

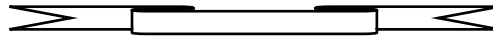
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## 1. TITLE

The name of the Association shall be "TAMILNADU AND PONDICHERRY ASSOCIATION OF UROLOGISTS" (Short title to be 'TAPASU') hereafter referred to as "The Association".

## 2. REGISTERED OFFICE

The Council of the Association shall determine the location of the office of the Association from time to time.

## 3. OBJECTIVES

- a. To promote high standards in the practice of Urology.
- b. To associate together under one Association all scientific personnel actively interested in practice of Urology in the State of Tamil Nadu and Union Territory of Puducherry.
- c. To foster high and uniform standards of postgraduate training in Urology.
- d. To promote research in Urology and other related disciplines for the purpose of improving the practice of Urology.
- e. To promote, establish or support any institution, scientific Association or research organization which is engaged in raising the standards of Urological practice or teaching or research in Urology in Tamil Nadu & Puducherry.
- f. To promote publication of scientific literature pertaining to Urological practice or research.
- g. To endeavour to establish and maintain liaison with other Associations or organized bodies, in India or abroad, whose objects are keeping with those of the Association.
- h. To carry out any other activities which are identical or conducive to the furtherance of the objects of the Association.
- i. To have all activities of the Association charitable in nature and not motivated by profit.
- j. To make the benefit of objects available to the general public irrespective of caste, creed, religion or sex.

- k. To advise and defend our members in legal matters pertaining to the profession.

#### 4. MEMBERSHIP

There shall be following categories of members.

##### A. Full Members

- I. Full Members shall be qualified Urologists engaged in active practice of Urology in Tamil Nadu & Puducherry, and whose urological qualifications have been registered with the State Medical Council/ Indian Medical Council.
- II. Their membership shall commence after they have paid the membership fee in full stipulated from time to time, and after the General Body of the Association has approved their full-member status at the Annual General Body meeting.
- III. Their membership shall be for life, unless the General Body of the Association, following due process for the same, has terminated the same.
- IV. All TAPASU full members are advised to become a member of Association Southern Urologist (ASU) and Urological Society of India (USI).

Note: Full Members who transfer their Medical Council registration to any State other than Tamil Nadu & Puducherry, or outside the territory of India shall be placed in the category of "Affiliate Members"; in the event of their returning to practice in Tamil Nadu & Puducherry, they shall be reverted to "Full Member" status on submitting proof of their return. Their status as "Full Members" in such a case shall become effective from the first day of the month succeeding the one in which the application is made, proof submitted, and the application is found to be in order by the Executive Council.

##### B. Associate Members

- I. Associate Members shall be Postgraduate residents registered for the M.Ch., or DNB course in Urology.
- II. Their membership shall commence after they have paid the membership fee in full stipulated from time to time, at the conclusion of the Annual General Body Meeting at which their membership has been approved.

- III. Their membership shall be for life, unless the General Body of the Association, following due process for the same, has terminated the same or their status has been changed to “Full Member” on their speciality qualifications in Urology being duly registered in the State Medical Council in Tamil Nadu / Indian Medical Council, or to “Affiliate Member” following the prescribed procedure for such change.

### C. Affiliate Members

- I. Fully qualified Urologists engaged in active practice of Urology outside Tamil Nadu & Puducherry are eligible to become affiliate members.
- II. Affiliate Members shall be Specialists qualified in the modern system of Medicine who are registered with the Indian Medical Council or the State Medical Council in Tamil Nadu, engaged in the practice of a speciality other than Urology but having a keen interest in pursuing common interests in Urology (for e.g. Radiologists, Pathologists, Microbiologists, etc.), or
- III. Scientists with Ph.D. in any field of Science or a degree in engineering who are actively engaged in applied aspects of their disciplines with relevance to the study and practice of Urology.
- IV. They shall formally apply for the Affiliate Membership of the Association following due procedure laid down from time to time.
- V. Their applications shall be scrutinised by the Council and presented to the General Body, if found in order.
- VI. The General Body alone shall be competent to approve such applications for Affiliate Membership.
- VII. On such approval being granted, the Hon. Secretary shall convey such approval to them in writing.
- VIII. Their membership fee shall be the same as for Full Members, and the membership shall be for life, or until they have terminated their membership on their own or the General Body of the Association has terminated the membership following the procedure laid down for the same.
- IX. Their membership shall commence after they have paid the membership fee stipulated from time to time and after the conclusion of the Annual General Body Meeting at which their membership has been approved.

## 5. MODE OF JOINING AS MEMBER

An application for membership must be proposed by two full members of TAPASU and has to be endorsed by the Council and approved by the General Body of TAPASU.

## 6. RIGHTS OF MEMBERS

### A. Full Members

- I. They shall have the right to participate in the scientific deliberations of the Association, and present papers, posters or videos at the same provided such papers, posters or videos have been selected following the process laid down for the same.
- II. They shall have the right to attend the General Body meetings of the Association and take part in the deliberations at the same.
- III. They shall have the right to participate in the selection process for fellowships, prizes, awards and other honours for which they are eligible.
- IV. They shall have the right to submit contributions to the newsletter, website and publications of the Association subject to editorial judgement on the matter submitted.
- V. They shall have the right to exercise their vote on matters put to vote at the General Body meetings.
- VI. They shall have the right to vote at the election of office bearers of the Association.
- VII. They shall have the right to contest for offices of the Association, on fulfilling the required criteria for eligibility.
- VIII. They shall have the right to be nominated or elected for any of the offices of the Association, or to any committees or sub-committees of the Association, as per the procedure laid down for the same.

### B. Associate Members

- I. They shall have the right to participate in the scientific deliberations of the Association, and present papers, posters or videos at the same provided such papers, posters or videos have been selected following the process laid down for the same.
- II. They shall have the right to participate in the selection process for fellowships, prizes, awards and other honours for which they are eligible.

- III. They shall have the right to submit contributions to the newsletter, website and publications of the Association subject to editorial judgement on the matter submitted.
- IV. They shall not have the right to contest for any office, attend the General Body meeting or vote at any of the meetings of the Association.
- V. They shall not have the right to be nominated/co-opted for any of the offices of TAPASU or any committee or sub-committees of the TAPASU as per the procedure laid down for the same.

### **C. Affiliate Members**

- I. They shall have the right to participate in the scientific deliberations of the Association, and present papers, posters or videos at the same provided such papers, posters or videos have been selected following the process laid down for the same.
- II. They shall be eligible to participate in any quiz; contest or award competitions conducted specifically for, or open to, the category of Affiliate Members.
- III. They shall have the right to submit contributions to the newsletter, website and publications of the Association subject to editorial judgement on the matter submitted.
- IV. They shall not have the right to contest for any office, attend the General Body meeting or vote at any of the meetings of the Association.
- V. They shall not have the right to be nominated/co-opted for any of the offices of TAPASU or any committee or sub-committees of the TAPASU as per the procedure laid down for the same.

## **7. TERMINATION OF MEMBERSHIP / RESIGNATION FROM ASSOCIATION**

- A. A member, in any category, may resign from membership at any time by serving a notice in writing to the Hon. Secretary. Such resignation shall not relieve the member from the responsibility of paying any dues or amounts outstanding to the Association prior to cessation of membership.
- B. The resignation will be deemed to be effective from the date recorded on such written communication, if accepted.
- C. The Membership may also be terminated, after initial acceptance and approval by the General Body, if it is found that material facts pertaining to eligibility for membership supplied in the application were incorrect,

whenever such inaccuracy comes, or is brought, to the notice of the Council. Such a step shall be taken after the member concerned has been given reasonable opportunity to produce original documents to support his claim to membership.

- D. The Council may similarly change the membership category of a member from full to associate, full to affiliate or associate to affiliate for the reason in 7(c) above.
- E. The Council may terminate the membership of any member in the following circumstances:
  - I. A member has been found guilty of professional misconduct by the Indian Medical, or any State Medical Council resulting in the member being struck off the rolls of the Council. Termination under these circumstances shall not require a separate ratification from the General Body.
  - II. A member is found guilty of conduct that brings serious and lasting disrepute to the Association, its office bearers or other members, provided that such a member has been given reasonable opportunity to present his case to the Ethical committee of TAPASU which shall assess the situation and the case in question impartially and forward its recommendation for further action to the TAPASU Executive Council and AGM, and provided that in case of termination of membership, the latter is confirmed at the Annual General Body Meeting by two third majority of members present.
  - III. The membership will cease from the time of conclusion of the Annual General Body meeting at which such action has been approved by the General Body.

## **8. SUSPENSION FROM MEMBERSHIP**

- A. A member is suspended from membership if the Ethical committee of TAPASU has prepared a recommendation for termination of membership to be presented to the General Body; such suspension shall commence from the date of the Council meeting at which the recommendation of the Ethical committee for termination was approved by the Council; the Hon. Secretary shall convey such a decision in writing to the member concerned.

- B. A member is suspended for a Stated period as a penalty for professional or personal misconduct which is less serious than the misconduct referred to in 7E (i), but which has resulted in loss of reputation to the Association, its office bearers or any member; such suspension shall come into force after approval by the General Body at the annual General Body meeting.
- C. The period of such suspension shall be as recommended by the Ethical committee to the Council and approved by the General Body. The Hon. Secretary shall convey such a decision in writing to the member concerned.
- D. A member is also suspended if he or she has been suspended from the register of Medical Practitioners by the Indian Medical Council, or State Medical Council. In such an event, the suspension shall be from the date of suspension from the Medical Register and shall be contemporaneous with the duration of suspension from the register. Suspension under these circumstances shall not require a separate ratification from the General Body.

## **9. APPLICATION FOR FRESH MEMBERSHIP AFTER EARLIER SUSPENSION**

- A. A past member whose membership was suspended under 8 above, may apply for membership at a later date after the period of suspension is over; such an application shall be made in the manner prescribed at that time, and shall be processed as laid down in the procedure for approval of new membership.
- B. A past member whose membership was terminated under 7(C) above, may apply in similar manner provided the member expresses regret, deficiencies that led to the earlier termination have been corrected and documentary proof of the same is submitted; the Council shall process such an application in the same manner as for approval of new membership and present the same to the General Body for approval as per procedure.
- C. The Council shall have the right to reject such applications if it is not satisfied that all the earlier deficiencies have been remedied, and shall intimate the General Body about the same.
- D. All other stipulations pertaining to fresh membership, including the payment of membership fees, shall apply.

## 10. SUBSCRIPTION

- A. The membership subscription shall be determined by the Council and approved by the General Body. At the present time the subscription shall be Rs. 5000/- (Rupees five thousand only).
- B. The subscription for all categories of membership shall be the same.
- C. The subscription shall be a one-time fee, and shall be non-refundable.
- D. The subscription must be paid in full in cash, by cheque from authorised banks, or through inter-bank transfer to the account of the Association, against due receipt.
- E. Subscriptions shall be routed through the Hon. Treasurer in order to facilitate up-to date book keeping.
- F. The subscription shall be submitted along with the application form for new membership in any category.
- G. The money received as membership subscription shall not be utilised for any expenditure but shall be deposited into the main corpus of the Association.
- H. The subscription shall be revised every three years to compensate for inflation and higher operational costs of the Association's activities after due approval by the General Body.
- I. There will be no additional fee for conversion from Associate /Affiliate membership to Full membership. The application form for conversion with all details must be sent to the Hon Secretary with self- attested copies of Urology qualification and registration of the Urology degree with the State Medical Council in Tamil Nadu/ Indian Medical Council.

## 11. FINANCIAL YEAR

The Financial year of the Association shall be from 1st April to 31st March.

## 12. FUNDS & BANK ACCOUNT

- A. The funds of the Association would be utilized only towards the objectives and no portion of it would be distributed in any manner to the trustees or persons defined in section 13(1) of the Income Tax Act, 1961.
- B. The accounts of the Association shall be in Nationalised banks only.
- C. The funds of the Association shall be held in these accounts, or in approved government bonds & securities as mandated in the Income Tax Act as amended from time to time.

- D. The funds shall be utilised only for purposes approved by the General Body of the Association, and in accordance with the provisions of the Income Tax Act as amended from time to time.
- E. The Hon. Treasurer shall operate the bank accounts in the name of the Association. The Hon. Treasurer of the Association shall sign all cheques along with the Hon. Secretary, TAPASU.

### 13. OFFICERS OF THE ASSOCIATION

- A. All officers of the Association shall be elected by the General Body at the Annual General Body meeting of the Association as per procedure laid down for the election of Office Bearers.
- B. No office Bearer of the Association shall be eligible for re-election for the same post for a second time.
- C. The following shall be deemed officers of the Association:
  - I. The President
  - II. The President-elect
  - III. The Hon. Secretary
  - IV. The Hon. Secretary-elect
  - V. The Hon. Treasurer
  - VI. The Hon. Treasurer-elect

### 14. TERM OF OFFICE OF OFFICERS OF THE ASSOCIATION

#### A. President

- I. The person elected as President-elect for a given year shall automatically become the President for the following year.
- II. The President will hold the Office for one year. He/she is not eligible for re-election to the same post.
- III. The President shall hold Office from the Valedictory Function/Ceremony of the Annual conference at which he/she is installed to the installation of the new President at the Valedictory Function/Ceremony of the succeeding Annual conference.
- IV. In the event of the incumbent President-elect being unwilling or unavailable to assume the office of President, the President shall be elected during the Annual General Body meeting, and shall be installed in the Valedictory Function/Ceremony of the conference; The President

so elected shall hold office till handing over to the incoming President at the Valedictory Function/Ceremony of the Annual Conference of the following year.

#### **B. President elect**

- I. To be eligible for election to this post, the member should have completed one full term as Council member, Hon. Secretary or Hon. Treasurer of the Association. Consequently, a member who is elected mid-term, or has demitted office without completing a full term, shall not be eligible to contest merely on the grounds of having completed a part of the term.
- II. The President-elect shall be elected by a due election process conducted as per Constitution during the Annual Conference or during the Annual General Body Meeting of the Association by a due election process from among eligible members if there is no suitable nomination in the earlier announced election process.
- III. The President-elect shall hold office from the time of installation at the Valedictory Function/Ceremony of the Annual Conference at which the election has taken place until installation as President at the Valedictory Function/Ceremony of the succeeding Annual Conference.

#### **C. Hon. Secretary**

- I. The Hon. Secretary-elect shall automatically take over as the Hon. Secretary on the completion of the term of the incumbent Hon. Secretary.
- II. The Hon. Secretary shall hold office for a period of two years. He/she is not eligible for re-election to the same post.
- III. The Hon. Secretary's term shall commence from the time of installation at the Valedictory Function/Ceremony of the Annual Conference, after completing the term of Hon. Secretary-elect, and shall conclude on installation of the next Hon. Secretary at the Valedictory Function/Ceremony of the Annual Conference.

#### **D. Hon. Secretary-elect**

- I. To be eligible for election to this post, the member should have completed one full term as Council Member/Hon. Treasurer of the

Association. Consequently, a member who is elected mid-term, or has demitted office without completing a full term, shall not be eligible to contest merely on the grounds of having completed a part of the term.

- II. The Hon. Secretary-elect shall be elected by a due election process conducted as per Constitution during the Annual Conference or during the Annual General Body Meeting of the Association by a due election process from among eligible members if there is no suitable nomination in the earlier announced election process.
- III. The Hon. Secretary-elect will be elected once in 2 years
- IV. The Hon. Secretary-elect shall hold office for a period of one year.
- V. The Hon. Secretary-elect's term shall commence from the date of the Valedictory Function/Ceremony of the Annual Conference at which the election has taken place.
- VI. The Hon. Secretary-elect shall automatically take over as the Hon. Secretary on the completion of the term of the incumbent Hon. Secretary.
- VII. In the event of the incumbent Hon. Secretary-elect being unwilling or unavailable to assume the office of Hon. Secretary, the new Hon. Secretary shall be elected at the commencement of the Annual General Body meeting, and shall be installed in the Valedictory Function/Ceremony of the conference; The Hon. Secretary so elected shall hold office till handing over to the incoming Hon. Secretary at the Valedictory Function/Ceremony of the Annual Conference after 2 years.

#### **E. Hon. Treasurer**

- I. The Hon. Treasurer-elect shall automatically take over as the Hon. Treasurer on the completion of the term of the incumbent Hon. Treasurer.
- II. The Hon. Treasurer shall hold office for a period of two years. He/she is not eligible for re-election to the same post
- III. The Hon. Treasurer's term shall commence from the time of installation at the Valedictory Function/Ceremony of the Annual Conference after completing the term of Hon. Treasurer-elect, and shall conclude on installation of the next Hon. Treasurer at the Valedictory Function/Ceremony of the Annual Conference.

## **F. Hon. Treasurer Elect**

- I. To be eligible for election to this post, the member should have completed one full term as Council Member of the Association. Consequently, a member who is elected mid-term, or has demitted office without completing a full term, shall not be eligible to contest merely on the grounds of having completed a part of the term.
- II. The Hon. Treasurer-elect shall be elected by a due election process conducted as per Constitution during the Annual Conference or during the Annual General Body Meeting of the Association by a due election process from among eligible members if there is no suitable nomination in the earlier announced election process.
- III. The Hon. Treasurer-elect will be elected once in 2 years.
- IV. The Hon. Treasurer-elect shall hold office for a period of one year.
- V. The Hon. Treasurer-elect's term shall commence from the date of the Valedictory Function/Ceremony of the Annual Conference at which the election has taken place.
- VI. The Hon. Treasurer-elect shall automatically take over as the Hon. Treasurer on the completion of the term of the incumbent Hon. Treasurer.
- VII. In the event of the incumbent Hon. Treasurer-elect being unwilling or unavailable to assume the office of Hon. Treasurer, the new Hon. Treasurer shall be elected during the Annual General Body meeting, and shall be installed in the Valedictory Function/Ceremony of the conference. The Hon. Treasurer so elected shall hold office till handing over to the incoming Hon. Treasurer at the Valedictory Function/Ceremony of the Annual Conference after 2 years.

## **15. DUTIES OF THE OFFICERS**

### **A. President**

- I. The President shall preside over all official events of the Association.
- II. The President shall chair meetings of the Executive Council of the Association.
- III. The President shall preside over and conduct the Annual General Body meetings and other General Body meetings of the Association.

- IV. The President shall represent the Association on the Council of the Association of Southern Urologists as Ex-officio member during the term of office as the President.
- V. The President shall preside over any sub-committee constituted by the Executive Council for any purpose.

#### **B. President elect**

- I. The President elect shall perform all duties of the President in the absence of the President or upon the request of the President.
- II. The President elect shall have such additional responsibilities as may be assigned by the Council or the President from time to time.
- III. In case of any contingency arising out of the non-availability of the President due to unforeseen circumstances, the President elect will take over and deliver the responsibilities of the President for continuation of the process.

#### **C. Hon. Secretary**

The Hon. Secretary shall look after the day-to-day affairs of the Association under the directions of the Council.

In addition, and specifically, the Hon. Secretary shall:

- I. Summon all meetings of the Association, the Council and Sub-committees (*if any*) on the advice of the President.
- II. Prepare the agenda for such meetings in consultation with the President.
- III. Record minutes of the deliberations and circulate them to the concerned members.
- IV. Maintain and update all files including Constitution amendments if any, documents, registers, books and other records of the Association.
- V. Maintain an up-to-dated register of members, Update membership database, update change of membership status (after due ratification by General Body) and ensure periodic publication of the Membership database.
- VI. Formulate the annual report to be presented to the Council and Annual General Body Meeting.
- VII. Prepare reports for statutory submissions and present them to the Council for approval prior to submission.
- VIII. Correspond with various statutory bodies; Urological Society of India, Association of Southern Urologists, other State Associations, other

- professional Associations and such other entities as may be required in the discharge of the Hon. Secretary's responsibilities.
- IX. Prepare the list of Prize winners & Award winners for announcement at the appropriate events and meetings.
  - X. Prepare the citations to be presented to Orators & faculty delivering named lectures.
  - XI. Prepare the Schedule for all scientific meetings and events conducted by the Association including the scientific sessions of the Annual Conference and TAPASU midterm Workshop.
  - XII. Correspond with and guide the local organising committees of meetings and Annual conferences in order to ensure smooth and efficient conduct of the same.
  - XIII. Prepare and circulate the Newsletter of the Association.
  - XIV. Invite at appropriate time, applications/nominations for various prizes/awards, applications/nominations for various posts like chairpersons, moderators, convenors etc and nominations for various office posts of TAPASU.
  - XV. Correspond with the invited faculties and guests for the Annual Conference and the Midterm workshop and inform them regarding their allotted scientific schedules and also inform the local organizers regarding their travel schedule to make necessary arrangements for accommodation and local transport.
  - XVI. Maintain & update the Handbook of the Association with contents addressing all activities of the Association.
  - XVII. Maintain, update and whenever required upgrade the website of the Association as per requirements of members and decisions of the General Body or Council.
  - XVIII. Work in co-ordination with the Hon. Treasurer to ensure that all statutory obligations of the Association to the regulatory authorities are discharged in time, and effectively.
  - XIX. Preparing the Financial budget and planning the conduct of charitable activities.
  - XX. Filing of the Society documents annually to Registrar of societies for continuation of Registration within three months of the conclusion of Annual General Body Meeting.
  - XXI. Filing of Income Tax Returns through the Auditor.
  - XXII. Making arrangements for the conduct of elections to the various posts of TAPASU.

XXIII. Running TAPASU office during Annual Conferences.

XXIV. Preparing and maintaining an archive of biographies, historical materials, photographs and such other artefacts so as to capture and perpetuate the history of the Association, its founding members, past office bearers and those who brought laurels to the Association through their academic and professional achievements.

#### **D. Hon. Secretary-elect**

- I. The Hon. Secretary-elect shall assist the Hon. Secretary in all functions of the Hon. Secretary.
- II. The Hon. Secretary-elect shall stand-in for the Hon. Secretary during the latter's absence for any reason.
- III. The Hon. Secretary Elect shall have such additional responsibilities as may be assigned by the President/Hon. Secretary/ Council from time to time.
- IV. The Hon. Secretary elect will be in charge of conducting the Midterm workshop of the Association.
- V. The Hon. Secretary elect will be the Associate Chairman of the Scientific Committee that finalises the scientific content of TAPASUCON.
- VI. The Hon. Secretary elect is responsible for vetting the papers submitted for presentation to avoid repetition of same material in various forms and from previous conferences.
- VII. In case of any contingency arising out of the non-availability of the Hon. Secretary due to unforeseen circumstances, the Hon. Secretary elect will take over and deliver the responsibilities of the Hon. Secretary for continuation of the process.

#### **E. Hon. Treasurer**

The Hon. Treasurer shall

- I. Receive all subscriptions and other dues from the members.
- II. Make payments for all approved expenditure on receiving communication about them from the Hon. Secretary, obtain receipts for the same and keep the book of accounts updated promptly.
- III. Prepare and present an interim summary of accounts at the meetings of the Council.

- IV. Prepare the Annual Financial report consisting of the Balance Sheet, Profit & Loss Statement and a Summary of accounts in conjunction with the approved Auditor and obtaining the Auditor's certification for the same.
- V. Present the audited financial report to the Council, and obtaining its approval for presentation of the same to the General Body.
- VI. Present the audited Financial Report to the General Body and addressing queries and providing clarifications to members.
- VII. Keep true and accurate records of all financial transactions of the Association.
- VIII. Notify members & sponsors of dues in a timely manner and collect the outstanding dues from them.
- IX. Represent the Association along with the approved Auditor at any statutory inquiries pertaining to the finances of the Association.
- X. Advise the Council in judicious use of its finances in order to ensure compliance with statutory obligations and optimise their utilisation to further the activities of the Association.

#### **F. Hon. Treasurer Elect**

- I. The Hon. Treasurer-elect shall assist the Hon. Treasurer in all functions of the Hon. Treasurer.
- II. The Hon. Treasurer-elect shall stand-in for the Hon. Treasurer during the latter's absence for any reason.
- III. The Hon. Treasurer Elect shall have such additional responsibilities as may be assigned by the President/Hon. Secretary/ Council from time to time.
- IV. The Hon. Treasurer elect will be responsible for contacting the various departments and to enrol the young residents in TAPASU.
- V. The Hon. Treasurer elect will head the committee with council members for membership drive to strengthen the Association.
- VI. In case of any contingency arising out of the non-availability of the Hon. Treasurer due to unforeseen circumstances, the Hon. Treasurer elect will take over and deliver the responsibilities of the Hon. Treasurer for continuation of the process.

## 16. EXECUTIVE COUNCIL (*referred to as “The Council” for simplicity*)

The Council shall assist the officers of the Association in the conduct of the affairs of the Association. The General Body of members shall determine the composition of the Council from time to time. At the present time the General Body has determined that the Council shall comprise of the following members:

### A. Members of the Council

- I. The President
- II. The President-elect
- III. The Hon. Secretary
- IV. The Hon. Secretary-elect
- V. The Hon. Treasurer
- VI. The Hon. Treasurer Elect
- VII. The Immediate Past President
- VIII. The immediate Past Secretary( for 1 year)
- IX. 10 Council members. Such Council member must have been a full member of TAPASU for a period of at least five calendar years. They will hold the office for two years from the time of installation at the Valedictory Function/Ceremony of the Annual Conference at which the election has taken place and shall conclude on installation of the next Council Member at the Valedictory Function/Ceremony of the Annual Conference at which the new Council Member has been elected.
- X. The Presidents of the City chapters/ Urologist office bearer if the President is non Urologist as in Nephro-Uro city chapters under the jurisdiction of the Association, for a period contemporaneous with their term of office, shall be “Ex-Officio” members.

### B. Responsibilities of the Council

- I. The Council shall constitute the Executive authority of the Association.
- II. The Council shall determine and plan scientific, business and financial activities as mandated by the General Body of members.
- III. The Council shall meet to deliberate on activities of the Association and any other matter requiring Executive consideration.
- IV. The Council shall meet at least once in every quarter of the calendar year.

- V. The Council shall mandatorily meet immediately prior to the Annual General Body meeting to approve the agenda for the Annual General Body meeting, and to approve the audited financial report for presentation to the General Body.
- VI. The Council shall be responsible for arrangements for the business and scientific parts of the Annual Conference.
- VII. The Council shall be responsible for the investment of the funds of the Association with due regard to legal stipulations regarding such investments, and in accordance with the expressed wish of the General Body regarding the same.
- VIII. The Council shall allot a provision for expenses of the Hon. Secretary for running the Secretarial office and for meeting the expenses made for carrying out the official duties as the Hon. Secretary/ Hon Treasurer of the Association, approve the same after discussion and recommend the same to General Body for approval, if found to be in order.
- IX. The Council may appoint sub committees for specific tasks requiring exclusive attention or specific expertise.
- X. The Council may appoint members to the sub-committee from amongst themselves, or from the general membership of the Association; however, anybody who is not a Full Member of the Association may only participate in such a sub-committee as an invitee, and shall have no role in decision making.
- XI. Such a sub-committee shall work under the direction of the Council.
- XII. The work allocated to such a committee shall be completed in a timebound framework, and a written report submitted to the Council for discussion and approval.
- XIII. Such sub-committee reports shall be incorporated in the annual report of the Association after approval by the Council, and presented at the Annual General Body meeting.
- XIV. To appoint a Returning Officer for The TAPASU Elections.
- XV. If a duly elected Council Member fails to attend two consecutive Executive Council meetings in a year, he/she shall voluntarily relinquish the post. The same shall be conveyed in writing to the President within a fortnight of the Second Council meeting not attended. A member who has voluntarily relinquished the Council post in such a manner shall be eligible to contest again for the same later.
- XVI. In the event such a member does not voluntarily relinquish the post as in (xv) above, such a member shall forfeit his/her post a fortnight after

the second Council meeting which he/she has not attended. Such forfeiture shall be affected automatically, and shall be conveyed to the member in writing by the President of the Association.

- XVII. A member who forfeits the Council membership in such a manner shall not be eligible to contest for Council membership for a period of three years.
- XVIII. The post vacated as per (xv) or (xvi) above shall be filled by nominations from the members as per procedure in 16(D) below, and such a nominated member shall hold office until elections are held for a new member at the succeeding Annual General Body Meeting. A member nominated as above shall enjoy all the privileges of Council membership until the election of the regular member.

### **C. Deliberations & Decision Making at Meetings of the Council & Sub-committees**

- I. All meetings shall be conducted according to the agenda prepared and circulated to the Council members in advance.
- II. Matters on the agenda shall be deliberated first and decisions taken before matters not on the agenda but requiring discussion are taken up with the permission of the Chairperson / President.
- III. Decisions shall be taken by a consensus as far as possible.
- IV. If a consensus is not forthcoming on any matter, the Chairperson/President shall put the matter to vote, and record the number of members voting for and against the matter, without mentioning names; in such voting the decision of a simple majority shall be final.
- V. In the case of a tie, the Chairperson/President of the meeting shall have a "Casting vote" which shall determine the outcome of the voting; the "casting vote" shall not be used to alter any decision already arrived at by a majority vote.
- VI. The decisions taken at Council meetings shall be recorded and signed by the Chairperson/President at the end of the meeting, and incorporated in the minutes of the meeting by the Hon. Secretary.
- VII. The Hon. Secretary shall circulate the minutes within seven working days of the conclusion of these meetings for comments & amendments from members.
- VIII. If no comments/ amendments are received within one week from the date of circulation of minutes, the minutes shall be deemed to have been passed and shall be duly incorporated in the permanent records.

- IX. All communications pertaining to the meetings of the Council, the agenda for meetings, the minutes of meetings and any other matters under the consideration of the Council shall be sent to members in the electronic format to their E-mail addresses recorded by members in the official register or directory of the Association.
- X. Members shall, in turn, transmit all communications from their side in similar electronic format.

#### **D. Cessation of Membership of Council and Replacement of Vacancies**

- I. A non-officer member of the Council elected by the General Body is normally expected to complete the full term of membership; in the event of any member being unable to do so, the same shall be conveyed in writing to the Hon. Secretary.
- II. The Hon. Secretary shall communicate the same to the members of region of TAPASU represented by the leaving member and request an alternative member.
- III. The suggested name shall be circulated to the members of the TAPASU Council after the Hon. Secretary has ascertained that the proposed alternate member is eligible to serve in the Council.
- IV. Such an alternate member shall serve as a member of the Council until the next Annual General Body meeting at which the General Body shall elect a new member to the Council by a due election process; the term of such an elected alternate/new member shall be a full term commencing from the date of the installation at the Valedictory Function/Ceremony at the end of the Annual Conference.
- V. If the vacancy arises less than 3 months from the date of the next Annual conference, the vacancy shall only be filled as per procedure in (iv) above, and no alternate member shall be co-opted or nominated.

#### **E. Ethical committee:**

The Association will have an Ethical Committee to make an independent decision and suggest the same to the Council and the Association for appropriate action on disputes and complaints against the members/group of members from others requiring stringent steps to avoid such unpleasant situations which may bring disrepute to the Association.

The Ethical Committee shall be comprising of 3 senior full members of good standing in the Association along with a retired Judge/ lawyer/ social worker forming a total of 5, to avoid conflict of interest/ casting aspersions on the decisions made and forwarded to the Council /AGM for further action.

The Ethical Committee will be having an advisory role only and not a punitive body by itself, for making recommendations to the Council/AGM.

The Ethical Committee will be in existence for 3 years after which a new committee will be formed with new members/ old members who may be chosen for one more final term.

The deliberations happening in the ethical Committee must be recorded properly for future reference, if needed.

The recommendations of the Ethical Committee must be backed by The Constitution of TAPASU and/or the law of the land with the welfare of the Association and its members as the main focus point.

## 17. ANNUAL GENERAL MEETING

The Annual General Meeting shall comprise of two parts – *a scientific meeting, to be referred to as the **Annual Conference** and a Business meeting, to be referred to as the **Annual General Body Meeting**.*

### A. The Annual Conference

- I. The Annual Conference shall be held over one-and-a-half days in the second half in the month of September every year, except in unusual circumstances.
- II. The scientific programme for the conference shall be finalised by the Council, and the Hon. Secretary and Hon. Secretary-Elect shall be responsible for the conduct of the same.
- III. The format of the scientific programme, including the fixed sessions, shall be available on the website of the Association in the form of E-book that can be downloaded by members.
- IV. The protocol for the scientific programme, the Inaugural ceremony, fixed sessions and the Valedictory Function/Ceremony shall be

available on the website of the Association in the form of E-Hand Book that can be downloaded by members.

## **B. The Annual General Body Meeting**

The Annual General Body Meeting shall be the annual business meeting of the Association.

### **1) Date & Venue**

The Annual General Body meeting shall be held on the penultimate day of the Annual Conference, at the conclusion of the scientific sessions on that day in the Conference venue.

### **2) Notice of the Meeting**

The Hon. Secretary shall send notice of the meeting indicating time, venue and agenda at least four weeks in advance of the date of the meeting. The above notice shall be sent electronically to the registered E-mail address of all members as registered in the official records/members directory.

### **3) Agenda for the Meeting**

The Hon. Secretary shall circulate the agenda for the meeting along with the notice of the meeting. The meeting shall mandatorily take up the following matters:

- I. Approval of the minutes of the previous Annual General Body meeting
- II. Discussion of the annual report presented by the Hon. Secretary and its adoption.
- III. Discussion of the financial report presented by the Hon. Treasurer and its adoption.
- IV. Approval of the Audited Financial Statement and Accounts of the preceding financial year.
- V. Approval of list of new members recommended by the Council.
- VI. Announcement of results of the elections for the incoming office-bearers of the Association – **By the Designated Returning Officer.**
- VII. Approval of venue for various forthcoming academic events and future conferences.
- VIII. Approval of orators, and faculty for named lectures of the Association at the next conference.

- IX. Approval to convenors for respective academic sessions at the next conference.
- X. Approval of appointment/ reappointment of Auditors for TAPASU.
- XI.** Discussion on duly presented Constitution amendments, if any, and approval of the same following due procedure.
- XII. To discuss any resolution placed by the Council or moved by individual members following due procedure.
- XIII. Discussion of any other matter brought up for discussion with the permission of the Chair.

#### **4) Quorum**

30 Full members shall constitute the Quorum for the meeting. If the required number is not present in the hall at the designated time, the President shall adjourn the meeting for 30 minutes and reconvene the same as Adjourned General Body Meeting. The members present at the reconvened session shall be deemed to form the quorum for proceedings to be conducted.

The entire sequence of events in such an occasion must be recorded for future records and guidance.

#### **5) Presenting Resolutions / constitutional amendments for Adoption at the Annual General Body Meeting**

- I. Full members wishing to bring resolutions/ constitutional amendments for discussion to the meeting, may do so by sending the full resolution/constitutional amendment in the prescribed format duly seconded by another full member to the Hon. Secretary at least six weeks before the date of the Annual General Body meeting.
- II. The Hon. Secretary shall circulate the resolutions/constitutional amendments to all members at least 4 weeks prior to the General Body Meeting.
- III. The resolutions/ constitutional amendments will be considered first by the Council, before presenting in the General Body Meeting
- IV. The Hon. Secretary will then place the same one by one, before the General Body along with the recommendations of the Council for each.

- V. The President will put the resolution/Constitutional amendment to vote in case no consensus is reached on the resolution/constitutional amendment after sufficient discussion.

## **6) VOTING ON RESOLUTIONS & PROPOSALS AT THE GENERAL BODY MEETINGS**

- A. Voting on matters at the General Body meetings shall ordinarily be by voice vote.
- B. In the event of disagreement about the outcome of the voice vote, the President shall call for votes by a show of hands, or a physical count taken after the members take sides on either side of an aisle to represent the group of “Ayes” and the group of “Nays” distinctly.
- C. The President shall not normally cast a vote, and shall use the casting vote only to resolve a deadlock or tie on numbers.

## **18. ELECTIONS TO THE OFFICES AND COUNCIL OF THE ASSOCIATION**

Elections will be held during the Annual Conference.

The Hon. Secretary shall circulate the list of vacant posts and call for nominations at least three months prior to the date of the Annual Conference.

The circular shall include the name and address of the Returning Officer to whom the nomination forms have to be sent.

### **A. Nominations**

- I. Nominations shall be submitted in the prescribed format circulated on behalf of the Association by the Hon. Secretary.
- II. Each nomination must be proposed by two Full Members in good standing, and seconded by another two Full Members in good standing.
- III. The candidate shall be solely responsible for any infirmity or accuracy in the details furnished in the nomination form.
- IV. The mandatory declaration form duly signed by the candidate must accompany nominations.
- V. Nominations must reach the Returning Officer before 5 p.m. on the last date for filing nominations as announced in the election notice.

- VI. Nominations shall close eight weeks before the date of commencement of the Annual General meeting; any nominations received after that time shall not be accepted.
- VII. Nomination forms that are incomplete in any respect shall be rejected after scrutiny.
- VIII. Nominations ***not submitted in the prescribed form*** shall be rejected.
- IX. No change in deadline dates shall be permitted even when there is delay in the nomination form reaching the Returning Officer due to postal delays, poor courier delivery service or *force majeure* events. A candidate is expected to take all these possibilities into consideration and ensure that the nomination form is despatched well in time.
- X. An eligible full member can contest only for one post at a time.
- XI. An eligible full member can propose or second only one name per post.
- XII. An eligible full member contesting for a post may propose or second another full member for any post other than the one being contested by the proposing/seconding member.

#### **B. Returning Officer, Scrutiny of Nominations, Withdrawal of Candidature & Conduct of elections**

- I. One of the Past Presidents of the Association in good standing, nominated by the Executive Council, shall be the Returning Officer for the elections.
- II. All the expenses incurred for printing the ballot papers and procuring the required materials for the proper conduct of the election shall be borne by the Association.
- III. All nominations for various posts shall be sent directly to the Returning Officer.
- IV. The Scrutiny of nominations shall take place within 48 hours of the time for closure of nominations.
- V. The Returning Officer shall scrutinise the nomination papers, verify the accuracy of the information provided in respect of the membership status of the candidate, the proposer and the seconder, and then accept all papers that are in order.
- VI. The Returning Officer shall reject any incomplete, inaccurate or inappropriate nomination. This rejection shall be conveyed ***after scrutiny of all nomination forms***, to the candidate by the Returning Officer in writing, along with the reasons for the rejection.

- VII. The Returning Officer is not authorised to communicate any infirmity or error in the nomination papers to a candidate under any circumstances other than conveying rejection as per 18 B (vi). It is expected that candidates shall have exercised all care while submitting their nomination forms, and shall bear the responsibility for any infirmity or error in their forms.
- VIII. No plea for rectification of any infirmity or error shall be entertained *after last date for submission of nominations*.
- IX. The Returning Officer shall convey to the Hon. Secretary the list of valid nominations within one week after the last date for the submission of nominations.
- X. After receiving the list as per (ix) above, the Hon. Secretary shall publish a list of candidates whose nominations have been found to be in order, within one week from the date on which he gets communication from the Returning Officer.
- XI. Candidates who have submitted valid nominations but wish to withdraw from the contest may do so *in writing* to the Returning Officer, conveying their decision to withdraw from the contest.
- XII. This shall be done before 5.00 p.m. on a working day *at least two weeks* before the date of the elections.
- XIII. The Returning Officer shall *immediately* inform the Hon. Secretary of such withdrawal, and follow it up with a written communication within *24 hours*.
- XIV. The Hon. Secretary shall circulate the **Final list** of candidates, and the post they are contesting for, to members, after two working days from the last date of withdrawal of nominations.
- XV. The Returning Officer may utilise the assistance of senior members of the Association, who are not candidates and have no personal interest in any candidate, whenever it is necessary for the smooth and efficient conduct of the election process.
- XVI. Each contestant may nominate, in writing, **ONE** full member of the Association to be his/her representative to oversee the process of polling & counting on his/her behalf. Such a nomination shall be made at least **twenty four** hours before the time notified for commencement of the elections and shall be submitted to the Returning Officer.

### **C. Anti-canvassing**

- I. Anti-canvassing through circulation of pamphlets, display of posters, shouting of slogans, circulation of mass E-mails through mass-mailing

services, circulation of bulk SMS messages, circulation of bulk WhatsApp or other messaging applications (*like Telegram, Textra, My SMS, Viber, etc.*), and on social networks like Facebook & Twitter is prohibited.

- II. Cognisance of anti- canvassing may be taken *suo motu* by the Returning Officer or on a specific complaint lodged by any member of the Association.
- III. The principles of natural justice shall be applied in considering disqualification, and the Council shall ratify the disqualification before it is applied.
- IV. In case of any member attracting such disqualification, and the same being ratified by the Council, the disqualification shall be personally conveyed to the candidate by the Returning Officer and the Hon. Secretary through appropriate communication.

#### **D. Retirement from Contest**

No retirement will be permitted after the final list of candidates has been published.

#### **E. Ballot**

- I. The ballots may be electronic or physical depending on the decision of the Council and availability of facilities for electronic voting at the venue of the conference, connectivity, etc.
- II. In the case of physical ballot, the official ballot paper shall be prepared by the Returning Officer, checked for accuracy and shall bear his signature and seal.
- III. Ballots shall not be numbered or carry any other information that may provide for traceability of the voter.
- IV. The procedure for electronic voting may be decided by the Council and preferably includes on-site and off-site facilities.

#### **F. Casting of Vote**

- I. In the case of electronic ballots, when available, votes shall be cast in the manner indicated in the procedure for voting.
- II. Details of the procedure for electronic voting, if adopted shall be available on the website of the Association for members to refer to, and download if necessary.

- III. In the case of physical ballot, the Returning Officer with the help of members of the Council shall prepare booths that provide privacy and ballot boxes that are sealed in the presence of the candidates.
- IV. A sufficient number of booths and ballot boxes shall be provided to facilitate smooth voting.
- V. The Council members/volunteer members acting as election official shall be seated at a table with the list of eligible voters.
- VI. Voting shall commence at the time fixed for commencement of the voting process, and cease exactly at the time announced for conclusion of the voting process.
- VII. Voters shall present themselves with a valid photo ID card to the Council members/volunteer members acting as election officials who shall verify their membership status.
- VIII. After obtaining the signature on the list of the voters, the ballot paper is handed over to the voter.
- IX. The voter shall mark the choice (s) in the privacy of the booths, and carry the folded paper to the ballot boxes and drop it into the box.
- X. Only one choice shall be marked for each post.
- XI. If more than one choice has been marked for any post or if there is any mark on the ballot paper which can help in tracing it to the voter, the vote cast for that post shall be considered invalid.
- XII. When the time announced for the closing of voting is reached, no further verification of voters shall be carried out; however, those voters who have finished the verification process and are waiting to receive the ballot paper shall be allowed to complete the process of casting their vote.
- XIII. In matters of the time for commencement of voting and conclusion of voting, the decision of the Returning Officer shall be final and binding.

#### **G. Counting of Votes**

- I. In the case of electronic voting, counting of votes and tabulation of results shall be done as soon as the time for voting is completed, at the end of polling time announced by the Returning Officer.
- II. In the case of physical ballots, counting of votes shall begin as soon as the polling area is cleared of voters and unconnected individuals.
- III. The ballot boxes will be opened in the presence of the candidates, or their authorised representatives duly nominated as per procedure prescribed earlier, and the ballot papers mixed into one lot.

- IV. No person other than the Returning Officer and designated members assisting the Returning Officer shall be present at the time of counting.
- V. The candidates or their authorised representatives may observe the counting from a reasonable distance without inconveniencing the counting party in any way.
- VI. The counting of votes shall proceed as a continuous process.
- VII. All counted votes shall carry a distinct mark to indicate that they have been counted.
- VIII. Invalid votes shall be separated after marking, in order to facilitate recording the number of such invalid votes.
- IX. Neither the Returning Officer nor the members of the counting team shall disclose the results, the number of votes polled by individual candidates or any other detail to anybody at any time after elections.

#### **H. Announcement of Results**

- I. After obtaining the tally, the Returning Officer shall place all the ballot papers cast in a box, and seal the same in presence of the candidates or their duly nominated representatives to ensure sanctity and confidentiality of the election process.
- II. The final tally of each candidate contesting for each of the posts shall be verified to the satisfaction of all members of the counting team and recorded. The Returning Officer shall obtain the signatures of the members participating in the counting on the final tally sheet.
- III. The Returning officer shall convey the name of the successful candidate against each post in writing to the President for entering in the official records.
- IV. The votes polled by the candidates shall not be disclosed in this written document handed over to the President.
- V. The President may announce the list of elected candidates during the course of the General Body Meeting at the appropriate time, or may request the Returning Officer to announce the names of the elected candidates.

#### **I. Retention of Ballots Cast**

- I. In the case of electronic voting, the raw data shall be encrypted and retained on the server for a period of one month from the time of conclusion of the Annual General Meeting.

- ii. The database shall be securely deleted after this period on the receipt of permission from the Returning Officer to do so.
- iii. The ballot papers cast in the election shall remain in the custody of the Returning Officer in a sealed box for one month from the date of the General Body Meeting.
- iv. At the end of this period, the Returning Officer shall shred the ballot papers in order to avoid any leakage of the same.
- v. On completion of the shredding process, the Returning Officer shall convey information of the same having been completed in writing to the Hon. Secretary.

#### **J. Challenge to the Outcome of the elections & Recount of Ballots**

- I. Challenge to the results in the case of electronic voting shall not be maintained as the scope for human error in counting is non-existent.
- II. Challenges will only be entertained in the case of physical ballots.
- III. Any aggrieved candidate may challenge the results **in writing before 10 p.m.** on the day the results are announced.
- IV. If such a challenge is laid, the votes cast for the specific post that the challenger contested for shall be recounted in the same fashion as was done for the original counting but in the presence of all the candidates contested for that post, or their duly nominated representatives, in order to ensure transparency and finality.
- V. The Returning Officer shall obtain the signatures of all the candidates on the result sheet of the recount, and hand the same over to the Hon. Secretary.
- VI. The Returning Officer shall convey the outcome of this recount in writing to the President.
- VII. In the event the outcome of the election has changed after the recount, the President shall announce the new outcome prior to the commencement of the plenary sessions the next day.

#### **K.E-voting:**

- I. Subject to approval of E- voting officially, the Association will publish the list of eligible voter-members; give each eligible voter-member an unique number and password to enable them for voting for their chosen candidates in the specified and widely informed period.

- II. This exercise will help every eligible voter-member to cast their votes irrespective of their physically attending or not, the conference where the elections are held and to widen the voter base.
- III. The Returning officer assisted by the TAPASU Council and the designated technical team will take necessary steps to ensure smooth conduct of the elections, counting of votes and declaring the results.

## 19. AMENDMENT TO THE RULES AND BYLAWS OF THE ASSOCIATION.

- A. Amendments to the rules and bylaws may be proposed either by the Council of the Association, or by individual FULL members.
- B. Where the Council proposes such amendments, the proposal shall be accompanied by a resolution of the Council containing the precise wording of the proposed amendment, the Section, Clause & Sub-clause it is applicable to, the wording of the existing clause and the reasons for proposing the change.
- C. Where it is for insertion of a new rule, the Section or Section and Clause under which it is to be inserted must be indicated.
- D. Where an individual full member proposes such amendments, the proposal shall be seconded by another Full member of the Association.
- E. The proposal shall contain the precise wording of the proposed amendment, the Section, Clause & Sub-clause it is applicable to, the wording of the existing clause and the reasons for proposing the change.
- F. In either case, the amendment shall be submitted to the Hon. Secretary at least six weeks before the date of the Annual General Body Meeting.
- G. The Hon. Secretary shall circulate the same to all members at least four weeks prior to the date of the Annual General Body Meeting.
- H. The proposal shall be included in the Agenda of Annual General Body Meeting in the form of a Resolution duly proposed and seconded.
- I. No alternate amendments shall be proposed in respect of the proposed amendment, except minor modifications to remove ambiguity or provide clarity.
- J. Amendments shall not be entertained at any time after the stipulated period.

- K. The amendments proposed by a member, must be discussed in the Council prior to discussion in the Annual General body to confirm the relevance of the proposed amendment
- L. Amendments proposed shall be considered clause by clause in the Council and later in the AGM.
- M. If there is consensus on the amendment, the same may be accepted as unanimously adopted.
- N. If no consensus is reached after a reasonable time for discussion, the President will put the amendment(s) to vote.
- O. For the amendment to be carried, not less than three-fourth of the Full members present should vote in favour of the amendment; in the event of the number turning out to be a fraction below the three-fourths figure, the nearest integer shall be determined by the casting vote of the President.
- P. The approved amendments must be included in the existing Constitution, immediately after further approval from the Registrar of Societies, for further ready reference in future.

## 20. DISSOLUTION OF THE ASSOCIATION

- A. A proposal for dissolution of the Association shall be brought through a resolution signed by not less than three-fourth of the Full members on the rolls of the Association at the time the proposal is raised.
- B. The resolution shall be discussed at a General Body Meeting convened specially for this purpose.
- C. The resolution for dissolution shall be carried in the event of not less than three fourth of the Full members present vote in favour of dissolution.
- D. Upon such a resolution being adopted, the Association shall stand dissolved forthwith, and a liquidator appointed to settle assets and liabilities.
- E. All steps shall be taken to discharge all verified claims and liabilities on the books of accounts of the Association.
- F. If residual assets remain after all liabilities have been discharged, they shall be transferred to an institution or institutions having similar objectives; the institution(s) to which the assets will go, shall also be determined (at the meeting that affects the dissolution) by not less than three-fourth of the Full members present.

G. In all of these, the Association shall comply with the laws and regulations of the land in force at the time.

Note: The above proposed constitution can be revised after five years but amendments if any, may be proposed, discussed and adopted/ rejected as per guidelines mentioned above.

