

## **Constitution: of The Indian Association of Day Surgery and its regular amendments.**

1. The name of the organization shall be The Indian Association of Day Care Surgeons, the office of which shall be situated at Mumbai. Hereinafter, it will be referred to as the Association.

### **2. Aims and Objects:**

- a. To promote and encourage development and advancement of Day Care surgery as a specialty.
- b. To support, organise and encourage clinical and research programmes pertaining to Day Care surgery.
- c. To organise scientific meetings, seminars, symposia and educational, teaching/ training program for our colleagues.
- d. To encourage regional meetings and form state and zonal branches for furtherance of Day Care Surgery.
- e. To promote establishment of Day Care units in medical colleges and establish close co-ordination between the existing institutes/hospitals specializing in Day Care surgery and the teaching institutions and universities in the area.
- f. To establish closer contacts with the organizations promoting Day Care surgery in India and abroad.
- g. Have a journal of our own. To publish brochures, periodicals and other material pertaining to Day Care diseases.
- h. To advise Institutions, Hospitals, Universities and Government concerning teaching, training of medical students (under graduate and post graduates) research and such other matters pertaining to Day Care surgery and to suggest way and means for training of paramedical personnel required for development of Day Care surgery.
- i. To bring together in one corporate body all qualified doctors actively practicing or interested in Day Care surgery.
- j. Any other programme approved by the Association for advancement of Day Care surgery.
- k. Make Day Care Surgery acceptable to medical insurance companies.
- l. Make the general public aware of the benefits and possibilities of Day care Surgery.

### **3. Membership:**

Any surgeon from any speciality who operates a patient and sends him home on the same day or within 23 hours, who would otherwise be admitted in the hospital for more than 24 hours and all those surgeons interested in taking up Day Surgery as part of their daily practice are eligible and welcome to join. Life Membership: on payment of Rs. 1000/-

### **4. Finances:**

The finances may be raised for furtherance of any of the aims and objects by acceptance of gifts, donations in cash or kind with the approval of the Executive Committee.

### **5. Elections of Members:**

Candidate, for full membership, will apply, the executive committee of the Day Care surgeons will admit the member after due consideration of his application.

**6. Voting Rights:**

Only Life members will be entitled to vote or hold office.

**7. Subscription:**

- a. Life Membership subscription will be Rs. 1000/-
- b. Full subscription is payable at the time of application.

**8. Resignation:**

Any member wishing to withdraw from the Association shall give notice in writing to the Secretary not less than two months before the end of Section's financial year.

**9. Office Bearers:**

The Association will have the following office bearers: The President, Vice-President, the Honorary Secretary, Honorary Treasurer, Joint Secretary, Ten Executive members, Senior advisors and Patrons. The above office bearers and the Executive members will have full powers to act on all matters including changing the Constitution, after consensus of all the members in the Annual General meeting.

**10. Election and term of the office Bearers:**

The present Founding Committee will serve on the Association for a period of two years, following which, elections will be held.

- a. Election will be by Postal Ballot Paper
- b. Each office bearer will hold only one post.
- c. The editor of the Journal of Day Care Surgeons shall be elected for 5 years.

**11. Executive Committee Members:**

- a. The Executive Committee shall meet at least once a year and at the call of the President. The President or in his absence the Vice-President shall preside at the Executive Committee meeting and shall have a casting vote.
- b. The Hon. Secretary shall summon the meeting, operate the Bank Account, keep the books of accounts and submit the audited accounts at the Annual General Meeting of the Section.
- c. The Editor of the Journal, along with the President and the Secretary shall deal with the article relating to the speciality submitted for publication in The Day Surgery Journal of India.
- d. The quorum for the Executive Committee shall be one third of the total number of members.

**12. Meetings:**

- a. The Annual General Meeting will be held each year at the time and place of the Annual Conference of the Association. The quorum for the meeting shall be one third of the total number of members of the Association. If the quorum is not complete the meeting shall stand adjourned and will be reconvened after half an hour at which time the number of members present shall constitute the quorum.
- b. Extraordinary meetings of the Association may be called by the President as and when necessary.
- c. Any member who wants to move an amendment to the Constitution shall give notice of the same to the Hon. Secretary at least six weeks before the Annual General Meeting. Proposed

amendments must be seconded. At least one third of the total numbers should be present and two third for the amendment before it is passed.

d. The Scientific meeting of the Association will be held along with the annual conference.

e. A mid-term sectional meeting will be held during the year at the time and place to be selected by the Executive Committee.

f. Members desirous of presenting a scientific paper at annual conference must submit a summary of their paper to the Hon. Secretary on or before the prescribed date.

g. The selection of the scientific papers for presentation will be made by the scientific committee consisting of The President, The Secretary, a senior member and the Editor of the journal.

h. Subjects for seminar, symposia, panel discussion and topics for discussion with other sections will be chosen by the President in consultation with the Executive Committee.

i. Any scientific paper submitted for presentation should not have been published earlier.

j. Scientific papers selected for presentation will be the property of the Association and the Editor will be at liberty to publish them in The Day Surgery Journal of India. The member who presents the paper at the scientific meeting will submit the manuscript to the Sectional Editor within thirty days after the last day of the meeting.

### **Amendments by ratification in AGM**

1. Formation of an ad-hoc committee consisting of 5 members from the executive committee was proposed. Members would be: President / Vice-president, Hon. Secretary. Treasurer, Jt. Secretary / Exe. Member and Patron. The Ad-hoc committee will have powers to take decisions on behalf of the Executive committee and the general body. The Committee will convene every 3 months or less to assess the progress of the Association and its various activities. Formation of Committees and over looking its work for: Membership, Setting criterias for Nursing Homes and Municipal registration, Fund raising, Interaction with Insurance companies, and Elections.

2. Elections in 2010. The present committee was installed in 2005, for a period of 5 years. Ad-hoc committee will discuss the election / nomination process.

3. In keeping with the trend followed by the International Association of Ambulatory Surgery, it is proposed to have National conferences once in two years. Therefore, the next National conference will be held in 2010. However, workshops and CME's will be held in 2009. Dates will be intimated.

4. Changes in the executive committee, will be done by the Ad-hoc committee.

5. **Election:** Rules have been framed by the Ad-hoc and Exec. Committee for the forth coming elections, as per the powers vested by the constitution and its regular amendment. This time, the elections will be held 'on the floor', by secret ballot, during the next AGM at ADSCON 2010, in Nagpur.

1. Elections to be held on the floor in 2010 during the AGM.

2. Article 9. Office bearer: President, Vice President, Hon. Secretary, Treasurer, Jt. Sect., Exec. Member. Senior Advisor and Patron by invitation only.

3. Article 10 a. Election to be held by Postal Ballot or 'On the floor' by secret ballot, as deemed necessary or possible due to any extra ordinary situation, once in 2 years.

4. Article 10 d. Results will be declared by Post / E-mail or in the AGM.

5. Article 10 e. For the posts of President, Vice President, Hon. Sec., Treasurer, contestant should have been a Member of the Exe. Committee for atleast 2 years and attended at least two National Conference & Executive Committee meeting.

6. Article 10 f. Posts of Jt. Sec and Executive Member will require to be a Full Member for atleast 2 years and have attended at least one National Conference and Exe. Committee meetings of the Association.
7. Article 10 g. Post of Senior Advisor and Patrons will be by invitation only.
8. Article 10 h. Election Officer (Returning Officer) to be appointed by the Exec. Committee from its member at the time of election. He/She along with the Exec. Committee will decide on the rules for election, including the ballot papers, distribution and any other changes required from time to time as deemed beneficial for the Association.
9. Article 10 i. Post of Joint Sec. to elected representatives of North, South, East and West Zones of the country. :
  - : **North Zone:** J & K, Himachal Pradesh, Chandigarh, Punjab, Delhi, UP, Jharkhand, Bihar, Uttarakhand, MP, Chhattisgarh, Rajasthan, Haryana.
  - : **South Zone:** Andhra Pradesh, Tamil Nadu, Kerala, Karnataka, Pondicherry.
  - : **East Zone:** West Bengal, Assam, Orissa, Arunachal Pradesh, Nagaland, Tripura, Mizoram, Sikkim, Manipur, Meghalaya.
  - : **West Zone:** Maharashtra, Goa, Gujarat.
10. Responsibilities of Joint Secretary will be in the formation of State/Local/Zonal Bodies/Chapters of The Association and conduct its activities along with the Exec. Committee.
11. Exe. Members, 10 posts, to be elected as representatives of 10 different surgical specialties. These posts will be filled by same or another specialty in case of vacancy, by nomination. Post for Neruo./Orth. /CVTS are clubbed together.
12. Responsibilities of the Exec. Member will be to interact with National representatives of their specialty and in the day to day activity of the Exec. Committee as necessary.
13. Article 12 c. quorum should constitute out of the total number of members present at the AGM.
14. Each Member can file for more than one post, but, contest for one post only. Tenure of this post will be 2 years, that is, till ADSCON 2012.
15. Member filling for Election/Nomination should be present in person, otherwise, they stand to be disqualified. If there is no election for a post, then it will be filled by nomination.
16. Any grievances will be addressed during the AGM itself. Decision taken will be final and binding.

## **Guidelines for the formation of State Chapter:**

1. **Constitution:** The Indian Association of Day Surgery has a working constitution, which is to be adopted as the basis of organization and functioning of the state chapters. Logo of the National Association can be used, with necessary modification, in all print material of the state chapter.
2. **Registration:** State chapters will be formed under the aegis of the Parent association, but, will be registered under the Registrar of Society/Charity commissioner / registering body of that state.
3. **Bank account:** a separate PAN card and account is to be maintained by the state chapter and operated by the appropriate officer as per the constitution.
4. **Name:** Telangana State Chapter of The Indian Association of Day Surgery / The Indian Association of Day Surgery, Telangana State.
5. **Conferences:** State Chapter conferences are to be held once in two years, in keeping with the National Body. Alternating the year with the National Conference would be ideal.
6. **Membership:** All Members of National Association, will be directly enrolled in the state list. No separate state membership is necessary.
7. **Remunerations:** a nominal sharing of collections from the state chapters of the excess funds or lump-sum amount, as may be feasible, should be considered, as the corpus of the parent body is still very low.
8. **Protocol:** the state chapters, as such, are allowed to take decisions regarding state conferences/workshop/CME's, including its day to day functioning, the parent body should be informed/discussed/taken into confidence for a smother interaction.
9. **National Body Members** are to be involved and invited as participants/faculty and provided facilities as and where possible, for the state meets regularly, for the purpose of representation.
10. **Growth:** is important, along with the state chapters, the Parent body also have to grow, in numbers and in financial status. The state chapters have to work together in increasing academic growth of the concept of Day Surgery. It is not possible for everyone to attend the National Conferences; however, it becomes easier to attend state conferences as they are held closer to their place of stay.

**Let us together work for the establishment of a concept oriented organization.**