Policy & Procedures for Formation, Functioning and Reporting of TSI State Chapters

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Policy & Procedures for Formation, Functioning and Reporting of TSI State Chapters

1. **Title**
   The policy shall be called as Policy & Procedures for Formation, Functioning and Reporting of TSI State Chapters
2. **Commencement**

   This Policy guidelines shall come into effect from the date of approval by the Telemedicine Society of India Executive Committee (TSI EC) and General Body.

3. **Preamble**
   The Telemedicine Society of India (TSI), as a national professional body committed to advancing telemedicine, digital health, and equitable healthcare access, recognizes the need for a structured and decentralized approach to expand its reach and impact across all states and union territories of India.
   In alignment with the provisions of the TSI Memorandum of Association and Registered Bylaws (2023), and under the authority of the General Body and National Executive Committee (NEC), it is essential to establish a uniform framework for the formation, governance, and functioning of State Chapters. Such a framework ensures that all State Chapters operate in a coordinated, accountable, and legally compliant manner, while contributing effectively to the objectives of TSI.
   State Chapters serve as vital extensions of TSI at the regional level, facilitating engagement with healthcare professionals, academic institutions, government bodies, and industry stakeholders. They play a crucial role in promoting telemedicine practices, supporting national digital health initiatives, fostering research and innovation, and enabling capacity building tailored to local needs.
   This Policy on Formation, Functioning, and Reporting of State Chapters is therefore instituted to:
      3.1 Standardize the process of establishing State Chapters
      3.2 Define governance structures and roles in accordance with TSI bylaws
      3.3 Ensure transparency, accountability, and reporting mechanisms
      3.4 Strengthen coordination between State Chapters and the National Body
      3.5 Safeguard the integrity, objectives, and reputation of TSI
   All State Chapters shall function under the administrative and constitutional framework of TSI, and this policy shall be read in conjunction with, and subject to, the provisions of the TSI Registered Bylaws. In case of any inconsistency, the bylaws of TSI shall prevail.
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4. **Purpose**

The purpose of this Policy is to establish a standardized and structured framework for the formation, functioning, governance, and reporting of State Chapters under the Telemedicine Society of India (TSI). It aims to ensure that all State Chapters operate in alignment with the TSI Memorandum of Association and Registered Bylaws, while maintaining consistency, transparency, and accountability across all states.

This policy seeks to:

4.1 Provide clear guidelines for the establishment of State Chapters with defined eligibility criteria, including minimum membership requirements;

4.2 Define roles, responsibilities, and governance structures to ensure effective and ethical functioning;

4.3 Establish uniform procedures for reporting, monitoring, and evaluation of State Chapter activities;

4.4 Strengthen coordination and communication between State Chapters and the TSI National Body;

4.5 Promote the objectives of TSI by facilitating the expansion of telemedicine, digital health, research, and capacity-building initiatives at the state level;

4.6 Through this policy, TSI aims to enable a decentralized yet cohesive organizational structure that enhances regional engagement while safeguarding the integrity, standards, and strategic vision of the Society.

5. **Scope**

This Policy applies to all State Chapters of the Telemedicine Society of India (TSI), including those newly proposed, provisionally approved, and fully established. It covers all aspects related to the formation, governance, functioning, financial management, and reporting of State Chapters.

The policy is applicable to:

5.1 All TSI members involved in the establishment and functioning of State Chapters

5.2 State Chapter office bearers and Executive Committee members

5.3 Activities, programs, collaborations, and financial transactions undertaken in the name of TSI at the state level

This Policy shall be followed in conjunction with the TSI Memorandum of Association and Registered Bylaws, and is binding on all State Chapters operating under TSI

. **Definitions**

6.1. **State Chapter:** An affiliated unit of TSI established at the state level to promote and implement the objectives of the Society within a specific state or union territory

6.2. **National Executive Committee (NEC):** The governing body of TSI responsible for policy decisions, approvals, and oversight of all chapters and activities.

6.3. **General Body (GB):** The collective body of all eligible TSI members with voting rights, as defined in the TSI bylaws.

6.4. **Provisional State Chapter:** A State Chapter granted temporary approval by TSI, subject to fulfilment of specified conditions for full recognition.

6.5. **State Chapter Office Bearers:** Elected representatives of the State Chapter, including President, Vice President, Secretary, Joint Secretary, and Treasurer.

6.6. **Executive Committee (EC):** The group of elected members responsible for the management and administration of the State Chapter.

6.7. **Member in Good Standing:** A TSI member who has fulfilled all membership requirements, including payment of fees, and is not under any disciplinary action.

6.8. **Quorum:** The minimum number of members required to be present for a meeting to be valid, as defined in TSI bylaws or this policy.

6.9. **Annual General Body Meeting (AGM):** A mandatory yearly meeting of the State Chapter's General Body to review activities, approve reports, and conduct official business.

6.10. **Financial Year:** The period from April 1 to March 31, or as defined by TSI or applicable regulations.

6.11. **Reporting:** The process of submitting periodic activity, financial, and administrative reports by State Chapters to the TSI National Office

7. **Statement on Inclusive Language**

All references to roles and designations in this policy document are gender-neutral and shall apply to individuals of any gender.

8. Legal Status & Affiliation

8.1 State Chapters shall function as affiliated units of TSI, not as independent legal entities unless explicitly permitted by TSI NEC.

8.2 The name must mandatorily include: "Telemedicine Society of India – [State /UT Name] Chapter"

8.3 Use of TSI logo/branding must follow TSI national guidelines and approval.

9. Eligibility Criteria for Formation

A State Chapter of the Telemedicine Society of India (TSI) may be established subject to the fulfillment of the following eligibility criteria:

9.1 Minimum Membership Requirement

9.1.1. A minimum of 20 (twenty) registered TSI members from the concerned state or union territory is required to initiate the formation of a State Chapter.

9.1.2. All members must be valid and active members in good standing.

9.2. Membership Validity

9.2.1. Members must hold current TSI membership (Life/Institutional or other membership) as per TSI bylaws.

9.2.2. Members with pending dues or under disciplinary action shall not be considered.

9.3. State Representation

9.3.1. Members should be primarily residing, practicing, or affiliated with institutions within the respective state.

9.4. Interdisciplinary Representation (Desirable)

The proposed State Chapter should preferably include representation from:

9.4.1. Medical and healthcare professionals

9.4.2. Public health experts

9.4.3. Academic and research institutions

9.4.4. Digital health/IT professionals

9.5. Commitment to TSI Objectives

The applicant group must demonstrate commitment to promoting the objectives, vision, and activities of TSI, including telemedicine and digital health initiatives.

9.6. Interim Leadership Identification (Ad hoc Committee)

A provisional group of office bearers (President/Secretary/others) must be identified to facilitate the formation process.

9.7. Compliance with TSI Bylaws

The proposed State Chapter must agree to function in accordance with the TSI Memorandum of Association and Registered Bylaws, and this Policy.

Note: Fulfilment of the above criteria does not automatically confer recognition, and final approval shall rest with the TSI National Executive Committee

10. Procedure for Formation of State Chapter

The formation of a State Chapter of the Telemedicine Society of India (TSI) shall follow a structured and transparent process as outlined below:

10.1 Expression of Interest (EoI)

10.1.1 A group of eligible members (minimum 20) from a state shall submit an Expression of Interest to the TSI National Office (Honorary Secretary).

10.1.2 A nodal person shall be identified for coordination.

10.2 **Submission of Formal Application**

The applicant group shall submit a formal proposal containing:

10.2.1 List of at least 20 eligible TSI members with membership IDs and contact details

10.2.2 Proof of membership validity

10.2.3 Proposed name: "Telemedicine Society of India – [State Name/ UT] Chapter"

10.2.4 Details of interim office bearers (Ad hoc Committee)

10.2.5 Brief action plan (1-year)

10.2.6 Signed resolution/consent from founding members

10.3 Verification and Scrutiny

The TSI National Office shall:

10.3.1 Verify membership status

10.3.2 Review completeness of application

10.3.3 Additional clarifications/documents may be requested

10.4Approval by National TSI Executive Committee (TSI EC)

The application shall be placed before the TSI EC for approval

NEC may:

10.4.1 Approve

10.4.2 Seek modifications

10.4.3 Reject with reasons

10.5Grant of Provisional Recognition

10.5.1 Upon approval, the State Chapter shall be granted Provisional Status

10.5.2 Valid for a period of up to 1 year, subject to:

10.5.3 Conduct of activities

10.5.4 Membership stability

10.5.5 Compliance with reporting

10.6 Election of Office Bearers

Formal elections must be conducted within 1 year of formation as per TSI bylaws and State chapter election guidelines

11. Governance Structure

11.1. Each State Chapter shall have the following office bearers:

11.1.1. President

11.1.2. Vice President

11.1.3. Secretary

11.1.4. Treasurer

11.1.5. Executive Committee Members (3 members)

11.2. Tenure: Office bearers shall serve for 2 years

11.3. Eligible for re-election as per TSI norms

12. **Roles and Responsibilities**: Are similar to National Executive Committee except the that here its at the state level.

12.1. President

12.1.1. Provide strategic leadership and vision

12.1.2. Represent the State Chapter at national and external forums
12.1.3. Preside over meetings (GBM and EC)
12.1.4. Ensure alignment with TSI objectives

12.2. Vice President
12.2.1. Support the President in all functions
12.2.2. Act on behalf of the President in their absence
12.2.3. Assist in coordination of major initiatives

12.3. Secretary
12.3.1. Overall administration and coordination
12.3.2. Maintain records (minutes, membership, correspondence)
12.3.3. Ensure timely reporting to TSI National Office
12.3.4. Organize meetings and activities

12.4. Treasurer
12.4.1. Maintain financial records and accounts
12.4.2. Ensure transparency and compliance
12.4.3. Prepare financial statements and reports
12.4.4. Manage bank account

12.5. Executive Committee Members
12.5.1. Participate in planning and decision-making
12.5.2. Support execution of activities
12.5.3. Contribute to membership expansion and engagement

12.6. General Body Members
12.6.1. Participate in meetings and elections
12.6.2. Contribute to activities and initiatives
12.6.3. Provide feedback and suggestions

12.7. TSI National Executive Committee (Oversight Role)
12.7.1. Provide guidance and oversight
12.7.2. Approve formation and major decisions
12.7.3. Review performance and reports.
12.7.4. Intervene in case of non-compliance

13. Immediately after the formation of state chapter, all the members of the Society residing in that state or union territory shall automatically become members of the state chapter.

14. Functioning of State Chapters

State Chapters of the Telemedicine Society of India (TSI) shall function as decentralized units under the overall guidance and supervision of the TSI National Body, in alignment with its Memorandum of Association, Registered Bylaws, and this Policy.

14.1. Operational Alignment
14.1.1. All activities of the State Chapter shall be aligned with the objectives, vision, and strategic priorities of TSI
14.1.2. State Chapters shall not undertake any activity that is inconsistent with TSI policies or national guidelines

14.2. Meetings

14.2.1. General Body Meeting (GBM):

14.2.1.1. Must be conducted at least once annually

14.2.1.2. Shall review activities, approve reports, and discuss future plans

14.2.2. Executive Committee (EC) Meetings:

14.2.2.1. Minimum two meetings per year

14.2.2.2. Responsible for planning, decision-making, and monitoring activities

14.2.2.3. Proper minutes of all meetings must be recorded and maintained

14.3. Activities and Programs

14.3.1. State Chapters shall: Organize academic and professional activities, including:

14.3.1.1. Conferences

14.3.1.2. Workshops

14.3.1.3. Webinars

14.3.1.4. Continuing Medical Education (CME) programs

14.3.1.5. Promote telemedicine and digital health adoption

14.3.1.6. Support capacity building, training, and awareness programs

14.3.1.7. Encourage research, innovation, and publications

14.4. Collaboration and Partnerships

14.4.1. State Chapters may collaborate with Government agencies , Academic institutions , Healthcare organizations , and Industry partners

14.4.2. Such collaborations must align with TSI objectives and may require prior approval from the TSI National Body where applicable.

14.5. Financial Management

14.5.1. Maintain proper financial records and accounts

14.5.2. Ensure all transactions are Transparent and Documented

14.5.3. In compliance with TSI financial norms

14.5.4. Submit periodic financial reports as required

14.6. Communication and Branding

14.6.1. Use TSI name and logo in accordance with approved guidelines

14.6.2. Maintain regular communication with:

14.6.3. TSI National Office

14.6.4. Members of the State Chapter

14.6.5. Public communications should reflect TSI's professional standards and integrity

14.7. Reporting and Documentation

The chapter must submit:

14.7.1. Quarterly activity reports

14.7.2. Annual report
14.7.3. Financial statements
14.7.4. Maintain proper documentation of: Activities , Meetings and Decisions

14.8. Compliance and Accountability

State Chapters shall comply with:

14.8.1. TSI bylaws
14.8.2. This policy
14.8.3. Applicable laws and regulations
14.8.4. Non-compliance may result in:
14.8.4.1. Advisory notice
14.8.4.2. Review by NEC
14.8.4.3. Suspension or dissolution

State Chapters shall function in a manner that upholds the credibility, professionalism, and mission of TSI, contributing actively to the advancement of telemedicine and digital health across the country.

15. Suspension / Dissolution

A State Chapter may be suspended/dissolved if:

15.1. Membership drops below 20 active members
15.2. Failure to conduct elections
15.3. Non-submission of reports for 2 consecutive years
15.4. Financial irregularities
15.5. Activities against TSI objectives
15.6. Final authority: TSI National Executive Committee

16. Amendments

16.1. Only TSI National Body can amend
16.2. State Chapters may propose changes through:
16.2.1. Formal resolution
16.2.2. Submission to National TSI EC.

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