



## PAST OFFICE BEARERS OF TAMILNADU & PONDICHERY CHAPTER OF ASI

Year	Chairman	Hon. Secretary	Hon. Treasurer
1976-1978	Dr. M. S. Rama Krishnan	Dr. K. Ramankutty	Dr. K. Shanmugasundaram
1978-1980	Dr. R. Nanjunda Rao	Dr. K. Ramankutty	Dr. K. Shanmugasundaram
1980-1982	Dr. T. Dorairajan	Dr. K. Ramankutty	Dr. K. Shanmugasundaram
1982-1984	Dr. K. M. Nallasamy	Dr. V. Varadarajan	Dr. Farook
1984-1986	Dr. A. Umapathy	Dr. S. Nagarajan	Dr. G. Kulandaivelu
1986-1988	Dr. M. G. Muthukumarasamy	Dr. G. Kulandaivelu	
1988-1990	Dr. Jayaseelan Mathias	Dr. R. P. Shanmugham	Dr. K. N. Parimelazhagan
1990-1992	Dr. S. Vittal	Dr. K. N. Parimelazhagan	Dr. T. Gunasagaran
1992-1994	Dr. K. N. Parimelazhagan	Dr. T. Gunasagaran	Dr. B. S. Tiruvadanan
1994-1995	Dr. V. Varadarajan	Dr. T. Gunasagaran	Dr. B. S. Tiruvadanan
1995-1996	Dr. Ahmed Ali	Dr. T. Gunasagaran	Dr. B. S. Tiruvadanan
1996-1997	Dr. S. Nagarajan	Dr. B. S. Tiruvadanan	Dr. T. Vidyasagaran
1997-1998	Dr. R. Jothiramalingam	Dr. B. S. Tiruvadanan	Dr. T. Vidyasagaran
1998-1999	Dr. G. Kolandaivelu	Dr. B. S. Tiruvadanan	Dr. T. Vidyasagaran
1999-2000	Dr. P. Sivalingam	Dr. B. S. Tiruvadanan	Dr. T. Vidyasagaran
2000-2001	Dr. T. Gunasagaran	Dr. S. M. Chandramohan	Dr. K. S. Ravishankar
2001-2002	Dr. E. D. Rajasekharan	Dr. S. M. Chandramohan	Dr. K. S. Ravishankar
2002-2003	Dr. B. S. Tiruvadanan	Dr. T. Vidyasagaran	Dr. K. S. Ravishankar
2003-2004	Dr. S. Sadasivam	Dr. T. Vidyasagaran	Dr. K. S. Ravishankar
2004-2005	Dr. N. T. Srinivasan	Dr. S. Swaminathan	Dr. S. Babu
2005-2006	Dr. M. Kalyanasundaram	Dr. S. Swaminathan	Dr. S. Babu
2006-2007	Dr. S. Karuppannan	Dr. S. R. Subrammanian	Dr. V. Jeganathan/Dr. R. Poongothai
2007-2008	Dr. Srikumari Damodaram	Dr. S. R. Subrammanian	Dr. R. Poongothai
2008-2009	Dr. N. Dorairajan	Dr. S. Babu	Dr. Sai Krishna Vittal
2009-2010	Dr. S. Swaminathan	Dr. S. Babu	Dr. Sai Krishna Vittal
2010-2011	Dr. A. Nagarajan	Dr. J. W. Ebenesh Bensam	Dr. Sai Krishna Vittal

2011-2012	Dr. J. S. RajKumar	Dr. J. W. EbeneshBensam	Dr. Sai Krishna Vittal
2012-2013	Dr. B. K. C. MohanPrasad	Dr. J. W. EbeneshBensam	Dr. D. Maruthu Pandian
2013-2014	Dr. S. R. Subrammanian	Dr. J. W. EbeneshBensam	Dr. D. Maruthu Pandian
2014-2015	Dr. S. Babu	Dr. D. Maruthu Pandian	Dr. S. Easwaramoorthy
2015-2016	Dr. A. Suresh Venkatachalam	Dr. D. Maruthu Pandian	Dr. S. Easwaramoorthy
2016-2017	Dr. Sai Krishna Vittal	Dr. D. Maruthu Pandian	Dr. A. Rajasekar
2017-2018	Dr. S. Easwaramoorthy	Dr. D. Maruthu Pandian	Dr. A. Rajasekar

## PAST OFFICE BEARERS OF TAMILNADU STATE CHAPTER OF ASI

Year	Chairman	Hon. Secretary	Hon. Treasurer
2018-2019	Dr. D. Maruthu Pandian	Dr. S. G. Balamurugan	Dr. S. Marimuthu
2019-2020	Dr. J. W. Ebenesh Bensam	Dr. S. G. Balamurugan	Dr. S. Marimuthu
2021-2022	Dr. A. Rajasekar	Dr. S. G. Balamurugan	Dr. S. Marimuthu

# THE TAMILNADU STATE CHAPTER OF THE ASSOCIATION OF SURGEONS OF INDIA

## CONSTITUTION

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**The name of the Chapter shall be:**

**TAMILNADU STATE CHAPTER OF ASSOCIATION OF THE SURGEONS OF INDIA (TNASI)**

- **THE OBJECTIVES OF THE ASSOCIATION ARE:**
- To encourage and advance the study and practice of the Science and Art of Surgery.
- To promote social and academic interaction among the Surgeons of India especially from Tamilnadu
- To encourage scientific research and experimental work on surgical problems.
- To organize scientific programmes eg. Conferences, Workshops etc., and to organise exhibitions of surgical and allied instruments and equipment and to encourage their improvement.
- To provide for continuing Medical Education (CME) programmes for undergraduates, postgraduate students and medical practitioners.
- To establish and maintain website, YouTube channel and other social networking as deemed necessary at the point of time.
- To publish Newsletter and journals devoted to the association, surgery and allied subjects.
- To make rules, when deemed necessary, inter alia relating to discipline and professional conduct of surgeons.
- To arrange free paper or poster presentations, Quiz and to award certificates and prize on the subjects connected with science and art of surgery.
- To receive donations from any source for the development of the Chapter and collect subscriptions from subjects.
- To make rules when deemed necessary inter alia relating to discipline and professional conduct of members.
- To protect the rights and privileges of the members.
- To look into and to solve grievances of the members and help them as much as possible.
- To make Bylaws, rules and regulations of the Chapter and to delete, change or add to the same as and when necessary and to inform the same to the Governing body of ASI.
- The Chapter shall not take part in any political activity.
- There shall not be more than one state chapter in the State of Tamilnadu



# RULES AND BYE LAWS

## MEMBERSHIP:

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### **LIFE MEMBERS:**

- Life members of the Association of Surgeons of India in the state of Tamilnadu as per the list of members maintained by the Central office of ASI are automatically eligible to be the Life members of the TNASI.
- Life members of the Association of Surgeons of India from other states, who had moved to Tamilnadu and would like to be enrolled as a member of the TNASI, should write to the Central office with a copy to Chairman of TNASI, providing the following details - FL Number, Address in Tamilnadu, mobile number and registered email ID.

### **ASSOCIATE MEMBERS:**

- Medical practitioner engaged in the practice of branches of medical sciences auxiliary to surgery or who is a post graduate student in a MCI / Government of India recognized surgery) of Tamilnadu who are admitted as associate members by the Central Office of ASI are eligible to be the Associate member of TNASI.
- These associate members can participate in all academic activities. They are not eligible to participate in the General Body Meeting and for voting or contesting for any posts of TNASI.

## SUBSCRIPTION:

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- The State Chapter may fix its own annual fees and admission fees for its full and associate / affiliated members from time to time and collect directly from such members.

## CESSATION OF MEMBERSHIP:

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- A member of the Chapter shall cease to be a member if he/she ceases to be a member of the Association of Surgeons of India.
- Removed on disqualification by show cause notice for disciplinary reasons, by Association of Surgeons of India.

## REPORTS:

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- The Hon. Secretary of the Chapter should send a brief report of its activities including duly approved minutes of all their meetings to the ASI Headquarters, a copy to the Hon. Secretary of ASI, before July every year. The report should have been placed before the Executive Committee and approved. Minutes of the General body meeting held usually during the annual conference

and Minutes of the Extra-ordinary General body meeting if held should be send with the approval of the General body to the Headquarters of ASI and copy to the Hon. Secretary of ASI.

## INCOME OF THE CHAPTER SHALL BE FROM:

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- Chapter share from the ASI
- Subscription of Chapter fees if any
- Chapter admission fees if any
- Donations
- Contribution from Conferences/CME etc
- Miscellaneous

## FINANCES

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- The Chapter must maintain a Bank account in the name of Tamilnadu State Chapter of The Association of Surgeons of India using PAN number of ASI. The audited Statement of Account shall be placed before the General Body every year at the Annual General Body Meeting and copy of the approved report must be sent to the Head Quarters of ASI. Cheques and financial documents must be signed jointly by the Hon. Treasurer and Hon. Secretary or Chairman. All the conferences organized by TNASI must use PAN No. of the ASI Head Quarters.

## EXECUTIVE COMMITTEE:

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- The Management of the Chapter shall be vested in the Executive Committee consisting of Office bearers and Executive Committee Members.
- **OFFICE BEARERS**
- Chairman
- Chairman-Elect
- Immediate Past Chairman
- Hon. Secretary
- Hon. Treasurer
- Joint Secretary
- **EXECUTIVE COMMITTEE MEMBERS**
- **SIX** Executive Committee Members
- **TWO** Co-opted Members appointed by the chairman

## CO-OPTED MEMBERS

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- Chairman can appoint maximum of **TWO** Full Life Members as Co-opted members
- To represent City Branches without representation in Executive Committee
- For a specific academic, ASICON or other ASI objective
- Co-opted members shall have no voting rights.
- Appointed Co-opted member will have a **ONE-YEAR TERM** and can have maximum of **TWO TERMS ONLY**

## ACADEMIC COUNCIL

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- Chairman with Approval of Executive Committee can appoint **THREE** members for **TWO YEARS** term and can have maximum **ONE TERM ONLY**
- One of them will be the Chairman and the other two will be the Members of the Academic Council
- The Council will be guiding the Executive Committee regarding Undergraduate & Postgraduate education, Academic Activities and Skills Courses.

## ELECTION OF EXECUTIVE COMMITTEE:

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- Chairman shall be elected every year by the members of the Tamilnadu State Chapter
- Executive committee shall be elected every second year by the members of the Tamilnadu State Chapter

## EX-OFFICIO MEMBERS

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- President and Office Bearers of ASI representing Tamilnadu
- The Members of the National Executive Committee from Tamilnadu
- Ex-officio members will have no voting rights in Executive Committee.

## POWERS AND FUNCTIONS OF EXECUTIVE COMMITTEE:

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- The Executive Committee shall have full powers to control and manage the affairs of the chapter and to engage such officials, servants or other persons as may be found necessary in carrying out its objectives.
- The Executive Committee shall have power to purchase, constructor acquire on lease or on hire, by gift or otherwise, any real or personal property and any rights or privileges necessary or



convenient for the chapter and to improve, develop, manage, sell, lease, mortgage, dispose or return to account or otherwise deal with all or any part of the property of the chapter after the necessary sanction of the general body.

- At least Four Executive Committee Meetings must be conducted in a year. One meeting to be conducted prior to the annual Conference and one after the General body meeting held during the conference. Remaining two meetings as decided by the Chairman. The quorum for all meetings is SIX.

## GENERAL BODY MEETING

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- There shall be an Annual general Body Meeting, every year during the Annual State Conference usually in the month of August. Hon. Secretary must notify the members 3 weeks in advance to the General Body Meeting. The notice shall include the agenda, date, time and place of meeting. The quorum shall be 50. If the number is less than 50 it is adjourned for 15 minutes, and will reassemble. There will be no quorum required for such an adjourned meeting.
- The Annual General Body Meeting shall be held every year on the second day of the Conference after 5 p.m.
- Election of The Executive Committee of ASI should be held prior to the conference and results must be ratified in the General Body meeting.

- **AGENDA FOR THE GENERAL BODY MEETING:**

- Welcome by the Chairman
- Reading the notice of the meeting
- Condolences if any
- Confirming the minutes of the previous meeting by the Hon. Secretary
- Hon. Secretary's Report – adoption
- Hon. Treasurer's Report – adoption
- Election officers Report
- Forth coming Annual Conference Agenda
- Report of previous Annual Conference by Organising Secretary
- Matters to be discussed as per the written request received from members.
- Any other subject with the permission of the Chair
- Vote of Thanks by Hon. Treasurer

## EXTRAORDINARY GENERAL BODY MEETING.

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- It shall be held on the recommendation of the Executive Committee or on the written request of 30 members of the Chapter after a notice of 21 days. The quorum shall be 50.
- It shall deal specifically for the purpose for which it is called for, which should be clearly listed in the agenda of the meeting notice. The place and time shall be decided by the chairman and Hon. Secretary. No other subject must be discussed during this meeting.
- If there is inadequate quorum of less than 50 in Extraordinary General Body Meeting, the meeting shall stand adjourned for 15 minutes, if quorum number is not met then the meeting shall stand cancelled.

## **ELECTIONS**

- The Chairman Elect will be the Election officer. The Election officer shall call for nominations for the post of Chairman every year and for the posts of Hon. Secretary, Hon. Treasurer, Joint Secretary and Six Executive Committee members once in two years from the eligible members.

## **ELIGIBILITY**

- Full Life Members whose names are in the ASI Tamilnadu Chapter as on 1st January of election year alone are eligible to contest.
- For the post of Chairman, the Nominee should be full Life Member of 10 years in good standing. He / She should have served as an Elected Executive Committee Member or as an Office Bearer of Tamilnadu Chapter of ASI for one Full term with a minimum attendance of 50% in the Executive Committee meeting of that term. He or She is eligible to one term only.
- For the post of Hon. Secretary, Honorary Hon. Treasurer, Joint Secretary should be full Life Member of 5 years in good standing. He / She should have served as an Elected Executive Committee Member of TN Chapter of ASI for one Full term with a minimum attendance of 50% in the Executive Committee meeting of that term. He or She is eligible for a maximum of two terms only in each post.
- For the post of Executive Committee Members, the Nominee should be full Life Member of 3 years in good standing. He or She is eligible for a maximum of two terms only.

## **FEES**

- The nomination fee for the post of Chairman is Rs.10,000 and Rs.5,000 for all other posts. The fee can be revised by the Executive Committee from time to time and ratified in the GB

## **DATES FOR POSTAL ELECTION**

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- The last date for receipt of nominations shall be FOUR weeks from the date of election announcement.

- Application withdrawals shall be ONE week from the last date of receipt of nominations.
- Ballots must be sent within ONE week of the last date of withdrawal of the applications.
- Last date of receiving the ballot will be FOUR weeks from the date of posting of the Ballot paper.
- Duplicate Ballot will be sent to members who have not received the ballot paper after two weeks of the date of posting. Members must request for duplicate by sending a post or email from their registered email, mentioning their FL Number, registered address and Mobile number to the Election officer.
- Once duplicate ballot had been posted, the original ballot will automatically become invalid.
- The last date of receiving the duplicate ballot will be the same as the original ballot.
- Should there be any changes to your details registered on ASI database, please email the Chief Election Officer and the Head Office and request for Duplicate ballot. Duplicate ballot will be sent once the Chief Election Officer gets the approval from the Head Office.
- Counting will be done within 3 days after the last date of the Election
- Date, Place and Time of counting will be informed by the Election officer.

## ELECTRONIC VOTING

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Once e-voting for the election process is approved by the GB, members will be requested to do the following:

- Register for the e-voting process through the one-time registration process by sending an email to the Election officer with following details:
  - Photo id of the Member (scanned copy of driving license/Aadhar card)
  - Membership number
  - Email id
  - Mobile number
  - Postal address
- Eligible voters list will be uploaded on the TN ASI Website once the election date is announced.
- For any change or update of personal details that is registered in the ASI database, an email has to be sent to the Election Officer and the Head Office before the commencement of the e-voting.
- Voting shall be conducted online. The password would be sent only to the registered email id and mobile number submitted by the member to ASI office. The password received by the member either on the mobile number or email shall not be informed or transferred to anyone.
- The nomination forms for all the posts of office bearers and Executive Committee Members will be sent ONLY to the registered email id along with the election notification.
- A brief bio-data not exceeding thirty lines, digitally signed by the candidate must be sent along with the nomination form to the Election Officer through email ONLY.

- A passport size color photograph in Jpeg format less than 2MB should be attached in the email.

## DATES FOR E-VOTING

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- The last date for receipt of nominations shall be **FOUR** weeks from the date of election announcement.
- Application withdrawals shall be **ONE** week from the last date of receiving the nominations.
- Electronic voting will commence **ONE** week from the date of withdrawal of nominations and end in **TWO WEEKS**.

## RULES AND REGULATIONS OF POSTAL AND E-VOTING ELECTION

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- The vendor of voting will be decided by the Chairman, Election Officer and Executive Committee Members and ratified in the GB
- Any complaints / disputes arising out of election process shall be referred to & decided by the Election Officer & the Chairman.
- Misinformation and spreading false rumors regarding election, to other contestants and voters by mail, phone or post will be considered as an indiscipline act and is liable for appropriate action.
- The decision of the Election Officer with the Chairman shall be final.
- No legal proceeding shall be instituted by any person outside the jurisdiction of the Chennai Civil Court regarding the election disputes. {(Rule 14(d)}
- Candidates or their friends/representatives cannot send email / SMS/ WhatsApp messages to the electorate as it causes enormous disturbance to members. The Election Officer will update the profiles of nominated candidate on the TN ASI website – <https://asitamilnadu.org>
- If any candidate is found violating the rules, he/she stands the risk of being disqualified from contesting the election. The decision will be taken by the Executive Committee after a due enquiry procedure.
- This having stated, candidates are at liberty to call on a private note to any member in the electorate and make a campaign for his/her candidature.

## OFFICIAL YEAR

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- The official year of the Chapter will be from August to August.
- The official financial year of the Chapter will be from 1<sup>st</sup> April to 31<sup>st</sup> March

## HEADQUARTERS

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- The Head Quarters of the Chapter shall be in the place where the Hon. Secretary resides for the duration of the term of office.

## AMENDMENTSTOTHERULESANDBYLAWS

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- Shall be done either at the Annual General Body meeting by a two third majority of the members present provided that a prior notice of it has been given clearly, spelling out the existing rule and the propose amendment, a copy of which is made available along with the agenda.
- If a member wishes to propose any amendments to the rules and bylaws, it should be duly seconded by another two members and sent to the Hon. Secretary 3 months prior to Annual GB.
- The amended rules and bylaws will come into force after it had been passed in two consecutive GB. The amendments should not violate the ASI bylaws.

## DUTIES OF OFFICERS:

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### **FUNCTIONS AND POWERS OF THE CHAIRMAN:**

- The Chairman shall preside over all General Body and Executive Committee meetings and TNASICON.
- He shall see that the Constitution of the Association is adhered to.
- All documents, conveyances and contracts shall be made by the Chairman of the time.
- The Chairman is empowered in consultation with the Executive Committee to take any decision required to manage any contingency for which rules have not been framed here. Such decisions have to be ratified at the next Executive Committee & GB Meetings.
- The Chairman has to be invited well in advance to all City Branch, Zonal and Regional meetings as the Chief Guest at the Inauguration and his response obtained. If the Chairman is unable to attend, he can send an Office Bearer or Executive Committee Members as his representative (Representative will be Guest of Honor)
- It shall be the duty of the chairman to preside at the meeting of the Executive Committee and General Body Meeting and to perform such other duties as ordinarily pertaining to his office and interpret the rules and bylaws.
- He shall have a casting vote in addition to his regular vote in case of a tie while taking decisions in the Executive Committee but this shall not be applicable for the elections.

### **FUNCTIONS AND POWERS OF THE CHAIRMAN - ELECT:**

- It shall be the duties of the Chairman elect to preside at the meeting of the Executive Committee and General Body in the absence of the Chairman and to perform such other duties of Chairman pertaining to his office.
- He will be the election officer during his term.
- He will be heading the scientific committee for Prof. R. Sarathchandra CME during the annual conference.

#### **FUNCTIONS AND POWERS OF THE HON. SECRETARY:**

- He shall be the principal executive officer of the Association.
- He will execute all resolutions of the Executive Committee.
- He will call meetings in consultation with the Chairman and keep all records including the minutes of all General Body meetings & Executive Committee meetings.
- He will be authorized to spend money within the limits laid by the Executive Committee.
- It will be his duty to inform all members the decisions of the Executive Committee within 3 months of the Executive Committee Meeting.
- He will be in constant touch with the Chairman and act according to his advice and instructions.
- He is the protocol officer and has to maintain protocol at all ASI Meetings & Functions.
- He has to ensure that all TNASICON deadlines are met including the preparation of scientific programme, Certificates, Scrolls, Citations etc. and that all Orators, Award winners and ASI Guests are officially invited.
- He shall submit the State Chapter activity, Annual Reports and Election reports to Head office and to Hon. Secretary ASI at the stipulated time.

#### **FUNCTIONS AND POWERS OF THE HON. TREASURER:**

- He will keep accounts of the State Chapter.
- He shall present un-audited accounts of the current year and the annual audited accounts for the previous financial year at the annual General Body meeting.
- Cheques or other negotiable instruments shall be jointly signed by the Hon. Treasurer along with the Chairman / Hon. Secretary.
- Bank Accounts shall be operated jointly by the Hon. Treasurer along with the Chairman /Hon. Secretary.
- He shall submit the annual audited accounts to the Head office and Hon. Secretary at the stipulated time.

### **CONFERENCE:**

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- Midterm conference shall be held preferably in the Month of February or March

- City Branch interested in conducting the Midterm conference shall apply to the Hon. Secretary with probable, venue and Date of the conference, Organising Chairman and Secretary of the Conference.
- The Annual Conference of the State Chapter shall be held preferably in the second week of August and will be named as TNASICON followed by year.
- City Branch shall apply in writing when called for, to the Hon. Secretary with probable, venue, date of the conference, Organising Chairman and Secretary of the Conference.
- When more than one City Branch has applied, General body will vote and finalize one City Branch to organize the TNASI Annual Conference for that particular year.

## MIDTERM CONFERENCE

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- One day conference
- The City Branch can conduct Workshop, CME or Panel Discussion
- Chief guest of the conference is the Chairman of TNASI
- Chairman, Chairman Elect, Immediate past Chairman, Hon. Secretary, Hon. Treasurer, Chairman Academic Council of TNASI must be invited to be on the dais
- Free Poster session for PG's can be organized
- Minimum guarantee amount to TNASI is not applicable.
- City branches are advised to use PAN Number of their City Branch for the Conference
- Audited statement of the Conference must be submitted to the Hon. Secretary within 1 month of the conference
- 50% of the profit, if any, must be paid to TNASI. Losses incurred on conducting the Conference will **NOT** be borne by TN ASI.

## TNASICON RULES AND REGULATIONS

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- The Organising committee of the TNASI Annual conference will be asked to sign a MOU (ANNEXURE I) and must pay minimum guarantee of 2 lacs to the Tamilnadu Chapter ASI and also 50% of the profit if any. The minimum guarantee amount can be decided and revised periodically by the general body of TNASI. Losses incurred on conducting the Conference will **NOT** be borne by TN ASI.
- ASI PAN number only must be used for the TNASICON. The Organising Secretary must submit an audited account to the Head office and to Hon. Secretary TNASI within three months of the Conference.
- Office bearers and Executive Committee members of ASI and TNASI from the Organising City branch must be included in the Organising Committee

- Only Members who are delivering Orations are exempted from Conference Registration
- Accommodation must be arranged in the following pattern:
  - All orators – Single room
  - National Office Bearers, Executive Committee Members from Tamilnadu – Single Room
  - Chairman, Chairman Elect, Immediate Past Chairman, Hon. Secretary and Hon. Treasurer of TNASI – Single room
  - Joint Secretary and Executive Committee Members of TNASI, Co-opt Members, Academic council Members – Shared rooms

## DAY I - WORKSHOP

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- Workshop must be conducted as per the norms of ASI
- Organising Committee shall decide on the Venue, Cases to be demonstrated, Operating Faculty and Chairpersons
- It is mandatory to provide Coffee, Tea and Lunch for the Faculty and Delegates
- It is **NOT** mandatory for the Organising Committee to arrange for Fellowship dinner for the Faculty on the Day of the workshop

## DAY 2 - PROF R. SARATHCHANDRA CME

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- Chairman Elect is in-charge of the Topics, Speakers and Chairpersons
- Hon. Secretary will be responsible for Communicating with Speakers and Chairpersons
- Prof. R. Sarathchandra Photo must be displayed in the center of the stage with a garland
- It is mandatory to provide Coffee, Tea and Lunch for the Faculty and Delegates
- Inauguration of the CME must be arranged during morning session of the CME
- The Chairman, Chairman Elect, Immediate past Chairman, Hon. Secretary, Hon. Treasurer, Organising Chairman, Secretary and Treasurer must be on the Dais
- Organising committee can invite Chief Guest and Guest of Honor of their choice in Consultation with the Chairman Elect
- Prof. B.K.C. Mohanprasad quiz must be conducted at the end of the academic sessions and first three winners chosen for the award

## DAY 3 & 4 - TNASICON

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- The Executive Committee and the Academic council of TN ASI will be responsible for the Scientific Programme, Free paper Session and Poster presentation for Day 3 and Day 4 of the Conference.
- It is mandatory to provide Coffee, Tea and Lunch for the Faculty and Delegates
- On Day 3, after the academic events, an Executive Committee meeting along with city branch office bearers must be conducted.
- A General Body meeting must be conducted after the Executive Committee meeting.
- On Day 3, Conference Dinner with Fellowship must be arranged

## DAY 4 TNASICON

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- It is mandatory to provide Coffee, Tea and Lunch for the Faculty and Delegates

## DAY 3 AND 4 MODEL PROGRAMME

	<b>DAY 3 SATURDAY</b>
8.30am - 9.30 am	<b>Free Papers</b> - 5 halls 6 papers in each hall - Total 30 Papers
9.30am - 10.30 am	Invited Lectures (20 minutes each)
	Invited Lecture 1
	Invited Lecture 2
	Invited Lecture 3
10.30 am - 11 am	Dr T. V. Sivanandam Oration
11 am - 11.30 am	Dr Mathias Oration
11.30 am - 12 Noon	Chairman Oration
12 Noon - 1 pm	Inauguration
1pm - 2pm	Lunch and Poster Session
2pm - 2.30pm	Dr V. Jegannathan Oration
2.30 pm - 3 pm	Prof S. Vittal Oration
3pm -3.30 pm	Prof T. Subramanian Symposium
3.30 pm -5.30 pm	Award Paper Session – Gem Foundation Award, Dr.V.Jeganathan Best paper award, Dr.Sundaram award
5.30PM – 6.00 PM	City Branch Meeting and Poster session
6:00 PM	Annual General Body Meeting
	<b>DAY 4 Sunday</b>
9 am - 10 am	<b>Free Papers</b> - 5 halls 6 papers in each hall - Total 30 Papers
10am - 10.40 am	Invited Lectures (20 minutes each)
	Invited Lecture 4
	Invited Lecture 5
10. 40 am - 11.10 am	Prof N Rangabashyam Oration
11.10 am - 12.10 pm	Prof J R Sankaram Symposium
12.10 - 12.30 pm	Valedictory Function
	Best Free paper presenter will be awarded Dr. D. Maruthupandian Best Paper award Best Poster presenter will be awarded Dr. A.J. Bensam Best Poster ward

## INAUGURALFUNCTIONOFTHEANNUALCONFERENCE

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- At the inaugural function of the Annual State Conference- Chief Guest and The Guests of Honor, The Chairman, Chairman Elect, immediate Past Chairman, Hon. Secretary and Hon. Treasurer from the State Chapter and the National Executive Committee members from the State, Organising Chairman, Secretary and Treasurer must be accommodated on the dais.
- The seating arrangements should follow the order given below. The Hon. Secretary as a protocol officer must strictly enforce the arrangements as outlined below.
- Dr.B.M.Sundaravadanam Best Teacher Award, Dr. G. Viswanathan Surgeon Par Excellence award, Dr.S.R.Subramaniyam Life time achievement award and Best City branch award must be presented.

## FRONT ROW

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- The Chairman shall be in the center chair
- The Chief Guest No.1 will be on the right side
- ASI President, if present shall be on his left
- Chief Guest No.2 shall be next to ASI President
- Chairman Elect to the right of Chief Guest1
- Immediate Past Chairman to the left of Chief Guest 2
- Hon. Secretary TNASI to the Immediate Past Chairman
- Chairman TNASICON to the Left of Hon. Secretary TNASI
- Hon. Treasurer TNASI to the Right of Chairman Elect
- Secretary TNASICON to the Right of Hon. Treasurer TNASI
- Treasurer TNASICON to the Left of Chairman TNASICON

## BACK ROW:

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- State Chapter Office Bearers and national Executive Committee Members
- All the seats must be labeled with respective names well in advance.
- Diagrammatic representation of seating arrangements is attached.

## SEATING ARRANGEMENT FOR INAUGURATION

<b>BACK ROW</b>	<b>FRONT ROW</b>
	<b>TREASURER TNASICON</b>
	<b>CHAIRMAN TNASICON</b>
	<b>HON. SECRETARY TNASI</b>
	<b>IMMEDIATE PAST CHAIRMAN TNASI</b>
<b>ASI EXECUTIVE COMMITTEE</b>	<b>GUEST NO 2</b>
<b>ASI EXECUTIVE COMMITTEE</b>	<b>PRESIDENT ASI</b>
<b>ASI EXECUTIVE COMMITTEE</b>	<b>CHAIRMAN TNASI</b>
<b>ASI EXECUTIVE COMMITTEE</b>	<b>GUEST NO 1</b>
	<b>CHAIRMAN ELECT TNASI</b>
	<b>HON. TREASURER TNASI</b>
	<b>SECRETARY TNASICON</b>

### **VALEDICTORY FUNCTION:**

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- The Chairman, Chairman Elect, immediate Past Chairman, Hon. Secretary, Organizing Committee Chairman and Organizing Secretary, should be on the dais.
- Gem Foundation Award, Dr.V.Jeganathan Best paper award and Dr.Sundaram award must be presented
- The New Office Bearers and the other Executive Committee Members shall be installed at the end of the Valedictory Function by the outgoing Chairman.
- New Chairman shall address the gathering and give an outline of the program for the year.

## CONSTITUTION FOR THE CITY BRANCES

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- I. Minimum of 25 Full members of the State Chapter belonging to any city or locality (region) may form a new branch. The name of such branches will be 'NAME OF THE CITY' followed by 'City Branch of Tamilnadu State Chapter of ASI'
- II. The registered office of the Tamilnadu State Chapter (City Branch) shall be situated in the City of Hon. Secretary. However, no City Branch can be called as Head-quarter Branch.
- III. Aims and objectives of a Branch must be that of the national ASI (<https://asiindia.org/>)
- IV. The affairs of a Branch will be managed by an Elected Executive Committee consisting of
  - A. Chairman
  - B. Chairman Elect
  - C. Immediate Past Chairman
  - D. Hon. Secretary
  - E. Joint Secretary
  - F. Hon. Treasurer
  - G. Executive Committee Members (Number can be decided by individual Branch) with a maximum of six members.
- V. Branch is authorized to receive donations, subscriptions or other income, to hold funds and to utilize the funds for fulfilling the objectives of the Branch.
- VI. The Executive Committee shall have power to invest and deal with the money of the Branch.
- VII. A Branch may make bylaws to Tamilnadu State Chapter bylaws, rules, regulations or guidelines for its smooth running. The Branch is authorized to delete, change or add by laws, rules and regulations or guidelines when found necessary with the approval of General Body. However, the laws should not be in variance with the laws and the principles and objective of National and State ASI
- VIII. The accounting year of the Branch shall begin from first day of April of every year and end on the last day of March of the following calendar year.
- IX. Membership: -

- A. Full Member: A Full member ASI automatically becomes a full member of The Chapter and the Branch.
  - B. Associate Member: Post Graduates and Person engaged in the practice of surgery and allied branches; person interested in the welfare of the Branch may be admitted as associate members on remitting the required subscription fees of the Branch.
  - C. Cessation/ Termination of Membership: - A Branch cannot Terminate any member. If any member violates the rules and regulations, Tamilnadu State Chapter must be informed.
  - D. Subscription: - General Body of the Branch can decide on the Subscription fees if it is deemed necessary.
- X. Meetings - Regular meetings should be conducted and each branch must aim to conduct one meeting every month. Reports of activities of the Branch should only be emailed to official email id of Hon. Secretary of Tamilnadu State Chapter, within 7 days of organising an event. A Branch must seek permission from Tamilnadu Chapter of ASI if organizing any other meetings other than regular monthly meetings of the Branch. Any other meeting or academic programme organized under the banner of ASI will require written approval of Tamilnadu Chapter of ASI
- XI. Executive Committee should inform ASI Head office via email to [toheadoffice@asiindia.org](mailto:toheadoffice@asiindia.org) and the Hon. Secretary of Tamilnadu ASI also should be informed of the demise of any members. They should also periodically request their members, to update their change of address and contact details to the above email. They should encourage and enroll nonmembers and Post-graduates as ASI full and Associate members respectively. Application forms and application details can be downloaded from <https://asiindia.org/member-application/>.
- XII. Elections – Election officer (Chairman Elect) or Hon. Secretary must call for Election annually for Chairman and once in two years for other Office Bearers and Executive Committee members. The Branch can decide to have elections once in two years for all posts including the Chairman. Election report should be emailed only to official email of the Hon. Secretary of Tamilnadu State Chapter within 2 weeks of announcing the results.
- XIII. Annual Report: - A copy of the Annual report of the branch along with yearly audited

accounts of the branch, must be sent to the official email of the Hon. Secretary of Tamilnadu State Chapter of ASI on or before 30 June of that year.

- XIV. Annual, Mid-Term conference of TN ASI – All branches are eligible to apply for Annual and mid-term conference when called for. They should apply with the details of the Organising Chairman, Organising Secretary and Organizing Treasurer, Date and Venue of the Conference. Organising Committee must work in close association with the Office Bearers of TN ASI for the success of the conference. The organising team will be asked to sign MOU, which will contain the details of the conference and details of financial surplus sharing between the branch and The Tamilnadu State Chapter. The MOU of Annual Conference in addition, will have the details of minimum mandatory amount to be paid to the Tamilnadu State Chapter.
  
- XV. Executive Committee must try to address the grievances of any member with due respect. If the Executive committee is unable to address the issue, it can be presented in General body and a common consensus arrived. Office bearers could seek the help of the TN ASI office bearers. It is the duty of the Executive committee to discourage members directly communicating with National Office Bearers regarding their Branch issues.

## ANNEXURE 1 - TNASI ANNUAL CONFERENCE MEMORANDUM OF UNDERSTANDING

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1. The Tamilnadu Chapter ASI- hereinafter called TNASI being the First Party and Organising Committee of Annual Conference of Tamilnadu Chapter ASI hereafter called OC being the Second Party, we, the First party and the Second Party hereby enters in MOU as per the following details.
2. The Annual Conference of Tamilnadu Chapter of ASI is held once a year usually in the second week of August.
3. The Executive Committee of TN ASI shall be the authority to represent the first party. The Hon. Secretary of TN ASI shall carry out all instruction of the Executive Committee of TN ASI and is the authorized signatory of the First Party.
4. The authorities to represent the Second Party shall be office bearers - Convener, Organising Chairman, Organising Secretary and Treasurer. Convener is the Chief executing officer of all activities. Organising Secretary of the conference shall act on the advice of the Organising Committee; he is authorized to sign for the second party. The Organising Committee office bearers are responsible for the proper conduction of the conference.
5. The venue of the Conference at the place already decided will be at the discretion of the OC, subject to endorsement of General Body of TN ASI
6. The First Party will decide the scientific programme of the Conference. This includes selection of speakers, subjects, timings, allotment of halls, chairpersons etc. The Orators for the Orations will be decided by The Executive Committee of TN ASI. The Second Party shall make arrangements for the conduct of the conference.
7. The Second Party is bounded by the decision of the General Body of TN ASI regarding Registration Fees for the Conference at the time of accepting invitation of the conference to be held one year later.
- 8 The Organising Committee should provide local hospitality to the Executive Committee of Tamilnadu Chapter ASI, and complimentary registration and local hospitality to the Orators.
- 9 The Organizing secretary should send the total number, names and addresses of the delegates, audited statement of accounts, scientific programmes held with relevant evidences to the Hon. Secretary of TN ASI within 2 months after the annual conference and one copy to be sent to the ASI head quarters as per the directions of income tax department.
10. The Second Party shall pay minimum guarantee of 2 lacs to the Tamilnadu Chapter ASI and also 50% of the profit to be provided in the audited statement of accounts. The amount to be given can be decided and revised periodically by the general body of TNASI. No loss incurred due to the conduct of the Conference will be borne by TN ASI.



11. If the Second Party fails to make payments as provided in this contract, it will be discussed in the succeeding General Body and on approval of General Body the members of the Organising Committee may be liable for suspension from activities of Tamilnadu Chapter ASI.

12. This Memorandum of Understanding has to be signed by the Organising Secretary of the Conference on behalf of the Second party and Hon. Secretary of Tamilnadu Chapter ASI has to sign on behalf of the first party. If the Organising Secretary of selected conference fails to sign the Memorandum of Understanding at that time, the invitation of conference stand cancelled and the General Body shall consider invitations for selection.

This Memorandum of Understanding is for the Annual Conference of Tamilnadu Chapter ASI to be held in the year 2021, other details are as under.

Place of the Conference: Chennai

Organizing Secretary:

Address of Organizing Secretary:

Memorandum of Understanding signed on:

Signed by the Org. Secretary of Annual Conference of TN ASI on behalf of Second Party

Signed by the Hon. Secretary TN ASI on behalf of First Party

Witness:

(Two copies are to be signed, each party keeping one)

Hon. Secretary of TNASI is responsible to see that the conditions of the contract are fulfilled; any deviation or default should be dealt with by him immediately and reported to the Executive Committee

## ANNEXURE 2 - CITY BRANCH INVITATIONS MODEL

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### TAMILNADU STATE CHAPTER OFASI

**CITY BRANCH NAME**

**NAME OF THE EVENT**

**DATE TIME VENUE**

**PROGRAMME DETAILS**

**CHAIRMAN**  
**CITY BRANCH NAME**

**HON. SECRETARY**  
**CITY BRANCH NAME**

**HON. TREASURER**  
**CITY BRANCH NAME**

## ANNEXURE 3 - CITY BRANCH & TNASI JOINT MEETING

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### TAMILNADU STATE CHAPTER OFASI

**NAME OF THE EVENT**

**ORGANISED BY  
CITY BRANCH NAME**

**DATE TIME VENUE**

**PROGRAMME DETAILS**

**CHAIRMAN  
TNASI**

**HON. SECRETARY  
TNASI**

**HON. TREASURER  
TNASI**

**CHAIRMAN  
CITY BRANCH NAME**

**HON. SECRETARY  
CITY BRANCH NAME**

**HON. TREASURER  
CITY BRANCH NAME**

## ANNEXURE 4 - TN ASI & CITY BRANCHES PROGRAMMED PROCEEDINGS

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- Comparer must invite as per hierarchy in ascending order to the dais
- Chairman collar
- Prayer
- Surgeons' prayer
- Welcome address (usually by city branch chairman)
- Lighting of lamp
- Hon. Secretary report
- Speech / felicitation as per hierarchy in ascending order
- Chief guest must be the last person to speak
- Distribution of mementos
- Vote of thanks