

CONSTITUTION OF THE ASSOCIATION OF SURGEONS OF ASSAM

(Registered Under Registration of Societies Act 1860)

Registration Number – 554 of 1991 – 92

Assam State Chapter of The Association of Surgeons of India

Office: Deptt. of Surgery, Guwahati Medical College & hospital.

Guwahati-781032. e-mail:asa_asi@hotmail.com

NAME: The name of the Association is **THE ASSOCIATION OF SURGEONS OF ASSAM.**

As it has become a part of the national association of surgical fraternity. The Association of Surgeons of India, hence for the reference to ASI, the name will be, **ASSAM STATE CHAPTER OF THE ASSOCIATION OF SURGEONS OF INDIA.**

REGISTERED OFFICE : The registered office and the headquarters of the association shall be situated in the city of Guwahati, Assam.

JURISDICTION : The state of Assam. Surgeons from other North eastern states will also be accepted as its members.

AIMS & OBJECTS :

- I. To encourage and advance the study and practice of the science and the art of surgery.
- II. To promote academic, cultural and social exchange among the surgeons of Assam and the rest of the country.
- III. To encourage scientific research and experimental work on surgical problems.
- IV. To organize scientific programs, like conferences and workshops etc.
- V. To provide facilities for continuing surgical education programs for post graduate students, young surgeons and medical practitioners.
- VI. To establish and maintain library of reference books, magazines, newspapers and audiovisual materials related to surgery.
- VII. To publish a journal devoted to surgical and allied subjects. This journal will be the official organ of the Association of Surgeons of Assam.
- VIII. To formulate surgical education and training programs in medical colleges depending upon the technological advances and suggest the authorities to implement the same in the institutions.
- IX. To organize exhibitions of surgical equipments and instruments.
- X. To make rules when deemed necessary, inter alia relating to the discipline and professional conduct of the surgeons.
- XI. To study the facilities provided in the peripheral hospitals of the state and the facilities provided to the surgeons and suggest the government authorities for the overall benefit to the society.

MEMBERSHIP : The membership is open to all qualified surgeons (General surgery, all its Specialities, Eye, ENT, Obstetrics & Gynaecology, Anaesthesiology and other Allied pre and para clinical subjects).

CATEGORY :Life members only and will be called as Members.

In special circumstances - (i) To honor exceptional academicians in the Medical Sciences and on consideration by the executive committee members, persons from the state or outside will be conferred upon Honorary Membership for one year only.

FEES STRUCTURE : To be reviewed from time to time by EC members, depending upon the market position.

At present –

Enrolment Fee	Rs. 100.00 only
Membership Fee	Rs. 1,000.00 only

PROCEDURE : On the application by a qualified surgeon and recommended by two existing members and accompanied by a sum of Rs 100/- only (cash or a cheque) the secretary will put the form for consideration in the next executive committee meeting after approval, the applicant will be informed and asked to deposit the membership fee of Rs. 1,000.00 only (Rupees One Thousand only). After that he/she will be invited to a specially convened session during any of the general meetings and formally introduced to the audience as a member of the association. A membership certificate will be issued to new members during this session.

CESSATION OF MEMBERSHIP : The membership of the surgeon will terminate

- In case, he is transferred and information is sent in writing.
- If he/she expires,
- Tenders his resignation,

EXPULSION-

- if a member is found indulging in activities, harmful to the association,
- if a member is involved in criminal proceedings or professional misconduct.

Such decision of the executive committee shall be brought to the notice of the general body in the annual general meeting.

FINANCES : The finances will be raised for the furtherance of any of the objectives of the association by accepting gifts, grants in cash or kind, sponsorship of any of the programs, by inserting advertisements in the journal and the souvenir or by putting up stalls in the scientific exhibitions .The subscription by the members will also contribute to its finances. The organizing Committee of ASACONs will contribute half of the surplus amount to the Association. Chapter fee received from ASI is deposited in the ASA account.

CONTROL OF FINANCES : All financial transactions of the association will be through bank accounts, opened in savings account in any of the bank, in the city of the head quarters (Guwahati), convenient for the officers and to be operated by two signatories, the Treasurer and either the President or the Secretary.

The treasurer will prepare the annual account and put before the Executive Committee for information and necessary amendments. The accounts will be audited by an authorized auditor and thus the prepared balance sheet will be (i) produced before the general body.(ii) published in the house journal JASA and (iii) sent to the Registrar of Societies. (iv) Sent to the ASI office at the year ending (March) after official audit.

A separate bank account will be kept for JASA, being maintained by the editor of the journal. This bank account will be operated jointly by the editor and either the secretary or the treasurer of the association. A detailed statement of this account will be given by the editor, which will be incorporated by the treasurer for the purpose of preparing the annual balance sheet.

ADMINISTRATION : The administration, management, regular working and the control of the association shall be vested with the Executive Committee (EC), with a minimum of 23/24 members. The term of the executive committee will be for one year. There is no bar in re-election. The members of the executive committee will be elected in the general body meeting by voice votes or as may be decided by the general body. The secretary and the treasurer will be preferably from the city of head quarters (Guwahati). However they can be elected /nominated from outside also by the GB. The composition of EC is suggested to be as follows –

i.	President-	One
	(Chairman : Assam State Chapter of ASI)	
ii.	Immediate Past President -	One
iii.	Vice Presidents	Two
iv.	Honorary Secretary	One
v.	Joint Secretaries	Three
vi.	Treasurer	One
vii.	Editor, JASA	One
viii.	Members	Ten
	(The Chairman and secretaries of the local chapters)	
ix.	Nominated /Co-opted	One
x.	Imm. Past Hony. Secretary	One
xi.	Imm. Past Treasurer	One

All the Past Presidents of the Association will be **PERMANENT INVITEES** to the Executive Committee. They will not have the voting rights.

FUNCTIONS OF THE EXECUTIVE COMMITTEE :

- i. The E . C. is competent to frame the rules and regulations for the transaction of the business of the association and will be responsible to the general body.
- ii. The E. C. is vested with the responsibility to manage the routine affairs on the pre determined plans. In case a huge investment is considered desirable or a major policy decision is to be taken, prior discussion and sanction from the general body is a necessity.
- iii. Shall execute all the resolutions, passed in the general body.
- iv. The E. C. is competent to constitute various subcommittees with chairman and convenors to look after the projects or activities, to be undertaken by the association.

MEETINGS : The EC is recommended to meet at least four times in a year.

January – Installation meeting.

March - During CME program.

May or June – At the midterm meeting.

October – With annual conference.

Special meetings of the EC can be called by the secretary on the recommendation of the president to deal with urgent matters. A notice of 3 weeks for the regular EC and a weeks notice for special meetings should be sent to the members along with the proposed agenda. Emergency meetings can be called with a notice of 24 hours.

QUORUM : 1/4th of the total strength and the decisions shall be arrived at by a majority of the members present.

- The president shall preside over the meetings. In his absence, one of the vice presidents shall preside.
- If an office bearer resigns, transferred or deceased, the EC will select a substitute from amongst the elected members to carry on the work till the next EC is elected during the general body meeting.

DUTIES OF THE OFFICE BEARERS :

PRESIDENT :

- i. He/She is the executive head of the association and will represent in that capacity in academic , professional or legal matters.
- ii. Shall preside over the executive/general/special meetings.
- iii. The president will have a casting vote.

VICE PRESIDENT :

- i. He/She will perform all the duties, as delegated by the EC or the President.
- ii. In the absence of the president, shall preside over the meetings.

SECRETARY :

- i. To run the general administration of the association on the guidelines, given by the general body and on the advice of the EC and the president.
- ii. To make all the arrangements, prepare the agenda of the executive and /or the general meeting and send the circulars in time.
- iii. To record the minutes of all such meetings and to place before the members in the next meeting for approval.
- iv. To maintain a register of the members with up to date information of all.
- v. To act as a liaison between the members and office bearers.
- vi. To correspond within and outside the association and maintain a record.
- vii. To perform all such duties as advised by the president.
- viii. The secretary will keep a contingency fund of Rs. 1,000.00 only with him for day to day expenses. On submitting the expense account to the treasurer, this fund will be replenished. For expenses of a bigger denomination, the secretary is advised to take permission of the president or the authority given by the executive committee.

JOINT SECRETARY :Will assist the secretary in all such official works as entrusted from time to time. He will also act as the secretary in his absence.

TREASURER :

- i. To look after the funds and maintain a proper income and expense account.
- ii. To keep in custody the receipt books, cheque and pass books and maintain a record of the receipt books, if issued to the members.
- iii. To prepare a list of outstanding, amounts, to be put before the E.C. and then organize the collections at an early date.
- iv. To get the accounts internally audited by a member, made responsible for the job by the executive committee.
- v. To keep a statement of accounts ready and present in the executive meeting if asked for by any member.
- vi. At the year end, to have a balance sheet prepared by the auditor, appointed by the executive committee, get it passed by the general body and then send for publication.

MEMBERS :

- i. Shall be the advisors to the office bearers in carrying out the different responsibilities as per the norms of the association.
- ii. Assist the EC members in formulating the calendar of activities for the year.
- iii. Shall actively associate in fund raising and membership drive programs
- iv. May have to act as office bearer in the long continued absence of an existing one and if asked by the executive committee.

GENERAL BODY : Constituted by all the members of the association. It will meet normally once a year at a time, place and venue, determined by the executive committee. It will be preferred to have the general body meeting during the annual conference of the association. An extra ordinary or special meeting can be called by the President, if deemed necessary. Notification for the general meeting shall be issued by the secretary at least 30 days in advance and will have the agenda, place , time etc. clearly informed. A 10 days time is enough for the extra ordinary meeting. The president or in his absence, one of the vice presidents shall preside over such meetings.

Quorum :25% of the total members will constitute the quorum.

FUNCTIONS OF THE GENERAL BODY :

- i. The general body is the supreme body, shall pass the annual calendar of activities, the budgetary expenses and other projects on the suggestions of the E.C.
- ii. Elect the office bearers and the members of E.C. for the next year.
- iii. On the recommendation of the E.C., the G.B. can amend the constitution, provided 2/3rd majority is there for the proposed amendments.
- iv. Save otherwise provided in these rules, all decisions shall be arrived at by a simple majority of the members present. Voting may be necessary in order to arrive at a decision on debatable issues. The pattern of voting is to be decided in the meeting itself.
- v. On the recommendation of E.C., the general body shall have the right to terminate the membership of any person, whose continuance as a member, is found detrimental to the interest of the association.

DISSOLUTION : In the event of winding up or the dissolution of the association, the assets of the association, after clearing of all the liabilities, shall be transferred to such other organization, having similar aims and objectives. This decision is to be taken in a general meeting with the consent of 3/4th of the membership.

AMENDMENTS OF RULES : Subject to necessity, the association may amend any rule , through a resolution in the general body meeting.

Certified to be a correct copy of constitution and rules and regulations of the Association of Surgeons of Assam.

Signature	Designation	Name & address
1. Sd/-	GC Member of ASI. Past President, ASA	Dr. G.C.Jain Panbazar, Ghy -1
2. Sd/-	President, Rural Section of ASI Past President, ASA	Dr. J. N. Gohain Nagaon.
3. Sd/-	Past President, ASA	Dr. R. Swargiary Guwahati

Members of executive committee, the **Association of Surgeons of Assam.**