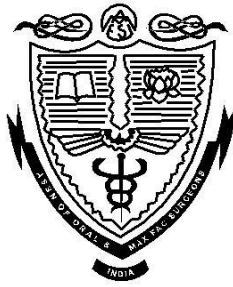


**ASSOCIATION OF  
ORAL & MAXILLOFACIAL SURGEONS OF INDIA**  
Reg. No. Mah / 154/01 Pune Registrar of Societies, Pune.



**STATE CHAPTER  
CONSTITUTION**

Association Secretariat:  
Rai Dental Speciality Clinic, K. S. Rao Road, Mangalore-575001, Karnataka



Proposed Amendments has been inserted into the AOMSI Constitution formed on 21/11/99 at Pune and which came into effect 21/4/2001 Registration Number Reg. No. **Mah / 154 / 01 Pune** Registrar of Societies, Pune.

### **Amendment No. 1**

#### **Background and explanation:**

The constitutional amendment will formally start, affiliate and legally charter state/ regional branches as per statute. This has been proposed in accordance with the Association's fundamental objectives laid down in Article 3(k) of Annexure B of the registered constitution .State, City and regional branches have existed for several decades but they have not been formally affiliated to the AOMSI. The existing branches will be formally inducted and new branches will be encouraged to create a federal system that retains the aims and objectives of the AOMSI while exercising autonomy in financial and other areas.

#### **Amendment to the constitution:**

The new provisions governing state/ regional chapters is included in the constitution and will be inserted under Annexure D following Annexure C of the Constitution under the heading of 'State/ Regional Branches of the AOMSI.. The draft of material to be inserted is given below.

The State Branch of AOMSI shall be referred to as 'State Branch'

Officers of State Branches shall be referred to specifically as 'Officers of the State Branch'

#### **State Branch:**

**1. General Structure:** The state branch is that branch of the Association that shall have its jurisdiction within the state territory and shall cover all members of the state/ union territory / region comprising of more than one state or UT and the Armed Forces. It shall invite members from the state/ region who are Annual/ Life or Associate members of the AOMSI. The head office of the state branch shall be in the place where the secretary of the state branch resides. The state branch shall function under the general administration of the HO and abide by the rules and regulations of the HO who may de-recognize it for breach of rule or condition of the byelaws. The State Branch of AOMSI is an integral part of the AOMSI governed by its constitution and Bye Laws and cannot be separately registered as another Association in the State or anywhere in India.

**2. Formation:** The members residing and practicing in an individual state shall come together to form a state branch on a state/ regional basis. An ad hoc committee consisting of a President and Secretary shall write to the HO with a proposal requesting to start a state/ regional branch. It should contain the name and address of proposed members with the AOMSI membership

number. Those states/ regional branches that are already functioning shall write to the HO stating the names of all office bearers and members with addresses and membership number of National AOMSI. After verifying the names and addresses the secretary will place the proposal before the executive. If passed by the EC the Secretary will inform the secretary of the state branch and will present a formal legal charter with the copies of the constitution for state branches and shall there by recognize the state branch as an affiliate body of the national AGM. There shall only be one state branch in a state. It shall be called the 'Name of State' Branch of AOMSI and no other name e.g., Rajasthan State Branch of AOMSI. Regional branches may start individual State branches after going through the above procedure when they have sufficient members. No one in receipt of salary or honorarium from the funds of the Association can be elected as office bearer of the Association.

### **3. Management of State Branches: Executive Committee (EC) of state branch**

The general management of the state branch as a whole shall be vested with the EC of the state branch, under guidance from HO. No one in receipt of salary or honorarium from the funds of the Association can be elected as office bearer of the Association.

### **4. Composition:**

One President - One term of one year

One President Elect - One term of one year

One Vice-Presidents - One term of one year

One Honorary State Secretary – One term of three years

One Honorary Joint Secretary – One term of one year

One Honorary Treasurer – One term of three years

One Editor of the Journal – One term of three years

One representative to the National AOMSI- One term of one year

**5. Functions & Powers:** The state branch office will look after all the activities linked to its respective state. It will report the yearly activities and the accounts to the HO every year before the next AGM of the AOMSI.

**The State Executive Committee.** The State EC shall regulate the general affairs of the Association and work within the framework of the

Constitution of the National and State AOMSI and as per the directive of the EC. It will have the following powers and functions:

a. To conduct business at the state EC Meetings, maintain the state branch office, office equipment, properties, etc and organize scientific deliberations and publications.

- b. To peruse sub-committees appointed by the State Branch President in consultation with the Hon. State Secretary.
- c. To represent the Association to the State Government or to any other public body within the state, in the interests of the dental profession and of the Association.
- d. To consider and to take decisions on resignations and applications for direct membership to the state branch, and to recommend any disciplinary action required against members of the state branch, to the EC of the National Association.
- e. To approve the audited balance sheet before presenting it at the State Branch AGM/EOGM.
- f. To appoint or remove salaried employees of the state branch office.
- h. To purchase, take lease or otherwise acquire, to manage, lend, exchange, sell, mortgage or otherwise dispose of movable or immovable properties of every description and all rights and privileges necessary or convenient for the purpose of the association within the state limits, if agreed on by a 2/3 majority.
- i. To build, maintain improve or alter and repair any buildings or premises owned by the state branch of the Association.
- j. To borrow or to raise funds in such a manner as the State Executive may think fit and to collect subscriptions and donations for the state branch of the association.
- k. To invest funds of the state branch in such manner as may from time to time be determined by State EC.
- l. To approve one Chairman, Organising Committee, Organising Secretary and Treasurer for conducting state conferences.
- o. To send the state branch's quarterly activity reports to HO at the end of every quarter of the AOMSI year (January to December)
- p. To resolve any disputes at the state level.

**C. TERM OF OFFICE:**

- a. The State EC shall enter upon its duties at the close of the AGM of the state branch and shall hold office till the next AGM of the state branch or till 31st December, whichever is earlier. a. The new members shall function forthwith after election and shall continue as members till the end of the next AGM of State branch.

**02. Office Bearers – Functions & Powers:**

**A. President:**

- a. Shall be the Chairman of all meetings of the EC of his state branch and of the sub-committees appointed by him/her, and of any other committee of which he/she may be a member, for which no chairman has been appointed.

- b. Shall preside at the annual conference of his branch.
- c. Shall guide and control the activities of the State Branch, in his/her branch.
- d. Shall regulate the proceedings of the meetings and conferences.
- e. Shall, in addition to his/her ordinary vote, have a casting vote. In case of equality of votes, if he/she fails to give his/her casting vote, the motion shall be declared invalid.
- f. Shall continue as a member of the state branch EC, as the case may be, for one year, beginning with the end of his/her term of office as President.

**B. The President - Elect:**

- a. Shall be a member of the State branch EC and shall assist the State Branch President in the performance of his duties.
- b. Shall succeed to the office of the State Branch President at the end of the AGM of the conference or at the end of the AGM / EOGM of State Branch if there is no conference in the year following his election as President elect.

**C. The Vice-President:**

Vice-Presidents in shall act as Chairman of the meetings of the State Branch EC in the absence of the President.

**D. Honorary State Secretary:**

With the help of the Hon. Joint Secretary of his/her branch, the Honorary State Secretary will have the following duties:

- a. Shall be in-charge of the branch office. Shall conduct all correspondence of his/her branch and shall maintain a proper register of the branch.
- b. Shall have general supervision of accounts; pass all bills for payment and sign cheques of his/her branch jointly with the Hon. Treasurer.
- c. Shall obtain from the Hon. Branch Treasurer an annual statement of accounts duly audited by the Auditor, for presentation before the EC and AGM of the branch.
- d. Shall prepare a budget and present it for approval at the first EC meeting of his/her branch after the AGM.
- e. Shall organize, arrange and convene meetings, conferences, lectures and demonstrations of his/her branch.
- f. Shall attend meetings of the EC and sub-committees of his/her branch and keep proceedings thereof; and be a member of all committees of his/her branch.
- g. Shall assist the President in appointing sub-committees of his/her branch.
- h. Shall maintain a correct and up to date register/ computer database of all members of the branch.
- j. Shall maintain a property register.

In case the State Secretary, changes his/her personal head quarters to any other town, after being duly elected, the State Secretary Office shall not be shifted to his/her new head quarters, without the prior approval of the EC of the state branch and thereafter the approval of the General Body.

**E. The Hon. Joint Secretary**

- a. Shall help the Hon. State Secretary in his/her work in looking after the office, in conducting correspondence, in preparation of agenda of meetings, in preparing budget etc.
- b. Shall act for the Hon. State Secretary, in his/her absence,

**F. The Hon. Treasurer:**

- a. Shall receive all funds of his/her branch and deposit them in a bank or banks approved by the EC of the branch, to the credit of the branch and shall operate it jointly with either the President or the Hon. State Secretary.
- b. These funds or part of them may, if approved by the State Branch EC, be deposited in the bank.
- c. The Hon. Treasurer shall be responsible for the collection of subscriptions from all the members of the branch through the Secretary.
- d. Shall dispose off the bills for payment as sanctioned by the Hon. Secretary of the branch and only on his written order.
- e. Shall have the right to point out any error or discrepancy in the order of payment of the Hon. State Secretary and refer the order book to him with his remarks. In the event of disagreement still persisting between the Hon. State Secretary and the Hon. Treasurer, the matter shall be referred to the President for a final decision.
- f. Shall be responsible for keeping up to date, the accounts and account books of the branch.
- g. Shall get all the accounts audited by the auditor of the branch.
- h. Shall prepare a half yearly statement of accounts to be put before the EC of the branch.
- i. Shall prepare an annual statement of accounts and a balance sheet showing the financial position of the branch, get it audited by the registered auditor appointed at the AGM of his branch and put it for adoption before the AGM through the Hon. State Secretary of the branch.

**H. Editor of the Journal:**

- a. Shall be in-charge of the journal of the state branch.
- b. Shall, with the help of the Journal Committee of the Branch, be responsible for the publication and management of the journal.
- c. Shall be Chairman of the Journal Committee of the Branch.
- d. Shall have the sole discretion of publishing or correcting any of the articles received for publication in the journal of the branch.
- e. Shall submit the statement of accounts to the Treasurer of the branch half yearly and yearly.

Sub-Committees for CME/ CDE, or other areas of activity can be nominated by the President after the approval of the EC. They will be ex-officio non voting members of the state EC.

## **5. ELECTIONS:**

### **A) General Rules of Election of Office-bearers.**

- a. Persons who are members in good standing (membership fees received at State Branch by 31st December only, are eligible to stand for office of the state branch). This includes, all Office Bearers and Representative to the national AOMSI EC.
- b. Nominations shall be received by Hon. State branch Secretary with the name & signature of the proposer and seconder, along with the written consent of the candidate and copies of the relevant eligibility documents. If a candidate/proposer/seconder is not in good standing at the time of filing his/her nomination, the nomination shall become invalid.
- c. Only those members whose subscription is received at the state office by 31st July every year are eligible to vote for elections.
- d. A person who resigns from his/her position as an office-bearer before completion of the tenure of his/her post, to contest for any other office bearer's post during his/her unfinished tenure is debarred from contesting for any other office till the completion of his/her unfinished term of office in state branch.
- e. Office Bearers who do not submit accounts of their office on time or at the time of handing over office to successors, conference accounts with within the prescribed time limit are not eligible to contest for any office including representative to National EC for a period of 5years. On this issue, the decision of National EC shall be final.

In the event of a tie the President shall have a casting vote.

### **B) Qualifications required to contest for Office Bearer post:**

#### **1. President Elect:**

- a. Should have served as State Branch EC member for three Years including one year as State Secretary, Treasurer or Vice President with atleast 50% attendance.
- b. This qualification can be ignored for the first five years when the President should have been a member of the National AGM of the Association (AOMSI) for atleast five years without a break in membership.

#### **2. Vice Presidents:**

- a. Should have served as State Branch EC member for at least two years.
- b. This qualification can be ignored for the first five years when the President should have been a member of the National AGM for Association (AOMSI) for atleast five years without a break in membership.



**3. Hon. State Secretary:**

- a. Should have served as State Branch EC member for at least two years.
- b. This qualification can be ignored for the first five years when the President should have been a member of the National AGM for Association (AOMSI) for atleast five years without a break in membership.

**4. Hon. Joint Secretary:**

- a. Should have served as State Branch EC member for at least one year.
- b. For the first 5 years he/she should have been a member of the AOMSI for 3 continuous years

**5. Hon. Treasurer:**

- a. Should have served as State Branch EC member for at least two years.
- b. For the first 5 years he/she should have been a member of the AOMSI for 3 continuous years

**6. Editor Journal:**

- a. Should have served as State Branch EC member for at least two years.
- b. For the first 5 years he/she should have been a member of the AOMSI for 3 continuous years

**7. Representatives to the National EC of AOMSI from State Branch:**

- a. Should have served as EC member for at least one year.
- b. For the first 5 years he/she should have been a member of the AOMSI for 2 continuous years

**C) Election Procedures:**

**1). President & Vice President:**

- a. The Hon. State Secretary shall send the election notice to all the annual and state members 60 days before the date of election requesting them to elect candidates for the existing vacancies for the said year with all the details and guidelines for election.
- b. The counting of the votes shall be done by two scrutinizers recommended by the President and approved by the AGM, in the presence of the candidates, or their representatives if present.
  - i. The voting shall be done according to the procedure laid down by the national EC from time to time.
  - k. The election results should be announced after the counting of votes by the Hon. State Secretary.
  - n. The person getting the largest number of votes shall be declared elected to the respective post.
  - r. In the event of the post of the President falling vacant due to some contingency such as resignation, demise etc., the Vice-President shall succeed to the post of President for the remaining period of the term. Similarly the Joint Secretary shall be declared elected for the remaining period if the Secretary's post falls vacant on account of resignation, demise etc.

## **2) Representatives to the National EC**

The state branches shall elect their representatives to the National EC at their AGM in the following scale:-

- a. One member from amongst the members of the state for every hundred members in the strata and an additional member for every hundred more or part there of.
- b. The election of the representatives to National EC shall take place at the AGM of the state branch and the results shall be communicated to HO within a week of the election.
- c. The elected representatives shall hold office till the completion of their tenure of office or the National AGM whichever is later and thereafter shall automatically cease to be representatives to the National EC. The new representative will then continue till the next election or the next national AGM, whichever is later.

## **7). CASUAL VACANCIES:**

Any vacancy occurring during the year, from amongst office bearers, as mentioned in this chapter, except for that of the President and Vice-Presidents shall be filled by the state EC.

( ) Such Office bearers shall hold office for the remaining term of the year till the AGM.

## **8). REMOVAL OF OFFICE BEARERS:**

Any office bearer can be removed from office before completing his/her tenure, only by following the procedure as laid down here under, for bringing a no confidence motion.

- a. The charges against any office bearer have to be enunciated in the form of a resolution signed by not less than 1/4th of the total number of members of the branch as on 1st November, to the President and Honorary State Secretary who shall circulate the same to all the members and convene a special EOGM to discuss the issue, within 60 days from the date of receipt. In case they fail to do so, the members signing the resolution can convene a special meeting themselves, after expiry of 60 days but within a period of 2 months only for this purpose.
- b. The EC has the right to enquire into the charges leveled against the office bearer concerned and every opportunity has to be provided to him/her to appear or to represent his case at an enquiry.
- c. The whole matter shall then be placed before the special EOGM of the branch, giving ample opportunity to the office bearer to state his case, after which the resolution shall be moved, to remove him from office and if 2/3 members present at the meeting vote in favor of the resolution, it shall be passed with immediate effect.
- d. The voting shall be by secret ballot.
- a. The quorum for the special meeting shall be 1/4th of the total membership strength.

f. Any member of the EC of branches who is absent for three consecutive meetings, without assigning a valid, reason/ apology in writing, shall cease to be a member of the EC, automatically. Notice to such members shall not be sent for the next EC meeting. Such members shall not be eligible for re-election/ re-nomination for that Association year. This shall be intimated to local branch.

## **9. MEETINGS:**

### **A. Executive Committee Meeting of State Branch**

a) The State EC shall ordinarily meet at least once in three months. The last EC shall be held one day prior to the state conference or the AGM, if the conference is not held. A notice of 14 days shall be given to members. However, in case of urgent meetings, the notice shall be of seven days. The exact date and time, (only up to 5.00pm), shall be fixed by the Hon. State Secretary in consultation with state President. 50% of the members of State EC shall form the quorum. In the absence of a quorum within 30 minutes of the appointed time, the meeting shall be adjourned. The adjourned meeting shall be held on the same day and place immediately. No quorum shall be required for the transaction of any business at such adjourned meetings.

b) A special meeting of the EC shall be called within 4 weeks, on receipt of the requisition signed by at least 10 members of the EC, stating the business for which a special meeting is required. Notice for such a meeting shall be 14 days and the quorum shall be 50% of State EC. In the absence of a quorum, within 30 minutes of the appointed time, the special meeting shall be adjourned.

c) Proceedings of the meetings of the EC shall be recorded in the form of typed minutes and after confirmation shall be permanently preserved. The Executive Committee minutes shall be sent to all state Executive Committee members along with the notice and agenda for the next Executive Committee meeting. Any correction by state Executive Members should reach Hon. State Secretary at least three days prior to the date of the Executive Committee Meeting. If no correction is received by the State Secretary, at least three days before the next State EC, either by reg.post/courier/email, no correction shall be permitted at the EC meeting without the approval of the President. This register shall be kept in the State Secretary's Office and shall be open to members of the State Executive Committee for inspection.

### **B. Annual General Body Meeting:**

1) It is compulsory for all branches to conduct their AGM before 1<sup>st</sup> November every year and make known the election results to HO. If a state branch does not conduct its AGM and election by 1<sup>st</sup> November, the President Elect of the branch shall assume office automatically as President on 1st January. The State AGM shall be conducted at least two months before the National AGM to prevent clash of dates and to allow all members to attend the National Conference.

2)The President Elect who assumes charge as a President has the right to intimate the bank, informing names of the newly elected office bearers who are authorized to operate branch accounts hence forth.

Outgoing office bearers cease to operate the bank accounts with immediate effect. He shall inform the election result to HO and to all members of the branch. The notice of AGM shall be sent at least 14 days in advance. The quorum required for the state branch AGM Is 30. 2) The Agenda for the meeting shall be in the following order:

- a) The election if necessary (in the absence of the President and the Vice Presidents) of a Chairman.
  - b) Welcome address by the President/Chairperson.
  - c) Confirmation of minutes of previous Annual General Body/EOGM.
  - d) Announcement of election results of President Elect/Vice President, if any.
  - e) Adoption of the annual report of the branch.
  - f) Adoption of the annual report of the treasurer and the audited statement of accounts of the previous year ending 31st march.
  - g) Any other motion for change in the order of business.
  - h) Election of the office-bearers and representatives to CC.
  - i). Election of members of EC.
  - j) Resolutions brought forward by EC.
  - k) Resolutions brought forward by the local branches.
  - l) Resolutions brought forward by the individual members of the Association.
  - m) Any other matter with the permission of the chair (matters raised under this agenda shall only be discussed & appropriate action shall be taken after discussion in EC/EOGM.)
  - n). President's concluding remarks.
  - o) Taking over of office of President-Elect along with his new team.
  - p) Vote of thanks by Honorary State Secretary (out going)
- 3) General rules:

- a) No resolution shall be placed before the AGM that has not been previously considered by the State EC.
- b). Resolutions to state AGM, proposed by the individual members, duly signed and seconded by another member, shall be sent to the Honorary State Secretary not later than 15th October.
- c). The Hon. State Secretary shall issue, with the notice of the AGM, the preliminary agenda showing the business to be brought before the meeting, the terms of all motions to be moved, of which notice in writing has previously reached him, and the names of the mover.
- d). Any amendment to the state bye laws must be done through the National AGM of AOMSI.
- e). Any resolution of the EC of the State Branch may be considered at the AGM without notice being given.

#### **4). General rules of procedure:**

(a) Proceedings at the meetings of the Annual General Body shall be recorded in the form of typed minutes and after confirmation by the President/Chairman, at the next AGM, shall be permanently preserved.

(c) The President / Chairman shall, in case of equality of votes, have a casting vote.

(d) No business shall be transacted at a special meeting / EOGM other than for which the meeting is called.

(e) The proceedings of any meeting shall not be invalid by reason of there being no vacancy or any invalid appointment or election of any member or accidental omission to give notice of such meeting to any member.

(f) A notice may be served on any member either personally through an employee of the Association or by post/courier/ email.

#### **C. Extra ordinary General Body Meeting of State Branch:**

a) The EC, whenever it thinks fit or on requisition made in writing by at least 1/3rd of ordinary/life members shall call an EOGM of state office.

b) The members while requisitioning, should state the objects of the meeting proposed to be called and sign legibly, giving their full name and address to the HSG, who in consultation with the President, will call an EOGM within 2 months of the receipt of the requisition.

c) If the meeting is not called within 2 months of notice, the concerned members themselves may convene a meeting of the EOGM, but such a meeting shall not be convened after expiry of the notice, namely 4 months.

d) Notice of the EOGM shall be sent to the members at least 21 days before the date fixed for the meeting, giving the place, date and time of the meeting and the agenda of the business to be transacted at such a meeting.

e) The EOGM, if on requisition, shall be convened only at the state office of the Association

f) The quorum for the requisitioned EOGM shall be 10, out of which at least 8 must be amongst the requisitioners. If there is no quorum at the given time the meeting shall stand dissolved.

g) If there is no quorum at an EOGM called by the EC, within 30 minutes, it shall be adjourned and will meet again in the same place after 30 minutes. 10). FUNDS/FINANCE:

a) The state branch is independent on its own. With regard to finance, purchase of movable and immovable assets and formation of a Trust/Charitable Trust.

b) If a state branch closes down or suspend its activities or is de-recognized, its funds including cash securities, fixed deposit certificates etc. that shall forthwith be transferred to the HO.

c) The accounts of the state branch shall be scrutinized, audited and approved by its EC and circulated to members before being placed at the respective AGM of the state branch. One copy of the audited and approved statement of accounts shall be forwarded to HO every year after the AGM.

d) The funds of the state branch shall be invested in the appropriate manner decided by the EC and after approval of the National EC. There shall not be any activity of the state branch with the intention of earning any profit. The funds of the state branch / Association shall be solely utilized towards the objectives and no portion of it will be utilized for payment to its members by way of profit, interest, dividend etc.

e) Funds of the state branch / Association shall be received only by the Treasurer and credited to respective heads of A/c maintained with the state branch. He may pay cash as advance to an office bearer of the above sections as approved by EC or on reimbursement basis on receipt of Vouchers.

**A). Income:**

The funds or the income of the state branch shall be derived from the following sources:

a) Subscription from Members

b) Special contributions or donations raised by the state branch.

c) Income derived from the journal and other publications of the Association.

d) Contributions received on account of organising state conferences.

e) Bequests received by legacies from persons who desire to assist the Association.

f) Such other sources as may be authorized by the EC.

g) Surplus from conferences, if any.

h) Surplus funds from CME programmes

i) Funds shall be handled by the Treasurer jointly either with the State Secretary or the President of the state branch, except the journal accounts, which shall be operated by the editor jointly with any one of the members of the Journal Committee

**B. Reserve Fund:** There shall be a reserve fund of the state branch. The reserve fund shall be 50% of the net surplus income of the first year of the branch concerned. In addition, 25% of the net surplus should be credited to this fund every year. The reserve fund shall only be drawn upon by a special resolution of a meeting of the EC, in which 3/4 of the member's present vote in favour of the resolution of withdrawal.

**C. Head of Accounts:**

All accounts/financial matters of the state branch shall be handled only by the state office. No other office bearer except the Editor and Conference Accounts (optional) shall operate independent accounts in a bank. The Hon. Treasurer shall maintain various heads of account; income and expenditure. All income shall be payable to the Treasurer State Office and it shall be credited into respective head of accounts.

**D). Expenditure:**

The EC, in the case of state branches shall out of the funds of the Association / branch, debit all ordinary expenses and shall pay rents, salaries, wages and such other charges as may be necessary for carrying out the work of the Association. It shall, further provide for the issue of the journal of the Association and such other publications as may be authorized and shall be empowered to spend money on scientific

investigations, seminars, conferences, prizes, scholarships and on such other purposes as it may consider advisable in furtherance of the objectives of the Association. All major expenses in excess of Rs.10, 000/- other than routine administrative expenses shall require an approval from the EC.

**F. Audited Accounts:**

- a. The annual statement of accounts and the balance sheet, for the period starting 1st April and ending 31st March of every year, after auditing, shall be submitted to the EC and after approval by the EC, shall be circulated to members and placed at the AGM, by the Treasurer and the Hon. Secretary.
- b. Similarly state branch conference accounts shall be audited by the state branch auditor and approved by the respective ECs.
- c. A copy of the audited accounts must be submitted to the AOMSI National HO every year.

**G. Appointment of an Auditor in a State Branch:**

A Chartered Accountant shall be appointed as auditor at the AGM of the state branch every year for auditing its accounts. H. Liability: Neither the AOMSI nor any of its branches shall be liable for any of the debts or liabilities of each other.

**RECORDS:**

The State Branch will maintain the following records:

- a. A register/computerized database of members with their membership number, name, qualification, current residence/ mailing address and the branch they belong to.
- b. Account books, ledgers, cash books shall be retained up to a period of 8 years after which they can be destroyed. Audited balance sheets of all years shall be retained.
- c. Correspondence beyond 5 years may be destroyed at the discretion of the Hon. State Secretary.

The AGM & E.O.G.M minutes, EC minutes, attendance registers of EC, AGM, membership registers and important correspondence shall be retained for good.

## **Amendment No 2**

It is proposed to amend article 10 Annexure C of the constitution under sub heading 'Composition of Executive Committee. Ten members of Executive committee will be amended to increased to 10 elected members plus a maximum of 28 members who will be representatives from state or regional branches.

### **Background and explanation:**

In view of the fact that there shall be state branches and because there will be representatives from these state branches the total number of executive members will include ten members elected at the National AGM plus the number of elected members from chartered state or regional branches.

Art 10 of Annexure C in reference to EC members, the constitution shall read as“ Ten members elected at the National AGM” and “Up to a maximum of 28 members elected from chartered State/ Regional Branches whose names will have to be communicated to the Hon National Secretary of HO not later than Dec 31<sup>st</sup>”. There shall be no more Co-opted members in view of the large number of EC members.

Similarly under article 11 of Annexure under the Heading of Term of Office of EC and Election method a line shall be added

“Up to a maximum of 28 members elected from chartered State/ Regional Branches whose names will have to be communicated to the Hon National Secretary of HO not later than Dec 31<sup>st</sup>” The Line Two members of EC (Co-opted) shall be deleted.

