

# The Association of Otolaryngologists of India **ANDHRA PRADESH STATE BRANCH**

(Regd.No.1415 of 1982)



**Amendmended constitution as on October 2012**

Please visit:

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## **FOR AMENDMENT COPY OF THE CONSTITUTION.**

### **THE ASSOCIATION OF OTOLARYNGOLOGISTS OF INDIA (AOI) ANDHRA PRADESH STATE BRANCH**

#### **MEMORANDUM OF ASSOCIATION RULES AND REGULATIONS AND BY-LAWS**

#### **PART - I**

- I. Name : The Name of the Association shall be "THE ASSOCIATION OF OTOLARYNGOLOGISTS OF INDIA, ANDHRA PRADESH STATE BRANCH".
- II. Registered Office: The Main Office of the Association will be situated at Hyderabad, Andhra Pradesh.
- III. AIMS & OBJECTIVES OF THE ASSOCIATION ARE:-
- To encourage and advance the study and practice of the science of Otolaryngology.
  - To promote social interaction among the Otolaryngologists of A.P., India and abroad.
  - To cooperate with other associations related to Otolaryngology and allied sciences.
  - To encourage scientific research and experimental work on Otolaryngological problems.
  - To organize scientific programmes e.g. Conferences, CMEs, Seminars, Symposia, Workshops in Otolaryngology and Head and Neck surgery.
  - To encourage faculty members to present papers, participate in CMEs, Workshops, Seminars, Symposia and visit reputed centers in India and abroad.
  - To hold guest lectures and conduct clinical meetings.
  - To provide Continuing Medical Education for Postgraduate students and Medical practitioners of Otolaryngology.
  - To establish and maintain reference libraries of books, journals, newsletters, audio-visual materials etc., relating to Otolaryngology.
  - To watch and advise the Government on legislation affecting Otolaryngologists.
  - To publish a Journal devoted to Otolaryngology and allied subjects. The Journal shall be the official organ of the A.P. Branch of Association of Otolaryngologists of India.
  - To arrange and conduct examinations, award certificates and prizes on subjects related to the science and art of Otolaryngology.
  - To organize exhibitions of surgical, allied instruments and equipment and to encourage their improvement in Quality.



improve, develop, manage, sell, lease, mortgage, dispose off, turn to account or otherwise deal with all or any part of the property of the A.O.I., A.P State Branch in concurrence with the General Body of the association.

- IX. **BANK ACCOUNT:** Such money and properties of the Association as are not utilized for the objectives of the Association may be invested in such a manner and in such Nationalized Banks and in such a way as the General Body may in its sole discretion think proper and the General Body may at its discretion change the investments in order to better fulfill the objectives of the Association.
- X. **DISSOLUTION:** If upon dissolution of the Association there shall remain after the satisfaction of all its debts and liabilities any property whatsoever, the same shall not be paid or distributed among the members of the Association or any of them but shall be given or transferred to Association or Associations, Institutions having objectives of this Association to be determined by the votes of not less than three fifths of the members present personally or by proxy in a meeting at or before the time of the dissolution or in default thereof by a competent court.
- XI. **GENERAL BODY:** The Association shall have power to prepare Bye-laws, Rules and Regulations, Guidelines of the Association for its smooth running in concurrence with General Body. The Association is authorized to delete, change, add bye-laws, rules and regulations, guidelines when found necessary, in concurrence with General Body.
- XII. **ACADEMIC YEAR:** The Governing Body of the Association shall hold office from 1<sup>st</sup> October of a year to 30<sup>th</sup> September of succeeding year. The new Governing Body shall replace the old one and start functioning from the time the new President is installed at the Annual General Body Meeting.





- n) To make rules, when deemed necessary, inter alias relating to discipline and professional conduct of Otolaryngologists.
- o) To do all such other things as may be incidental to or conducive to the attainment of all or any of the above objectives.
- p) To Conduct FREE Medical Relief Camps in all parts of the State for screening of ENT Problems and by any other means, like education of the public on hygiene and preventive aspect of ENT diseases, Deafness & Distribution of medicines & Hearing Aids to the poor & needy people as a part of Charity.
- q) To help in constituting or recognizing already formed local Branches of ENT Surgeons Association (AOI LOCAL BRANCHES) in the State.

#### IV. MANAGEMENT:

A. The Affairs of the Association shall be managed by a Governing Body, Consisting of

1. President
2. President Elect
3. Immediate Past President
4. Vice-President
5. Hony. Secretary
6. Hony. Treasurer
7. Hony. Joint Secretary
8. Executive Members
9. E Editor



#### B. INVITEES:

Imm. Past Secretary & Treasurer  
Presidents of Local Branches

V. **INCOME & PAYMENTS:** The Association is authorized to receive donations, subscriptions or other income, to hold funds and to utilize the funds for fulfilling the objectives of the Association. The income and property of the Association from where so ever derived shall be spent solely towards the promotion of the objectives of the Association as set forth in this Memorandum of Association and no portion shall be paid or transferred directly or indirectly by way of dividend, bonus or otherwise howsoever by way of profit to any of the members of the Association provided that nothing herein contained shall prevent the payment in good faith as remuneration to any officers of the Association.

VI. **LOSS:** No person or persons, in whom, for the time being any funds or money or any other property movable or immovable of the Association may be vested shall be answerable for any loss arising in the administration or application of the said trust funds or sums of money or for any damage to or deterioration in the said property unless, such loss, damage shall happen by or through his or their willful default or neglect as determined by the Governing Body or its authorized sub-committee.

VII. **INVESTMENT:** Such money of the Association if not utilized for the above objectives of the Association may be invested in Nationalized Banks or utilized in such a way as the Governing Body may at their discretion think proper to acquire permanent assets, if it is better objective.

VIII. **PROPERTIES:** The State Branch shall have power to purchase, construct or acquire on lease or in exchange or hire or by gift or otherwise any real or personal property and any rights or privileges necessary or convenient for the purpose of the Association and to



## CERTIFICATE

"Certified that the Association is formed with a non-profit motive and no commercial activity is involved in its working".

"Certified that the Association would not engage in agitational activities and make it a forum to ventilate grievance in service matters".

The following were the names, occupations and addresses of the members of the Governing Body of 1982 & they are founder members of the Association.

S.No.	Name of the Office Bearer	Designation	Address	Signature
1.	Dr. P. Narsimha Rao S/o. Punnaiah	President	Guntur	
2.	Dr.G. Lakshmipathi S/o. Sri. G. Venkaiah	Hony. Secretary	3-4-526/22, A. Barkatpura Hyderabad	
3.	Dr. V. Samba Murthy S/o. Dr. V. Subbaramaiah	Joint Secretary	Govt. ENT Hospital, Koti, Hyderabad	
4.	Dr. P. Ramanjaneyulu S/o. Sri. P. Rangaiah	Treasurer	Gandhi Hospital, Secunderabad	
5.	Dr. Satya Murthy S/o. S.C. Subba Naidu	Executive Committee Member	3-3-81/3, Hospital Road Karimnagar.	





**PART - II**  
**RULES AND REGULATIONS OF THE ASSOCIATION**  
**PRELIMINARY**

**Article.1.:NAME:**

The Name of the association shall be called henceforth "THE ASSOCIATION OF OTOLARYNGOLOGISTS OF INDIA, ANDHRA PRADESH STATE BRANCH" with the Aims and Objectives specified in the Memorandum of Association.



**Article.2.: OFFICE SEAL:** Printed here in the margin is the approved official Seal for the Association.

**Article.3.:INTERPRETATION:** In the construction of these Rules and Regulations generally unless repugnant to the context, the singular shall include the plural and the masculine the feminine and vice-versa and writing shall include printing, photograph, or other substitutes for writing.

**Article.4.: LOCATION/ REGISTERED OFFICE:**

The Main Office of the Association will be at Hyderabad or any other city as determined by the General Body.

**Article.5.: JURISDICTION:**

The territorial jurisdiction of the Association shall be the State of Andhra Pradesh. However for legal purposes Hyderabad shall be the territorial jurisdiction, where the Head Office of the A.O.I. A.P. State Branch is located.

**Article.6.: MEMBERSHIP:**

All the rules and regulations governing membership of AOI shall be applicable to all the members of the AOI AP State Branch.

There shall be a register in which the names of all the members of the Association shall be entered from time to time and these members form the General Body of the Association.

**Article.7.: METHOD OF NOMINATION** Every candidate who applies to the Association for membership shall be a practitioner of modern medicine and registered with the STATE MEDICAL COUNCIL and such application shall be sent to the Hony. Secretary, Proposed by a valid member of good standing and seconded by another valid member of good standing, (LIFE or ORDINARY MEMBERS) whose names appear in the Register of the Association. The Governing Body shall have right to decide the Eligibility and the class to which the applicant belongs. Such decision shall be final after approval of General Body.

**Article.8.: YEAR:** Membership and financial year shall be from 1<sup>st</sup> April to 31<sup>st</sup> March of the following year or as per existing Government Notification at that time.

**Article.9.: TYPES OF MEMBERSHIP:** The membership of the Association shall be FOUR types.

a) Ordinary Members: They shall be those who are Registered Medical Practitioners, with Postgraduate qualification in Otolaryngology, and practicing Otolaryngology.



**b) Life Members:** Any ordinary member who pays a lump sum of an amount as determined by the General Body from time to time in lieu of the annual subscription.

**c) Honorary Members:** They shall be those who have rendered Special Service to Otolaryngology or any other branch of Medicine.

**d) Associate Members:** Those persons who are pursuing P.G./DNB course in ENT and other Practitioners of Modern Medicine are enrolled as Associate Members.

**Article.:10.: ADMISSION FEE AND THE ANNUAL OR LIFE MEMBERSHIP SUBSCRIPTION:**

1. Admission fee is Rs.50/- (non-refundable).
2. Ordinary Membership fee shall be Rs.200/- per year (non-refundable).
3. Life membership fee shall be Rs.1100/- (non-refundable).

The year is reckoned from October 1<sup>st</sup> of a year to September 30<sup>th</sup> of succeeding year. Subscription shall be payable in advance.

The Admission fee, ordinary membership fee, and Life Membership fee can be revised from time to time by the General Body.

4. The collected Membership fee should be kept in a fixed deposit in any Nationalized Bank for the maximum period possible. At the end of the period it shall be re-deposited for similar period and under no circumstances the Principal amount shall be withdrawn. The interest accrued shall be credited to the AOI AP State Branch savings account for the Association Activities. The fixed deposit receipts shall be presented to the Governing Body for scrutiny before and after elections and ratified by the General Body.

**Article.:11.: CESSATION OF MEMBERSHIP**

*Membership of the Association shall cease on:*

a) Voluntary Resignation: By voluntary resignation as from a specified date, by giving One month's notice in writing to the Honorary Secretary. He will not be entitled to refund of subscription donation.

b) Failure to pay subscription for one year: If an ordinary member fails to pay the subscription for one year and after the due date and in spite of one registered notice with acknowledgment due demanding payment from him by Treasurer fails to pay his dues will cease to receive any communication including ballot papers. If at the end of 2 years a member has not paid subscription and cleared his dues, his name will be placed at the next Annual General Body Meeting to be struck off from the Roster/Register. However if he clears all outstanding dues he can be reinstated with the approval of the General Body.

c) Death.

d) Conviction in a court of law: Ipso-facto (i) upon sentence after conviction in a court of justice of any crime entailing moral turpitude (ii) upon being deregistered by Medical Council of India on ground of unethical conduct, for the duration of deregistration (iii) upon forfeiture through misconduct of the medical qualification by virtue of which the member was eligible for membership.

e) Professional Misconduct: Any serious Professional misconduct. The General Body can consider the professional misconduct of the member as reported by a member or members and after due enquiry can cancel his membership.



f) Any member can appeal to the General Body against the decision of the Governing Body to suspend or terminate his membership within a period of 3 months. If he fails to appeal within the time or if the General Body confirms the termination, the membership automatically ceases. The General Body by 3/4 majority of the members present at the annual meeting may reinstate the member as it deems fit. The member has no right to question the decision of the General Body in this matter.

g) Membership of the association shall cease, if the member ceases to be member of the AOI parent Body for any reason.

### **Article.:12.: RIGHTS & PREVILEGES OF MEMBERS:**

(a) **Ordinary Members** : All ordinary members shall be entitled to participate in all the activities of the Association including the right to vote and right to hold office and shall be entitled to receive the journal during the continuance of membership.

(b) **Life Members** : Life members will have all the privileges of ordinary members except that they will not be subjected to revision of subscription.

(c) **Honorary Members** : All the Honorary members of the Association shall be entitled to participate in all activities of the Association and shall also be entitled to receive the journal free of all charges. They shall not be entitled to vote at the meetings of the Association or to hold the position of office bearers.

(d) **Associate Members** : They are entitled to all the privileges of membership except voting right, and to hold the position of office bearer.

### **Article.:13.: MANAGEMENT:**

The management of the Association shall be vested in the Governing Body which shall consist of 9 members as follows :

I) **President** : He should be a member of A.O.I., A.P. State Branch of good standing for 10 years or more & preferably an office bearer of state branch for at least one term.

II) **President Elect** : He should be a member of A.O.I. A.P.State Branch of good standing for 10 years or more & preferably an office bearer of state branch for at least one term.  
He will represent successor of President.

III) **Past President** : He represents the previous Governing Body.

IV) **Vice - President** : Membership for 6 years or more of good standing.

V) **Hony. Secretary** : Membership for 6 years or more of good standing & preferably an office bearer of state branch for at least one term.

VI) **Joint Secretary** : Membership for 3 years or more of good standing.

VII) **Hony. Treasurer** : Membership for 3 years or more of good standing & preferably an office bearer of state branch for at least one term.

VIII) **e Editor** : Membership for 6 years or more of good standing.

IX) **Executive Members** : Membership 1 year or more of good standing.



## **TERM OF OFFICE**

The term of office of the Governing Body shall be for a period of 2(Two) years commencing from 1<sup>st</sup> October and the period of the posts is as mentioned against the post mentioned in the BYE-LAWS which are from the date of their election to the Governing Body.

## **Article :14.: OFFICE BEARERS SHALL CEASE TO HOLD OFFICE:**

- a) If they cease to be members under any clause.
- b) If by a resolution, the General Body decides by not less than 2/3 of the members present that such office bearers be removed from the office.
- c) All the executive body members shall attend all the meetings of Governing Body without fail. Failure to attend 3 consecutive Governing Body Meetings shall disqualify them from the membership of Governing Body. The Governing Body shall have the power to reinduct such members after verification of the validity of the reasons submitted by the members for their absence. They will be non-eligible for seeking any post of State executive or local executive for next 3 years.
- d) Any bonafide member of the association acting in contravention of the policies and programmes of the association as adopted by the State Executive shall stand disqualified to be a member of the association for a specified period as resolved by the Governing Body by a proper procedure of proposal and seconding by eligible members and carried by a simple majority.

## **Article.:15.:ELECTION**

- a) Election of the office bearers of the Association shall be held in the Annual General Body Meeting.
- b) Nominations have to be sent a month before the Annual General Body Meeting. Withdrawals are allowed till the previous day of Annual General Body Meeting. If no nominations are received before the meeting, floor nominations will be called for.
- c) A Returning Officer shall be appointed by the Governing Body before the 1<sup>st</sup> Circular of Conference/Notification of election.
- d) The President Elect will be the Returning Officer. The Governing Body members of the State shall assist the Returning Officer in the smooth conduct of the Elections.
- e) Elections will be conducted at the Annual General Body Meeting by Secret ballot and results shall be declared at the same meeting.
- f) Every nomination must be proposed by a member and seconded by a member.
- g) Only Life members and ordinary members are eligible to contest and vote.
- h) The elected office bearers will assume office at the Annual General Body Meeting. The first Governing Body Meeting held after the Annual General Body meeting will be a joint meeting of the previous office bearers and the new office bearers when the previous office bearers will hand over the Association records to the new office bearers.

## **Article.:16.: ELIGIBILITY**

- a)Nominations for the post of President Elect shall be from all members of not less than 10 years. 6 years for Vice-President with good standing in the Association & preferably an office bearer of state branch for at least one term.
- b)Nominations for the Post of State Hony. Secretary shall be from all members of not less than 6 years with good standing in the Association & preferably an office bearer of state branch for at least one term.
- c)Nominations for the post of Hony. Treasurer and Joint Secretary, shall be from all members of not less than 3 years with good standing in the Association.



d)Nominations for the post of Executive Members shall be from life members with not less than 1 year good standing in the Association. In case there are no valid nominations, the Returning Officer shall announce such posts and accept floor nominations from the valid members.

e)Members who have arrears to pay as on 1<sup>st</sup> APRIL of the year (as per the dues list of AOI AP State Branch) will not be eligible to propose, to second, to contest, to vote, and to participate in the General Body Meeting of the Association.

**Article.:17.: THE ELECTIONS WILL BE CONDUCTED FOR THE FOLLOWING POSTS AS PER THE SCHEDULE**

Name of the Post	Term
1. President Elect - One	- 1 Year
2. Vice- President - One	- 1 Year
3. Hony. Secretary - One	- 2 Years
4. Hony. Treasurer - One	- 2 Years
5. Hony. Joint Secretary - One	- 1 Year
6. Executive Members - Four	- 1 Year
7. E Editor - One	- 2 Years

1. The Secretary and the Treasurer will be from the city where the registered office of the association is situated.

**Article.:18.: VACANCIES**

The vacancies arising in the middle of the year/ term shall be filled as under:

- a) Hony. Secretary: The Executive Committee (EC) will nominate the Joint Secretary who is an office bearer or any one of the Office Bearers from its E.C. Members, for the rest of the term as decided by the Governing Body.
- b) President & Vice-President: The Vacancy of the President post will be filled-up by Vice-President. If the post of Vice-President falls vacant a coopted member approved by Governing Body will act as Vice-President.
- c) In the event of any vacancy occurring amongst the office bearers viz. the President, Vice-President, Hony. Secretary, Hony. Treasurer during the course of their term, the existing members of the Governing Body shall elect the office bearer in the vacancies, and persons so elected shall hold the office for the period for which their predecessors would have functioned. Any vacancy in the office of the Governing Body Members other than these stated above, shall be filled by co-option by the Governing Body and such co-opted members shall be the members of Governing Body till the conclusion of the term of the Governing Body.

**Article.:19.: ELIGIBILITY FOR RE-ELECTION:** All Office bearers shall retire after expiry of their term but shall be eligible for re-election, only for one more term, after two terms he/she will not be eligible for the same post during his/her tenure. There shall be a gap of minimum of One year before a candidate applies for a post superior to what he has held. A candidate cannot take up a post of lessor category than what he has held previously.

**Article:20.: MEETINGS AND QUORUM:**

- a) The Secretary shall circulate by post or mail to all the members of the association the Annual report of the year and statement of audited accounts.
  - i. All these along with Notice of General Body Meeting and Agenda should be sent to the members atleast One month before the date of Annual General Body Meeting. The



Annual Report shall include the minutes of the last General Body Meeting and such other information as may be of interest to the Members and or useful to them.

ii. Notice of Special General Body Meeting (Extraordinary General Body Meeting) along with Specific Agenda should also be sent to the members atleast one month before the meeting.

b) The time and place of the next Annual General Body Meeting and Conference shall be decided by the Annual General Body and shall be held on 2<sup>nd</sup> Saturday and Sunday in the month of September of every year. In extraordinary circumstances the Governing Body has the right to change the dates of Annual General Body Meeting and Conference.

c) For attending the needs of the Annual General Body Meeting and the Annual Conference for the next year the General Body Meeting shall appoint Local Organizing Secretary or Secretaries, on the recommendation of the Governing Body of State Branch.

d) **The Quorum:**(For General Body Meeting and Governing Body) The quorum of the General Body Meetings shall be 2/3 of the members present or minimum of 50 valid members and for the Governing Body 5. A meeting adjourned for want of quorum needs no quorum. If there is no Quorum, the meeting shall be adjourned for 30 minutes and then transactions conducted. Only specific circulated agenda may be discussed and decided upon at such adjourned meeting. No decision taken on any subject discussed under the heading anything permitted by the Chairman in the adjourned meeting.

e) Any member desirous of moving a resolution at the time of the General Body Meeting shall intimate the text duly proposed and seconded by valid members to the Honorary Secretary before the commencement of General Body Meeting. The Secretary shall include this in the agenda.

f) Members who have to pay arrears of membership fee are disqualified to vote, contest elections, propose or second nominations or hold office.

g) Members are not allowed to vote who are debarred from attending General Body or other business meetings.

h) A special requisition meeting for specific agenda only can be called by 30 percent of the valid members by giving one month's notice. The quorum of this special requisition meeting shall be 50. The meeting will also be as in clause (d) above.

i) The governing body may call a special general body meeting whenever they deem it necessary for a specific agenda only, by giving one month's notice with the consent of the President. The quorum for such a meeting shall be 50. Meeting will be conducted as in clause (d) above.

#### **Article.21.: GENERAL BODY OF THE ASSOCIATION**

i) The total members of the Association shall constitute the General Body of the Association.

ii) A meeting of the General Body of the Association shall be convened once a year to consider such subjects as placed by the General Body.

iii) The president of the Association shall preside at such General Body Meetings.

iv) The Governing Body call for an Extraordinary General Body meeting whenever necessary for a specific agenda only.



#### **Article.:22.: FUNCTIONS OF THE GENERAL BODY**

- 1) To approve the accounts and annual report of the Association.
- 2) To appoint auditors.
- 3) To pass the budget.
- 4) The General Body will meet once in a year.
- 5) To elect members of the Governing Body.
- 6) To decide about venue of next state level conference.

#### **Article.:23.:FUNCTIONS OF THE GOVERNING BODY:**

The Governing Body shall be the managing committee of the Association. Its term shall be of two years. The Governing Body shall have full power of control and management of the affairs and property of the Association for proper conduct and management of the affairs of the Association in carrying out its objectives.

#### **Article.:24.: NOTICES FOR THE MEETINGS OF THE GENERAL BODY AND THE GOVERNING BODY**

- a) A notice of one month shall be given for the meeting of the General Body of the Association. A notice for the meeting shall be displayed at the office.
- b) A notice of 2 weeks shall be given for the meeting of the Governing Body. Individual notices shall be issued to all the members of the Governing Body either by post or mail or by personal contact.
- c) i) An emergency meeting of the Governing Body may however, be called for by the President of the Association without reference to the number of days specified above.  
  
ii) Whenever it is found inconvenient to call an emergency meeting of the Governing Body and the Hony. Secretary deems it desirable that the opinion of the Governing Body should be obtained on any particular matter or matters where of their opinion is required, he shall do so by calling an Emergency Governing Body Meeting within 48 hours and take decision according to the majority of the Governing Body.

#### **Article.:25.: POWER OF GOVERNING BODY**

- a) Resolution of the Governing Body regarding management and administration shall be binding.
- b) The Governing Body or any of its members shall not be held responsible for loss of any property unless it is due to willful default or negligence.
- c) The Governing Body shall have full power of control and management of the affairs of the property of the Association to engage such officials, other staff or other persons as may be found necessary for the proper conduct and management of the affairs of the Association in carrying out its objectives.
- d) The Governing Body shall have power to invest and deal with the moneys of the Association and borrow such sums of money as it may resolve as tending to benefit the Association.
- e) Such moneys shall not be invested in any depreciable assets.
- f) It shall be responsible for raising the necessary funds for the Association.
- g) It may give financial assistance to deserving people.



- h) It may assist social, charitable, Educational institutions which may require the help of the Association.
- i) It may constitute sub-committees for any particular purpose and co-opt any particular person for carrying on the work entrusted to the sub-committee.
- j) It shall have authority to convene the general body meeting of the Association.
- k) It shall have authority to sanction necessary funds to the sub-committee to carry on their administration.
- l) It may frame such subsidiary rules as may be necessary for efficient and smooth running of the administration of the Association.
- m) Its meetings shall be held thrice in a year, or as often as it is necessary. Quorum for such meeting, shall be five. An adjourned meeting for want of quorum needs no quorum.
- n) Any member invited to the Governing Body meetings as a special invitee will have no voting right.
- o) It shall have the authority to decide if any doubt arise in the interpretations of the rules and regulations of the association and any decisions shall be final, be in concurrence with general body.
- p) The Governing Body can recommend guidelines to the General Body relating to the discipline and professional conduct of the members when deemed necessary. To tide over any emergency the Secretary in consultation with the President may delegate the duties and functions of any office bearer to any other member of the Governing Body.

#### **Article.:26.: GOVERNING BODY MEETINGS**

- a) Governing Body shall meet atleast three times in a year.
- b) Any five members shall form a quorum.
- c) The President when present, shall preside over at all meetings of the Governing Body and in his absence the meetings will be presided over by Vice-President and for purpose of the meetings he shall have all the powers of the President.
- d) In every case of voting the President will have a vote, in every case of a tie the President shall have an additional or casting vote.
- e) The Voting may be by show of hands.

#### **Article.:27.: ADVISORY COMMITTEE**

It shall consist of senior members with good standing in the Association. They shall be five (5) in number and one of them named as Chairman and the rest will be members. This Advisory Committee shall advise and regulate the finances and investments of the association. This body will also act as an advisory committee for the Editorial Board of the A.P.J.L.O. - The official ENT Magazine of the AOI AP State Branch. The term of the Advisory Committee will be 2 years. The members will be nominated by the Governing Body of AOI AP State Branch.

#### **Article.:28.:SPECIAL EXECUTIVE BODY MEETING**

Whenever it is found inconvenient to all to attend a meeting of the Governing Body, and the Hony. Secretary deems it desirable that the opinion of the Governing Body should be obtained



on any particular matter, he shall do so by post/mail and act in accordance with views of the majority, provided it is endorsed by the President.

### **Article.:29.: CONFERENCES**

a) The AOI AP State Branch shall organize one state level Conference in a year.

b) CME Programmes shall be organized at State level, Zonal or Local in co-ordination with the recognized local Branches.

c) Only members of AOI AP State Branch can conduct State level Annual Conference. If more than one member bids for the same, the General Body will take a decision.

d) Any member willing to conduct a Work Shop/CME/Conference under the logo of AOI AP State Branch will inform the governing body one month before the Annual General Body Meeting.

e) The schedule for the next year will be announced at the Annual General Body Meeting at the Annual Conference.

f) Governing body is empowered to allot CME/Workshop during the period before the next Annual General Body Meeting by a resolution passed by at least 5 members.

g) In the event of two aspirants vying for the same date & same place for conducting work shop/CME, the decision of the Governing Body is binding and final and the allotment is to be made on first come first serve basis.

h) Organizing Committee (OC) of State Conference/Workshop/CME shall be appointed by the Organizing Secretary in consultation with the Governing Body of AOI AP State Branch.

i) The Organizing Committee shall enter into an agreement with the State Executive Committee regarding the

(a) Conduct of Conference

(b) Various protocols of the Function.

(c) Scientific sessions, Orations, Awards, Free papers, best paper awards etc.,

(d) Surgical Workshop: When the Guest faculty is operating, the financial and legal liabilities have to be managed/born by the Organizing Committee or Hospital or both. A Local Faculty from A.P. should preferably be included in the list of Operating Surgeons for the Live Surgical Work Shop.

**(e) Sharing of Conference Funds:** (i) 10% of the delegate fee from the AOI AP State Annual Conference should go to AOI AP State Branch Accounts. (ii) There will be no separate charge for CME programme, other than conference registration. (iii) The Organizing Secretary of the Conference should submit statement of Audited Accounts to the Local Branch, which in turn will forward the same to the AOI AP State Branch Office which is to be incorporated and reflected in the AOI AP State Branch Annual Statement of Accounts. The copy of the Annual Statement of AOI AP State Branch will go to the Head office of the AOI(National) Parent Body every year.

(f) The Conference shall be normally held in the month of September every year but it may be changed in exceptional circumstances by the Governing Body and Organizing Committee.

(g) The use of OFFICIAL LOGO of the Association and raising of funds using the name of AOI AP State Branch.

(h) An agreement shall be entered between "The Secretary, President of the AOI AP State Branch and the Secretary, Treasurer of the Organizing Committee conducting Conference.



(k) The Guest faculty/speakers for the Annual State Conference shall be selected by the Scientific Committee & Governing Body. The Governing Body alone shall invite them.

(l) No individual is allowed to use the OFFICIAL LOGO of the Association.

j) ORATIONS, GOLD MEDALS, TRAVEL FELLOWSHIPS, SESSIONS INSTITUTED BY AOI AP STATE BRANCH.

- a) There is a ceiling of 4 Orations – decided in AGM long Back. It is only replacement to be drawn on the expiry of each Oration period.
- b) Can be started by any bonafide member/ in the name of the Institution / family members/ in the name of his/her Parents / well wishers, Students etc.
- c) The person to deliver the oration at the Annual Conference will be decided by the Scientific Committee.
- d) The Donor can be given the Choice of Guest Speaker from abroad whose name is cleared by the Scientific Committee has to bring at his/her own cost to the Conference Place/Venue.
- e) Can start Symposia/Plenary Session/Fellowship/Original Research instead of Oration to accommodate more speakers for Speciality Specific Session.
- f) The Person who is the donor or on whose name the Medal/Oration is given if present at the time of presentation of Medal be given choice to hand over it to the Speaker/Winner.
- g) The Amount for an Oration is Rs.3,00,000/- (Rupees Three lakhs Only) and for Gold Medal is Rs.10000/- (Rupees One lakh Only). If the number of orations exceeds 4(Four) any donation above Rs.100000/- (Rupees One lakh only) is accepted for a SESSION in the name of Donor.
- h) If the Executive Body accepts any donation for an oration, gold medal or session, it has to be ratified in the immediate General Body Meeting. If the General Body does not agree for the donations the same amount can be returned to the Donor without interest.
- i) The time period for Orations, Gold Medals, Travel Fellowships and Sessions is limited to 10 years. After a period of 10 years, the Principal Amount of donations, merges with the Corpus fund of AOI AP State Branch.
- j) For renewal of above prize papers, Orations etc., option is to be given to the donor if alive or his/her wards as per the amount fixed at that time for renewal.
- k) Among the Orations conducted by the AOI AP State Branch, one invitee for the Oration should be Guest Faculty from within the State of Andhra Pradesh.
- l) In the event of any complaint/controversy regarding prizes for papers under any category, Governing Body shall constitute a Committee with atleast three members of AOI AP with Secretary as convenor for review of Prizes. The decision of the afore said committee shall be binding and final.



### **Article.:30.: PROTOCOL FOR STATE CONFERENCES**

AOI AP State Branch can organize a State Conference in association with Local Branch or by an individual Organizing Secretary. The Executive Committee of the AOI AP State Branch has the powers to organize State Conference on their own, if they want to raise more funds for the association.

The Conference is presided over by the President, AOI AP State Branch. The main programmes in the Conference are:

- a) Address by the President.
- b) Report by the Secretary.
- c) Speech by the Chief Guest.

All the Principal executive members of the Association should be called on to the dais during the inaugural function in the order of PRESIDENT, PRESIDENT ELECT, HON. SECRETARY, TREASURER, ORGANIZING SECRETARY, CHIEF GUEST, wherever possible if accommodation permits Executive members of the AOI AP State Branch, should be called on to the dais. All the Executive members will be presented with Mementoes and Certificates of Honour by the Organizing Committee.

Treasurer	Secretary	President Elect	President	Chief Guest	Organizing Committee	Guest Faculty
EXECUTIVE MEMBERS						

### **Article.:31.: PROPERTIES OF ASSOCIATION**

The property of the Association shall be in possession and control of the Hony. Secretary.

### **Article.:32.: INCOME OF STATE BRANCH**

It will be derived from:

- A)
- i) Admission Fee and Annual Life Membership fee received from Members of the State Branch.
  - ii) Donations given by Philanthropists, Charitable and other organizations for specified objectives in relation to the aims and objectives of THE ASSOCIATION OF OTOLARYNGOLOGISTS OF INDIA, ANDHRA PRADESH STATE BRANCH.
  - iii) Oration deposit (not less than Rs.3,00,000/-, it shall be revised upwards periodically).
  - iv) Fellowship and Sessions deposits (not less than Rs.1,00,000/- it shall be revised upwards periodically)
  - v) Gold Medal deposits (not less than Rs.1,00,000/- it shall be revised upwards periodically)
  - vi) A.P. Branch Fund - collected at Conferences from members in the event of financial crisis to the extent of inability to run the activities of the Association.
  - vii) Members administrative expenditure contribution.
  - viii) 10% of the delegate fee of the AOI AP Annual Conference should go to AOI, AP State Branch Accounts.

#### **B) AOI AP BRANCH ADMINISTRATIVE FUND (AOI AP BRANCH FUND)**

- i) In view of no PROVISIONS for administrative expenditure of AOI AP Branch, like running the office, Postage, Stationery and telephone, each Life member of the AOI AP Branch shall pay one time amount of Rs.500/- (Rupees Five hundred only) to AOI AP State Branch.



- ii) Interest amount from the FDs of the AOI AP State Branch, should be used as Administrative Fund with the permission of Adviosery Committee.

**C) FUNDS:**

The funds shall be spent only for the attainment of aims & objectives of the Association and no portion thereof shall be paid or transferred directly or indirectly to any of its members through any means. Regular books of accounts shall be maintained by the association and the same shall be get audited by a Chartered Accountant every year.

**D) INVESTMENT:**

Such money and properties of the Association as are not utilised for the objectives of the Association may be invested in such manner and in such banks and in such a way as the Governing body may, in its sole discretion charge the investments in order to better fulfil the objectives of the Association. The investments shall be made in such securities which fall within the purview of the Income Tax Act 1961 as applicable to charitable institutions as amended from time to time.

The investment shall be made in such Securities as provided in Sec.11(5)/I.T. Act.

**Article.:33.: BANKERS**

i) Bank Account: The President, Hony. Secretary, and Hony. Treasurer are authorized singnatories. Two of them i.e, Hony Treasurer who is a must shall jointly sign. all the cheques, notices and other negotiable instruments along with either the Hony. Secretary or the President

ii) All the money accounts shall be maintained in any Nationalized Bank, at its Headquarters in Twin cities of Hyd. & Sec'bad.

iii) All legal documents of the Association shall be signed by the President, the Hony. Secretary & Hony. Treasurer jointly.

**Article.:34.: AUDITING**

a) The Books of accounts of the Association shall be audited annually and shall be available for inspection to any member at the Annual General Body Meeting.

b) The audited accounts shall be presented to the Governing Body and shall be approved, prior to submitting to the General Body.

c) i) Yearly audited accounts of the State Body shall be sent to AOI Parent body, every year.

ii) Yearly audited accounts of Local Branches shall be submitted to the AOI AP State Branch.

iii) The organising secretary of the Conference should submit Statement of Audited accounts to the Local Branch, which inturn will forward the same to the AOI AP State Branch Office which is to be incorporated and reflected in the AOI AP State Branch Annual Statement of Accounts. The copy of the Annual Statement of AOI AP Branch will go to the Head office of the AOI(National) Parent every year.

d) The accounting year of the AOI AP State Branch shall be from 1<sup>st</sup> April to 31<sup>st</sup> March every year.

**Article.:35.:E JOURNAL**

a) The AOI AP State Branch will publish its own Journal "AOIAPJLO/e-journal" quarterly. The e editor is responsible for the issue of the e journal without requesting for funds from the AOI AP State Branch. Annually a Hard Copy is to be prepared by the e editor as a



compendium of all the articles published in the quarterly e-journal through out the previous year.

- b) E Editor shall constitute an editorial board in consultation with the Governing Body, consisting of one sub-editor and three members.
- c) Term of the Editorial board shall be for a period of TWO years.
- d) The Editor and Editorial Board shall function under the overall control and supervision of the Governing Body.
- e) Its funds shall be managed and operated by the Secretary and Treasurer of the Governing Body jointly in consultation with the Editor.

#### **Article.:36.: AMENDMENTS TO THE CONSTITUTION**

Memorandum of Association and Rules and Regulations can be amended by a special resolution passed by the General Body of the Association provided,

- a) The resolution can be passed at the General Body Meeting specially called for with advance intimation of proposed amendments with one month notice.
- b) No amendments or alterations shall be made in purposes of the Association unless it is voted by not less than 2/3 of the members present, at a special meeting convened for the purpose and confirmed by not less than 2/3 of the members present at a second special meeting so convened and without the prior approval of the C.I.T.A.P. concerned.
- c) All legal documents of the Association shall be signed by the President, Secretary and the Treasurer jointly and presented to the General Body and the documents will become valid only after the General Body ratifies them.

#### **Article.:37.: LEGAL PROCEEDINGS**

The Association shall sue or be sued in the name of the President. "HYDERABAD" shall be the Territorial Jurisdiction for the legal purpose, where the Head Office of the AOI AP Branch is located.

#### **LEGAL ADVISOR:**

The AOI AP Branch shall have the right to engage a counsel on a permanent basis as a standing counselor for a specific purpose.

#### **Article.:38.: DISCIPLINE**

Without prejudice to the generality of the foregoing provisions and in the interest of maintaining discipline among the cadres, the President shall have the power to adopt such measures and take such decisions as may be necessary to impose discipline amongst different cadres.

If on reports received by the AOI AP Governing Body that a situation has arisen when an orderly functioning of a local branch is rendered difficult or impossible, the President shall have power to take such measures as may be deemed necessary including dissolution of the local branch and initiating the process for election and installation of new Local Branch Office Bearers.

Any member acting against the interest of the association including misappropriation of association funds, malicious propaganda, disrespect to majority decisions and directives of the association and its duly elected office bearers shall be liable for suspension for a period of 3 years or his membership terminated by a majority vote of General Body. If Governing Body of AOI AP feels any member who organizes CME or workshop to promote individual interest, image, practice or misuse funds is liable for disciplinary action in the interest of the Association. If any



Otolaryngology Practitioner is found to be making false claims and misleading the patients, colleagues shall be countered by AOI AP Branch for his misconduct.

### Article.:39.: NEW MEMORANDUM

Whenever a new edition of the memorandum of rules and regulations are published incorporating the latest amendments, it should be cited by the year of its publication.

### Article.:40.: WINDING UP

In case the Association has to be wound up the property and funds of the Association that remain after full satisfaction of the liabilities of the Association, shall be transferred or paid to some other institutions with similar aims and objectives and which has been already registered U/s.12/A of the Income Tax Act, 1961.

S.No.	Name of the Office Bearer	Designation	Address	Signature
1	Dr. V. Phaniendra Kumar	President	3/7, Brodipet, Guntur - 522002	
2	Dr. K.Sivaramakrishna	President Elect	Ramakrishna ENT Clinic, Narasimharao Naidu Street, Suryaraopet, Vijayawada - 2,	
3	Dr. N. Sankar Kumar Varma	Vice-President	Siva Srinivasa ENT Hospital, J.P. Road, Bhimavaram - 534 202,W.G. Dist. A.P.	
4	Dr. L. Sudarshan Reddy	Hony. Secretary	G-4, Jamuna Sadan, Mayuri Marg, Begumpet, Hyderabad - 16	
5	Dr. K.V.N. Durga Prasad	Hony. Treasurer	Apt.No:403, S.S.R. Heights, Snehapuri Colony, New Nagole, Hyderabad - 35	
6	Dr. S.K.E. Appa Rao	Past President	Susrutha ENT Clinic, Dwaraka Nagar, Vishakapatnam - 503016	
7	Dr. N. Vinod Kumar	Joint Secretary	#1-184A, Neravati Hospital Opp:Head Post Office Nandyal - 518501, A.P.	
8	Dr. K.V.S. Kumar Chowdary	Executive Member	Flat No:202, Surya Heights Setaramapuram Vijayawada - 520002, A.P.	
9	Dr. Y. Subbarayudu	Executive Member	4-4-13/A2, JNR Road, Ring Guntur - 522007	
10	Dr. G. Nanda Kishore	Executive Member	H.No. 4-5-49/11, Kalyani Road, Guntur-522007	
11	Dr. S. Rajesh Kumar	Executive Member	24-170-1,Yerramshetty Vari Street, Mulapet, Nellore Post. -524003	



## SCHEDULE GUIDELINES FOR LOCAL BRANCHES OF AOI AP STATE

1. **Name:** The Local Branch shall be called by the "Name of the City", district or Region of AOI" for example "AOI Hyderabad Branch".
2. **Year and Headquarters:** The Local Branch may decide the location of its Headquarters and follow the year of A.P. State Branch.
3. **Formation:** Life members of the A.P. State Branch belonging to any city or locality may form Branches, with the approval of State Governing Body. They shall follow the constitution of the AOI A.P. State Branch. Minimum number of members for the formation of New Branch is 10.
4. **Conferences:** The Local Branches may arrange for State level or Zonal level conferences, CME Programmes, as they may think fit, with the prior approval of AOI A.P. State Branch for smooth conduct of programmes in various places of A.P.
5. **Annual Report:** A Copy of the Audited Annual Report of the Local Branches should be sent to AOI AP State Branch every year. Any local branch or any individual member who organizes workshop, conferences or CME with prior permission of the AOI AP should submit Audited Accounts within 3 months.
6. **Objectives:** The Local Branches have the same objectives as those of parent body(The Association of Otolaryngologists of India)
7. **Utilization of Funds:** The Local Branches shall utilize their funds only for the purpose of fulfilling their objectives.
8. **Local Branch General Body Meeting:** All the members of Local Branch shall attend the Local Executive Body Meeting/General Body Meeting without fail. Failure to attend three consecutive meetings of Executive or General Body shall disqualify such members. The local branch Governing Body shall have the powers to reinduct such members after verification of valid reasons.

The local branch General Body shall consist of all the primary members of the local branch. All the state Branch office bearers who are primary members of the local branch should compulsorily be informed and invited for every executive meeting.

All the Principal State Office Bearers who are primary members of the local branch shall be informed and invited for every General Body Meeting and all other official functions organized by the local branch and invited to be seated on the dais and invited to address the gathering.
9. The Association of Otolaryngologists of India, A.P.State Branch shall not be liable for the debts and liabilities of any of the local branches, nor shall any of the local branches be liable for any of the debts and liabilities of the Andhra Pradesh State Branch.



**THE ASSOCIATION OF OTOLARYNGOLOGISTS OF INDIA (AOI)  
ANDHRA PRADESH STATE BRANCH**

**BYE-LAWS**

**I. MEMBERSHIP**

a) **Life, Ordinary, and Associate members :** Every candidate who applies for a membership must fill in the prescribed application form sent by the office. He/She should be proposed by a member of good standing and must be seconded by another member of good standing. The application should be forwarded to the Secretary along with the amount of annual subscription and admission fees. The Secretary shall place it before the next governing body meeting with his recommendation for approval. The governing body will place the list of approved names of new members before the general body at its annual meeting for ratification. The membership will commence after the General Body approves the membership and will be from 1st Oct. of the year.

b) **Honorary members:** Atleast 25 members of the Association or a branch by a unanimous resolution can recommend the name of the eminent person to be considered as Honorary Member of the Association. The name should be sent to the Secretary along with the bio-data and merits of the candidate. The Secretary will place the matter before the Governing Body and if the Governing Body approves, the name will be recommended to the General Body at its next meeting. After approval by the General Body, the name will be entered in the register as Honorary Member and the concerned person will be informed.

**2. Removal of Membership:** A member can be removed from rolls as per the article 10 of the rules and regulations.

**3. Subscription:**

- i) The membership fee for Life, Ordinary, and Associate members will be periodically reviewed and fixed by the General Body.
- ii) The Annual subscription plus admission fee of the association will have to be paid by an Ordinary member and Associate member as determined by General Body from time to time.
- iii) A life member will pay subscription plus admission fee in one installment as determined by General Body from time to time.

**4. Admission Fee:** as determined by the General Body will be charged from every new member at the time of enrolment. No admission fee will be charged from the Honorary member.

**5. Distribution of Subscription:**

- i) Out of the annual subscription of each ordinary member will be spent for the activities of the Association as directed and determined by the General Body.
- ii) The subscription received from Life Members will be set aside as a corpus and the interest there on will be taken as the annual subscription from the members.

**6. Branches:**

- i) The members should be encouraged to form branches in every Town and City, if there are requisite number of members as per rules.
- ii) The branch can collect subscription from its members for its activities.



- iii) Branches in each Town or City will have their own constitution and which are not in conflict with the rules of the parent Association. A copy of rules will be sent to Secretary for record and approval by the General Body.
- iv) The activities of each Branch should be helpful to promote the objectives of the Association. No activity should be undertaken which is repugnant to the constitution, aims and objectives of the parent Association.
- v) It is desirable that each branch should complete its elections before Annual General Body Meeting of the Andhra Pradesh State Branch.

**7. Governing Body:** The newly elected members of the Governing Body will assume office immediately after the election by the General Body. The first Governing Body meeting will be a joint meeting of the previous office bearers and the new office bearers where the previous office bearers will hand over the Association records to the new office bearers.

**8. General Body :**

- i) The general body at its annual conference will fix the venue of the subsequent annual conference.
- ii) General Body decides as to the appointment of the legal advisor, and the auditor.
- iii) Nominations for Guest faculty for the Annual conference will be called for in the General Body and Governing Body corresponds with them and fixes.
- iv) The present Orations can also be conducted at the time of any special meeting or a workshop organized by A.O.I., A.P. State Branch.
- v) The Local Branch hosting the annual conference will elect an Organizing Secretary for the conduct of the annual conference and inform the General Body. He will be invited to the Governing Body meetings in the year.

**9. Election Procedure:** Elections are held during General Body Meeting of the Annual Conference.

- i) The General Body will elect the Governing Body, one President Elect, one Vice-President, one Secretary, one Joint Secretary, one Treasurer, one Editor & four Executive members.
- ii) The election is by a secret ballot only and the results will be declared at the same meeting.
- iii) The President Elect will act as a returning officer who would conduct the election procedure at the General Body Meeting.
- iv) Only life members and ordinary members of good standing are eligible for proposing, seconding, contesting and voting in the elections.
- v) Every nomination must be proposed by a member of good standing, and seconded by another member of good standing and must contain acceptance of the candidate proposed. The decision of the returning officer is final and cannot be disputed.
- vi) In the process of election of Executive Members one shall be from State Capital & remaining 3, preferably from different parts of A.P.



## **10. DUTIES AND POWERS OF OFFICE BEARERS**

### **(i) THE PRESIDENT:**

- a. The term of the President shall be for a period of ONE year only.
- b. The President shall preside over General Body and Governing Body meetings & any ruling given by him in such a meeting shall be final.
- c. He shall see that the Constitution of the Association is adhered to.
- d. He has a right to attend any committee meeting of the Association.
- e. He shall have authority to issue statements in the name of the Association.
- f. He shall guide and control the administration of the Association.
- g. He, may in his discretion, call for a special meeting of the Governing Body for considering any important and urgent subjects affecting the Association.
- h. In every case of voting, the President will have a vote. In every case of a tie, the president shall have an additional casting vote.
- i. He shall lay down the office at the Annual Conference and install the next President.
- j. He shall preside over all the meetings & all the committees appointed by the Governing Body or the General Body.

### **(ii) IMMEDIATE PAST PRESIDENT:**

- (A) He will be a member of the Governing Body and will advise, guide, and help the president in the conduct of the activities of the association.
- (B) In the absence of the President in any meeting he will act as the President and will conduct the meeting. He will have all the powers of the President during the meeting.
- (C) In the event of an emergency arising as in the case of death, resignation or long leave & out of the country of the President, the duties of the president will devolve on the Past-President unless and until, the Governing Body or General Body makes an alternative arrangement.

### **(iii) PRESIDENT ELECT:**

- a. He will be a member of the Governing Body and will assist, help and take part along with the President in all the activities of the association and in the programmes of the annual conference where he will be assuming the office as President.
- b. In the absence of both the President and Past President he will preside over the meeting of the Governing Body and will have all the Powers of the President during that Meeting.

### **(iv) VICE-PRESIDENT:**

- a. Term shall be for ONE year.
- b. He will be a member of the Governing Body and will advise and help the president in the conduct of the activities of the Association.
- c. In the absence of the President, Past President & President Elect in any meeting, he will conduct the meeting & he will have all the powers of the President during such meeting.

### **(v) HONY. SECRETARY:**

- a. i) He shall be from the Twin Cities of Hyderabad & Secunderabad Only.  
ii) The Term of Office shall be for TWO years.
- b. He shall be the Principle Executive Officer of the Association.
- c. All documents, covenants, contracts, shall be made by the Hony. Secretary. He shall carry on the correspondence of the association to maintain its books or accounts and registers and to arrange their safe custody.
- d. He will execute all Resolutions of the Executive Committee.
- e. He will call meetings and keep the minutes of all General Body Meetings and Governing Body Meetings in consultation with the President.



- f. He will operate all Bank accounts along with Treasurer and spend money within the limits laid by the Governing Body.
- g. He will be in constant touch with the President and act according to his advice and instructions.
- h. The Governing Body shall appoint staff necessary for the management of the AOI AP State Branch Office.
- i. He shall prepare an Annual Report of the activities of the AOI AP State Branch and present it to the Annual General Body every year.
- j. He will be incharge of the day to day working of the Association.
- k. He will be overall incharge of the office and properties of the Association.
- l. He will be a member of all the committees appointed by the Governing Body or the General Body.
- m. He shall receive all papers and correspondence on behalf of the Association and submit all papers for the consideration of the Governing Body and carry out the orders passed there on.
- n. He will sign all correspondence in the name of the Association.
- o. All documents executed on behalf of the Association shall be in the name of the Hony. Secretary.
- p. He shall issue notices and agenda of the meetings of the Governing Body and the General Body of the Association.
- q. Will be in overall supervision of all accounts and expenditure and will get prepared by the Hony. Treasurer an annual Statement of account duly audited by a chartered accountant for ratification by the General Body .
- r. He shall keep an upto-date register of the members of the Association.
- s. He shall discharge his duties in conformity with the rules under the supervision of the President. In the discharge of his duties, he shall be given such assistance / establishment as the Governing Body may decide from time to time.
- t. He shall maintain records, minutes of the Governing Body and other committees of the Association of which he is a member.
- u. He shall give his Annual report in the Annual General Body meeting. He shall receive all the relevant bills & receipts for auditing purpose from charitable activities.

**(vi) HONY. TREASURER:**

- a. He shall be from the Twin cities of Hyderabad & Secunderabad only.
- b. Term of office shall be for TWO years.
- c. He will keep an upto date accounts of the Association.
- d. He shall present the Annual audited accounts of the previous year at the Annual General Body meeting. The Auditor will be appointed by the Governing Body. He shall also present unaudited accounts of the current year.
- e. He shall present the Budget Estimate for the next year at the Annual General Body Meeting.
- f. He shall attend the work under instructions from the Governing Body, or as delegated by the Hony. Secretary.
- g. He shall assist the President and the Hony. Secretary in all correspondence, arranging meetings, and in general in all activities of the Association.
- h. He shall act as Hony. Secretary during the absence of the Hony. Secretary and shall exercise during such period all the powers of the Hony. Secretary.
- i. He will be incharge of the finance of the association and shall be responsible for the collection and expenditure of all monies of the Association conjointly with Honorary secretary.
- j. He shall keep an upto-date account of the Association and present a statement of accounts duly audited by a Chartered Accountant to the Governing Body and the General Body at the annual meeting.
- k. He shall have the custody of the valuable documents of the Association.
- l. He shall have the custody of the funds available with the Association.



**(vii) HONY. JOINT SECRETARY:**

- a) There shall be one Hony. Joint Secretary with a term of office of ONE year.
- b) He shall assist the Governing Body and perform the duties of Secretary in his & Hony. Treasurer's absence for a specified period and purpose with prior approval of Governing Body.

**(viii) GOVERNING BODY MEMBERS / EXECUTIVE MEMBERS:**

- a) There shall be Four Executive Members.
- b) The members of the Governing Body shall attend all its meetings. Shall help, guide, counsel and assist the President and Hony. Secretary in all matters concerning the Association.
- c) Shall discharge any work of the Association entrusted to them by the President or the Hony. Secretary.
- d) Immediate Past President shall be a member of the Governing Body as Ex-Officio.
- e) Term of Office shall be for ONE year.

- (ix) Organising Secretary :** The organizing secretary appointed for the next annual conference shall be invited to attend the Governing Body meetings. He will have no voting right.

**(x) E EDITOR:**

- a) He shall co-opt the Editorial Board in consultation and approval with the AOI AP State Branch Governing Body.
- b) He and the Editorial Board shall function under the overall supervision of Governing Body. Its funds shall be managed by the Governing Body.
- c) The President, Hony. Secretary shall be permanent members of the Editorial Board.
- d) Term of office shall be for TWO years.

**11. SHIFTING OF HEAD OFFICE:**

The Headquarters of AOI AP State Branch Office can be shifted by a special meeting called for the purpose with 2/3 members Present and voting with simple majority.

**12. AMENDMENTS TO THE BYE-LAWS:** These bye-laws cannot be ordinarily changed or additions made to them except by a resolution passed by 51% of members present and voting in person or by proxy or by post for such a change at any annual general body meeting or at a meeting of the General Body specifically called for the purpose.

The General Body at its discretion can appoint members of the various committees of the Association for a period of One year & for conducting many activities helpful to augment and help Otolaryngology speciality. These subcommittees will normally be headed by President, Past President, President Elect. The Past Presidents council will be an advisory body to offer advice and it will meet at the conference time.

Any court /judicial matters or litigations will be decided in the Jurisdiction of the place where the Office is situated.



## **APPENDIX**

### **GUIDE LINES FOR PAPER PRESENTATION AOI AP STATE CONFERENCE**

Those who wish to take part in the scientific programme should carefully mark the competition form. Only members of AOI AP will be allowed to take part in competitive sessions and hence it is suggested that they should contact the Hony. Secretary, AOI AP State Branch for the membership. They should enter their AOI State branch membership number in the form. All the Participants should register for the Conference. Abstract should be formatted in MS WORD, 250 words in text, Font Time New Roman. All the Post Graduates/DNBs and Residents should enclose certificate of endorsement from the HOD. The scientific committee reserves the right to formulate the rules and regulations for the smooth conduct of the competitive presentations. The participants should report to the scientific desk/ conveners of the particular session to avoid problems for all the Competitive Prize Papers. A Medal is awarded for best Paper and a Certificate of Appreciation for the second best paper.

### **PRIZE MEDAL PRESENTATIONS**

#### **POST GRADUATE PAPERS**

1. Dr. D. Dwarakanatha Reddy PG Medal for Best Paper/Case Series Presentation.

2. 57<sup>th</sup> AOICON PG Medal for Best Case Presentation.

The papers presented can be either case series or original paper or case reports which will be categorized by the type for the oral/platform presentation. The time for a case report is 5 minutes. The time for the case series or original work will be 8 minutes. All the presenters should report to the convener on or before specified due date without fail. The presentation should contain only the presenter's name on the first slide and there should not be any mention of the name of institution or place or other author's or HOD's name in the presentation. The presentations will be judged in various aspects like quality, content, relevance, timing of presentation. The judges can disqualify a presentation if the presenter does not adhere to the rules. The Scientific Committee reserves the right to scrutinize the papers on the basis of content and limit the number of presentations.

The judges decision is final and binding. There will be only one session of oral presentation for the Medal papers for P.Gs. There will be common marking for all the presentations. The best presentation and the highest scorer will get the Medal and a certificate of appreciation for 2<sup>nd</sup> best paper.

#### **DR. N. RADHA KRISHNA MEDAL FOR THE BEST TEMPORAL BONE DISSECTION FOR THE POST GRADUATES**

All the Post Graduate Students / Residents presently pursuing DLO/MS/DNB from any institute in A.P. are eligible to participate. The dissection can be a basic or advanced Temporal Bone Dissection. The dissected bone along with a certificate from the Head of the department stating that the original work was done by the candidate only. It should be handed over to the Convener of the committee at the registration counter / Scientific desk before 11 am on 1<sup>st</sup> day of Conference. The participants should be available at the time of judging the bone. The time and place can be ascertained from the Convener. The judges decision will be final. A Medal for the best dissection and a certificate of appreciation for the second best dissection will be awarded.

#### **CONSULTANT PRIZE PAPERS**

The papers presented can be either case series or original paper or case reports which will be categorized by the type for the Oral/platform presentation. The time for a case report is 5 minutes. The time for the case series or original work will be 8 minutes. All the presenters should report to



the convener 1 hour before specified due date & time without fail. The presentation should contain only the presenter's name on the first slide and there should not be any mention of the name of institution or place or other author's name on the first slide and there should not be any mention of the name of institution or place or other author's or HOD's name in the presentation. The presentations will be judged in various aspects like quality, Content, relevance, timing and way of presentation. The judges can disqualify a presentation if the presenter does not adhere to the rules. The scientific committee reserves the right to scrutinize the papers on the basis of content and limit the number of oral presentations. The judges decision is final and binding. There will be only one session of oral presentation for the Medal papers. The presenters from AP are only eligible to participate in this session. The paper should be original work done by the presenter only not by the chief or others.

**Sri. P.L. Bhooma Reddy Medal** :The Presenter shall be Life member of AOI AP State Branch. He/She must have registered for AOI AP State Conference. He/She must possess Post Graduate qualification in ENT, M.S/DNB/DLO with less than 15 years of teaching Experience as a Tutor/Civil Asst. Surgeon/Asst. Professor in any Government/Private Medical College in A.P. Presenter should enclose a copy of Degree Certificate. A Teaching Experience letter from HOD or Head of the Institution, if asked may be produced.

**Dr. N. Rajan Raju Medal for Senior Consultants**:The Candidate should be Life Member of AOI AP State Branch. Must have registered for AOI AP State Conference. He/She must possess Post Graduate Qualification in ENT, MS/DNB/DLO with more than 10 years of Teaching Experience in any designation as a Tutor/Civil Asst. Surgeon/Asst. Professor/Assoc. Prof./Prof. in any Government/Private Medical College of A.P. or Post MS/DNB/DLO in ENT with more than 10 years of experience in Private practice till the commencement of AOI AP State Conference. Presenter should enclose a copy of Degree Certificate and a Teaching Experience letter from HOD or Head of the Institution, if asked may be produced.

**Dr. Singari Prabhakar Medal for Practicing ENT Surgeons /Junior Consultants**:The Candidate should be a Life Member of AOI AP State Branch, must have registered for AOI AP State Conference. Should be qualified ENT Surgeon with DLO/MS/DNB from any University/Board. Should be practicing ENT Surgeon in A.P. and NOT affiliated to any Medical College in A.P. with less than 10 years of Post PG Qualification. Presenter should send the Degree/Diploma Certificate along with the Abstract of the paper.

**Dr. Bayya Srinivas Rao Medal for Best Video Presentation for Senior Consultants** :Should be a Permanent member of AOI AP State Branch. Must have registered for the conference. Presenter must have 10 years or more of Post PG Experience as on the date of Conference. Open for all the Senior Consultants of both Private & Teaching Faculty. Video presentation, ORIGINAL WORK by consultant on any interesting & related work of ENT, Head & Neck with his/her voice for 6 (six) minutes or less. Should not contain any power point slides except the title of Video. The Video must be compatible with windows media player. The Video clipping must be handed over to the Convener before specified date & time. The presenter should be available, when the video is played, and should answer the questions from the judges and the audience, if necessary.

**Consultant Free Papers**: Any qualified ENT consultant and permanent member of AOI AP State Branch who registers for AOI AP CON is eligible and the duration of case report is 5 mints., and the case series/original paper series is 8mints.



**CONSTITUTION AMENDED AS PER PROPOSAL OF THE  
CONSTITUTION REVIEW COMMITTEE**

**LIST OF MEMBERS OF THE CONSTITUTION REVIEW  
COMMITTEE APPOINTED BY THE GOVERNING BODY  
ON 18-12-2011 (VISAKHAPATNAM)  
RATIFIED IN ANNUAL GENERAL BODY MEETING  
ON 13-10-2012, VIJAYAWADA**

**CHAIRMAN : DR. P. RAMANJANEYULU**

**CONVENOR : DR. L. SUDARSHAN REDDY**

**MEMBERS : DR.D. DWARAKANATHA REDDY**

**DR.V. RAMAKRISHNAIAH**

**DR. N. VENKATRAM REDDY**

**DR. K.V.N. DURGA PRASAD**



**PRESIDENT  
DR. V. PHANIENDRA KUMAR  
AOI AP State Branch  
2012-2013**

**HONY. SECRETARY  
DR. L. SUDARSHAN REDDY  
AOI AP State Branch  
2011-2013**



**N. RAMESH**

**M.A., L.L.B.,  
ADVOCATE**

☎ : 27607333  
Cell : 9246504473

H.NO. 1-1-729, GANDHI NAGAR,  
HYDERABAD - 500 080.

To,

Date: -09-2013

**The President,  
The Association of Otolaryngologists of India (AOI),  
Andhra Pradesh, State Branch, Hyderabad.**

**Sub:- Regarding approval of Memorandum of Association  
Rules and Regulations By-Laws.**

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I am interested to approve the memorandum of Association, Rules and Regulations and by-Laws of your Association. I carefully verified the draft By-Laws and in my opinion the proposed amendments are perfectly legal and valid as per the rules and regulations. Hence the Association is at liberality to carry out the proposed amendments.

*Ramesh*  
**(N.RAMESH)**