aimed at improving the health care of the

patients, providing information to the family members, groups and individuals.

- C. To provide technical assistance to the member organizations for improvement of the paediatric surgical facilities in their countries and to help them promote paediatric surgical care.
- D. To advise and extend moral and technical help in carrying out clinical and experimental research
- E. To promote and provide guidance on ethical issues to the members and societies dealing with DSD.
- F. To carry out any activity which is incidental to or consonant with the attainment of any of the objectives of the Association.

II. NAME OF THE SOCIETY:

The name of the society: International Society for Hypospadias and Disorders of Sex Development (ISHID)

III. REGISTRATION AND PERIOD

International Society for Hypospadias and Disorders of Sex Development (ISHID) is founded by notarial act on and registered by Registration number

The Society has been formed for an indefinite period, commencing on the day of its registration on....

The registered office shall be at the place and address of the Honorary Secretary

LANGUAGE

The official language of the Society is English

IV.MEMBERSHIP

For membership, a person shall fill up the prescribed membership application form in full details and submit it to the Secretary along with two references / letters of recommendation from Ordinary Members. Applicants will be accepted by the Executive Committee/ sub-committee for the purpose, as ORDINARY MEMBER.

THE SOCIETY WOULD ENCOURAGE ALL TO ENROLL AS LIFE MEMBERS TO AVOID THE WORK OF THE SECRETARY CUM TREASURER.

V.CRITERIA OF ELIGIBILITY

A. Ordinary member

- a. The applicant to become an ordinary member must have obtained a postgraduate qualification in the field of paediatrics surgery, paediatrics, urology, Plastic surgery, General surgery, endocrinology, genetics and other disciplines including the basic sciences, related to the subject.
- b. The applicant must be engaged in the practice of medicine, surgery or other disciplines related in the medical fields of Hypospadias and Disorders of Sex Development.
- c. Ordinary members shall be further classified into Annual members who will be paying subscription annually of an amount as determined by the General Body from time to time and Life Members who will be paying a lump sum at one time as determined by the General Body.
- d. All applications for membership will be placed before the Executive Committee. The decision of the Executive Committee to accept or reject an application shall be final. The Executive Committee will decide on the candidate's membership at its first commencement.

B. Honorary Member

An internationally renowned Surgeon/Physician who has made an outstanding contribution in the field of DSD around the world can be considered for Honorary Membership. This will be granted in extraordinary circumstances only after deliberation in the executive meeting. Not more than two members at one time (during the Biennial Congress) and not more than 10% of all members at any given time, can be nominated as Honorary members.

VI. MEMBERSHIP SUBSCRIPTION

- a. The General Body will determine the amount of entrance fee, the annual subscription as well as life membership fee from time to time.
- b. At present, the Life Membership subscription will be the equivalent of USD \$150/- and the annual subscription will be USD \$50/-

VII. PRIVILEGES and DUTIES OF MEMBERS

Ordinary members who are not in default of payment of any dues to the ISHID, shall be entitled to attend, vote at, and participate in the General Body Meeting, and to stand for election to the Executive Committee, and serve on it or any other committee of sub-committee of the society and to propose or second candidates for election to membership of the ISHID.

VIII. CESSATION OF MEMBERSHIP

- a. Member resigns him/herself
- b. Found guilty not commensurate with the moral ethics of the Society
- c. Pending criminal proceedings

- d. Actions taken for member working against the interest of the Society

IX. REGISTER OF THE MEMBERS

There shall be a Register of Members.

The list would be updated each year.

The List of members as it existed on 1st December each year will be taken as a valid list.

X. ADMINISTRATION OF THE SOCIETY

The entirety of the powers of the members of the society will be vested in the General Body. All such powers shall be exercised by resolution by simple majority (unless otherwise provided herein) of the members of the society present and voting at a General Body Meeting.

XI. EC MEETING:

- a. A meeting of all the Executive Committee members of ISHID will be called at least once in two years. Normally, such a meeting will be convened at the time and place of the congress of the ISHID held in the country / city as decided by the EC in advance.
- b. An emergency meeting may be called if more than 75% EC members wish to discuss an urgent matter, at a place and time decided by the President.
- c. Matter may also be taken up to avoid travel cost and time, by arranging the teleconference or by circulation by emails.
- d. The Secretary will intimate all the EC members about the date, time and place of the meeting by post/ Email. The notice will be accompanied by the agenda.
- e. The President may instruct the Secretary to call an extraordinary meeting of the General Body if circumstances so demand. The notice period for such a meeting will be 14

days. The quorum for extraordinary meeting will be two thirds of the members. At an extraordinary meeting, only notified business will be transacted.

- f. The President will preside over all the General Body meetings. In the absence of the President, the Vice President would chair the meeting. In absence of the Vice President, the Honorary Secretary shall preside, and in the absence of all the three as above, the EC would select a chairman from amongst themselves for the meeting, normally the senior most ISHID EC member amongst them.
- g. All issues will be decided either by a consensus or by voting by a simple majority. The voting will usually be done by a show of hands. However, ballots can be used if decided / needed.

XII. EXECUTIVE COMMITTEE: POWERS, DUTIES AND RESPONSIBILITIES

- a. The Executive Committee will be the main administrative authority of the society functioning within the precincts of policies and parameters of its aims and objectives as approved by the General body.
- b. The EC would be answerable to the General Body.

XIII: In general, the agenda at the Annual General Meeting will be as under:

1. Opening remarks by the President.
2. Confirmation of the Minutes of the previous Annual General meeting.
3. Matters arising out of the Minutes.
4. Report by the Secretary.
5. New Members
6. Finance – Audited statement of accounts
7. Duly notified resolutions, if any.

8. Report by the Local Organizing Secretary
9. Bid Presentations – for the Venue of the next Congress.
10. Elections.
11. Honorary Membership, if any.
12. Induction of President.
13. Vote of thanks.

XIV. COMPOSITION OF THE EXECUTIVE COMMITTEE

1. President
 2. Immediate Past President
 3. Vice President
 4. Honorary Secretary / or Treasurer
 5. EC Members: 7-10 from world areas
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- a. The President will preside over all the meetings of the Executive Committee, the General Body Meeting and the sub committees, if any.
 - b. All issues will be decided by consensus or by a majority vote. In the event of a tie, the President will have an additional casting vote.
 - c. The Secretary will present a summary of the proceedings of the Executive Committee meeting to the General Body at the next AGM.
 - d. The EC would be responsible for carrying on the aims and the objectives of the society effectively and efficiently.

XV. ELIGIBILITY FOR ELECTION

- a. The EC may nominate a person of international professional standing and eminence to serve as the President of the society. The term for the post would be for 2 years and it is only for once.
- b. President would serve the society as Immediate Past President after the completion of his successful tenure of 2 years.

- c. The EC committee would also nominate the Vice President and his term would also be for two years, for one time only.
- d. The EC would nominate a person of high standing, experience and efficiency to serve as the Honorary Secretary. The term of the Honorary secretary would be for 4 years. The Honorary secretary can be re-nominated again by the members of the EC.
- e. The EC would nominate 7-10 members on the Executive committee from around the world with experience and eminence and interested in the field of DSD with at least 10 years standing. Members can be re-nominated by the EC for another term of 2 years.
- f. A Chief Co-ordinator would be nominated and made responsible to preserve all the records of the society for the continuity and the promotion of the interest of the society.

XVI FILLING UP OF CASUAL VACANCIES

- a. President: In the event of the position of the President falling vacant due to unforeseen circumstances the Vice President, will function as the President for the residual term of the replaced President.
- b. Honorary Secretary: In the event of the position of the Honorary Secretary falling vacant due to unforeseen circumstances, the Executive Committee will elect an Honorary Secretary from amongst themselves. His/her tenure will be for the residual term of the replaced Secretary-cum-Treasurer.
- c. Elected Member: In the event of a vacancy occurring in the elected EC members, the vacancy may not be filled for the remaining period.

XVII. MINUTES OF THE MEETINGS

The minutes of each meeting shall be maintained by the Secretary.

XVIII. CONSTITUTIONAL AMENDMENT

Except as otherwise provided in these Rules, any alteration, amendment or addition to these Rules shall be made only at a General Body meeting by a special resolution duly proposed and seconded by valid ordinary members and submitted to the Secretary at least two months before the date of the EC. At least three-fourths of the members present must vote in its favour.

XIX. FINANCE

- a. The financial year of the association will be from 1st April to 31st March.
- b. The main source of revenue is membership subscription, which is determined by the Executive Body from time to time. The other source of income could be donations and sponsorship.
- c. The Treasurer will operate the bank account opened in the name of International Society for Hypospadias and Disorders of Sex Development (ISHID)

XX. CONGRESS and ACTIVITIES

The society proposes to hold a workshop / CME Program in any part of the world on the subject and its related disciplines once in two years.

The society would also hold its congress again once in two years at a place and time decided by the EC. The workshop and the Congress would be held the alternating year. The venue of the proposed Workshop/ CME Program would be decided by the EC well in advance, preferably about 3-4 years.

The request for holding the “workshop/ CME Programs” and the “congress” would be invited through general information. Only

the members of the ISHID can submit the request for holding the meetings. The EC would screen the bidders based on the financial implications, interest, experience and available infrastructure to host a prestigious event. The organizers of the Congress would fill up the document and sign the same with a commitment to the ISHID (details enclosed on a separate document). The Organizers would contribute to ISHID a 10-15% (or as decided by the EC from time to time), of the income received from the registration fee.

XXI DISSOLUTION OF THE SOCIETY

The Society will not be dissolved unless its dissolution is voted and passed by the three-fourths of the members present and voting at a General Body meeting specially convened to discuss and decide about dissolution.

The notice for such meeting should be mailed under certificate of posting at least 30 days before the date of the meeting.

The quorum for such meeting will be three-fourths of the members on the Register on the day of the issue of notice, providing that this rule shall not be amended or deleted except in the manner and by the special quorum as provided herein.

BY-LAWS

Subject to approval by the General Body the Executive Committee may define by-laws to implement the aims of the Society and the articles of this Constitution.

Membership

All members have the right

- a. To admission to all scientific and business meetings of the Society.
- b. To present papers in scientific meetings, subject to the approval of the Board.
- c. To invite to host the workshop/ CME program/ Congress.

The Executive Committee

The Executive Committee as determined by the Constitution of the Society shall conduct the daily affairs of the Society, represent the Society in and out of the court, and be entitled to all acts of management and ownership relating to the object of the society.

Convening notices for the meetings of the Executive Committee shall be sent no later than on the 7th day prior to the meeting.

Finances

Confirmation of the balance sheet and the financial statements by the General Body of members shall constitute discharge from liability to the Executive Committee for the management of this committee.

Scientific Meetings of the Society

The Executive Committee shall determine date, time and place of scientific meetings.

The Executive Committee can invite a Member, an institute or clinic to organise the scientific meeting.

Ordinary Members can propose to organise a Congress, a Workshop or other scientific activities in the name of the ISHID. They are expected to present a written proposal in detail. The proposal will be discussed and accepted in the Executive Committee meeting, after which a contract will be signed between the Society and the Local Organisers. The President and the Honorary Secretary would sign the document on behalf of the society.

The registration fee is determined by the organising person/s. The President and the Secretary would normally be treated as Guests. The Guest speakers customarily would be admitted free. The EC members would be offered hospitality by the organizers depending on the finances available.

The organizing committee must give the assurance that all members of the Society will be welcomed to his/her country, and that visas, if necessary shall be issued to all members of the Society.

The scientific meetings may only ordinarily be attended by members of the Society, guests and observers. However, non members would also be allowed to attend to promote the cause of the society.

The Executive Committee can decide to nominate a Scientific Programme Committee to assist in making a

choice from the list of the submitted papers on the basis of scientific merits.

Abstracts from the papers shall be sent in due time to the organizing Secretary. The copies of such abstracts shall then be sent by the Secretary to all the members of the Scientific Programme Committee.

A report and budget of the activity will be presented to the Executive Committee no later than three months after the completion of the programme.

General Body

The Executive Committee (EC) can decide that a General Body will be held in conjunction with a scientific meeting.

The EC can decide to nominate and institute any sub-committee it deems necessary to assist the EC to establish the objects as stated in Section 3 of the Articles. The members of these sub-committees must be members of the ISHID.