

CONSTITUTION

ARTHROSCOPY ASSOCIATION UTTAR PRADESH

Arthroscopy Association Uttar Pradesh

1. Name: Arthroscopy Association Uttar Pradesh

Office: The office shall be the office of Secretary till a permanent office of the society is available. The Society shall operate throughout the Uttar Pradesh.. It will operate directly in furtherance of the objects of the Society.

2. Aims & Objectives: AAUP has been formed with a view to -

1. To disseminate and to further the art and science of Arthroscopy and thereby leading to better understanding and knowledge of affections of the joints.
2. To sponsor all such activities inductive to promotion of research and education in the field of Arthroscopy.
3. To take all such measures required fulfilling the objectives.
4. To hold scientific meetings annually in the Republic of India.
5. To establish contact/affiliations with other societies or Society and exchange scientific information and collaborate with them in progress of common interest
6. To publish journals, proceedings, brochures, periodicals and abstracts pertaining to arthroscopy surgery and allied subjects.
7. To receive donations and subscriptions and to hold the funds in a trust for any particular purpose or purposes for the advancement of arthroscopy surgery and allied branches
8. To make rules, regulations and-by-laws of the Society-and to delete or alter or add to the same as and when necessary, conducive to the attainment of all or any of the objects of the Society

4a. Membership: The membership shall be open to Orthopaedic Surgeons and Allied medical personal interested in Arthroscopy, provided they comply with the rules of eligibility as laid down and adopted from time to time by the Society. Executive committee shall confer the membership after prior application to and on subsequent approval. The decision of the Executive committee shall be final and unquestionable. The member shall pay the subscription as fixed from time to time by Executive committee. The membership is classified as follows -

- **Founder Members:** Those Orthopaedic Surgeons, interested in Arthroscopy, who conceived to form the Society on August 2017 shall be designated as founder members. They shall pay the subscription of a life founder member and enjoy the privileges accordingly.
- **Life Members:** Any orthopaedic surgeon with valid postgraduate degree or diploma, is eligible to be a member of AAUP. He/she may be enlisted as a life member on payment of prescribed subscription of INR 4500/- or as may be fixed from time to time.
- **Associate life Members:** The medical personnel not eligible for above categories of membership but interested in Arthroscopy may be enlisted as Associate Members on payment of prescribed subscription of INR 3000/- or as may be fixed from time to time. Associate Members may be selected from those who are trained in Orthopaedic surgery and from physicians and surgeons either from India or other countries who are interested in arthroscopy and related surgery. Associate Members may also be selected from those who are qualified physiotherapists, occupational therapists and

other paramedical personnel of at least 1 years standing in their respective professions and interested in arthroscopy and related surgery and rehabilitation. Associate members of Society

shall have the right of attending scientific meeting and social events and engaging in all scientific discussions but they shall not attend Executive meeting meetings. They will not be allowed to participate in the annual elections and will not have any voting rights.

- **Honorary Members:** Honorary membership may be conferred upon outstanding individuals who have taken deep interest and promoted the growth and dissemination of the knowledge of Arthroscopy in India. The honorary membership should be conferred on outstanding individuals from India and abroad.

4b. Privileges:

- Life members shall have right to vote at the annual or special general body meeting of the society.
- Honorary members and life members shall have right to participate in all meetings.
- All members shall have right to attend scientific activities of the Society.
- Associate members are not permitted to contest for positions for the Office of the AAUP. They are also not permitted to vote during the elections for the Executive Committee of the AAUP.

4c. Resignation: Any member may cease to be a member by submitting a written resignation to the Secretary, provided there are no dues pending against him / her. The resigned members shall have no right to refund of his / her subscription already paid.

5. Disciplinary Action: Disciplinary action including dismissal may be taken by the Executive committee against any member found to be engaging in activity prejudicial to the aims and objects of the Society.

6. Automatic Cessation: Members in arrears of Society dues for more than one year and in spite of notice of reminder shall cease to be a member.

7. Executive Committee: Executive Committee shall consist of: 11 Members

- President
- Vice President
- Secretary
- Treasurer
- Immediate past president
- Six elected members of the Executive Committee

8a. Election of the Officers and Members of the Executive Committee of the AAUP

The President, Vice-President, Secretary, Treasure, and Executive Committee members shall be elected from amongst Life Members of the Society who are eligible to vote and who have been life member of society for minimum 5 years. One post of editor will also be elected from life members for period of two years amongst Life members who have been member of society for minimum 2 years.

- Only those members that have served the society in the capacity as a Executive committee member or life member of AAUP for more than 12 years, are eligible to apply for the post of Secretary, Treasurer, Vice-President and President.
- These rules will be applicable only after society is old enough beyond the eligibility years of post under consideration for election.

- By that times selections of officers and executives will be made by consensus amongst life members. In case of any dispute, decision of executive body will be final.

At least 4 weeks before the Annual General Body Meeting, the Secretary shall send to each Life Member eligible to Vote, a notice of the E-Elections accompanied by a list of vacancies to be filled in for nominations. The Secretary must receive all nominations within 10 days of the dispatch of the e-notice. If there is more than one nomination for any vacancy, election shall be on the basis of a majority vote. Any candidate may withdraw his name at least 5 days after last date for sending of the nominations. The manner of election shall be by –e-Ballot. E-elections should be conducted before Annual General body meeting (AGM) and results should be declared at AGM.

8b. Election to the Executive Committee:

- President shall hold the office for one year.
- Vice President shall hold the office for one year.
- Secretary shall hold the office for two years
- Treasurer shall hold the office for two years
- Each Executive Committee member shall continue to be member for two years

E-Elections will be held every year or the case may be, before Annual General Body meeting to fill up the vacancies to the Executive Committee after inviting nomination duly proposed and seconded.

9. Executive Committee Functions: The powers, Functions and Duties of Executive Committee shall be -

- The management of the Society shall vest in the Executive Committee of the Society
- To supervise control over and to manage the affairs of the Society
- To invest the money of the society as deemed fit and vary such investments from time to time. The Executive Committee shall control the affairs of the Society and its funds and assets. The income and the property of the Society, howsoever derived shall be spent solely towards the objects of the Society and no portion thereof shall be paid or transferred directly or indirectly for any other purpose except for (a) the purpose of providing scholarships and fellowships to be offered for competition amongst the Life members of the Society and (b) as gift to the Orthopaedic Charitable, Educational and other trusts of the Society
- To do any act necessary for the fulfillment of the aims and objects of the Society.
- The Executive Committee shall have power to fill up casual vacancies amongst the Office bearers (except the President) and other members of the Executive Committee subject to confirmation at the next AGM.
- The Executive Committee shall have power to request the resignation of member deemed contrary to the interest of the Society or to have ceased to take interest in the objects of the Society or to have been disobedient to the Rules or guilty of unprofessional act of public misdemeanor, provided that the person concerned shall be notified of the proposed action not less than six weeks before the next Executive committee (EC) meeting.
- The Executive Committee shall have power to remit, reduce or suspend the subscription of any Life Member or Associate member at its discretion.
- Without prejudice to the power of the general body of the Society of the Executive Committee may exercise powers, functions and duties as under:
 - To appoint committees, commissions and sub-committees and delegate such of the functions and powers to them as it may deem necessary.

- To appoint delegates to represent the society at conferences in India and abroad without any financial commitment on the part of AAUP.
- To receive donations and benefactors for and in the name of the Society
- To constitute trusts and foundations for specific activities of the Society, e.g. Educational trust
- To arrange scholarship and fellowships
- The Executive Committee will appoint an Auditor and fix his remuneration- after prior approval of the general body from time to time.
- The Executive Committee may appoint a full time Administrative officer for better management of day-to-day office work. His remuneration and specific duties shall be fixed by the Executive Committee.
- To do all such acts and exercise all such powers as may be necessary in furtherance of the objects of the Society.
- Transfer of seed money to the local organizing secretary of the Annual Scientific meeting of the AAUP to be returned without interest as soon as the conference is over. This will sensitize the organizers and create an order/protocol for the organization.
- The fellowships / research awards should be given only for life members, not for associate members. No money to be given to orthopaedic charity, educational trusts unless registered under charity commissioner and the society gets tax benefits, but after discussion at the GBM.

10. Duties of the Office Bearers:

1. President: Shall preside over the meetings of Executive Committee, Annual General Body meetings and Special General meetings as deemed necessary. He shall also preside over any other scientific and executive meetings, functions, seminars and symposia etc., convened by or on behalf of the Society. He shall deliver a Presidential address. The President shall be ex-officio member of all Committees and Sub-Committees. The President shall submit his resignation to the Executive Committee.
2. Vice President: In absence of President, Vice President shall assume the duties of the President. He shall submit his resignation to the President.
3. The Secretary: Shall convene meetings of various bodies, shall keep the minutes of meetings and also shall arrange for scientific meetings. He shall be in charge of day-to-day affairs of the society. He shall receive funds and make payments on behalf of the Society. The secretary shall be responsible for the organization and execution of all policies and programs of the Society and shall submit reports at the meeting of the Executive Committee regarding thereto. He shall also present the annual report at the annual meeting of the Executive Committee giving a general review of the work of the Society in the preceding year. He shall prepare and keep the minutes of all the executive meetings of the Society and meetings of the Executive Committee and see that all notices are duly given in accordance with the provisions of rules and bye-laws. He will circulate the accounts for the year along with the minutes of the last Annual General Body Meeting along with the notice of the next Annual General Body Meeting. He shall be the custodian of the seal of the Society and other associated items. He shall be the custodian of all the documents and the papers of the Society. He shall be the Returning officer for all the elections except where he is a contesting candidate for any office bearer, and his declaration by him shall be final unless reverted by the President. The President will be overseeing the election himself when the returning officer is a candidate. He shall make the appointment of all vacancies in the Society. He will sign and execute all contracts or other instruments in the name of the Society. He and either the President and Treasurer will sign all cheques and other instruments. He shall be an ex-officio member of all committees and subcommittees of the Society. He shall prepare a current voters list of all the Life Members and Full Members of the Society within the first quarter of each year. He shall submit his resignation to the President.

4. Treasurer: He shall maintain the income and expenditure accounts and prepare statements of liabilities and assets.
5. The Editor: Shall maintain the e-newsletter and Official Journal of AAUP and education aspect of the AAUP website. He is responsible for education and informative articles on the AAUP app as well.
6. The Immediate Past President: Shall advise the Executive Committee on matters of the Society. He will be the Chief Election Officer at the annual elections of the Executive committee.

11. Sub-Committees

- a. The Executive Committee shall have power to appoint Sub-Committee for such other purposes as it may decide and appoint members of Sub-committees.
- b. The Sub-committees shall have the power to co-opt any one who may assist their work without reference to Executive Committee provided the name of these co-opted members are recorded in the written report of the sub-committee to be presented annually to the Executive Committee.
- c. A written report of the proceedings of each sub-committee shall be presented every six months to the Executive Committee.

12. Amendments: Amendments to the rule of the Society may be done by at least a majority of One-third of the members of the Society present and voting and casting their votes at a Special General Body meeting convened for the purpose. The Secretary shall dispatch e-notice of such meeting and of every proposed alteration by email to every member eligible to vote, not less than 10 days before the date of the meeting and no rule shall be altered unless such notice has been given. One-tenth of life members in the register of Society shall form a quorum at a meetings convened to alter the constitution. In absence of a quorum meeting may be adjourned and re-convened after thirty minutes when no quorum will be necessary.

13. Annual Conference of the AAUP

Annual conference of AAUP will take place preferably in the month of APRIL.

Procedure for bids: The Secretary shall invite bids for the conference in his Secretarial report from life members prior to the AGM of the Annual Conference of the AAUP. The bidding life member should be of local standi and should have proof of support from majority of AAUP members from that city/region. Bids have to be on a standard Performa & sent to the Secretary prior to the AGM of the annual conference. The venue for the Annual Conference of the AAUP should not be out of India and to be selected in AGM during the conference. The mode of selection would be through "simple majority" expressed amongst the members present at the AGM of the Annual Conference of the AAUP. The bid will be held 1 year in advance. Preferable venues should be in well connected city or metro cities.

If there are no eligible bids then AAUP executive committee should organize the conference.

The name of the Annual conference shall be termed as the Annual Scientific Meeting of the AACON,UP. The name will not be changed at any cost. The serial number of the meeting should be written in capital Roman letters e.g. XV th Annual Scientific Meeting of the AA,UP.

The financial transactions of Annual Conference should be strictly done on AAUP account with PAN and TAN number. AACON,UP account will be a subaccount of AAUP account.

14. Protocol for functioning of the AA,UP Office

- a. **Maintenance of Records:** All records of the Society will be under the custody of the Secretary. He will supervise their maintenance situated at Secretary with a clerk / secretary. Proper numbering and storing shall be ensured for easy retrieval as and when required.
- b. **Correspondence:** While correspondence on important policy matters and decisions to be taken shall be carried out by the Secretary; routine correspondence like change of address, non-receipt of secretarial report/Journal membership dues, etc. will be done by the clerk with fortnightly / monthly reports to the Secretary. In case of any difficulty clerk may consult Secretary before replying. A copy of all letters sent out by clerk may be sent to President. In case of any difficulty members may write to the President directly also.

All correspondence for the secretarial report/Executive Committee meetings/ General Body meetings, suggestion, etc. shall be addressed to Secretary. All correspondence for fellowships shall be addressed to Secretary.

- c. **Accounts:** The Treasurer shall maintain all accounts of the Society and get the same audited annually. He shall present the accounts every 6 months in the executive committee meetings and also the Annual General Body Meeting for approval. He shall prepare a budget for the forthcoming year and get it approved by the executive committee. The office clerk under the supervision of Treasurer shall be responsible for maintaining all records concerning accounts. The accounts will be operated as per constitution.
- d. **Membership lists and updating of same:** The clerk shall maintain and update the list of life members of the Society and their updated addresses.

A list of change of addresses of members shall be notified every month by the clerk to the Secretary to enable proper receipt of letters by the members.

- e. **Maintenance of memorabilia of the AAUP:** All important memorabilia of the Society including photographs of events, photographs of Past-Presidents, gifts to the Society, important documents, etc. will be kept with Secretary Office. All running trophies shall also be returned to Secretary office for safekeeping and brought back to the venue of Annual Conference. The memorabilia may be properly displayed for benefit of visitors to Secretary Office. Secretary will maintain web site of AAUP and will update it from time to time.
- f. **Protocol for maintenance of assets / Securities of the Society and continuity in transfer of records/ assets to incoming office bearers following elections:** All assets of the Society as mentioned above shall be under custody of the Secretary. All records for accounts of the Society as well as details of accounts of Annual / Conferences shall also be with the Treasurer. These shall be handed over to the next incoming secretary/ treasurer on 31st March that year. The Incoming Secretary / treasurer should take over the office on 31st March every tenure. Proper record of such taking over charge shall be maintained in a register. The incoming Secretary/ treasurer shall study all such files with one month of his assuming the office. All such records are to be properly catalogued numbered and stored for easy retrieval as and when needed. All correspondence and files from the Secretary office shall also be returned to new Secretary after the term of the Secretary and stored year wise in the Secretary office for information and guidance of future Secretary on 31st March. Failing to do so, the secretary/ treasurer will be barred for holding any post in office of IAS for 2 years.

16. Executive Committee Meetings: There should be atleast 3 Executive meeting / e-Executive meeting or as deemed necessary. The minimum quorum for these meetings is six members.

- a. **Drawing up an agenda:** The Secretary shall draw up the agenda for the meeting and may send it to the President for approval. After approval the final agenda shall be circulated by email along with announcement for the meeting to all members of executive Committee 6 days in advance. "Agenda notes" or short background regarding various items on the agenda may also be sent for first hand information of members so that they come prepared for discussion. The agenda should consist of:
 - 1. Obituaries, if any
 - 2. Confirmation of minutes or last executive committee meeting.
 - 3. Secretary's Report
 - 4. Financial report (interim or final) of previous conference by Organizing Secretary who shall be a special invitee to the meeting during conference.
 - 5. Budget proposals for next Conference & preparations. Report by Organizing Secretary who shall also be a special invitee. (In case conference venue is already decided in last AGM)
 - 6. Reports of the Fellowship.
 - 7. Report of forthcoming events in collaboration of AAUP
 - 8. All other important matters requiring concurrence of Executive Committee for running of the Society.
 - 9. Important issues raised by Executive members / other members, which the President / Secretary feels important for discussion.
 - 10. Progress report of all programmes undertaken.

11. Report of web site, AAUP App and Journal
12. Preparation of AAUP annual scientific meeting.
13. Letters received by Secretary & action taken.

b. Frequency of Executive Committee Meetings:

1. AAUP Annual Scientific Meeting – either on the workshop day or on the first day of the conference, but prior to the General Body Meeting.
2. January Meeting – visit to the venue of the forthcoming AAUP meeting and signing of MOU between AAUP and local organisers.
3. October Meeting – Appraisal of events undertaken by the AAUP and finalization of election process and accounts.

Venue, Date and Time: Decided by Secretary in consultation with host, informed to all executive members and invitees if any.

c. Protocol of Executive Committee Meetings:

- i. Adequate seating arrangement (Approx. 20)
- ii. Display of agenda / Adequate photocopy of agenda / agenda notes for the members.
- iii. Photocopies of other documents if required.
- iv. Public address system along with and extra cordless mike (optional) Tape Recorder.
- v. Note Pads / ball point pens for all members.
- vi. Arrangement for lunch/snacks for all members in the basement or hall on ground floor.
- vii. Punctuality shall be maintained for commencing the meeting,
- viii. Attendance shall be maintained in a register and report with the Secretary.
- ix. The President of the AAUP shall conduct the meeting with assistance from Secretary who shall advise him on all issues.
- x. Each item shall be discussed for 5-10 minutes according to importance. In case of difference of opinion the Secretary shall formulate a resolution on which there shall be voting by raise of hands. The resolution may be carried or defeated by a simple majority.
- xi. On all issues the verdict of the President shall be final. He shall have the privilege to continue a discussion or ask for a majority vote.
- xii. The minutes of the meeting shall be written by one of the executive members also be recorded. Where ever possible exact language of the resolution shall be taken down. The proceeding of the meeting may also be audio and or video recorded for future reference and clarifications.

d. Follow-up action after the Executive Committee Meeting:

1. The Secretary shall properly finalize the minutes of the meeting and these shall be circulated to all members in the Secretarial Report. The Secretary, who shall write to all concerned, shall carry out action on all decisions taken in the committee. Work delegated to Executive Committee members by President / Secretary should be completed and "action taken" report submitted within a certain time frame.
2. The minutes of the EC and GB meeting shall be properly finalized by Secretary before the General Body meeting and shall be duly approved by executive committee before presentation in the General Body Meeting.

17. Extra-Ordinary Executive Committee Meeting: Online meeting May be called by President at **any time preferably with a minimum 4 days e-notice**. This shall be for urgent matters, which cannot be put off till time for regular meeting which needs min 12 days notice.

18. General Body Meeting: Drawing up an agenda

1. Obituaries.
2. Confirmation of Minutes of previous General Body Meeting.
3. Presidents Adress.
4. Secretary's Report
5. Report of previous conference.
6. Treasurers report of Audited accounts of AAUP and AACON, UP.
7. Report of progress of next AACON, UP.
8. Report of the Dr Fellows
9. Report of various sub committees
10. Report of auditors
11. Declaration of result of election
12. Outgoing President to present the medallion to the Incoming President and welcome all new EC members.
13. Bids for AACON,UP for the second year coming.
14. Ratification of membership of new applicants.
15. Any other matter with the permission of the chair.

Venue, Date & Time: The main Hall, at AACON,UP venue is the place to conduct the AGM. It is on the first day of Main Conference from 5.00 pm onwards.

Procedure for informing members: The Secretary shall circulate the agenda by email 20 days before the AGM.

Quorum: The quorum for Annual General Body Meeting and Special General Meeting shall be not less than one-tenth of the total membership of the Society. In absence of a quorum meeting may be adjourned and re-convened after thirty minutes when no quorum will be necessary.

Arrangements to be made:

1. Responsibility: Organizing Secretary of Annual Scientific Meeting of AACON,UP

2. The main hall of AACON,UP shall be the venue of the meeting with capacity for seating 700 to 800 persons. About 8 chairs with a podium for executive committee officials shall be required on the stage. Extra tables will be required for documents. A Public address system with table mike on podium, two stand mikes in aisle and at least 2 cordless mikes will be required.
3. A computer with computer operator, an L.C.D. projector with screen shall be used for display of resolutions.
4. Few volunteers shall be in attendance for helping the Secretary Drinking water outside the hall shall be made available.
5. An electronic timer, if possible shall be made available in the Hall.
6. Video Recording of the GBM is to be arranged by local organizing secretary of the AACON,UP and must be deposited to AAUP secretariat in the form of CD within the following 2 weeks.
19. **Special general body meeting** : This may be convened at the instance of Executive committee of AAUP. For conducting the same at instance of life members, the Secretary should receive a written memorandum form and signed by not less than one-tenth life members, stating the grounds for the same. Such meeting shall be convened within two months of the receipt of memorandum. Not less than 14 days, e-notice shall be given to every member stating the objective, time and place of this meeting. No business other than started shall be transacted at such meeting.