

DR.BS RAO'S COMMITTEE REVISED CONSTITUION OF A P N S A

1. The Name of the Society shall be “**ANDHRA PRADESH NEURO SCIENTISTS ASSOCIATION**”.
2. **THE AIMS OF THE APNSA SHALLE BE:**
 - a. To Promote close association among those devoting full time to any branch of Neuro Sciences.
 - b. To maintain high standards of ethics and practice of the specialty.
 - c. To promote and encourage research in clinical and experimental work pertaining to the specialty.
 - d. To conduct CME programs in the specialty for maintaining the up to date knowledge in Neurosciences.
3. **MEMBERS:**
 - a. There shall be Honorary, Life and Association members.
 - b. They shall ordinarily be residents of Andhra Pradesh.
 - c. However any non residents who are basically from Andhra Pradesh, presently residing in other states/abroad may be taken as members.
 - d. Honorary membership is given to those distinguished in the specialty and such a member is invited by the association by a resolution in the E.C./General body. The category is to get into our society very senior specialists who always encourage the APNSA and its progress.
 - e. Honorary member shall have all the privileges of the membership, however they shall have no voting right and cannot become office bearers. They are exempted from paying subscription.
 - f. **The Life Members shall be :**
 - i. Those who posses post graduate degree or diploma in any branch of Neurological Sciences D.M. (neuro) / M.Ch., (Neuro).
 - ii. Those with post graduate degree of M.D., Ph.D., or D.N.B. or equivalent with special training or experience in any branch of

Neurological Sciences. This membership is registered in allied Neuro Sciences.

g. Associate Members shall be :

- i. Those who have evinced keen interest in any discipline of Neurological Sciences and not eligible to become its members.
- ii. Registered Post Graduate students pursuing their academic activities in the specialty of Neuro Sciences.
- iii. Those Associate members shall have all privileges of life members except voting rights and becoming office bearers.
- iv. Application for membership shall be proposed by Life members only. The application will be screened and the authority to admit new members will be with the executive council.

4. THE FEE:

a. The Subscription Fee shall Be:

- i. Life Members Rs. 3,000/-.
 - ii. Associate Members Rs.1,000/-.
- b. The General body shall have the right to re-fix the subscription from time to time.
- c. The subscription fee is non refundable.

5. OFFICE: Located where Secretary is residing and practicing Neurosciences.

- a. An executive committee.
- b. The executive committee shall transact all the business of the association.

6. THE EXECUTIVE COMMITTEE:

I. Shall Consist of :

- i. President

- ii. Vice President
- iii. Secretary
- iv. Joint Secretary
- v. Treasurer
- vi. Six members two each from Neurologists, Neurosurgeons and other allied specialties.
- vii. Immediate past president.

II. The President shall preside over all meetings of the Association.

III. The President shall hold the office for one year and is not eligible for re-election.

IV. The Vice president shall hold the office for one year and is not eligible to contest for the same post. He shall act as president in the absence of the president.

V. The Secretary, Joint secretary, Treasurer and the members of the executive committee shall hold the office for three years and are eligible for re-election only once.

7. ELECTION FOR OFFICE BEARERS:

- a. The Secretary shall call for nominations for the posts in the executive council.
- b. Honorary members and associate members shall have no voting rights.
- c. Nominations are called from members, three months in advance. The nominations are proposed and seconded by members who have a voting right and should be submitted along with a letter of acceptance from the person proposed. The ballot papers are sent to the members to obtain their vote one month in advance of the annual general body meeting. The results are announced at the general body meeting.
- d. The secretary himself may act a returning office of the Governing body may appoint a returning officer.

- e. Canvassing in any manner is prohibited.
- f. If no nominations are received for any post in the due process of elections, the secretary shall call for nominations from the floor at the time of the General body meeting. ***The clause is put up to cover a contingency and should be used exceptionally only after the initiation of the due process of calling for nominations in advance. The secretary usually shall not take resource to this easy option.***
- g. Nomination of any member to the governing body, without the process of election is done only as an exception with the consent of the General body.
- h. For the posts of President, Vice President and Secretary the members should have completed 20 years after getting the D.M. M.Ch, M.D, or DNB qualification and should be a Life Member APNSA for 10 years.
- i. For the Joint Secretary, Treasurer and EC Member posts, the Member should have completed 10 years Post degree qualification and should be a Life Member of 5 years.
- j. Electing of nominating to the Executive committee in absence of the Member shall not be done.

NOTE: The election of President from Neurologists and Neurosurgeons alternately and the Vice President taking over as the next president are not constitutional obligations and are followed as a conventions. This arrangement actually precludes allied specialists becoming Presidents or Vice presidents. The General body may consider giving up this convention in the interests of the Association.

8. THE GENERAL BODY:

- a. Shall consists of all the categories of members of the Association.
- b. Shall meet at least once in a year preferably in July at the time and place of the Annual conference of the APNSA.
- c. The meeting shall comprises of
 - Scientific Session

- Business and Administrative Session.
- d. The Scientific (sessions) are open to not only members, but others practicing any branch of medical science and students.
 - e. Annual Conference should be conducted in June / July and on Saturday and Sunday. Care should be taken to avoid clashing dates with major national and international meetings related to Neurosciences. First announcement should be sent in the first week of March and second announcement with scientific program should be sent by April 15.
 - f. The Quorum for the General Body to transact its business shall be one third of the total members of the Association who have voting rights.
 - g. In the event of lack of quorum, the President shall adjourn the meeting and reconvene it after 15 minutes, the secretary mean while making efforts to get the necessary members for the quorum.
 - h. In the event of lack of quorum for the reconvened meeting, the need for the quorum is waived and the meeting shall be convened without the quorum and the decisions taken at such a meeting shall be binding on other members.
 - i. However in such a meeting no decisions detrimental to the society are taken and only urgent and essential matters are taken up.
 - j. **The General guidelines** for the structuring of the scientific program are:
 - a. Invited speakers from outside the state should not exceed more than 20 percent of the total speakers. Adequate representation should be given to all the regions of the state.
 - b. One session on “How I do” for neurosurgery, one session on “How I treat / approach” for Neurology.
 - c. Clinicopathological conference.

- d. Radiology quiz for the residents (7.30 -8.30 am on the second day of the conference).
- e. Orations & Guest lectures should be distributed proportionately among Neurology, Neurosurgery and Allied Specialties.
- f. Duration of Oration, guest lectures, how I do and how I treat / approach sessions, should be for 30 minutes, this includes the question and answer session also. CPC is for 45 minutes. The Symposium is for 2 hours.
- g. The timings of the conference – First Day 8.30 am – 4.30 pm, GBM on the first day between 4.45 - 5.45 pm. The inaugural function should be held on the first day in the evening after GBM.

9. ACCOUNTS:

- a. President, Secretary & Treasurer any two, can operate the funds of the Association.
- b. Audited accounts of the association shall be presented by the treasurer to the executive committee and on its approval to the General body.
- c. The Association may accept donations, Gifts, Grants or Contributions in kind or cash from any source for furtherance of its aims and objectives.
- d. The Funds of the association shall be kept in a schedule bank.

10. AMENDMENTS:

- a. Any member can propose an amendment to the constitution by a written submission to the secretary at least two months before the Annual general body meeting.
- b. The Secretary shall circulate the proposed amendment to all the members in advance, a month before the meeting.

- c. Any member unable to attend the meeting is eligible to express his opinion in writing to the secretary to be considered in absentia.
- d. The amendment to the constitution required consent of 2/3 of the members, who have voting rights present in the General body, along with those members, who have voting rights whose opinion is received in absentia, to be passed.
- e. The Organizing Secretary of the Annual conference should pay 30% of registration fee to the APNSA account in one month after conference to meet the expenditure of orations.

11. OTHER SOCIETIES OF SIMILAR INTERESTS:

- a. The APNSA shall have the right to seek affiliation to any National or International societies who has similar aims and objectives.
- b. The Affiliation fee if any shall be paid from the funds of the association.

12. ORATIONS, GUEST LECTURES OR HONOURS:

- a. Proposals to initiate orations, endowments or special programs in honors of any individuals or conferring honors to any one shall be submitted in writing to the Secretary by the proposer for consideration in the executive and later by the General body.
- b. When such an honor is being considered, the persons contribution to APNSA specifically or to the Neurosciences in general is to be considered along with the financial consideration.
- c. The Society can name one of its programs in honor of a person, in case of very deserving person considering his / her contribution to APNSA or Neurosciences.
- d. The Vice President will be formulating the scientific program for the annual conference. The selection of speakers to the official orations, Symposia and endowments shall be the prerogative of the EC however invitation to some guest speakers shall be left to the organizing committee of the Annual conference in consideration of local obligations.

e. Regarding sponsorship of Orations, Guest Lectures or Even Sessions any institution having Neuro Departments, Neuro Clubs or individual member can come forward. The Lecture or the Oration will be named after them. For Orations & Guest Lectures a minimum of 3 Lakh rupees should be deposited in the APNSA account. An amount of Rs.1,00,000/- to be deposited for naming "Free Paper" or "How I do it" or any other Session.

13. To Start APNSA quarterly News letter and appoint an Editor (Member only) with a term of 3 Yrs.

14. DISSOLUTION:

- a. It two thirds of Members who have voting right, vote in favor of dissolution the Association shall be dissolved.
- b. The funds of the society, in the event of dissolution, shall be lodged in a society with similar aims and objectives.

NOTE:

The other issues raised by the Secretary in his letter circulated earlier are more executive directions and not necessarily put up in the constitution. These may come up for general discussion and may be included as clauses if needed.

AMENDMENTS:

1. Annual subscription is raised to Rs.5,000/- with effect from April, 2015.
2. The Associate members who are doing post graduation shall pay Rs.5000/- towards membership and after getting DM / M.Ch., automatically they will became life members from the date of passing degree.

APNSA PROTOCOLS & PROCEDURES

APNSA SECRETARY 'S DUTIES:

1. Maintain books, list of members, record all activities of the association.
2. Minutes book for the EC and GB meetings with signatures of the members present.
3. Call for meetings: EC GB Three months advance intimation to EC GB Members -venue, date, time, Agenda.
4. Call for nominations for elections to E C-- three months in advance maintain minutes books of GB & EC meetings, get their approval in GB.
Send newsletters/Bulletins at least three in an year.
5. After annual meet (August) covering events of the meet, include minutes of GB, list of new office Bearers, list of new members, dues of members, change of addresses.
6. Midway in year (Jan -Feb) intimating events of next conference, announcing elections, dates of EC GB meetings, calling for papers, resolutions for discussion in GB/EC, SVIMS AWARD PAPERS.

CALENDAR FOR THE APNSA SECRETARY:

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|-----------|---|--|
| July | - | Annual Conference. |
| Aug | - | Send the First News Letter:
Minutes of EC & GB meetings, venue of next meeting,
Copy of accounts. |
| Nov / Dec | - | Notice for EC meeting at venue of next meet finalize guest speakers, Orators etc., |
| Jan / Feb | - | Letters to Speakers
2 nd News Letter
Minutes of 2 nd EC Meeting
Call for papers
Call for any resolutions for GB
Notice for elections
SVIMS award papers
Any other matter |
| Mar/April | - | Notice for GB meeting during conference sending ballot
Papers Prepare agenda for EC & GB meetings.
Address bankers for interest on deposits / SVIMS /
Address letters to Donors Dr.S.V.Adinarayana Rao for
Dr.SBP Rao Symposium. |

June – Finalize all documents for conference Accounts / Balance Sheet.

APNSA TREASURER DUTIES:

Maintain accounts

Balance sheet

Presents accounts in EC GB Meetings

Circulate to all members in advance

Presentation includes:

1. Corpus fund / fixed deposits of Association
2. Funds of orations/endowments/ SVIMS award etc Interest accrued /drawn/spent
3. Cash on hand
4. Subscriptions of members/new
5. Expenditure
6. Balance sheet
7. Getting the funds audited.

ANNUAL CONFERENCE ORGANIZING SECRETARY'S DUTIES:

1. Form an Organizing committee.
2. Prepare a brochure on the ensuing conference and send to all members of the APNSA. It is better to send the brochure to non-members, who are potential members of the APNSA, and local members of the profession who are likely to be interested in the conference. The first letter is generally sent by Nov/ Dec.,
3. Some information about the city and important site seeing and recreational facilities around the city and transport conveniences.
4. The details of place, venue, time, tariffs of the hotels, approximate distance of the hotels to the venue, train and Air connections and timings are given in the brochure.
5. An E C meeting is planned in the city of the conference to discuss all arrangements in Jan/ Feb. The Chairman and The Organizing Secretary are the special invitees for this E C Meeting. Finalize the registration fees, names of the orators, speakers, guest's inauguration etc at this E C Meeting.

6. Send the second Brochure with these details to all members etc., with details as discussed in the E C meeting details of registration is to be sent.
7. Usually the papers are sent to the Secretary APNSA and the program is finalized in consultation with the organizing committee. The last date for receiving abstracts of papers is to be at least two months before the date of the conference.
8. SVIMS award: full text of the papers is to be sent.
9. Prepare well in advance for the conference.
10. A two-way channel of communication between the Secretary APNSA and the Organizing Secretary is essential for the success of the meet.
11. The Inaugural function, Chief Guest etc are planned and managed by The Organizing committee.
12. The E C of APNSA plans The Orators and The symposium, while the guest speakers are the choice of the local organizing Committee.

CONDUCTING VARIOUS EVENTS

GENERAL BODY MEET:

The Secretary APNSA sends the notice
 Should meet at least once a year —during the annual conference.
 Notice of meeting is to be sent three months in advance to all members.
 March / April call for any resolutions for members, to be submitted to the Secretary one month in advance of the General Body meet.

MEETING:

President, APNSA Calls the meeting to order
 Circulate a book of attendance of the members for signatures
 Minutes of last G B meeting- approval
 Min of E C meeting-- G B's approval
 Secretary's report , action taken on the resolutions of the G B
 Treasurer's report
 Passing of accounts: G B's approval
 Any resolutions sent by members
 Elections: new office bearers
 Venue of next meeting

Thank organizers of the conference
Any other matter, with the permission of the president
Thank the members & the chair
President declares Meeting adjourned.

Executive committee meeting:

Should meet twice in a year: during annual meet before GB and midterm to plan next meet preferably at the venue of the next annual conference.

MEETING:

Called to order by the president.
Minutes of last EC & GB Meetings

Reports of secretary & treasurer, action taken on the resolutions of the G
B
Selection of speakers and topics for Orations / Guest speakers/symposium
/ how I do it etc;
Elections
Resolutions
Accounts: approval
Venue of the Next meeting.

Orations / Endowments:

- A. Inform the speaker will in advance.
- B. Send a note about the person on whose name the oration / lecture / endowment is Instituted.
- C. Inform who delivered the oration in the previous years.
- D. Inform time allotted.
- E. Keep a photograph of the person in whose name the oration / endowment is instituted.
- F. Invite the chairperson and speaker (s) on to the dais.
- G. Present a note on the person in whose name the Oration / endowment instituted, while a photograph is projected – this is usually done by the chair person.
- H. Introduce the Orator
- I. Present the Medal

- J. The speaker is given the podium
(Note: An oration is usually not followed by a question answer time)

CONDUCT OF ELECTIONS:

1. Identify the posts that fall vacant:
Vice president is takes over as president
Vice president: Every year
Secretary, Treasurer and members of the E C: once in two years.
2. Call for nominations: letters sent in 1st wk of April – last date for submission 30th April.
3. Send ballot papers if election is needed by 31 may to be returned by 1st June.
4. Declare elections at the time of annual conference.
- 5.If no nominations are received, include elections as an item in the agenda for the General Body Meeting at the annual conference; circulate this in advance so that the members are informed of the situation.

Orations:

Dr. B Dayananda Rao Oration:

Instituted in 1998

Dr B.Dayananda Rao a father figure of Neurosurgery in Andhra Pradesh did MBBS and MS (general surgery) in the Andhra Medical College and joined the erstwhile Nizam's services as a Civil Surgeon, worked as district medical officer and surgeon. Identifying his sincerity and hard working nature the then Director of Medical services, Major K N Rao, has chosen him to go to Bristol, United Kingdom for special Training in Neurosurgery. On his return he established the department in Osmania Medical College in 1957. His classical articles include papers on Extra Dural Hematomas, Anatomical dissections of Circle Of Willis, Cranioplasty using Methyl Methacrylate and many more. He used to stress that we have a gold mine of Cranio Cerebral Injuries to contribute to knowledge. The first course offering M.Ch in Neurosurgery in AP was started by him

in 1971. He has also worked as the Principal of Osmania Medical college and the Addl Director of Medical Education.

Apart from being a humane Medical man and an expert surgeon Dr Rao was an exponent of Karnatak music and written a book on the history of Karnatak Music. He passed away in 1997 after a brief illness. His son studied Medicine and later became a Neurosurgeon. It was unfortunate his son preceded him in death. Dr Rao was a past President of Neurological Society of India (1968) and an honorary member of the APNSA.

DR B MURALIDHAR MEMORIAL ORATION

BORN 12.12.1945; DIED 02. 04.1996 ;

The oration was instituted in the year 1996 following the untimely demise of Dr. B.Muralidhar, Son of Dr B Dayananda Rao, one of the five father-son neurosurgeon combinations, he was a student of Osmania Medical college for MBBS and MS Gen Surg and MS Neuro. Trained under Dr. S B P Rao and later worked with Dr Raja Reddy, Dr Muralidhar Headed the department of Neuro Surgery in Warangal. and Gandhi Medical Colleges And is one of those instrumental in starting the APNSA. Apart from Neurosurgery, he was a keen artist and sportsman and endeared himself with the students at the college sports and cultural events. He organized the second APNSA meet in 1995 at Gandhi Medical College.

Dr S Balapameswara Rao endowment Symposium:

Instituted in the year 2001 with a donation by Dr. S.V.Adinarayana Rao of Rs 40,000 per annum in honour of his brother Dr S Balapameswara Rao.

Dr SBP Rao had his schooling in west godavari dist of Andhra Pradesh, joined the Andhra medical college for MBBS and later did MS gen in the same college. A brilliant student and winner of many a medal in his career in the college, he wrote his first paper when he was a house surgeon. He was a winner of Anderson gold medal in MS general surgery. When he joined the Andhra Government Service, the then Director of Medical services Major K N Rao picked him for training in

Neurosurgery. Dr Rao spent a year with Prof B Rama murthi at Madras and started the department of Neurosurgery at Visakhapatnam in April 1956. He had further training in The UK and continued as professor at Visakhapatnam till 1974 when he moved to Hyderabad. Meticulous in his surgical technique, methodical in his clinical approach, Dr Rao is a strict disciplinarian, task master and a master teacher. His habit of record keeping, filing and cataloguing is unsurpassed by any. He was instrumental in establishing the NIMS in 1976 as its first Superintendent. He was the recipient of many awards orations and prizes notable among them being the B C ROY award and FAMS. He was the president of the Neurological Society of India in 1974 and a founder and honorary member of the APNSA. He was awarded honorary doctorate by The DR.NTR University of Health sciences.

INAUGURAL FUNCTION

ORGANIZED BY THE HOST: Organizing Committee:

PRESIDED BY THE PRESIDENT APNSA

SEAT ON DIAS: Called In That Order On To The Dias:

President (of APNSA), Chief Guest, Other Guests, Chairman Organizing Committee, Secretary APNSA, Secretary Organizing Committee.

SEATING ARRANGEMENT



PROGRAMME:

- Presidents Opening Remarks
- Welcome Chairman Organizing Committee.
- Report Secretary, APNSA (Speak about the society)
- Messages by Chief Guests
- Inauguration by Chief Guest
- Release of Souvenir
- Messages
- Secretary Organizing Committee
- Mementoes (May present mementoes to guest speakers as well)
- Vote of thanks

CLOSING FUNCTION

- ❖ President (Outgoing) and Secretary, Chairman and organizing Secretary thank the Organizing committee, guests and delegates.
- ❖ One of the delegates speaks on behalf of delegates.
- ❖ Inviting the New President – New President takes over
- ❖ Organizing Secretary of next conference invites delegates to the next conference.
- ❖ Vote of thanks.

ORATIONS / SPECIAL LECTURES, ENDOWMENT PROGRAMMES:

TWO CHAIR PERSONS:

1. Introduces Origin of Oration, Endowment Etc.,
2. Introduce the Speaker.
3. Present the Award.
4. Furnish the Orator a Photo of the person in whose name the Oration / Endowment is instituted and Brief Bio-data and List of previous speakers.
5. The Orator usually says a few words about the person before the oration.

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