



ESTD 2007

SOCIETY OF PERIODONTISTS AND IMPLANTOLOGISTS OF KERALA



BYELAWS

BYELAWS

13. AMENDMENTS

These Bye-laws may be amended by two-thirds affirmative votes of the Regular Members (excluding Affiliate Associate and Honorary Members) present at an annual General Body Meeting provided that the proposed amendments(s) with justification shall have been submitted in writing addressed to the Secretary and duly circulated to all the members of the society with atleast 28 (Twenty Eight) clear days Notice. The proposed amendment(s) shall come in force prospectively as decided by the Annual General Body meetings.

14. ORGANISATION AND DISSOLUTION

The society is a non-profit making one and no profit shall be paid or transferred directly or indirectly by way of dividend or in any other manner to present or past members. No members of the society shall have any personal claim on any moveable or immovable properties of the society or shall make any profit in any manner whatsoever by virtue of the membership in the society.

The society shall be dissolved only by a resolution passed by 3/4th of the members of the society in an extra ordinary general body meeting convened for that special purpose.

If the society is dissolved at any time for any reason whatsoever, the whole or any part of its moveable or immoveable properties shall not be distributed to or among the past or present members. After meeting all the liabilities of the society, the balance shall be transferred to any society fostering the art and science of Periodontology and Implantology or to the Government in a manner to be finally determined by the then Executive Committee of the society.

1. **NAME** - Society of Periodontists and Implantologists of Kerala (SPIK)
2. **AREA OF OPERATION** - of the society shall be the state of Kerala
3. **ASSOCIATION YEAR** - From 1st April to 31st March or from A.G.M. to A.G.M.
4. **REGISTERED OFFICE** - The registered Head Office of the society shall be in Kerala where the Secretary resides / practices.
5. **OBJECTIVES**
 - 1) Promotion, encouragement and advancement of Periodontology and Implantology.
 - 2) To protect the rights and interest of the members of Society and foster friendship, co-operation and co-existence among the members of the association.
 - 3) Held scientific meetings, seminars and conferences for the members of the association.
 - 4) Encourage the members to under take measures for the improvement of public oral health and advancement of the science of Periodontology and Implantology in Kerala.
 - 5) To promote academic activities through the voluntary help at various Dental Institutions in Kerala.
 - 6) To create awareness and educate the public about Oral Hygiene.
 - 7) To propogate and work for the suitable public health awareness for the prevention of periodontal disease.
 - 8) Publish and circulate a journal which shall be the official organ of the association.
6. **MEMBERSHIP**

All the members of the society shall be Life members. Application for membership in the society shall be submitted to the secretary of the society in the prescribed form with the copy of all supporting documents proving eligibility of membership. All the membership shall be provisional initially and will be confirmed only subject to the decision of the Executive Committee.

a. Life Members

A Keralite holding recognized Post Graduate qualification in Periodontology from any University in India (MDS) recognized by the Dental Council of India.

The Life members, who have joined before 31st March 2007 will be considered as **Founder Members** of the society.

b. Affiliate Members

A non Keralite who is holding recognized post graduate qualification in periodontology recognized by Dental Council of India.

c. Honorary Members

Well known Periodontists of India or abroad shall be selected as Honorary members on the basis of significant contributions in the field of Periodontics and Implantology on recommendation of the executive committee which shall be subject to confirmation by the Annual General body meeting.

d. Associate Members

Keralalites enrolled in a Post graduate course (MDS) in Periodontics in any University in India recognized by Dental Council of India.

Membership Subscription

The executive committee shall decide the subscription rates of different classes of members from time to time. The subscription rates fixed at present are as follows.

- | | |
|---|-------------------|
| 1) Founder members | Rs. 2,000/- |
| (Those who join on or before 31st March 2007) | |
| 2) Life members other than founder members | Rs. 3,000/- |
| (Those who join after 31st March 2007) | |
| 3) Affiliate members | Rs. 2,000/- |
| 4) Honorary members | No membership Fee |
| 5) Associate members | Rs. 1,000/- |

Associate members shall have the option of becoming Life members by paying the difference prevailing at the time within 6 months of completion of the post graduate course.

present at the meeting vote in favour of the resolution, it shall be passed with immediate effect. The voting shall be by secret ballot. The quorum for the special meeting shall be 50% of the total strength of the members as on the list.

12. ACCOUNTS

Income and its utilization

The Income of the society shall be from the following sources

- Membership Fee
- Advertisement in the Souvenirs, Brouchers as well as in the journal of the society.
- Subscription amount from the journal
- Grants or donations made by individuals, government or non-government agencies to the society as sponsorship for the activities and balance if any shall go to society and deficits will be met by society with the approval of the Executive Committee. The fund shall be utilised only for the furtherance of the objectives of the society.

Financial Year

The financial year of the society shall begin on the 1st of April of every year and end on 31st March next year.

Audit

- The income and expenditure account of the first year shall be audited by the auditor appointed by the Executive Committee and that of the subsequent years shall be audited by the auditor appointed by the Annual General Body Meeting.
- The copy of the audited accounts shall be signed by the President, Secretary, Treasurer and the Auditor and shall be submitted before the concerned authority as provided by law.

Operation of Bank Accounts

The society shall operate an account in such bank as decided by the Executive Committee and the Treasurer and Secretary jointly shall operate the account.

- b) Raising funds and maintaining accounts for the publication of the journal and submit the accounts to the Treasurer to be audited and presented before the Annual General Body Meeting.
- c) Forming Editorial Committee and Scientific Board in consultation with the President and Secretary.
- d) The tenure of members of the Editorial Committee shall be of one year.
- e) The President and Secretary will be the Ex-officio members of the Editorial Committee.

Oral Health Programme Co-ordinator

Shall be responsible to improve the Public Dental Health by undertaking suitable Oral Health measures.

Scientific Programme Co-ordinator

Shall be responsible for organizing Scientific Seminars / Workshops for the advancement of the science of Periodontics and Implantology.

Removal of Office Bearers

- 1) Any Office bearer shall be removed from the office before completing his/her tenure only by following the procedure as laid down here under by bringing a no confidence motion.
- 2) The charges against any Office bearer has to be enunciated in the form of a resolution signed by not less than 1/4th of the total number of members of the society as on date, to the President and to the Secretary who shall circulate the same to all the members and convene a special EOGM to discuss the issue within thirty days from the date of receipt.
- 3) The Executive Committee has the right to enquire into the charges leveled against the Office bearer concerned and every opportunity has to be provided to him or her to appear or to represent his or her case at an enquiry. Then the whole matter shall be placed before the special E.O.G.M of our society giving ample opportunity for the Office Bearer to state his case after which the resolution shall be moved, to remove him from office and if 2/3 members

Rights and privileges of Membership

Members of the society shall have the right to participate in all the activities of the society and shall be entitled to receive the publication, that the society may bring out, free of cost.

Cessation of Membership

- a) Membership will be terminated automatically upon the member delivering a formal notice of his resignation to the Secretary.
- b) By death of the member.
- c) Conviction of a member by a criminal court for an offence involving moral turpitude or due to the prosecution of a member in a court of law for a criminal act or any other act which in the opinion of the Executive committee renders the member unfit to continue as a member of the society.
- d) On being adjudged an insolvent.
- e) A member who is not qualified but secured admission on misrepresentation, such a member shall automatically cease to be a member.
- f) If any member floats / forms another Periodontal society parallel and detrimental to our society at the state level, such member shall be removed from the society.

The person against whom an action is initiated shall be entitled to appear before the Executive Committee and give explanation before any action is taken. No member is permitted to proceed legally or otherwise against the decision and activity of the society on a particular matter as long as he/she is a member of the society. The executive committee shall be at liberty to proceed against such members and may terminate his membership. Any readmission will be subject to the decision of the Executive Committee. No member shall be entitled to ask for any refund of the membership fees either in whole or part thereof.

7. MANAGEMENT OF THE SOCIETY

The administrative functions of the Society shall be performed by the Executive Committee, which shall consist of the following.

- 1) President
- 2) Immediate Past President
- 3) President Elect
- 4) First Vice President
- 5) Second Vice President
- 6) Secretary
- 7) Joint Secretary
- 8) Treasurer
- 9) Editor
- 10) Oral Health Programme Co-ordinator
- 11) Scientific Programme Co-ordinator
- 12) Executive Committee Members (12)

8. EXECUTIVE COMMITTEE

Term of Office

The Executive Committee shall hold office for a period of one year.

Powers and Duties

- 1) The Executive Committee shall be responsible for the management and administration of the affairs of the society in accordance with the Byelaws of the association and shall have all the powers necessary or expedient for the purpose.
- 2) To prepare and execute detailed projects, plans and programmes for the furtherance of the objects of the society.
- 3) To make recommendations to the General Body of the society regarding the amendment of Byelaws.
- 4) To identify institutions, groups, societies, individuals etc. with whom the society may have an understanding as a co-operating agency and to determine terms of such understanding.
- 5) To receive and have custody of the funds of the society and to manage its properties.

Secretary

The Secretary shall

- a) Conduct all correspondence
- b) Have general supervision of accounts; pass all bills for payment and sign cheques in conjunction with the treasurer.
- c) Obtain from the treasurer a statement of annual accounts duly audited by the auditor for presentation before the Executive Committee and Annual General Body Meeting.
- d) Organise, arrange and convene meetings.
- e) Attend meetings of the Executive Committee and working committee, if one exists and keeps proceedings thereof.
- f) Be Ex-officio member of all committees.
- g) Maintain a correct and up to date register of all members of the society.
- h) Keep records and minutes of all the proceedings and meetings of the society.
- i) Head Office will be always located at the place where the Secretary resides/ practices.

Joint Secretary

The Joint Secretary shall assist the Secretary in discharging the duties of the Secretary.

Treasurer

The Treasurer shall be responsible for

- a) The collection of subscription from all members
- b) Dispose of the bills for payment as sanctioned by the Secretary.
- c) Keeping up to date accounts
- d) Getting all the accounts audited
- e) Preparing an annual statement of accounts and balance sheet showing the financial position and get it audited by the auditor elected by the Annual General Body Meeting in conjunction with the Secretary.

Editor

The Editor shall be responsible for

- a) The publication of Journal of the society

- r) The Secretary shall supply the list of regular voters to the contestants on request by charging the requisite fees as fixed by the Executive Committee / General Body.

11. THE OFFICE BEARERS

The duties of the office bearers shall be those ordinarily associated with the official titles and such other duties as the Executive Committee may assign. Each office bearers shall report to the Annual General Body Meeting on the conduct of this office.

President

- a) Shall preside over all meetings and shall be the chairman of all meetings of the Executive Committee and the working committee if and when appointed and shall be an Ex-officio members of all the committees.
- b) Shall interpret the rules and regulations and doubtful points. His ruling shall be final.
- c) The President has the right to exercise a casting vote in all necessary situations.

Vice President

The Vice President in the chronological order shall preside over all the meetings in the absence of the President.

President Elect

There shall be one President Elect elected in the Annual General Body Meeting. President Elect shall be a member of the Executive Committee, and shall assist the President in the performance of his duties.

Immediate Past President

The person who has been the President of he previous session will be treated as Immediate Past President in the next session and will be an automatic member of the Executive Committee for the next session. The Immediate Past President shall help and guide the Executive Committee to perform its functions.

- 6) To accept the management of any endowment, trust, funds, subscription or donation provided that it is not attended by any condition inconsistent with the objectives of the society.
- 7) To incur expenditure subject to provisions of the approved budget.
- 8) To appoint committees including standing committees with power to co-opt, for disposal of any business of the society or for advice in any matter pertaining to the society.
- 9) To acquire, receive and hold property of any kind, to construct and maintain buildings, including the rights to maintain or dispose of or deal with property of any kind belonging to the society and to enter in to contracts for and in connection with any of the purposes of the society.
- 10) To sue and defend all legal proceedings by or against the society.
- 11) To fill up the casual vacancies arising among the office bearers.
- 12) To assign duties and functions to the Sub Committees formed by the President and Secretary with the consent of 2 or more Executive Committee members.

The Executive Committee shall have the power, from time to time, to establish regulations / criteria as it deems expedient concerning the management, the property and the objects of the society.

Meetings of the Executive Committee

The Executive Committee shall meet atleast 3 times every year. Atleast 15 clear days notice shall be given for the meeting. In cases of emergency, an emergency meeting of the Executive Committee shall be convened by the Secretary by giving at least 48 hours notice to the members. The Executive Committee shall meet in executive session annually at the time and place prior to the Annual General Body Meeting of the society. The Executive Committee shall hold its meetings other than the executive session provided at place(s) as it may from time to time, deem fit. Any member of the Executive Committee who fails to attend 3 consecutive meetings of the Executive Committee shall ceases to be a member of the Executive Committee and he is not eligible to contest for the election in the next year.

The President or in his absence, the Vice Presidents in chronological order shall preside over the meeting. 1/3 members of the Executive Committee shall constitute the quorum. No quorum shall be required for an adjourned meeting.

Minutes of the Executive Committee Meeting

The minutes of the Executive Committee Meeting shall be circulated to the members approval within one month from the date of such meeting. Corrections to the minutes, if any shall be submitted to the Secretary within 15 days on receipt of the minutes, which the Secretary shall place at the subsequent Executive Committee Meeting.

9. GENERAL BODY

All the members having voting right shall constitute the General Body. It shall have the supreme power to enact, amend or repeal the byelaws of the society on the recommendation of the Executive Committee. This Byelaw shall be amended only in the General Body meeting by three fourth majority of the present members. The General Body shall elect all the members of the Executive Committee. It shall have the power to approve or reject any proposal / recommendation forwarded by the Executive Committee or any other committee being formed for any particular purpose with two third majority of the members present for the meeting.

Annual General Body Meeting

The Annual General Body meeting of the society shall be convened at the date, time, place and subject as may be decided by the Executive Committee every year in the month of March / April. The President or in his absence the Vice President in the chronological order of the society will preside over the Annual General Meeting or adjourned General Body Meeting. The quorum shall be 1/4th of the total strength of the Life members. No quorum is required for holding adjourned meeting after half an hour. Officers and members constituting the Executive Committee duly elected shall assure their respective office at the close of the Annual General Body Meeting.

- h) The voting, if necessary, shall take place during the AGM or as decided by the Executive Committee.
- i) The Secretary shall prepare the ballot paper mentioning the name and post of the contestants. The option of Electronic voting shall be considered at an appropriate time, if feasible.
- j) The President Elect shall be the Returning Officer and with the help of the Scrutinizing Committee shall conduct the entire election process.
- k) There shall be a secret voting by a single preference vote by affixing (x) in the space provided for in the ballot paper.
- l) If more than one (x) is affixed against the name / post or any other symbol is affixed, such ballot paper and voting thereby shall be held invalid.
- m) The Scrutiny Committee or the Scrutinizers appointed by the Returning Officer in the presence of the President, Secretary and the candidates or their duly appointed proxies shall do counting of the votes.
- n) The candidates getting the largest number of votes shall be declared elected by the Returning Officer. When the numbers of posts are two or more than two, then the candidates shall be declared elected based on the number of votes polled / obtained in the descending order. In case of a tie, the President shall exercise his / her casting vote.
- o) In case of any dispute during the election, the decision of the Returning Officer shall be final and binding.
- p) Any post(s) remaining vacant, for want of nomination(s) from the regular members and / or the contestant remaining absent at the time of election, shall be filled in on recommendation of the General Body and there shall be no further election for any such vacant post(s). Any post(s), whatsoever, still remaining vacant for any reason shall remain vacant till the next election.
- q) The Affiliate Associate and Honorary members shall not be eligible to contest or vote for the election of the Society.

Notice of Annual General Body Meeting

A clear 60 days prior written notice shall be send to all the members specifying the place, date, time and agenda of the Annual General Body meeting.

Minutes of the Annual General Body Meeting

The minutes of the Annual Genreal Body Meeting shall be circulated to the members for approval at the most within 3 (three) months from the Annual Meeting. Corrections to the minutes, if any, shall be submitted to the Secretary within one month of receipt of the minutes. With the advice and consent of the Executive Committee, the President shall appoint sub Committees as may be necessary to conduct and discharge the business of the society.

Extra Ordinary General Body Meeting

All general body meetings other than Annual General Body or adjourned Annual General Meeting shall be called Extra Ordinary General Meeting. The Executive Committee shall, call an Extra ordinary General Meeting on written requisition of minimum 1/4th of the members having right to vote on the specified subject as may be proposed by the members within 45 days from the date of receipt of requisition.

1/4th of the total members having voting right shall from the quorum in which at least half the members who requisitioned for the meeting shall be present. If there is no quorum for the meeting will be deemed cancelled. Only the agenda for the discussion of which the meeting was called shall be discussed in the extra ordinary General Body Meeting.

10. ELECTIONS

The Office bearers and the members of the Executive Committee shall be elected by Genral Body at the Annual Meeting from among the regular members of the society on recommendations of the Executive Committee or on nomination duly proposed and seconded by the regular members.

- a) The Secretary shall issue a notification to all the regualr members of the Society 90 (ninety) days prior to the Annual General Body

Meeting inviting nominations for the post of office bearers and the members of the Executive Committee.

- b) Only the regular members shall be eligible to contest the election for any one post of either the office bearer or the member of executive committee and shall submit the nomination for such post duly signed and proposed by 2 (two) regular members to the Secretary so as to reach him by the specified date which shall not be less than 45 (forty five) days before the AGM.
- c) The nomination must be submitted by registered A/D post only. Nomination received after the last date shall not be accepted and rejected out right and no correspondence shall be entertained in this matter.
- d) Any candidate desirous of withdrawing the nomination may do so in writing duly signed by addressing to the Secretary. Such withdrawal letter must reach the Secretary by the specified date, which shall not be less than 15 (fifteen) days before the AGM.
- e) The Executive Committee shall appoint the Scrutiny Committee, which shall consist of the President, Secretary, President Elect and 3 (three) Executive Committee Members to be nominated by the Executive Committee.
- f) The Secretary shall circulate the names of all the candidates whose nomination papers have been found valid and accepted to all the regular members.
- g) All the eligible candidates whose nomination papers have been accepted have to be present personally at the time of election. Election of the candidate (s) in absentia shall not be permitted / allowed, save and except under some extraordinary circumstances. However, such contestant (s) must submit the letter duly signed and addressed to the Secretary of the circumstances, as the case may be, at least 2 (two) days before the date of election. Such a written request shall be considered by the Executive Committee in its due perspective and take the decision, which shall be final and binding, whether to allow such an election in absentia or otherwise.