

A Brief Chronicle on the Activities of Kairali Society of Oral and Maxillofacial Pathologists, and an Account of its Registered Byelaw: Updated 2016

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ABSTRACT

Kairali Society of Oral and Maxillofacial Pathologists (KSOMP), earlier Kerala Academy of Oral and Maxillofacial Pathology, was perceived and conceptualized by senior eminent oral pathologists of Kerala in 2007 at Thiruvananthapuram. It was intended to be a scientific platform for oral pathologists to discuss and gain knowledge in the field of oral pathology and microbiology, and for envisaging strategies to improve training in the subjects under their preview. Kairali Society of Oral and Maxillofacial Pathologists conducts annual state conferences, earlier biannual scientific meetings, and postgraduate-conventions to permit scientific update and academic knowledge of its members through interactions with eminent national and international faculty. The association is registered under The Travancore-Cochin Literary, Scientific and Charitable Societies Registration Act 1955 of XII and has grown from 22 founder members to the present 143 members. The association maintains a bank account with audited statement of accounts, a PAN card, and publishes a biannual peer-reviewed indexed open access (OA) journal since 2010 titled Oral and Maxillofacial Pathology Journal (OMPJ). The authors through this article attempt to furnish the younger generations of oral pathologists a chronicle of the association activities, and help impart the intent, objectives and scope of the association through its registered byelaw to the newer and aspiring members.

Keywords: Association, Journal, KSOMP, Kairali, Kerala, OMPJ, Oral, Pathology, Pathologists, Society.

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INTRODUCTION

The visualization for having an association for oral and maxillofacial pathologists of Kerala to have a platform to interact and brainstorm with each other was perceived by Dr Ipe Varghese, the then Principal of Government Dental College (GDC) Kozhikode and then President-elect of Indian Association of Oral and Maxillofacial Pathology (IAOMP) in 2006-2007, along with other eminent senior oral pathologists and colleagues. The inception meeting of this conceptualized association was held at Thiruvananthapuram in Trivandrum Club on 18 February 2007 under the organizing chairmanship of Dr Bindu J Nair. This was formally inaugurated by eminent professor of oral pathology Dr Sugathan CK, former Director, GDC Thiruvananthapuram. The meeting was attended by 22 like-minded oral pathologists of Kerala, and it was then decided to name the association as Kerala Academy of Oral and Maxillofacial Pathology (KAOMP). The main objectives of the academy were to have a platform for sharing and updating knowledge in oral pathology and for envisaging strategies for improving dental education in the subjects under the preview of the Department of Oral Pathology and Microbiology. This article attempts to provide the newer and aspiring generations of oral pathologists an overview of the association activities and bring the registered byelaw of the association to all its members. The authors hope that this article will help improve the knowledge and understanding of the intent, objectives, and scope of the association.

TIMELINE

2007

The 1st general body meeting of KAOMP was held on 18 February 2007 at Thiruvananthapuram and it unanimously elected Dr Ipe Varghese as President, Dr Heera R as Honorary Secretary, and Dr Bindu J Nair as Treasurer.

The other governing council members were President-Elect Dr Ambika K, Vice Presidents Dr Rajendran R and Dr Haris S, Joint Secretary Dr Padmakumar SK, Editor Dr Babu Mathew, Executive Members Dr Ram Manohar, Dr Beena VT, Dr Sudha S, Dr Sreenivasan BS, Dr Vinod Kumar RB, Dr Joshy VR, Dr Anila Karunakaran, Dr Rakesh S, and Dr Sivakumar TT. The draft byelaw of the association was discussed and passed by the general body. The emblem of a microscope on a partial face of a Kathakali performer (classical dance form of Kerala, India) artistically created by Dr Sivakumar TT was accepted as the logo of the association. A unanimous decision was made that in the initial years the academy shall publish quarterly bulletins, and later in due course, shall publish an indexed peer-reviewed scientific journal.

The 2nd scientific meeting and the official inauguration of KAOMP was held on 6 May 2007 at Hotel Maurya, Thiruvananthapuram under the organizing chairmanship of Dr Heera R and Dr Bindu J Nair. Padmasree Dr M Krishnan Nair, retired Director of Regional Cancer Center (RCC) Thiruvananthapuram formerly inaugurated the meeting in the presence of Dr Jyothindrakumar, the then Principal GDC Thiruvananthapuram, and Dr Balaraman Nair, then retired Director of Medical Education, Government of Kerala. The first copy of the academy's bulletin edited and published by Dr Babu Mathew was released by Dr Balaraman Nair. The scientific sessions were addressed by Dr Rajendran R, the then HOD Oral Pathology, GDC Thiruvananthapuram; Dr Ramdas K, Professor of Radiation Oncology, RCC Thiruvananthapuram; and Dr Sankar S, Professor of Pathology, Government Medical College (GMC), Thiruvananthapuram. It was unanimously decided in the general body meeting to officially register the association under the Societies Registration Act and to henceforth conduct scientific meetings of the association biannually. Later, for technical reasons required for registration, the association was rechristened as Kairali Society of Oral and Maxillofacial Pathologists (KSOMP) after an *ad hoc* meeting at the residence of Dr Babu Mathew.

The 3rd scientific meeting of KSOMP was hosted by Amrita School of Dentistry (ASD) under the organizing chairmanship of Dr Vinod Kumar RB, and secretary-ship of Dr Rakesh S at Hotel Abad Plaza, Kochi on 1 August 2007. The meeting was inaugurated by Dr Moni Abraham Kuriakose, the then Director of Head and Neck Unit, Amrita Institute of Medical Sciences (AIMS) Kochi, and Dr Umadethan B, HOD Forensic Medicine, AIMS Kochi, and they gave the guest lectures in the scientific sessions that followed. An interactive slide discussion was conducted by Dr Heera R and Dr Bindu J Nair with Dr Ambika K as the chairperson. A hallmark of the scientific sessions was the

"Pathology Picture Quiz" conducted in between the guest lectures by the organizing team that saw active participation and interest from all the attendees. The general body decided to henceforth hold their scientific meetings as "State Conference" to permit scientific update of its members.

2008

The 4th scientific meeting of KSOMP was hosted by GDC Kozhikode on 17 February 2008 under the organizing chairmanship of Dr Shameena P. The meeting was inaugurated by Dr Aravindan KP, eminent Pathologist of GMC Kozhikode, and Dr Raveendran Nair, Oral and Maxillofacial Surgeon, GDC Kozhikode, and they latter addressed the scientific sessions. A slide seminar was conducted by Dr Shameena P, the then HOD Oral Pathology, GDC Kozhikode.

The biannual 4th scientific meeting was held on 19 October 2008 at Hotel Classic Avenue, Thiruvananthapuram with Dr Heera R as the organizing secretary and Dr Bindu J Nair as the organizing chairman. The scientific deliberations were addressed by Dr Anitha, Professor of Pathology, RCC Thiruvananthapuram, and Dr Nandakumar, the then Associate Professor of Pathology, GMC Thiruvananthapuram. The slide seminar was conducted by Dr Heera R, the then Associate Professor of Oral Pathology, GDC Thiruvananthapuram. It was decided in the general body meeting that the scientific meetings/conferences of KSOMP shall be held only once a year, since the members needed to attend other annual national conferences and conventions.

2009

The 5th State Conference and annual general body meeting were hosted by Mar Baselios Dental College (MBDC), Kothamangalam on 9 May 2009 under the organizing chairmanship of Dr Sreenivasan BS, and secretary-ship of Dr Sunil S. The conference was inaugurated by Dr Giju Baby George, Vice Principal and HOD Oral Medicine, MBDC. The scientific deliberations were addressed by Dr Vijayalakshmi, former Professor of Pathology, GMC Kottayam and Dr Mohanan, the then Pathologist of Sudharma Metropolis Health Services Pvt. Ltd., Thrissur. In the general body meeting, the principal executive committee members elected for 2009 and 2010 were Dr Ambika K as President, Dr Vinod Kumar RB as Secretary, and Dr Rakesh S as Treasurer. It was unanimously decided by the general body to publish a peer reviewed indexed print Journal to enable the oral pathologists from Kerala and the other parts of the world to publish their scientific research, reviews and case reports. Dr Sunil S was unanimously elected as the Editor and given the responsibility to do all things necessary for publishing a future PubMed indexed internationally reputed Journal.

2010

The 6th State Conference and annual general body meeting were hosted by Century Dental College, Kasargode at Nalanda Resorts, Nileshwaram on 10 January 2010 under the organizing chairmanship of Dr Ambika K, the then Principal and HOD Oral Pathology, Century Dental College. The inauguration and scientific session was conducted by Dr Shakuntala Pai, Professor of Pathology, Kasturba Medical College, Mangaluru.

The 7th State Conference was hosted under the auspices of PMS Dental College, Thiruvananthapuram under the organizing chairmanship of Dr Bindu J Nair at Hotel Keys on 8 August 2010. The conference was inaugurated by Dr Pradeep Kumar C, the then Principal of PMS Dental College. The scientific sessions were addressed by Dr Asha Nair, Professor at Rajiv Gandhi Center for Biotechnology, Thiruvananthapuram; Dr Thara Somanath, Professor at RCC, Thiruvananthapuram; and late Dr Gopalakrishnan TK, Professor of Pathology at SUT Medical College, Thiruvananthapuram. The slide seminar was conducted by the postgraduate students of GDC Thiruvananthapuram and Kozhikode. The general body unanimously accepted the proposal of the Editor Dr Sunil S that the association Journal be named "Oral and Maxillofacial Pathology Journal (OMPJ)", with two issues yearly. The first volume with Jan-June issue of OMPJ with ISSN 0976-1225 was published in June 2010 and was released with the auspicious hands of Dr Ambika K.

2011

The 8th State Conference of KSOMP was hosted by Amrita School of Dentistry on 25 September 2011 at Hotel Avenue Reagent, Kochi under the organizing chairmanship of Dr Vinod Kumar RB, and Secretary-ship of Dr Rakesh S. The conference was inaugurated by Dr Vaidyanathan, Professor and former HOD Surgery, AIMS Kochi, and Dr Deepthi Menon, Assistant Professor of Nanosciences, AIMS Kochi, and they latter addressed the scientific sessions which followed. The general body elected Dr Hari S as President, Dr Anuradha Sunil as Secretary, and Dr Joshy VR as Treasurer as the principal executive committee members for 2011 and 2012. Later, Dr Beena VT was appointed as the interim President for the penultimate year as Dr Hari S left for academic services abroad.

2012

The 9th State Conference was hosted by Royal Dental College on 11 November 2012 at Hotel Elite International, Thrissur under the organizing chairmanship of Dr Anuradha Sunil and Dr Joshy VR. The conference was inaugurated by Dr K Mohandas, the then Vice-Chancellor,

Kerala University of Health Sciences (KUHS). The scientific sessions were addressed by Dr Rabin Chacko, Professor and HOD Oral and Maxillofacial Surgery, Christian Medical College (CMC) Vellore; and Dr Meera Thomas, Pathologist, CMC Vellore. An interactive slide seminar was conducted, and the postgraduate students took active part in the scientific presentations.

2013

The 10th State Conference and the annual general body meeting were hosted by Kozhikode GDC at Hotel Paramount Towers on 18 August 2013 under the organizing chairmanship of Dr Shameena P and Dr Sudha S as the organizing secretary. The conference was inaugurated by Dr Ram Manohar M, former Principal and HOD Oral Pathology, GDC Kozhikode. The scientific sessions were addressed by Dr Ram Manohar M, and Dr Feroz, Pathologist, GMC Kozhikode. The hallmark of the conference was the e-poster presentation by the postgraduate students. It was unanimously decided in the 10th general body meeting which followed the conference to henceforth conduct PG Conventions under the banner of KSOMP to enable the postgraduate students from the various dental institutes of Kerala to have a platform to share and present their scientific works, and gain knowledge from interactions with eminent national and international oral pathologists and other faculties. On submission by the Journal Editor, it was unanimously decided to make Jaypee Publishers, Delhi as the official publisher of OMPJ. The principal executive committee members for 2013 and 2014 were unanimously elected Dr Heera R as President, Dr Bindu J Nair as Secretary, and Dr Niveditha Baiju as Treasurer. Later, Dr Joshy VR was appointed as interim Treasurer for the penultimate year.

2014

The 1st PG Convention of KSOMP was hosted by GDC Thiruvananthapuram under the organizing chairmanship of Dr VT Beena on 22 and 23 February 2014 at Hotel Classic Avenue Thiruvananthapuram. The convention was inaugurated by Padmasree Dr M Krishnan Nair. The scientific sessions were addressed by Dr Radhakrishna Pillai, Director Rajiv Gandhi Centre for Biotechnology, Thiruvananthapuram; Dr Aravindan KP, the then Professor and HOD Pathology, GMC Alappuzha; Dr Radhika M Bavle, Professor and HOD Oral Pathology, Krishnadevaraya College of Dental Sciences, Bengaluru; and Dr Ranganathan K, Professor and HOD Oral Pathology, Ragas Dental College and Hospital, Chennai. A large number of postgraduate students from different colleges of Kerala and other southern Indian states participated in the scientific presentations.

The 11th State Conference was conducted by Azeezia Dental College, at Beach Hotel Kollam on 14 September 2014 under the organizing chairmanship of Dr Rathy R. The conference was inaugurated by Sri Unnikrishnan B, the then honorable additional district magistrate of Kollam and Dr Abdul Azeez M, chairman of Azeezia group of institutions. The scientific sessions were addressed by Dr Rekha A Nair and Dr Nileena Nair of RCC Thiruvananthapuram, and Dr Ranganathan K, HOD Oral Pathology, Ragas Dental College and Hospital, Chennai. A slide seminar was conducted by Dr Sharada P, HOD Oral Pathology, Maruti Dental College, Bengaluru. The postgraduate students actively participated in the poster presentations. It was unanimously decided in the general body meeting to henceforth conduct PG Conventions a day prior to the State Conference, in order to reduce the delegate registration fee and for smoother and easier conduction of the conventions. The strength of the association members had increased to 63, and the general body requested all HODs to ensure that all oral pathology faculty and postgraduate students from the 23 dental institutes of Kerala become members of the association.

2015

The 2nd PG Convention and the 12th State Conference of KSOMP along with its annual general body meeting were conducted by Mar Baselios Dental College (MBDC), Kothamangalam on 7 and 8 March 2015 under the organizing chairmanship of Dr Sreenivasan BS, and secretaryship of Dr Deepu George Mathew. The conference was inaugurated by Dr Bharat Shetty, Vice-President Dental Council of India, Mr. Kuriakose CP, Secretary Mar Baselios Medical Mission, and Dr Karthika Kannan, Principal MBDC. The scientific sessions of PG Convention were addressed by Dr Deepu George Mathew, Reader Oral Pathology, MBDC and a hands-on workshop on lymphocyte culture and karyotyping was actively and successfully conducted by him. The scientific sessions were addressed by Dr Sheela Nampoodhiri, Professor and HOD Pediatric Genetics, AIMS Kochi. The slide seminar was conducted by Dr Heera R, the then Professor and HOD, GDC Kottayam since Dr Ambika K, former Principal and HOD Oral Pathology, GDC Thiruvananthapuram was unable to attend the meeting due to unavoidable reasons. It was unanimously decided in the 12th general body meeting following the conference that from henceforth only members of the association shall be permitted to attend its conferences, conventions and other scientific meetings. Only good standing members shall be eligible to make any scientific presentation, chair any scientific session or committee, and be eligible for any competition or awards

given or instituted in the name of the association. The principal office bearers elected for 2015 and 2016 were Dr Padmakumar SK as President, Dr Anthony George as Secretary, and Dr Pramod Philip Mathew as Treasurer.

2016

The 3rd PG Convention and the 13th State Conference of KSOMP along with its annual general body meeting were conducted at Hotel Dunes Cochin, Kochi by Amrita School of Dentistry (ASD) on 5 and 6 March 2016 under the organizing chairmanship of Dr Rakesh S. The scientific sessions of PG Convention were addressed by Dr Ram Manohar M, former Principal and HOD Oral Pathology, GDC Kozhikode; Dr Sundaram KR, Professor and HOD Bioethics, AIMS Kochi; and Dr Anilkumar V, Professor and HOD Microbiology, AIMS Kochi. The state conference was inaugurated by Dr Gangadharan VP, Chef Oncologist, Lakeshore Hospital Kochi and Dr Balagopal Verma, Principal ASD Kochi. The scientific sessions were addressed by Dr Gangadharan VP; Dr Heera R, Professor and HOD Oral Pathology, GDC Thiruvananthapuram; and Dr Sunil S, Professor and HOD Oral Pathology, Pushpagiri College of Dental Sciences Thiruvalla. Postgraduate students actively participated in the poster presentations. Due to the active interest shown by executive committee members Dr Pramod Philip Mathew, Dr Padmakumar SK, Dr Rakesh S, and all the HODs, the association membership rose to 136 members.

Two executive committee meetings were held on 7 November 2015 and on 5 March 2016 respectively to discuss the memorandum and byelaw of the association and to make all required modifications and corrections to the standard requisite format. The newly formatted and formulated memorandum and byelaw of KSOMP was accepted unanimously by the 13th annual general body meeting held on 6 March 2016 at Kochi. The accepted and passed memorandum and byelaw were submitted for registration to the Registrar of Associations on a five hundred rupee nonjudicial stamp paper (Fig. 1) by the Secretary Dr Anthony George. The association was registered under The Travancore-Cochin Literary, Scientific and Charitable Societies Registration Act, 1955 (Act No. XII of 1955) on 1 June 2016 by the Registrar under the certificate number TSR/TC/274/2016 (Fig. 2). From thenceforward the provisions of this registered byelaw along with its amendments is applicable to all the members. All provisions of The Travancore-Cochin Literary, Scientific and Charitable Societies Registration Act of 1955 (Act No. XII of 1955) with all clauses shall be applicable to this association. For technical reasons, the logo of the association had to be redesigned and hence suitable changes were made by Dr Sivakumar TT, ensuring that the main theme and



Fig. 1: Kairali Society of Oral and Maxillofacial Pathologists memorandum and byelaw submitted to Registrar of Associations on 500 rupees nonjudicial stamped paper

concept of the previous logo remained intact (Fig. 3). For correct financial operations and procedural process, an application for Permanent Account Number (PAN) was submitted and the department of income tax issued AADAK4781G as the association's PAN number (Fig. 4).

OBJECTIVES OF THE ASSOCIATION

- To promote the cooperative efforts of its members with regard to the advancement of practice, academics, and research in the field of Oral Pathology/Oral

Pathology and Microbiology/Oral and Maxillofacial Pathology (OMFP).

- For the advancement of arts, science, practice, application, academics, and research in microbiology, laboratory science, histochemistry, cytochemistry, immunology, hematology, basic sciences, genetics, molecular biology, forensic odontology, bioethics, research methodology, and any such related science.
- To organize and conduct conferences, seminars, workshops, continuing education programs, community programs, and any such scientific meetings.





Fig. 2: Travancore-Cochin Literary, Scientific and Charitable Societies Registration Act 1955 of XII registration certificate



Fig. 3: Kairali Society of Oral and Maxillofacial Pathologists logo depicting microscope on partial face of Kathakali performer, classical dance form of Kerala

- To propagate and work for the awareness, improvement, and development of the oral health and well-being of the general public and community.
- To publish newsletters, bulletins, journals, proceedings, posters, and any such materials in print and/or any electronic, digital or such other format.
- To apply for and receive sponsorships, donations, grants and such monies from individuals, institutions, limited companies, multinational companies, government and such others for advancement of dental and



Fig. 4: Permanent account number (PAN) card issued by department of income tax

- orofacial research and for the improvement of dental or oral health.
- To work with/for and coordinate/associate with other associations, societies, institutions, universities and such organizations having similar objectives.
- For professional betterment and improvement for the social and scientific well-being, and for representing official views on all matters affecting or likely to affect the registered members.

MEMBERSHIP

- Application for membership shall be submitted to the secretary in the prescribed application form with

photograph and all supporting document(s) proving eligibility for membership, along with payment of the requisite membership fee as prescribed/established by the general body. The membership shall be provisional until unanimously confirmed in the following executive committee and the general body.

- A member may resign his/her membership without refund of any fees or such money paid to the association by submitting a written resignation letter to the secretary.
- The membership may be terminated, due to undesirable conduct, bringing disrepute, or misbehavior, if so desired or called for in writing by more than two third of the Life Members, in an extraordinary general body, after 15 day show cause notice to the said member by the president/secretary. Such a member can reapply for membership only after 6 years after obtainment of unanimous written permission of the general body and executive committee.
- Membership to the association ceases on death of the member.

Eligibility for Membership

- *Life Member (LM)*: Any oral pathologist teaching/practicing/residing in the state of Kerala, who has a postgraduate degree in Oral Pathology and Microbiology recognized by Dental Council of India, and is registered in Part A of the Kerala Dental Council. Any Life Member shall become an Associate Member when such a member leaves the geographical boundary of the state of Kerala, and satisfies the criteria(s) for such a membership.
- *Associate Member (AM)*: (a) Any full time postgraduate student of Oral Pathology and Microbiology above the age of 18 years enrolled in government, aided, private or such dental institutions recognized by Dental Council of India, within or outside the geographical boundary of the state of Kerala. Such an Associate Member ceases to be a member if he/she discontinues her postgraduate course for whatsoever reason(s), without any refund of any fee(s) paid to the society. Such an Associate Member on completion of his/her postgraduate course is eligible for Life Membership provided all criteria(s) for such a membership is satisfied. (b) Any oral pathologist who is not residing within the geographical boundary of the state of Kerala but has a postgraduate degree in Oral Pathology and Microbiology recognized by Dental Council of India. (c) Any postgraduate (degree/diploma/PhD) of medical, dental or any health care science related to the field of Oral Pathology and Microbiology above the age of 18 years and is recognized by Dental Council

of India or Medical Council of India or Union Grant Commission, including those who may not be residing within the geographical boundary of Kerala.

- *Honorary Member (HM)*: Any eminent senior oral pathologist/scientific person /researcher/scholar of national and/or international repute, who has made significant contribution to the field of Oral Pathology and Microbiology, whose membership would be of great honor and privilege to the association, and whom the Life Members want or wish to honor with such a membership. No membership fee shall be solicited from such members.

General Body

- The general body shall be the supreme body of the association and all decisions made by the general body shall be final and binding on all the society members.
- All the matters placed in the general body shall be first ratified by the executive committee.
- All the good standing members shall constitute the general body.
- It shall be the duty of the executive committee to convene the first general body within 18 months from the date of its registration and thereafter at least once in every calendar year and not more than 15 months after holding of the last general body.
- The agenda, date, and venue for the general body meeting shall be notified by the secretary before at least 15 working days to all members.
- The president, or in his absence the secretary, or in his absence the treasurer shall preside over the general body meeting. The general body meeting shall not be conducted and is invalid without the presence of at least one of the above three presiding officers.
- The quorum of general body meeting shall never be less than 15% eligible good standing Life Members present in person, excluding the executive committee members. In case the general body cannot be held for lack of quorum during the stipulated time, the presiding officer may adjourn the meeting for 30 minutes or postpone it to another mutually convenient date. Any general body meeting after post-adjournment need not have the above said quorum.
- The general body can approve, ratify, resolve, amend, or reject any proposal, recommendation, program, election, dispute, or any such matter forwarded by the executive committee, either unanimously or with simple majority of the eligible Life Members present in person by show of hands or by secret ballot (ballot if so desired by eight or more eligible Life Members present in person). Associate Members vote shall be noninclusive and shall not be taken into consideration.

During any voting, the Life Members shall produce his/her association membership card as proof of identity and eligibility.

- The general body can enact, amend, or repeal any byelaw of the association contained hereof on the recommendation of the executive committee if more than two third majority of the eligible good standing Life Member resolves to do so.
- Annual general body meeting (AGM) shall be held once in every year, preferably in the month of March or along with the state conference of the association, after at least 15 working days prior notice by the secretary, and never after 15 months of holding the previous general body meeting.
- An Extraordinary general body (EGB) can be called for by the executive committee or on written requisition to the secretary/president by one fourth of the Life Members to discuss and resolve any important immediate/urgent matter affecting or might affect the objectives of the society and/or members. The secretary/president shall notify such extraordinary general body by giving 7 working days' notice to all eligible members. The quorum and conduction of such extraordinary general body shall be as same as that of any other general body.
- Any notice, notification, circular, letter and any such other communications of the society can be conveyed through postal service, messaging service, electronic/digital/web posts, or email to its good standing members. The executive committee shall not be responsible for non-receipt of any such communications. The resolutions, discussions, and amendments of these meetings shall not be invalidated due to non-service or non-receipt of notices, notification or circular to any member.

Executive Committee

- The executive committee shall be the governing body responsible for the administration and governance of the association and for achieving the objectives of the association.
- The executive committee shall consist of: (i) President, (ii) President Elect, (iii) two Vice-Presidents, (iv) Secretary, (v) Treasurer, (vi) Editor. More suitable Life Members can be coopted into any newly created post(s) of executive committee if such a requirement or necessity arises at a later date.
- The term of office, administrative year, and financial year of an executive committee shall be of one year of 1st April to 31st March. This term/year can be extended for further two consecutive years if so desired by the general body.
- The registered office, official office, or secretariat of the society shall be where the secretary resides, works or practices.
- The executive committee shall preferably meet every month after the secretary has given 5 working days prior notice to all executive committee members with the agenda, date, time and venue.
- The president/secretary shall preside over the executive committee meetings, and any such meetings conducted without the presence of at least one of the above two presiding officers shall be invalid.
- The quorum of executive committee meeting shall be half of the elected members present in person. In case of lack of quorum during the stipulated time, the presiding officer may adjourn the meeting for thirty minutes. Post-adjournment the executive committee meeting need not have the above said quorum.
- The executive committee after ratification from the general body can on behalf of the society apply for, receive, govern, and manage sponsorships, donations, gifts, grants and any such financial and material gain from individuals, private institutions/companies, multinational companies, government, and any such other organizations.
- The executive committee after ratification from the general body can on behalf of the society invest, create, govern, and manage any corpus fund, insurance, social/professional security fund or any such funds towards and for any accident, handicap, death, critical illness, professional liability, or such for the registered good standing members of the society.
- The executive committee after ratification from the general body can on behalf of the society provide, create, govern, and manage scholarships, endowments, fellowships, awards, short term grants, and such financial help for academic advances, excellence, and research in Oral Pathology and Microbiology.
- The executive committee after ratification from the general body can on behalf of the society collaborate, associate, affiliate, be a chapter, branch, or part of any state, national, or international association, society, or any such governmental/nongovernmental scientific body to achieve any of its objectives.
- The executive committee after ratification from general body can create and constitute independent autonomous subcommittees to look after the objectives and welfare of the society and its members, including ethics, research, legal, and financial. These shall be governed and managed by eligible good standing Life Members, and shall be responsible to the executive committee and general body. Any learned required subject expert (who can be a

nonmember of the society) can be coopted into such subcommittees, but such shall never be more than two per committee, unless required to do so under the law of the land. Agenda, rules, regulations, functioning, management, term of office, finance, standard operating procedures (SOP) and such others of these subcommittees shall be framed, prepared, and executed in consultation and consideration of executive committee and general body.

Eligibility for Executive Committee

- The executive committee members shall be elected in the annual general body meeting by the good standing Life Members.
- Nominations for executive committee shall be called for and notified every year 24 working days prior to annual general body by the president/secretary.
- A Life Member who is a good standing member over the previous 3 consecutive years and is desirous to be executive committee member shall send his/her nomination in the requisite dully filled, complete and attested nomination form. The nomination form should be received in registered post at least 7 working days prior to the annual general body by the secretary. Incomplete, incorrect, or improper nomination forms shall be summarily rejected by the executive committee.
- Vacancies in executive committee arising due to insufficient nominations shall be filled with good standing Life Member of previous 3 consecutive years by nomination from floor of general body.
- No person other than the Life Member is permitted to contest or hold office of the society. No person shall hold two posts of office at the same time.
- The immediate past president and immediate past secretary, unless shown unwillingness in writing to the general body or has been elected to another post, shall be nominated and elected unopposed as two executive members, and nominations shall be invited only for any remaining executive members.
- The list of newly elected executive committee members shall be filed with the Registrar within 14 working days of their election.
- The newly elected executive committee shall be installed to take over their duties at the same general body, unless there is dispute or unresolved issue/matter concerning their election. In such event, an extraordinary general body is to be notified immediately and held to resolve any issue/mater or dispute, and the newly elected office bearers shall take over their duties in that general body.

- Any executive committee member can resign by submitting such a written requisition to the president and the resignation shall be in effect from the date it is accepted by the general body. A good standing Life Member of previous 3 consecutive years shall be elected to such vacancies in the same general body after floor nomination.
- Any executive committee member who fails to attend three consecutive meetings shall cease to be a member, after a 15 day show cause notice to the said member by the president/secretary. Such member shall not be nominated to the executive committee or any committees/subcommittees for the next 4 years.
- Any executive committee member due to undesirable conduct, misconduct, bringing disrepute, or misbehavior, may be removed or terminated from office if so desired or called for in writing by two third of the Life Members, in an extraordinary general body, after a 15 day show-cause notice to the said member by the president/secretary. Such member shall not be nominated to the executive committee or any committees/subcommittees for the next 8 years.

Duties of the President

- The president shall have the general control over all the affairs of the association.
- He/she shall preside over or chair all the meetings of the association.
- He/she shall help and assist the secretary and treasurer in discharging and transacting all the official business of the society.
- He/she has no official vote but in case of a tie his/her vote shall be the casting vote.
- He/she shall sue and defend all legal proceeding and matter by or against the society with the help and guidance of the authorized legal representative or any such adviser/personnel.
- The Vice Presidents can hold and perform the duties of the President in the President's absence.

Duties of the Secretary

- The Secretary shall be responsible for the general administration and shall transact all the official business of the society.
- He/she shall be incharge and be responsible of all the records, seals, letterheads, register, and such of the association other than the book of accounts maintained by the treasurer and the editor.
- He/she shall maintain the minutes book of all the meetings with the help of any eligible member.
- He/she shall maintain an up-to-date register of all the members of the association with their names, contact

addresses, phone numbers, email, and date of enrolment or cessation of membership.

- He/she shall be responsible for carrying out and implementing the decisions taken by the general body and/or executive committee.
- He/she shall prepare, manage, and execute projects, plans and programs for the furtherance of the objectives of the society.
- He/she shall be an ex-officio member of all or any of the committees/subcommittees constituted by the association.
- He/she subject to ratification from the general body can create such posts, appoint and control such suitable staff that may be required for the effective management of the affairs of the society, and can regulate the recruitment, salary, and conditions of their services.
- He/she shall file with the Registrar any required documents or certificates within their due period.
- The Joint-Secretary can hold and perform the duties of the secretary in the secretary's absence.

Duties of the Treasurer

- The treasurer shall be responsible for all the financial maintenance and management, including any moveable and immovable property of the association, except those maintained and managed by Editor.
- He/she shall receive, make timely due payments, and be responsible for all established fees and dues of the association.
- He/she shall keep in custody and properly file all due and paid bills, vouchers, and other such documents, and shall maintain a proper and accurate book of accounts for any sums of money received and expended for and on behalf of the association, which shall be open to inspection by any Life Member.
- He/she shall after ratification by the executive committee, present the accounts of income and expenditure in every annual general body meeting after getting them audited by a licensed certified auditor, and shall get it ratified with/without corrections in that annual general body meeting.
- He/she shall file with the Registrar within 24 days of the annual general body meeting, the audited balance sheets certified by three presiding officers of the executive committee.
- He/she shall open and operate a savings bank account along with the president and secretary (either or both) in the registered name of the association in any suitable reputable bank in the state of Kerala.
- He/she shall operate along with the president and secretary (either or both) any fixed deposit, funds,

insurance, and bank locker in the registered name of the association, unless otherwise mentioned or nominated by the general body.

- He/she can apply in the name of the registered society for a PAN card, or any such official documents for income tax and other financial purpose/registration that are required by the law.
- He/she shall be the official signatory to authorize/represent in all financial documents and applications of the society.

Duties of the Editor

- The Editor shall be responsible for all and any print, electronic/digital/web publications of the society, including the official scientific Journal of the association.
- He/she can solicit manuscripts, editorials, and such materials for publication from association members, national and international authors, or any reputed scientific author.
- He/she shall after ratification from the executive committee and general body, coopt and appoint any suitable good standing Life Members as associate editor, assistant editor, or any such other editor(s). The serving president and secretary shall be the executive editors. The other editorial board or peer-review board members need not be the members of the association.
- He/she shall after ratification by the executive committee and general body, stipulate from time to time any publication charges, color/print charges or any such charges for the quality, maintenance, and smooth publication of the association's scientific Journal and any other publications.
- He/she can apply for and manage sponsorship/grant for publication, editorial journal membership, indexing, impact factor, software, and such others for the improvement and quality of the publication.
- He/she can appoint, regulate, pay for services rendered and solicit the help and guidance of any reputed publisher, print-house, print/electronic/digital designer or developer, and any such publishing personnel for quality and improved publication.
- He/she can if required open and operate a separate savings bank account along with the president and secretary (either or both) in the registered name of the official scientific Journal in any suitable reputable bank in the state of Kerala.
- He/she shall receive, make timely due payments, and be responsible for all the fees and dues associated with the publications of the association.
- He/she shall maintain a separate and accurate book of accounts for any sums of money received and expended for and on behalf of any publication of the

association, keep in custody and properly file all due and paid bills, vouchers, and such documents, which shall be open to inspection by Life Members.

- He/she shall after ratification by the executive committee, present the accounts of income and expenditure from all publications in every annual general body meeting after getting them audited by a licensed certified auditor, and shall get it ratified with/without corrections in that general body meeting.
- He/she shall ensure to the best of his ability that all good standing members receive all print/electronic/digital/other publication(s) without any fee, postal, accessing, or such charges.

Records to be kept in the Association Office

- Memorandum and byelaws
- Registration certificate
- Membership register
- Day-book along with vouchers and receipts
- Book of accounts and audited annual balance sheets
- Minutes book.

Profit, monies, property, instruments, machinery or any such things if any obtained through any of the activities of the association or its members shall not be distributed or divided among the members of the association, but shall always be used for the betterment of the association, members and its activities towards the achievement of its objectives. Amendments to the byelaws of the association can be made in an extraordinary general body meeting called for this purpose by the president/secretary after prior circulation of any such amendments to all the good standing Life Members. Amendments shall be deemed passed when simple majorities of the good standing Life Members present in person in such a constituted extraordinary general body are in agreement with the resolution. Byelaws of the association shall be read in completion with all or any of its amendment(s). A copy of the resolution effecting the amendment certified by three members of the executive committee shall be filed with the Registrar within 14 working days from the date of the resolution. Three fourth of the Life Members may determine that the association shall be dissolved and thereupon, it shall be dissolved at the time then agreed upon, and all necessary steps taken for the settlement of any claims and liabilities. Upon dissolution, if any property or money whatsoever that remain shall not be paid or distributed among the members but shall be given to the Government or another society and as per The Travancore-Cochin Literary, Scientific and Charitable Societies Registration Act of 1955 (Act No. XII of 1955).

CONCLUSION

The authors hope that this article has helped readers have a better understanding of the activities and byelaws of KSOMP. The association looks forward to the active and sincere participation of each and all of its members and well-wishers in fulfilling its objectives.

The future programs and activities that KSOMP hopes to achieve include:

- Conducting courses and/or fellowship programs in OMFP, research methodology, ethics, biostatistics, and faculty training in educational methodologies
- Conducting community oral health awareness programs through print and digital media, and dental and/or oral cancer camps
- Endowment and/or financial assistance to outstanding postgraduates of OMFP
- Setting up research facility or laboratory for its members with procurement of financial assistance or grant from government and nongovernment agencies
- Have memorandum of understanding (MoU) or active collaboration with like-minded national and international associations, societies, institutes, or universities
- PubMed indexing of the association journal OMPJ.

We hope that KSOMP members will take great strides and do all things necessary for advancement in personal and scientific training and research in oral pathology and microbiology through this association. The authors are optimistic that this humble article will stimulate all faculty and postgraduate students of oral pathology and allied sciences to become members of this association and unify for the melioration of this biomedical science.

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