

Draft
Standard Operating Procedures for Organizing
Society of Toxicology (STOX), India, Annual Conference

1. Aim: Organizing the STOX annual conference
2. Request for organizing STOX annual meeting
STOX will be accepting Proposals from government/private organizations, academic institutions and industrial organizations to host the STOX Annual meeting.
 - 2.1 A formal request/proposal to be sent by the Head of institutions/ organizations to the Secretary-General at least 6-months prior to the planned meeting.
 - 2.2 Requesting Institutions (Host) have to nominate an Organizing secretary
 - 2.3 The Secretary General will report the proposal to the Executive Committee for evaluation and recommendations.
 - 2.4 The Secretary General with the permission of President of STOX will present the proposal at the General Body meeting for approval.
 - 2.5 If multiple proposals are there, this will be decided by secret ballot (if necessary) at the EC and will be reported to GB meeting.
 - 2.6 The decision will be taken at the EC and will be reported to GB meeting.
 - 2.7 The Organizing Secretary bound to follow the rules and regulation of STOX for organizing the annual meeting
 - 2.8 The Organizing Secretary will be responsible for submitting audited accounts within a period of four months after the meeting.
 - 2.9 Appropriate security measures must be arranged to maintain the integrity of the annual meeting
3. **Committees for the annual meeting**
Host organizations shall nominate the following committees for the smooth functioning of annual meeting
 - 3.1 National Advisory Committee
 - 3.2 Organizing Committee
 - 3.3 Scientific Committee
 - 3.4 Financial committee etc.Two or three members of the Executive committee of STOX (preferably the President, Patron, Secretary General) should be appointed to the current Organizing Committee to ensure the smooth functioning of activities.
4. **Finance**
 - 4.1 There shall be a finance committee to look after the overall spending of resources.
 - 4.2 The Budget should be prepared with the object of not making a loss.
 - 4.3 STOX, India will not be responsible for any loss originated from the annual meet
 - 4.4 STOX will offer an interest free loan of amount of Rs. 25000/- to Host institution. This will be returned within one month after the annual meet.
 - 4.5 The local Organizing Committee and Host Institutions should make suitable arrangements to prevent any financial loss which might be sustained, being borne by itself or STOX.
5. **Contributions to STOX, India Activities**

- 5.1 It is mandatory to contribute 20% of total income collected from different sources to STOX promotional/ educational activities or
- 5.2 It is mandatory to contribute 10% of total registration amount for STOX promotional/ educational activities, which ever is higher
- 5.3 It is the responsibility of the Organizing Secretary to contribute the above amount (clause 5.1 or 5.2) for STOX activities.
- 5.4 Part of this savings will be utilized for travel fund for retired past office bearers or EC members.
- 5.5 Part of this savings will be utilized for travel fund for members attending IUTOX meetings
- 5.6 Part of this savings will be utilized for Educational/promotional activities

6. Scientific committee

- 6.1 The Scientific Committee will be appointed by the Organizing Committee. At least two of three from the STOX will be in the Scientific Committee and act as liaison between STOX and Host institutions
- 6.2 The invited/guest speakers should be known by the national and international toxicology forum

7. Inauguration of annual meeting

- 7.1 On behalf of STOX, there shall be at least 3 to 4 officials on the dias (President, Patron, Secretary General, Editor-in-Chief)
- 7.2 During the inauguration, arrangements have to be made for the release of publications/Journals, award of medals / honors etc as decided by the STOX.

8. Organizing Committee (OC)

- 8.1 It is the responsibility of OC to send invitations to all speakers/guests
- 8.2 An invitation shall be extended to all the Executive Committee members
- 8.3 Accommodation shall be provided to all executive committee members
- 8.4 Travel support shall be (if fund available) provided to all executive committee members in 3tier **AC / sleeper**
- 8.5 It is customary to recognize the services of Past President (s), Secretary General (s) of STOX who has (have) **retired from their active service**. All due respect and consideration should be given to adjust him / her so as to enable him / her to attend and participate in the proceedings of the conference. Free Accommodation shall be provided.
- 8.6 STOX will take care of their (clause 8.5) travel support in 3 tier AC sleeper
- 8.7 Venue Arrangement for Executive meeting shall be made one day before the inauguration of conference
- 8.8 Venue and other arrangements for the General Body meeting during the conference days.

9. Responsibility of STOX Secretary-General

- 9.1 An invitation shall be sent to the Host Institution for organizing an annual meet
- 9.2 An invitation to the previous organizing secretary may be extended for receiving the Gold Medal for the services he has rendered to the Society.
- 9.3 An invitation shall be sent to all awardees (Life time achievement award, FST, Travel award and other awards etc.,)

- 9.4 EC meeting arrangements, preparing agenda, communication of agenda (one month in advance) to all EC members
- 9.5 GB meeting arrangements, preparing agenda (one month in advance) and Upload the GB meeting information at the STOX web site.
- 9.6 Preparation of EC and GB minutes and communicate the same to the President/Patron STOX
- 9.7 For any/all clarification, Secretary General will be the single point of communication
- 9.8 The Secretary General shall inform all communications as and when to the Patron, President.
- 9.9 Any other matters related to STOX day-today activities in consultation with Patron and President
- 9.10 Here the document Ends

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Approved by Prof. Y.K. Gupta, President, STOX, India

Date: 19th January 2012