

# THE CONSTITUTION



# AMD

ASSOCIATION OF MD PHYSICIANS (AMD)



# CONSTITUTION

**1. The name** of the association shall be **Association of MD Physicians** (here-in-after referred to as “AMD”).

**2. The Aims & objectives of AMD Are:**

- a. To promote, educate, encourage and advance the clinical skills, patient care and research in the field of medicine.
- b. To protect the members of AMD from medico-legal issues arising from various governmental and non-governmental bodies through proper legal fight.
- c. To fight legally against any kind of violence or harassments against members of AMD.
- d. To provide constructive support to Government and other appropriate authorities for initiation, popularisation, running and development of medicine
- e. To promote Preventive Medicine
- f. To organise training, workshop etc for doctors, paramedics with an objective to disseminate quality medical care at all levels of the community.
- g. To hold scientific conferences, discussion and arrange for presentation of papers on medicine and to maintain a reference library.
- h. To publish and distribute bulletins, books, periodicals etc. to update knowledge on medicine.
- i. To raise funds in cash and/or kind by way of donations, Gifts, Grants, Subscriptions or by any other lawful means and spend them in fulfilling the objectives of AMD
- j. To keep liaison with other like-minded national and international organisations to achieve the aims and objectives.

### 3. Amendments:

Any change in the Constitution must first be considered by the Executive Committee and later passed by a 2/3rd majority at a General Body Meeting. In the case of changes in the Constitution, the change becomes operative after one year, if a majority of 2/3rds or more valid votes are obtained in a voting conducted during AGM.

### 4. Members:

#### 4.1 Different categories of members are:

- a. Life Members:
- b. Academic Members
- c. Patrons
- d. International Members
- e. Corporate Members

#### 4.2 Eligibilities for being a member:

##### 1. Life Member:

- a) Any foreign medical graduate who is an Indian citizen holding a valid international MD Physician degree OR MBBS degree and has special interest in Medicine and agrees to abide by the rules and regulations of AMD

OR

- b) Any Registered Medical Practitioner holding an International post graduate degree in General Medicine and practicing in the field of Medicine for at least 2 years after obtaining the degree and agrees to abide by the rules and regulations of AMD.  
seven founder members of AMD will be permanent life members of AMD.

##### 2. Academic Member:

Any Registered Medical Practitioner eligible for membership may on paying the approved fee at one time, become an Academic Member and will enjoy all the privileges of an ordinary member but without voting powers.

##### 3. Patrons:

Eminent teachers of the medical profession or persons of high scientific attainment from any country may be elected Patrons (if so approved by the Credential Committee). Members desirous of proposing such members

must send details of the person to the Secretary. The total number of Patrons shall not exceed 15 at any time. A Patron will not be entitled to hold office or vote at any meeting.

#### **4. Corporate Member:**

Any “public or private company or firm, a Society registered under any law, a duly constituted trust, a statutory body, any association or special fund organization set-up under an Act of Parliament or a State Government” approved by the Executive Committee may be elected as a corporate member of **AMD**

#### **5. International Academic Members:**

Medical professionals from other countries with a recognized post-graduate degree and whose major work/research is related to the Medicine.

#### ***4.3. Privileges of Membership***

- (a) Only Life Members of **AMD** shall be eligible to participate in all activities of **AMD** including the right to vote and contest elections.
- (b) All Academic Members, Patrons, Corporate members and international Academic Members shall be entitled to participate in all activities of **AMD** however they shall not be entitled to vote or contest elections.
- (c) Members from whom any subscription or any other amount is due shall be disqualified to vote, contest elections or hold any office.
- (d) Members not allowed to vote are debarred from attending General Body or other business meetings.

Members of AMD shall have the privilege to attend and take part in all general meetings, conferences, lectures, discussions and demonstrations. They shall receive copies of all proceedings and publications of the **AMD** from the date of their membership and to attend special activities free or at such terms that the Executive Committee may fix from time to time.

#### ***4.4 Resignation and Termination of Membership:***

- a) A member may at any time resign from his membership in the association by giving notice one month’s ahead in writing to the Secretary and on paying all moneys due by him and after returning all books, periodicals, papers and other properties of **AMD** which may be in his possession.

- b) If any subscription remains in arrears by more than one year, in spite of one reminder by registered post, all the privileges of membership will cease.
- c) Any member who has not paid his arrears for a period of 2 years shall automatically cease to be a member of AMD.
- d) If the conduct of any member shall be deemed by the Executive Committee to be prejudicial to the interest of AMD, the member may be requested to resign from AMD. In the event of said member refusing to do so, the name shall be removed from the register provided that 2/3rd of the members present at a general body meeting called for this purpose vote for the removal of the said members.
- e) Further, any member who deprives AMD of its rightful money or moneys may be penalized by having his / her name removed from the register if so recommended by the Executive Committee and voted by not less than 2/3rd of the members of a general body meeting called for this purpose.

#### ***4.5. Re-admission of Membership:***

Any person who has ceased to be a member may become a member again on paying the usual membership fees and all previous dues, if any and the application fee. Any person ceased to be a member for not following the constitution of AMD shall not be re-admitted except when 2/3rd of the members present at a special general meeting, called for the purpose, record their votes in favour of his re-admission.

#### ***4.6. Membership:***

- Life Members : Rs.2500/-
- Academic Members : Rs.2,000/-
- Patrons : FREE
- International Members : \$50USD
- Corporate Members : Rs.1,00,000/-

#### ***4.7 Powers and Functions of the Executive Committee:***

Elected Members :- There will be a total of 17 elected members, 5 of those will be elected on a zonal basis (North, East, South, West and Central Zones as defined by Central Government). The remaining twelve will be elected on an all India basis. Six out of these 12 (with lowest votes) will retire after one year while the remaining six will serve for two years. After the first election there will be elections every year for 6 elected members on an all India basis and every 2 years for 5 zonal members. No member shall be

allowed to contest the elections for membership of E. C., after he / She has served the Executive Committee for six years continuously or otherwise. Founder President, Secretary and Treasurer will be the permanent members of the National Executive Committee.

- (a) Executive Committee shall direct and regulate the general affairs of the association and shall subject to confirmation at a general meeting, have power to frame rules and bye-laws for the conduct of business at meetings and conferences of AMD to publish journals or other literature.
- (b) The Executive Committee shall have the power to form councils & Sub committees as and when necessary.
- (c) Ordinarily 6 executive committee meetings will be held every year. two meetings shall be held at the time of annual conference, one at the Head quarters, one at the zonal meeting, one at the place of the President, and Pre Conference Meeting at the city where AMD Conference will be held. However, the venue may be changed by the consensus of the Executive Committee and the permission of the President. But this will not involve the 2 meetings which are mandatory to be held during Annual Conference. The first meeting at the time of the Annual Conference will be that of the outgoing EC and the second one will be that of newly formed EC.
  - (i) Nomination to the Scientific Committee of the AMD - the President Elect shall be the Scientific Committee Chairman. Scientific Committee shall have 2 members nominated by the Executive Committee. Scientific Committee Chairman could nominate more members on the committee to facilitate his / her work.
  - (ii) Nomination to special committees, as for example those dealing with lectures and orations of the AMD.
  - (iii) Appointment of Credential Committee.
  - (iv) Nomination of 7 members to the Editorial Board.
- (d) The Secretary shall call for a meeting of the Executive Committee with the consent of the President if a special meeting is requested in writing by not less than 8 members of the Committee for any specific agenda of emergency nature.

- (e) Quorum for the Executive Committee meeting shall be 7 members of the Committee. One should be non-office bearer. If there is no quorum within 15 minutes at the time when the meeting is called, the meeting convened upon the requisition of members under (e) shall stand dissolved and in any other case shall stand adjourned 15 minutes later in the same place. At such in an adjourned meeting, members present may transact the business for which the meeting was called.
- (f) In the absence of the President or a Vice-President, the members of the Executive Committee may elect from among themselves a Chairman pro- tem.
- (g) The Executive Committee shall direct the Secretary to carry out the general affairs of the AMD.
- (h) The Executive Committee may appoint and dismiss such staff as may be found necessary to manage the work efficiently.

**4.8 Subscriptions:** The details of subscriptions are given below, which may change from time to time as decided by the Executive Council.

Corporate Members	Life Members	Academic Members	Patrons Members	International Academic
Rs.100000/- (one time)	Rs.2500/ (one time)	Rs.2500/ (one time)	FREE	\$50USD (one time)

**4.9. Tenure of Membership:**

- a) Life Member : throughout his/her life
- b) Academic Life Member: throughout his/her life
- c) Patrons :throughout his/her life
- d) International Life Members :throughout his/her life
- e) Corporate Member: Life time membership for Industry partners can be included in this category.

## 5. state or Zonal chapters:

The same can be formed on application of at least 12 persons who simultaneously apply for Life Membership and pay the requisite subscription and are eligible for the membership. the application should be done to the secretary of AMD, along with proposed name of office bearers which should be in concordance with the rules laid down in the constitution of AMD. the respective state/Zonal Chapters will be formed after formal approval by the Executive Council.

The State or Zonal Chapters already formed and affiliated by AMD as on 30th July 2019 are exempted from the above mentioned formalities and shall continue as respective state or Zonal Chapters.

## 6 Office-Bearers of central AMD:

The following officers shall be elected from among the members:

- |     |  |    |
|-----|--|----|
| (a) | President  | -1 |
| (b) | President Elect                                  | -1 |
| (c) | Vice- Presidents                                 | -3 |
|     | ( 2 on all India basis and one from head office) |    |
| (d) | Secretary  | -1 |
| (e) | Joint Secretaries                                | -2 |
| (f) | Treasurer  | -1 |
| (g) | Editor, Journal                                  | -1 |

### 6.1 The National Executive Committee: ( Term : 2 years)

- Founder President (Dr. Rajesh Rajan) and Secretary ( Dr. Renny T Sam) and treasurer (Dr. Arunkumar R S) will be permanent members of national Executive Committee
- Immediate past President of the Association.
- 17 members elected
- 2 Past Presidents of the association nominated by the Executive Committee
- A nominated member from government sector by the Executive Committee
- A Joint Secretary nominated by the President elect
- One Joint. Secretary from Head Office

They will be selected through election to be conducted after the Annual General Meeting.

## ***6.2 National Executive Members:***

The founder president, secretary and treasurer of the AMD is considered as permanent members of the national executive until and unless he opts out. In case he opts out the said post stands automatically deleted. The founder president, secretary and treasurer of the AMD will be permanent invitee of the MDCon the annual conference of AMD with travel and housing allowance. The immediate past National President and National Secretary will be automatically inducted to the national executive council for one tenure (2 years).

One executive member will be appointed by each State/Zonal chapters through election or by selecting unanimously in a GB meeting. The same should be endorsed by the President of the concerned chapter and communicated to President AMD who may ask for relevant documents if desired.

## ***6.3 Tenure: 2 years***

## ***6.4 State Executive Committee***

### **6.4.1 Formation:**

- A) Portfolio bearers: President, Vice-President (2), Secretary, Joint Secretaries (2), Treasurer and Assistant Treasurer.

They will be selected through election to be conducted after the Annual General Meeting. It is mandatory to have Medical Council registration for all Candidates who wish to hold key positions in AMD such as President, Vice-President, General Secretary and Treasurer.

- B) Executive Members:

The founder president and Secretary of the respective State/Zonal Chapter are a permanent member of the State Chapter Executive Council until and unless they opts out. In case they opts out the said posts stands automatically deleted.

The immediate past Chapter President and Secretary will be automatically inducted to the committee for one tenure.

Another 5 members will be elected by election which may be done simultaneously along with Portfolio bearers.

### **6.4.2 Tenure: 2 years.**

## 7. Office-Bearers Duties:

### *President:*

The President shall be elected annually from among the members of the association and should have a standing of at least 5 years in the AMD and should have previously served for at least 3 years on the Executive Committee. He shall hold office for a term of two year. No person shall be eligible to be elected as President for more than one term. the President shall preside over at all meetings and shall regulate the proceedings of the meeting. he shall besides his ordinary vote have a casting vote in case of equality of votes among members. In his absence one of the vice-Presidents shall officiate for him, failing whom a member elected at the meeting shall perform his duties. The President shall have a fund of Rs 1 Lakh at his disposal for promoting public education activities for prevention of non-communicable diseases. the fund will be allotted from the fund of AMD HQ and President of AMD will submit the audit report of the above fund to be utilized by him for office Record. President candidate must have a valid registration of his/her MD Physician / MBBS degree with Medical Council of India/State Medical Council.

### *President-Elect:*

The President-Elect shall be elected from among the members of AMD and should have a standing of at least 5 years in the association and should have previously served for at least 3 years on the Executive Committee. He shall hold office for a term of two year as President Elect and shall automatically become the President during the following year.

In the absence of the President, one of the Vice-Presidents shall officiate for the President (and not the President-Elect). President elect will be the Chairman of the Scrutinizing Committee of AMD election.

### *Vice-Presidents:*

Three Vice-Presidents shall be elected from the members of AMD and they shall have a standing of at least 3 years in AMD and have previously served for at least 2 years on the Executive Committee.

Their term of office shall be for two years and they are eligible to a maximum of 2 terms. In the absence of the President, Vice-President shall perform the duties of the President. one of the Vice-Presidents shall be from the headquarters of AMD.

### *Secretary :*

The Secretary shall be elected from the members of AMD and should have

a standing of at least 5 years in **AMD** and have previously served for at least 3 years on the Executive Committee. The Secretary shall hold office for one term of 2 years. No person shall be Secretary for more than one term, consecutive or otherwise. The Secretary shall be from the Headquarter of AMD. Subject to the control and regulation of the Executive Committee, the Secretary shall be responsible for carrying out the decisions of the Executive Committee and the affairs of **AMD** as laid down in the Constitution.

- (1) Convene meetings of the Executive Committee
- (2) Have administrative control over the affairs of **AMD**
- (3) Have charge of the correspondence in relation of **AMD**
- (4) Keep accurate minutes of all meetings of the association, Executive Committee and other Committees there of
- (5) Prepare the annual report of **AMD**
- (6) Be in charge of all documents and property and other assets of **AMD**
- (7) Shall maintain a register of the members in the various categories of membership. for the purpose of **AMD** the address mentioned in the register will be considered the valid one. Any change in address must be intimated to the Secretary and confirmation received from the Secretary that the necessary change in the register has been effected.
- (8) Shall perform all such duties as are incidental to that office.

#### ***Joint Secretary :***

The President Elect shall nominate a Joint Secretary to help him in his work for a period of two year.

#### ***Assistant Secretary:***

One Assistant Secretary shall be nominated by the Executive Committee from the head quarters of **AMD**. The term of office shall be for a period of two year and for a maximum of 3 terms.

#### ***Treasurer:***

The Treasurer shall be elected for a term of 3 years and a maximum of 2 terms. He should have served earlier for atleast one year on the Executive Committee and must be from the headquarters of **AMD** the treasurer shall receive all moneys relating to **AMD** and deposit them in respective accounts in banks approved by the Committee to the credit of an account kept in the name of **AMD**.

### The Treasurer shall

- (1) Collect all dues to AMD and pay in all the amounts into the banking accounts of AMD.
- (2) Make disbursement within the limits of the annual budget and maintain vouchers and records of all such disbursements. In exceptional circumstances the budget may be exceeded by an amount of upto Rs. 750/- only with the concurrence of the President and by an amount not exceeding of Rs. 2500/- with the prior sanction of the Executive Committee.
- (3) All cheques shall be signed by the Treasurer and the President/ Secretary.
- (4) The balance sheet, accounts and audited reports shall be submitted by the Treasurer at the time of the Executive Committee meetings and also at the Annual General Body Meeting.
- (5) Any change of Office bearers should be notified to the banks as per banking law.
- (6) Apply for income tax exemption and other formalities as required and send annual report to the charity Commissioner.

## 8. Guidelines for the State Chapters

1. All AMD state Chapters shall be under the administrative control of the parent body.
2. Chapters must follow the constitution of the AMD with regard to membership, elections, functions of the office-bearers and aims & objectives.
3. Each chapter should have its own articles of association and rules and regulations registered with the registrar of societies. this is needed as the composition of the executive committee and the scientific committee will depend upon the existing strength of the members and is likely to be at variance with that of the parent body.
4. Chapters should use correct logo and stationery in conformation with that approved for the parent body.
5. New Chapters to be created should follow the state-wise pattern (pre-existing chapters would not be disturbed). City chapters should have affiliation to the state chapter and the state chapters should be directly responsible to the parent body. Zonal chapters, if formed, must have membership from contiguous states and union territories and not from one state/city only. It is desired that correct nomenclature of the chapters be followed to avoid confusion and overlap.

6. Chapters should have regular elections at least once in every two year. It would be, the jointly as well as separate responsibility of the Secretary and the President of the outgoing executive committee to send the notification regarding newly elected office bearers to the parent body. If there is no election for two or more consecutive terms, the branch shall stand dissolved and all cash/assets owned by it shall vest with the parent body till alternative arrangements are made. Bankers of the chapters must be given a copy of this resolution at the time of opening of the chapter or when the office bearers change.
7. The election of the chapter body should be direct with all members offered an opportunity to participate. Number of office bearers would not exceed 10% of the current membership with a minimum of four office bearers. There should be no provision for nomination although the articles of association should mention the method of filling of any interim vacant post. All such decisions should be ratified by the general body with a copy to the parent body.
8. Each chapter have its own bank account, PAN, TDS number and 80G certificate. This should be communicated to the parent body as soon as it becomes available. However, the parent body shall not share any financial liability. All tax matters will be the responsibility of the chapter. No proceedings would be permissible against office bearers of the parent body (AMD) for the lapses of the branches. the bank account name for the state chapter of AMD to be styled as “Name of the state - AMD” for example “Kerala-AMD”.
9. Audited accounts of the chapter should be submitted every year to the HQ. These will be shown as annexure in the annual report of the AMD parent body. Only the portion of the money which are physically transferred to the accounts of the HQ shall form part of the latter’s accounts. Failure to submit audited accounts for two or more consecutive turns without a valid and acceptable reason shall result in dissolution of the chapter. “the names of auditors and bankers must be communicated to the hQ.” the HQ shall reserve the right for external audit in case of complaints, if any.
10. A chapter must periodically (once in six months) submit a report of its activities to the head quarter.
11. Chapters shall enjoy complete financial autonomy with regards to the funds collected by them. However, wherever a large capital expenditure more than 5 lakhs is contemplated, prior permission of the HQ should be obtained. Each chapter should make a provisional budget in advance and seek approval from its own general body.

12. Chapters are expected to optimally utilize the resources and it is desirable to send a periodic report about it to the hQ.
13. All disputes and disagreements related to any Chapter shall have final arbitration by the national executive committee of the **AMD**.
14. “A Life Member of the Central **AMD** could be ordinary or Life Member of the Chapter.
15. To open a chapter, the required number of members should be 12.

### 9. National Elections :

Election for Central **AMD** will be conducted as per guidelines detailed below:

- a) At least 90 (Ninety) days before the date of the Annual General Meeting (AGM), the National Executive Committee shall appoint three Election Committee Officers (10 nos) who will be:
  - Life Members of **AMD**
  - Shall not contest in the forth coming election
  - Not a member of outgoing executive council
  - Only 2 members from astate
  - Chairman, Vice Chairman, Secretary and members
- b) The committee shall issue notice inviting nomination paper at least 70 days before the date of Election. The notice has to be sent to all eligible members by e-mail. The hard copy of the same to be submitted to all members of national executive council and all chapter Presidents.
- c) The last date of submission of nomination will be 50 days before date of election.
- d) The last date of nomination withdrawal will be 30 days before date of election.
- e) The date of election will be on the day of Annual General Body Meeting at the end of the session and the counting will be done after 30 minutes after closure of election hours. The result will be declared on the same day and will be signed by all the election commission members.

During counting apart from the election commission members and counting staffs (not more than two) either the candidate or a member of AMD nominated by the candidate will be present at the counting hall.

- f) It is mandatory that the election process need to be free, fair, impartial and election commission has to take all necessary steps to ensure that. For this rules and code of conduct may be imposed by the commission and the same to be declared during the invitation of nomination papers, i.e 70 days prior to the election.

The Election Officers shall prepare their report about the election and will submit the same to the Presiding Officer, giving the name of the candidates and number of votes secured by them and declaring those as elected. The report of the Election Officers will be read out in the Annual General Meeting.

Eligibility for candidate or voter: All Life member are eligible to participate, provided that they do not have any dues to AMD 90 days prior to the date of election excluding the date of election.

Voters' List: A formal voter list will be announced by the commission at least 45 days prior to election and a copy of same to be submitted to Executive Council and all Chapter President within 24 hours of announcement of the same. A copy of the same will be displayed at the AGM venue. Minimum 1200 eligible voters to be announced before elections.

Election expenses: The Central Election Commission will fund all the necessary expenses and other logistic support for conducting election. The Election commission will submit expense report to the Executive Council supported by necessary vouchers and documents within 10 days from the date of election.

- (g) Online voting or Voting papers bearing signatures of the 3 of the scrutinizers- Secretary, Vice-Chairman and Chairman Scrutinizing Committee with appropriate directions shall be issued to all eligible members by the Secretary under registered post 30 days before the date set for receipt of votes. Members after recording their votes on the ballot papers should insert it in the smaller envelope marked A which then should be put in bigger envelope B. Duplicate voting paper marked 'Duplicate' may be issued by the General Secretary to a member on his requisition in writing in case of loss, non- receipt or spoiling of the original voting paper. An account of all voting papers printed and issued (Duplicate or otherwise) and those in hand,

shall be kept by the Secretary and made over to scrutinizes at the time of scrutiny. The election to the Executive Committee and of all the office-bearers shall be done at the same time.

- (h) Voting papers duly filled in and addressed to the scrutinizes shall be returned in the printed self-addressed envelopes. No hand delivery will be accepted. In case of online voting a secured outside agency which should be agreed by the AGM should conduct the process.
- (i) Two or more of the scrutinizes shall on the specified date and time scrutinize the voting papers, count the votes received by each candidate and submit the returns thereof along with all the voting papers in a sealed cover to the Secretary who shall place the report unopened before the President at the meeting of the Executive Committee and this will later be presented at the Annual General Body Meeting. The candidates or their agents may be present during the counting of votes. A list of voters shall be kept from the outer envelopes and this shall be available at the time of the Annual General Meeting. The scrutinizes shall separate the outer envelopes from the inner envelopes with the actual voting papers. The inner envelopes with the actual voting papers shall be mixed before being finally opened to ensure secrecy of the ballot.
- (j) In the event of an equality of votes or non filling of the posts of the office bearers or members of the Executive Committee the matter shall be decided by ballot at the Annual General body Meeting or by online voting.
- (k) The report of the scrutinizes on the result of voting shall be maintained in the office for reference until the next election:
- (l) The Executive Committee shall have the power to fill vacancies occurring during the year.

## **10. Collection & Distribution of membership Subscription:**

All payments and application/renewal of membership will be submitted to the national President through the Chapter President along with his/her recommendation. The president will send the confirmation of membership within 15 days from date of receipt of the same.

the details of the sharing of fees are given below:

Category	National	Chapter	Journal/Benevolent Fund
Life	50%	30%	20%
Academic	30%	40%	30%
Patrons			
Corporate	70%	10%	20%
International	50%	30%	20%

The share for journal/ Benevolent Fund will be kept in a Separate Account and the President and treasurer will be the custodian. until and unless a journal of AMD or any fund of benevolence is floated the fund has to be kept intact. The fund is to be kept as fixed deposit and is updated every 6 months. In no circumstances the said fund can be used for loan, mortgage or any purpose other than for which they are meant for.

## 11. Head Office:

The Head Office of the Association shall be at Kerala or at any other place as decided by the General Body, the present registered address being at PP 17D, 130A, Alungal, Valiyaparamba Road, Pulikkal, Malappuram District, Kerala - 673637.

Any dispute, controversy or claim arising under, out of relating to the members of the AMD comes under the jurisdiction of high Court of Kerala, Cochin, Kerala, india.

## 12. General Body Meeting:

Annual General Body Meeting: Shall be held every year by the association at the time of Annual Conference and will be presided by the President. In case of absence the President, the Vice-President will chair the meeting. the business to be transacted at the Annual General body Meeting shall be-

1. Apologies
2. Condolences
3. To receive and adopt the annual report of the association for the past year.
4. Minutes of the last Annual General Body Meeting.
6. To submit and adopt the audited accounts of the association.
7. To submit, discuss and pass the provisional budgets for the association for the next financial year.

10. To transact such other business as should or may be brought up at any general meeting.
11. Presentation by affiliated state/Zonal chapters regarding activities, achievements, constraints etc.
11. Consider any other business brought forward by any members at least 2 days in advance.
12. Selection of venue for next 2 years and its tentative dates.
13. Miscellaneous.

### ***12.2 Special General Body Meeting :***

1. When a requisition is made in writing by at least 10 percent of valid members of the association to discuss specific emergency agenda.
2. When felt necessary by the Central Executive Council to discuss an emergency agenda.

### ***12.3. Notice of the General Meetings:***

Notice of all General Body Meetings shall be dispatched to all members not less than 30 days before the date of the meeting. It should be displayed in the **AMD** website also.

### ***12.4. Quorum of General Meetings:***

33% of members (having right to vote) shall form the quorum for a general body meeting. If at the time appointed for the annual general body meeting there is no quorum, the meeting shall stand adjourned for 30 minutes at the very same time and place of the meeting.

## **13. Executive Council Meetings:**

The committee shall meet 4 times in a year during zonal meetings. The President may whenever he thinks necessary shall call emergency meeting of the committee only if any emergency agendum is to be discussed. The Secretary shall, on receiving letter signed by 50% or more members of the committee, call a special meeting of the committee with formal consent of the President, if only emergency agendum is to be discussed. The notice of a meeting of the Committee shall be dispatched to each individual member of the Committee at least 4 weeks before the meeting.

Emergent meetings may be called by the Secretary on a 3 clear days notice. Quorum of the Committee meetings: 51% members shall form a quorum at a meeting of the executive council of which at least two should be a non-office bearer. In case there is no quorum an adjourned meeting will be held at the same place on the same day 15 minutes later.

## 14. MDCON

There will be one annual conference named MDCON in every year to share the latest medical updates between members and distinguished guest speaker. The venue and tentative date will be decided at AGM. The meeting needs to be organized in a prominent city of India having good connectivity by air/rail/road to other part of the country. The host chapter will be overall in-charge of organizing the conference with time to time discussion with National President/Executive Council about the progress and other necessary issues as deemed necessary.

An Annual Scientific Conference shall be held every year by the AMD. An audited financial statement of the Annual Conference shall be submitted to AMD. The new Office-bearers and Executive Committee shall be installed and take over their office at the time of the Annual meeting. The timing of the elections shall be so fixed, to facilitate the change over.

The Executive Committee shall appoint Scientific Committee Chairman for organizing the scientific programme for the Annual Conference. Hall-B scientific program will be decided only by central AMD.

## ORGANIZING NORMS OF ANNUAL CONFERENCE OF AMD

### 1. Venue

The conference may be held in any city which is easily accessible by air, rail and road transport. The city should have a good auditorium or a convention center having adequate seating capacity minimum 1000 seats. Four to six additional halls with a seating capacity of 100-200 per hall should be available close to the auditorium of convention center. Minimum 2 halls to be used in all MDCON (Hall A - Big and Hall B-small). In addition, one hall with a capacity of 400 to 500 persons should preferably be available. There should be adequate space available for the trade exhibition and catering within the conference venue. The city should have sufficient accommodation (hotel, guest houses, etc.) for housing the registered delegates, spouses, members of the industry and others attending the conference.

## ***2. Timing of the Conference.***

The conference should preferably be held in the first fortnight of October.

## ***3. Organization of the Conference.***

The venue and Organising Secretary shall be decided two years in advance. The duration of the conference should be of four days. The first day should be devoted to continuing Medical Education (CME) Programme and Workshop, if any. Those interested in holding the conference should apply to the Secretary of AMD in advance and provide detailed information in their application about the conference facilities in the city.

The applications for holding the conference should be received in advance (for example, for the annual conference of year 2021, the applications by the AMD office should be received by June of Year 2019 so that a decision regarding the venue and the Organizing Secretary can be taken during the annual conference of the year 2019). In HALL-B basics of Internal medicine should be conducted for local physicians and students for all the 3 days.

## ***4. Hosts.***

the application for hosting the conference should come from a branch/ local chapter of the AMD. The application should come from the authorized representative of these bodies (Secretary, Convener, Coordinator etc.) after holding a meeting at the local level. in the application, the names of the secretary and chairman of the Organising Committee should be mentioned.

## ***5. Budget.***

The Organizing Committee shall submit at least six months in advance the budget estimate of the conference including the anticipated expenditure of the chairman, scientific committee. This shall include the expected revenue and likely expenses. The details of the revenue to be expected from the stalls, advertisements, display of banners, registration fee, donation, sponsorship of lunch, dinner, symposia, other sources, should be specifically mentioned. Similarly, a detailed estimate of the likely expenditure on scientific program, sponsoring of guest speakers, conference venue, lunches/dinners, etc., should be mentioned. the Executive Committee shall review income/expenditure in its regular meetings.

## 6. *Registration Fees.*

The various categories of registration fees will be decided by the local Organizing Committee and approved by the Executive Committee of the AMD

## 7. *Seating arrangements of the Dias.*

Chief Guest should be in the center and on each side - the founder President of AMD the President of AMD then Chairman of the Organizing Committee will be seated. Next to them will be President Elect on one side and Organising Secretary on the other side. The Secretary of the AMD will be sitting next to the organizing secretary.

## 8. *AMD's Share.*

This should be as follows:

All international dues to be paid from the MDCON profit fund. 50% per cent of the net profit of the Conference shall go the Central AMD fund. In the event of Organizing Committee running into a loss, AMD parent body shall not reimburse the loss. This arrangement should be reviewed periodically for suitable modification by the EC and General Body of the AMD. the AMD Endowment Fund shall be created and the money will be utilized as per the decision of the Executive Committee.

The Accounts of the conference should be audited promptly by an accredited Chartered Accountant at the local level. the audited accounts should be submitted to the Honorary General Secretary of AMD within one year of the conclusion of the Conference. If necessary, the Executive Committee should decide to get these accounts verified by other auditors or the Committee itself. Finally, the accounts should be submitted to the General body for approval.

## 9. *Chairman of the Scientific Committee.*

The Scientific Chairman is responsible for the preparation and finalization of the Scientific Program. He will do so in consultation with the members of the Scientific Council, Executive Committee and other eminent colleagues from the country. The provisional program prepared by the Chairman, Scientific Committee shall be discussed, finalized and ratified by the Executive Committee and if necessary in the Scientific Council Meeting at least 8 (eight) weeks prior to the Conference.

A committee comprising the Founder President and Secretary of AMD the President AMD, Chairman, Scientific Committee and Organizing Secretary will be responsible for finalizing the budget of the Scientific Program. The chairman, Scientific Committee shall submit to the President AMD and Organizing Secretary the expenses likely to be incurred by him for the scientific program including the sponsorship of guest speakers, printing, communication, travel, hospitality and other expenses. The number of overseas speaker should be restricted between 10 to 12.

The Organizing Secretary shall reimburse the expenses of the Scientific Committee as per the agreed budget. if the number of invited guests exceeds the agreed number, the Scientific Committee Chairman should be responsible for arranging the funds. If the Chairman, Scientific Committee raises funds for his day-to-day expenses he will submit the audited accounts to the Executive Committee of the AMD. All the balance amount if any should be remitted to the general corpus of the AMD.

#### ***10. Expenses of the Executive Committee Meetings:***

During a year, usually 6 Executive Committee Meetings are held. The first and last (incoming and outgoing) Executive Committee Meetings are held at the venue of the annual conference. The second one is usually held at the headquarter. the third one at the venue of Zonal Conference, the fourth one in the city from where the President is elected. The fifth meeting should be held at the site of the proposed conference to enable Executive Committee members to oversee the arrangements for the conference. The air travel and accommodation expenses of Executive Committee Members for the fifth meeting should be taken care of by the local Organizing Committee of the annual conference. The Chief Coordinator of the Zonal Conference meeting should cover the to & fro airfare and local hospitality at the Executive Committee, for the third Executive Committee Meeting. The expenses for the first and last meeting should be borne by the MDCON fund as these are the meetings during the annual conference which they are attending. The issue of expenses for the second and the fourth meeting can be met from the AMD fund, if the fund position permits.

#### **15. Zonal Conferences of AMD:**

State Chapters should conduct four Zonal conference in a year. Venue and dates to be decided in the AGM during MDCON. Venue to be decided 2 year in advance.

- January :Central & West Zone = Andhra Pradesh, Madhya Pradesh, Orissa Maharashtra, Rajasthan & Gujarat.
- March : East Zone = West Bengal, Assam, Bihar and other North Eastern States.
- June : North Zone = Delhi, Chandigarh, Uttar Pradesh, Haryana, Punjab, Himachal Pradesh, Jammu & Kashmir
- August: South Zone = Tamil Nadu, Karnataka, Kerala, Pondicherry

***15.1 Other than zonal conferences each state can conduct independent medical updates and CME,s and conferences.***

***15.2 AMD's Share.***

This should be as follows: 50% per cent of the net profit of the Conference shall go the Central AMD fund. Rest 50% profit fund remains with the state which is holding the conference. In the event of Organizing Committee running into a loss, AMD parent body shall not reimburse the loss. This arrangement should be reviewed periodically for suitable modification by the EC and General Body of the AMD.

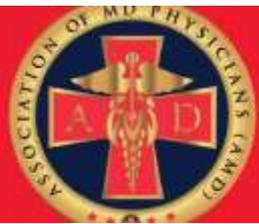
***15.3 Board of Governors of AMD***

All past presidents of AMD will be members of this board. Members of the Board of Governors serve a Five -year term and are the grassroots liaisons between the local chapters, or established geographical areas, and the head office. Founder members who served as president will be permanent members of this board. Board will have only 12 members at a time.

All founder members will be permanent members of Board of Governors. Each year president and secretary should submit the annual report with audit to the board before printing it. Proper running of head office will be responsibility of the board. A representative of the board will be a invitee to the dais during inaugural ceremony.

in the event of mismanagement where no leadership available, board can take over the full authority to coordinate AMD till the next elections using its veto power. Board will be responsible to coordinate and conduct elections. Board will be responsible for international affiliations and all international affairs of AMD. Board will be responsible for uplifting the image of AMD globally. Any legal movement and court proceedings should be discussed in the board for approval. Official publication and clinical registry will be monitored by the board.





**AMD**  
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