

**CONSTITUTION OF AOI  
MEMORANDUM OF ASSOCIATION  
RULES & REGULATIONS AND BYE-LAWS  
OF  
THE ASSOCIATION OF  
OTOLARYNGOLOGISTS OF INDIA**

**PART-1 : MEMORANDUM OF ASSOCIATION**

1. **Name :** The name of the body shall be "The Association of Otolaryngologists of India".
2. **Office :** The Registered Office of the Association shall be in INDIA.
3. **Aims and Objectives :** The aims and objects of the Association are :  
To encourage and advance the study and practice of the science of Otolaryngology.
  - (a) By encouraging scientific research and experimental work on Otolaryngological problems.
  - (b) By providing facilities for research.
  - (c) By holding scientific discussions and reading papers on Otolaryngological problems.
  - (d) By establishing and maintaining a museum and reference library and furnishing it with books, reviews, magazines, videos, new educational aids or any other technical modes as related to otolaryngology.
  - (e) By watching and advising on legislation affecting Otolaryngologists and by bringing together members of the Association periodically at conferences and in general by working for the betterment of the cause of Otolaryngology in India.
  - (f) By conducting and publishing a journal devoted to Otolaryngological subjects.
  - (g) By bringing together members of the Association periodically at conferences and in general by working for the betterment of the cause of Otolaryngology in India.
  - (h) By holding properties movable and immovable that may be necessary or advantageous for the aforesaid objects, to purchase and sell, to lease and to mortgage the same for the purpose of the Association and to construct, alter and maintain any building or buildings necessary from the finances of the Association.
  - (i) By receiving donations and contributions from members as well as non-members and by holding the same in trust for any particular purpose or purposes for advancement of Otolaryngology.
  - (j) By cooperating with other associations. National & International, connected with Otolaryngology and allied Sciences and interact with other medical disciplines and take collective steps for education of public in preventive aspects.
  - (k) By organizing exhibitions of machinery, implements, tools, appliances etc. connected with or pertaining to Otolaryngology in different parts of the country and to improve the implements, machinery, instruments and appliances used in the practice of Otolaryngology.
  - (l) By making bye-laws, rules and regulations of the Association and to delete, alter and amend or add to the same as and when necessary.
  - (m) By doing all such other things as may be incidental to or conducive to the attainments of the aims and objects of the Association.
  - (n) By establishing branches wherever feasible.
4. **Management :**  
The affairs of the Association shall be managed by a Governing Body.
5. **Income and Payments :**  
The income and property of the Association wheresoever derived shall be applied solely towards the promotion of the objects of the Association set forth in this Memorandum of Association and no portion thereof 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 or remuneration to any officers or servants of the Association who may also be members thereof in return for any work done or services actually rendered to the Association nor prevent the payment of interest at a rate not exceeding standing bank rate per annum on moneys borrowed from any members of the Association.
6. **Loss :**  
No person or persons in whom for the time being any funds or moneys 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.
7. **Governing Body :**  
The Governing Body shall have full power of control and management of the affairs of the property of the Association to engage such officials, servants or other persons as may be found necessary for proper conduct and management of the affairs of the Association in carrying out its objects.
8. **Investment :**  
The Governing Body shall have power to invest and deal with the money of the Association and to borrow such sums of money as it may resolve as tending to benefit the Association.
9. **Bank Account :**  
Such moneys and properties of the Association as are not utilized for the objects of the Association may be invested in such manner and in such banks and in such way as the Governing Body may in its sole discretion think proper and the Governing Body may at their discretion change the investments in order to better fulfill the objects of the Association and also spend for such objects the entire moneys and properties of the Association without necessary constituting or creating a permanent endowment.
10. **Properties :**  
The Governing Body shall have power to purchase, construct or acquire on lease or in exchange or on 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 improve, develop, manage, sell, lease, mortgage, dispose of, turn to account or otherwise deal with all or any part of the property of the Association.

11. **Dissolution :**

If upon the dissolution of the Association there shall remain after the satisfaction of its debts and liabilities any property whatsoever the same shall not be paid to or distributed among the members of the Association or any of them but shall be given or transferred to the Association or Associations. Institution or Institutions having objects similar to any of the objects of this Association to be determined by the votes of not less than three fifths of the members present personally or by proxy or post in a meeting at or before the time of the dissolution, or in default thereof by any Court of High Court in the ordinary original Jurisdiction of the State in which the Registered Office of the Association may be situated at that time.

12. The following were the names, occupations and addresses of the members of the Governing Body (1948) :

1. Dr. P.V. Cherian, President  
5, Victoria Crescent, Egmore, Madras
2. Dr. H.D. Gandhi, Hon. Secretary  
9, Motibai Street, Bombay
3. Dr. R.A.F. Cooper, Hon. Treasurer  
Seascape, Warden Road, Bombay
4. Dr. R.N. Misra, E.N.T. Surgeon  
K.G. Medical College, Lucknow
5. Dr. R. Venkata Rao,  
970, Himayatnagar, Main Road, Hyderabad (AP)
6. Dr. H.L. Anand,  
3, Bhagwandas Road, New Delhi
7. Dr. C. Satyanarayana,  
16, Ramaratnam Street, Madras

List of the original signatories to the memorandum with their addresses as in 1948 (attached to the Memorandum for record and to honour the pioneers).

	Signature	Address
1.	P.V. Cherian	5, Victoria Crescent, Egmore, Madras
2.	H.D. Gandhi	9, Motibal Street, Bombay
3.	C.A. Amesur	93, Queen's Road, Fort, Bombay
4.	R.A.F. Cooper	'Seascape', Warden Road, Bombay
5.	V.S. Subramaniam	87, Thyagaroya Road, Madras
6.	B. Tirumal Rao	Maharanipeta P.O. Vizagapatam
7.	L. Hiranandani	167, Shivaji Park, Hira Baug, Bombay
8.	R. Venkata Rao	970, Himayatnagar, Main Road, Hyderabad
9.	H.L. Anand	3, Bhagwandas Road, New Delhi
10.	P. Narasimha Rao	E.N.T. Surgeon, K.G. Hospital, Vizagapatnam
11.	G. Narayanan	P.B.M. Hospital, Bikaner
12.	S.G. Joshi	212, Kamala Kunj, Matunga, Bombay
13.	C. Satyanarayana	16, Ramaratnam Street, Madras
14.	J.M. Damany	Laud House, Queen's Road, Bombay

**PART-II : RULES AND REGULATIONS**  
**PRELIMINARY**

1. The Association shall be called the Association of Otolaryngologists of India with the aims and objects specified in the Memorandum of the Association.



**OFFICIAL SEAL**

2. Printed here in the margin is the approved official seal of the Association.

**INTERPRETATION**

3. In the interpretation of these Rules and Regulations unless repugnant to the context, the singular shall include the plural and the masculine the feminine and vice versa and writing shall include printing, lithography or other substitute for writing.

**PROVINCE AND STATE**

4. Whenever a word province occurs it should be taken to mean State or Pradesh as well.

**REGISTERED OFFICE**

5. The Registered Office of the Association shall be at Bombay or any other city as determined by the majority of members votes in the election for the Office. The Election of the Office will take place every Six Years if needed.

**MEMBERSHIP**

6. There shall be a register in which the names of all the members of the Association shall be entered with their qualifications, type and addresses corrected from time to time, and these members form the Association.

**METHOD OF NOMINATION FOR MEMBERSHIP**

7. Every candidate who applies to the Association for membership shall be practitioner of modern medicine and registered with the STATE MEDICAL COUNCIL and such application shall be sent to the Honorary Secretary. The Governing

Body shall have the right to decide the eligibility and the class to which the application belongs. Such decision shall be final.

#### YEAR

8. Membership and financial year shall be the calendar year that is from 1st April to 31st March of the following year or as per existing Government Notification at that time.

#### TYPES OF MEMBERS

9. The membership of the Association shall be of Five classes :
- (a) **Founder Members :**
  - (b) **Ordinary Members :** They shall be those who are Registered Medical Practitioners, practicing allopathy with or without Postgraduate qualification in Otolaryngology and practicing Otolaryngology.
  - (c) **Life Members :** Any ordinary member who pays a lumpsum of an amount as determined by the General Body from time to time in lieu of the annual subscription.
  - (d) **Corresponding Members :** Any Ordinary Member of 20 years or more of good standing and who has attained the age of 60 years or more is eligible for this category, at the discretion of the Governing Body.
  - (e) **Honorary Members :** They shall be those who have rendered special service to Otolaryngology or any other branch of medicine.

#### CEASATION OF MEMBERSHIP

10. Membership of the Association shall cease :
- (a) **Voluntary Resignation :**  
By voluntary resignation as from a specified date, by giving one month's notice in writing to the Honorary Secretary. His resignation shall not be effective until the dues to the Association are cleared by him.
  - (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 acknowledgement due demanding payment from him, by Hon. 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 his subscription and cleared his dues, his name will be placed at the next Annual General Body Meeting to be struck off from the Roster. However if he clears his all outstanding dues he can be reinstated with the approval of Governing Body and admitted as a Life member only at the current subscription rate.
  - (c) **By death :**
  - (d) **Conviction in a Court :**  
Ipso-facto (i) upon sentence after conviction in a Court of Justice of any crime entailing moral turpitude or (ii) upon being deregistered by a Medical Council in India on ground of unethical conduct, for the duration of deregistration or (iii) upon forfeiture through misconduct of the medical qualification by virtue of which the member was eligible for membership.
  - (e) 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 of receipt of the notice. 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 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.

#### SUBSCRIPTION

11. (a) All members except Honorary members and Corresponding members shall pay a subscription as determined by the General Body from time to time.  
(b) Distribution of the annual subscription will be as decided by the General Body from time to time as provided in the bye-laws.

#### FOUNDER MEMBERS

12. Persons qualified to be members of the Association and who paid their membership fee by 31st March, 1948 are called founder members. A list of founder members is appended to this constitution.

#### PRIVILEGES OF MEMBERSHIP

13. (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 an 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 will not be subject to revision of subscription.  
(c) **Corresponding Members :** Corresponding members shall be entitled to receive the communications from the Head Office. They shall also be entitled to participate in the scientific activities of the association. They shall not receive the journal and shall not be entitled to vote or stand for election to any office.  
(d) **Honorary Members :** All 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.

#### MANAGEMENT

14. The Management of the Association shall be vested in a Governing Body which shall consist of 18 members constituted as follows :
1. President
  2. President Elect
  3. Immediate Past President
  4. Honorary Secretary
  5. Honorary Treasurer
  6. Honorary Associate Secretary
- Nine Members elected by the General Body in the Governing Body.  
Chairman of Editorial Board  
Editor



15. **ELECTIONS**  
President's Qualifying clause will be 10 years standing, for rest of the office bearers 5 years standing. Executive Secretary & Honorary Treasurer will be from the City where the registered office and working is situated. The term of all the Governing Body Members shall be 1 year and that of President Elect. Immediate Past President & Associate Secretary who will be in office for 1 year.

#### **ELECTION**

- 15 (a) Election of office bearers is by postal ballot as per the procedure described in the bye-laws.  
(b) The elections will be held for the following offices and for the terms indicated.  
President Elect for one year.  
Nine Governing Body Members for one year.  
Honorary Secretary for three years.  
Honorary Treasurer for three years.  
Editor for three years.  
Chairman of Editorial Board for three years.  
Four members of the Editorial Board for a period of one year.  
(c) Hon. Associate Secretary shall be nominated by the President for one year. He will be ex-officio member of the Governing Body for the period.  
(d) President will be the Past President for the subsequent year. In the event of any vacancy occurring amongst the office bearers, viz. the President, Hon. Secretary and Associate Secretary, and the Hon. Treasurer, Editor & Chairman of the Editorial Board during the course of their term, the existing members of the Governing Body shall elect the office bearer or office bearers in the vacancy or vacancies and persons so elected shall hold office for the period for which their predecessors would have functioned.  
(e) Office bearers shall cease to hold office -  
1. If they cease to be members under clause 10 at .....  
2. If by a resolution, the General Body decides by a two thirds majority of the members present that such office bearers be removed from office.  
(f) **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 will not be eligible for the same post during his tenure as a member.

#### **MEETINGS**

#### **16. General Body Meetings :**

- (a) The Annual Meeting of the Association shall be held at a time and place to be notified by the Honorary Secretary. It shall normally be held at the place of Annual Conference unless otherwise decided by General Body or Governing Body and such annual meetings shall be held within eighteen months after the previous one unless the Governing Body by a majority resolves otherwise.  
(b) The Honorary Secretary shall give at least two months Notice of the annual general meeting.  
(c) The time and place of the Annual General Meeting shall ordinarily be decided by the General Body.  
(d) For attending to the needs of the requirements of the annual meeting the Governing Body shall appoint an Organizing Secretary from that area in consultation with the executive of the affiliated local branch existing at the place.  
(e) The quorum at Annual General Meeting shall be 100. If no quorum is present at the time given in the notice of meeting, the Presiding officer shall adjourn the meeting. He can call the adjourned meeting within half an hour of the time given in the notice, where no quorum will be required. The President or in his absence, the immediate Past President or an elected Senior Person can hold the adjourned meeting at his discretion after half an hour where no quorum is required.  
(f) A Special Requisition meeting, can be called by 30 percent of the permanent members by giving four months notice. The quorum of this special Requisition meeting shall be 100. The meeting will also be as in clause (e).  
(g) The Governing Body may call a Special Body Meeting whenever they deem it to be 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 75. Meeting will be conducted as in clause (e).

#### **17. Governing Body and its Meetings :**

1. Budget estimates will be prepared and presented to the General Body for its approval.
2. Governing Body shall at least meet thrice a year. One meeting out of which shall be before conference for the budget for the ensuing year for presenting to annual general body meeting.
3. Any five voting members shall form a Quorum.
4. The President when present, shall preside at all the meetings of the Governing Body and in his absence, Immediate Past President or the President Elect shall preside in order of preference. If all the three happen to be absent the meeting may elect its own Chairman and for the purpose of the Meeting he shall have an additional or casting vote.
5. The secretary with the consent of the President can call an urgent Governing Body Meeting as and when required.

#### **Extra Meeting of Governing Body :**

18. Whenever it is found inconvenient to call a meeting of the Governing Body and the President and the Hon. Secretary deem it desirable that the opinion of the Governing Body should be obtained on any particular matter or matters whereof their opinion is required, they shall do so by post and act in accordance with the view of the majority.

#### **Property :**

19. The property of the Association shall be in the possession and control of the Honorary Secretary and the Honorary Treasurer.

#### **Secretary's Office :**

20. The Honorary Secretary shall perform the usual function of his office and shall be responsible to the Association for carrying out the resolutions of the Association.



21. The Honorary Secretary shall incur no extra-ordinary expenses without the sanction of the Governing Body except for the purpose of holding the annual or other meetings which he may do with the concurrent of the Honorary Treasurer.
  22. The Honorary Secretary shall keep a record of the proceedings of the meetings of the Governing Body, General Body and all accounts and records shall be open to inspection by any member of the Governing Body.
  23. The books and accounts of the Association shall be audited annually and shall be available for inspection to any member only at the annual meeting.
- Treasurer's Office :**
24. The Honorary Treasurer shall maintain a true and accurate account of all moneys received by the Association through the Honorary Secretary and he shall make a statement regarding the financial position of the Association at the Annual General Meeting.
  25. The Hon. Secretary & Hon. Treasurer are authorized jointly to sign all cheques, notes, bills and other negotiable instruments unless the Governing Body passes a resolution by a three fourths majority and decides if otherwise.
  26. The Governing Body will have powers of making rules when deemed necessary inter alia relating to the discipline and professional conduct of Otolaryngologists subject to the sanction of the General Body at next meeting.
  27. 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.
- Method of amendment :**
28. Under normal circumstances, these rules and regulations shall not be repealed, nor any amendment or addition to them made except by a resolution passed by a majority of not less than 51% of the members on the Register of the Association at a meeting convened for the purpose or at an Annual General Body Meeting. The Honorary Secretary shall give notice of resolutions to be moved in this behalf at least one month prior to the meeting at which such resolutions are to be moved. At such meetings members not present may vote by proxy or by post. But if such a percentage is not available for two successive meetings of which one should be an annual general body meeting, the amendments may be circulated to all members by Registered post requesting for a reply within 30 days with a footnote saying that if a reply is not received within 30 days from the date of issue of such amendments, it would be taken for granted that the member is agreeable to the amendments and such amendments will be incorporated in the Rules and Regulations of the Association.
  29. All legal documents of the Association shall be signed by the President, Hon. Secretary and Hon. Treasurer jointly.
  30. As the Governing Body takes administration and management decisions on behalf of the Association, it is responsible to the General Body.
- Journal :**
31. (a) The Association shall publish a Journal under the direction of the Editorial Board consisting of a Chairman, and Editor (both of whom will be ex-officio members of the Governing Body), and Editorial Secretary, one Journal Treasurer and four Editorial Board Members. The Editorial Board shall have the right to frame separate bye-laws for the conduct and publication of the Journal, subject to the approval of the Governing Body.
  - (b) Journal Office shall be at a place as decided by the General Body from time to time by the majority of members votes in the election for the Journal Office. The Election for the Journal Office will take place every six years if needed.
  - (c) President, the Honorary Secretary and Honorary Treasurer will be Ex-Officio members of the Editorial Board.
- Branches :**
32. (a) There will be two types of Branches - City Branch and State Branch. For forming a branch the branch will have to take permission of the parent body.
  - (b) The Branch can admit Postgraduate students and local allopathic medical practitioners as full members to achieve the objects of the Association and to augment its resources. There should be a minimum membership of ten (10) to form any Branch.
  - (c) **Rules of Branches :**  
Local branches shall be independent of each other and autonomous as far as their internal management is concerned, but their rules shall not be in conflict with the rules of the Association. A copy of the branch rules must be submitted to the Governing Body for approval and all subsequent changes in the rules shall be notified to the Central Office.
  - (d) **Liabilities of Branches :**  
The Association of Otolaryngologists of India shall not be liable for any of the branches nor shall any of the branches be liable for any of the debts and liabilities of the Association.
  - (e) **Names of Branches :**  
As far as possible the Branches should be named "The Association of Otolaryngologists of India ..... Branch e.g. Bombay, West Bengal, Andhra Pradesh, or Tamil Nadu. They should open accounts in their local banks after a resolution is passed at a local annual or special meeting for the purpose.
  - (f) It is desirable to open state branches in every State and members should be encouraged to form State Branches.
33. Whenever a new edition of the memorandum, rules and regulations are published incorporating the latest amendments, it should be cited by the year of its publication.

### **PART-III : BYE-LAWS**

#### **1. Memberships :**

##### **(a) Ordinary, Associate and Life Members :**

Every candidate who applies for membership must fill in the prescribed application form sent by the office. He/She should be proposed by a member in good standing and must be seconded by another member in good standing. The application should be forwarded to the Honorary Secretary along with the amount of annual subscription and admission fee. The Honorary Secretary will place it before the next governing body meeting with his recommendation for approval. The Honorary Secretary will 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 from January 1st of the year in which the governing body approves the membership and the member will be sent all the issues of the Journal for that year. However, he will be eligible to vote for election only after the general body ratifies the action of the governing body and enrolls him as a permanent member.



(b) **Honorary Members :**

At least 25 members of the Association or a branch by an unanimous resolution can recommend the name of an eminent person to be considered as Honorary Member of the Association. The name should be sent to the Honorary Secretary along with the bio-data and merits of the candidate. The Honorary 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.

(c) **Corresponding Member :**

Any ordinary member, who fulfils the qualification to become a corresponding member as per article 9 (c) under the rules and regulations may apply to the Honorary Secretary for inclusion of his name as a corresponding member. The Honorary Secretary will place the matter before the Governing Body and after the Governing Body approves, it will be placed before the General Body for ratification.

2. **Removal of Membership :**

A Member can be removed from the rolls as per article 10 of the rules and regulations or by 80% of the members present at the General Body Meeting.

3. **Subscription :**

(i) The annual subscription plus admission fee of the association will have to be paid by an ordinary member as determined by general body from time to time. A surcharge of Rs. 20/- will be charged if the subscription is not paid before last date of the financial year i.e. 31st March of the year.

A life member will pay subscription plus admission fee in one installment as determined by General Body from time to time only at the time of enrolment. Honorary members and Corresponding members do not pay any subscription.

(ii) The subscription becomes due on the 1st April of the year to which the subscription relates. A member who does not pay his subscription for two consecutive years automatically ceases to be a member by 1st April of the succeeding year. After this Rule 10(b) will be applicable to him. However within that year the General Body by a resolution can reinstate the member on payment of full dues.

4. **Admission Fee :**

An 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 members or reinstated members.

5. **Distribution of subscription :**

(i) Out of the annual subscription of each member 50% will be allotted to the Journal. The balance will be spent for the activities of the association as directed and determined by the governing body.

(ii) The subscription received from Life members will be set aside as a capital and the interest thereon will be taken as the annual subscription of the association from the members. 50% of the interest will be subscribed to Journal.

6. **Branches :**

(i) The members should be encouraged to form branches in every State or Pradesh and Union Territories of the country. City or Town Branches will also be encouraged if there are requisite number of members as per rules.

(ii) The branch can collect a subscription for its activities from its members.

(iii) Each State or City Branch will have its own constitution and rules which are not in conflict with the rules of the parent association. A copy of these rules will be sent to Honorary Secretary for record and approved by Governing Body.

(iv) The activities of each Branch should be helpful to promote the objective of the association. No activity should be undertaken which is repugnant to the constitution or aims and objects of the parent association.

(v) It is desirable that each branch should complete the elections before the annual body meeting.

7. **Governing Body :**

The President will assume office on the 1st day of the Annual Conference. The other elected members will assume office at the first Governing Body meeting held after the annual conference at which they are elected. This governing 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.

8. **General Body :**

(i) The General Body will meet once a year at its annual conference as decided in rule 16.

(ii) The General Body at its annual Conference will fix the venue of the subsequent annual conference.

9. **Election Procedure :**

(i) The General Body will elect to the Governing Body one President Elect, Nine Governing Body members and four members of the Editorial Board for the Journal every year, and will elect one Honorary Secretary, one Honorary Treasurer, one Chairman of the Editorial Board and one Editor once in every three years. They will hold office for one year or three accordingly or till a successor is elected.

(ii) The election will be conducted by postal ballot only. The voting papers will be posted to members by under certificate of posting. It will be completed before the annual general body meeting.

(iii) The Ballot paper should be as a choice addressed by the voter to the returning officer by under certificate of posting in his own interest if he so desires. The returning officer should be appointed by the Governing Body who is normally President Elect and the matter be placed before the General Body Meeting for ratification or change if desired. Returning Officer shall be incharge of election procedure and he will undertake the work ably and fulfill all the obligations, right from the beginning of the year. The post box should be kept in the name of the returning office. It will be the duty of the returning office to make a full list of voting papers collected and bring it at the venue of the conference at the appointed time. The names of the valid votes should be submitted by the Honorary Treasurer at least four hours before the counting starts so that the returning officer will make a final list of valid voting members and as per usual procedure the counting will be done and the results will be declared as usual.



- (iv) The Honorary Secretary shall invite nominations for election to membership of the Governing Body and Editorial Board not less than four months before the holding of the annual General Body Meeting for the year. The provisional dates will be as follows :-
- |   |                                  |
|---|----------------------------------|
| Calling of Nominations  | 15th July 20.....                |
| Last date for receipt of Nominations  | 15th Sept. 20....                |
| Last date for withdrawal of Nominations                                     | 15th Oct. 20.....                |
| Posting of Ballot Papers  | 1st week of Nov. 20...           |
| Last date for receiving Ballot Papers by the Returning Officer by post only | 1st Day of the Annual Conference |
- (v) Every nomination must be proposed by a member, seconded by another member and must contain acceptance by the candidate proposed.
- (vi) Only the Ordinary members or Life members of the Association who are in good standing are eligible to stand for election, nominate or second a candidate (Subscription being paid before the last date of Nomination).
- (vii) Every Ordinary member who is eligible for Voting will have paid all his dues including the current financial year's subscription by 15th December of that year.
- (viii) On receipt of the nominations, the Honorary Secretary will scrutinize the forms and if these are valid accept them. Any nominations which are to be rejected will be done only in consultation with the President. Then he shall post the ballot papers to every member entitled to vote by under certificate of posting at least six weeks before the annual general meeting with instructions as to the voting and the date before which they have to reach returning officer.
- (ix) The ballot paper will contain all the valid nominations, positive in the alphabetical order.
- (x) The election referred to above shall be by secret ballot.
- (xi) Each voter may exercise as many votes as there are vacancies provided that no member may give more than one vote for any one candidate.
- (xii) A voter will send his voting papers by post to the returning officer or under certificate of posting if he so desires.
- (xiii) The counting of votes shall be done by the returning officer appointed by the Governing Body at the time and place fixed by it and the results of the voting shall be announced at the annual general meeting.
- (xiv) The decision of the returning officer is final in all matters concerning the election and cannot be disputed.

10.

**Duties and Powers of the Office Bearers :**

- (i) **President**
- Shall preside over all meetings of the Governing Body and the General Body and shall preside over any other committee in which he is a regular member.
  - Shall be an ex-officio member of all committees appointed by the Governing Body or General Body.
  - Shall preside over the Annual Conference and guide the deliberations.
  - Shall guide and control the activities of the Association.
  - Shall in addition to his ordinary vote, have a casting vote in case of equality of votes.
- (ii) **Immediate Past President :**
- 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.
  - In the absence of the President in any meeting he will deputise for the President and will conduct the meeting. He will have all the powers of the President during the meeting.
  - In the event of any 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 alternate arrangement.
- (iii) **President Elect :**
- 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 office as President.
  - 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) **Honorary Secretary :**
- Secretary will be from the place where the office is situated.
  - The work entrusted to the Hon. Secretary being heavy, for quick disposal, the division of the work will be made by Governing Body at its 1st meeting which should be held at conference time after consulting the Secretary & Treasurer in this respect.
  - Will be an ex-officio member of all the committees appointed by the Governing Body or General Body.
  - Will be in charge of over all supervision of all accounts and expenditure and will get prepared by the Treasurer an annual statement of accounts duly audited for adoption by the Governing Body and General Body.
  - Will arrange, convene and organize all meetings of the Governing Body and General Body.
  - Shall keep an up-to-date register of the members of the association.
  - Shall organize and help in the formation of Branches wherever they do not exist by creating a general interest in the association.
- (v) **Honorary Treasurer :**
- Treasurer will be from the place where the office is situated.
  - He will be incharge of the finances of the association and shall be responsible for the collection and expenditure of all monies of the association.

- (C) Shall keep an up-to-date account of the Association and present an audited statement of accounts to the Governing Body and General Body at the annual meeting.
- (vi) **Honorary Associate Secretary :**
  - (A) Shall be nominated by the President and shall hold office for one year during the term of the President.
  - (B) He shall be an ex-officio member of the Governing Body during that time. He does not have voting right in the Governing Body.
  - (C) Shall assist the President in all correspondence, arranging meetings, and in general in all the activities of the association.
- (vii) **Governing Body Members :**
  - (A) Shall be members of the Governing Body and attend all its meetings.
  - (B) Shall help, guide and take decisions in all matters concerning the association as per authority vested in them.
  - (C) Shall discharge any work of the association entrusted to them by the President or Secretary.
- (viii) The organizing secretary appointed for the next annual conference shall be invited to attend the Governing Body meetings. He will have no voting right.

11.

**Journal :**

- (i) The Association will publish a journal called the **Indian Journal of Otolaryngology and Head and Neck Surgery** and it will be managed by an Editorial Board.
- (ii) The Editorial Board will consist of the following members :
 

(a) Chairman of the Editorial Board	Elected by the General Body for a period of 3 years.
(b) Editor	Nominated by the Chairman in Consultation with the Editor
(c) Editorial Secretary	
(d) Treasurer of the Journal	
(e) Four members elected by the General Body for 1 year	
(f) The President of the Association	
(b) The Honorary Secretary of the Association	Ex-Officio members
(c) The Honorary Treasurer of the Association	
- (iii) **Chairman Editorial Board :**  
He will preside over the Editorial Board meetings and will guide the activities of the Journal.
- (iv) **Editor :**  
He will be in charge of the Journal its publication and all the connected matters.
- (v) **Editorial Secretary :**
  - (a) Shall maintain up-to-date list of the members to whom the Journal is to be sent.
  - (b) Shall look after the business of the Journal in procuring advertisements, printing and posting the Journal to the members.
- (vi) **Treasurer of the Journal :**
  - (A) Shall be incharge of the finances of the Journal and will be responsible for the collection and expenditure of the monies.
  - (B) Shall present an audited statement of accounts of the Journal to the Governing Body and to the General Body at the annual general body meeting.
- (vii) The quorum for a meeting of the Editorial Board meeting is three (3).

12.

**Amendment 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 President council will be a 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.