

**ASSOCIATION
OF
OCCUPATIONAL HEALTH
KARNATAKA**

**MEMORANDUM OF ASSOCIATION
RULES AND BYE-LAWS**

DATE OF FORMATION: 14 -- 03 -- 2008

MEMORANDUM, RULES & BYE-LAWS

PART - I

MEMORANDUM OF ASSOCIATION

OF

ASSOCIATION OF OCCUPATIONAL HEALTH KARNATAKA (AOH-K)

1. **Name:** The name of the Association is ASSOCIATION OF OCCUPATIONAL HEALTH, KARNATAKA hereinafter called the “Association”.
2. **Office:** The headquarters of the Association shall be situated in Karnataka.
3. **Objects:** Aims of the Association are:
 - (i) To study problems and conduct and manage research for the causes, treatment and prevention of occupational diseases and environmental impact.
 - (ii) To provide guidance to industries with regard to the problems of occupational environmental medicine and hygiene on modern scientific principles and for the promotion and maintenance of the health of the workers.
 - (iii) To secure effective and complete organisation of members of the Association
 - (iv) To maintain liaison with National and International Organisations interested in occupational and environmental health problems.
 - (v) To unite, affiliate amalgamate with or absorb, create or constitute or assist in creating or constituting any other society or Association with similar and allied objects for the purpose of acquiring or transferring all or any of the properties, rights and liabilities of such Society or Association if it is found that by uniting, affiliating, amalgamating or absorbing, the cause of this Association will directly or indirectly benefited. For the purpose, the association may enter into such arrangement with any other Society or Association having objects similar to the objects of this Association and absorb the assets and liabilities of such Society or Association and also admit the members of such Society or Association as members of this Association on such terms and conditions as may be agreed upon and decided by the State Council.
 - (vi) The benefits of the society or association shall be open to all irrespective of castes, creed or religion.
 - (vii) For the attainment and furtherance of these objects the Association may
 - (a) hold periodical meetings and conference of the members of the Association and the medical profession in general;
 - (b) arrange from time to time congresses, conferences, lectures, discussion and demonstrations on any aspect of occupational Health, safety, environment and allied sciences;

- (c) publish and circulate a journal which shall be the official organ of the Association of character specially adopted to the needs of the members, and which shall undertake to do propaganda work of the Association through its columns, and publish other literature in accordance with the objects of the Association;
- (d) maintain a library and Office of the Association;
- (e) publish from time to time transactions and other papers embodying researches in occupational and environmental medicine conducted by the members.
- (f) Encourage research in occupational and environmental medicine and allied sciences with grants out of the funds of the Association by the establishment of scholarships, prizes or rewards, and in such other manner as may from time to time be determined by the Council of the Association;
- (g) Conduct educational campaign among the people of India in the matter of industrial hygiene and prevention of occupational diseases and industrial accidents, safety and environment.
- (h) consider and express its view on all questions and the laws of India or proposed legislation affecting the objects to the Association, occupational health and hygiene and the problems covering occupational medicine, or watch over or take such steps and adopt such measures from time to time regarding the same as may be desired expedient or necessary;
- (i) raise money in such a manner as the Association may think fit, and collect subscriptions and donations for the purpose of the Association;
- (j) invest money for the Association not immediately required for any of its objects in such a manner as may from time to time be determined by the council; The funds of the society or association shall be invested in the modes specified under the provisions of section 13 (1) (d) read with section 11(5) of the Income Tax Act, 1961, as amended from time to time
- (k) create or assist in creating branches for any of the purposes aforesaid;
- (l) do all such other things as are cognate to the objects of the Association, or are incidental or conducive to the attainment of the above objects;
- (m) purchase, take on lease, or otherwise acquire, hold, manage, let, self, exchange, mortgage, hire out or otherwise dispose of movable or immovable property of every description, and all rights or privileges necessary or convenient for the purpose of the Association, and in particular any land, building, furniture, household or other effects, utensils, books, newspapers, periodicals instruments, fittings, appliances, conveyance and accommodation as and when deemed necessary or desirable in the interest of the Association and
- (n) erect, maintain, improve, or alter and keep in repair any buildings for the purpose of the Association.

- (o) The funds and the income of the society shall be solely utilized for the achievement of its objects and no portion of it shall be utilized for payment to the members by way of profit, interest, dividends, etc,

PART II
RULES
OF
ASSOCIATION OF OCCUPATIONAL HEALTH KARNATAKA (AOH-K)

Constitution:

1. The Association shall consist of members from Karnataka whose names are on the Register of the Members of the National Body of Indian Association of Occupational Health at the time when these Rules and Bye-Laws come into operation and of subsequent Members, who being eligible, shall after the date of adoption of these Rules and Bye-laws of the Association, be duly selected in such a manner and upon such condition as may be prescribed from time to time by the Rules and Bye-laws.

Headquarters:

2. The Headquarters of the Association shall be situated in Karnataka. For the present, the address of the Hon. Secretary shall be the address of the Headquarters of the Association.

Register of Members:

3. There shall be a Register in which the name of all the Members of the Association shall be entered along with their qualifications, attachment to industries (if any), their postal address and other relevant information.

Local Branches:

4. The Members of the Association shall whenever possible group themselves into separate local bodies styled as Local Branches.

State/Territorial Branches:

5. Branches within a State may if they so desire form a group to constitute a Local Branch in all such cases, the constituent Branches shall submit in writing an application to the State Council, seeking its approval for the terms of arrangement.

Jurisdiction of Branches:

6. There shall be no restriction on the number of Branches that can be formed in a State but each Branch shall define its area of jurisdiction and the territory within which it shall operate and get the same approved by the State Council. No Branch shall enroll

a member who is either not residing or not practicing or is not employed in their territory.

Rules and Bye-Laws of Branches:

7. Subject to the Rules and Bye-laws of the Association, a Branch shall be free to govern itself in such manner as it shall think fit and for this purpose, to make from time to time Rules and Bye-laws as it may think fit and to repeat or alter the same as and when it shall consider it expedient. The Rules and Bye-laws so made and for the time being in force, shall be binding on members constituting the Branch in reference to which they are made; provided that such rules and Bye-laws are in conformity with the Rules and Bye-laws of the Association and have been approved by the Council of the Association.

Branches:

8. Branches shall be free to deal with all matters concerning or pertaining to their local Government, but all matter concerning the State Government as a whole shall be referred to the State Council for action.

Liabilities:

9. The Association shall not be liable for any of the debts or liabilities of any of its Branches, nor shall any of the Branches be liable for any of the debts or liabilities of Association.

Eligibility of Membership:

10. A. Any person possessing medical qualifications as defined in the Medical Degrees Act, 1916 (Act VII of 1916) and duly registered under the Indian Medical Council Act, as amended from time to time in any one of the State/Center Medical Councils in India shall be eligible for Full Membership.
10. B. Persons associated with industries and allied organizations and /or interested in scientific pursuit of matter related to Occupational Health, Environment and Safety and whose qualifications are deemed satisfactory by the Council are eligible for election as Associate Members of the Association.

Honorary Members:

11. A. The Association shall have the power to elect as Honorary Members, such persons and in such a manner as the Bye-laws provide and to admit members so elected, to such privilege other than that of receiving notices of meetings, or voting or holding office, as may from time to time be conferred on them, by or under the Bye-laws.

Branch Members:

11. B. Persons enlisting as members through a Branch as per Bye-laws shall be called Branch Members.

Direct Members:

11. C. Persons who are eligible for Membership and reside or practice or are employed in a place where no local branch, state or territorial branch exists when enlisted, shall be called Direct Members.

Life Members:

11. D. Full Members who pay a lump sum amount in lieu of yearly subscription as per the Bye-laws laid down for the purpose shall be called Life Members.

Institutional Members/Institutional Life Members:

11. E. The Association shall have the power to admit as members, such institutions and in such a manner and with such privilege as the Bye-laws may provide.

Affiliated Members:

11. F. Members from affiliated bodies as per Rules 25 and 26 shall be affiliated Members on term and conditions to be decided upon and laid down from time to time.

Emblem:

12. A. The Association will have an Emblem which shall be used by the Headquarters and all the Branches on their stationery and letterheads. Branches shall not use any other Emblem or symbol on their letterhead and other official stationery.
12. B. The Association shall have a crest/ The crest shall only be used under the directive of the Council.

Association Year:

13. The year of the Association and all its branches, for financial purposes, shall be from 1st April to 31st March. For the purpose of State contribution the financial year may be divided into two half year periods namely 1st April to 30th September and 1st October to 31st March.

Subscription:

14. The members of the Association shall pay an annual subscription as provided in the Bye-laws.

Central Share from Branches:

15. Every Branch shall pay to the Headquarters, a Central Contribution to be known as Central Share as provided in the Bye-laws.

Privileges of Membership:

16. A. Payment of each year's subscription shall entitle the member for that period to all privileges of membership of the Association and to those of the branch of which he is a member.
- B. A member will receive a copy of the Journal of the Association and other publication of the Association either free of charge, or at such rates as the Association may fix from time to time.

- C. All Life members shall have the right to enjoy all the privileges of membership of the Association and of the branch within whose jurisdiction they may happen to reside or practice or be employed for the time being.
- D. All members shall have the right to attend and take part in discussions at all General and Scientific meetings, seminars and conferences organised by the Association or its branches of which they are members.
- E. All members of the Association shall have a right to attend the Annual General Meeting of the Association and take part in the discussion. However the Associate Members will not have any voting right nor will they be eligible to get elected, nominated or co-opted on the Council, nor hold any office either at the State or at the Branch level.

Management of the Association:

- 17. The affairs of the Association, its General Control, Administration, Management and Direction of its policy shall be vested in a body called/styled State Council or Council.

Composition of State Council:

- 18. The State Council shall consist of elected Members, Ex-officio Members, Co-opted Members and representatives from other organisations, as laid down below:

- 18. A. Elected Members: Representatives elected from among the Members in the following proportion:

One representative for every 50 members or part thereof with maximum number of 5 members. For computing the total membership, two representative members of institutional members will be taken into account.

- B. Ex-Officio Members: Immediate Past President

- C. Co-opted Members: Two full members of the Association shall be co-opted by the new Council at its first meeting. They shall not be entitled to contest for or hold any office of the Association during their tenure of co-option.

- D. Representatives from other Association: As the General Body may decide from time to time not exceeding three in number. They shall not have any voting rights.

- 19. A. Term of Office of State Council Members and Office Bearers:

All the members of the Council will have a term of two year's as defined below

Note: One year means the period between immediately after the conclusion of the Annual General Meetings and not a calendar year.

- 19 B. The State Council shall assume Office immediately after the conclusion of the Annual General Meeting. It will have the following Office-Bearers who shall be elected as per the procedures laid down in the By-law 14.

- (i) One President
- (ii) One Vice-President
- (iii) Hon. General Secretary
- (iv) Hon. Joint Secretary
- (v) Hon. Treasurer

- 19 C. No one receiving salary from the funds of the Association shall be eligible to be elected as an Office Bearer or members of the Council of the Association.

Powers and Functions of the State Council:

20. A. The State Council shall administer the affairs of the Association in accordance with the Memorandum of the Association, the Rules and Bye-laws. The State Council shall exercise such powers and do such acts and things as may be exercised or done by the Association. The State Council shall be the executive authority and as such shall have the power to carry into effect the policy and programme of the association as approved by the General Body and shall remain responsible thereto. Ordinarily, the State Council will meet four times a year. It can meet more times also. It shall have the right to:
- B. Make regulations and issue instructions for proper working of the Association, for the maintenance and administration of the Association office, library and property and organisation and maintenance of its publications.
- C. Appoint Committees or Sub-Committees, Adhoc-Committee and Trust Committees.
- D. Receive and consider Reports of various committees.
- E. Represent before the Government, public bodies or any other properly constituted authority in any matter in which they consider the interests of the Association or the members are affected.
- F. Decide applications for membership, resignation of members, suspension of members/branches and the question of disciplinary action as it may deem fit against any members/branch for misconduct, willful neglect or default.
- G. Raise funds for the furtherance of the objectives of the Association.
- H. Fill up vacancies during term of Office as per Bye-laws.
- I. Write off the whole or part or un-realizable arrears of the subscription of members, branches or other outstanding sums due to the Association if considered necessary.
- J. Amend Bye-laws as per Rule 30 C (ii)
- K. The decision of the Council in all matters not covered by the Rules & Bye-laws shall be final.

Meetings of the State Council:

21. A. There shall ordinarily be 4 meetings of the State Council in a year. The newly elected Council shall meet during the Annual Conference soon after the General Meeting to constitute Sub-committees, co-opt two full members as per Rule 18 C and to attend to urgent work arising out of General Meeting. The last Council meeting shall be held preceding the conference and besides other things this meeting shall ratify the annual reports, accounts, budgets and election of office bearers of the Association.

- B. Quorum for each council meeting shall be six, at-least two of whom shall be other than office bearers and representative of the other bodies.**
- C. The Hon. Gen. Secretary shall convene the Council meeting at such time and place as decided in consultation with President.**
- D. At least four weeks prior notice along with the agenda shall be given to the members.**
- E. Special Meeting of the Council shall be convened by the Hon. General Secretary in consultation with the President if at any time there is an urgent request by at least seven members of the Council who must have to specify in writing to the President the reason for which they desire to call a special meeting. Such a special meeting shall only consider such matters mentioned in the request.**
- F. The Council shall have the right to request the Hon. General Secretary to convene a Special Meeting of the Council whenever necessary.**
- G. A notice of 4 weeks shall be given to the members of the Council along with a copy of the requisition.**
- H. Convening of Special Meeting shall not be postponed or delayed for more than 3 months from the date receipt of request by the President.**

Annual General Meeting:

- A. (i) The Association shall hold an Annual General Body Meeting once in every year and not more than 15 months shall ordinarily elapse between two successive Annual General Meetings.**
- (ii) The Annual General Meeting shall be held during September of each year,**
- (iii) The venue of the Annual General Meeting shall be as decided upon by the State Council.**
- (iv) The Hon. General Secretary in consultation with the President shall give proper notice of at least 4 weeks to all the members of the Association, stating the venue, date and time along with agenda of the meeting.**
- (v) Ordinarily the Annual Report of the Association and audited accounts along with the Auditor's Report shall also be circulated to all the members of the Association along with the notice of the meeting.**
- (vi) The quorum for Annual General Meeting shall be 25 Members on Register of Members.**
- B. The business to be transacted at the Annual General Meeting shall be taken in the following order.**
 - (i) Confirmation of the Minutes of the last Annual General and/or Special General Meeting.**
 - (ii) To receive and adopt the Annual Report of the Association for the previous year.**

- (iii) To receive and adopt/ratify the audited accounts with Auditor's Report for the previous year.
- (iv) To pass the Budget Estimates for ensuing year.
- (v) To appoint Auditors for the next year and fix their remuneration.
- (vi) To ratify the election of President and other Office Bearers.
- (vii) To appoint Legal Advisors for the Association if necessary.
- (viii) To consider Resolutions, if any, brought forward by the Council, Branches and individual members.
- (ix) To consider the proposal if any for amendment of Rules/Bye-laws.
- (x) To consider any other important or urgent matter with the permission of the chair.
- (xi) Investiture of the incoming President.

C. General Rules about the Annual General Body Meeting.

- (i) Except with the special permission of the Chairman, no resolution shall be placed before the Annual General Meeting, that has not been previously given notice of and duly circulated along with the agenda to the members.
- (ii) Resolutions sponsored by individual members and branches shall reach the Hon. General Secretary by 30th June and the General Secretary shall circulate these along with the agenda.
- (iii) Resolutions passed by the Council shall be ratified in the Annual General Meeting which shall be circulated along with the agenda.

Journal of the Association:

- 23. A. The Journal of the Association shall be under the charge of the Editor who shall be assisted by the Associate Editor, the Journal Committee and the Editorial Advisory Board.
- B. The Journal Secretary shall take charge of the printing and circulation of the Journal.

Annual Conference:

- 24. There shall be organized an Annual Conference of the Association every year or at such intervals of time as the council may decide. The place and time of the conference shall be decided upon by the Council of the Association.

Affiliation of the Association with other Medical Associations/Bodies:

25. For furtherance of its objects, the Association shall have the right to be affiliated to other National or International Medical Associations or other Scientific Bodies on terms mutually decided upon and approved by the Council of the Association.

Affiliated Bodies:

26. Any Medical Association, Union, Society or Scientific Organisation in India or abroad may be affiliated to the Association on terms and conditions to be mutually decided upon and approved of by the Council of the Association.

Fellows of the Association:

27. A. The Association, shall have the power to constitute an academic faculty in furtherance of its aims and objectives.
- B. The association shall have the powers to admit as Fellows such persons and in such manner and confer on them such privileges as the Bye-laws may provide.

Validity of Proceedings:

28. The proceedings of the Council of the Association or any Committee, Sub-Committee or other body acting under the Rules and Bye-laws of the Association or any of its Branches shall not be invalidated by accidental omission to give any notice thereby required, or any vacancy among the members or by any defect in the election or qualification of any of their members.

Delegation of Authority:

29. Where, by or under the Rules and Bye-laws of the Association, any act or thing is required to be done by the Association, the same may be done by such office bearer member or members of the Association, as the Council of the Association may appoint for the purpose.

Amendments of the Memorandum, Rules and Bye-laws:

30. A. Proposal for change in the Memorandum of the Association as and when necessary, shall be considered at a meeting of the Council convened for the purpose. The proposed alterations must reach the Hon. General Secretary at least three months before the date of the special meeting and shall be circulated to all the branches for opinion at least six weeks before the date of the meeting. Due notice of the proposed change must be given in the agenda of the special meeting of the council. No such proposal shall be carried into effect unless it is agreed upon by the 60% of members present. This shall have to be ratified at the subsequent Annual General Meeting.
- B. Proposal for change of Rules shall ordinarily be considered only at the Annual General Meeting. The proposed alteration must reach the Hon. General Secretary at least three months before the Annual General Meeting and be circulated and due notice along with the draft of the changes in the Rules must be given in the agenda of the Annual General Meeting. Rules can only be

changed by a sixty percent majority of those members present at the Annual General Meeting and or by voting.

Any additions to, modifications or repeat of the Rules shall come into force only after the proceedings of the meeting at which such changes were passed have been confirmed of the next Annual General Meeting.

- C. (i) The Proposal for alteration of Bye-laws must reach the Hon. General Secretary by 30th June. After due circulation to the branches, Bye-laws can be amended or/and altered at the Annual General Meeting by a 50% of majority of those members present in case of voting is necessary.

(ii) In anticipation of approval of the General Body, the council may propose amendment to the Bye-laws at one of its meetings, provided the proposed amendment have been duly circulated to the Branches, and their written consent obtained from the majority (more than 50%).

(iii) Immediate effect may be given to such amendments if the Council/General Body so decides.

- D. However, it is specifically provided that no amendments or changes to the memorandum of association / byelaws / rules and regulations shall be made which may prove to be repugnant to the provisions of section 2 (15), 11, 12 & 13 and 80G of the Income Tax Act, 1961 as amended from time to time. Further no amendment shall be carried out without the prior approval of the Commissioner of Income Tax.

Dissolution or winding up:

31. In the case of dissolution or winding up of the association, the assets remaining as on the date of dissolution shall under no circumstances be distributed among the trustees / members of managing committee / government body / council but the same shall be transferred to another charitable trust/society and which enjoys recognition U/S 80G of the Income Tax Act, 1961 as amended from time to time.

PART - III

BYE-LAWS

OF

ASSOCIATION OF OCCUPATIONAL HEALTH KARNATAKA (IN SHORT, AOH-K)

1. **Branch Members:** Every candidate for membership of the Association shall duly fill up a membership application form as prescribed by the Association and forward it to the Secretary along with the required Association subscription. The Association shall consider the application at its Executive Committee meeting. Prescribed application form of membership shall be used by the individual and the institution.

The application of the membership shall be considered at the next council meeting for ratification.

The Hon. General Secretary/Branch Secretary shall give due notice in writing to the Journal Secretary about the membership.

2. **Direct Members:** The Membership Application forms from Direct Members shall be forwarded along with their subscription to the Hon. General Secretary who shall give due notice to the Journal Secretary of the same in writing. The application of membership shall be considered at the next Council Meeting for ratification.

3. **Honorary Members:**

- (i) The names for Honorary Membership shall be proposed by any four Council Members.
- (ii) Merits of the Candidate for such honour shall be indicated by the proposers.
- (iii) The election shall take place in Council Meeting by ballot
- (iv) No discussion shall be permitted on the merits of the person proposed.
- (v) The person shall be considered elected if sixty percent of the members present vote in his favour.
- (vi) The name of the Honorary member shall be ratified in the Annual General Meeting.
- (vii) An Honorary Member shall be entitled to receive the journal of the Association

4. **Associate Member:** Persons eligible for Association Members under rules 10 B and 11 E (Direct /Branch) shall fill up the membership in prescribed form as envisaged under Bye-laws 1 & 2 and when admitted to membership they shall be entitled to receive the Journal of the Association.

5. **Institutional Members:**

- (i) Two representative members, one of whom must fulfill the conditions under Rule 10A and such a representative only shall have a voting right. The other representative even if he fulfils the conditions under Rule 10A will not have a voting right, nor shall he stand for council membership nor hold any office either at the State or at the Branch level.
- (ii) The Institution and its representative each shall receive a copy of the Journal of the Association.

6. **Subscription:**

- (i) Members shall pay their subscription to the Association.

(ii) Direct members shall pay their subscription directly to the Hon. Treasurer of the Association.

(iii) Rates of Subscription for different categories of Members are as under:

- | | |
|-------------------------------|-----------------------|
| a) Full Member | Rs. 500 / annum |
| b) Associate Member | Rs. 500 / annum |
| c) Life Member | Rs. 5000 - lump sum |
| d) Institutional Life Member | Rs. 25,000 - lump sum |
| e) Fellows of the Association | Rs. 5,000 - lump-sum |

(iv) All subscriptions are due in advance on 1st April every year.

7. Change of Membership:

A. If a member leaves the area of his branch and goes to another branch, he must clear all the dues of the previous branch before he can be admitted as a members of the new branch. He will, however, not be required to pay the subscription for the year of his joining the new branch, if he has already paid the same to his old branch.

B. If a Life Member changes his area he may join any branch operating in his new place or may continue as a direct member if no branch exists.

8. Termination of Membership:

A. Membership may terminate by resignation. A members may resign any time by giving one calendar month's notice in writing to the Branch Secretary in case of Branch Members and to Honorary General Secretary in case of Direct Members. The resigning members shall pay up all the dues against him in respect of the Association.

The resignation shall be notified to the journal Office by the Secretary/General Secretary after being accepted by the State Council.

B. Membership may terminate by removal of name on account of:

(i) Non-Payment of subscription:

(a) In case of Branch Members, the Branch shall be free to make any Rules and Bye-laws it like about payment of its dues by members and for removal of their names on account of non-payment of subscription. When however, a branch decides to terminate or suspend the privileges of a member for this reason, due intimation in writing shall be given by the branch to the Headquarters.

(b) In case of a direct member, membership will automatically cease if the annual subscription is not paid within 30th September of the year.

(ii) Conviction in Court of Justice:

- (a) For any crime entailing moral turpitude.
 - (b) On removal of his name from the Register of the Indian Medical Council for unethical conduct.
 - (c) Upon forfeiture, through misconduct of the medical qualification
- C. If the conduct of any member is deemed by the Council to be prejudicial to the interest of the Association, he may be requested to withdraw from the Association. In the event of his refusing to do so, his name may be removed from the Register of members at an Annual General Meeting provided that in the notice calling the meeting, intimation of proposed resolution to remove his name from the Association is given without mentioning the name, and not less than two third of the members present vote for his removal.

Funds of the Association:

9. Income: The funds of the Association shall be derived from the following sources:

- (i) Subscription from Members as per Bye-laws.
- (ii) Conference Contribution from the Annual Conference as per bye-laws
- (iii) Fellowship fees as per bye-laws
- (iv) Donations and contributions raised directly or through branches
- (v) Bequests received by legacies from persons or institutions who desire to benefit the Association.
- (vi) Subscription from affiliated bodies as per rules 25 and 26.
- (vii) Interest on deposits and investments.
- (viii) Rents
- (ix) Such income from any other sources as may be authorised by the State Council.

10. Reserve Fund:

- (i) There shall be Reserve Fund of the Association. At least 20% of the surplus of the State accounts each year shall be credited to this fund the following year. The Reserve Fund shall only be drawn upon by a special resolution in a meeting of the Council the notice for which shall be duly circulated and in which two thirds of the members present vote in favour of the withdrawal.

11. Expenditure:

- (i) The Council shall, out of the funds of the Association, defray all ordinary expenses and shall pay rents, salaries and such other charges as may be necessary for carrying out the work of the Association.

- (ii) It shall provide fund for the publication of the Journal of the Association or any other publication as may be authorised.
- (iii) Shall be empowered to spend money on scientific investigations, conference, members, prizes, mementos and scholarships organised by Headquarters.
- (iv) Pay subscription to National or International Organisations of which the Association may be a members of an affiliate as per Rules 25 and 26.
- (v) Such other purposes as it may consider necessary in furtherance of the objects of the Association.

12. Operatives:

- (i) Funds of the Association shall be kept in a Bank approved by the Council
- (ii) The Bank account shall be operated jointly by the treasurer and either the Hon. General Secretary or the President of the Association.
- (iii) The Honorary General Secretary and the Honorary Treasurer may ordinarily keep in hand, cash up to Rs. 5000 for contingencies.
- (iv) There shall be maintained all accounts of the trust/society regularly. The accounts shall be duly audited by a Chartered accountant. Every year, the accounts shall be closed by 31st March

13. Formation of Branches:

- (i) A minimum of 20 person who are eligible to be members under Rule 10 who resides, practice or are employed in a place or its neighborhood may form themselves into a local branch of the Association by a resolution passed at a General Meeting of such persons, convened for the purpose. The resolution with names of the Office bearers of the new branch with membership application forms duly signed and filed in along with draft rules as per Rule 5 and State share as per Bye-laws shall be sent to the Headquarters of the Association. The Council of the Association at its next meeting after the receipt of the request shall consider the same for final approval and ratification.
- (ii) At branches shall submit to the Headquarters one yearly return of the members on their rolls by the 30th September each year. Branches shall also send report of the activities of the branch to the Honorary General Secretary by 30th November, each year.

14. Election of Executive Council, Office Bearers & representation to affiliated National body:

- (i) Election shall be held once in two years
- (ii) Only valid full members are eligible to stand for election and vote
- (iii) Members must have paid their full subscription of membership.
- (iv) Election process shall be completed before the 30th September of the election year.

- (v) Members shall proceed to elect the office bearer who will assume office at a designated date.
- (vi) The Hon. Secretary shall conduct the election. If he himself is contesting the election, the President will appoint a returning officer to conduct the election.
- (vii) The General Secretary shall prepare the eligible voter list and invite nominations in a prescribed form indicating the posts of office bearers and other post falling vacant in the ensuing term at least 4 weeks before the election.
- (viii) Nomination papers duly proposed and seconded by the valid members bearing the written consent of the nominated candidate shall reach the Hon Secretary
- (ix) The Hon Secretary shall scrutinize the nominations received, prepare the list of valid nominations and publish it to enable the candidate to withdraw if they so desire on or before the date and time stipulated.
- (x) After withdrawal date the Hon Secretary shall announce the valid nominations
- (xi) The Returning Officer conducts the election at the Annual General Meeting. The voting is by secret ballot. The counting is done on the presence of the contesting candidates or their nominees and the results are announced.
- (xii) The Annual General Meeting ratifies the results.

15. Filling up of vacancies among the Office Bearers and Council Members:

- (i) In the event of any vacancy occurring among Office Bearers or a Council Member either by way of resignation, incapacitation, demise or for any other reason the same be filled in as per procedure laid down below,
- (ii) If any time the post of President falls vacant, the Senior Vice-President followed by, the Junior Vice-President in that order will assume the duties and responsibilities of the President until the next Annual General Meeting.
- (iii) If any time the post of Honorary General Secretary fall vacant the Honorary Joint Secretary will assume the charge of the Secretary-ship until the next Annual General Meeting.
- (iv) If any time the post of Honorary Joint Secretary falls vacant the same need not be filled in until the next Annual General Meeting.
- (v) If any time the post of Honorary Treasurer falls vacant the Council shall have the power to elect any one from among the elected Council members to this Office. The new Honorary Treasurer will hold the office until the next election.
- (vi) Vacancies occurring among the remaining members of Council should be filled in at the next council meeting, as per procedure laid down under Rules 18 A 18B, 18C and 18D applicable to the category of the resigning member.
- (vii) Filling up of any vacancy should form a separate item, of Agenda in the Council Meeting and be duly notified to the Council Members.

NOTE

Any resignation from the post of an office bearer will become effective only after it has been accepted by the Council at its subsequent meeting. If however, any Office-bearer is unwilling to carry out his functions forthwith after submission of his resignation the responsibility of his function will be immediately taken over by the next in succession as laid down by the procedures stated earlier till the next Council meeting where the resignation will be considered. If required, the President may nominate any other Council Members to act for the interim period.

16. General Procedure for the Council Meeting:

- A. A Notice for meeting, giving the date, time, venue and agenda shall ordinarily be served 4 weeks before the date of meeting either personally, through a servant of the Association or by post under certificate of posting.
- B. There shall be maintained a Minute Book in which the minutes of all meetings shall be correctly written and shall be duly confirmed at the following meeting of the Council.
- C. Quorum for each council Meeting shall be six, At least two of whom shall be other than Office Bearers and representative of the other bodies.
- D. For lack of quorum, the Chairman may adjourn the meeting for half an hour and reconvene the same as an adjourned meeting where no quorum will be required. Such adjourned meeting shall consider only those items which were on the agenda for the originally convened meeting. Intimation that if there is no quorum the meeting will be adjourned for half an hour and reassemble thereafter to dispose of the agenda should be mentioned in the circular convening the meeting.

A Council Meeting when convened on the requisition of members as per Rule 21E shall be dissolved if there is no quorum.

17. Duties and powers of the Office Bearers:

(i) PRESIDENT:

- A. Shall be Chairman of all meetings of the Council and preside over any other committee of which he is a member.
- B. Shall preside at the Annual Conference, Annual General Meeting and all Meetings of the Association.
- C. Shall guide and control the activities of the Association.

- D. Shall regulate proceedings of Meetings and Conferences, interpret the Rules and Bye-laws and decide doubtful points.
- E. Shall, in addition to his ordinary vote, have a casting vote in case of equality of votes.

(ii) VICE PRESIDENT:

- A. The Vice-President shall help in the organisation of Branches if possible by making tours and addressing medical men in industry.
- B. The Vice-President shall preside at the Annual Conference incase the President is unavoidably absent.
- C. The Vice-President shall be the Chairman of all committees and sub-committees of which he is a member in case the President is not present.

(iii) HONORARY GENERAL SECRETARY:

- A. He shall be in charge of the Office.
- B. He shall carry out all correspondence, manage the affairs of the Association and it's administration and execute the policies of the Association and mandates from the Council subject to the overall control by the President and the Executive Council.
- C. He shall make endeavor to attend all Council Meetings and keep minutes of all the proceedings thereof. Minutes of the General Meeting, Note and Reports of Sub-Committees, agenda of meetings shall be circulated by him and placed before the Council.
- D. He shall organise, arrange and convene meetings, Conferences, lectures, and demonstrations.
- E. He shall be an ex-officio member of all committees.
- F. He shall maintain a correct and up-to-date Register of all Members of the Association.
- G. He shall organise new branches of the Association with the help of the Hon. Joint Secretary by encouraging establishment of branches where they do not exist and by creating a general interest in the Association.
- H. He shall be authorised to pass all bills for payment not exceeding Rs.500/- at a time. All bills above Rs.500/- shall be passed by the Council.
- I. He shall bring any matter which he considers necessary in the interests of the Association to the notice of the Council for guidance and decision.
- J. He will incur expenditure within the budget sanctioned for the year

(iv) HONORARY JOINT SECRETARY:

The Honorary Joint Secretary will help the Hon. General Secretary to conducting correspondence, in keeping the Registers of Members up-to-date, in the preparation of agenda for meeting and so on.

(v) HONORARY TREASURER:

- A. He shall be responsible for collection of all subscription and contribution due to the association. He shall deposit all the money in a Bank or Banks approved by the council, sign cheques and operate the Bank accounts joint either with the General Secretary or the President.
- B. He shall dispose of bills for payment as sanctioned by Honorary General Secretary and the Council.
- C. He shall have a right to point out any error or discrepancy in the order of payment issued by the Hon. General Secretary and refer the order back to the Hon. General Secretary with his remarks.

In the event of disagreement still persisting between the Hon. General Secretary and the Honorary Treasurer, the matter shall be referred to the President for putting up the same before the Council for decision.

- D. He shall be responsible for keeping up-to-date accounts of the Association with all the account books posted up-to-date.
- E. He shall prepare quarterly statement of accounts and send this to the Honorary General Secretary who in turn shall circulate copies to the Members of the Council for their approval at the next Council Meeting.
- F. He shall prepare Annual Statement of Accounts and a Balance Sheet showing the financial position of the Association, get it audited by the Auditor appointed at the General Meeting and submit the same for adoption at the ensuing General Meeting. This should be done through the Honorary General Secretary after the Council approval.

18. Appointment of Auditors and Legal advisors:

- A. The Annual General Meeting every year shall appoint a qualified Chartered Accountant for auditing the accounts of the Association, who duties shall be
 - a) to audit the account once a year at least.
 - b) to submit a report showing the true state of financial affairs of the Association and certify the correctness of the accounts.
 - c) To give suggestions for proper keeping of accounts as required.
- B. Honorary Legal Advisors shall be elected at the Annual General Meeting every year if the Council so decides.

19. ANNUAL CONFERENCE :

There will be organized Annual conference every year at a suitable time and place to be decided by the council of the Association. Such conference will usually be held in the first quarter of the year.

The guidelines will be:

- (i) Association shall have the privilege of hosting the Conference
- (ii) The Organizing Committee of the Conference shall make arrangements for the delegates attending the conference.
- (iii) If required, the Organizing /Reception Committee shall provide a consolidated receipt for all the payments received by them from any participant.
- (iv) The Organizing Committee shall work in co-ordination with the General Secretary and the President of the Association.
- (v) The Annual conference will ordinarily be for a day and usually will have the following programme:

A. An Inaugural Session which shall consists of :

- Welcome Address by the Chairman of the Organizing Committee
- General Secretary's Report
- Distribution of Awards
- Inaugural Address by the Chief Guest
- Address by Other Guests of honor
- Address by the President of the Association
- Vote of thanks.

B. Scientific Sessions opening with the Orations.

C. Any other special session as decided by the Organizing Committee.

20. Awards and Orations:

The Association may institute such Awards and Orations on receipt of donations and proposals from amongst the Organizations, Branches or individual members and shall formulate guidelines for the same from time to time.

21. Alteration or amendment of the Memorandum of Association shall be made as per Sec. 9 of the K.S.R. Act, 1960.
22. Change of name, byelaws, rules and regulations shall be made as per Sec. 10 of the K.S.R. Act, 1960.
23. If the Dissolution of the Club arises Section 22 and 23 of the K.S.R. Act, 1960 shall be followed.
24. Regarding the amalgamation of the Club, if it arises, Sec. 21 of the K.S.R. Act, 1960 shall be followed.