



ASSOCIATION OF CUTANEOUS SURGEONS (I)

THE CONSTITUTION

RULES AND BYE-LAWS

APRIL 2017



ACS(I) NATIONAL EXECUTIVES (2015-17)

President

Col.Dr.Manas Chatterjee

Immediate Past President

Dr.Koushik Lahiri

Honorary Secretary General

Dr.Umashankar Nagaraju

Vice President

Dr.Salim T

Dr.Sanjeev Aurangabadkar

Honorary Treasurer

Dr.Shashikumar B M

Joint Secretary

Dr.Imran Majid

Dr.Anurag Tiwari

ACS(I) National Executive (2017-19)

President

Dr. Sacchidanand

Immediate Past President

Col (Dr.) Manas Chatterjee

Honorary General Secretary

Dr. Pradyumna Vaidya

Vice President

Dr. Shyamanta Barua

Dr. Anurag Tiwari

Honorary Treasurer

Dr. Amit Kelkar

Joint Secretary

Dr. Rajyalaxmi

Dr. Pankaj Tiwari



Association of Cutaneous Surgeons (I)



THE CONSTITUTION

RULES AND BYE- LAWS

ACS(I)

**Registered on 15th November, 2008, at Pune under the
Societies Registration Act(21 of 1860)**

Incorporated upto 2017

Constitution of the Association of Cutaneous Surgeons (I)

Honorable General Secretary (2015-17)

Dr. Umashankar Nagaraju

KN/ACS(I)/714

DERMAVISION,

#794, 15th Main, 2nd Stage,

BTM Layout,

Bengaluru- 560 076

India

Ph.No: +91 94481 51468

© Association of Cutaneous Surgeons (I)

All rights reserved

(Updated April 2017)

Printed at

RAHUL ENTERPRISES, Bangalore – 560 098

Association of Cutaneous Surgeons (I) 2017

Chairman

Dr.Koushik Lahiri

Convener

Dr.Salim T

Members

Dr.Venkataram Mysore
Dr.Narendra Patwardhan
Dr.Sharad Mutalik
Dr.Shyamanta Barua
Dr.Ramesh Bhat
Dr.Niti Khunger
Dr Shashikumar B M
Dr.Rajib Gogoi
Dr.Sanjeev Aurangabadkar
Dr.Raghunatha Reddy
Dr.Anurag Tiwari
Dr.Biju Vasudevan
Dr.Somesh Gupta
Dr.Abhishek De
Dr.Imran Majid

Ex Officio

Col. Dr.Manas Chatterjee
Dr. Umashankar Nagaraju

INDEX

| Content | Page.no |
|---|---------|
| Membership..... | 12 |
| Observer ship..... | 18 |
| Finance Committee including finance of ACSICON and Zonal Workshop meetings..... | 20 |
| Central Council Meeting | 27 |
| President | 29 |
| Vice President | 31 |
| Hon Secretary | 32 |
| Treasurer | 34 |
| Joint secretaries..... | 38 |
| ACSICON..... | 39 |
| AGBM..... | 46 |
| Dr P N Behl Oration | 50 |
| ACS(I) DERMATOSURGERY QUIZ..... | 51 |
| ACS(I) Academy | 54 |
| Zonal Dermato-surgery Workshops | 55 |
| Social activities..... | 56 |
| Journal of Cutaneous and Aesthetic Surgery (JCAS) | 57 |
| ACS(I) text Book | 59 |
| Website..... | 62 |
| ACSIPEN..... | 64 |
| ACS(I) associating with other organizations for holding conference..... | 66 |
| Election and tenures..... | 69 |
| Legal Cell | 73 |
| Annexures | 74 |

PREFACE



A constitution is a system, often codified in a written document, which establishes the rules and principles by which any society/association or even a country is governed.

This is the highest legal transcribed document of the association. It contains rules and bye laws for the smooth governance of the association. This happens to be the soul of the association. It is actually a policy document which is the legal framework of the society. ACS(I) constitution is also no exception.

To update a written constitution is a difficult task, but to compile and write the first constitution of any society is a superhuman if not Herculean job.

Co-ordinating the whole project was also not very easy. This is the first time the ACS(I) constitution is being published in such a structured format. During the tenure of Col Manas Chatterjee as the President of ACS(I) (2015-2017) the general body decided to formally initiate the process of creating and publishing its own constitution. The first ACS(I) constitution committee was formed with the undersigned as its chairperson and convenor. Other members of the committee were Drs Venkatram Mysore, Narendra Patwardhan, Sharad Mutalik, Shyamanta Barua and Ramesh Bhat.

With active support of each of the committee members the initial draft was prepared which was chiselled and polished during the first full day CC meeting of ACS(I) in 2017.

We cannot forget the role played by the immediate Past President Col. Manas Chatterjee and Immediate past Hony. General Secretary Dr. Umashankar Nagaraju and also The Hony Secretary of 2013-15 tenure Dr. Shyamanta Barua in keeping all the relevant records and correcting the draft with exceptional devotion and unparalleled meticulousness.

We must mention the supportive role of the President Dr. S. Sacchidanand and Hony. Secretary Dr. Pradymna Vaidya.

No words of appreciation are enough for them. The constitution incorporates all the changes approved at the Annual General Body meetings of ACS(I). It includes all the rules pertaining membership/fellowships, finance, zonal meetings, Legal Cell, Practice management cell, Central Council Meeting, Election and tenures, Dr. P N Behl Oration ACS(I) DRL DERMATOSURGERY QUIZ, Zonal Dermatosurgery Workshops, ACS(I) Academy, Social activities, Journal(JCAS), ACS(I) text Books, ACS(I) Website ACS(I)PEN

We are very much thankful to all the members of the constitution committee, past Presidents and three successive EC of ACS(I) since 2013 for taking up and executing this difficult job successfully.

We hope this rule book will be instrumental in maintaining the dignity, sanctity and honour of this great Association.

This is not just creating the constitution of ACS(I), it is an attempt to diligently documenting the developments which lead to evolution of Association of Cutaneous Surgeons in India.

Long Live ACS(I)

Dr. Koushik Lahiri
Chairperson (2017)
ACS(I) Constitution Committee
ACS(I) President (2013-15)

Dr. T. Salim
Convener (2017)
ACS(I) Constitution Committee

Message by President (2015-17)



The Constitution Project, which was an important responsibility reposed by the General Body to the immediate past ACS(I) executive, has now reached its logical conclusion. The project was initiated as ACS(I) never had a printed constitution at any point in its history. The only written document were the by-laws under which the Association was initially constituted. Regulations that the by-laws allowed the Association to formulate were never enunciated in print. A page of the website was all that the Association, which at that time was hurtling towards a membership of four figures (which it duly crossed), could boast of as being its constitution. It was correctly felt by senior members and Past Presidents that a written constitution was imperative to the further growth of the Association since growth brings with it its share of diversity and divergence as well as complexity in organisation and functioning. The task of preparing the constitution was bestowed on the executive of 2015-17 and a committee was formed headed by Dr Koushik Lahiri and Dr T Salim as its chairman and convener. Members included Dr. Venkataram Mysore, Dr. Narendra Patwardhan, Dr. Sharad Mutalik, Dr. Shyamanta Barua and Dr. Ramesh Bhat, with President and Secretary ACS(I) as ex-officio members. The constitution was drafted following which, it went revisions and a brainstorming session during the first central council meeting of the ACS(I). Thereafter, revisions were incorporated and finally, legal opinion sought to ensure that no contradiction existed in the draft and that it conformed to the laws of the land.

It is hoped that this constitution would act as a catalyst to further growth of the Association and would itself be refined in the years to come.

Jai Hind

Dr Col Manas Chatterjee

President ACS(I) (2015-17)

Message by Honorary Secretary General (2015-17)



Dear ACS(I) Members,

It is indeed a great honour for me to have the ACS(I) Constitution printed for the first time in the history of ACS(I) and has happened during my term as Honorary General Secretary ACS(I) (2015-17). The Constitution is the most important book each member refers to time and again. Since several years, many of our seniors have made efforts in contributing to this constitution of ACS(I) by making several guidelines facilitating for the smooth running of our association.

I must thank Dr.Koushik Lahiri, Chairperson, ACS(I) Constitution Committee (2017) and Dr Salim T, Convener, ACS(I) Constitution Committee (2017) and all the members of the Constitution Committee for working hard to complete this difficult but important task. My Special thanks to Dr.Manas Chatterjee, President (2015-17) for guiding at each and every step in completing this major task. This will make the work of future office bearers easier and will also help each ACS(I) member to understand the guidelines in the Constitution better. Another Significance of this constitution is it is thoroughly been screened by legal expert.

Long live ACS(I)!

Dr Umashankar Nagaraju

(KN/ACS(I)/714)

Honorary General Secretary ACS(I) (2015-17)

MEMBERSHIP OF THE SOCIETY

MEMBERSHIP

- a) The Association will consist of those members whose names are in the Register of Members, and those subsequent members who will be duly accepted as members in such a prescribed manner and upon such conditions as may be prescribed from time to time by the Rules and Bye-laws of the Association.

Membership may be granted to any individual who: (i) meets the criteria set forth below for each category of membership (ii) shares interest in and supports the purposes of the Association; (iii) abides by these Bylaws, of the Association and such other rules and regulations as the Association may adopt; and (iv) meets such additional criteria for each category of membership in the Association established by the Constitution from time to time.

b) CLASSES OF MEMBERSHIP AND ELIGIBILITY

i) Life membership

Life Membership is open to all dermatologists with requisite post-graduate qualification in Dermatology recognized by Medical Council of India (MCI), State Medical Council or an equivalent organization of the Government of India and practicing or interested in learning cutaneous surgery. The member will enjoy all the privileges of a life member by making

a one time payment of Indian Rs. 5000/- to be revised every three years by 15% after approval by AGBM by Cheque/Demand draft (DD)/Bank transfer in the name of "Association of Cutaneous Surgeons of India". This amount may be revised as decided by the AGBM by revising changes in the Constitution. When in doubt the matter should be referred to a membership committee consisting of current and past two secretaries who will look at this issue and seek the help of constitutional committee when needed.

ii) Provisional Life Membership

Postgraduate students studying in the specialty of dermatology can be made provisional life members. They will present to the Honorary General Secretary a letter from the head of the specialty department where they are studying, stating the date of their joining the

postgraduate course and the date of its due completion, along with the application for membership. Postgraduates will be registered on payment of Rs.5000/- as provisional life members. On passing the examination and furnishing of proof (certificate from the concerned university- provisional is acceptable) thereof, they will be converted to life members without additional payment. Provisional life membership is valid for a period of five years only, during which time, they will have to be converted to life membership or they will forfeit the initial amount of Rs 5000/- and apply as fresh Life Members with the existing fees for Life Members prevalent at the time of re-application. The provisional membership number will indicate date of their membership. Eg PLM//05.2017/1241- so that date of expiration can be made out easily.

iii) International Life Membership

Non Resident Indians or other foreign doctors who are qualified Dermatologists working in the field of Dermatology, Dermato surgery, or Cosmetic Dermatology can be enrolled as international life members, without having voting rights. They will have to submit proof of their qualifications and their valid license to practice dermatology or other allied specialities in their own countries, together with their application to the Honorary General Secretary. Hon Secretary can make their membership only after taking opinion of membership Committee. The fee for International Life Members will be Rs10000 or 250 dollars

iv) Associate membership

Associate Membership can be awarded to those who possess any other qualification from other specialities working in the field of Cutaneous Surgery, which include Plastic Surgery, Maxillofacial Surgery, ENT and basic researchers and who have at least three (3) years of experience specializing in the practice of cutaneous or aesthetic surgery. Their application should be recommended by two members with at least ten years membership of ACS(I). and are subject to approval by the membership committee. They will not have any voting rights and cannot hold any ACS(I) post. The fee for Associate Members will be Rs 8,000 or 200 US \$. They will not be entitled for any scholarship or grants

- v) **Honorary membership**
This would be entertained on the recommendation of the members of the Association decided at a general body meeting or CCM, in recognition of distinguished service rendered to the medical profession. Such members will not have to pay any membership fee but will not have any voting rights and cannot hold any ACS(I) post. Election of honorary members shall be proposed by the majority of the Central Council members and Annual General Body Meeting. Honorary members shall continue as members for life.
- c) All applications for memberships will be scrutinized by a membership committee appointed by current secretary and two past secretaries and then approved in ECM. The executive committee may in their discretion and without assigning any reason therefore decline or refuse to enroll any person or persons as life member. Such a person or persons may appeal to the CCM/general body with due notice to the secretary setting out the ground of appeal. The secretary shall place the appeal in the Agenda for the succeeding meeting of CCM or the general body. If majority of members present at said meeting vote for the enrolment of the appellant he shall be entitled to be a member of the Association as life member.
- d) A member who ceases to be a member of the Association from any cause whatsoever shall forthwith cease to have any rights or other incidences of membership and he shall not be entitled for refund of the membership fees paid by him/her.
- e) **REGISTER OF MEMBERS**
A register of different classes of members shall be maintained by the Honorary General Secretary with their names, type and date of membership and latest addresses. The list shall be continuously updated. The names of members in the ACS(I) records and registers should be identical to their names as they appear in their certificate of registration issued by their respective state Medical Councils. Any abbreviation, addition or alteration made thereafter should be done

only by an affidavit before a legal authority and should have previously been recorded in the registers of their respective state Medical Councils.

- f)** A member may be disciplined for any of the following reasons: (i) Failure to comply with these Bylaws, the principles of ethics of the Association, or any other rules or regulations of the Association. (ii) Conviction of a crime related to, or arising out of, the practice of medicine or involving moral turpitude. (iii) Limitation, suspension, revocation, or forfeiture by any state, province or country of the member's right to practice medicine. (iv) Unauthorized use of the Association's name, logo, or other symbols on stationery, publications, advertisements, printed material or in any other manner. (v) Immoral, dishonorable, or unprofessional conduct considered prejudicial to the best interests of, or inconsistent with, the purposes of the Association including, without limitation, any conduct determined to constitute a basis for discipline by the Association.
- i) Procedures: Discipline, which shall include, but not be limited to, censure, suspension, and expulsion, shall be by a two-thirds majority of the Central Council and endorsed by two third majority of the General Body. A statement of the charges will be mailed by certified or overnight mail to the last recorded address of the member at least fifteen (15) days before final action is to be taken. This statement shall be accompanied by a notice of the time and place of the meeting of the Central Council at which the charges shall be considered, and the member shall have the opportunity to appear in person and/or to be represented by counsel and to present any defense to such charges before action is taken by the Central Council.
- ii) The EC is authorized to constitute a disciplinary committee consisting of three past presidents/secretaries/vice presidents. The committee shall submit its report/recommendation to the EC after giving full opportunity to the member to present his case.

The EC has the authority to take action such as warning, suspension up to a maximum of six months or till the next meeting of CCM or AGBM. The member has the right to appeal to an arbitration committee consisting of 5 past presidents (who shall not be members of disciplinary committee) and also to CCM and AGBM. Dismissal of a member can only be done either by CCM or AGBM
iii). The Central Council may adopt additional policies and procedures regarding the investigation and referral of any disciplinary matters. Any disciplinary action taken against a member of the Association shall be deemed to apply equally to such individual's membership in the Association.

g) RESIGNATION

A member may resign from membership at any time by sending a resignation in writing to the Honorary General Secretary stating the reason for resignation. Such a member shall cease to be a member when his/her resignation is accepted by the secretary and his name caused to be deleted from the register of members. The membership fee paid will not be refunded.

h) CESSATION OF MEMBERSHIP

Removal of the name on the ground of undesirable conduct: **(i)** A member shall be automatically removed as a member if it comes to the knowledge of the Association that the name of the member is removed from the Medical Council register. **(ii)** Whenever it comes to the knowledge of the Central Council or managing or Executive Committee that a member has been alleged to have committed an act or acts derogatory to the dignity of the profession or detrimental to the interests of the profession or the Association or has acted non-constitutionally as an office bearer. The member shall be called upon to furnish in writing a full explanation of the act or acts alleged against him and forward the same to the Central Council for necessary action to be taken. The Central Council may deal with such a member in a manner it deems suitable and necessary, if not confirming to the above stipulations.

i) **RE-ADMISSION OF A MEMBER**

A member whose membership has been terminated may apply for re-admission after expiry of 5 years from the date of action of termination of membership by the Central Council. Any action decided will be taken only by the Central Council and shall be passed by a majority of three-fourths of the members present. The member shall be informed of the decision taken by registered post with acknowledgement due.

j) **PRIVILEGES OF MEMBERS**

All classes of members shall have the right to attend and participate in general and clinical meetings, conferences, workshops, lectures, etc. organized by the Central Council or branches/state representatives. Provisional Life members, International Life members, Associate members and honorary members shall not be eligible for election as office bearers or as members of the Central Council, nor shall they be entitled to vote at any meeting of the Association. All special fees and other amounts, as determined, to be paid for the meetings, conferences, lectures, etc. are payable by all.

k) **MEMBERSHIP FEES**

a) Part of the amount collected as Membership fee shall be deposited by the Executive committee in any of the scheduled Bank as 'FIXED DEPOSIT' for the maximum period possible. At the end of the period it shall be re-deposited for similar period and under no circumstances the principal amount shall be withdrawn without approval of the General Body of the Association. This re-deposition is a continuous process. The interest accrued shall be credited to the Association savings bank account and this only shall be withdrawn for running of the association. The Fixed Deposit receipts shall be presented to the General Body for scrutiny before and after elections.

b) All property and funds of the association shall be in the name of the Association and belong to the Association collectively and no

individual life member or Honorary member shall have any proprietary right over any of them.”

ACS(I) TRAINING OBSERVERSHIPS

Introduction: The primary objective of ACS(I) observership is to provide additional training in the art and science of dermatosurgery, laser surgery and cosmetic dermatology for the dermatologists. ACS(I) provides four week ACS(I) fellowship. Only LM membership are eligible.

ACS(I) TRAINING OBSERVERSHIP

Candidates

1. The observership will be open to life members of the ACS(I) who are not working in the same institution and who have completed their degree or diploma.
2. The awardee must be aged less than 45 years at the time of commencement of his or her fellowship. Applicants above 45 years can apply for 2 weeks observership.
3. The applicant must specify the course of specialization that he or she intends to undergo.
4. The host institution must be ready to accept the awardee.
5. Selection will be done twice a year. Applications will be invited in January and July. Candidates have to choose 2 centres in order of preference. The awardee will be selected by ACS(I) Academy on the basis of merit and the possible utility of the training in the discharge of his or her duties. The candidate must apply with full biodata.
6. The duration of training will be 4 weeks for <45 years and 2 weeks for >45 years.
7. No financial support from the association to candidates
8. Awardees must give an undertaking for completing the observership within the stipulated time of one year failing which they may not be considered for future observerships through or from the ACS(I).
9. The observership will be given only after successful completion of the course. The following have to be furnished to the ACS(I) national secretariat after completion of the observership training for the issue of the observership completion certificate:

- a. Proof of observership training mentioning the period of fellowship duly signed by the concerned fellowship director(s).
- b. Submission of a research paper to JCAS (optional).
- c. Submission of a completed observership feedback form.
- d. Submission of a brief write-up of the experience of the training for the publication in ACSIPEN.

International Observership Programme

1. If overseas members opt for these observerships, it will be called International Observership programme.
2. There will be no financial assistance or scholarships for these.

CENTRES

1. Centres should specify the subject (Dermatosurgery/aesthetics/Laser), submit in detail the procedures which a candidate can observe during the course, this will be on the ACSI website.
2. The minimum requirements are as follows

a. *Dermatosurgery Observership*

1. A well equipped operation theatre with all required instruments and emergency management devices
2. A well trained faculty in dermatosurgery to co ordinate the course
3. Patient input sufficient enough to teach all basic suturing technique
4. Other basic surgeries to be performed during the course
 - (a) Simple excision surgeries for cyst corn lipomas
 - (B) Acne scar surgeries
 - (C) Vitiligo surgeries
 - (D) Optional procedures include hair transplantation, flap and scar surgeries

b. *Aesthetics*

1. A well trained faculty in aesthetics to co ordinate the course
2. Injectables
3. Microneedling
4. Chemical peels
5. Management of facial melanosis
6. Skin tightening (optional)
7. Rejuvenation techniques

c. Lasers

1. A well-equipped LASER safety rooms
 2. Well trained staff in lasers
 3. Centre must have pigment laser, laser for a scars, laser for hair reduction
 4. Candidate should be trained in laser physics, safety measures, patient selection and laser parameters, complications prevention and management
3. To start a observership programme, centre has to apply to Secretary, a site inspection will be done and if approved will be communicated within a month.
4. Each centre will be given approval for 5 years. They have to reapply again if they wish to continue.
 5. A panel of members of ACS(I) Academy constituted from time to time will select the course of training and the corresponding institution. Private institutions are not barred from instituting training observerships, but they will not be permitted to charge any fee.
 6. An amount of Rs. 10,000/- will be given to training institute on successful completion of training of candidate. However, a centre may choose to forfeit the same.
 7. The affiliation with ACSI (I) observership cannot be used as a publicity and marketing strategy by the approved centres.

Finance Committee Including Finance of ACSICON And Zonal Workshop Meetings

CENTRAL FINANCE COMMITTEE

Dr.Venkataram Mysore/Dr.Rajib Gogoi

The incoming President, ACS(I) shall appoint the Central Finance Committee immediately after taking charge, in consultation with his EC members for a period of 2 (two) years and get the committee ratified by the GB during the first GBM of his tenure.

The Central Finance Committee shall comprise of:

1. Immediate Past Honorary Treasurer as its Chairperson

2. The incumbent Honorary Treasurer as its Convener
3. The President, ACS(I)
4. Honorary Secretary, ACS(I)
5. Immediate Past Honorary Secretary, ACS(I)
6. Editor, JCAS
7. Two other members, who are Past President/Honorary Secretary/Honorary Treasurer.

Functions of the Central Finance Committee

- To consider and approve the ACS(I) central budget before it is presented by the Treasurer at the AGBM.
- To consider and approve the JCAS budget before it is presented by the JCAS editor at the AGBM.
- To suggest investments for savings in tax and anticipate and assess expenses.
- To consider and suggest to the General Body revision of membership fees from time to time.
- To consider and approve any proposal presented before the General Body involving new or extra expenditure by the association.
- To advise the Executive Committee, Central Council and General Body regarding all financial matters as and when such advice is sought.
- To guide and advise the Honorary Treasurer and JCAS Editor regarding all financial matters as and when such advice is sought.
- The Committee shall meet during ACS(I)CON and Central Council meeting regularly.
- The Chairperson and Convener can initiate discussion by email among the committee members regarding any issue sent for the committee's perusal at any point of time throughout the tenure of the committee and such discussion leading to any conclusion shall be constitutionally valid.
- The Treasurer, ACS(I) shall keep the Central Finance Committee in loop while preparing and finalizing the

Income tax and Service tax returns of the association for each financial year.

- The convener will submit all financial proposals to central finance committee before they are brought to AGBM

FINANCIAL ACCOUNTS-ACISCON

- (a) The organizing committee and the host branch/state coordinator/organization is responsible for all financial matters related to the ACS(I)CON. The ACS(I) will bear no financial liability of the ACS(I)CON. Any loss incurred will be borne by the organizing committee
- (b) ACS(I)CON organizers will use ACS(I) PAN and service tax number for opening the account and operation. 15% of the entire amount collected through all sources (Sponsorships, Registration fee) should be transferred to ACS(I) account in respective quarters after clearing all taxes. Additionally, 50% of the surplus amount shall be transferred to the ACS(I) account within 6 months of conduct of conference along with the audited report. The conference accounting will be done using ACS(I) PAN number
- (c) The organizing Secretary of ACS(I)CON should submit a monthly report of income and expenditure to the President and Hon. General Secretary of ACS(I)
- (d) An audited income and expenditure account of the conference shall be submitted by the Organizing Committee to the Honorary Treasurer within 3 months OF ACS(I)CON OR CCM WHICH EVER IS EARLIER. The detailed bank accounts, transactions, and quotations received from event management companies should be submitted to impart transparency to the financial aspects of the ACS(I)CON. It will be submitted for auditing by the ACS(I). A letter with the following wording should be issued by the Chairperson, Organizing Committee and Organizing Secretary of the ACS(I)CON:

“We have organised the ACS(I)CON (year) at (place) on (date). A sum of is allocated towards the corpus fund of the ACS(I)out of the total surplus of ACS(I)CON (year). Cheque/DD no.dated and drawn on(Bank) favoring ACS(I) is enclosed. Please acknowledge receipt.

SD/- (Chairperson)(Organizing Secretary)”

Stalls: Stalls rates will be fixed by the local organizing committee in consultation with central Finance committee on a per sq.metre basis. All receipts from pharma companies will be in cheque form only.

e) Registration fees: The conference fee of 2016 meeting will serve as the base conference delegate fee. For each subsequent year, a hike of 20% would be allowed subject to approval by AGM. If the organizing secretary of the ACS(I) conference/workshop fails to submit the accounts by the prescribed date (within three months of the conference), secretary of ACS(I) will telephonically or by email communicate and request for submission of accounts within 4 weeks. If there is still no submission, the matter would be brought to the notice of the executive committee and a reminder letter will be sent by registered post by the secretary asking for submission of accounts within 6 weeks. If no reply is received, President, on the advice of the executive committee, WILL INITIATE DISCIPLINARY ACTION such as warning. If accounts are still not submitted, the matter will be brought to the notice of the General Body, recommending appropriate disciplinary action against the member (such as suspension/expulsion) and the AGM will decide on the precise action to be taken.

Finance-Zonal events

ACS(I) being a central body without any state/zonal branches, finance management of its zonal/state level activities may be in any one of the following two possible modalities – the one suitable for each event being decided by EC, ACS(I) in consultation with the organizers of the event.

- a) New local bank account using ACS(I) PAN : The Organizing Committee shall open a new current bank account in a scheduled bank under the name“(East/West/North/South) Zonal/(name of State) workshop of ACS(I), (year)” which will be jointly operated by any two of the Organizing President, Secretary and Treasurer of the event.
- b) All income and expenditure of the event will be through this bank account in conformation with the general SoP of ACS(I) banking operation and of conduction of ACS(I)CON.
- c) The Organizing Secretary/Treasurer shall send monthly bank statement to Treasurer, ACS(I) who will reserve the right to seek supporting documents for each and every transaction reflected in the account statement or any clarification about any of those. The Organizing Secretary/Treasurer shall be furnishing those details asked for by Treasurer, ACS(I) as early as possible.
- d) All tax liabilities, including Income tax and Service tax, will be on ACS(I) and Treasurer, ACS(I) through the Auditor of ACS(I) shall file TDS return, Service tax return etc.. The responsibility of collecting all documents of and information about the third parties involved in such taxations shall be on the Organizing team which they shall do with utmost priority to help Treasurer, ACS(I) submit returns within the prescribed time frame. ACS(I)'s Service tax registration number shall be used for all Service tax returns.
- e) After successful completion of the event, the Organizing Secretary/Treasurer shall prepare Income Expenditure accounts, Profit & Loss accounts and a Balance sheet reflecting all financial transactions within 3 (three) months and submit those along with all documents supporting each and every financial transaction to the Treasurer, ACS(I) who in turn shall forward those to the Auditor of ACS(I) for his audit. The

Organizers shall reply to any of the questions that the Auditor of ACS(I) may raise during his scrutiny of the accounts.

- f) All surplus of the event shall go to ACS(I). Any deficit arising out of the successful conduction of the event shall be borne by ACS(I).
- g) The bank account shall be closed within 6(six) months of successful conduction of the event and the Organizing Secretary/Treasurer shall send the Closing Bank statement of the same account to the Treasurer, ACS(I) immediately after closing the account.

1. Through existing bank account of local body

If the Organizing Committee of the event is willing to use an existing bank account of any Dermatological association – state branch/local chapter/local trust belonging to any Dermatological society, the following provisions in the form of a tripartite MoU shall be signed by ACS(I) EC, the Organizing Committee of the event and the stakeholders in the ownership of the bank account intended to be used for the event.

- a) The Organizing Committee of ACS(I)'s (East/West/North/South) Zonal/(name of State) workshop, (year) shall use the bank account no.of inbranch ofbank for all financial transactions pertaining to the aforementioned event.
- b) All income and expenditure of the event will be through this bank account and the authorized signatories shall honor the request made by the Organizing Secretary/Treasurer of the event for receipt and payment of the fund pertaining to the event.

- c) The Organizing Secretary/Treasurer shall send consolidated monthly Income Expenditure account of the event to the Treasurer, ACS(I) who will reserve the right to seek documents supporting each and every transaction reflected in the Income Expenditure account or any clarification about any of those. The Organizing Secretary/Treasurer shall be furnishing those details asked for by Treasurer, ACS(I) as early as possible.
- d) ACS(I) shall not be responsible for any tax liability arising out of the financial transactions done for the event. The same shall be borne by the.....(Account holder) and the Organizing Committee shall provide the account holder full details necessary to comply with the return filing of various taxes as may be applicable.
- e) After successful completion of the event, the Organizing Secretary/Treasurer shall prepare Income Expenditure accounts, Profit & Loss accounts and a Balance sheet reflecting all financial transactions within 3 (three) months and submit those along with all documents supporting each and every financial transaction to the Treasurer, ACS(I) who in turn shall forward those to the Auditor of ACS(I) for his audit. The Organizers shall reply to any of the questions that the Auditor of ACS(I) may raise during his scrutiny of the accounts.
- f) 50% of the surplus of the event shall go to ACS(I) and 50% shall be retained by the account holder. The same may be modified by ACS(I) executive. This sharing must be executed within 6(six) months after successful conduction of the event. Any deficit arising out of the conduction of the event shall be borne by the account holder. However, the same is subject to final decision by the ACS(I) executive.

General rules

1. A budget of the event shall be prepared by the Organizing Committee and shall be presented to the EC, ACS(I) when bidding for the event or within 15 days of accepting the responsibility of organizing the event , for approval by the EC, ACS(I).
2. ACS(I) shall not bear the expenses incurred on the faculty members of the event or under any other head of expenses.
3. In case of any event being centrally sponsored by a 3rd party on behalf of ACS(I), the fund from the 3rd party shall come to ACS(I)'s bank account and then EC, ACS(I) shall release the fund to the Organizing Committee as per requirement in mutual agreement/consultation with the Organizing Committee.

Central Council Meeting

Composition

President and other EC members

All Past Presidents, Secretaries, Treasurers and Journal Editors

Present Journal Editor

State coordinators & Conveners

Chairpersons of various committees

A few expert members co-opted by the central council (if needed).

Invitees

ACS(I)CON Chairman and Organizing Secretary of previous meeting and next meeting

Meetings

Before AGBM during ACS(I)CON – combined CCM and AGBM

CC mid-year meet [place at the convenience of President and Secretary]
November of each year

Vacancies in the Central Council

- a. Nonattendance of an elected member at two consecutive meetings of the Central Council without its permission shall constitute a vacancy.
- b. Vacancies occurring for any reason, including resignation or death, shall be filled by the Council by a majority of votes
- c. If the vacancy is related to the office of the President, the senior Vice President shall act as President during the remaining term of the former's office.
- d. In the absence of both the President and the Senior Vice President, the second Vice President will assume the duties of the President during the remaining period of the former's office.

Duties and powers of the central council

The Central Council shall be the principal governing body of the Association. It shall oversee and regulate the general functioning of the Association and has overall control on all matters related to the association. It will have powers to frame Rules and Bye laws which do not affect constitutional clauses to conduct the business meetings of the Association. It will be in charge of all administrative issues which do not need legislation but will be under the clauses of the constitution, the maintenance and administration of its office and other properties of the Association and also for the publications of the Association including journal through its designated office bearers.

The Central Council shall in addition to the powers expressly conferred upon it by these rules, exercise all such powers and do all such acts and things as may be done by the Association, but will be under the clauses of the constitution. The Central Council shall also exercise powers which are not hereby or by legislative enactments expressly directed or required to be exercised or done by the association in a GBM :

- a. To frame Rules and Bye – laws for its own guidance and to alter, amend or repeal them, subject to the ratification by the General Body at the next meeting.
- b. To appoint committees and subcommittees and ratify the President's action taken in exigent circumstances.
- c. To represent before the government or the Medical Council of India or an equivalent organization of the Government of India or public bodies any matter in which it considers the interests of the Association or of the medical profession or of the specialities related to cutaneous surgery and their allied subjects are affected.

Conduct of CC meet

President or Incharge calls for the meeting and welcomes the members

Quorum – 1/3rd the CC members

Secretary General Report

Treasures Report

Journal report

Reports of various committees

Conference matters

Proposals

Proposals should receive 6 weeks before the meet

Proposer – member of ACS(I)

Seconded by - At least 3 members in case of constitutional issues-such matters should be referred to constitution committee before placing it in AGBM. Any financial proposal should be likewise sent to finance committee

To be ratified by AGBM later by majority

Executive Committee

PRESIDENT

- a). The President shall preside over all meeting of the general body and the executive committee and shall have a casting vote in case of a tie.
- b). The president shall be ex officio member of all committees

- c). Shall preside at the Annual Conference (ACS(I)CON) after the year of his or her election and the subsequent year.
- d). Shall deliver the Presidential address at the inauguration of the conference held for the years of his/her term of office.
- e). Shall guide and control the activities of the Association along with the Honorary General Secretary who shall normally be in charge of the office of the Association.
- f). Shall in the case of doubtful points in the Rules and Bye-laws interpret the same with the help of constitution committee whose opinion shall be respected. In the absence of any of the above members at a specific meeting, the necessary vacancy or vacancies can be filled by election from out of the members of the Central Council present on the occasion. If the interpretation of the ambiguous or doubtful points is not unanimous, the advice of a legal expert shall be sought and his opinion shall be binding.
- g). Shall in extraordinary, unforeseen circumstances, in consultation with the Executive Committee, use his or her discretionary powers to take a decision to resolve any problem subject to ratification in the next CCM/AGBM.
- h). Shall continue as a member of the Central Council after his or her term of office as President. During this term as a member of the Central Council, he or she shall be eligible for voting rights.
- i). Shall call meetings of the Executive Committee of the Association to discuss, evaluate, review and assess the activities and general management of the Association. The venues of such meetings are to be decided in consultation with the Honorary General Secretary. However, in the present scenario, most such meetings would be virtual in the form of exchange of emails.
- j). If the President is absent in any such meeting within 15 minutes of the appointed time for the meeting the Senior Vice President shall preside and in the absence of the President, Senior Vice President shall be competent to exercise all the powers conferred on him.
- k). In the absence of both, the secretary shall preside over all the meeting and in absence of any of them junior vice president, and if not, senior-most member of the executive committee can preside.

Conditions of eligibility for President:

- (i) Shall be a member of the Association in good standing for the previous 10 years during which period he or she must have no outstanding indebtedness to the Association.
- (ii) Shall have a minimum experience of 10 years in the specialty of dermatosurgery / cutaneous surgery and allied subjects after having taken his or her postgraduate qualification in the specialty.
- (iii) Shall be engaged in the practice, teaching and / or research of these specialties of dermatosurgery / cutaneous surgery and allied subjects.
- (iv) Must have been actively involved in the affairs of the Association in an official capacity either at the central level as Vice President, Honorary General Secretary or Honorary Treasurer, or as state coordinator/convener for minimum period of five terms either continuous or with breaks

VICE PRESIDENT

- I. Shall be a member of the Association in good standing for the previous 7 years during which period he or she must have no outstanding indebtedness to the Association.
- II. Shall have a minimum experience of 7years in the specialty of dermato surgery/cutaneous surgery and allied subjects after having taken his or her postgraduate qualifications in the specialty.
- III. Shall be engaged in the practice, teaching and / or research of the specialties dermato-surgery/cutaneous surgery and allied subjects.
- IV. Must have been actively involved in the affairs of the Association or in the parent body of IADVL in an official capacity either at the central level as Honorary General Secretary or Honorary Treasurer or Joint Secretary, or as state coordinator/convener minimum period of three terms either continuous or with breaks.
- V. The vice presidents shall be actively involved with the affairs of the association & supervise the zonal or state coordinators.

- VI. In the absence of the president, the senior vice president may preside over a given meeting.
- VII. They shall regularly interact with the state representatives and communicate any issues to the executive committee.
- VIII. The term of the vice president is fixed at 2 years.

The Honorary General Secretary

- a) The secretary shall be elected by the general body at its annual meeting and shall be for a term of two years.
- b) Shall be a member of the Association in good standing for the previous 7years during which period he or she must had no outstanding indebtedness to the Association.
- c) Shall have a minimum experience of 7 years in the specialty of dermato-surgery/ cutaneous surgery and allied subject after having taken his or her postgraduate qualifications in the specialty of Dermatology.
- d) Shall be engaged in the practice, teaching and / or research of the specialties of specialties of dermato-surgery/cutaneous surgery and allied subjects.
- e) Must have been actively involved in IADVL as secretary or treasurer of a state or centre and if he has been a member of ACS(I) for 7 years and central council member /state coordinator for 3 years either continuous or with breaks.

- f) The General Secretary and the Treasurer must be preferably proposed from the same state and same area in this particular context at the time of election.
- g) The secretary shall be ex-officio member of any other committee or sub committee appointed by the Association with the right of voting.
- h) The secretary, subject to the supervision and general control of the executive committee and direction and guidance from the general body shall have full administrative power to receive money and deal with the funds of the association and operate Bank a/c jointly with the treasurer/president and give discharge on behalf of the Association and with the sanction the executive committee, the power to borrow money with a without security and execute necessary documents thereon, to exercise such other duties, powers and functions as the executive committee or the general body may determine from time to time and in turn to delegate such powers, duties and functions to his colleagues or subordinates as the situation may call for. The secretary shall exercise these powers wholly consistent with the objects of the association and exercise control over the working of the association in all its spheres of activity and functions and it shall be the duty and responsibility of the secretary to translate into action the objects and aspirations of the Association and carry out resolution of the Association from time to time.
- i) To carry out the objects of the Association, the secretary shall have 1) The custody of the properties and assets of the association on behalf of the Association. 2) The authority to sign certificates or to execute documents on behalf of the Association with the seal of the Association. 3) The responsibility, jointly with the treasurer, to write the accounts and registers of the association being maintained and for the purpose to appoint necessary staff paid honorarium.

J) Shall furnish to the Editor of the Journal of Cutaneous and Aesthetic Surgery , a list of valid members of the Association every quarter.

k) Shall dispatch ACS(I) NEWS including all the circulars for various meetings in time. The circulars shall be fully informative.

l) Shall present the annual report for his or her period of office.

m) Shall invite applications for the award of ACS(I) Dermatosurgery observerships.

n) Shall send the Association circular to the Editor of the Journal of Cutaneous and Aesthetic Surgery in time to be dispatched with the journal.

o) Shall provide a badge with the ACS(I) emblem and a Life Membership Certificate of ACS(I) to all life members along with a copy of the ACS(I) Constitution.

p) Shall maintain and update the ACS(I) website in consultation with the website committee appointed by the GB.

q) The secretary can be removed from the office if 1) he ceases to be a member of the Association or 2) such removal is consequent to failure to meet the objects of and aspirations of the association and his continuation is detrimental to the present functioning and future of the association 3) at least 75% of the members of the general body present at a meeting specially convened for the purpose vote for his removal.

HONORARY TREASURER

- The Treasurer shall be elected by the general body at its bi-annual meeting and shall be for a term of two years.
- Shall be a member of the Association in good standing for the previous 5 years during which period he or she must had no outstanding indebtedness to the Association.

- Shall have a minimum experience of 7 years in the specialty of dermato-surgery/ cutaneous surgery and allied subject after having taken his or her postgraduate qualifications in the Dermatology.
- Must have been actively involved in IADVL as secretary or treasurer of a state or centre and if he has been a member of ACS(I) for 5 years and central council member /state coordinator for 2 years either continuous or with breaks.
- Shall be engaged in the practice, teaching and / or research of the dermatology/sub-specialties like dermato-surgery/cutaneous surgery and allied subjects
- Shall receive all amounts of money of the Association and deposit them in a scheduled bank to the credit of the Association, the operation of the Bank account being subject to the rules of this constitution.
- Shall be responsible for the collection of subscription from all the members of the Association.
- Shall submit to the General Secretary a quarterly updated list of the valid members of the Association taking into account the application of membership rules.
- Shall be responsible for maintaining updated accounts of the Association.
- Shall get all the accounts audited by the auditor of the Association.
- Shall interact with the editor of JCAS with regards to payments to publishers and auditing of JCAS account before compilation and auditing by the auditor of the Association.
- Shall interact with office-bearers of ACS(I) Academy, International Bidding Committee and such other Committees whose allotted funds are in the custody of the Treasurer for disbursal and maintenance of accounts of such funds.
- Shall interact with the ACS(I) Election Officer for disbursal and receipt of accounts of election related funds

- Shall receive the surplus of ACS(I)CON and ACS(I)ZONE from the organizing secretaries of the respective conference and disburse the same as per provisions of the Constitution.
- Shall prepare the budget for the subsequent financial year and present the same to the General Body at the commencing year's AGBM for approval.
- Shall prepare an annual statement of accounts and a balance sheet showing the financial position of the Association, compile it with the audited accounts of JCAS and after auditing by the auditor of the Association for the financial year, i.e. 1st April of a year to 31st March next year will circulate it to all the members in the April issue of ACS(I)PEN for the year.
- At the closing year's CC and AGB he or she will present the audited balance sheet for the previous financial year as well as prepare and present the unaudited balance sheet for the remaining months of the year for the General Body's approval and passage. If he is unable to present these accounts on time then he shall submit the reason for the same in writing to the President who, after discussing the reasons with the EC shall present it to the CCM and AGBM for appropriate action. If the General Body is not satisfied with the reasons submitted then it can take appropriate action against the Treasurer as per rules laid down in the Constitution.
- Shall dispose of all the bills for payment in consultation with the General Secretary and only on his written order and in consonance with the provisions of the Constitution as well as proposals passed and decisions taken by the General Body, Central Council and Executive Committee. If any emergency payment has to be made (up to a maximum of Rs 2 lakhs) for which such approval is not available then the same should be intimated to the President and Honorary General Secretary and the CC and GB should be informed of such in the subsequent meeting.

- Shall have the right to point out any error or discrepancy in the order of payment of the Honorary General Secretary and refer the order back to him with his remarks. In the event of disagreement between the Honorary General Secretary and the Honorary Treasurer, the matter shall be referred to the Central Finance Committee and then to President for a decision to be later approved by the Central Council at its next meeting.
- Shall be responsible for getting the IT Return prepared and submitted by the auditor. Handing over charge to next treasurer including transfer of funds
- The new Treasurer will be installed at ACS(I)CON and will take over full financial charge from immediately.
- He shall in conjunction with the incoming Hon. General Secretary open a savings bank account in a nationalised bank The General Body shall pass a resolution empowering the new functionaries to open the account. The outgoing President and General Secretary shall sign and hand over to the incoming Treasurer the official letter mentioning the resolution empowering the new Hon. General Secretary and Treasurer to open the Account. All accounts must be operated by two out of three signatories (President, Secretary or Treasurer.)
- All accounts, bills, vouchers and all other documents relating to amount of money received or spent by him from April 1 till the time of closure of account shall be detailed to incoming treasurer. He shall subsequently close all bank accounts related to ACS(I) which have been operative during his tenure.
- The outgoing Treasurer will be responsible for getting the accounts of the previous year including JCAS accounts audited by the auditor of the previous year. After auditing of the accounts he shall send it over to the new Treasurer who shall submit the IT returns with the help of the new auditor.

- The outgoing Treasurer will handover ACS(I) IT account-related documents including the PAN Card to the incoming Treasurer.

MAINTANENCE OF FUNDS AND ACCOUNTS BY TREASURER

- All funds of the Association and its branches shall be kept in a scheduled bank in accounts (savings bank and fixed deposit) opened in the name of the Association. All banking operations shall normally be carried out by either the Honorary Treasurer and Honorary General Secretary or the Treasurer and one of the Joint Secretaries or Honorary Treasurer and President or Honorary Treasurer and one of the Vice-Presidents.
- The entire amount received from different sources by the centre will be kept in a bank fixed deposit under the respective heads. The Association will meet its expenditure out of the interest earned on different fixed deposits and portion of the savings of ACS(I)CON. Only the Central Council, by a three fourth majority vote, can authorize full or partial withdrawals from the fixed deposits and for using the money for specified purposes. No office bearer shall make full or partial withdrawals from the fixed deposits without the express permission of the Central Council.
- The surplus received from ACS(I)CON and ACS(I)ZONE shall be disbursed to various heads as per the provisions laid down from time to time in the Constitution. The ACS(I) share of the surplus shall be utilized to meet the day to day expenses of the Association.

JOINT SECRETARIES

- (i) Shall be a member of the Association in good standing for the previous 5 years during which period he or she must had no outstanding indebtedness to the Association. The term will be of two years.
- (ii) Shall have a minimum experience of 5 years in the specialty of dermato-surgery and allied subjects after having taken his or her postgraduate qualifications in the specialty.

- (iii) Shall be engaged in the practice, teaching and / or research of the specialties of dermato-surgery and allied subjects.
- iv) Must have been actively involved in the affairs of the Association in an official capacity either at the central level or in the branch, combined branch level or a Central Council Member from the branch for a minimum period of 2 years either continuous or with breaks.

Annual Conference –ACSICON

1. a) There shall be organized a national conference, known as ACS(I)CON, every year Number i.e. “10th”/ “11th”/ “12th” National conference of ACS(I) along with the year of the conference” will be mentioned in the next line. There will be a minimum of one conference and/with one workshop EVERY year. However, more conferences can be organized as per the discretion of the executive committee.

b) The conference ACS(I)CON will be held in the month of April of each year, Friday- Saturday and Sunday unless specified and approved by AGBM

c) Venue of the conference is to be decided two years in advance by AGBM.

d) In the event of any international meeting conference to be hosted by ACS(I), the regular ACS(I)CON shall be held separately or may be merged with the international event as approved by the GB.

e) All members of the Association including the Associate members are eligible to be delegates of ACS(I)CON.

f) All consultants practicing in modern scientific medicine and possessing requisite medical qualification and registered with

state Medical Council/MCI will be entitled to register as delegates and participate. However, the rates of registration for non-members would be that for members in addition to the ACS(I) life membership fees at that time.

g) Only an ACS(I) member can register as a member-delegate of ACS(I)CON.

h) Others will register as Non-member delegate

2. Conference also called ACS(I)CON will be maximum three day event. (including the workshop) Workshop will be held for minimum of ONE DAY.

3. President of the ACS(I) would be the designated President of the ACS(I)CON and Hon. Secretary would be designated Secretary of the ACS(I)CON

4. Process of awarding conference/workshop:

a) Any interested member/Association desiring to hold ACS(I)CON may submit their bids in writing to the Hon. General Secretary who will verify it with the concerned state representative of ACS(I) and then place it before the AGM. The bidder will present the facilities available and other details of the conference.

b) The invitation should reach the office of the Honorary General Secretary at least 4 months prior to the commencement of the previous ACS(I)CON; for example, if the invitation is for ACS(I)CON 2015 commencing on April 25, 2015, the invitation should reach on or before December 24, 2013 so that appropriate decision regarding venue of ACS(I)CON 2015 can be taken during ACS(I)CON 2014.

c) On receipt of the invitation, the Honorary General Secretary shall place the same before the AGBM of the commencing year of the ACS (I) for its consideration and decision on the invitation.

5. VENUE INSPECTION COMMITTEE:

On accepting the invitation, the President shall appoint a conference venue selection and protocol maintenance committee of 3 persons consisting of:

- a) President
- b) One Vice President
- c) Hon. Gen. Secretary

In case any of the above committee members is unable to join, the President shall have the authority to select any other member of Executive Committee to include him/her in the above committee.

The committee may visit the venue at least four months prior to the actual dates of the conference to scrutinize and ascertain the overall suitability of the venue and arrangement for the conference as mentioned in the proforma submitted along with the invitation to hold the conference. Local hospitality shall be provided by the host branch to the inspection committee. Cost of travel shall be borne by the ACS(I). The site inspection will have the following agenda:

- a) Inspection of the venue with respect to infrastructure, seating, audiovisual, parallel sessions,
- b) Lunch arrangements, dinner and banquet arrangements
- c) Arrangements for inaugural ceremony
- d) Arrangements for administrative meetings and AGBM
- e) Orations, awards, scientific sessions
- f) Accommodation and tours
- g) In case of workshop, visit to the hospital/theatre
- h) Closing ceremony

The travel expenses for the inspection committee shall be borne by ACS(I) while arrangements for accommodation will be made by the local organizing committee.

6. The seed money for the ACS(I)CON for the year, for which invitation is accepted, will be handed over to the organizers by the President of ACS (I), in consultation with the Honorary Treasurer and the Honorary General Secretary and with the permission of the General body of ACS (I) of the commencing year. The seed money will not exceed five lakh Rupees. This seed money shall

be refunded during handing over accounts or prior to it with interest by the organizing committee.

7. President with the GB's approval will appoint a central scientific committee, consisting of President, Secretary, editor JCAS, concerned state representative, scientific chairman of previous ACS(I)CON and one vice president. The central scientific committee will supervise and coordinate scientific program of the event.

8. The president shall also appoint, with GB's approval, a conference feedback committee consisting of immediate past president, immediate past secretary and any senior other member from the floor of the house to submit a conference feedback report. The committee will submit a feedback on the conference within one month of the conference and the same shall be discussed in the executive committee meeting after ACS(I)CON.

FINANCIAL ACCOUNTS

a) In cases of a state hosting the event or local registered organization approved by the GB, the host state should have Permanent Account No. for income-tax. They shall pay the Income Tax and then hand over all the savings to the National ACS(I) i.e. Honorary treasurer, after the conference.

9. Audited income and expenditure account of the conference shall be submitted by the organizing committee to the Honorary treasurer. It will be put to test-audit by the national ACS(I). The account should be submitted by organizing committee as soon as possible, latest within six months. All accounts submitted will have to be with original supporting bills and quotations where relevant.

10. Signing the MOU:

The bidder will have to sign a memorandum of understanding as per the enclosure about the conference. He will also give an undertaking that:

- a) Fully audited accounts will be submitted within three months of the event- the audited accounts will include details as per the enclosure
 - a. 15% of the entire amount collected through all sources (Sponsorships, Registration fee) should be transferred to

ACS(I) account in respective quarters after clearing all taxes. Additionally, 50% of the surplus amount shall be transferred to the ACS(I) account within 3 months of conduct of Conference along with the audited report. The conference accounting will be done using the PAN card of the organizing local body.

- b. The organizing Secretary of ACS(I)CON should submit a monthly report of income and expenditure to the President and Hon. General Secretary of ACS(I)

b) Minimum hospitality requirements to be organized mandatorily include:

- a. Lunches on all conference days
- b. One faculty dinner
- c. Banquet to be held on Saturday

c) The Honorary General Secretary will convey all the details and instructions to the organizing Secretary well in advance.

d) Stalls: Stalls rates will be fixed by the local organizing committee in consultation with central scientific committee on a per sq.metre basis. All receipts from Pharma companies will be in cheque form only.

e) Registration fees: The conference fee of 2011 meeting will serve as the base conference delegate fee. For each subsequent year, a hike of 20% would be allowed subject to approval by AGM.

If the organizing secretary of the ACS(I) conference/workshop fails to submit the accounts by the prescribed date (within three months of the conference), secretary of ACS(I) will telephonically or by email communicate and request for submission of accounts within 4 weeks. If there is still no submission, the matter would be brought to the notice of the executive committee and the conference feedback committee and a reminder letter will be sent by registered post by the secretary asking for submission of accounts within 6 weeks. If no reply is received, President, on the advice of the executive committee, will then send a notice through the Hon. Secretary, by registered post asking for submission of accounts within 6 weeks, failing which disciplinary action will be taken. If accounts are still not submitted, the matter

will be brought to the notice of the General Body, recommending appropriate disciplinary action against the member (such as suspension/expulsion) and the AGM will decide on the precise action to be taken.

INAUGURATION:

a. The organizing Secretary of the conference in consultation with the Honorary General Secretary, Honorary Treasurer, the President for the year and the immediate past President shall discuss and decide the inaugural programme. It is emphasized that the President of ACS(I) is the highest dignitary and his dignity should be maintained in all possible manner and his/her Presidential speech would not be curtailed under any circumstances. Venue for inaugural ceremony is to be decided by organizing committee of the conference, preferably the main hall of the conference, capable of accommodating all the registered delegates of the conference and their families. Felicitation to the outgoing President and other office bearers may be done at the inaugural function in the election year.

b. The inaugural program:

i. The inaugural function will be presided over by the President.

ii. Details of the inaugural function should be finalized by consultations among the President, immediate past President and Honorary General secretary.

iii. Duration of the function should be about one hour. (may be extended by another 15 min considering the detailed program, mentioned below which may require some breathing time)

iv. Preferably, the inaugural ceremony may be conducted on Friday evening (the day of the workshop or day 1 of the conference). However, it may be held on the morning of Friday (day 1 of the conference) if considered feasible by the local organizing committee.

Conference registration:

It is open to all members of ACS(I), all qualified dermatologists and dermatology residents and residents and doctors of allied specialties such as plastic surgery except invitees who may be invitees who may be from any specialty but have to be practitioners of modern medicine. Program of the Inaugural functions should be as follows:

☐☐Prayer 02 minutes

☐☐Welcome address by the Chairperson of the Organizing committee 03 minutes

☐☐Introduction/felicitation of guests by Chairperson Scientific committee 05 minutes

☐☐Presidential address 10 minutes

☐☐Inauguration of the conference by the Chief guest 03 minutes

☐☐Inaugural speech by the Chief guest 10 minutes

☐☐Inauguration of Registry /Any other event 05 minutes

☐☐Release of book of extracts, souvenir, CDs, Books written by the members by the President and the scientific committee Chairperson, felicitation of outgoing team

☐☐Vote of thank by the organizing Secretary of the Conference 05 minutes

☐☐National Anthem

c. Seating arrangement on the dais (if the dais is big enough, to accommodate 9 seats it is preferable to be seated in a single row, since many times the back seats are not visible or the back seats should be slightly higher than the front seats)

LAYOUT OF DIAS ARRANGEMENT OF INAUGURAL FUNCTION

In case there are other dignitaries, they will be seated next to the organizing committee chairperson and the scientific committee chairperson. The first row of the main hall must be reserved for other office bearers of ACS(I), past Presidents of ACS (I), past Honorary General secretaries and past Hony Treasurers.

However, the organizers may make suitable changes in the above protocol only with prior consultation with the President and Honorary General Secretary of ACS(I)

Social events, such as banquet, entertainment programmes etc, will be organized by the organizing Secretary with the help of the organizing committee.

ANNUAL GENERAL BODY MEETING (AGBM)

1. General rules

- a. The General body meeting shall be held ordinarily during the time of the annual conference (ACS(I)CON).
- b. The AGM will be held on the evening of Sat (day 2 of the conference) at 4 pm. A separate hall will be designated for this purpose.
- c. In the year of election, the outgoing President shall hand over the charge to the incoming President by garlanding him with the specially designed ACS(I) garland, during the AGBM, after the election of the new President
- d. All proceedings of AGM will be video-graphed and video handed over to the ACS(I) Secretary

2. Extraordinary General Body Meeting

The Honorary General Secretary, when authorized by the executive or on written request by at least fifty members of the Association may call a special General body, in consultation with President. Participation from the members should be voluntarily, not sponsored by the Association in such event.

3. Business order of the AGBM

The business to be transacted at the AGBM shall be in the following order, unless otherwise determined at the meeting.

1. Adoption of the annual report of the previous year.
2. Adoption of the audited accounts of the previous year to be presented by the treasurer

3. Adoption of the annual report of the editor of JCAS.
4. Adoption of the report of the coordinator of ACS(I) dermatosurgery registry
5. To adopt the report of Hon. Secretary covering all the activities of the Association.
6. To consider any resolutions sent by the members of the executive committee or the state coordinators.
7. To adopt the budget for the Association year.
8. To appoint certified auditors for the ensuring terms and fix their remuneration.
9. To decide the venue for the next ACSICON.
10. To decide the subjects for the workshops, symposia and other scientific programmes for the ensuring national conference (ACSICON)/ other meetings
11. Any other business, allowed by the presiding officer.
12. To elect the election officer for the year he/she should be a past national ACS(I) President in the year of the election.
13. Announcements of the results of the election
14. To install the elected office bearer/s of the Association and handing over the ACS(I) emblem to the incoming President.
15. At this point, the next president will preside over the meeting
16. To adopt and recommend any specific matter or resolution for consideration by the new EC at its first meeting.
17. Any other business, allowed by the presiding officer.

Notice of any proposition or resolution to be moved by the members at GB meetings.

Any member desirous of moving proposition or resolution at the GB meeting of the Association shall give to the Honorary General Secretary at least 60 days clear notice thereof before the date of the meeting.

If the proposition or resolution sought to be moved by the member has the effect of making amendment/modification in the Constitutional provision, then instead of putting it directly before the AGBM for discussion, the Hon. General Secretary will take opinion of the Constitution Committee.

4. QUORUM:

a. GB meetings: Twenty valid members present at the General Body Meeting will form the Quorum at the General body meeting.

b. In the absence of a quorum, General body meeting shall be adjourned for half an hour and the adjourned meeting is a valid one and shall be held thereafter.

5. MINUTES

a. The minutes of the meeting of the General body shall be confirmed at the subsequent meeting and duly signed by the chairperson of the meeting who will be the President of the Association.

b. The minutes of each meeting shall be circulated at the subsequent meeting.

Conference rules for focus meetings/ ACS (I) supported meetings:

Additional meetings, other than ACS(I)CON may be held during the course of the year. It shall be the endeavor of ACS(I) to support organization of meetings in different parts of the country. The following rules will apply in such cases:

i. If the ACS(I)CON meeting/workshop is to be held jointly with the state branch of IADVL, the meeting will be held as follows:

a. Meeting will be held under joint auspices and will be announced so in all announcements.

b. President of ACS(I) and other office bearers will be involved in all stages of conference organization.

- c. Scientific program will be as per the tradition and practices of ACS(I).
 - d. Inaugural ceremony will be held jointly with due courtesy being shown to ACS(I) office bearers.
 - e. Conference financial savings will be shared between ACS(I) and hosting body on 50:50 basis.
 - f. These points will be signed in a MOU between ACS(I) president and secretary and OC committee.
- ii) In case of other meetings conducted by other organizations, which are only supported by ACS(I):
- a) There shall be no financial involvement of ACS(I)
 - b) ACS(I) name, logo and website will be displayed prominently
 - c) Names of ACS(I) President and Hon. Secretary will be displayed in brochures under Patrons

Valedictory Function

The seating in the valedictory function would be the same as the inaugural function except the chief guest and other person (guest of honour). ACS(I) President will hand over a memento to Chairperson Org Committee, Org Secretary and Chairperson Scientific Committee.

Awards for posters, papers and other awards given by ACS(I) and the organizers would be given at this function. Mementos to the outgoing team of office bearers of the Association would also be given during this function.

Dr P N Behl Oration

1. P N Behl oration will be held as a plenary session on day 2 of the conference and will be of 30minutes duration.

2. Dr V P Kaushik, who has donated the oration fund would be one of the Chairs for this oration along with ACS(I) President. In the absence of Dr VP Koushik, the ACS(I) President may nominate any other senior member to take his place.

3. The brief bio-data of Prof PN Behl will be read by the chairpersons and also the bio-data of the speaker of the oration.

4. A memento will be handed over to the speaker. The memento which will consist of a silver plaque (worth Rs 10,000/-) with ACS(I) logo and have the following matter will be prepared by the Hony Secretary

Dr P N Behl oration is awarded to Dr..... for his outstanding contribution to the field of cutaneous surgery, on this.....day of

Signed by:

President and Hon Secretary

ACS(I) DERMATOSURGERY QUIZ

Only post graduate ACS(I) members will be allowed to participate.
Membership number of participants to be mentioned in the application.

The ACS(I) quiz, is a flagship event of ACS(I) and its finals are to be held every year at ACS(I)CON. It comprises the following activities:

1. Appointment of Quiz Committee

- a. Chairperson and Convener of Quiz Committee are to be appointed by President and Secretary of ACS(I) and ratified in the AGBM.
- b. The Quiz Committee will comprise of the Chairperson, Convener and 4 other members, one from each Zone (Total= 6 members). The Quiz Committee members will help the Chairperson and Convener in preparation of the Nationwide Prelims and National Prelims questions.
- c. The member from each zone will also be responsible for conduct of the prelims in respective zones either physically or in supervision mode.
- d. The Chairperson can nominate himself or both himself and the Convener to conduct the Quiz Finals. He can nominate any other member of the Quiz committee too to do the requisite in case of any eventuality. He can also nominate one of the Quiz Committee members/ Convener/or himself in conjunction with Convener for conducting the Prelims at ACS(I)CON.

2. **Format of the Quiz-** Being one of the most popular academic activities of ACS(I), it is to be held in 2 phases usually. The first comprises is of a Nationwide prelims and the second phase is held at the ACS(I)CON venue.

Phase 1: Nationwide prelims

- a. A written/online nationwide prelims will be conducted atleast 3-4 months prior to the Finals.
- b. The centres for the online/ written prelims will be distributed across all states and zones so that minimum travel has to be made by all participating teams
- c. Invigilators have to be detailed meticulously for all such centre.
- d. Two participants from the same institute alone can form a team. 2 teams only from a college can participate in the quiz.
- e. The prelims will consist of 50 MCQs. 45 minutes will be the allotted time. A correct answer will fetch 1 mark while each incorrect answer will fetch negative marks of 0.5. Not attempted questions will not be marked.
- f. The prelims should comprise of questions which will cover all important aspects of Dermatosurgery and Cosmetology like Basics of Dermatosurgery, Applied Anatomy, Local Anesthesia, Acne surgery, Vitiligo Surgery, Hair Transplantation, Injectables, Laser, Chemical Peels and others.
- g. The 2 best teams from each Zone will be selected to go through to the ACS(I) National Quiz Prelims.

Phase 2: ACS(I) National Quiz at ACS(I)CON venue

In this phase there are 2 levels:

- a. Level 1- ACS(I) National Quiz prelims.
 - i. The 8 selected teams will go through a written prelims on the first day of the Conference in one of the halls in the conference venue.
 - ii. This National Prelims will have 50 MCQs and with the same marking pattern as the Nationwide initial prelims
 - iii. The 4 best teams will be selected for the ACS(I) Finals
- b. Level 2- ACS(I) National Finals
 - i. The finals of ACS(I) Quiz should be held as a plenary session in a prime time and place, on the second day of the conference. 1-1.5 hours may be dedicated for the Quiz.
 - ii. The 4 best teams will compete in the finals.
 - iii. The finals can comprise of either:

- A. 8 Normal rounds in set pattern or
 - B. 4 Rounds of 8 questions each in Infinite rebound.
 - C. The quiz format for the finals can be modified depending on the inputs from the Chairperson Quiz Committee.
 - D. Buzzer/ Rapid fire/ Other innovations can be used to add excitement to the Quiz
- iv. No MCQs should be asked in the Finals.
 - v. Questions should cover all major aspects of Dermatosurgery and Cosmetology as given above.
 - vi. The Winners and Runners up will be given trophies and all participants of the Finals (8 teams) will be given certificates. The Chairperson and Convener of Quiz Committee will also be given mementos.

3. General points

- a. Quizmasters at all levels should be prepared with 3 ways of breaking a tie in case it occurs. Star questions, written common 5 questions, previous stage marks and finally coin toss can be used to break tie in prelims while written sets of questions- 3 sets should be ready for the finals.
- b. QuizMasters must ensure a fair and unbiased mode of quizzing at all levels and should avoid questions with ambiguous answers.
- c. The Quizmaster's decision will be final at all levels
- d. Zonal level quizzes can be conducted as intermediary between the Nationwide Prelims and National Finals if facilities (eg Zonal workshops) are available.

ACS(I) quiz will be held on Saturday (day 2) of the conference. This will be held as a plenary session and will be of one hour duration. Quizmaster will be appointed by the President and approved by AGM.

ACS(I) ACADEMY

The ACS(I) Academy of Dermatology will work under the supervision of the ACS(I) Executive Committee with a vision to promote the highest possible standards in practice, education and research in dermatosurgery and related disciplines; to increase the representation of the specialty; to support and enhance patient care and promote public interest relating to dermatosurgery and to enhance quality research in the field of Dermatosurgery and related disciplines. The academy will be constituted with 10 eminent member dermatosurgeons with academic background. Representation of all zones and the Armed Forces should be considered. The ACS(I) President, Honorary General Secretary, the Editor of the JCAS will be ex-officio members. Its Chairperson and Convener will be appointed by the President, President Elect, Immediate Past President and Chairperson of ACS(I) Academy of Dermatology a year in advance at the Executive Committee meeting and ratified by the General Body. The names of members of academy also need to be approved. The tenure of the Chairperson, Convener and other members will be 2 years, with 50% of the members retiring every year.

Qualification of academy chair: should be either Past President/Past Editor in Chief of JCAS and convener being past secretary or joint secretary of ACS(I) or past state coordinator/Convener of ACS(I) served for 2 years as council members and being actively practicing dermatosurgery or being academically active for minimum 2 years.

The functions of the ACS(I) Academy of Dermatology are:

1. **ACS(I) Travelling Fellowship:** The Academy would fix date, form the guideline of abstract submission, then judge the abstract and CV to suggest the suitable candidates to ACS(I) EC for the ACS(I) Travelling Fellowship.
2. The academy will assess applications for ACS(I) Innovation Awards
3. **ACS(I) mentorship program:** The Academy would invite application and then allot applicant members the mentors as part of the ACS(I) mentorship program

4. **ACS(I) Research Grant:** The Academy should encourage quality research in Dermatotomy and related subjects by inviting application in original research and awarding grants.
5. **ACS(I) focus groups:** The academy will form liaison with the Focus Groups under the ACS(I) for conduct of research, teaching and specialized service in respective fields. The Academy should review the works of these focus groups under the stewardship of the academy members.

Zonal Dermato-surgery Workshop

6. **Dermatotomy workshops:** The academy should take the responsibility to organize/coordinate Dermatotomy and related subject workshops in different states. The workshop venues should include all the zones. The state coordinators of ACS(I) or interested state bodies may be given responsibility for organizing such workshop. The Academy will provide resources, faculty and also draft of program to the local organizers. Academy should promote and encourage the practice of Dermatotomy amongst qualified practitioners especially in the smaller cities and remote areas. The Academy may be granted some money from the ACS(I) account for conducting these workshops. Alternatively, they can also be given

permission to arrange sponsor. A detailed audited report of the same is to be submitted to the ACS(I) treasurer and secretary.

7. The Academy may also promote quality dermatology writing in the form of newsletter and guidelines with the help of its members and also with other ACS(I) members specialized in the respective field.
8. The Academy should monitor the Dermatosurgery registry.
9. The Academy can also take steps to promote quality and evidence based Dermatosurgery with starting, monitoring and maintaining e groups, social networking pages for discussion of Dermatosurgery and related procedural dermatology.
10. The academy should assist in publication of the ACS(I) Textbook of Dermatosurgery or any other relevant book project taken by ACS(I).
11. To evaluate orations, awards and award papers after the membership status of the candidates is confirmed by the Honorary General Secretary. The decisions are to be taken in consultation with the President and ACS(I) EC
12. The Academy should prepare patient information leaflets and legal consent forms for different procedures, and update them time to time as and when required.

Social Activities

- 1.Vitiligo day
- 2.Leprosy Day

Vitiligo day

Date :25th June every year

Camps

Free medicines

Surgical care [free or concession]

Phototherapy [free or concession]

Health awareness among public and patients

Community support

Members may conduct the same under intimation to the ACS(I) national secretariat. Members may also organize camps for which financial support for travel and stay would be provided by ACS(I)

Leprosy day

Date : January 30th every year

Camps

Free medicines

Surgical care [free or concession] – surgical correction of deformities

Health awareness among public and patients

Community support

Members may conduct the same under intimation to the ACS(I) national secretariat. Members may also organize camps for which financial support for travel and stay would be provided by ACS(I)

Journal of Cutaneous and Aesthetic Surgery (JCAS)

The journal name will be 'Journal of Cutaneous and Aesthetic Surgery' and will be published at least 4 times every year.

The journal will serve as the official journal of the association and each life member will be entitled to receive a copy of the journal on complimentary basis by post.

The topics of the journal will encompass the specialities of Dermatotomy, Aesthetic medicine and Cosmetology.

Chief Editor of the journal:

(i) Shall be a member of the Association in good standing for the previous 7 years. The editor shall, with the help of the Journal Committee, be responsible for the publication and management of the journal.

(ii) The tenure of the editor will be for 3 years. He can indicate his willingness for one more term, and can apply for the same. If there are no other applicants, he will be automatically selected. If there is an applicant, the best candidate will be chosen.

(iii) The name of the next Editor shall be proposed by a committee comprising past Presidents and Editors of the journal along with the President and Honorary General Secretary. He or she shall work along with the Editor as an Editor Elect for 1 year before assuming the full responsibility of editorship.

(iv) The editor shall be Chairperson of the Journal Committee and shall have full academic freedom in journal work

(v) The editor shall select associate editors and assistant editors to help him/her in managing the affairs of the journal in a smooth manner.

(vi) Shall have the sole discretion of condensing or correcting any of the articles received for publication.

(vii) Shall have the powers to increase or decrease the number of pages of the journal.

(viii) Shall strive and make all efforts to improve the journal and its circulation among dermatologists in India and abroad.

(ix) Shall institute three best paper awards for published articles to be handed over at AGM

(x) Shall propose a budget in the General Body Meeting of the commencing year and this has to be approved.

Managing editor: The name of the next managing editor shall be proposed by a committee comprising past President and Editor of the journal along with

the President and Honorary General Secretary. He or she shall work along with the managing Editor as Managing Editor Elect for 1 year before assuming the full responsibility.

Responsibilities of Managing editor is to raise finances for JCAS.

(xi) Shall submit a statement of audited accounts of the journal to the Honorary Treasurer, who in turn will consolidate it with his audited accounts for presentation at the Annual Meeting of the Central Council and file returns of income tax for that year.

(xii) Shall maintain the website of the journal in consultation with the Journal Committee.

Funds for the journal

Editor shall endeavor to raise finances for the journal through pharma companies. ACS(I) will generate funds up to a maximum of 50% of the expenses of the journal. It will be the responsibility of the editorial team to raise funds- at least 50% of total expenses need to be raised through sponsorships and advertisements and this is the responsibility of the editor. In case of any disputes about the journal, or publications, the matter will be referred to an ombudsman who will ordinarily be the immediate past editor.

ACS(I) TEXTBOOK

RECOMMENDATIONS FOR APPOINTING THE CHIEF EDITOR(S), EDITORIAL BOARD MEMBERS AND AUTHORS OF

- (a) Applications should be invited for the post of Chief Editor(s) from members- through newsletters, emails, announcements on social media and website.
- (b) Candidates should have experience in dermatosurgery for at least 15 years. They should apply with their curriculum vitae, giving details of their research work, publications in indexed journals, authorship or editor of books, and any other experience. Teaching experience is preferable but not mandatory.

- (c) The Textbook Advisory Committee consisting of previous textbook editor, JCAS editor and president will select the Editor(s). They will short list three names first and then submit the names in order of preference and announce one name, which will be ratified by the General Body.
- (d) The selected Editor(s) will have one or two associate or assistant editors who should be qualified as per (b) above but with teaching experience which may be of lesser duration.
- (e) The Editor(s) should invite eminent members on the Editorial Board, which should consist of not more than 10 members.
- (f) The Editor(s) and Editorial Board members will select the topics of the chapters and their authors. The authors should preferably be from all parts of the country.
- (g) The Editor(s) and Editorial Board members may constitute at their discretion the Editorial Board for the visual contents of the book.
- (h) The authors should give a written consent to write the chapter within the stipulated period decided by the Editorial Board.
- (i) The author should observe the international copyright law and not incorporate any material contained in any publication without the permission of the author and publisher. The author will be responsible for any infringement.
- (j) The Editor(s) should obtain a written or e-mail consent by the author to update the chapter or write a new chapter and

submit it within a stipulated period. If the author does not do so, the Editor(s) and the advisory committee will cancel the assignment.

- (k) The Editor(s) with the help of the Editorial Board will assign that chapter to another author following due procedure.
- (l) If any chapter is not found satisfactory, the Editor(s) will inform the advisory committee, which may authorize the Editor(s) to return the chapter and assign it to another author following due procedure.
- (m) New editions of the book, the prime project of ACS(I) will be released once in four years. An editor can reapply for a second term- More than two terms are not allowed. If he applies, he can not be a member of the selection committee. In such cases, a previous editor of JCAS or immediate past president of ACS(I) may be appointed

Time frames:

Applications will be invited in the second year of the current edition and names chosen in AGBM of the second year. This would give two more years to complete the book

Eg: 2017 edition released (first edition was in 2013)

2018 November- invite applications

2019 AGBM announce editor

2021 release the book

For no reason book should be delayed beyond 2 years during drafting

WEBSITE

1. Introduction:

The objective of this SOP is to make the upkeep of the website easier and more efficient for Webmasters. It (the SOP) is by no means to be meant as an inflexible rule and should be used as a loose guideline only. It will define the position, appointment, and duties of the Webmaster as well as obtaining and keeping of the domain name ACS(I)net.net and the hosting of the same and lastly the maintenance of the website itself.

2. Webmaster:

a. Appointment: The webmaster shall be appointed by the Executive committee of ACS(I) at its inception and will serve for a period of one year or till a new webmaster or the current webmaster tenders his or her resignation/retires. It will also be the duty of the Webmaster to periodically update above all matters as sent by Secretary. One Joint Secretary will be in charge of digital communications and Website.

b. Duties:

Building, maintenance, and/or updating to the website will be made by the Webmaster or his/her appointed assistants in association with website engineer. The webmaster should have a basic working knowledge of HTML (hypertext markup language) and if possible keep up with the latest methods of webpage building.

(1) All efforts should be made to protect the integrity and security of the website and members.

(2) Members area of the website should be password protected using .pdf files (which can be passworded) or other methods. Currently there is a 'password' page which directs the user to the 'Members Area'. This 'Member's Area' can only be accessed through the password page except by the webmaster. Keeping the User ID and Password simple will keep down confusion with

members on accessing the 'Member's Area'. The Webmaster, Asst. Webmaster, and the Hon. General Secretary will keep the User ID. The Webmaster will make available to President the User ID and Password if needed.

(3) Copyright materials, text, pictures, graphics, etc. should be avoided unless permission is obtained in writing or via email from the copyright holder. Graphics or pictures should be kept to a minimum to allow for faster page loading.

(4) To generate revenue to the association through advertisement by encouraging pharma companies.

(5) Update periodically on priority basis the activities of the association. There will be special sites for conference, meetings, etc

3. Website:

a. Domain name: ACS(I)net.net has been approved and obtained for a period of one year. The domain name, ACS(I)net.net, was purchased from service provider: satin hosting pvt. ltd on 23/02/2015 and again renewed on 23/02/2016 and will expire on 22/02/2017. The same has been and will be renewed periodically.

b. Maintenance: Periodic maintenance is needed to keep the site current and up to date. When new officers or staff is added or deleted, then the webmaster will make the required changes through Maintenance engineer. Links (to other sites) are to be kept to a minimum and should be checked frequently to assure validity.

4. Summary:

It is the purpose of this S.O.P. to give general directions only, for the appointment of the Webmaster, establishment, and upkeep of the website of

the ACS(I). As always, everything should be with the concurrence of the EC committee.

ACSIPEN

The News Letter:

The official news letter of the association will be 'ACS(I)PEN'. This newsletter will be published biannually by August and March. The main purpose of the newsletter is to communicate to the members, all the current activities of the association and future projects.

Editor of ACS(I)PEN:

Secretary will be the editor of the newsletter. He may appoint a joint secretary as subeditor

Content of ACS(I)PEN:

Agenda of the business meetings,

Secretary's report,

Minutes of the meetings

Other announcements and notifications.

ACS(I)PEN can also have literary articles but not of academic nature except patient information leaflets, consent forms, etc.

Achievements of the members and the association.

Guidelines for Programs Jointly Organized by ACS(I) with a State/City/Regional Chapter or Branch of IADVL (being its sister society) or any other Association or Body

ACS(I) can organize a program in association with a state/city/regional chapter or branch of IADVL being its sister society.

1. If the state/city/regional chapter or branch of IADVL is the primary organizer, without the ACS(I) being financially involved, no MOU

would be needed. The ACS(I) will only provide academic and expert assistance.

2. If ACS(I) is involved financially in raising funds, then an MOU would be signed, with the surplus to be shared after discussion by the ACS(I) EC and the ACS(I) Academy Chairman with the state/branch of IADVL on a case to case, with the ACS(I)'s share being remitted to the ACS(I) to be reserved under the ACS(I) Academy's head for ACS(I) Academy activities. The default share would be a 50% share to ACS(I) and 50% to the branch. However, as mentioned before, a discussion of this on a case to case basis may be done. The amount may be in absolute figures rather than percentage.

Guidelines for Programs Jointly Organized by ACS(I) with another Organization, Society, Association or Department

A MOU will be signed by the ACS(I) Academy and the other organization/society/association/department stating that an amount to be decided on a case to case basis by the ACS(I) EC in consultation with the ACS(I) Academy Chairman will be contributed by the organization/society/association/department to the ACS(I) to be reserved under the ACS(I) Academy's head for the ACS(I) Academy activities. The default share would be a 50% share to ACS(I) and 50% to the branch. However, as mentioned before, a discussion of this on a case to case basis may be done. The amount may be in absolute figures rather than percentage.

Model MOU

ACS(I) ... proposes to organize a CME/Symposium/Conference/Workshop on ... (subject) on ... (date) at ... (venue) in association with ... organization/society/association/department.

It is agreed that an amount of Rs. .. will be contributed by the organization/society/association/department to the ACS(I) through the General Secretary/ Treasurer to be reserved for the ACS(I) Academy activities.

The ACS(I)'s involvement should not be construed as an endorsement of anything by the ACS(I). The ACS(I)'s name and logo will not be utilized for any other promotion or campaign.

Signed

(Chairperson, ACS(I) Academy)(Representative of Organisation/ Society/
Association/ Department)

ACS(I) and other Associations

ACS(I) will strive to achieve international relationships with different associations. This may be in the form of:

1. Membership – ILDS and DASIL –ANAS
2. Holding sister society meetings at different congresses

ILDS: ACS(I) shall be a member of this society and is authorized to pay the fees as per the criteria of ILDS. ACS(I) will also organize a sister society session at world congress and will propose a budget to be approved in AGBM the year prior to WCD.

ILDS awards and positions: ACS(I) will get memberships as per the norms of ILDS-which may be 2-3 in number- to represent IADVL at ILDS general meeting. President and secretary shall represent ACS(I) at these meetings; if there is an ACS(I) contestant for ILDS directorship, he shall be included as a representative, in place of secretary or as a third representative if allowed by ILDS .

ACS(I) will also recommend a member for ILDS appreciation award every year - ACS(I) will also propose a name for ILDS director position as per the format attached when it become due.

For the above positions of ILDS award and ILDS director, the process of selection for the member will be announced as per format; applications will be invited by an announcement in E groups, social media, website and newsletter after appropriate information from ILDS.

A jury of three members will be appointed for this purpose consisting of ACS(I) President, and two past presidents ; if any of these members apply, then they will have to reclude from jury and another past president will be inducted. The decision of the jury will be final.

Preference will be given to a candidate who has not been recommended by another association Likewise if there is a candidate who has been recommended previously, preference will be given to a candidate who has not received such recommendation. Preferably a maximum of two previous attempts (either by ACS(I) or another association) are allowed. However,

CCM/ AGBM may decide to support an IADVL /other association candidate if no suitable candidate is available in ACS(I)

Form for application for a member seeking ILDS appreciation award and ILDS director positions:

Name;

Age: Date of birth : Sex:

Position; Address: email:

ACS(I) membership: no of years with membership number:

Academic achievements:

Qualifications:

Positions:

Research:

Awards

Papers published- pl. mention those as first or corresponding authors separately

Books published

Chapters authored

Editor positions: Journal. textbook

Organizational achievements:

1. In ACS(I):
2. IADVL, other societies

Organizational achievements- International

- a) Memberships
- b) Positions
- c) Special contributions
- d) Awards

Have you been selected for ILDS award earlier? Yes/ No

Have you applied for this earlier; a) In ACS(I)

b) Other societies

if so were you recommended? If recommended, what was the outcome?
Mention all details including year /s application

Have you applied for this award in any other association? If yes, mention details

All the above statements are true and I shall abide by the decision of the jury fully

Signature of the applicant

Marks will be as follows;

Membership seniority 5 marks

Academic achievements: 15 marks

ACS(I) contributions: 30 marks

Other Indian society contributions: 15 marks

International achievements: 35 marks

DASIL-ANAS:

ANAS is the international wing for aesthetic societies of DASIL . The president and secretary shall represent ACS(I) at ANAS meetings- they may nominate another EC member to represent them in their absence.

Sister society meetings:

ACS(I) may organize sister society meetings at AAD/EADV/DASIL/IACD other meetings. EC may place a proposal and a budget in previous AGBM for this purpose.

International scholarships:

ACS(I) shall provide scholarships to its members to represent ACS(I) as per available resources and budgetary provisions. The amount for this shall come from interest on FD and conference surplus and shall not be from corpus fund.

Election and Tenures

PROCEDURE FOR ELECTION OF OFFICE BEARERS

- (a) The election for the various offices shall be held biennially.
- (b) The Electoral Roll will consist of all direct members of the Association and members through a state branch or combined state branch and on whose behalf CFC has been received at the office of the Honorary General Secretary by 31st March of the Association year, and who have no outstanding indebtedness to the Association.
- (c) The Election Officer shall be one of the past Presidents of the Association elected for the purpose at the first GBM for the year held during ACS(I)CON.
- (d) The Honorary General Secretary will invite in the August issue of ACS(I)PEN, nominations for the office of President Elect, two Vice-Presidents, Honorary General Secretary and Honorary Treasurer (if applicable), and two Honorary Joint Secretaries with the instructions that the nominations should be received at his/her office on or before 31 December of the year and a copy sent to the Election Officer. Nominations received after that date will be declared invalid.
- (e) The Honorary General Secretary and Honorary Treasurer should be nominated as a team with eligibility of a single vote for two posts. This must be specifically mentioned in the information sent to the members inviting nominations. They need not be from the same state as distances matter little in this era of digital communication.
- (f) The candidates proposed for various offices shall conform to the requirements laid down.

(g) They shall be duly proposed and seconded by members in good standing who have no outstanding dues to the Association. The application should bear the candidates' willingness and signature.

(h) All candidates should declare any conflicts of interest with special emphasis on pharmaceutical companies, and cosmetics and equipment manufacturers.

(i) The Organizing Chairperson and Secretary, and Scientific Chairperson of an ACS(I)CON should not contest elections for 2 years after the meeting or until submission of accounts whichever is earlier.

(j) The Election Officer or his or her spouse, son or daughter, or any Central Executive member is not eligible for any of the posts for which an election is going to be held for that particular year. No two members of a family, particularly first degree relatives are allowed to contest in the same EC

(k) The Honorary General Secretary shall also inform all the valid candidates by email by 10 January. The last date for withdrawal of nominations will be 31 January. This shall be indicated in the information sent by the Honorary General Secretary to the nominated member. Non-receipt of a letter of withdrawal from the candidate by the Honorary General Secretary shall be considered as acceptance of the nomination by the member.

(l) The Honorary General Secretary shall send a list of nominated members to the Election Officer and subsequently, after scrutiny, the list of valid candidates by 15 February.

(m) In case more than one candidate is found nominated for the President post, more than one candidate for the Honorary General Secretary and the Honorary Treasurer, and more than two candidates each for the posts of Vice-Presidents and Joint General Secretaries, an online election would be held to elect the office bearers..

(n) The exact modalities of the online voting through the ACS(I) website would be worked out by the webmaster with one Vice President overseeing the process.

(o) Individual members cannot use ACS(I) central or branch organs like e-groups, web forums, etc. for canvassing. They should not seek endorsement by state or zonal branches of IADVL.

(p) Canvassing by any state branch or branches of IADVL or State representatives of ACS(I) or by any group of ACS(I) members individually or collectively for any candidate shall not be permitted. Candidates indulging in such practices will be disqualified for that election and also debarred from contesting the election for the next two years.

(q) In order to avoid individual appeals by candidates, each one's biodata, not exceeding 200 words, along with his/her photograph, will be printed in the August issue of ACS(I)PEN.

(r) If any data in the biodata of a contestant printed in the ACS(I)PEN is proved to be false, that candidate's election will be declared null and void. In that event, the candidate who had secured the next highest number of votes will be declared elected. In case there is no contestant for the post, the election will be carried in the concluding AGBM of the year and the previous incumbent would be asked to continue till that time.

(s) The official declaration of the election results should be by the Election Officer at ACS(I)CON, during the AGBM of the year. The number of votes polled by various contestants shall be announced and subsequently published in JCAS and ACS(I)PEN. Prior to that, the election result may be conveyed to the President, Honorary General Secretary and all the contestants. It should also be conveyed to various state representatives and Editor of JCAS.

(t) Posts for which no nomination has been received or remain unfilled for any reason shall be filled by election on the floor of the AGBM held at ACS(I)CON.

(u) All disputes arising with regard to the election of office bearers or any dispute among the members of the Association shall be referred to the Arbitration Committee to be nominated by the Central Council and further approved by the General Body. Five Immediate Past Presidents will constitute the Arbitration Committee. Its verdict shall be final and binding on all parties.

Election officer- shall be a past president of the association and well conversant with rules of association. .He may be assisted by two senior members who have held positions earlier in ACS(I) .It shall be announced in AGBM one year prior to election. The election officer shall have an independent role and authority – his decision is to be considered final. Election officer shall have the authority to take disciplinary action against a candidate for any violation of code – such as canvassing on egroups, official whatsapp group, derogatory remarks against members/candidates/EC members/election officer. The disciplinary action may include warning, private or public, or suspension from candidature. Any candidate who is unhappy with decision of election officer may apply to arbitration committee whose decision shall be final and binding and can not be questioned.

OFFICE BEARERS OF THE ASSOCIATION

(a) The office bearers of the Association shall consist of the following:

- (i) The President
- (iii) Two Vice-Presidents, their seniority depending on the number of votes polled by them or on their seniority in the membership of the Association if there was no election or both had polled the same number of votes
- (iv) One Honorary General Secretary
- (v) One Honorary Treasurer and
- (vi) Two Joint General Secretaries

(b) The General Body

It consists of valid members, who are on the electoral roll and shall elect the following office bearers:

- (i) The President
- (ii) Two Vice-Presidents
- (iii) One Honorary General Secretary
- (iv) One Honorary Treasurer and
- (v) Two Joint Secretaries.

Legal Cell

Legal Cell of ACS (I)

Incidence of legal cases against medical fraternity, more so in the field of aesthetics and cutaneous surgery is on the rise. As we don't have sound knowledge about legal matters, it would be appropriate to have an authentic legal cell of ACS(I) for the benefit of members.

This legal cell will comprise of 4 to 6 members, who will be approachable in case of any unforeseen incident. ACS(I) members / members from local IMA legal cells, who volunteer to work for this purpose may be members of this legal cell or be co-opted if non-members of ACS(I).

It should be involved and appointed officially. ACS(I) members, who have faced such incidences, may also share their experience and extend their services to the legal cell.

An appeal to join the legal cell should be made through email / ACS(I)PEN / JCAS to all the members.

This legal cell will be governed by the president of ACS(I).

A legal adviser may be appointed on annual contract basis depending on the future workload of the legal cell.

ACS(I) has tied up with a firm to provide legal assistance to members through the ACS(I) Indemnity Policy.

Standing committees

1. Academy
2. Constitution committee headed by a past president and five senior members for interpretation of constitution and for upgrading of constitution on an yearly basis to include proposals passed in AGBM
3. Arbitration committee consisting of five past presidents – junior most amongst them as convener and senior most as chairman- this

committee will deal with any dispute arising between members or between EC and members or between election officer and contestants. Decision of arbitration committee shall be final and can only be questioned in AGBM- till then its decision shall be in force.

ANNEXURES

Annexure 1

Application for Recognition as an ACS(I) Observership Centre

1. Initial Application/Renewal
2. Specialty:
3. Program Director:
4. Other faculty (please specify whether full time or part time):
5. Department:
6. Institution:
7. Address:
8. University affiliation for Dermatology/Venereology/Leprology and for observer ship speciality (if applicable):
9. Does the Institute have specific restrictions on observer ship candidates? Yes/No. If Yes, please give details:
10. Does the observer ship entail any financial implication for the candidate other than that stipulated by the ACS(I)? Yes/No. If Yes, please give details:
11. Approximate daily OPD attendance of patients in the department:
12. Details of the specialty and faculty in the department (as applicable):
 - a. Program Director's qualifications/expertise in that field:
 - b. Qualifications of other faculty in that field:
 - c. For departments with other faculty, will the candidate be allowed access to the OT/equipment on the days of other faculty? Yes/No
 - d. Faculty who will be in charge of the program if the Program Director goes on long leave or quits the department:
 - e. Number of years for which the department/institution has been carrying out similar work:
 - f. Daily workload (out- and in-patient) in that specialty:
 - g. Equipment (for lasers, please specify the type of machines and their utility):
 - h. Facilities (e.g. library):
 - i. Space:

- j. Opportunities for basic or clinical research:
- k. Details of weekly academic activities undertaken by department:
- l. Details of presentations/publications/research in the specialty from the department/institution in the last 2 years:
- 13. Has similar training been offered by the department? Yes/No. If Yes, please give details (if renewal, also include number of students/fellows/observers trained):
- 14. Are hostel facilities available? Yes/No. If Yes, please indicate the charges:
- 15. Brief description of the intended training program (daily and weekly routine), including details of the curriculum:
- 16. Will trainees get hands on training?

Signature of the Head of Department

Signature of the Head of Institution

Annexure 2:

APPLICATIONS FOR ACS(I) TRAINING OBSERVERSHIPS

1. The applicant must clearly mention his or her name, mail id, contact number, current affiliation and ACS(I) membership number; any application with incomplete details in this regard will not be considered for evaluation.
2. The applicant must categorically declare that he or she has never availed this observership in the past.
3. The applicant must clearly mention his or her subspecialties and institutions of choice in order of preference; each should be offered not more than two choices.

| | |
|---|--|
| <p>Category (strike off the other two)</p> <p>Applicants should have obtained their degree or diploma in dermatology (and not still pursuing their studies).</p> | |
|---|--|

| No | Specialty | Program Director | Centre | Select any two in order of preference (write 1 and 2) |
|----|-----------|------------------|--------|---|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |

| Personal details | |
|--|--|
| 1. Name | |
| 2. Date of birth | |
| 3. Correspondence address | |
| 4. Email address | |
| 5. Mobile number | |
| 6. ACSI Membership number, years of membership (essential) | |
| Academic background | |
| 1. Year of passing MBBS | |
| 2. Institution | |
| 3. Postgraduate qualification (<i>MD/DDVL/DD/DNB</i>) | |
| 4. Year of passing | |

| | |
|---|--|
| 5. Institution | |
| 6. Post-qualification experience | |
| 7. Present position/Current affiliation (<i>Resident/Faculty In medical college/Independent practicing consultant</i>) | |
| 8. Presentations at conferences in the last three years (<i>only presentations at national/international/zonal/state level conferences</i>) (<i>if necessary, attach a separate sheet</i>) | |
| 9. Publications in the last three years (<i>in peer reviewed indexed journals only; weightage will be given to the first two authors/corresponding author, publications during the last 3 years</i>) (<i>include details in a separate page</i>) | |
| 10. Chapters/editors in books (<i>first two authors only</i>) (<i>give details</i>) | |
| 11. Awards (<i>state/zonal/national/international</i>) (<i>give details</i>) | |
| Participation in ACSI activities | |
| Any other information not mentioned above | |

N.B. Only complete application forms will be considered.

I undertake, if awarded, to complete the Observership within 1 year. I will abide by the ACSI constitution and will accept the final decision of the judges.

My biodata is attached for your consideration. (Attach CV)

Date and Signature

Annexure 3

FEEDBACK OF CENTERS BY OBSERVER

1. Case load (Fill in the number of cases in each category)

A. Number of cases where the trainee observed: _____

B. Number of cases where the trainee was the primary doctor (if applicable):

- C. Total number of cases: _____
2. **Participant's evaluation of case load**
- A. Below expectations _____
- B. Adequate _____
- C. Above expectations _____
- D. Outstanding _____
3. **Participant's evaluation of surgery/procedure/work opportunities**
- A. Below expectations _____
- B. Adequate _____
- C. Above expectations _____
- D. Outstanding _____
4. **Facilities**
- A. Facilities, equipment and library
- i. Below expectations _____
- ii. Adequate _____
- iii. Above expectations _____
- iv. Outstanding _____
5. **Any other comments**

Annexure 4

EVALUATION OF FELLOW BY PROGRAM DIRECTOR

1. **Punctuality**
- A. Below expectations _____
- B. Adequate _____
- C. Above expectations _____
- D. Outstanding _____
2. **Enthusiasm**
- A. Below expectations _____
- B. Adequate _____
- C. Above expectations _____
- D. Outstanding _____
3. **Number of cases handled**
- A. Number of cases where the trainee assisted: _____
- B. Number of cases where the trainee was the primary doctor: _____
- C. Total number of cases: _____

4. **Faculty's evaluation of the Fellow's academic output during the course**
 - A. Below expectations _____
 - B. Adequate _____
 - C. Above expectations _____
 - D. Outstanding _____
5. **Any other comments**

Any Dispute Arising Out Of The Functioning Of Association Of Cutaneous Surgeons (I) Shall Be Subject To The Exclusive Jurisdiction Of The Court Which Shall Be Having Territorial Jurisdiction To The Seat Of The Secretary ACS(I) At The Relevant Period.

DISCLAIMER

Any Error, Omission Or Commission, In The **ASSOCIATION OF CUTANEOUS SURGEONS (I)** Constitution Are Not Intentional Or Deliberate. Members Are Free To Point Them Out And The Same Shall Be Corrected. No Member Of ACS(I) Involved In Creating This Constitution Is Liable For Any Direct, Indirect, Incidental, Special, Consequential Or Punitive Damages Arising Out Of The Use Of ACS(I) Constitution.

The background of the top two-thirds of the page is a sunburst pattern. It consists of numerous thin, light-colored rays radiating from a central point at the bottom, creating a sense of depth and light. The rays are set against a darker orange background, and the overall effect is reminiscent of a sunrise or a starburst.

THE CONSTITUTION

RULES AND BYE- LAWS

Submitted by

Dr. Umashankar Nagaraju

Honorary General Secretary (2015-17)

794, 15th Main, 2nd Stage, BTM Layout, Bengaluru-560076, Karnataka, INDIA

Phone: +91 94481 51468