

Dr: Rajendra Nath

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KANPUR ORTHOPAEDIC ASSOCIATION

"CONSTITUTION – Amended 2015"

1. The name shall be "Kanpur Orthopaedic Association" - herein after called the Association in these rules and regulations.
2. **Office and scope :** The registered office of the association shall be in the place of work of the Secretary. The Association is registered with the Registrar of the societies.
3. **Aims and Objectives :** The Association shall be non-party, non-political, non-sectarian, and non-profit making academic and social organisation and shall have the following aims and objectives –
 - 3.1. To encourage and advance the study and practice of the science and art of Orthopaedic Surgery.
 - 3.2. To promote professional fellowship, co-operation, and exchange of views among the members and orthopaedic surgeons in general.
 - 3.3. To encourage scientific research and experimental work on orthopaedic problems.
 - 3.4. To organise scientific meets consisting of lectures, paper presentations, discussions, seminars, symposia, and workshops for the advancement of orthopaedic surgery.
 - 3.5. To maintain a reference library.
 - 3.6. To publish a journal devoted to orthopaedic surgery and bulletin of the scientific activities.
 - 3.7. To hold and develop properties, movable and immovable, that may be necessary or advantageous for the aforesaid objects to purchase, sell, rent, lease, or mortgage in the interest of the Association.
 - 3.8. To receive membership fee and denominations for the development of the Association and subscriptions from members.
 - 3.9. To co-operate with other Medical and Surgical Associations of Kanpur and other cities.
 - 3.10. To watch and advice on legislations affecting orthopaedic surgeons.
 - 3.11. To work in guidance and co-operation with IOA and UPOA in the larger interest of orthopaedic surgeons in general.
 - 3.12. To add all such other things as may be incidental to or conducive to the attainment of all or any of the above objectives.
4. **Membership**
 - 4.1. Type of Membership – Membership of the Association shall be of three categories:-
 - 4.1.1. Life Member – Life membership of the Association shall be open only to Orthopaedic surgeons with postgraduate qualifications.
 - 4.1.2. Associate Member – Associate membership shall be for a) Postgraduate students in Orthopaedics, b) Doctors with postgraduate qualifications other than in Orthopaedics, recognised by the MCI.
 - 4.1.3. Honorary Member – Persons of eminence related to Orthopaedic speciality may be conferred Honorary membership of the Association after recommendation by the Executive committee and the approval of the General body.

- 4.2. Selection of Members – For the Life / Associate membership of the Association, Membership application forms, duly proposed and seconded by Life members shall have to be submitted to the Secretary of the Association, who in turn shall place it before the Executive committee for consideration. Membership shall be awarded only after approval by the General Body.
- 4.3. Membership Fee – Membership fee is a non-refundable amount and for the different categories shall be –
 - 4.3.1. Life Member – One-time payment of Rs. 1,500.00 (Rs. One thousand five hundred only).
 - 4.3.2. Associate Member – Annual fee of Rs. 500.00 (Rs. Five hundred only).
 - 4.3.3. Membership fee may be revised from time to time after approval from the general body.
- 4.4. Cessation of Membership –
 - 4.4.1. No member will be entitled to any of the privileges of the Association if his/her subscription to the Association is in arrears for more than two years and in the event of its remaining unpaid even after a reminder, he/she shall automatically cease to be a member of the Association.
 - 4.4.2. Revival of membership may be considered by the Executive Committee and approved by the General Body on payment of arrears.
 - 4.4.3. Any member desirous of withdrawing his/her membership from the Association, shall give a notice in writing to the Secretary of the Association.
 - 4.4.4. Any member whose resignation is desired by the Association, shall have a right to appeal to the next business meeting of the Executive Committee, provided he/she makes a written application to the Secretary within 14 days of receiving the request.
- 4.5. Rights and Privileges of a Member –
 - 4.5.1. Life members have full voting rights. They are entitled to participate in all the activities of the Association. They are also entitled for a free copy of the association's journal. Only those life members, residing and working in the orthopaedic speciality in Kanpur, are entitled to hold any office.
 - 4.5.2. Associate members and Honorary members shall have all the privileges of a Life member, except the right to vote, hold any office, or attend any business meeting of the Association.
5. Executive Committee :-
 - 5.1. Composition:- The Executive Committee shall consist of the following.
 - President : - One.
 - Vice President : - One.
 - Secretary : - One.
 - Joint Secretary : - One.
 - Treasurer : - One.
 - Members : - Five.All Past Presidents and Secretaries will be Ex-officio members of the Executive Committee.
 - 5.2. Role of the Executive Committee and its powers.

- 5.2.1. The executive committee shall be responsible for the total management of the Association.
 - 5.2.2. The Executive Committee shall have the powers to fill up vacancies amongst the office bearers except the President for the remaining term of the office.
 - 5.2.3. The Executive Committee shall control the affairs of the Association, its funds, and assets. The Executive Committee shall have the powers to purchase, construct or acquire on lease, exchange, hire or _____ or otherwise any real or personal property and any rights of privileges necessary or convenient for the purpose of the Association, and to improve, develop, manage, sell, lease, mortgage, dispose off, return to account, or otherwise deal with any property or part of the property of the Association.
 - 5.2.4. Any income from the property of the Association, however derived, shall be spent solely towards the objectives of the Association and no portion thereof shall be paid or transferred, directly or indirectly, for any other purpose except for scientific activities.
 - 5.2.5. The Executive Committee shall have the power to request the resignation of a member deemed contrary to the interest of the Association, or to have been disobeying the rules, or guilty of unprofessional act of public misdemeanour, provided that the person concerned shall be notified of the proposed action.
 - 5.2.6. Without prejudice to the powers of the General Body of the Association, the Executive Committee can do all such acts and exercises deemed to be necessary in furtherance of the objects of the Association.
6. Duties and Powers of the Office Bearers :-
- 6.1. President :-
The President shall co-ordinate, supervise, and direct the activities of the Association. He/She shall preside over all business and scientific meetings convened by / on behalf of the Association. The President shall submit his/her resignation to the Executive Committee. The term of the President shall be for one year.
 - 6.2. Vice – President :-
If the President ceases to hold the office, the Vice-President shall be inducted as President for the remaining term by a notification from the office of the Secretary. In the absence of the President, the Vice-President shall preside over the meetings. The Vice-President shall submit his resignation to the President. The term of the Vice-President shall be for one year.
 - 6.3. Secretary :-
 - 6.3.1. The Secretary shall execute all policies and programmes of the Association and submit reports at meetings of the Executive Committee and to the General Body during the Annual General Body Meeting.
 - 6.3.2. He shall keep members informed through press, news-letters, circulars, SMS, etc. regarding various academic activities of the Association.
 - 6.3.3. He shall prepare and keep the minutes of all business meetings of the Executive Committee and the General Body and see that all notices regarding meetings are duly given in accordance with the provisions of rules and by-laws.

- 6.3.4. He shall circulate the accounts for the year with the minutes of last Annual General Body Meeting along with the notice of the next Annual General Body Meeting.
- 6.3.5. He shall be responsible for the safe up keep of the records of the Association and shall be the custodian of the seal of the Association.
- 6.3.6. He shall be accountable to the Executive Committee as well as the General Body.
- 6.3.7. He will sign and execute all contracts or other instruments in the name of the Association and shall exercise general supervision over the affairs of the Association.
- 6.3.8. He shall prepare a current voters list of all Life Members.
- 6.3.9. The Secretary shall be empowered to employ a part-time clerk/assistant on an honorarium approved by the Executive Committee.
- 6.3.10. He shall maintain an account with a maximum limit of Rs. 5,000.00 (Rs. Five thousand only) and operate it with the Joint Secretary to meet the contingency expenses. Payment of any amount more than 5,000.00 shall be made on the recommendations of the Secretary directly to the party by the Treasurer. If and when the Secretary needs more than Rs. 5,000.00 towards contingency expenses, he shall have to submit an account of utilization of Rs. 5,000.00 taken earlier with the new demand. In the absence of utilisation account, the Treasurer will have the right to refuse the additional demand.
- 6.3.11. He shall submit his resignation to the President.
- 6.3.12. The term of the office of the Secretary shall be of three years.
- 6.4. Treasurer : -
 - 6.4.1. The Treasurer shall keep all accounts of the Association.
 - 6.4.2. He shall present audited accounts in the Annual General Body Meeting. He will be accountable to the Executive Committee and the General Body in all financial matters.
 - 6.4.3. All cheques and other negotiable instruments shall be signed by any two of the following office bearers namely The President, The treasurer, and The Secretary.
 - 6.4.4. The Treasurer will submit his resignation to the President.
 - 6.4.5. The term of the office of the Treasurer shall be three years.
- 6.5. Joint – Secretary : -
 - 6.5.1. The Joint Secretary shall work as the Secretary in the absence of the Secretary.
 - 6.5.2. The term of office of the Joint Secretary shall be of one year.
 - 6.5.3. The Joint Secretary will submit his resignation to the President.
- 6.6. Member of Executive Committee : -
 - 6.6.1. Members of Executive Committee will assist the office bearers in conducting the activities of the Association.
 - 6.6.2. The term of office of Member of Executive Committee will be for one year.
7. Meetings : -
 - 7.1. The Executive Committee shall meet at least twice a year and The General Body shall meet once a year. Members entitled to attend and participate in the General Body meeting are only the life members.

- 7.2. Quorum – A minimum of 4 (four) members for the Executive Committee meeting and 10 (ten) members for the General Body meeting are required to complete the quorum for respective business meetings.
8. Election of Office Bearers and Members of the Executive Committee :-
- 8.1. The President, Vice-President, Joint-Secretary and The Members of Executive Committee have the term of office for one year and they shall be elected annually.
- 8.2. The Secretary and The Treasurer shall have the term of their office for three years. They shall be elected at the end of three year term.
- 8.3. All the office bearers and Members of Executive Committee shall be elected in General Body Meeting by voice vote or secret ballot.
9. Eligibility :-
- 9.1. Any member who aspires to hold the office in the Executive Committee of KOA not only must be a member of The Kanpur Orthopaedic Association, but also must be a member of all its parent associations, namely – The Indian Orthopaedic Association (IOA) and The Uttar Pradesh Orthopaedic Association (UPOA).
- 9.2. The candidate should be residing and working in Kanpur during the tenure.
- 9.3. Any member holding any office may contest the election for a second term.
- 9.4. President :-
- 9.4.1. The candidate should be a Life Member of KOA for more than 10 (ten) years.
- 9.4.2. The candidate should have attended at least 40% of morning scientific meetings of KOA in the last 6 years.
- 9.4.3. The candidate should have delivered at least 3 lectures in scientific meetings excluding case presentations.
- 9.4.4. The candidate should have been an Executive Committee Member of KOA for at least one term.
- 9.5. Vice-President :-
- 9.5.1. The candidate should be a Life Member of KOA for more than 8 (eight) years.
- 9.5.2. The candidate should have attended at least 40% of morning scientific meetings of KOA in the last 5 years.
- 9.5.3. The candidate should have delivered at least 1 lecture in scientific meetings excluding case presentations.
- 9.5.4. The candidate should have been an Executive Committee Member of KOA for at least one term.
- 9.6. Secretary :-
- 9.6.1. The candidate should be a Life Member of KOA for more than 7 (seven) years.
- 9.6.2. The candidate should have attended at least 40% of morning scientific meetings of KOA in the last 4 years.
- 9.6.3. The candidate should have delivered at least 1 lecture in scientific meetings excluding case presentations.
- 9.6.4. The candidate should have been an Executive Committee Member of KOA for at least one term.
- 9.7. Treasurer :-
- 9.7.1. The candidate should be a Life Member of KOA for more than 5 (five) years.
- 9.7.2. The candidate should have attended at least 40% of morning scientific meetings of KOA in the last 3 years.

9.7.3. The candidate should have been an Executive Committee Member of KOA for at least one term.

9.8. Joint-Secretary : -

9.8.1. The candidate should be a Life Member of KOA for more than 4 (four) years.

9.8.2. The candidate should have attended at least 40% of morning scientific meetings of KOA in the last 2 years.

9.8.3. The candidate should have been an Executive Committee Member of KOA for at least one term.

10. Amendment : -

The Constitution of KOA may be amended if and when considered necessary and can be done after due approval of the Executive Committee. The amended constitution shall then be presented before the General Body for final approval. The amended constitution will come into effect if the General body approves it by two third majority.

11. Conferences, Seminars, Symposia, and Workshops : -

11.1. Any member of the Association is entitled to organise a scientific programme and become the Organising Secretary of that particular scientific programme.

11.2. To organise a scientific programme, the Organising Secretary needs to submit a written request to Secretary of the Association, who shall place the request to the executive committee.

11.3. After the approval by the executive committee, The Secretary will give a written approval to the Organising Secretary for conducting the scientific programme.

11.4. The Organizing Secretary will be morally bound to ensure that the prestige of the association is duly maintained and The President and The Secretary of the association are given a place on the dais at the Inauguration Ceremony of the scientific programme.

11.5. Savings from organising any such event shall be transferred to the funds of the Association.

12. Arbitration : -

In case of any dispute which cannot be satisfactorily settled, the matter shall be settled by arbitration. Each party will appoint an arbitrator and the arbitrators will appoint an umpire. The arbitrators and umpires will be selected from within the life members of the Association. The decision of the Umpire shall be final and binding on all parties.