



GUIDELINES FOR STARTING A NEW LOCAL CHAPTER OF ISCB:  
PROCEDURE AND DECLARATION

1. We hereby declare that we intend to start ISCB local chapter, at (city and name of state). As per norms, we have 5 / 7 / 10 life members of ISCB to fulfill minimum requirement. The amount of \_\_\_\_\_ membership totaling is sent by DD / Cheque No. \_\_\_\_\_. We also have initiated for yearly membership of ISCB.
2. We agree to nominate Dr./Mr. (give full name, address, contact details, email etc.) for our ISCB local chapter and will cooperate for ISCB activities. The full address (email id also) of local chapter will be \_\_\_\_\_.
3. We undertake responsibility jointly to work together to achieve goals and objectives of ISCB as per its mandate and promote relevant scientific activity round the year at different academic and research organizations located nearby.
4. We will motivate jointly the young researchers to attend / participate and to contribute the ISCB regional, national and international conferences to increase their subject and interdisciplinary knowledge and also motivate to register them as annual member.
5. We undertake responsibility to send annual report and annual account with utilization certificate (though this separate account if opened will be responsible for its local account and transaction and not a part of ISCB account. If local chapter wishes to contribute willingly to ISCB, Lucknow, they will do so voluntarily.

**Explanation notes**

On receipt of this amount and letter of intent (LOI) and requisite fee / life membership amount, ISCB secretariat (from Lucknow) will issue an *authority letter* to open the local chapter with its name of convener. The formal office bearers may be kept as under:



President, Vice President, Secretary, Joint Secretary, Treasurer, Cooperate members (persons from academy and industry), Invited members.

In any case, total number of executive of local chapter should not exceed to 9. A formal inauguration may be arranged and informed within two months of issue of authority letter. They may invite National Convener, ISCB and Office bearers for inauguration, however it's not mandatory. The activity details may be forwarded to ISCB secretarial for display on website with photographs and report.

The new chapter convener has to follow guidelines and has to send their correspondence to **Dr. P.M.S. Chauhan, General Secretary, ISCB Head Quarter, Sector-M, M-492 Ashiana, Lucknow, 226012.**

The new chapter convener may copy details of guidelines (1) to (5) for their starting of the chapter. Alongwith signature of convener and contact details of the life members. Forms of life member can be downloaded from ISCB website.

On intimation of letter from General Secretary the convener can initiate all programmes.

*PMS Chauhan*

**Dr. P. M. S. CHAUHAN**  
**Gen. Secretary, ISCB, Lucknow**