

PART-II (Constitution & General Rules)

2. MEMBERSHIP

The membership of the Association shall be open to Orthopaedic Surgeons and post graduate students in Orthopaedic Surgery. Membership shall cease if a member has not paid his/her subscription to the association for two years after his/her subscription has become due and payable. Associate life membership can be given to Doctors having basic qualification in allied specialties but they will have no voting rights (2001)

To have KOA Associate membership for post graduate students by paying Rs.1000/ and the balance to be paid within a year of passing PG exam(2014) Any member who defaults dues and who subsequently desires to renew his/her membership shall apply to the executive committee accompanied by full payment of all arrears. Re-admission of such a member shall be decided by the executive committee on the merits of each case

2. MEMBERSHIP

- (i) The membership of the Association shall be open to Orthopaedic Surgeons with MS/D.Ortho/DNB or equivalent recognized by Medical Council of India with full voting rights.
- (ii) Post Graduate Students in Orthopaedic Surgery are eligible for Associate Membership of the Association. But they shall have no voting rights.
- (iii) The membership fee shall be for life on payment of Rs. 3700/- (as on 2019) as a single installment. A member joining after the Annual General Body meeting of KOA every year shall pay the membership fee which shall be Rs.100/- more than the membership fee payable during the previous year.
- (iv) Orthopaedic Post Graduate Students can become Associate Members of the Association by paying an amount of Rs. 1000/- . They are eligible to become Life Members on payment of the balance amount payable for Life Members within two years of their completion of their Post Graduate Course.
- (v) Persons desirous of becoming members of the Association shall submit an application to the Hon.Secretary, duly proposed and seconded **by two members of the Association. In the application He/She should opt one district club as home club.** The application shall be accompanied with a self-attested copy of the Ortho Additional Qualification Registration Certificate from the Travancore Cochin Medical Council. The Hon.Secretary shall prepare a list of all applicants for any given year and present the same in the General Body meeting of KOACON.
- (vi) The membership shall come into effect from the day following the General Body meeting. The membership number shall be allotted only after the approval of the membership by the General Body. The KOA shall not reallocate the life membership number of a deceased member to a new applicant.
- (vii) One member can become a member only from one club at a time. No dual membership from any other club will be entertained.

3.Subscription

The Annual subscription shall be Rs.250/ and the the subscription for lifemembership shall be Rs.1500/payable as a single instalment. Annual subscription shall be paid before 31st January every year

6 EXECUTIVE COMMITTEE

The office bearers shall be elected at the time of the annual general body meeting.

The term of office of the office bearers shall be one year

Each member can offer himself for re-election but no member shall hold office for more than 3 consecutive years in the same post.

The immediate past President and secretary will be ex-officio members of the executive committee with full voting powers

Each member can offer himself for re-election but no member shall hold office for more than 3 consecutive years in the same post. An executive committee member who does not attend atleast 50% of the executive committee meetings of the current year will not be eligible to be elected to any other official post of Kerala Orthopaedic Association for the next 2 years.

3.Subscription

Life Membership Fee Rs. 3700/ (as on 2019)(Ratified in Annual GB with KOACON) No Annual Membership Associate Membership only for Post Graduates

6 EXECUTIVE COMMITTEE

TO ADD CAPE KOA Chairman and Secretary. term shall be three years

6A. TERM OF OFFICE

The term of office of the office bearers shall be as follows:

Vice President will become President Elect

From 19-20 elections onwards Vice President will become President Elect in the subsequent Year. 20-21 election onwards there wont be an election for President Elect.

Hon.Secretary, Treasurer& Chairman Long term planning & IOA Executive Member -3 years

Chairman Travelling Fellowship Committee, Editor, IT Secretary& OASIS Executive Member - 2 years

President, President Elect, Vice President, Joint Secretaries& Immediate Past President- 1year

Term of Past Secretary and Past Treasurer should be One Year

**CAPE KOA CHAIRMAN AND SECRETARY—
Three Year**

OR ALL POSTS TWO YEARS TERM

6 B CRITERIA FOR OFFICE BEARERS

The criteria for the Office bearers shall be as follows:

(i) All office bearers should be KOA and IOA Life Members

For 2019-20 elections ,The President Elect and Vice President shall be above 45 years of age. He should have been a member of KOA for not less than 10 years and should have been an **EXECUTIVE MEMBER** for at least two years.

(ii) From 20-21 Elections There wont be election for President Elect.The Vice President shall be above 45 years of age.

He should have been a member of KOA for not less than 10 years and should have been an **EXECUTIVE MEMBER** for at least two years.

(iii) The Hon. Secretary, Hon. Treasurer, Long term Planning Committee Convenor, Chairman Travelling Fellowship Committee and CAPE KOA Chairman should have been a member of KOA for not less than 5 years and should have been an **EXECUTIVE MEMBER** for at least two years.

(iv) One member can contest for only one post in election

(v) One member holding a post in executive committee of KOA, Elected through KOA election Process is not allowed to contest for another post before if his term exceeds the Annual GB Meeting during KOACON.

6. C. ELECTION OF OFFICE BEARERS

(i) **The election of the Executive Members shall be done in a process which ends in the annual General Body meeting of the Association. The said election shall be conducted according to the procedure prescribed in the KOA Election Protocol(Amended 03-06-2018 GB at Thrissur)**

ii) One member can propose or second only one person during election process even in AGM for vacant seats. Each member can offer himself for re-election, but no member shall hold office for more than three consecutive years in the same post.

(iii) An executive member who does not have 50% attendance in the Executive Committee meetings in the current term shall not be eligible to be elected for any official post of KOA for the next **TWO YEARS**

7. QUORUM

The quorum for the executive committee shall be seven members. Quorum for General Body meeting shall be 20 members or 20% of the total members on rolls whichever is less

7. QUORUM

(i) The quorum for the Executive Committee meeting shall be **12** members. and GB **75** members

- a) The executive committee shall meet atleast twice a year and the General body shall meet atleast once a year.
- b) A minimum of 10 days' notice shall be given for the meeting of the ExecutiveCommittee.
- c) A minimum 20 days notice shall be given for a general body meeting and the agenda must be circulated along with the notice of the general body.

Annual GB will be conducted at 4 pm on Saturday of KOACON(2011)

All executive committee meetings shall be held at Kerala Ortho House ,Cochin except for specific reasons (97) Venue of combined executive can be decided by President(2010)

8.SPECIAL MEETING

A Special meeting of the executive committee shall be convened by the secretary (or) President on written request by atleast 3 members of the executive committee.

Matters needing urgent decision by the executive committee can be decided upon by circulation of correspondence amongst the members

9.VACANCY

Post of office bearers falling vacant during the year shall be filled in by the President in consultation with the executive committee.The members so nominated shall hold the office for the unexpired term of office.

10. DUTIES AND POWERS OF OFFICE BEARERS

(ii) The Executive Committee shall meet **at least 4** times during a year; of which one combined Executive Meeting called by the President

two Executive Meetings **preferably** at KOA House and one meeting along with KOACON.

(iii) The combined Executive Committee Meeting called by the President in a place of his Choice and shall be during the last Sunday of February or **1st** Sunday of March from 10.30.a.m. to be followed by lunch.

(iv)The Executive Committee Meeting to be held in KOA House shall be from 10.30 a.m. to be followed by lunch.

(v)The Executive Committee Meeting to be held during KOACON shall be on the **FRIDAY 2pm**

(vi) A minimum of 10 days' notice shall be given for the meeting of the ExecutiveCommittee. A minimum 20 days notice shall be given for a general body meeting and the agenda must be circulated along with the notice of the general body.

8.SPECIAL MEETING

Atleast 5 Executive members

Extra Ordinary General Body Meetings can be called to discuss very urgent matters. The procedure for calling the said General Body Meeting shall be the same as for calling the Annual General Body meeting.

9.VACANCY

Any office bearer who is leaving the State for a period of more than three months in case of an post having a term of office for one year or more than six months in case of any other post having a term of office for more than one year and is not able to fulfill his responsibilities,he/she shall forfeit his post and executive committee will nominate another person in his post

10. DUTIES AND POWERS OF OFFICE BEARERS

he general duties and powers of the office bearers are mentioned here. In addition to the duties mentioned herein, the office bearers shall also carry out their duties which are mentioned elsewhere in the protocols.

I) PRESIDENT

i) The President shall co-ordinate, supervise and direct the activities of the Association. He shall preside over the meeting of the Association. In the absence of the President, President Elect or Vice-President or, if unavoidable, any other member of the Executive Committee shall be elected adhoc to preside over the meeting.

3) PRESIDENT ELECT

He shall officiate for the President in his absence. He will be the returning officer for the annual election of the office bearers

I) VICE- PRESIDENT

If the President ceases to hold office during the term, the Vice-President will become the President for the remaining term.

II) SECRETARY

(i)The Secretary shall execute the decisions of the Executive Committee and the General Body. He shall keep the members informed through the press, letter, circulars etc. about the decisions, proposals and information regarding the various activities of the Association. He shall organize various academic activities of the Association. He can depute any member of the Executive Committee or any other member as the convener for a teaching or academic course. Shall have general supervision of accounts, pass all bills for payment and sign cheques jointly with the treasurer.shall maintain a correct and up-to-date register of all members of the Association. He shall be responsible for safe keep of properties and records of the association.The Secretary is accountable to the executive and GB.Secretray will present the annual report to the executive committee and General Body

I) PRESIDENT

i) The President shall co-ordinate, supervise and direct the activities of the Association. He shall preside over the meeting of the Association. In the absence of the President, President Elect or Vice-President or, if unavoidable, any other member of the Executive Committee shall be elected adhoc to preside over the meeting.

3) PRESIDENT ELECT.

i) In the absence of President, President Elect will Preside for meetings (If Both are absent,Vice -President will Preside)The President-Elect shall be the Chief Election Officer for the annual election of the Executive members.

I) VICE- PRESIDENT

ii) The Vice-President shall assist the President and President Elect in all matters as are requested by the President.

iii) He shall co-ordinate the activities on behalf of KOA in times of major calamities/disasters on being nominated by the President.

HON.SECRETARY

(i)The Hon.Secretary shall give effect to all the decisions and directions of the Executive Committee and the General Body. He shall keep the members informed through the press, letter, circulars etc. about the decisions, proposals and information regarding the various activities of the Association. It shall be the duty of the Hon.Secretary to organize various academic activities of the Association. He can depute any member of the Executive Committee or any other member as the convener for a teaching or academic course.

i) It shall be the duty of the Hon.Secretary to safeguard all the properties and records of the Association. The Hon.Secretary is accountable to the Executive and the General Body. He shall be responsible for publishing the newsletters of the Association. The Hon.Secretary shall present the annual report to the Executive Committee and General Body. The Hon.Secretary shall be the custodian of all the documents and papers of the Association.

(iii) The Hon.Secretary shall record the minutes in the book maintained for the purpose, the proceedings of the meeting of the Executive Committee and the General Body.

V) JOINT SECRETARIES

(i) The Joint Secretaries shall assist the Secretary in all activities and in the absence of of the Secretary one of them shall take over all functions and duties of Secretary as directed by the President.

V) TREASURER

shall receive all money and deposit them in bank or banks approved by the executive committee. Shall dispose of the bills for payment as sanctioned by the Secretary and sign cheques jointly with the Secretary. shall be responsible for collection of all subscriptions and contributions. Shall be responsible for keeping up-to-date accounts of the association. Shall get the annual statements and balance sheet required ,get it audited by the appointed Auditors and submitted for adoption at the annual general body meetings. He shall keep accounts of the association and will be responsible for safe keep of the money and its records. The Treasurer is accountable to the executive and GB .He shall present the accounts to the executive committee and GB.

he Hon.Secretary shall in consultation with the President call the meeting of the Executive Committee. He shall receive and reply all correspondence on behalf of the Association. He shall represent the Association in all legal proceedings, unless otherwise decided by the Executive Committee.

JOINT SECRETARIES

(i) The Joint Secretaries shall assist the Hon.Secretary in the discharge of the duties of the Hon.Secretary and shall carry out any function as directed by the Hon.Secretary. In the absence of the Hon.Secretary, one of the Joint Secretaries, as is authorized by the President, shall take over the functions and duties of the Hon.Secretary.

Editor

Editor shall be responsible for publishing the bulletin of the association as well as news letter

g) TREASURER

(i) The treasurer shall maintain accounts of the Association and shall be the custodian of the money and records.

(ii)The treasurer is accountable to the Executive Committee and the General Body. He shall present the accounts to the Executive Committee and the General Body and shall produce any document in his possession on demand. The treasurer shall prepare a budget for the forthcoming year and get it approved by the Executive Committee.

ii)The treasurer shall be responsible for keeping all the records pertaining of the assets of the Association which includes records of the KOA House, electrical and water supply records, permissions obtained from the authorities etc.

Convenor long term planning

committee-- He shall be incharge of all the academic and scientific activities of the association. With the ratification of the executive committee he can co-opt a committee to assist in the activities of long term planning committee.(2001)

Chairman Travelling fellowship

committee---He shall be responsible for the selection of candidates from the registered members of the association for fellowships that will be disbursed by the association. The existing fellowships and those that may be added on in future will be included in his responsibilities (2001)

12. IMPREST CASH

The Treasurer shall keep with him an amount not exceeding Rs.1000/ for contingent expenditure.The rest of the funds shall be deposited in a bank in the name of the association.He shall be empowered to draw further amounts as and when required from the bank.

13. All accounts relating to conferences ,symposia, teaching seminars ,etc connected with the association and organized by various sections and persons for the association shall be submitted by all the respective organisers to the executive committee. Accounts shall be submitted within three months and the balance money if any to be transferred to the association account as early as possible in any case not later than six months.

14 Amendments or additions to the rules framed to this constitution shall be voted in the general body meeting and carried out by 2/3 majority.

No amendment of the provisions hereof shall be made without the prior approval of the Commissioner of Income Tax,Cochin.(2000)

Convenor long term planning committee--

He shall be incharge of all the academic and scientific activities of the association. With the ratification of the executive committee he can co-opt a committee to assist in the activities of long term planning committee.(2001)

It shall be the duty of the Chairman to help the KOACON organisers to conduct the Prof Sunny Pazhayattil KOA T20 Cricket.

Chairman Travelling fellowship committee---

He shall be responsible for the selection of candidates from the registered members of the association for fellowships that will be disbursed by the association. The existing fellowships and those that may be added on in future will be included in his responsibilities (2001)

12. IMPREST CASH

Cash in Hand can be Rs.10000/ for Treasurer and upto Rs 5000/ for Secretary. For contingent expenses.

13. ACCOUNTS

(i) The Hon.Secretary &Treasurer shall have the power jointly to start and operate bank accounts in the name of the Association in consultation with the President.

(ii) All accounts relating to conferences, symposia, teaching seminars etc. connected with the Association and organized by various sections and persons for the Association shall be submitted by the respective organizers to the Executive Committee. Accounts shall be submitted within three months and the balance money if any shall be transferred to the Association account as early as possible in any case not later than six months.

14 Amendments or additions to the rules framed to this constitution shall be voted in the general body meeting and carried out by 2/3 majority.

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SUB-COMMITTEES

)The General Body may form separate sub-committees like benevolent fund committee, fellowship committee etc. for the smooth functioning of the Association. The regulations and mode of functioning of such committees shall be decided by the General Body.

(ii) Proposal for any new activities can be discussed and approved in the Executive Committee.

(ii) The term of office of the said sub-committees shall be for 1 year which can be extended for one or more terms. No chair person shall function in the same post for more than three years. The annual report of the Executive Committee shall include a note on the activities of each sub-committee.

ETHICS COMMITTEE

An Ethics Committee consisting of the President, One Senior Orthopaedic Professor from the Government Service and a Senior Orthopaedic Surgeon from the Private Sector will monitor the activities of the Ethics Committee. The President shall be the Chairman of the Ethics Committee.

UTILISATION OF INCOME

The income and property of the association howsoever derived shall be applied solely towards the promotion of the objects of the Association as set forth in this memorandum and no portion there of shall be paid or transferred directly or 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 an officer or servant of the Association who may also be member thereof in return for any work done or services actually rendered to the Association, nor prevent the payment of interest at a rate of not exceeding 12% per annum on money borrowed from any member of the Association.

GB MEETING ON on 03-06-2018

Election process changed to physical balloting at each district clubs in January Second Monday from 3-9 pm
Decided to conduct election for CAPE Chairman and Secretary
Details of Election commission and protocols finalized Physical voting decided and No Online voting

50% QUORUM should be there in election commission
final list of voters should be published before election notification
appellate committee has to be nominated by KOA before election notification
if any club president is contesting in election the vice president of the Club will be member in election commission
any number of members can contest for a post from a club provided their nomination is forwarded from the particular club
home club can be changed before the publication of the list
A past president should not contest for any other post in KOA
Age limit
CAPE chairman minimum age is 45 and maximum age is 65 years. Maximum age limit to contest is 65 yrs for all post except president. There will not be any age limit for president
The club President or Secretary need to forward the nomination by member.

TO ADD

.REGIONAL CLUBS CAN MODIFY ELECTION VOTING TIME AS PER THEIR CONVENIENCE AFTER PRIOR APPROVAL FROM ELECTION COMMISSION

NEW PRESIDENT AND HON.SECRETARY WILL TAKE CHARGE IN VALEDICTORY FUNCTION OF KOACON