

AMENDED CONSTITUTION

1. Name of Society:

The name shall be "Urological Association of Kerala"

2. OFFICE AND ADDRESS

The registered office of the society shall be The Honorary Secretary, The Urological Association of Kerala, No.33/1237, Nirmala Hospital, Calicut,673012

3.Area of Operation:

The Society shall be operative within the State of Kerala

4. Objects:

- (a) To promote high standards in the practice and education of Urology in Kerala
- (b) To bring together all scientific personnel who are actively interested in the practice of Urology in Kerala in one corporate body
- (c) To facilitate exchange of experiences so as to improve the standard of clinical practice and to promote research activities in Urology.
- (d) To promote publication of scientific literature pertaining to Urological practice or research.
- (e) 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.
- (f) To carry out any other activities which are identical or conducive to the furtherance of the objects of the Association.
- (g) To promote and organize charitable activities in Urology.

5.MEMBERSHIP

There shall be following category of members.

1. Members having the right to attend the General Body Meetings of the association and take part in the deliberations at the same.

A. Full Members

i.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.

ii.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.

iii.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.

2. Members who do not have the right to attend the General Body Meetings of the association and take part in the deliberations at the same.

B. Associate Members

i. Associate Members shall be Postgraduate residents registered for M.Ch or DNB course in Urology in Kerala, *or*

ii. 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.

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 Secretary shall convey such approval to them in writing.

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' until the end of AGM held on 25.11.2017 would continue to be full members

6. MODE OF ADMISSION OF MEMBERS

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 MEMBERS

A. Full 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 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:

- (a) 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.
- (b) The Executive Committee 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.
- (c) The Executive Committee shall have the powers to terminate the membership of any member who has been found guilty of unprofessional behaviour 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-thirds 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. The 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, convenors 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:

A. Members of the Council

- 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. Maximum of four members from various parts of Kerala, 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. Responsibilities of the Council

- 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.

15B. 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 be chaired by the President. In his absence Vice President will chair the meetings. If both are absent or unavailable the Council can nominate a member of the council to chair the meeting.

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.

15C. Cessation of Membership of Council and Replacement of Vacancies

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.

v. An office bearer who is unable to continue his service may submit his resignation to the President. If President is not willing to continue in his post, he may submit his resignation to the President- Elect.

vi. If Secretary/Treasurer/Editorial Secretary is unable to continue in his responsibility Joint Secretary will automatically take charge from the date of acceptance of resignation by the council. If Joint Secretary is unwilling or unavailable, another council member may be nominated from the council to that post. If joint secretary resigns from the post, his vacancy may be filled by a member of the council. The vacancy of the council member post/s arising out of such replacement/s will have to be filled as per the procedure explained above. The President - Elect will take charge as President upon his resignation and will represent the association in various bodies like Association of Southern Urologists. The formal installation as President will be done during the annual meeting of the association. Resignation from the post of immediate past president and President- Elect will render the positions remain vacant.

vii. The Secretary should inform all the members of the association regarding such changes in the council.

viii. The vacancy of any council member or office bearer of the association except President and Immediate past president will be filled from nominations from the floor of the next Annual /Special General Body Meeting. The selection has to be made from members fulfilling the eligibility criteria for the respective posts. If there are multiple nominations, voting should be done.

Such elected member/office bearer will have all the duties and privileges of the posts assigned to them.

ix. The term of such an elected alternate/new member shall be till the term of the member whose vacancy was filled.

x. The members so elected except President Elect will be eligible for re-election for one more term and thereafter will not be eligible for re-election.

If the Executive Council fails to perform the procedures required for the conduct of elections due to oversight or any other unavoidable reasons the Annual/Special General Body Meeting will have the power to fill the vacancies of council members or office bearers from nominations arising from the floor. In such situations the vacancies have to be filled by members fulfilling the eligibility criteria stipulated for the respective posts as far as possible.

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

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

B. 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 Returning Officer before 5 p.m. on the last date for filing nominations as announced in the election notice.

vi. Nominations shall close Four 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.

C. 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.

D. 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 *suo motu* 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.

E. Retirement from Contest

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

F. 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

G. 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.

H. 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

I. 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.

J. 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.

K. 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.

16E: The executive committee shall have the powers to convene such other meetings as it deems necessary when it shall be called special general body meeting.

16F: The Executive Committee shall have the power to convene such other scientific meetings besides the two in a year as it deems necessary.

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. AMENDMENT TO RULES

Notice of any proposal to repeal, amend, add to the existing rules shall be forwarded to Hon. Secretary in writing before one month to the date of the Annual General Body Meeting. The proposal shall appear on the agenda of the meeting in the form of a resolution duly proposed and seconded. No proposal shall be considered as passed unless it is carried by two thirds majority and voting subject to Societies Registration Act Rule.12

19. DISSOLUTION

In case the association is dissolved the assets remaining after the payment of all legitimate debts and liabilities shall be made over to another association having similar objects. No portion shall be divided among the members.