Application for Membership

World Small Animal Veterinary Association (WSAVA)

Vision: “All companion animals worldwide receive veterinary care that ensures their optimal health and welfare”

Mission: “To advance the health and welfare of companion animals worldwide through an educated, committed and collaborative global community of veterinary peers”

Introduction

The World Small Animal Veterinary Association (WSAVA) is an association of associations. Its membership is made up of veterinary organisations from all over the world, which are concerned with small companion animals such as cats, dogs, rabbits, guinea pigs etc. Currently there are 114 member and affiliate associations, representing over 200,000 individual veterinarians from around the globe.

WSAVA’s primary purpose is to advance the quality and availability of small animal medicine and surgery, and this broad aim is achieved in a number of different ways.

- WSAVA fosters the exchange of scientific information, both between individual veterinarians and between their veterinary organisations.
- WSAVA furthers international relationships between all veterinarians dealing with small animal health and welfare.
- WSAVA promotes the standing of small animal practice.

Application for Full Membership

The process of membership in WSAVA is defined in Section 3 of the WSAVA By-Laws and, in summary, is restricted to formal veterinary organizations dedicated to small animal veterinary medicine having 100 or more members. To apply, simply provide the information requested below and ensure it is submitted to the WSAVA Secretariat (admin@wsava.org) 67 days prior to the next Assembly meeting (this equates to no later than August 22nd, 2022).

It is expected that a member of your association would attend the Assembly meeting to present your application to the Assembly members. This body will subsequently vote on the merits of your application and determine its success. The next Assembly meeting is on 28 October in Lima, Peru.
### Information about the Association

<table>
<thead>
<tr>
<th>Name of the Association</th>
<th>Small Animal Veterinary Association Kerala (SAVAK)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address of the Association</td>
<td>T.C.18/432, East Fort, Thrissur, Kerala, PIN:680 005, India</td>
</tr>
<tr>
<td>Email address of the Association</td>
<td><a href="mailto:savak2017@outlook.com">savak2017@outlook.com</a></td>
</tr>
<tr>
<td>Number of Members</td>
<td>263</td>
</tr>
<tr>
<td>Number or percentage of members involved with small animals</td>
<td>95 Per cent</td>
</tr>
</tbody>
</table>

### Proposed Representative

| Name of proposed Representative | Dr Shibu Simon |
| Address | Associate Professor, College of Veterinary & Animal Sciences, Mannuthy, Thrissur, Kerala, India (shibu@kvasu.ac.in) |
| Phone number (including the country code) | +91 9447006499 |

### Executive Board

<table>
<thead>
<tr>
<th>Names of Executive Board (Position)</th>
<th>Email address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Shibu Simon (President)</td>
<td><a href="mailto:shibu@kvsasu.ac.in">shibu@kvsasu.ac.in</a></td>
</tr>
<tr>
<td>Dr. Madhavan Unny N. (General Secretary)</td>
<td><a href="mailto:madhavan@kvsasu.ac.in">madhavan@kvsasu.ac.in</a></td>
</tr>
<tr>
<td>Dr. Sunilkumar S. (Vice President)</td>
<td><a href="mailto:drsunilkumarvet@yahoo.co.in">drsunilkumarvet@yahoo.co.in</a></td>
</tr>
<tr>
<td>Dr. Maj. Anish Antony (Vice President)</td>
<td><a href="mailto:antonanish@gmail.com">antonanish@gmail.com</a></td>
</tr>
<tr>
<td>Dr. Stanly John (Joint Secretary)</td>
<td><a href="mailto:stanly97.john@gmail.com">stanly97.john@gmail.com</a></td>
</tr>
<tr>
<td>Dr. Nithin C.J. (Joint Secretary)</td>
<td><a href="mailto:nithinnandancj@gmail.com">nithinnandancj@gmail.com</a></td>
</tr>
<tr>
<td>Dr. Hari Narayanant P.M. (Treasurer)</td>
<td><a href="mailto:harivet@gmail.com">harivet@gmail.com</a></td>
</tr>
<tr>
<td>Dr. Deepu Philip Mathew (Convenor Legal Cell)</td>
<td><a href="mailto:dpm2007@gmail.com">dpm2007@gmail.com</a></td>
</tr>
<tr>
<td>Dr. Soorej K. (CPD Director)</td>
<td><a href="mailto:soorejk@gmail.com">soorejk@gmail.com</a></td>
</tr>
<tr>
<td>Dr. Annie Varghese (Editor, SAVAK Pulse)</td>
<td><a href="mailto:drannievarghese@gmail.com">drannievarghese@gmail.com</a></td>
</tr>
<tr>
<td>Dr. Joju Davis (Executive Committee Member)</td>
<td><a href="mailto:jojudavis@hotmail.com">jojudavis@hotmail.com</a></td>
</tr>
<tr>
<td>Dr. Syam K. Venugopal (Exe. Committee Member)</td>
<td><a href="mailto:syamkv@kvasu.ac.in">syamkv@kvasu.ac.in</a></td>
</tr>
<tr>
<td>Dr. Vinodkumar P.R. (Exe. Committee Member)</td>
<td><a href="mailto:vinodpulical@yahoo.co.in">vinodpulical@yahoo.co.in</a></td>
</tr>
<tr>
<td>Dr. Sooryadas S. (Exe. Committee Member)</td>
<td><a href="mailto:sooryadas@kvasu.ac.in">sooryadas@kvasu.ac.in</a></td>
</tr>
<tr>
<td>Dr. P. Ravindran (Exe. Committee Member)</td>
<td><a href="mailto:ravikrishnakripa@gmail.com">ravikrishnakripa@gmail.com</a></td>
</tr>
<tr>
<td>Dr. Kishorekumar K.J. (Exe. Committee Member)</td>
<td><a href="mailto:kishorekj@gmail.com">kishorekj@gmail.com</a></td>
</tr>
</tbody>
</table>

(e.g. Siraya Chunekamrai (President) siraya.chunekamrai@wsava.org)

### Background information

Has your association been in formal/official, active existence for 3 years or more? Yes
Is your association a national association? No

If yes: please answer

Is your association the only small animal association in your country? No

if no: please provide

<table>
<thead>
<tr>
<th>Name of other national associations</th>
<th>FSAPAI</th>
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</thead>
<tbody>
<tr>
<td>Estimated number of shared members</td>
<td>Less than 10 per cent of our members</td>
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</table>

India is a large country with more than 22 languages and a lot of diversity. Each area has its own geographic and cultural uniqueness. States are quite huge with populations in millions. Many states have one or more regional small animal associations and each has a unique way of working. The system that FSAPAI follows is to have just one association from a state. That association is selected based on a ‘first come first serve’ only. The selection process is not based on merit of the applicant association nor is this process reviewed. Associations may have differences with regard to mode of functioning and the extent of professionalism espoused. Hence, better performing associations are left out as they are never reviewed or considered in the selection process that comes to a full stop with one association being selected from a state and no scope for future development. It is here that there is a need to have associations with inclusiveness that provide memberships to passionate small animal practitioners across the nation. Our association has quantitatively and qualitatively provided and focused on high-end training to vets from within our state and across borders. We have on multiple occasions had speakers from abroad. So, it is our firm belief that our collaboration with an international organisation, the WSAVA,
would open up a plethora of better opportunities that would enrich our members and upgrade their skills with beneficial effects on the delivery of small animal care in India. Such a collaboration would also have a synergistic/complimentary effect by offering opportunities with WSAVA for international student/professional exchange and the possibility of conducting researches with interested WSAVA partners. In order to further the objective of ‘excellence’ in small animal veterinary care, we seek to improve the reach of activities and exposure for small animal veterinarians, by associating as a Member of WSAVA. And let’s strive together to bring out the best in each association to bring out the best in all the associations.
Please provide a brief history of your association:

The Small Animal Veterinary Association Kerala (SAVAK) had its modest beginnings at the WSAVA CE held at Ooty in December 2015 where the need for an organisation directed at improving the quality of veterinary care by catering exclusively to the specific needs and interests of small animal practitioners was felt and an appropriate mechanism in this regard was designed. The SAVAK also intends to design appropriate learning opportunities that foster the enhancement of the knowledge and skills of small animal veterinarians. Veterinarians from Kerala who attended the conference came together with the formation of a WhatsApp group on 07.12.2015 that included most members of the first management committee. The growth of the association was rather slow during the early dates till 2017 with occasional meetings. The matter regarding the formation of a new association was also discussed with the Kerala Chapter of the Indian Veterinary Association so as to foster a harmonious relationship and liaison with them. Although, the SAVAK had been conducting various programmes for members in a small-scale manner from 2015 onwards, it was only by the mid of 2017 that there was a surge in interest in this venture and this culminated in the official inauguration of SAVAK on 29.10.2017. The SAVAK has been affiliated to FASAVA (Federation of Asian Small Animal Veterinary Associations) from November 2017. The SAVAK is honoured to have Prof. (Dr.) M.R. Saseendranath, Honourable Vice Chancellor, Kerala Veterinary and Animal Sciences University as the Chief Patron. Today, with 263 members the SAVAK is growing as a group of passionate small animal practitioners and all our activities are conducted so as to keep our moto “in pursuit of excellence”.

Required Documents
Please provide the documents below and tick the box if you have included them in your email.

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<tr>
<th>Included?</th>
<th>Document Description</th>
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<tr>
<td>☒</td>
<td>Official documentation of Association’s existence, registered in country of residence</td>
</tr>
<tr>
<td>☒</td>
<td>Association constitution, charter, and/or by-laws</td>
</tr>
<tr>
<td>☒</td>
<td>Copy of most recent annual general meeting minutes</td>
</tr>
<tr>
<td>☒</td>
<td>Information on vision, mission, goals, and what the association provides for its members (i.e., its raison d’etre)</td>
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<tr>
<td>☒</td>
<td>Letter of intent addressing the following issues:</td>
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<td></td>
<td>Reason why your association wants to be a WSAVA associate member</td>
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<tr>
<td></td>
<td>How your association will use your WSAVA associate membership to further the needs of your members and overall needs of your national small animal veterinarians</td>
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</tbody>
</table>
What will your association bring to your partnership with the WSAVA that will benefit the WSAVA and its members

At the time of the Assembly Meeting
Please be aware that if your application is successful adopted by a majority vote of the WSAVA member representatives, your association representative will be required to sign a letter of commitment to the defined responsibilities implied in association member (see below) in front of the Assembly before your membership becomes official.

Obligations as a WSAVA Member

Your obligations as a WSAVA member would principally be carried out by your WSAVA representative and include:

- Ensure that the annual membership dues are paid in a timely manner (for full and affiliate members)
- Provide and keep current your association information, including contact details, membership numbers, and activities, as posted on your association page on the WSAVA website
- Provide an annual report to the Assembly members
- Attend the annual Assembly meeting, where the business of the WSAVA is conducted, or make alternative arrangements for voting through either proxy assignment or pre-Assembly vote submission
- Distribute the WSAVA monthly news and any additional WSAVA information to your membership in a timely manner

Application Signature:

<table>
<thead>
<tr>
<th>Signature</th>
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<td>[Signature]</td>
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<table>
<thead>
<tr>
<th>Name</th>
<th>Dr Shibu Simon</th>
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</thead>
<tbody>
<tr>
<td>Position</td>
<td>President, SAVAK</td>
</tr>
<tr>
<td>Date</td>
<td>14 June 2022</td>
</tr>
</tbody>
</table>
Please send this completed application, including all required documents to the WSAVA Secretariat at admin@wsava.org
LETTER OF INTENT

Greetings from Small Animal Veterinary Association, Kerala!

Small Animal Veterinary Association, Kerala, with its guidelines has been striving to improve the professional knowledge and skill of its members. This concept is quite similar and in-line with the WSAVA’s idea of exchange of scientific information. WSAVA is called the association of associations. Our Association need to be considered in-par with any other similar associations, considering the work we do in terms of continuing professional education programs and social responsibility initiatives like Veterinary students’ aid programmes, Outreach programme for Veterinary students, Special discounts and encouragements for internees and PG scholars, Free anti-rabies Vaccinations, animal birth control programmes, Awareness classes and Training programmes for pet parents. We are affiliated to Federation of Asian Small Animal Veterinary Associations (FASAVA). A WSAVA membership will directly benefit our fellow members as they will be considered on par with all other fellow veterinarians from similar affiliated organisations, including participation in WSAVA programs worldwide. Moreover, WSAVA and its members will definitely benefit with this linkage as a whole new set of veterinarians will be following the WSAVA concepts of improving scientific knowledge and international relationships, creating a win–win situation for all involved. By being admitted to WSAVA, our organisation will serve as a platform for conducting important programmes of WSAVA in India thus facilitating the exchange of information and best practices between veterinarians and improving the quality of programmes available to Indian Small Animal Practitioners. Also, since we conduct a range of programmes that benefit various stakeholders in this sector in India by associating with us these activities would also be credited to WSAVA.

For Management Committee,

Dr. Madhavan Unny N.
General Secretary

Dr. Shibu Simon
President
SMALL ANIMAL VETERINARY ASSOCIATION

MEMORANDUM AND ARTICLES OF ASSOCIATION

1. Name: The name of the society shall be SMALL ANIMAL VETERINARY ASSOCIATION [SAVAK]

2. Office address: The registered office of the society shall be situated presently at T.C. XIII/482, Behind Bishop Palace, East Fort, Trichur, and in such place as may be decided by the Managing committee later on.

3. Area of operation: The area of operation of the society shall be all over Kerala.

[Signatures]

Dr. Simon
President

Dr. Antony
Treasurer

[Stamp]

03 Oct 2017
4. Objectives:
   A. To have mutual social contact and cultural cooperation amongst the members, who have a passion for companion animal practice
   B. To educate, and keep professionally current, all the members of the Association so that they may better serve the pet population
   C. To consider and adopt ways and means to serve the community in general, and in particular to help in the alleviation of suffering of companion (pet) animals
   D. To make available services of the Association to other similar Associations in the manner deemed fit by the Association

5. Without prejudice to the above objects and also for effectively carrying out the objectives, the society shall have power to carry out such other and similar objectives and the power to receive, hold and possess any property and buildings. The income, earnings and properties of the society shall be solely utilized and applied towards the promotion of its objectives only as set forth in the Memorandum of Association and by laws.

6. The management and control of the society is entrusted with the Management Committee of the society to be elected in every year by the general body and shall be carried on in accordance with the Rules and By-laws of the society.
We, the undersigned are desirous of forming a society, above named have decided in the general body held on 24.9.2017 to register this society as per the provisions of the Travancore-Cochin Literary Scientific And Charitable Societies Registration Act 1955[Act 12/1955].

<table>
<thead>
<tr>
<th>Sl.No</th>
<th>Name and Full address</th>
<th>Occupation</th>
<th>Designation in the Society</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>DR. SHIBU SIMON MAPPILAPARAMBIL HOUSE, BEHIND BISHOP'S PALACE EAST FORT P.O. PIN:680651 THRISUR. KERALA</td>
<td>Asst. Professor</td>
<td>President</td>
<td>Dr. Shibu Simun</td>
</tr>
<tr>
<td>2</td>
<td>DR. S. SUNILKUMAR FELICAN PET HOSPITAL EROOR.P.O: PIN.682306 TRIPUNITHURA ERNAKULAM</td>
<td>Veterinary Doctor</td>
<td>Vice President</td>
<td>Dr. S. Sunilkumar</td>
</tr>
<tr>
<td>3</td>
<td>DR. JOJU DAVIS S/O P.K. DAVIS ASWATHY, AISWARYA AVENUE, PUTHUR, PALAKKAD 678001</td>
<td>Veterinary Doctor</td>
<td>Secretary</td>
<td>Dr. Joju Davis</td>
</tr>
<tr>
<td>No.</td>
<td>Name</td>
<td>Position</td>
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<td>4</td>
<td>DR. DEEPU PHILIP MATHEW DEEPALAYA ANGADICALSOUTH. P. O CHENGANNUR 689122 ALAPPUZHA</td>
<td>Veterinary Doctor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>DR.[Major]ANISH ANTONY MADECKAL HOUSE ADOOPARAMBU MUVATTUPUZHA P.O PIN 686661</td>
<td>Veterinary Doctor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>DR ANNIE VARGHESE NISSI BHAVAN, T. C.1/945, NO. 42 THOPPIL LANE, KUMARAPURAM, MEDICAL COLLEGE P. O. THIRUVANANTHAPURAM M, PIN CODE 695011.</td>
<td>Veterinary Doctor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>DR.SOOREJ.K RADHIKA NILAYAM EDAYAPPURAM SOUTH ASOKAPURAM ALUVA 683101 ERNAKULAM DISTRICT</td>
<td>Veterinary Doctor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>DR.MADHAVAN UNNY.N CHANDINI SANTHINAGAR MANNUTHY. THRISSUR 680651</td>
<td>Asst. Professor</td>
<td></td>
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</tr>
<tr>
<td></td>
<td></td>
<td>Joint Secretary</td>
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<td></td>
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<td>Treasurer</td>
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<td>Editor</td>
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<tr>
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<td></td>
<td>Convener., Legal Cell</td>
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<tr>
<td></td>
<td></td>
<td>Committee Member</td>
<td></td>
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<tr>
<td></td>
<td>Name</td>
<td>Designation</td>
<td>Committee Member</td>
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<td>----------------------------------------------------------------------</td>
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<td>------------------</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Dr. Sooryadas, S. Padmavilas, House No. 169 Sastri Nagar, Sastri Junction, Kollam-691001</td>
<td>Asst. Professor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Dr. P. Ravindran Krishnakrupa Vidyanagar Perunna Changancherry</td>
<td>Veterinary Doctor</td>
<td>Committee Member</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Dr. Syam K. Venugopal 3D Navani Heights St. Mary's College Road, Thrissur, Kerala 680020</td>
<td>Professor</td>
<td>Committee Member</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Dr. P.R. Vinod Kumar Jaladhara, Ulloor Thiruvanthapuram, 695011</td>
<td>Veterinary Doctor</td>
<td>Committee Member</td>
<td></td>
</tr>
</tbody>
</table>

Witnesses:

1.

2.
ARTICLES AND MEMORUNDDUM OF ASSOCIATION
SMALL ANIMAL VETERINARY ASSOCIATION [SAVAK].

Rules:

1. Name:
The name of the Society shall be SMALL ANIMAL VETERINARY ASSOCIATION OF KERALA [SAVAK].

2. Office:
The registered office of the society shall be situated presently at T.C. XIII/482, Behind Bishop Palace, East Fort, Trichur.5. The managing committee shall have the power to shift the office to any other place/places in future as it deems fit.

3. Area of Operation:
The area of operation of the society shall be all over Kerala.

4. Objectives:
The main objectives of the society shall be:
A. To have mutual social contact and cultural co-operation amongst the members, who have a passion for companion animal practice
B. To educate, and keep professionally current, all the members of the Association so that they may better serve the pet population
C. To consider and adopt ways and means to serve the community in general, and in particular to help in the alleviation of suffering of companion (pet) animals
D. To make available services of the Association to other similar Associations in the manner deemed fit by the Association.

5. The society shall for effectively carrying out the objectives also have the power to:
   A. To conduct research in the field of pet animals and on other disciplines related to the same.
   B. To open, found, establish, promote, set up, run, maintain, assist and support any aid or help in setting up educational/clinical establishments or institutions for all kinds of education and knowledge in the field of small animals.
   C. To receive financial and non-financial assistance from Government, Non Government Organizations, International Agencies, Bank and any other legal entity or individual.
   D. To accept donations, grants, presents, gifts, and other offerings in the shape of movable and/or immovable properties for the attainment of the aims and objects of the society.
   E. To purchase/acquire lands and/or the buildings in the name of the society for the upliftment and fulfillment of the Aims of the society.
   F. To erect, construct, alter, maintain, sell, lease, mortgage, transfer, improve, develop, manage and control all or any part of the property or the building of the above society, necessary or
convenient for the purpose of the attainment of the Aims and Objects of the Society.

G. To conduct National/International seminars, Symposium, workshops, training programs etc.

H. To work in collaboration with similar bodies or associations.

I. To publish books, periodicals, journals, souvenir and other literature in the different languages and on the different subjects which may be useful to the general public.

H. To do such other things/acts/activities which are necessary and which may be incidental conducive to the attainment of any of the object of the society.

6. Income Utilization

All the incomes, earnings, movable/or immovable properties of the society shall be solely utilized and applied towards the promotion of its aims and objects only. The assets or income of the society shall not be transferred directly or indirectly by way of dividends, bonus, profits or in any manner whatsoever to the present or the past members of the society or to any person claiming through any one or more of the present or the past members. No member of the society shall have any personal claim on any moveable or immovable properties of the society or make any profits, whatsoever, by virtue of this membership.
7. Financial Year:

The financial year of the Association shall be from 1st January to 31st December every year.

8. Membership:

1. All graduate veterinarians, registered to practice, and professing a desire or interest in pet or companion animal practice shall be eligible to become members of the SAVAK.

2. A person desirous of joining the Association shall apply in writing in the prescribed form. The application shall be scrutinized by the Managing Committee, and on admission such persons have to pay the admission fee as well as such other fee prescribed by the society from time to time. A person admitted shall be the member of society only after making the full payment.

3. The managing committee has the power to reject any application without assigning any reason for such rejection.

4. A person admitted to the membership by the Managing Committee shall, upon payment of the admission fee and subscription prescribed, be enrolled as a member of the Association.

5. The admission fee payable is Rs. 2500/- as onetime payment (Rupees Two thousand five hundred only) and annual subscription shall be Rs.1000/- (Rupees One thousand only) or such amount as decided by
the society in the general body meeting from time to time.

8a. Honourary Membership:

The general body may by its unanimous decision give honorary membership to any person who according to the General body is par excellent in the field of small animals/veterinary science. Such Honorary member shall not have any voting right in the society and shall not be eligible to hold any post in the Managing committee.

9. Termination of membership:

1. A member will be a member for the period covered by the subscription and shall cease to be a member if he fails to pay the subscription within a period of 3 months of commencing the financial year without any reasonable cause. Such a member, however, may be admitted again on a written request and on payment of all arrears. A readmission charge of Rs.500 shall be levied from such members.

2. Any member who indulges in any activities which are prejudicial to the interests of the Association or are contrary to the aims and objects of the Association may be expelled from membership of the Association. The Managing Committee shall have the power to recommend to the General Body for expulsion of any such member by passing a resolution in the Managing Committee meeting to
that effect supported by at least 2/3rd of the members of the committee present at the meeting.

3. The Resolution of the Managing Committee shall be considered in the General Body meeting or a special General Meeting called for that purpose, and the action to be taken shall be decided by a 2/3rd majority of the members present, and entitled to vote. The concerned member against whom action is to be taken shall be given notice of not less than seven days before the said meeting. Such member is given an opportunity for his/her defense at the General body.

10. Annual General Body Meeting:

1. The Annual General Body Meeting shall be held before 31st December of every year.

2. The functions of the General Body Meeting are -

1. To select members of the Managing Committee for the next year.

2. To appoint a person or persons to audit the accounts of the Association during the ensuing year and fix remuneration therefore if any.

3. To consider the annual report; income and expenditure statement and balance sheet of the previous financial year.

4. To consider any communication or audit memo that may have been received from the Registrar of
11. **Notice of Annual General Body Meeting:**

   1. In the case of an Annual General Body Meeting, at least 14 days notice in writing shall be given to the members, in advance, by post. The notice shall specify the date, time and place of the meeting and the agenda of the business to be transacted.

12. **Quorum:**

   1. One-third of the total number of members or 15 (whichever is less) shall form the quorum for a General Body Meeting. If there is no quorum, the meeting shall be adjourned to the next week, at the same place and time, at which the business of the original meeting shall be disposed of, for which no quorum will be required and the members present shall be treated as the quorum.

   2. Any subject coming for consideration of the General body, except the subject of amendment to by-laws, shall be decided by majority. The President shall have a casting vote in addition to his ordinary vote in the case of tie. Each member shall have one vote.

13. **Special General Body Meeting:**

   a. A special General Body Meeting with specified agenda shall be called by the President or by a majority of the Managing Committee or on a requisition from twenty members or 1/5th of the members on roll, whichever is
less. The procedure applicable to Annual General Meeting shall be applicable to the special General Meeting.

b. No business other than that for which the meeting has been convened shall be transacted at the special General Meeting.

14. Management:

1. The Management and control of the society shall be vested in a Managing Committee which will hold office for a period of one year.

2. The Managing Committee shall consist of:

   a) President
   b) Vice President
   c) The Secretary
   d) Joint Secretary
   e) Treasurer
   f) Editor
   g) Convener- Legal cell
   h) Five executive committee members

3. The Members of the Managing Committee shall be elected at a General Body meeting of the Association.

4. No remuneration, or fees of any kind will be payable to the Members of the Managing Committee who put in honorary work for the Association, in its larger interest and to further its objectives. Only actual expenditure
incurred in traveling, postage, etc. may be billed to the association.

15. **Duties of the Managing Committee:**

A. President - The President shall preside at all the meeting of the society and the Managing Committee and in his absence, the vice president and in his absence also any Managing Committee member shall perform the duties of the President.

B. In the case of General meeting, if the President and the members of the Managing Committee are absent at a meeting or if any of them is unwilling to preside, then the members present shall elect one from among themselves to be the President. The majority opinion of the members shall decide all questions. In the event of any equality of votes, the President shall have a casting or second vote. No committee member shall be present at a meeting or vote on a matter in which he is personally interested. The President, and the Managing Committee shall continue till the next elections are held.

C. Vice President – Shall work along with the President for the overall betterment of the association and in the absence of President all
the duties and functions of the president shall be carried out by the vice president.

D. Secretary: - The Secretary shall look after the affairs of the Association from day-to-day under the direction of the Managing Committee and shall keep or cause to be kept proper minutes of the proceedings of the General Meeting of the Association and of the Managing Committee and shall do everything necessary to give effect to the resolutions passed by the General Body meeting of the Association and also those passed by the Managing Committee or any other committee formed from time to time. He will carry on correspondence on behalf of the Association with members and outsiders and shall be in charge of the records of the Association. The Secretary shall be at liberty to spend for the purpose and on behalf of the Association any sum not exceeding Rs.5000/- without previous sanction of the Managing Committee.

E. Joint Secretary: Shall work along with the secretary for the smooth functioning of the association and in the absence of secretary all the duties and functions of the secretary shall be carried out by the Joint secretary.
F. Treasurer - The Treasurer will act under the directions of the Managing Committee. Any amount exceeding Rs.5000/- which is not required for immediate use shall be credited into the Association's account with such Bank or Banks, as may be approved by the Managing Committee. The Treasurer shall ordinarily receive all payments made to the Association and pass all necessary receipts incur all necessary expenses, make disbursements, record the same and maintain proper and necessary books of accounts.

G. Editor: The Editor shall be in charge of all publications done by the Association directly or for the members of the Association. The Editor shall the authorized person to represent the Association in any publication of the Association under the Books and Registration Act.

H. Convener Legal Cell: The convener of Legal cell shall be in charge of the legal matters connected with the association and/or legal matters pertaining to professional matters of its members. The convener, Legal cell shall represent the association in all legal matters filed against the association as the representative of association. He may collect necessary funds/ amounts for any legal aspects with regard to any member/association as decided by the management committee or
general body from time to time and shall account the same with the association.

1. Executive committee members: It shall be the duty and responsibility of the executive committee members to act for the functioning of the Association and implementation of the decisions taken in the Managing Committee or in the General Meeting. One of the Executive Committee Member nominated by the Managing Committee shall be in charge of all the continuing professional development programs.

16. Meeting of the Managing Committee

a. The Managing Committee shall meet as often as necessary but at least once in every three months.

b. A meeting of the Managing Committee shall be convened by the Secretary in consultation with the President or by a request of the majority of the Committee members made in writing to the Secretary.

c. A member of the Managing Committee who does not attend three consecutive meetings without any reasonable cause and without the permission of the committee shall automatically cease to be a member of the committee.
17. **Quorum at the Managing Committee meeting:**

The quorum for a meeting of the Managing Committee shall be four. In the absence of a quorum the meeting shall be adjourned in the next day and at the same place. No quorum is then necessary for such adjourned meeting.

18. **Election of the Managing Committee:**

1. The members to the managing committee shall be elected from the General Body in annual General Meeting.
2. The returning officer shall be appointed by the Managing committee at least 30 days prior to the General meeting in which election to be conducted and the returning officer shall conduct the election.
3. Each member who is, not in arrears of subscription and present in the General Body Meeting shall be entitled to one vote only and shall exercise his right in person.
4. The voting right shall vest with the person whose name appears on the membership Register for at least one year prior to the date of the meeting except for the first election.
5. The voting right cannot be transferred and proxy will not be allowed.
6. The election of office bearers shall be conducted by secret ballot.
7. The nomination forms duly filled in, proposed by a member and seconded by another member should be delivered to the Returning officer or t
the office within the time specified by the Returning officer for that purpose.

8. Any member, proposer or person seconded, as on the date of submission of nomination, have arrears of subscription or such amounts due to the Association shall be treated as defaulters and such nominations shall not be considered as valid nominations.

9. The candidates for the election to the Managing Committee shall be a member of the Association at least for a period of one year except in the case of first election.

19. Filling the vacancy in the Managing Committee:

The Managing Committee shall have powers to fill up not more than two members in case of vacancy and such members shall hold the post in the managing committee till the next election.

20. Powers of the Managing Committee:

Subject to the rules and regulations framed and direction passed at a General Body Meeting, the Managing Committee shall have full authority to carry on the business of the Association.

1. The Managing Committee is empowered –

   a. To admit new members.
   b. To prepare the annual reports and balance sheet.

[Signatures]

Dr. Shibu Siro
President

Dr. Josu Davis
Secretary

Dr. Calma
Treasurer
c. To appoint, suspend, remove or discharge any employee of every description of the Association, fix duties and remuneration and, if necessary, to require them to furnish security.
d. To make, revoke and alter from time to time and at all times and to enforce such regulations, terms and conditions relating to the tenants, license or other property of the Association.
e. To compromise and settle or contest either in a court of law or of arbitration or before any Government or quasi-Government authority and suit, proceedings debt, liability or claims by or against the association.
f. To convene all meetings of the Association according to the rules or bye-laws, subject to the provisions herein contained.
g. To appoint Sub-committees to look after various functions of the Association.
h. To do all such acts and things as the committee may think necessary and conducive to the attainment of the objects of the Association.
i. And in general to look after and manage the affairs in the best interest of the Association.

21. Funds, Income and Expenditure:

a. The funds of the association will comprise of the subscriptions from members, donations, and money received from other sources, and the same shall be accounted properly and shall be utilized to meet the Aims and Objects of the Association.
b. 50% of the available funds of the association, not earmarked for any approved expenditure, may be invested in approved high yield instruments such as unit linked shares, fixed deposits, bonds etc. The investment shall be made at the discretion of the Managing committee.

c. All the expenditures shall be done with the approval of the Managing Committee only.

22. Purchase or Sale of Immovable Properties:-

a. The Managing Committee shall be empowered to enter into all contracts for the Association and settle the terms thereof provided that in the case of the following the Managing Committee shall take prior permission of the General Body

1) To purchase land, mortgage, sell or lease plot or plots or building or tenements or any other immovable property.

2) To invite tenders and appoint contractors for the construction of tenements for other Philanthropic purposes in respect of or concerning the Association.

23. Bank Account:

The Managing Committee shall maintain account for the Association in any Nationalized/Scheduled / Grade 1 Cooperative Bank or Banks. The account shall be maintained and operated in the name and by the President, Secretary and Treasurer together only.
24. Register of Members:

An up-to-date Register of all members of the Association shall be maintained, in a permanent register book or computer format and shall be kept current by the secretary.

25. Amendment to the Rules and Bylaws of the Association:

Any additions or alterations by way of amendment to the Rules and Bylaws of the Association shall be effected by means of a resolution of the Association by 2/3rd majority of the members present and entitled to vote at a General Meeting duly convened for the purpose.

26. Submission of Returns:

Within 14 days from the date of annual meeting, the name of office bearers for the ensuing year, income and expenditure statement, balance sheet and copy of minutes attested by at least three of the office bearers shall be submitted to the Registrar.

27. Dissolution:

The Association can be dissolved if 3/4 of the members demand and in accordance with the provisions contained in Act 21/1860. On such dissolution from the assets the liability if any shall be allocated and the entire balance assets of the society both movable and immovable shall be given to the Government or to such society formed with the very objectives and in the similar nature.
28. Records to be maintained

The Association shall maintain the following records namely:

a. Registration Certificate
b. By law
c. Minutes Book
d. Membership Register with full name and address and occupation of the member along with their date of admission
e. Income and Expenditure statement and balance sheet of every year attested by at least three office bearers
f. Books detailing the assets and liabilities of the society
g. Account books showing the details of income and expenditure and Ledger Book with separate heads for each income and expenditure.

29. Miscellaneous:

All provisions of T.C. Act 12/1955 and such other provisions applicable to the society shall be applicable to this society.

Certify that the above is the Memorandum and Articles of Association and Bylaws of the society unanimously passed in the General Body Meeting held on 24.9.2017.