



Clinical Nursing Research Society (CNRS)
(Rajasthan Societies Registration Act 1958 at No:-COOP/2019/SIROHI/100141)
www.cnrsindia.in

Rules / Regulations and Bye-Laws

A. Introduction of the Society

1. Title of the Society:

The name of the Society shall be “**Clinical Nursing Research Society**”, a non-profit society. The key and seal of the society and symbol of the society shall be called **CNRS**.

2. Mission:

2.1 To promote evidence-based nursing research in clinical practice.

2.2 To develop the policies and standardized clinical guidelines to provide the evidence based quality care.

2.3 To achieve national and international interdisciplinary collaboration, dissemination and utilization of outcomes of clinical research studies to improve the quality of nursing care.

2.4 To enhance visibility and active involvement of nurses in policy making decisions at National and International levels.

3. Vision:

To create a global platform of nurse researcher for excellence in nursing research and capacity building for its execution and sustenance.

4. The Head Office:

The head office of this society will be at Saroj Lalji Mehrotra Global Nursing College, Talhati, Abu Road, Sirohi, Rajasthan, 307510.

5. Purpose:

The Overall purpose of this society is to encourage and improve the quality of Clinical Research in Nursing to generate evidence and its application in clinical practice and education at par with Global Nursing standards.

6. Objectives:

6.1 To provide opportunities to nurses with technical support to comprehend research methodology and its clinical applications for facilitating health care outcomes.

6.2 To promote clinical specialization for empowerment of nurses to improve quality of patient centric care.

6.3 To explore funding resources for individual and group research in clinical practice.

6.4 To follow ethical guidelines as per regulatory body.

- 6.5 To collaborate with other National and International professional bodies to promote Evidence Based Nursing.
- 6.6 To have regional chapters of society.

7. Activities:

- 7.1 The society will take up the individual as well as collaborative research to conduct, analyze, suggest to apply implications, recommendations and reevaluate the outcome of studies from time to time.
- 7.2 The society will Frame, Form, Revoke and re-enact the rules from time to time in the best interest of the society.
- 7.3 The society will arrange round table meetings, intellectual group discussions, conferences, health camps, cultural functions, local/international trips related to the assigned research of the individual and the group.
- 7.4 The society will transfer all income, minority gains (property, membership fee, endowments, etc.) and the funds for the sole purpose of promotion of the society's objectives.

B. Constitution- Memorandum of the Society

List of Founder members

The name, address and designation of founder members of Clinical Nursing Research Society are as follows:

1. Dr. Partap Midha, Patron CNRS, Director, Global Hospital and Research Centre, Mount Abu, Rajasthan.
2. Dr. Suwersh Khanna, Seed Founder & Honorary Patron CNRS.
3. Mrs. Uma Handa, Advisor CNRS, Founder of Nursing Research Society of India, Former consultant UNICEF, India.
4. Mrs. Shashi Bala, President CNRS, Principal, Saroj Lalji Mehrotra Global Nursing College, Talhati, Abu Road, Rajasthan.
5. Dr. Swati Santosh Rane, Vice-President CNRS, Founder, Health care Synergy Consulting, Bombay, Maharashtra.
6. Mr. Chris Thomas, Secretary CNRS, Assistant Professor, Saroj Lalji Mehrotra Global Nursing College, Talhati, Abu Road, Rajasthan.
7. Ms. Roopa Rawat Singhvi, Joint Secretary CNRS, Rheumatology Nurse.
8. Mrs. Banupriya A, Treasurer CNRS, Vice-Principal, Saroj Lalji Mehrotra Global Nursing College, Talhati, Abu Road, Rajasthan.
9. Dr. Sukhpal Kaur, Editor-in-Chief CNRS, Lecturer, National Institute of Nursing Education, PGIMER.
10. Dr. Ratna Prakash, Professor and Principal, Pal College of Nursing and Medical Sciences, Uttarakhand.

11. Prof. Dr. Bimla Kapoor, Chairperson of Peer Review Committee, Former Director and Professor, School of Health Sciences, IGNOU, New Delhi.
12. Dr. A. Felicia Chitra, Member of Peer Review Committee, Principal, College of Nursing, MTPG & RIHS, Puducherry.
13. Dr. Latha Venkatesan, Joint Editor, Principal, College of Nursing, AIIMS, New Delhi
14. Dr. Shyam Sundar Sharma, Chairperson of Ethical and Legal Issue Committee, Professor & Head, Jaipur Nursing College, Maharaj Vinayak Global University, Jaipur, Rajasthan.
15. Dr. Meenaxi Massey, Chairperson of Membership and Election Committee, Principal, Govt. College of Nursing, Kota, Rajasthan.
16. Ms. Rupa Upadhye, Member of Membership and Election Committee, Chief of Nursing Service, Global Hospital and Research Centre, Mount Abu, Rajasthan.
17. Mrs. Prabha Kumari, Member of Membership and Election Committee, Senior Tutor, College of Nursing, Dr. RML Hospital, New Delhi.
18. Dr. Neerja Sood, Chairperson of Research Committee, Assistant Professor, School of Health Sciences, IGNOU, New Delhi.

Rules and Regulations

1. Name of the Society: Clinical Nursing Research Society

2. Power and Duties of Executive Committee Members

- 2.1 The executive committee shall take care of day to day functions to achieve society's purpose and objectives.
- 2.2 The executive committee comprises of: Advisor, President, Vice-President, Secretary, Joint Secretary, Treasurer, Editor-in-Chief, Chairpersons of committees.
- 2.3 Minimum number of the executive committee shall be 7. The founders shall act as executive members for the initial four years followed by eligible life members' election by the General Body.
- 2.4 Quorum shall be 2/5th of the executive members.
- 2.5 Vacancies of the Executive Committee Members shall be filled on Ad Hoc Basis by the Executive Members
- 2.6 The First Executive body shall hold the office for the first two terms(4 years).
- 2.7 Any irregularities in carrying out the roles and responsibilities by the Executive committee members to be brought out by the concerned persons during the Executive committee meeting and the actions to be taken will be decided by the present Executive committee members as per the evidence provided.

Advisor:

Shall advice on the development and future progress of the society.

President:

- Shall preside over at the General Body Meeting and Executive Committee Meetings.
- Shall have right to attend any committee meeting with prior information to executive members ahead of time. In absence of President, the Vice-President/ any executive committee member should attend the meeting.

- Shall be able to sign cheques and other negotiable documents jointly with the Treasurer or Secretary.
- Shall be able to spend RS. 2000 per month on her/his discretion.

Vice-President:

Shall be able to perform all duties and responsibilities of the President in her/his absence.

Secretary:

- Shall be the executive officer to implement the decisions in consultation of the President.
- Shall be conveyor of the meetings.
- Shall organize meetings and maintain the minutes of all meetings and all documents related to CNRS.
- Shall be in regular communication with the president and act in accordance with her/his advice and instruction.
- Shall be able to spend Rs. 2000/- per month on her/his discretion, in case of emergency ex-post facto, approval to be obtained from the President.
- Shall sign all cheques and other negotiable documents jointly with either president or the treasurer.

Joint Secretary:

- Shall assist the secretary in all activities.
- Perform all duties of the secretary in her/his absence.

Treasurer:

- Shall maintain accounts of the society.
- Present annual audited accounts of the previous year in Executive committee to the General body members during the meetings.
- Present budget for the next year.
- Her/his work may be deputed to any other member of the society by president in her/his absence.

Editor-in-Chief:

- Ensuring that all manuscripts submitted to the journal comply with the general principles of BIOETHICS and evidence based research.
- Making guidelines to be given to potential authors for preparation and submission of manuscripts along with policies on authorship criteria.
- Establishing good interpersonal relationships with all members of the editorial team especially treating all authors with fairness and honesty.
- Developing a system of effective and rapid peer review of all submitted manuscripts and maintaining confidentiality of every author's work along with ensuring timely publication of all the accepted manuscripts.
- Describing policies for gift, manuscripts, ethical issues, scientific misconduct by authors and mainly Plagiarism.
- Defining the concept of "conflict of interest" for authors and editors and ensuring that the journal stands at par with the reader's interests and needs.

- Ensuring that all submitted manuscripts adhere to the ICMJE ie. International Committee of Medical Journal Editors policy for submission in terms of articulation of articles, layout of articles and referencing style.
- Maintaining and restoring the journal’s integrity in terms of identifying and rectifying the errors in original research articles, experimental studies, opinion pieces like editorials and letters to the editor, corrections/errata, retractions, promotional material or advertisements.
- Formulating procedures for reconsidering the editorial decisions if in any case the need arises to do so and working in close collaboration with the publisher .
- Arousing the scientific temper of the readers by way of establishing a mechanism wherein further discussions and deliberations takes place regarding the merits of the published manuscripts such as letters to the editor, commentaries etc.

3. Roles and Responsibilities of Committees

3.1 Peer-review committee

Objectives

The members of the Peer Review Committee will critically analyze the;

1. Need of the study envisioned by the researcher.
2. Objectives and hypothesis identified
3. Basis of conceptualization of the research.
4. Clarity of the terms used in the research.
5. Depth of supporting literature
6. Strength of methodology used in :
 - ✓ Approach and research design of the study
 - ✓ Tools used for the study with established validity & reliability
 - ✓ Sample and sampling(calculation of sample size)
 - ✓ Method of Data collection used.
 - ✓ Plan of Data Analysis and its appropriateness as per objectives/Hypothesis
7. Organization and presentation of Data.
8. Usefulness of the study in terms of realistic implications.
9. Possible recommendations made.

Responsibilities

1. The research articles from the secretary will be sent to the members.
2. After receiving the comments from Members of Peer Review Committee, the collective comments by the secretary will be sent to the Chairperson for the final Review.
3. Any areas where strengthening of an article is required and it is beneficial for the readers, the Author may be asked to strengthen it accordingly.
4. Committee members are not liable to answer for acceptance and refusal of publishing of an article.
5. Sometimes there may be concept papers which can also be part of Review.

3.2 Research committee

Objectives

1. To initiate interest in research among clinical nurses working in various settings.
2. To identify and address research issues in the field of nursing and health.
3. To support and promote research activities keeping in view the mission of CNRS and health sector.
4. To work for the visibility of CNRS in the field of nursing research.
5. To maintain the quality of nursing research.
6. To collaborate with all the stakeholders.

Responsibilities

1. To create a conducive environment for promotion of research activities.
2. To ensure smooth functioning and management of the research committee and drafting terms of reference.
3. To draft guidelines for conducting research, ethical committee, reviewing and editing of research proposals.
4. To organize research workshops for members.
5. To maintain a repository of literature review.
6. To strengthen CNRS and Health Sector/Industry interaction by promoting collaborative need based research activities.
7. To conduct surveys if needed and develop a list of potential research projects.
8. To encourage members to apply for research projects.
9. To promote interdisciplinary and collaborative research.
10. To submit the research results to members, MOHFW GOI, National and International agencies and various other organizations for implementation of findings.
11. To maintain the resources of publications by CNRS.
12. To encourage members to present research studies during conferences.
13. To submit the annual report of the research committee to CNRS.

C. Membership and its eligibility

1. Qualification

Founder Members

Members who initiated the foundation of the society having M.Sc. Nursing with 5 years/ B.Sc Nursing / Post Basic Nursing degree with minimum 15 years of experience and pays Rs. 3000/- as life time membership fee.

Life Members

- All RN/RM shall become life members by paying Rs. 1000/- towards membership fees.
- Final year students of B.Sc Nursing / Post Basic Nursing/ GNM pays Rs. 300/- fees. After RN/RM pays Rs. 700/- as life time membership fees.

Associate Members

- Associate Members are RN/RM and also National members with under graduation and post-graduation working in the health sector. National Associate members shall pay Rs. 1000/- towards life time membership fees.
- International Associate members shall pay 100/- dollars for life time membership fees.

Honorary Members

Select a person who may or may not be from the nursing profession as an honorary member of the society who have been recognized for providing a significant period of years of continuous and extra ordinary services to the profession.

2. Cessation of Membership

Membership of the Society shall cease when:

- The member submits resignation to the Executive Committee.
- If any member is found indulging in undesirable activities unethical to the nursing profession, she/he shall be served notice of three months, informing of action proposed to be taken. She/he is given the opportunity to present a case before the Executive committee. 2/3rd of the majority of the executive committee confirms the termination of membership.

3. Rights and Privileges of the members:

Founder members and Life members shall be entitled to:

- Participate in all activities of the Society.
- Contest elections.
- Have a right to vote.
- Receive the journal and other documents published by the Society.
- Have a facility for free Publication charges in the Journal. The member can have access to the journal online. Subscription for the hard copy will be charged.

4. Powers, duties and functions of the General Body:

- 4.1** The General Body consists of Founding members, Annual members and life members.
- 4.2** The General Body will have power to hold elections and vote.
- 4.3 (a)** Quorum for any amendment in Rules & Regulations shall be by 2/3rd of the General Body members and by previous notice to make any change.
(b) If the above described quorum is not complete the meeting should be adjourned for 15 minutes and restarted with the number of members present.
- 4.4** Any member desirous of moving resolution at the time of General Body Meeting shall intimate the text duly proposed and seconded by members from the general body meeting. The president/secretary shall include this in the agenda.
- 4.5** The time and place shall be decided for holding the meeting & conference.
- 4.6** 2/3rd of the majority of the executive committee confirms the termination of membership.
- 4.7** Notice of the meeting shall be at least 30 days.
- 4.8** The General Body shall meet at least once in a year.

- 4.9 The audited account of the society shall be presented by the Treasurer during the General Body meeting which should be approved by the General Body, if up to 2/3rd of the balance amount is spent on the various activities of the society.
- 4.10 Election shall be once every two years in the General Body Meeting. 1st Executive Body shall hold the office for two terms (4 years) following which elections will be held every two years.
- 4.11 The General Body shall consider any other subject which may be brought by the Executive Committee.

D. Elections

1. Election procedure

- 1.1 Any life member of CNRS may make a nomination for the office of President, Vice-President, Secretary, Joint Secretary, Treasurer and Chairpersons of committees.
- 1.2 The nominations for the President shall be made from life members of CNRS who have served for at least 2 terms (4 years) of membership. Nominations can also be made from other life members of CNRS by the Executive committee those who have completed at least 2 terms (4 years) of membership and who must have a valid profile with productive credibility in CNRS and significant contribution to the nursing profession.
- 1.3 The nominations for the Vice- President shall be made only from life members of CNRS who have served for at least 2 terms (4 years) of membership. Nominations can also be made from other life members of CNRS by the Executive committee those who have completed at least 2 terms (4 years) of membership and who must have a valid profile with productive credibility in CNRS and significant contribution to the nursing profession.
- 1.4 The nominations for the Secretary shall be made only from life members of CNRS who have served for at least 2 terms (4 years) of membership. Nominations can also be made from other life members of CNRS by the Executive committee, those who have completed at least 2 terms (4 years) of membership and who must have a valid profile with productive credibility in CNRS and significant contribution to the nursing profession.
- 1.5 The nominations for the Joint Secretary shall be made only from life members of CNRS who have served for at least 2 terms (4 years) of membership. Nominations can also be made from other life members of CNRS by the Executive committee those who have completed at least 2 terms (4 years) of membership and who must have a valid profile with productive credibility in CNRS and significant contribution to the nursing profession.
- 1.6 The nominations for the Treasurer shall be made only from life members of CNRS who have completed at least 2 terms (4 years) on the CNRS. The member nominated as Treasurer shall be from the place where the head office is located.
- 1.7 The nominations for the Chairpersons shall be made only from life members of CNRS who have served for at least 2 terms (4 years) of membership. Nominations can also be made from other life members of CNRS by the Executive committee those who have

completed at least 2 terms (4 years) of membership and who must have a valid profile with productive credibility in CNRS and significant contribution to the nursing profession. Following that newly elected Chairperson will identify her/his committee members who will be appointed as members of that committee with the approval of President/ Vice-President.

1.8 The candidate cannot be nominated for the same post she/he holds at present.

1.9 The nominations shall be called on prescribed forms giving the name of the nominee describing for the particular post held with CNRS membership number and also the signature and CNRS number of the nominator. The nomination forms shall be returned to the Election officer, C/o CNRS head office.

2. Eligibility of candidates

2.1 The list of the eligible candidates for various offices shall be sent in the registered email id of the candidate. The members who are residing outside the country shall not be eligible to contest elections.

2.2 Members who are, or had been, involved in litigation with the society without first representing their grievances to the Executive Committee shall not be eligible to contest and shall have no right to vote. The same will be applicable to members who are facing disciplinary proceedings in their work situation.

3. Election Officer

3.1 The Executive committee will select an Election Officer. She/he shall be the member of CNRS. She/he shall not be holding any position of CNRS.

3.2 Election officer will select her/his own committee in consultation with the Secretary of CNRS. The Chairperson of Membership and Election committee will coordinate the procedure of election with the Secretary and Election Officer.

3.3 The Membership and Election committee shall verify the validity of the nominees as well as the nominators. The Membership and Election committee shall review the nominations for the elections as per the Bye-laws of CNRS.

3.4 The Membership and Election committee shall list all valid nominations received and total the nominations for each nominee for the office of the President and Vice-President. All nominations shall be included in the Ballot paper provided the contestants are willing to deposit a sum of Rs. 5000/- as security money. This amount shall be refunded to all the contestants who obtain at least 5% of the total votes polled. For other 3 offices (Secretary, Joint Secretary, Treasurer) and Chairpersons, the names of three members who receive the highest number of nominations shall be included in the Ballot paper.

3.5 The Provisional list of the contestants prepared by the Membership and Election committee and a brief bio-data of the nominees shall be published in the website for the information of the members before the day of the General Body meeting in which election is to be held.

- 3.6** Any contesting candidate whose name has appeared in the Provisional list of contestants may, by giving in writing to the Election officer, withdraw from the contest at least 20 days before the conduct of election. The security amount will not be refunded. The name of such a candidate shall be deleted from the Ballot paper. No addition of contestants shall be made to the Ballot paper.
- 3.7** On the day of the election, each eligible nominee shall give the name of a representative in writing her/his behalf who shall be present at the time of the election and counting of votes.
- 3.8** The Election shall be carried out by secret ballot at the General Body meeting.

4. Eligible Voters

- 4.1** The eligible voters shall be life members of CNRS and they will be informed two months prior to election.
- 4.2** The list of voters could be made available to the contestants from the membership and election committee. The Chairperson of Membership and Election committee is not eligible to cast vote unless there is a tie in the results.
- 4.3** The elections will be conducted at the General Body meeting with presence of preferably 2/3rd of life members.
- 4.4** The Voters list shall be prepared by Secretary, CNRS and will be submitted to the Election Officer prior 2 weeks of election. The contestant shall be present on the day of election and no proxy will be permitted. In the event of an Election Officer not being physically present on the day of elections, the President may nominate a CNRS member to officiate as the Election Officer and such member shall have the custody of the keys of the Ballot Boxes.
- 4.5** The Election Officer at the time of election shall appoint the required number of
- ✓ Polling officers
 - ✓ Tellers
 - ✓ and supervisors
- for the purpose of election, and also ascertain the names of the representatives of the contestants if not already received by the Election Officer(except the contestants)

5. Voting Procedure

- 5.1** No canvassing shall be permitted on the day of election. On the day of election, no person other than the voters shall be permitted within the area of the polling booth.
- 5.2** The voters shall queue up at the polling counters and shall indicate names and show their life membership card to the polling officers before entering the hall. Polling officers shall check the names, membership number of the eligible voters from the voters list and score off the names of voters in red ink. The voter shall also sign her/his name in the eligible voters list before entering the Election hall.
- 5.3** The voters shall then enter the Election hall to get the identity mark on their left hand forefinger, with indelible ink, and receive the ballot paper.
- 5.4** Separate ballot papers in different colors shall be issued for each office.

- 5.5** Ballot papers shall be printed with counter-foils which will bear no identity of the voters except that they will have the same serial number.
- 5.6** The empty ballot boxes shall be inspected by the polling officers, tellers, supervisors and representatives of the contestants. The boxes shall then be locked and sealed before placing these in the polling booth.

6. Election Results

- 6.1** Immediately after the polling is over, the Ballot boxes shall be opened by the Election Officer, in the presence of the polling officers, tellers, supervisors and representatives of the contestants and ballot papers shall be counted. Each member present shall keep a separate count of votes. As each ballot paper is accounted for, it will be scored off by the Election Officer. From time to time the counts of ballot papers by all shall be kept and the total tallied.
- 6.2** Invalid votes shall be counted and account kept. After all votes have been counted, the ballot papers shall be placed in a cloth bag and sealed in the presence of all the officers concerned.
- 6.3** After the count of votes for all the office bearers is completed, signatures of all present will be taken and result will be announced by the Election Officer immediately and the result sheet shall be handed over to the President who shall make a note on the elections that have been held and declared valid in her/his presence and she/he should sign the same.
- 6.4** The contestant getting the highest vote shall be declared elected to the concerned office. In case of tie, the decision will be based on the Membership and Election committee chairperson's vote. The Chairperson shall cast additional votes.
- 6.5** The ballot papers shall be destroyed 2 weeks after the election if there are no disputes.

7. Election Dispute

- 7.1** All disputes shall be settled by the Executive committee along with the Election Officer within 30 days of receipt of representation.
- 7.2** The decision of this committee shall be final. But an appeal regarding the decision, if any, shall be made to the CNRS head office, within 30 days of conveying the decision of the Executive committee to the candidate and the President shall call a special meeting of the CNRS, if necessary.

E. Travelling Allowance

All Executive Committee members shall be paid Economy class Airfare for attending CNRS meetings, conferences, workshops. Chairpersons will be provided Travelling Allowance subjective to availability of funds.

F. Audit

The account of CNRS shall be audited by a registered Chartered Accountant yearly.

G. Endowment fund

1. Full amount of life membership as determined by the CNRS from time to time shall be put into Endowment fund and invested in the Government Securities or in Fixed Deposit with the Nationalized banks. The annual income from such investments shall be availed of as per approved budget by the CNRS and President for the ordinary working expenses of the Society but accumulation in the fund shall not be diverted for any purpose except by a decision of the Executive committee arrived at by 3/5th majority of members present in the meeting.
2. All money held by the CNRS in the Endowment fund shall be invested as aforesaid as soon as adequate amounts are accumulated without waiting for special sanction each time.
3. When the accumulation in this fund has reached Rs. One Crore, the position shall be reviewed by the CNRS to decide whether any further accumulations are necessary or any changes are called for in the administration of the fund. Such a decision shall also require the support of a 3/5th majority of the members of the Executive committee present at the meeting of the CNRS and the President.

Establishment of Zone/Regional Branches:

Each Regional Branch or Zone needs to write its bylaws and submit to the CNRS Bylaws and Resolutions Committee for review and approval. It is strongly recommended that the Zone members do this at the time of approval by GB of CNRS. The CNRS Bylaws and Resolutions Committee is also available to offer advice and suggestions at the early drafting stages, including acting as a sounding board, which in turn may make life a little easier for those Zone members trying to tackle bylaws changes.

1. **Title of the Society Zone: CNRS _____ Zone**
2. The vision, Mission, purpose, objectives and activities will be in accordance with the Society's vision, Mission, purpose, objectives and activities as set out in the Memorandum.
3. The Constitution and membership will be consistent with the Society's constitution and membership as set out in the Constitution.
4. The Zone and Regional branches Executive Committee shall be constituted as follows:

Elected Members:

- i. President
- ii. Vice President
- iii. Secretary
- iv. Joint Secretary
- v. Treasurer

Committee Chairpersons

- vi. Chairperson Bylaws Committee
- vii. Chairperson Membership Committee
- viii. Chairperson Research Committee

- ix. Chairperson Ethical Committee
- x. 2-3 senior nursing personnel can be Co-opted or Ex-officio members can be nominated who have served at the State or national level

Besides Full members, Associate members and Patrons – individuals with a level of expressed commitment to the cause of the Society may be accepted. Associate members and Patrons are entitled to the same privileges as full members except in the case of elections as stated in the Society's Byelaws. The Patron will contribute to the sustainability of the Zone as an Advisor and may give guidelines to the utilization of any contributed funds.

Membership eligibility, rules, regulations, and membership cards will be the same as that of the National Society. A member working and residing in a Region shall be the member of that branch of the society; in case of change of residence, the membership can be transferred after informing the headquarters from one Region to another Region.

CNRS BYLAWS REQUIREMENTS FOR ZONE BYLAWS

The CNRS Bylaws and Resolutions Committee does not attempt to dictate Zone/Regional branches bylaws. There are only a few National CNRS Bylaws provisions with which Zone/Regional branches bylaws must be consistent or otherwise not in conflict. Specifically, the following subjects must be approached with some attention to the Association's Bylaws:

Creation: Zone/Regional branches may be created by the Executive Board upon a petition by a group of 25 or more active members residing within the territory of such Zone. The application to the National Secretary may be sent at least 60 days before any regular meeting of the National Society. The application shall include or be accompanied by a copy of the bylaws and constitution under which the Zone/Regional branches is operating or proposes to operate. The Executive Board shall, after having made a proper investigation, report favorably or adversely thereon to the members of the Association at the ensuing Annual Meeting, at which meeting the question of the establishment of such Zone shall be part of the regular order of business.

The executive body of the Zone: President, Vice President, Secretary, Joint Secretary and Treasurer will be elected every 3 years by the Zone. The Zone will open a bank account and seek approval from the National Secretary. The accounts of the Zone. will be maintained, audited and the audit report will be sent to the National Secretary.

Membership qualifications: may be set by the Zone /Regional Branch, but must comply with the anti-discrimination provisions of the Society Bylaws. All members of the Zone. will be accepted as members of the Society.

Logo: CNRS's logo depicts its philosophy and vision and Zone/Regional branches should use the same.

Discrimination: Membership in a Zone of the Society or participation in any activity of a Zone shall comply with CNRS's anti-discrimination thoughts.

Zone bylaws: Must be submitted to the Executive Committee and the Bylaws and Resolutions Committee of the Society for review to ensure that the provisions proposed are not in conflict with any provisions of the Society's Bylaws and are otherwise consistent.

Expenses: Zone may not incur expenses on behalf of the Society unless and until intimated by the Executive team of the Society. The minimum cash transaction will be decided and specified in the byelaws.

Dissolution of the Zone: If for any reasons the Executive of the Zone take a decision on dissolution or if the members of the Zone request for dissolution, the Zone President shall send a resolution to the effect to the President, HQs who shall initiate the necessary action in the matter according to the provisions in the law and also the Rules and Regulations and Bye-Laws of the Society. The Headquarter Executive Board after proper investigation may recommend to the membership at an Annual Meeting the discontinuance or suspension of any Zone that has ceased to be active or that fails to comply with any provisions of these bylaws. In case the Zone is dissolved or ceases to function, the funds of the Zone shall vest in and be taken over by the CNRS headquarters (HQ) through its Secretary. The HQ Secretary shall initiate action in this regard immediately.

If the Zone is dissolved, the President, HQs shall entrust the affairs of the dissolved Zone to an Ad-hoc Committee consisting of a Chairperson and four other members of the Zone. This body shall remain effective for a maximum period of six months from the date of dissolution unless the term is extended by the Society.

Malfunctioning of the Zone: If any Zone is not functioning in furtherance of the philosophy, objectives and functioning of CNRS or it is functioning in a manner which is detrimental and injurious to the said philosophy, objectives and functions, then the EC of the CNRS through the President, CNRS may serve a show cause notice to the said Zone or the particular office-bearer/member calling upon it/her/him, to show cause why the Zone may not be suspended or the erring member may not be removed from the rolls of membership. After having the reply from Zone or the member concerned the EC, CNRS through the President may dissolve/suspend the concerned Zone or concerned members and take steps to hold election/terminate membership, as the case may be under the Constitution of the CNRS.

General Body:

The General Body consists of all members, Associate members and the Patrons of the branch. The General Body meets once a year or when a National Conference is held. General Body Meeting will meet during the third quarter of the Year in consistency with the National GBM..

The General Body is primarily responsible for:

1. Passing budgets for the ensuing year and approving expenditure of the previous year.
2. Approving the activity plan for the forthcoming period.
3. Rectifying decisions of the Executive Body that have been approved.
4. Electing the executive body one in three years
5. Appointing auditor
6. Approving amendments new body and other major changes

The Office Bearers of the Zone / Regional branch and their functions:

Zone / Regional branch President - The branch president shall preside at the annual meetings. He /she shall be the chairperson of the branch executive committee and ex-officio member of all committees. He/She shall approve and authenticate the agenda and minutes of the executive committee and General Body Meeting and ensure that the decision and policies of the CNRS headquarters and that of the branch are implemented.

Zone/ Regional branch Vice President - in the absence of the branch President perform his/her duties

Zone / Regional branch Secretary- The Secretary shall perform the duties pertaining to the office including the maintenance of branch records, meeting preparing and submitting an annual report to the National Secretary. The Secretary will present the Zone activities, financial audit report and planned activities during each GBM. This yearly report must be sent to the National Secretary. The Secretary will work closely with the National Secretary for the day to day functioning of the Zone / Regional Branch.

Zone / Regional branch Treasurer- The branch treasurer shall conduct the financial affairs, prepare and submit to the CNRS headquarters an audited financial statement not later than September 30th each year and apply for the yearly grant from the headquarters. He/She should keep accounts of the branch finances and grants received and initiate action to raise funds for the Branch. The Account shall be operated jointly by two - the branch secretary, treasurer and/or by the branch President

Zone / Regional branch Committee Chairpersons – Each of the respective Committee chairpersons shall be responsible for initiating, planning and executing their respective portfolio at the Regional/Zone level as outlined at the National level. The Branch shall appoint such committees as required from time to time.

Zone / Regional branch elections: election procedure, eligible voters, voting procedure, election results, election disputes shall be consistent with the election procedure rules and regulations laid down at the National level.

The Branch Executive Committee shall appoint an Election Committee and a Returning Officer. The Returning Officer shall be appointed in consultation with the Headquarter Executive Committee. The Returning Officer and the members of the election committee shall not be eligible to contest for the election of the branch.

The election procedure, the eligibility of the candidates nominated, the selection of election officer and his/her responsibilities, eligible voters, the voting procedure, the election results and election disputes shall be followed as stated in the Society's bylaws.

Guidelines for Returning Officer and Election Committee members –

1. All correspondence with the CNRS headquarters office pertaining to the elections should be routed through the Returning Officer designated for the election.
2. The Returning Officer should obtain the voters list in advance.
3. The Returning Officer should organize the meeting of the election committee members to delegate the responsibility pertaining to election process on the day of election
4. The Returning Officer and the election committee members should inspect the venue for its arrangements prior to the election
5. The Returning Officer along with his team should ensure the availability of all items needed for the election. Electronic gadgets should not be used during voting except by the Returning Officer till the counting procedure is completed.
6. The returning officer should keep all the minutes pertaining to the election process from the beginning to the end of the election.
7. Confidentiality of the entire election process should be maintained.
8. The Returning officer should prepare the entire report of the election process and submit to the Headquarter EC the final report with the results which should be displayed on the Society's website.

National Conferences: The society organizes its National Conferences every year or as deemed practical and necessary by the General Body. Each year this opportunity will be given to a different Zone /Regional Branch. This decision will be based on the strength of CNRS in that Zone /Regional Branch, campaigns and activities organized by the Branch and the infrastructural and organizational capacity of the Branch to conduct the conference. Around 20% of the profit of the Conference will go to the Common Pool fund of the CNRS.

Affiliation: The Branch Council may advise to affiliate Associations/Organizations with similar objectives and whose constitution is in harmony with that of the Society. Affiliation organizations could be national or global.

Amendments: Members in writing to the Secretary or the President may propose any change to the Constitution; this must be received at least two weeks before the relevant meeting. The Secretary or Presidents, at their discretion may call a Branch GBM.

ESTABLISHING A NEW CHAPTER: CHECKLIST

1. All inquiries concerning the establishment of a Zone should be directed to Association headquarters which will furnish the following: (1) this checklist, (2) a copy of the current Bylaws of CNRS,

2. The proposed Zone must send to Society headquarters a petition to become a Zone signed by 25 or more active members of the society residing in the Zone in which the Zone will be formed. Headquarter EC will verify the membership status of those signing the petition.
3. Headquarter EC will forward the verified petition to the Secretary, who must receive it at least 60 days before the next Annual Meeting.
4. The proposed Zone must send a copy of the proposed Zone's bylaws to the CNRS Bylaws and Resolutions Committee and for review. The bylaws of the proposed Zone must not be inconsistent, at that time, with the bylaws of the CNRS
5. After its review, the Bylaws and Resolutions Committee will report its conclusions to the CNRS secretary. In the event that the proposed bylaws are not in conformity with CNRS Bylaws, the Executive Board will ask the proposed Zone to redraft and resubmit the document(s).
6. The secretary will report to the Executive Board at its first meeting after the completion of the above steps.
7. The Executive Board will report favorable or unfavorable to the membership at the next business meeting, at which point the membership will vote.

