

Urological Association of Kerala NEWS LETTER



JAN 2018

Editorial Secretary: Dr. Biju S. Pillai

President's Message



Dear esteemed colleagues,

A New Year, A New Set of Officers, A New Foundation and Tons of Expectations... This is UAK for you now. Wish you all a Very Happy and Prosperous New Year 2018

The Tsunamis of 2017 are over. We achieved what we envisaged. We compiled all the archives, documents and financial accounts of our beloved society since inception (including the pre-registration era of 1983-87); new guidelines for activities were formulated, several constitution amendments were incorporated, financial asset of society got multiplied by several times, corpuses were set apart for defined activities, two excellent conferences were conducted, council members were empowered to conduct post graduate academic programs.... All these were possible due to the sincere and dedicated efforts of vast majority of members. Of course there were stiff objection and negativism from some corners. Earnestly, all positive criticisms were given their merits.

I feel that the work has just begun. We have fathoms to go. Let us dream of a great year ahead, which will take our society to far reaching heights. But it is a known dictum that when any society expands, the problems also keep pace with this. Rather than attempting to bridge the gap, one may very well do self-introspection and join the mainstream. Let us have the great heart to appreciate and accept what is good. The officers of our society are very enthusiastic, planning for an array of activities during the forthcoming year. The Executive Council will be meeting frequently to monitor the activities. We have to stand in front of everyone with our heads high. Already our proud society is an envy to many. Any deficiencies will soon be filled up. We need the whole hearted support of everyone. Let wisdom prevail over personal egos.

Krishna Moorthy
President, UAK

Message from Hon.Secretary



Greetings from Kochi

Wishing you all a very happy, healthy and prosperous 2018.

At the outset I would like to thank everyone for giving me a chance to serve our society. We had a fruitful and academic feast at the picturesque Bekal during UAKON 2017. Congratulations to the organising team for the wonderful arrangements. I also wish to

congratulate the prize winners during the meeting. We have to come out of the negativities of the previous year and move forward. Staying united is the need of the hour. I intend to bridge the communication gap that has crept among the members.

Let's strive together to take UAK forward.

Yours in staying united
Dr Vijay Radhakrisnan
Secretary, UAK.

Message from Editorial Secretary



New Year and Season's greetings to all from Kochi.

At the outset let me thank you all for giving me another opportunity to serve the society. We have a new team at the helm of affairs and we will strive to help our society reach new heights.

The annual conference held at Kasargod by Dr Rajeev T P and his team

was a commendable job and the organizers deserve full appreciation.

The midterm workshop will be held at Kochi with a theme based on neuro-urology.

We welcome feedback from all quarters to help us improve.

Regards
Biju Pillai
Editorial Secretary

UAK OFFICE BEARERS



President
Dr. H. Krishna Moorthy



Vice President
Dr. Syam K Ramesh



Hon. Secretary
Dr. Vijay Radhakrishnan



Hon. Treasurer
Dr. Frederick Paul



Hon. Joint Secretary
Dr. Venu Chandran



Hon. Editorial Secretary
Dr. Biju S Pillai

EXECUTIVE COMMITTEE MEMBERS



Dr. Nebu Issac Manimmen
Past President



Dr. Arun B
Trivandrum



Dr. Darwin Therattil
Thrissur



Dr. Sathyendran Nambiar
Kannur



Dr. Rajeev T P
Kasargod

GLIMPSES OF UAKON 2017 KASARAGOD



REPORT OF ANNUAL CONFERENCE OF UAK HELD AT LALIT RESORTS & SPA, KASARAGOD

ON 24-26 NOVEMBER 2017

UAKON 2017 was held at Lalit Resorts & Spa, Kasaragod on 24-25 November 2017, hosted by Mangalore Urology Forum. Dr.Mohanchandra Suvarna was the Organising Chairman and Dr.Rajeev TP was the Organising Secretary. 142 delegates and 26 accompanying persons attended this Conference. On 24th November 2017, there was a Pre-Conference Workshop cum Master Class on PCNL, jointly organised by NITTE, UAK and CIPLA. Drs. Percy Chibber, Suresh Bhat, Joe Philip, Venugopal AV, Prajwal Ravindar and Arun Menon lead the discussions on various aspects of mastering PCNL techniques. The lectures were excellent and there were healthy discussions from the floor. This was followed by a Cultural Program, well appreciated by everyone and a grand Dinner.

The regular academic programs of UAKON commenced on 25th morning. Prof. Roy Chally Oration, 2017 was delivered by Dr. Suresh Bhat. In addition to this, there were Podium and Video presentations, Symposium (convened by Dr.Mujeeburahiman), Debates on contemporary issue in Urology, Guest Lecture (by Dr.Percy Chibber) and Uro-Quiz (conducted by Dr.Renu Thomas). The Inauguration Ceremony was presided by Dr.H.Krishna Moorthy, President of UAK and the Guest of Honour was Dr.Satish Prabhu, Vice Chancellor of NITTE University. The various Awards of UAK for 2017 namely Komaranchath Prize (Dr.H.Krishna Moorthy), Review Paper Prize (Dr.Sony Mehta) and Dr.P.Subramonian PG Travel Fellowship (Dr.Devesh Bansal) were given away during the ceremony. The Annual General Body Meeting of UAK was held in the evening which witnessed vociferous discussions and criticisms from members.

There was a grand cultural program in the evening which included a mesmerising dance by Dr.Shalini, wife of Dr.Rajeev TP, Organising Secretary. The dinner menu was wide spread and mouth-watering.

On 26th November 2017, there were Poster presentations, Lectures by Dr.Laxman Prabhu and Dr.Kishore TA, Podium presentations and Discussion on problem cases (lead by Dr.Krishna Moorthy). All the senior faculties actively participated in these discussions. The conference concluded in the noon with a Valedictory Function, which witnessed a good gathering. New Office Bearers of UAK were installed during the Valedictory Function. All the delegates congratulated the organisers and were of the unanimous opinion that this was one of the best UAKONs attended by them.

A total of 20 short papers, 17 videos and 15 posters were presented during the conference. All the papers were of good academic standards. There were extra-academic activities for the accompanying persons lead by Dr.Shalini Rajeev, which were well appreciated by the spouses and children of the delegates.

The following members won various prizes during the conference

Best Paper Prize : Dr.Praveen B Sancheti, Kochi
Best Video Prize : Dr.Sreerag KS, Puducherry
Best Poster Prize: Dr.Anup Krishnan, Kochi
Uro-Quiz: I Prize: Dr.Rakhul KR,
Thiruvananthapuram
II Prize : Dr.Sony Mehta, Kochi
Dr.Rajeev TP and team deserve great appreciation for organising a wonderful conference

Report by Dr.Venuchandran
Hon. Secretary (in charge), 2016-17

LIST OF NEW MEMBERS

1. DR.NISCHITH DSOUZA
2. DR. ALTAF KHAN
3. DR. RAJAT MAHADIK
4. DR.KONDISSETTY SANDEEP
5. DR.PRAVEEN SUNDAR
- 6.DR.MAHESH .M.S.
- 7.DR.NIRAV PRIYADARSHI
- 8.DR.PRAVEEN .B.
9. DR. ANUP KRISHNAN
- 10.DR.SUYOG SHETTY
- 11.DR.SHANKAR GUNADAL
- 12.DR.SHRIYANSH CHAHAR
13. DR. PIYUSH GUPTA
- 14.DR.RAYEEZ RASHEED
- 15.DR.FARZANA T C
- 16.DR.THARUN B K
- 17.DR.BHAVISH V S
- 18.DR. SUMIT MORE
19. DR. SAURABH KALE
20. DR.GAURAV KALRA
21. DR.THAHA RASHID P.T
22. DR.AMIT KUMAR
- 23.DR.EDIKKULA VARGHESE
24. DR. NAVEEN M.N.

PRIZE WINNERS AT UAKON 2017

- Best Paper Prize : Dr.Praveen B Sancheti, Kochi
- Best Video Prize : Dr.Sreerag KS, Puducherry
- Best Poster Prize : Dr.Anup Krishnan, Kochi
- Uro-Quiz: I Prize : Dr.Rakhul KR, Thiruvananthapuram
- II Prize : Dr.Sony Mehta, Kochi
- Komaranchath Prize : Dr.H.Krishna Moorthy, Kochi.
- Review Paper Prize : Dr.Sony Mehta, Lourdes Hospital, Kochi.
- Travel Fellowship
- Dr.PSubramonian PG : Dr.Devesh Bansal, Lourdes Hospital, Kochi.

MINUTES OF ANNUAL GENERAL BODY MEETING OF UROLOGICAL ASSOCIATION OF KERALA, LALIT RESORT & SPA, KASARAGOD ON 25th NOVEMBER 2017

32 Full Members of UAK attended the meeting

The President sought the permission of the GB to start the meeting, since there was no quorum and the Constitution was silent on matter regarding alternatives when quorum was insufficient for AGM. The GB unanimously agreed to start the proceedings

The meeting was called to order by the President

The President in his opening remarks welcomed all members for the meeting and expressed his satisfaction on the progress made by the society in the last one year. He further informed that all statutory requirements of the society were in order and the registration status was also kept current. He thanked all the office bearers for their help and support for successfully leading the society in the previous one year.

The President informed the members regarding the sad demise of two of the senior members namely Dr.T.R.Murali and Dr.AntonyKavalam during the previous one year. Dr.Chandrasenan Nair remembered Dr.Murali in his condolence speech and Dr.SathiandranNambiar remembered Dr.Kavalam in his speech. Both of them highlighted the gentlemanship of both these senior members and how they could be the role model for the juniors. The house stood up in silence for a minute of silence as a mark of respect to the departed souls.

The Hon Secretary (in charge) informed the house that Minutes of the previous GB held at Poovar were circulated and he did not receive comments from any members. Therefore the Minutes were declared passed (Proposed by Dr.Suresh Bhat, Seconded by Dr.Sivaramakrishnan)

The Hon. Secretary's in his Annual Report presented the various activities of the society including the academic matters and some important decisions of the ECM. He informed that the Executive Committee met 5 times in the previous one year for discussing and finalising various matters and each meeting was self-sponsored by the attendees. The Hon. Secretary (in charge) also informed that the UAK Handbook 2017, the contents of which were approved by the Mid Term GBM conducted at Poovar was printed by M/s Alkem and being distributed to all members. The house appreciated the earnest works of the Hon. Secretary (in charge) and the Report was then passed (Proposed by Dr.Rajeev TP, Gauhati and Seconded by Dr.Biju Pillai).

The Hon. Treasurer presented his Annual Report and informed that he had already circulated the Audited Statement of Accounts filed with IT Department. He informed that the financial status of the society was healthy, thanks to the generous contributions from the organisers of previous conferences held during the year. He also explained how the Corpuses were ear-marked for various activities and the how the interest accrued from these corpuses should be utilised. He further informed that a new Corpus had to be soon set apart for conducting Research Activities, for which Dr.SathiandranNambiar also expressed his positive note. Dr.Azeez wondered why any new endowed sessions of UAK should be only for 7 years. The President answered that the initial period was for 7 years, after which the GB at that time could review the situation and take an appropriate decision. The President further informed that Dr.RoyChally Oration was a life time endowed session and did not have this deadline. The house congratulated the Hon. Treasurer for his commendable work and the Report was passed (Proposed by Dr.Sivaramakrishnan and Seconded by Dr.VijayRadhakrishnan).

The house agreed for continuation of Mr.DineshShenoyas the Auditor for the society for the year 2017-2018 (Proposed by Dr.Vasudevan and Seconded by Dr.Suresh Bhat). In reply to Dr.Vinod KV's query whether the same Auditor could continue for a long time, Dr.Rajeev TP, Hon. Treasurer of USI informed that it was permissible, subject to the decision of GB.

Hon. Editorial Secretary presented his Annual Report wherein he highlighted on the three Newletters published by him and the updation of Membership Directory. The house congratulated him for his good work. The Report was passed (Proposed by Dr.NebullSacMammen and Seconded by Dr.ArunBhaskar)

The Hon. Secretary (in charge) announced that Dr.KrishnaMoorthy was selected for the Komaranchath Prize, Dr.Sony Mehta for the Review Paper Award and Dr.Devesh Bansal for Dr.P.Subramonian PG Travel Fellowship of UAK for the year 2017 by the respective judging committees. He further informed that there were no applicants for Dr.PA.Abraham Member Travel Fellowship. The house congratulated the winners. Further the Hon. Secretary (in charge) presented the names of

various award/prize winners during SZUSICON 2017 held at Manipal, who made UAK proud by winning these prizes. The house congratulated these winners also.

The Hon. Secretary presented the list of new members who applied for Full Membership of UAK during the current year. The GB approved the list of members to be admitted as Full Members of UAK (Annexure I)

The Hon. Secretary (in charge) informed that applications were invited from various organising hosts for conduct of Academic Programs of UAK for the year 2017-18 and from the applications received, the Executive Committee had finalised the conduct of these programs as follows

UAK Mid Term Conference in May 2018, to be hosted directly by UAK, with Dr. Biju S. Pillai as the organising secretary. The Theme was likely to be Neurovesical Dysfunction

UAKON 2018 in November 2018 to be hosted by Thrissur Nephro-Uro Club

PG Academic Program in June 2018; the host to be decided after open invitation for conduct of the same

The GB agreed to these proposals.

Dr. Hamsa Thayyil presented the progress made in the arrangements of SZUSICON 2018 at Vythiri and he urged all members to register for the conference soon, so that organisers could get an initial corpus for conduct of the same.

Dr. Vinod KV presented the progress made in the arrangements of USICON 2020. He highlighted the various new concepts he planned to implement during the conference to make it novel. He also presented the Tariff for the registration, in accordance with the USI rules. Dr. Vinod was requested by the house to finalise the venue/date and start the bank account soon. The President, who was also the Organising Chairman for the conference appealed to all members of UAK to contribute generously as Organising Committee Members immediately, so that an initial working corpus could be made to kick off activities. The President requested Dr. Vinod to send the intimation letter all members regarding this as soon as possible. Dr. Rajeev TP, Treasurer of USI expressed his willingness to give an amount of Rs. 25 lakhs from USI as seed money and he also agreed to see whether it was possible to sanction more money, if possible.

Dr. Renu Thomas presented the Report and Accounts of the Midterm Conference of UAK conducted at Poovar and informed that the organisers had contributed a sum of Rs. 1 lakh to UAK from the proceeds of the conference. The house congratulated the organisers for a well arranged conference.

Dr. Syam K Ramesh, Returning Officer for the Elections of UAK, 2017 informed the house that the various nominations for vacant posts of office bearers of UAK 2017-2019 were scrutinised by the Executive Committee and were found to be in order. Since there were two candidates for the post of Hon. Secretary of UAK, elections were conducted in the afternoon of 25th November 2017. The Returning Officer announced the following list of candidates who won the elections against their respective posts

Hon. Secretary: Dr. Vijay Radhakrishnan, Kochi (won the elections against Dr. Vasudevan S, Thiruvananthapuram)

Hon. Treasurer: Dr. Frederick Paul, Kottayam (Unanimous)

Hon. Joint Secretary: Dr. Venuchandran, Thrissur (Unanimous)

Hon. Editorial Secretary: Dr. Biju S Pillai, Kochi (Unanimous)

Executive Committee Members (Unanimous)

1. Dr. Arun Bhaskar, Thiruvananthapuram
2. Dr. Darwin Therattil, Thrissur
3. Dr. Sathiandaran Nambiar, Kannur
4. Dr. Rajeev TP, Mangaluru

Dr. Krishna Moorthy H would continue as the President for one more year, Dr. Syam K Ramesh would continue as the Vice President for one more year and Dr. Nebulssac Mammen would also continue as the Past President for one more year

The GB approved the names of these office bearers

Dr. Abdul Azeez enquired why Dr. Syam K Ramesh did not take charge as the President, since he was the President Elect. However Dr. Syam K Ramesh replied that he was not the President Elect and was occupying the chair of Vice President for the period 2016-18. Dr. Azeez further remarked that Dr. Nebulssac Mammen was 'stripped' of his President post in 2016 after just one year and why the current President was continuing for two years of tenure. Dr. Nebu informed the house that he was never 'stripped' of his post and he relinquished his post since Dr. A. N. Thomas (President of UAK, 2011-2013) had informed him that the tenure of President was made as one year during his term, as many senior members were awaiting their turn to take up the post. The President informed the house that there was no President Elect post for UAK currently and the Vice President should put up his nomination if he was to be considered for the post of President. Further he informed that any change in the existing pattern should have been first brought up as an Amendment to the Constitution, passed and registered,

before implementation. Dr.HamzaThayyil remarked that he believed the decisions of the GB were to be respected, and not those given in the Constitution or those registered with the Registrar. He also mentioned that the President had made only one visit to the Registrar's office for discussion on various matters. The President objected to this and asked Dr.HamzaThayyil, why he remained as President for two years, if the decision to reduce the tenure of President to one year was taken prior to his election for the post. Dr.HamzaThayyil did not reply to this. Dr.Vinod KV informed the house that the decision to reduce the tenure of President to one year was taken during Munnar Conference and he had filed this with the Registrar during his tenure as Hon. Secretary of UAK. The President informed the house that he had retrieved all filed documents of UAK available with the Registrar and had circulated the same to all members, which did not contain any Amendments made to the original Constitution of UAK.

Dr.AbdulAzeez further made some derogatory remarks which was objected by the President. The President also requested the senior member not to use any unparliamentary words against him which would tarnish the image of the society. Dr.Azeez remarked that he did not intend the words to be used against the President. Further he did not inform the person about whom he made these remarks. The President stopped any further discussion on the derogatory statement made by the senior member.

Dr.Azeez and Dr.HamzaThayyil remarked that the President was trying to take the credit for himself by printing his name on the front page of the UAK Handbook 2017. The President reminded these members that it was written 'compiled and edited by Dr.H.KrishnaMoorthy' and not that he had authored the book. Further he also mentioned that majority of archives published in the Handbook were collected from Calicut only and there

was not much contribution from these members, inspite of repeated requests. The President also remarked that all office bearers were working voluntarily without any personal gains and all the posts were only temporary.

The Constitution Amendments proposed by the EC and circulated to all members (Annexure 2) were presented by the President, mentioning the salient points. The General Body unanimously approved the Amendments and requested these to be filed with the Registrar of Societies.

The President informed the house that the nominations for the post of President Elect would be invited in 2018. Since there was no President Elect Post existing in 2017, the President proposed the name of Dr.Syam K Ramesh, the current Vice President be co-opted as the President of UAK for the period 2018-19. Dr.ArunBhaskar seconded this proposal. Therefore the AGM resolved to declare Dr. Syam K Ramesh as the President of UAK, 2018-19, subsequently being taken over by the President Elect in 2019. Dr.Syam K Ramesh accepted this proposal.

The President informed the house that the Letters/ Mails received from some junior members for various clarifications were in a bad vain and not befitting the decorum of the society. He urged members to be polite whenever they addressed a letter/mail to the office bearers

Since there were no other matters to be discussed by the members, the President closed the Meeting after thanking the members for their healthy criticisms

Dr.Venuchandran

Hon. Secretary (In Charge), UAK 2016-17

Currently Joint Secretary

30 November 2017

NEWLY ADOPTED CONSTITUTION OF UROLOGICAL ASSOCIATION OF KERALA

25 November 2017

1. Name of Society

The name of the Society shall be "Urological Association of Kerala."

2. Office and Address

The Council of the Association shall determine the location of the office of the Association from time to time.

3. Area of Operation

The society shall be operative within the state of Kerala.

4. Objects

- To promote high standards in the practice and education of Urology in Kerala.
- To bring together all scientific personnel who are actively interested in the practice of Urology in Kerala in one corporate body.
- To facilitate exchange of experiences so as to improve the standard of clinical practice and to promote research activities in Urology.
- To promote publication of scientific literature pertaining to Urological practice or research.
- To endeavour to establish and maintain liaison with other Associations or organized bodies in India or abroad whose objects are in keeping with those of the Association.
- To carry out any other activities which are identical or conducive to the furtherance of the objects of the Association.
- To promote and organize charitable activities in Urology.

5. Membership

There shall be following category of members.

A. Full Members

- Full Members shall be qualified Urologists engaged in active practice of Urology in Kerala, and whose urological qualifications have been registered with the state Medical Council of Kerala.
- Their membership shall commence after they have paid the membership fee stipulated from time to time, and after the General Body of the Association has approved their full-member status at the Annual General Body meeting.
- Their membership shall be for life, unless the General Body of the association, following due process for the same, has terminated the same.

Note: Full Members who transfer their Medical Council registration to any state other than Kerala, or outside the territory of India shall be placed in the category of "Affiliate Members"; in the event of their returning to practice Kerala, they shall be reverted to "Full Member" status on submitting proof of their return. Their status as "Full Members" in such a case shall become effective from the first day of the month succeeding the one in which the application is made, proof submitted, and the application is found to be in order by the Executive Council.

B. Associate Members

- Associate Members shall be Postgraduate residents registered for M.Ch or DNB course in Urology in Kerala, or
- Non-postgraduate residents working in the Urology department of an institution recognized for the M.Ch or DNB course in Urology in Kerala provided they possess postgraduate qualifications meeting eligibility criteria for enrolment into the DNB or M.Ch courses in Urology.

- iii. Their membership shall commence after they have paid the membership fee stipulated from time to time, at the conclusion of the Annual General Body Meeting at which their membership has been approved.
 - iv. Their membership shall be for life, unless the General Body of the Association, following due process for the same, has terminated the same or their status has been changed to "Full Member" on their speciality qualifications in Urology being duly registered in the State Medical Councils in Kerala, or "Affiliate Member" following the prescribed procedure for such change.
- viii. Their membership fee shall be the same as for Full Members, and the membership shall be for life, or until they have terminated their membership on their own or the General Body of the Association has terminated the membership following procedure laid down for the same.
 - ix. Their membership shall commence after they have paid the membership fee stipulated from time to time and after the conclusion of the Annual General Body Meeting at which their membership was approved.

5A. Status of Existing Members

The status of existing members who were already admitted as 'Full Members' till the end of AGM of 2017 on 25th November 2017 shall continue to be Full Members

6. Mode of Election

The applications for various categories of membership to the Society should be in proper format, nominated by one Full Member and Seconded by another Full Member. The nominations shall be scrutinised by the Executive Committee and approved by the General Body. The membership shall officially start from the day succeeding the date of General Body Meeting in which it was approved. However the applications of those who had applied for Membership before the last date of submission of abstracts of scientific papers for presentation in the Annual Conference or before the last date of submission of nominations for various Awards and Prizes of UAK, will be scrutinised by the Executive Council and they will be given a temporary Membership status, to be eligible for the various categories of activities.

7. Rights of the Members

A. Full Members

C. Affiliate Members

- i. Affiliate Members shall be specialists qualified in the modern system of medicine who are registered with the Indian Medical Council or one of the State Medical Councils in India, engaged in the practice of a speciality other than Urology but having a keen interest pursuing common interests in Urology (for e.g. Radiologists, Pathologists, Microbiologists, etc.), or
- ii. Scientists with Ph.D. in any field of science or a degree in Engineering who are actively engaged in applied aspects of their disciplines with relevance to the study and practice of Urology.
- iii. Qualified Urologists engaged in active practice of Urology in areas other than Kerala with their Urology qualification registered in Medical Councils in India or abroad, other than that of Kerala
- iv. They shall have formally applied for the Affiliate Membership of the Association following due procedure laid down from time to time.
- v. Their applications shall be scrutinised by the Council and presented to the General Body if found in order.
- vi. The General Body alone shall be competent to approve such applications for Affiliate Membership.
- vii. On such approval being granted, the

- i. They shall have the right to participate in the scientific deliberations of the Association, and present papers, posters or videos at the same provided such papers, posters or videos have been selected following the process laid down for the same.
- ii. They shall have the right to attend the General Body meetings of the Association and take part in the deliberations at the same.
- iii. They shall have the right to participate in the selection process for fellowships, prizes,

awards and other honours for which they are eligible.

- iv. They shall have the right to submit contributions to the newsletter, website and publications of the Association subject to editorial judgement on the matter submitted.
- v. They shall have the right to exercise their vote on matters put to vote at the General Body meetings.
- vi. They shall have the right to vote at the election of office bearers of the Association.
- vii. They shall have the right to contest for offices of the Association, on fulfilling the required criteria for eligibility.
- viii. They shall have the right to be nominated or elected for any of the offices of the Association, or to any committees or sub-committees of the Association, as per the procedure laid down for the same.

B. Associate Members

- i. They shall have the right to participate in the scientific deliberations of the Association, and present papers, posters or videos at the same provided such papers, posters or videos have been selected following the process laid down for the same.
- ii. They shall have the right to participate in the selection process for fellowships, prizes, awards and other honours for which they are eligible.
- iii. They shall have the right to submit contributions to the newsletter, website and publications of the Association subject to editorial judgement on the matter submitted.
- iv. They shall not have the right to contest for any office, attend the General Body meeting or vote at any of the meetings of the Association.
- v. They shall not have the right to be nominated/co-opted for any of the offices of UAK or any committee or sub-committees of the UAK as per the procedure laid down for the same.

C. Affiliate Members

- i. They shall have the right to participate in the scientific deliberations of the Association, and present papers, posters or videos at the same provided such papers, posters or videos have been selected following the process laid down for the same.
- ii. They shall be eligible to participate in any quiz, contest or award competition conducted specifically for, or open to, the category of Affiliate Members.
- iii. They shall have the right to submit contributions to the newsletter, website and publications of the Association subject to editorial judgement on the matter submitted.
- iv. They shall not have the right to contest for any office, attend the General Body meeting or vote at any of the meetings of the Association.
- v. They shall not have the right to be nominated/co-opted for any of the offices of UAK or any committee or sub-committees of the UAK as per the procedure laid down for the same.

8. Cessation of Membership

- Any member may resign his or her membership at any time by serving a notice in writing to the Hon. Secretary. Such resignation will not, however, relieve the member from the responsibility to pay any dues to the Association prior to ceasing to be a member.
- Any member whose subscription is in arrears for one complete year and who has been duly notified in writing by the Hon. Treasurer or Hon. Secretary shall forfeit his membership. Such members may be considered for reelection upon a formal application to the Executive Committee after all dues have been paid. The discretion of the executive committee shall be final in case of such re-election.
- The Executive Committee shall have the right to terminate the membership of any individual member, even after election, if it is subsequently found that material facts supplied in the application are incorrect.
- The executive committee shall

have the powers to terminate the membership of any member who has been found guilty of unprofessional behavior or of working against the interest of the Association, provided that the member concerned is offered full opportunity to present his case to the Executive Committee and such decision should be confirmed at the Annual Executive Committee Meeting by two-third majority and voting.

9.Subscription

- A. The membership subscription shall be determined by the Council from time to time and approved by the General Body. At the present time the subscription shall be Rs. 4000/- (Rupees Four Thousand only).
- B. The subscription for all categories of membership shall be the same.
- C. The subscription shall be a one-time fee, and shall be non-refundable.
- D. The subscription may be paid in cash against due receipt, by cheque from authorised banks, or through inter-bank transfer to the account of the Association.
- E. Subscriptions shall be routed through the Treasurer in order to facilitate up-to-date book keeping.
- F. The subscription shall be submitted along with the application form for new membership in any category.
- G. The money received as membership subscription shall not be utilised for any expenditure but shall be deposited into the main corpus of the Association.
- H. The subscription shall generally be revised every three years to compensate for inflation and higher operational costs of the Association's activities after due approval by the General Body.

10.Financial Year

The Financial year of the Association shall be from 1st April to 31st March of succeeding year

11.Bank Account

Shall be operated by the Hon. Treasurer. All cheques shall be signed by two Officers of the Association of whom one shall be the Hon. Treasurer and the other shall be the Hon. Secretary. In the absence of any of the above, the Executive Committee shall nominate one of the office bearers for the particular financial year.

12.Officers of the Association

A. All officers of the Association shall be elected by the General Body at the Annual General Body meeting of the Association as per procedure laid down for the election of office-bearers.

B. No office Bearer of the Association shall be eligible for re-election for the same post for a second time.

C. The following shall be deemed officers of the Association:

- I. President
- ii. President-elect
- iii.Secretary
- iv. Joint Secretary
- v.Treasurer
- vi.Editorial Secretary

12A. Term of Office of Officers of the Association

A. President

- i. The person elected as President-elect for a given year shall automatically become the President for the following year.
- ii. The President will hold the Office for one year.
- iii. The President shall hold Office from the Valedictory Function/Ceremony of the annual conference at which he is installed to the installation of the new President at the Valedictory Function/Ceremony of the succeeding annual conference.
- iv. In the event of the incumbent President-elect being unwilling or unavailable to assume the office of President, the President shall be elected at the commencement of the Annual

General Body meeting, and shall be installed in the Valedictory Function/ Ceremony of the conference; The President so elected shall hold office till handing over to the incoming President at the Valedictory Function/ Ceremony of the Annual Scientific Meeting of the following year.

B. President-elect

- i. To be eligible for election to this post, the member should have completed one full term as Council member, Secretary, Joint Secretary, Editorial Secretary or Treasurer of the Association. Consequently, a member who is elected mid-term, or has demitted office without completing a full term, shall not be eligible to contest merely on the grounds of having completed a part of the term.
- ii. The President-elect shall be elected during the Annual General Body Meeting of the Association.
- iii. The President-elect shall hold office from the time of installation at the Valedictory Function/Ceremony of the Annual Scientific Meeting at which the election has taken place until installation as President at the Valedictory Function/ Ceremony of the succeeding Annual Scientific Meeting.

C. Secretary

To be eligible for election to this post, the member should have completed one full term as Council member, Joint Secretary, Editorial Secretary or Treasurer of the Association. Consequently, a member who is elected mid-term, or has demitted office without completing a full term, shall not be eligible to contest merely on the grounds of having completed a part of the term.

The Secretary shall hold office for a period of two years.

The Secretary's term shall commence from the time of installation at the Valedictory Function/Ceremony of the Annual Scientific Meeting, after completing the term of Secretary-elect, and shall conclude on installation of the next Secretary at the Valedictory Function/Ceremony of the Annual Scientific Meeting at which the new Secretary has assumed office

D. Joint Secretary

To be eligible for election to this post, the member should have completed one full term as Council member, Editorial Secretary or Treasurer of the Association. Consequently, a

member who is elected mid-term, or has demitted office without completing a full term, shall not be eligible to contest merely on the grounds of having completed a part of the term.

The Joint Secretary shall hold office for a period of two years.

The Joint Secretary's term shall commence from the time of installation at the Valedictory Function/Ceremony of the Annual Scientific Meeting, and shall conclude on installation of the next Joint Secretary at the Valedictory Function/ Ceremony of the Annual Scientific Meeting at which the new Joint Secretary has assumed office

E. Treasurer

- i. To be eligible for election to this post, the member should have completed one full term as Council Member/Secretary/ Joint Secretary/Editorial Secretary
- ii. The Treasurer shall be elected at the Annual General Body meeting of the Association from among eligible members
- iii. The Treasurer shall hold office for a period of two years.
- iv. The Treasurer's term shall commence from the time of installation at the Valedictory Function/Ceremony of the Annual General Body meeting at which the election has taken place and shall conclude on installation of the next Treasurer at the Valedictory Function/ Ceremony of the Annual General meeting at which the new Treasurer has been elected

F. Editorial Secretary

To be eligible for election to this post, the member should have completed one full term as Council member, Secretary, Joint Secretary or Treasurer of the Association. Consequently, a member who is elected mid-term, or has demitted office without completing a full term, shall not be eligible to contest merely on the grounds of having completed a part of the term.

The Editorial Secretary shall hold office for a period of two years.

The Editorial Secretary's term shall commence from the time of installation at the Valedictory Function/Ceremony of the Annual General Body meeting at which the election has taken place and shall conclude on installation of the next Treasurer at the Valedictory Function/ Ceremony of the Annual General meeting at which the new Editorial Secretary has been elected

13. Duties of the Officers

A. President

i. The President shall preside over all official events of the Association

ii. The President shall chair meetings of the Executive Council of the Association.

iii. The President shall preside over and conduct the Annual General Body meetings and other General Body meetings of the Association.

iv. The President shall represent the Association on the Council of the Association of Southern Urologists during the term of office of the President.

v. The President shall preside over any sub-committee constituted by the Executive Council for any purpose.

B. President-elect

i. The President-elect shall perform all duties of the President in the absence of the President or upon the request of the President.

ii. The President-elect shall have such additional responsibilities as may be assigned by the Council or the President from time to time.

C. Secretary

The Secretary shall look after the day-to-day affairs of the Association under the directions of the Council. In addition, and specifically, the Secretary shall:

- i. Summon all meetings of the Association, the Council and Sub-committees (if any) on the advice of the President.
- ii. Prepare the agenda for such meetings in consultation with the President.
- iii. Record minutes of the deliberations and circulate them to the concerned members
- iv. Maintain and update all files, documents, registers, books and other records of the Association.
- v. Maintain an up-to-date register of members. Update membership database, update change of membership status (after due ratification by General Body) and ensure periodic publication of the Membership database in collaboration with the Editorial Secretary.
- vi. Formulate the annual report to be presented to the Council and Annual General Body Meeting.

vii. Prepare reports for statutory submissions and present them to the Council for approval prior to submission.

viii. Correspond with various statutory bodies, ASU, Urological Society of India, State associations, other professional associations and such other entities as may be required in the discharge of the Secretary's responsibilities.

ix. Prepare the list of Prize winners & Award winners for announcement at the appropriate events and meetings

x. Prepare the citations to be presented to Orators & faculty delivering named lectures.

xi. Prepare the Schedule for all scientific meetings and events conducted by the Association including the scientific sessions of the Annual Conference, UAK Mid Term Conference and other academic activities.

xii. Correspond with and guide the local organising committees of meetings and Annual conferences in order to ensure smooth and efficient conduct of the same.

xiii. Compile the matter for the Newsletter of the Association and associate with the Editorial Secretary in publication of the same.

xiv. Invite at appropriate time, applications for various prizes/awards, nominations for various posts like chairpersons, moderators, convenor etc and nominations for various office posts of UAK

xv. Correspond with the invited faculties and guests for the Annual Conference and the Midterm Conference and inform them regarding their allotted scientific schedules and also inform the local organizers regarding their travel schedule to make necessary arrangements for accommodation and local transport.

xvi. Maintain & update the Handbook of the Association with contents addressing all activities of the Association.

xvii. Maintain, update and whenever required upgrade the website of the Association as per requirements of members and decisions of the General Body or Council, in collaboration with the Editorial Secretary

- xviii. Work in co-ordination with the Treasurer to ensure that all statutory obligations of the Association to the regulatory authorities are discharged in time, and effectively.
- xix. Preparing the Financial budget in consultation with the Treasurer and planning the conduct of charitable activities.
- xx. Filing of the Society documents annually to Registrar of societies for continuation of Registration within stipulated time (two weeks for Kerala and three months for Malabar Societies) of the conclusion of Annual General Body Meeting
- xxi. Filing of Income Tax Returns through the Auditor in coordination with the Treasurer
- xxii. Making arrangements for the conduct of elections to the various posts of UAK
- xxiii. Running UAK office during Annual conferences
- xxiv. Preparing and maintaining an archive of biographies, historical materials, photographs and such other artefacts so as to capture and perpetuate the history of the Association, its founding members, past office bearers and those who brought laurels to the Association through their academic and professional achievements.

D. Joint Secretary

- i. The Joint Secretary shall assist the Secretary in all functions of the Secretary.
- ii. The Joint Secretary shall stand-in for the Secretary during the latter's absence for any reason.

E. Treasurer

The Treasurer shall

- i. Receive all subscriptions and other dues from the members.
- ii. Make payments for all approved expenditure on receiving communication about them from the Secretary, obtain receipts for the same and keep the book of accounts updated promptly.
- iii. Prepare and present an interim summary of

accounts at the meetings of the Council

- iv. Prepare the Annual Financial report consisting of the Balance Sheet, Profit & Loss Statement and a Summary of accounts in conjunction with the approved auditor and obtaining the auditor's certification for the same.
- v. Present the audited Financial report to the Council, and obtaining its approval for presentation of the same to the General Body
- vi. Present the audited Financial Report to the General Body and addressing queries and providing clarifications to members.
- vii. Keep true and accurate records of all financial transactions of the Association.
- viii. Notify members & sponsors of dues in a timely manner and collect the outstanding dues from them.
- ix. Represent the Association along with the approved auditor at any statutory inquiries pertaining to the finances of the Association.
- x. Advise the Council in judicious use of its finances in order to ensure compliance with statutory obligations and optimise their utilisation to further the activities of the Association.

F. Editorial Secretary

The Editorial Secretary shall

- i. Maintain the official website of the society
- ii. Keep the membership list updated in communication with the Secretary
- iii. Publish Newsletter, collecting materials from various sources and also from the Secretary
- iv. Publish any other documents as decided by the Council

14. Executive Council (referred to as "Council" for simplicity)

The Council shall assist the officers of the Association in the conduct of the affairs of the Association. The General Body of members shall determine the composition of the Council from time to time. At the present time the General Body has determined that the Council shall comprise of

the following members:

- i. The President
- ii. The President-elect
- iii. The Secretary
- iv. The Joint Secretary
- v. The Treasurer
- vi. The Editorial Secretary
- vii. The Immediate Past-President
- viii. One member from each zone (maximum of 4 such members) under the jurisdiction of the Association, duly elected by the General Body of UAK, provided such a member has been a full member of UAK for a period of at least five calendar years. Such members are named as Executive Council Members. They will hold the office for two years from the time of installation at the Valedictory Function/Ceremony of the Annual General Body Meeting at which the election has taken place and shall conclude on installation of the next Council Member at the Valedictory Function/Ceremony of the Annual General meeting at which the new Council Member has been elected.

15. Duties of the Executive Committee

- i. The Council shall constitute the executive authority of the Association
- ii. The Council shall determine and plan scientific, business and financial activities as mandated by the General Body of members.
- iii. The Council shall meet to deliberate on activities of the Association and any other matter requiring executive consideration
- iv. The Council shall meet at least once in every quarter of the calendar year.
- v. The Council shall mandatorily meet immediately prior to the Annual General Body meeting to approve the agenda for the Annual General Body meeting, and to approve the audited financial statement for presentation to the General Body.
- vi. The Council shall be responsible for arrangements for the business and scientific parts of the Annual General Meeting.

vii. The Council shall be responsible for the investment of monies of the Association with due regard to legal stipulations regarding such investments, and in accordance with the expressed wish of the General Body regarding the same.

viii. The Council may appoint sub committees for specific tasks requiring exclusive attention or specific expertise.

ix. The Council may appoint members to the sub-committee from amongst themselves, or from the general membership of the Association; however, anybody who is not a Full Member of the association may only participate in such a sub-committee as an invitee, and shall have no role in decision making.

x. Such a sub-committee shall work under the direction of the Council.

xi. The work allocated to such a committee shall be completed in a time-bound framework, and a written report submitted to the full Council for discussion and approval.

xii. Such sub-committee reports shall be incorporated in the annual report of the Association after approval by the Council, and presented at the Annual General Body meeting.

xiii. If a duly elected Council Member fails to attend two consecutive Executive Council meetings in a year, he/she shall voluntarily relinquish the post. The same shall be conveyed in writing to the President within a fortnight of the previous council meeting. A member who has voluntarily relinquished the council post in such a manner shall be eligible to contest again for the same later.

xiv. In the event such a member does not voluntarily relinquish the post as in (xiii) above, such a member shall forfeit his/her post. Such forfeiture shall be effected automatically, and shall be conveyed to the member in writing by the President of the Association.

xv. A member who forfeits the council membership in such a manner shall not be eligible to contest for council membership for a period of three years.

xvi. The post vacated as per (xiii) or (xiv) above shall be filled by nominations from members specially invited by the Council and selected by the Council and such a nominated member shall hold office until elections are held for a new member at the succeeding Annual General Body Meeting. A member nominated as above shall enjoy all the privileges of council membership until the election of the regular member.

15A. Deliberations & Decision Making at Meetings of the Council & Sub-committees

- i. All meetings shall be conducted according to the agenda prepared and circulated to members in advance.

- ii. The quorum shall be one – third members. The committee shall meet at the call of the President
- iii. Matters on the agenda shall be deliberated first and decisions taken before matters not on the agenda but requiring discussion are taken up with the permission of the Chairperson.
- iv. Decisions shall be taken by a consensus as far as possible.
- v. If a consensus is not forthcoming on any matter, the Chairperson shall put the matter to vote, and record the number of members voting for and against the matter, without mentioning names; in such voting the decision of a simple majority shall be final.
- vi. In the case of a tie, the Chairperson of the meeting shall have a “Casting vote” which shall determine the outcome of the voting; the “casting vote” shall not be used to alter any decision already arrived at by a majority vote.
- vii. The decisions taken at Council meetings shall be recorded and signed by the Chairperson at the end of the meeting, and incorporated in the minutes of the meeting by the Secretary.
- viii. The Secretary shall circulate the minutes within seven working days of the conclusion of these meetings for comments & amendments from members.
- ix. If no comments are received within one week from the date of circulation of minutes, the minutes shall be deemed to have been passed and shall be duly incorporated in the permanent records.
- x. All communications pertaining to the meetings of the Council, the agenda for meetings, the minutes of meetings and any other matters under the consideration of the Council shall be sent to members in the electronic format to their E-mail addresses recorded by members in the official register or directory of the Association.
- xi. Members shall, in turn, transmit all communications from their side in similar electronic format.
- i. A non-officer member of the Council elected by the General Body is normally expected to complete the full term of membership; in the event of any member being unable to do so, the same shall be conveyed in writing to the Secretary.
- ii. The Secretary shall communicate the same to all members to nominate and second a new member as replacement.
- iii. The nominations shall be circulated to the members of the UAK Council after the Secretary has ascertained that the proposed alternate member is eligible to serve in the Council. The Council will meet and select the alternate Council member giving priority to the zone where the vacancy has fallen
- iv. Such an alternate member shall serve as a member of the Council until the next Annual General Body meeting at which the General Body shall elect a new member to the Council; the term of such an elected alternate/new member shall be a full term commencing from the date of the installation at the Valedictory Function/Ceremony at the end of the Annual Conference wherein a fresh election is held.

If the vacancy arises less than 3 months from the date of the next Annual conference, the vacancy shall not be filled and no alternate member shall be co-opted or nominated.

16. Annual General Meeting

The Annual General Meeting shall comprise of two parts – a Scientific meeting, to be referred to as the Annual Conference and a Business meeting, to be referred to as the Annual General Body Meeting.

A. The Annual Conference

- i. The Annual Conference shall be held over one-and-a-half days over the second weekend in the month of October every year. The dates and the duration of the Conference can be altered by the decision of the General Body in special circumstances.
- ii. The scientific programme for the conference shall be finalised by the Council, and the Secretary shall be responsible for the conduct of the same.
- iii. The format of the scientific programme, including the fixed sessions, shall be available

on the website of the Association in the form of E-book that can be downloaded by members.

- iv. The protocol for the scientific programme, the Inaugural ceremony, fixed sessions and the Valedictory Function/Ceremony shall be available on the website of the Association in the form of E-Hand Book that can be downloaded by members.

B. The Annual General Body Meeting

The Annual General Body Meeting shall be the annual business meeting of the Association.

1. Date & Venue

The Annual General Body meeting shall be held on the penultimate day of the Annual Conference, at the conclusion of the scientific sessions on that day.

2. Notice of the Meeting

The Secretary shall send notice of the meeting indicating time, venue and agenda at least four weeks in advance of the date of the meeting. The notice shall be sent electronically to the registered E-mail address of all members as registered in the official records/members directory.

3. Agenda for the Meeting

The Secretary shall circulate the agenda for the meeting along with the notice of the meeting. The meeting shall mandatorily take up the following matters:

- i. Confirmation of matters arising out of the minutes of the previous Annual General Body meeting
- ii. Discussion of the report of the Council presented by the Secretary and its adoption.
- iii. Discussion of the financial report presented by the Treasurer and its adoption.
- iv. Approval of the Audited Financial statement and Accounts of the preceding financial year.
- v. Approval of list of new members recommended by the Council.
- vi. Announcement of results of the elections for the incoming office-bearers of the Association.
- vii. Approval of venue for various forthcoming academic events and future conferences.

viii. Approval of orators, and faculty for named lectures of the Association at the next conference.

ix. Approval to convenors for respective academic sessions at the next conference.

x. Discussion on duly presented Constitution amendments, if any, and approval of the same following due procedure.

xi. To discuss any resolution placed by the Council or moved by individual members following due procedure.

xii. Discussion of any other matter brought up for discussion with the permission of the Chair

xiii. Selection of Auditor for the financial year

4. Quorum

25 Full members shall constitute the Quorum for the meeting. If the required number is not present in the hall at the designated time, the President shall adjourn the meeting for 30 minutes and reconvene the same as Adjourned General Body Meeting. The members present at the reconvened session shall be deemed to form the quorum for proceedings to be conducted.

5. Presenting Resolutions for Adoption at the Annual General Body Meeting

i. Members wishing to bring resolutions for discussion to the meeting may do so by sending the full resolution duly seconded by 2 Full Member to the Secretary at least six weeks before the date of the Annual General Body meeting.

ii. The Secretary shall circulate the resolutions to all members at least 4 weeks prior to the General Body Meeting.

iii. The resolution will be considered first by the Council, before presenting in the General Body Meeting.

iv. The Secretary will then place the same before the General Body along with the recommendations of the Council.

v. The President will put the resolution to vote in case no consensus is reached on the resolution after sufficient discussion.

C. Voting on Resolutions & Proposals at the General Body Meetings

a. Voting on matters at the General Body meetings shall ordinarily be by voice vote.

b. In the event of disagreement about the outcome of the voice vote, the President shall call for votes by a show of hands, or a physical count taken after the members take sides on either side of an aisle to represent the group of "Yes" and the group of "No" distinctly.

c. The President shall not normally cast a vote, and shall use the casting vote only to resolve a deadlock or tie on numbers.

D. Elections to the Offices and Council of the Association

Elections will be held during the Annual General Meeting. The Secretary shall circulate the list of vacant posts and call for nominations at least five months prior to the date of the Annual General Meeting.

A. Nominations

i. Nominations shall be submitted in the prescribed format circulated on behalf of the Association by the Secretary.

ii. Each nomination must be proposed by two Full Members in good standing, and seconded by another two Full Members in good standing.

iii. The candidate shall be solely responsible for any infirmity or accuracy in the details furnished in the nomination form.

iv. The mandatory declaration form duly signed by the candidate must accompany nominations.

v. Nominations must reach the Secretary before 5 p.m. on the last date for filing nominations as announced in the election notice.

vi. Nominations shall close twelve weeks before the date of commencement of the Annual General meeting; any nominations received after that time shall not be accepted.

vii. Nomination forms that are incomplete in any respect shall be rejected after scrutiny.

viii. Nominations not submitted in the prescribed form shall be rejected.

ix. No change in deadline dates shall be permitted even when the delay in the nomination form reaching the Returning Officer due to postal delays, poor courier delivery service or force majeure events. A candidate is expected to take all these possibilities into consideration and ensure that the nomination form is despatched well in time.

x. A member can contest only for one post at a time.

xi. A member can propose or second only one name per post.

xii. A member contesting for a post may propose or second another member for any post other than the one being

contested by the proposing/seconding member.

B. Returning Officer, Scrutiny of Nominations, Withdrawal of Candidature & Conduct of Elections

i. One of the Past Presidents of the Association or a senior full member in good standing, nominated by the Executive Council, shall be the Returning Officer for the elections.

ii. All nominations for various posts shall be sent directly to the returning officer.

iii. The Scrutiny of nominations shall take place within 48 hours of the time for closure of nominations.

iv. The Returning Officer shall scrutinise the nomination papers, verify the accuracy of the information provided in respect of the membership status of the candidate, the proposer and the seconder, and then accept all papers that are in order.

v. The Returning Officer shall reject any incomplete, inaccurate or inappropriate nomination. This rejection shall be conveyed after scrutiny of all nomination forms to the candidate by the Returning Officer in writing, along with the reasons for the rejection.

vi. The Returning Officer is not authorised to communicate any infirmity or error in the nomination papers to a candidate under any circumstances. It is expected that candidates shall have exercised all care while submitting their nomination forms, and shall bear the responsibility for any infirmity or error in their forms.

vii. No plea for rectification of any infirmity or error shall be entertained after last date for submission of nominations.

viii. The Returning Officer shall convey to the Secretary the list of valid nominations within one week after the last date for the submission of nominations.

ix. After (vii) above, the Secretary shall publish a list of candidates whose nominations have been found to be in order, within one week from the date on which he gets communication from the Returning Officer

x. Candidates who have submitted valid nominations but wish to withdraw from the contest may do so in writing to the Returning Officer, conveying their decision to withdraw from the contest.

xi. This shall be done before 5.00 p.m. on a working day at least two weeks before the date of the elections.

xii. The Returning Officer shall immediately inform the Secretary of such withdrawal, and follow it up with a written communication within 24 hours.

xiii. The Secretary shall circulate the Final list of candidates, and the post they are contesting for, to members, two working days from the last date of withdrawal of nominations

xiv. The Returning Officer may utilise the assistance of senior members of the Association, who are not candidates and have no personal interest in any candidate, whenever it is necessary for the smooth and efficient conduct of the election process.

xv. Each contestant may nominate, in writing, ONE full member of the Association to be his/her representative to oversee the process of polling & counting on his/her behalf. Such a nomination shall be made at least twenty-four hours before the time notified for commencement of the elections.

C. Canvassing

i. Canvassing through circulation of pamphlets, display of posters, shouting of slogans, circulation of mass E-mails through mass-mailing services, circulation of bulk SMS messages, circulation of bulk WhatsApp or other messaging applications (like Telegram, Textra, MySMS, Viber, etc.), and on social networks like Facebook & Twitter is prohibited. Engaging in soliciting votes through any of the above platforms shall disqualify a contestant.

ii. Cognisance of canvassing may be taken suomotu by the Returning Officer or on a specific complaint lodged by any member of the Association.

iii. The principles of natural justice shall be applied in considering disqualification, and the Council shall ratify the disqualification before it is applied.

iv. In case of any member attracting such disqualification, and the same being ratified by the Council, the disqualification shall be personally conveyed to the candidate by the Returning Officer and the Secretary through appropriate communication.

D. Retirement from Contest

No retirement will be permitted after the final list of candidates has been published.

E. Ballot

i. The ballots may be electronic or physical depending on the decision of the Council and availability of facilities for electronic voting at the venue of the conference, connectivity, etc.

ii. In the case of physical ballot, the official ballot paper shall be prepared by the Returning Officer, checked for accuracy and bear his signature and seal.

iii. Ballots shall not be numbered or carry any other information that may provide for traceability of the voter.

iv. The procedure for electronic voting may be decided by the Council and preferably include on-site and off-site facilities

F. Casting of Vote

i. In the case of electronic ballots, votes shall be cast in the manner indicated in the procedure for voting.

ii. Details of the procedure for electronic voting shall be available on the website of the Association for members to refer to, and download if necessary.

iii. In the case of physical ballot, the Returning Officer with the help of members of the Council shall prepare booths that provide privacy and ballot boxes that are sealed in the presence of the candidates.

iv. A sufficient number of booths and ballot boxes shall be provided to facilitate smooth voting.

v. One Council member shall be seated at a table with the list of eligible voters.

vi. Voting shall commence at the time fixed for commencement of the voting process, and cease exactly at the time announced for conclusion of the voting process.

vii. Voters shall present themselves to the Council Member who shall verify their membership status, verify their photo-identity issued by a Government agency and obtain their signatures on the list of voters.

viii. A suitable mark shall be made on a pre-determined finger over the nail bed, and the ballot paper handed over to the voter.

ix. The voter shall mark the choice (s) in the privacy of the booths, and carry the folded paper to the ballot boxes and drop it into the box.

x. Only one choice shall be marked for each post.

xi. If more than one choice has been marked for any post, the vote cast for that post shall be considered invalid.

xii. When the time announced for the closing of voting is reached, no further verification of voters shall be carried out; however, those voters who have finished the verification process and are waiting to receive the ballot paper shall be allowed to complete the process of casting their vote.

xiii. In matters of the time for commencement of voting and conclusion of voting the decision of the Returning Officer shall be final and binding.

G. Counting of Votes

i. In the case of electronic voting, counting of votes and tabulation of results shall be done as soon as the time for voting is completed, and the end of polling time announced by the Returning Officer.

ii. In the case of physical ballots, counting of votes shall begin as soon as the polling area is cleared of voters and unconnected individuals.

iii. The ballot boxes will be opened in the presence of

the candidates, or their authorised representative duly nominated as per procedure prescribed earlier, and the ballot papers mixed into one lot.

iv.No person other than the Returning Officer and designated members assisting the Returning Officer shall be present at the time of counting.

v.The candidates may observe the counting from a reasonable distance without inconveniencing the counting party in any way.

vi.The counting of votes shall proceed as a continuous process.

vii.All counted votes shall carry a distinct mark to indicate they have been counted.

viii.Invalid votes shall be separated after marking in order to facilitate recording the number of such votes.

ix.Neither the Returning Officer nor the members of the counting team shall disclose the results, the number of votes polled by individual candidates or any other detail to anybody at any time after elections

H.Announcement of Results

i.After obtaining the tally, the Returning Officer shall place all the ballot papers cast in a box, and seal the same in presence of the candidates or their duly nominated representatives to ensure sanctity and confidentiality of the election process.

ii.The final tally of each candidate contesting for each of the posts shall be verified to the satisfaction of all members of the counting team and recorded. The Returning Officer shall obtain the signatures of the members participating in the counting on the final tally sheet.

iii.The Returning officer shall convey the name of the successful candidate against each post in writing to the President for entering in the official records

iv.The votes polled by the candidates shall not be disclosed in this written document handed over to the President

v.The President may announce the list of elected candidates during the course of the General Body Meeting at the appropriate time, or may request the Returning Officer to announce the names of the elected candidates.

I.Retention of Ballots Cast

i.In the case of electronic voting, the raw data shall be encrypted and retained on the server for a period of one month from the time of conclusion of the Annual General Meeting.

ii.The database shall be securely deleted after this period on the receipt of permission from the Returning Officer to do so.

iii.The ballot papers cast in the election shall remain in the custody of the Returning Officer in a sealed box for one week from the date of the General Body Meeting.

iv.At the end of this period, the Returning Officer shall shred the ballot papers in order to avoid any leakage of the same.

v.On completion of the shredding process, the Returning Officer shall convey information of the same having been completed in writing to the Secretary.

J.Challenge to the Outcome of the Elections & Recount of Ballots

i.Challenge to the results in the case of electronic voting shall not be maintained as the scope for human error in counting is non-existent.

ii.Challenges will only be entertained in the case of physical ballots.

iii.Any aggrieved candidate may challenge the results in writing before 10 p.m. on the day the results are announced.

iv.If such a challenge is laid, the votes cast for the specific post that the challenger contested for shall be recounted in the same fashion as was done for the original counting but in the presence of all the candidates contested for that post, or their duly nominated representatives, in order to ensure transparency and finality.

v.The Returning Officer shall obtain the signatures of all the candidates on the result sheet of the recount, and hand the same over to the Secretary.

vi.The returning officer shall convey the outcome of this recount in writing to the President.

vii.In the event the outcome of the election has changed after the recount, the President shall announce the new outcome prior to the commencement of the plenary sessions the next day.

K.Non-receipt of Nomination for a Post in the Category of "Officer of the Association"

i.In the event of no nomination for a post of "Officer of the Association" being received by the returning officer before the last date for nominations, the last date shall be extended for a further period of two weeks, and the same shall be communicated to all members by the secretary, requesting once more for a nomination.

ii.If no nomination is received even after the extension period, the Secretary shall call for members to come prepared with nominations of eligible candidates to be made from the floor of the house at the Annual General Body Meeting.

iii.Where the nominations are made from the floor of the house, the election of such a person shall be announced

only after the Returning Officer has verified the eligibility of the candidate for the post.

iv. If after the post-facto verification the Returning Officer finds the nomination invalid for reason of non-eligibility, the election shall be rendered null.

v. For the post(s) not filled despite procedure under 16(K) (i) to (iv) above, they shall be filled at a Special General Body meeting convened for the purpose during any of the scientific activities of the Association conducted during the year but prior to the next Annual General Body Meeting.

vi. For purposes of calculation of term of office in this case, the term of the officer shall end on the date it would have ended had the officer been elected during the Annual General Body Meeting at which the post was to be filled originally.

17. Journal of the Association

The Official Journal of the Association for the time-being shall be a NEWSLETTER covering the proceedings of the two General Meetings or other interesting items.

18. Amendments to Rules and Bylaws

A. Amendments to the rules and bylaws may be proposed either by the Council of the Association, or by individual members.

B. Where the Council proposes such amendments, the proposal shall be accompanied by a resolution of the Council containing the precise wording of the proposed amendment, the Section, Clause & Sub-clause it is applicable to, the wording of the existing clause and the reasons for proposing the change.

C. Where it is for insertion of a new rule, the Section or Section and Clause under which it is to be inserted must be indicated.

D. Where an individual member proposes such amendments, the proposal shall be seconded by at least 5 other Full Members of the Association

E. The proposal shall contain the precise wording of the proposed amendment, the Section, Clause & Sub-clause it is applicable to, the wording of the existing clause and the reasons for proposing the change.

F. Where it is for insertion of a new rule, the Section or Section and Clause under which it is to be inserted must be indicated.

G. In either case, the amendment shall be submitted to the Secretary at least six weeks before the date of the Annual General Meeting.

H. The Secretary shall circulate the same to all members

at least four weeks prior to the date of the Annual General Meeting.

I. The proposal shall be included in the Agenda of Annual General Meeting in the form of a Resolution duly proposed and seconded

J. No alternate amendments shall be proposed in respect of the proposed amendment, except minor modifications to remove ambiguity or provide clarity.

K. Amendments shall not be entertained at any time after the stipulated period.

L. Amendments proposed shall be considered clause by clause.

M. If there is consensus on the amendment, the same may be accepted as unanimously adopted.

N. If no consensus is reached after a reasonable time for discussion, the President will put the amendment(s) to vote.

O. For the amendment to be carried, not less than three-fourth of the Full members present should vote in favour of the amendment; in the event of the number turning out to be a fraction below the three-fourths figure, the nearest integer shall be determined by the casting vote of the President.

19. Dissolution

A. A proposal for dissolution of the Association shall be brought through a resolution signed by not less than three-fourth of the Full members on the rolls of the society at the time the proposal is raised.

B. The resolution shall be discussed at a General Body Meeting convened specially for this purpose.

C. The resolution for dissolution shall be carried in the event of not less than three-fourth of the Full members present vote in favour of dissolution.

D. Upon such a resolution being adopted, the Association shall stand dissolved forthwith, and a liquidator appointed to settle assets and liabilities.

E. All steps shall be taken to discharge all verified claims and liabilities on the books of accounts of the Association.

F. If residual assets remain after all liabilities have been discharged, they shall be transferred to an institution or institutions having similar objectives; the institution(s) that the assets will go to shall also be determined (at the meeting that effects the dissolution) by not less than three-fourth of the Full members present.

G. In all of these, the Association shall comply with the laws and regulations of the land in force at the time.