MEMORANDUM OF ASSOCIATION OF THE SOCIETY KNOWN AS VIDARBHA OPHTHALMOLOGICAL SOCIETY, NAGPUR

1. Name of the Society : Vidarbha Ophthalmological Society Nagpur

2. Address of the society : C/o Dr. Sulabha Deshpande,
   218, Gokulpeth,
   Dr. K.G. Deshpande Memorial Hospital
   North Bazar Road, Nagpur-440010.
   Amendment 1 : IMA House, North Ambazari Road, Nagpur – 440010.

3. Aims and objects of the Society : The aims and objects of the society are as under:-
   a) Encouraging scientific research and experimental work on ophthalmological problems.
   b) Providing facilities for research and training of research workers.
   c) Holding scientific discussions and reading papers on Ophthalmology.
   d) Establishing and maintaining reference libraries and furnishing them with books, reviews, magazines and etc., relating to ophthalmology.
   e) Watching and advising legislation affecting ophthalmologist and the science of ophthalmology in the Vidarbha region.
   f) Conducting a journal devoted to ophthalmic subject.
   g) Bringing the members of the Association periodically together at the Annual conference, in winter i.e. Nov./Dec. and the mid year convention, in summer i.e. May/June
   h) Holding properties moveable or immovable that may be necessary for the aforesaid objects. To purchase, self rent or mortgage the same for the purpose of the Society.
   i) Construction altering maintaining or rating any building.
   j) Receiving annual subscriptions from member and receiving contributions and donations from member as well as non members and to hold the fund in trust for any particular purpose for the advancement of the science of ophthalmology.
   k) Co-operating with other medical bodies whether physicians or surgeons.
   l) Doing all such other things as may be incidental to or conducive to attainment of the aims and objects of the society.

4. The names, addresses, and designations etc. of the 1st supervisory board of the Society known as Vidarbha Ophthalmic Society, Nagpur as per the Rules and Regulations of Society are as under :-

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Full Name</th>
<th>Address</th>
<th>Designation</th>
<th>Age</th>
<th>Nationality</th>
<th>Profession</th>
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<tbody>
<tr>
<td>1</td>
<td>Dr. Ishwar Chettur</td>
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<td>Indian</td>
<td>Doctor</td>
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<tr>
<td>2</td>
<td>Dr. Anant Chettur</td>
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<td>Indian</td>
<td>Doctor</td>
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We the undersigned members of the Executive committee of the Society known as Vidarbha Ophthalmic Society, Nagpur intend to register the same for which we have come together on -------------- and established the Society and further signed this Memorandum of Association for the purpose of registration thereof under the provisions of Societies Registration Act-1860.

Signature of the member
ANNEXURE-C

RULES AND REGULATIONS OF THE SCODIETY KNOWN AS VIDARBHA OPTHALMOLOGICAL SOCIETY, NAGPUR

1. DEFINATIONS OF THE WORD/REFERENCES IN THE RULES:

a) The society means the Vidarbha Ophthalmological Society, Nagpur and its branches established from time to time in Vidarbha Region of Maharashtra State, India.

b) Member of the Society means and includes the person inducted as the members of the Society under Rules 4 and 5. Life member means a life member if the Vidarbha Ophthalmological Society, Nagpur. [Ordinary annual member will mean and include the ordinary member of the Vidarbha Ophthalmological Society, Nagpur. Associate life member will mean associate life member of Vidarbha Ophthalmological Society, Nagpur.] d) Senior Member will mean and include the senior life member of the Vidarbha Ophthalmological Society, Nagpur.

c) The Executive Committee will mean the Executive Committee of the Vidarbha Ophthalmological Society, Nagpur as formed under Rule 10, subject to financial control of the supervisory board of trustee as laid down in Rule 4.

d) [The office bearers will mean and include President, President Elect, Vice President Honorary Secretary, Honorary Joint Secretary, Honorary Treasurer of the Vidarbha Ophthalmological Society and executive member.]d

Amendment 2 : - The office bearers with mean & include

President 1
President Elect. 1
Immediate past president 1
Immediate past secretary 1
Vice president 1
Secretary 1
e) The General Body of the Society will mean the General body of the Vidarbha Ophthalmological Society, Nagpur as constituted under Rule 8 and the General Body meeting of the society will mean General Body Meeting of the Society to be attended by the members of the General Body. The meeting of the Executive Committee will mean the meeting of the executive committee of Vidarbha Ophthalmological Society, Nagpur Committee as would be formed under Rule 10.

f) Supervisory Board will mean the Supervisory Board of Vidarbha Ophthalmological Society as would be formed under Rule 4.

g) The notice and quorum of the meeting will mean the notice and the quorum of the said meeting of Vidarbha Ophthalmological Society as prescribed under Rule 8.

h) Fund of the Society will mean the corps acquired by Vidarbha Ophthalmological Society, Nagpur at the time of registration and as will be acquired from time to time and collections made after registration through donations, gifts, subscriptions, grants etc.

i) The aims and objects of the Society will mean the aims and objects of the Vidarbha Ophthalmological Society, Nagpur as laid down under the Memorandum of Association.

2. **AREA OF OPERATION**:
   The area of operation of the Society will be Vidarbha Region of the state of Maharashtra inclusive of all districts of Vidarbha i.e. Nagpur, Bhandara, Chandrapur, Wardha, Gadchiroli, Amravati, Akola, Buldhana, Yavatmal, Gondia, Washim, etc. with appropriate representation to the various districts.

3. **ACCOUNTING YEAR**:
   The accounting year of the Society will be from 1st of April of the year till 31st March of the following year.

4. **SUPERVISORY BOARD - FORMATION - POWERS AND FUNCTIONS**:

   Supervisory Board of the Vidarbha Ophthalmological Society, Nagpur will be the inner wheel of the Executive committee of the Society for the purpose of keeping a check and watch on the working of the society. It will also provide suitable guidance as and when solicited by the Executive Committee of the Society or even suomotu, wherever, felt for the proper fulfilment of the objects of the Society. [The finance Committee Chairman who shall be a Member of the Supervisory Board, shall supervise the work of the Hon Treasur.] d2

   [The Board will consist of 7 Senior and Reputed Ophthalmologists of Vidarbha to be nominated from the category of from the category of Senior Members who have been Past Presidents of the Society or Senior life members nomination of these Board Members shall be at time of Annual Convention of the General Body of the society and by majority The tenure of the members of the Supervisory board of the Society will be for five years or till resignation or because of ill health. The vacancies then occurring will be filled in at the Annual Convention by the General Body.]
The President, the Secretary of the Board and the Finance Committee Chairman will be selected by the supervisory board by majority from amongst themselves.

**The powers and functions of the Supervisory Board will a as under**

a) Supervisory board will meet at least twice in year

b) It will give guidance to the Executive Committee of the Vidarbha Ophthalmological Society, as and when needed or asked for.

c) The board through the Finance Com. Chairman, shall have power to scrutinize the proposal of the Executive Committee of the Society for the funds out of the funded society with due consideration to the Budget provision and the urgency of the subject matter.

Amendment 3 : The board will consist of seven senior & reputed ophthalmologists of Viderbha to be nominated from amongst past presidents & Sr. life member of Vidharbha Ophthalmological Society at the time of annual convention during the general body meeting of the society by majority decision.

The tenure of the member of the supervisory board will be of three years or till resignation or ill healthy whichever is earlier. The vacancies then occurring will be filled in, at the time of annual convention by the general body.

The president and secretary of the board will be selected by the supervisory board from amongst themselves by majority decision.

The supervisory board will meet at least twice in a year.

Member of the supervisory board will hold the office only once. He/she is not to be considered for renomination.

The year of joining and completion of three years should be mentioned on the letter head against their respective names.

The supervisory board will give guidance to the executive committee of VOI as & when needed.

The supervisory board can intervene in the matters of the executive body and organising committee of the conference in the interest of smooth working of the organisation. The intervention is to be discussed subsequently in the general body meeting.

**RULE 5 : MEMBERSHIP AND RULES OF ENROLMENT:**

[Membership of the Society will be restricted to the categories of the members as stated in Rule-6. Any member will be enrolled only after giving a written application in the prescribed form addressed to the Secretary of the society. The application will be duly recommended by the Executive Committee for the approval of the General body. On approval of the General body, the member will have to pay prescribed membership fee of that particular category in advance. On payment of the subscription fee, the member will be duly enrolled by taking his entry in the membership Register.]

Amendment 4 : Membership of the society will be restricted to the categories of the members as stated in Rule 6. Any member will be enrolled only after giving a written application in the prescribed form addressed to the secretary of the society. The application should clearly state the following:

1) Year of passing M.B.B.S.
2) College
3) University
4) MMC Reg. No.
5) Date of acquiring post graduate qualification : i.e. D.O / DNB / M.S. /MD

The application will be duly scrutinised & recommended by the executive committee for approval of General body. On approval, the member will pay the prescribed membership fees (existing at the time ). His/ Her name will be ratified during Annual General Body meeting. His/ Her name will be included in the membership register.

In case of the enrolment of Senior member his/ her name will be listed in register after selection of such member in the general body of the Society in the Annual Convention.

**RULE : 6: CATEGORIES OF MEMBERSHIP:**

The membership of the Society will be of following classes.

1) **ORDINARY ANNUAL MEMBER :**
Any Ophthalmic Surgeon or post graduate student in Ophthalmology is eligible for becoming an Ordinary Annual member on payment of Rs. 300/- per year and if inducted as per Rule-5. Non payment of dues in subsequent year shall automatically terminate the membership of such a member.

2) **LIFE MEMBER :**
Any Ophthalmologist of Vidarbha will be eligible to become a life member if inducted under Rule 5, and after payment of Rs.3000/- at one time and a Couple (Husband & Wife) of which both are Ophthalmologists will become members if inducted under Rule 5 after payment of Rs. 5000/- at one time.

3) **ASSOCIATE LIFE MEMBER :**
Any member of Medical Science Auxiliary to Ophthalmology, such as an optician, contact lens practitioner, an Optometrist etc. will be eligible to apply as Associate Life Member on payment of Rs. 3000/- and inducted under Rule 5. He will have no right to vote but he can be appointed on any committee or sub-committee to be formed for carrying out the activities of the Society or its objects.

4) **SENIOR LIFE MEMBER:**
A life member of the Society rendering not less than 25 years of practice or service in Ophthalmology and with good reputation and experience will be eligible to be enrolled as a Senior member on his selection as such by the General body at the Annual convention of the Society. His name will be brought on register after his selection and he will also be eligible for selection on the Supervisory Board as laid down inRule-4.

**Amendment 5 : Full Life Member :**
Any Ophthalmologist of Viderbha will be eligible to become full life member if inducted under rule 5.

The post graduate students are also considered as life members but will be made full life members after obtaining post graduate qualification. They will be eligible to participate in all the scientific activities & also for awards. They will be eligible to participate in election process only after they become full life member.

**Senior Life Member :** A life member of the society rendering not less than 25 years of practice/ service in ophthalmology and with good reputation and experience will be eligible to be enrolled as a senior life member on his/ her nomination as such by the General Body at the annual convention of the society. His / Her name will be brought on register after his/ her nomination.
He/ She has to pay the prescribed fees of life membership existing at the time.

He/ She is entitled to participate in election process.

He/ She is also eligible to be nominated on the supervisory board as laid done in Rule 4.

4) **LIFE TIME PATRON OF THE SOCIETY:**

[A Life Member of the Society, having rendered not less than 50 years of practice in Ophthalmology and with a respectable and revered reputation in the Society will be considered by the General Body of the Society for the Post of Life Time Patron of the Society. If eligible, not more than 2 persons, may be nominated by the Society in its General Body Meeting, unanimously of this prestigious post, at one time.] d3

[The tenure of a Life Time Patron of the Society, will be for his/her life time or on resignation, whichever is earlier. He/she shall not be expected to vote in the General Body meetings.] d4

**RULE : 7**
The membership of any member will be cancelled in following circumstances.

a) Death of member.

b) Resignation by the member which will be effective from the date of acceptance of Resignation by the President.

c) For carrying on anti-society activities exhibiting un-professional & unethical behaviors, misconduct etc, (as enshrined in the rules and Regulation of the Indian Medical Council). Before cancelling Membership on this account, The Executive Committee will take disciplinary action against the member by issuing notice and as per the bye-laws to be prepared by the Executive Committee with due approval of the General Body.

**RULE: 8GENERAL BODY OF THE SOCIETY- ITS COSTITUTION, POWERS AND DUTIES:**
The General Body of the Society will comprise of all members under Rule 6. The Associate Life Members can only participate in the meeting but will not have the right to vote. The President of the Executive Committee will be the president of the General body and so also the Hon. General Secretary of the Society of the General Body. The President of the Society will preside over the meetings which will be convened by the Hon General Secretary of the Society.

[The General body of the Society shall meet at least twice every year, once in the Annual— Conference as the Annual — General body Meeting and once in the Mid Year Convention. New matters will be raised in the Mid Year GBM and ratification if necessary shall be done in following GBM.]d5

Amendment 6 :- The General Body shall meet at least twice in a year once in the annual conference as Annual General Body Meeting and once in the Mid Year Convention. New matters raised during any of these two GBM’s shall be ratified in the following GBM.

**THE POWER AND FUNCTION OF THE GENERAL BODY WILL BE AS UNDER:**

1) The General Body will be the supreme decision making body of the Society. It will have control on the Executive committee of the Society. It will give approval to the budget annual report and working plan prepared by the Executive Committee and any other proposals made by the Executive Committee.

2) It will give approval to the Annual Accounts of the Society, to be prepared by the Hon. Treasurer of the Society, with endorsement by the Finance Committee Chairman, who shall be a member of the Supervisory Board.

3) To appoint the Auditor and discus the Audit Report.

4) To hold election to from the New Executive Committee for the succeeding term as per the
provisions and bye –laws prepared by the Executive Committee for this purpose.

5) To appoint [d6 Amendment 7 : elect / nominate from amongst the life Members of the Society. The Scientific Committee Chairman, a person with wide teaching experience in Ophthalmology and widely travelled, and with rich experience in handling scientific activities at local, national and international congregations. The Tenure of the Scientific Committee Chairman of the Society will be for a period of 3 year. He will be responsible for maintenance of the website of the Society i. e www. Vosonline.org. Amendment 8 :- The chairman will select two more member to form a scientific committee.

6) To appoint from amongst the Members of the Supervisory Board of the Society, the Finance Committee Chairman. This person should have experience in Financial Matters. The tenure of the finance Committee Chairman will be for a period of 3 years. He will be responsible for maintenance and safe keeping of all FDs, Bank A/Cs and other property of the Society.

7) To nominate unanimously, to the post of life Time Patron, not more than 2 members from the Supervisory Board.

8) To sanction, the proposal of holding the Annul Conventional and Mid year convention and give sanction to the expenditure to be incurred thereon, in the from of Rs. 30,000/- for the Annual Conference and Rs. 20,000/- for the Mid Year Convention

8A) To Supervise and confirm that the Organizing Committee of the Annual Conference each year, submits to the Society through the Treasurer, the following:

i) 5% of the Total stall charges from the Trade Exhibition.

ii) Rs. 150 per registered delegate for the conference

8B) To confirm that every District Ophthalmic Society submits, to the society, through the Treasurer, a sum of Rs. 500/- towards affiliation changes to the Society, every year. The District Societies will also be required to submit a detailed report of the activities conducted during the post academic year, to the General Body.

9) To discuss the recommendation and proposals made by the Supervisory Board and give suitable instruction to the executive Committee.

OFFICE BEARERS OF GENERAL BODY

The General Body of the Vidarbha Ophthalmological Society will have one President and One Secretary. The President and the Hon. General Secretary of the Executive Committee of Vidarbha Ophthalmological Society will be the Ex- officio President of the General Body of the Society as well. In absence of the President and the hon. Secretary the President Elect and the Hon. ItSecretary of Executive Committee will act as such in the meeting of the General Body.

The President of the society will preside over the meeting of the General body and will sign at the end of the proceedings, which will be recorded by the Secretary. The President will have casting vote in case of equality of votes, otherwise the decision will be carried out by the majority. The General Body will have power to remove for anti-trust activity any office bearers of the society by majority decision. The venue of the General Body will be held during the Annual Convention and the Mid Year Meeting of General Body will be held during the Mid Year convention. The Agenda of these Meetings will be separately drawn and intimated by the Hon. Secretary to all the members one month before the date of convention. The General Body Meeting can also be held on requisition, to be signed by at least 15 members, and the Hon. General Secretary will be obliged to issue notice and convene the meeting in the same way as that of the normal Annual General Meeting.

8. NOTICE OF THE GENERAL BODY MEETING AND THE QUORUM:
The notice of General Body Meeting will be of 30days. The notice shall be accompanied by a copy of the Minutes of the previous General Body Meeting, and the Annual Accounts of the Society, in the case of the Annual GBM. The quorum of the meeting will be 15 members or ¼ of the total number of members of the Society whichever is lesser.

9. SPECIAL MEETING OF THE GENERAL OF THE GENERAL BODY AND ITS POWERS:
The special General meeting of the General Body will be called under following circumstances:-

a) For discussion of urgent and special subjects in emergency.

b) On requisition of meeting by at least 15 members to be addressed to the Secretary of the society.

The special urgent meeting can be called by the President himself through Secretary. The notice for such meeting will be of 3 days and the decisions in the meeting can be carried by process of circulation to be confirmed in the next meeting of the General body.

The Requisition Meeting will be called by the Secretary and only the subject mentioned in the requisition can be discussed in such a meeting. The meeting will be cancelled if the requisitionists do not remain present in the meeting.

(10) EXECUTIVE COMMITTEE OF THE SOCIETY – OFFICE BEARES AND FORMATION.

The affairs of the society shall be managed by a committee consisting of following Office bearers:

a) PRESIDENT: (one)
   President Elect of the previous year will automatically take over the office of the President of the Society, in the ensuing year. In the event of inability of the same, the Vice President of previous year will take over the President’s Office and immediately elections for the Vice Precedent’s post will be conducted as per convenience of Hon. Secretary.

b) PRESIDENT ELECT: (one)
   To be elected at the Annual Convention of the same year of his/her term of office. He / She should have worked as Vice President for at least one full term. He/She should not hold office for more than 2 consecutive years.

c) VICE PRESIDENT: (one)
   To be elected at the Annual Convention of the same year of his/her term of office. He/She should have worked as Hon. Secretary for at least one full term and should not hold office for more than 2 consecutive years.

d) HON. SECRETARY : (ONE)
   To be elected at the Annual Convention of the same year of his/her term of office, preferably from the Head Quarter of the Society i.e. Nagpur, unless other-wise so decided in the Annual Convention. He/She should have worked as Hon. Treasurer of Joint Secretary for at least one full term, and should not hold office for more than 2 consecutive years.

e) HON. JT SECRETARY : (ONE)
   To be elected at the Annual Convention of the same year of his/her term of office, preferably from outside Nagpur. He/She should have worked as Executive Committee Member for at least one full term.

f) HON. TREASURER: (ONE)
   To be elected at the Annual Convention of the same year of his/her term of office, preferably from the head quarter of the society i.e. Nagpur, unless otherwise so decided in the Annual Convention from other district place. He/She should have worked for at least one full term as Executive Member and should not hold office for more than 2 consecutive year.

Amendment 9 : President Elect :- (One)  To be elected at the annual convention of the same year of his term of office. He should have worked as Vice President or Secretary for at least one full term. He should not hold office for more than one year.

Vice President : One :- To be elected at the annual convention of the same year. He/ She should habe worked as secretary/ Treasurer for at least one full term. He / She should not hold office for more than one term.

Secretary : One :- To be elected at the annual convention of the same year of his/ her term of office. He / She should have worked as Jt. Secretary or Treasurer for at least one full term. He/ She should not hold office for more than one term.

Joint Secretary (One) :- To be elected at the annual convention of the same year of his / her term of office. He/ she should have worked as executive member for at least one full term. He/ she should not hold office for more than two consecutive years.
Treasurers (One) - To be elected at the Annual convention of the same year of his/ her term of office. He/ she should have worked for at least one full term as executive member & should not hold office for more than two consecutive years.

Executive committee Members.

(g) EXECUTIVE COMMITTEE MEMBERS

i. [Immediate Past President]
Chairman Scientific Committee

ii. [ Finance Committee Chairman]

iii. Maximum member of nine (9) members with due representation of various districts of Vidarbha, with 2 members compulsorily from head quarter i.e Nagpur, and the remaining 7 from other districts, with not more than one from any other district.

Every Executive Committee member should have a standing of at least 2 years membership in the Society. He/She should have attended at least one Annual conference and should have actively participated in the activities of the Society.

RULE NO. 11 TENURES :

1. Amendment 10 :- Member of Supervisory board not eligible for reappointment.

2. [Scientific Committee Chairman & Finance Committee Chairman — 3 years]  

3. Chairman Scientific Committee — 3 years

4. Executive Committee — 1 year

The tenure of Executive Committee will be of one year and/or till the new body is elected. The elections of the Executive Committee after the tenure will be held at the Annual Meeting of General Body.

RULE NO. 12 FUNCTIONS AND DUTIES OF OFFICE BEARERS :

a) POWER AND DUTIES OF PRESIDENT:

The President shall conduct and preside over the meetings of the Executive Committee of the Society. In his absence, the President Elect shall perform the President’s duties and in his absence the Vice President shall do the same. In absence of all of them, the Committee will elect the Chairman for the meeting for carrying out these functions from amongst the members present. The President of the meeting shall have a casting vote, whenever there is a tie in taking decisions. The procedure of voting will be either by show of hands or by ballot as would be decide by the president before the meeting starts. The president will be obliged to follow the rules and regulations of the Society and will work for fulfillment of the objects of the society. The president will represent the Vidarbha Ophthalmological society at all functions, gatherings medical or otherwise. The President will organize, before his/her installation, An Orientation Programme for his newly elected team with the help of his secretary and the immediate Past President & Secretary, during which every team member will be made aware of the constitution of the Society and his/her Powers & Duties. There will also be an official change of guard in which the Past President will hand over his responsibilities to the New President and the Past Secretary will hand over the same to the new Secretary. The Past Secretary, will also hand over the following to the New Secretary, and both will affix the date & their signatures on the record-

a) [The Register of Ordinary Annual Members] d9

b) The register of Lifer Members

c) The Register of Associate Life Members

d) The Register of Senior Life Members.

e) The Minute Book/The Proceedings Book

f) All correspondence of the previous years as also copies of Resolutions passed, condolence
g) All Property of the Society including Moveable & Immovable assets, Banners etc. During the
same function, the Scientific Committee Chairman [& Finance Committee Chairman]d will
also be required to make the new team aware about their respective Departments and in case
their tenures are coming to an end, their change of Guard will also be conducted in a case
their tenures are coming to an end, their change of Guard will also be conducted in a similar
manner. [The Finance Committee Chairman]d Change of guard will include handing over of
following :

i) FDs Bank A/C of the Society – in original, and the Vos Pan card – No. AABTV0470C

iii) Receipt Books of transactions

iii) Annual A/C Records of the Society for the Past 10 years, or as required under Rules
& Regulations of the Charity Commissioner, Nagpur.

All other material regarding the Financial status of the Society.

(B) POWERS AND DUTIES OF HON. GENERAL SECRETARY:
The Hon. General Secretary will be the Chief Executive of the Vidarbha Ophthalmological
Society.
He will represent the Society and manage all correspondence on its behalf.
He will keep the records of the Society and maintain the proceedings book of the Executive
Committee. The proceedings will be confirmed in the subsequent meeting and the proceedings
thereof will be duly signed by the President in token of the approval of the Resolutions passed in
the meeting. He will be responsible for executing the reselection passed in the meeting of the
executive committee and the general body.
Since the property the Vidarbha ophthalmological society is vested in the executive committee of
the society the secretary shall be responsible for the proper maintenance of record of the property
and custody thereof.
All documents, contracts etc. shall be executed by the secretary on behalf of the president of the
society but under the joint signatures of secretary and the president .it will be the responsibility of
the secretary to keep all these record in safe custody.
The hon. secretary will keep a record of annul Dr. Sanjay Gadre scientific session remittance
made every year by Dr.Gadre.Rajkot as an amount of the 20,000/- in January every year he/she
will remind Dr. Sanjay Gadre for the remittance in January every year so the it is received before
the Mid Year convention during which the Dr.SanjayGadre For the Remittance in January every
year, so that it is received before the mid-year convention, which the Dr. Sanjay Grade scientific
session is conducted every year.
The immovable property of the society shall remain under the control of the secretary of the
society the funds of the society to the extent of Rs 10,000/- can be retained and spent by the
secretary of the Executive committee of the society, as secretarial expenses and /or handover
accounts for the same as per the decision of the executive committee, and investment of surpluses
will be done as laid down in rule -4 with guidance from the finance committee chairman.
The Hon. Secretary may represent the society in any function or gathering on behalf of the society
if such functions are conductive to the objects the society.
The Hon. Secretary May represent the society in any function committee chairman to get the
accounts of the society properly audited every year.
The secretary will maintain registers as prescribed under the Bombay Public Trust Act and Rules
there under.

(3) POWER AND DUTIES OF HON. TREASURER.
The hon. Treasures shall receive money due to the society and shall make all payments in
accordance with the Rules framed by The Executive Committee and keep accurate account of all
transactions. Every receipts passed by him will be duly signed. He will prepare the Annual
Financial Report [under the supervision of the Finance Committee Chairman and]d with help from
the secretary will get the accounts audited every year through the certified auditor to be
appointed by the Executive Committee. [He/she will obtain endorsement over the same from the
Finance Committee Chairman, before submitting in the General Body Meeting].

RULE NO 13:ABOUT THE MEETING OF THE EXECUTIVE COMMITTEE:
The meeting of the executive committee will be convened at least 4 times in a year, twice
before holding of General Body Meeting and two more times according to mutual convenience of
The meeting will be called by the Secretary obtaining the permission of the President.

The notice of meeting will be of 15 days to be circulated or sent by post, mentioning the agenda, time, date and venue of the meeting.

The quorum of the meeting will be of 25% members, or 5 members, whichever is less. In case there is no quorum of the meeting, it will be adjourned by 10 mins, and the same agenda will be discussed in the adjourned meeting. No quorum will be required meeting.

RULE NO 14: THE REQUISITION MEETING:
The Hon. General secretary of the Executive committee will convince the meeting of the executive committee on requisition, given by at least 50% of members of the executive committee. The provision of the notice period and venue as in normal meeting will hold good for such meeting. The subject on agenda will be as one shown in the requisition and none else. The meeting will be deemed to have been cancelled if the Requisitionist do not remain present, when the meeting starts.

RULE NO 15: ABOUT THE RULES OF ELECTION OF EXECUTIVE COMMITTEE
The criteria for eligibility of the member to a post in the Executive Committee of the society shall be as follows:
1. He/she should be a life member of the society and should have a good standing among the members, and membership of less than 2 years.
2. He/she should be registered for the Annual Conference in which he/she wishes to contest a post through the elections and should have attended at least one conference. He/she should physically be present during the election process held at the time of Annual GBM. In case of inability to be present he/she should have written permission from the election officer having condoned the absence for one of the following valid reasons.
   (a) Marriage of self or of a very close relative.
   (b) Serious illness of self or of a very close relative.
   (c) Death of a very close relative.

Amendment 11: In case of absence, another name as proposed during GBM, should be considered.
3. He/she should apply first for a post of Executive Committee Member, followed in later year by one officer bearer’s post other and that of President, President Elect, Vice president or Hon. Secretary of the society.
4. He/she may apply for the post of President Elect, Vice president of Hon., secretary of the society, only after being present on the executive committee of the society for a period of not less than 2 years, and preferably after having held at least one officer bearer post. For Details, please see rule 10 – “Executive Committee Of The Society – Officer Bearers & Formation”

(1) The election of the executive committee of the society will be either by secret ballot or by show of hands, as would be decided by the president well before the meeting starts. The election meeting will be presided over either by the President or by the election officer, if so decided by the executive committee in the meeting for fixing the elections date & the program, and will a notice conducted during the annual general body meeting.

(2) Hon. General secretary will communicate the election programme to all the members with a notice of at least one month, before the date of annual conference along with preliminary notice the conference.

(3) Election Programme will include.
   A) Dates and Venue.
   B) Preparation of final voters list by the secretary.
   C) Actual Poll if the election is necessary.
   D) Counting of votes and declaration of results.

(4) The Executive committee is authorised to work out details of election procedure by framing suitable bye-laws, in that respect, bye-laws so framed will be scrupulously followed by the presiding officer at the time holding the election.

(5) President will constitute an election commission consisting of 3 members from amongst the past president with one of them as chief election officer who will also be the returning officer. Any aggrieved candidate may represent to the election commission. The representation will be considered by the full commission and the decision of the full commission shall be final & irrevocable.

(6) In case of a tie after the casting vote, toss will decide the result.

RULE NO 16: RULES OF FILLING VACANCIES:
In the event of vacancy occurring amongst the officer bearers and / or members of the executive committee before the tenure is completed, the continuing members of the committee shall by majority fill in the vacancies by selecting suitable persons from amongst themselves and / or
The executive committee of the society shall have powers to select the faculty for the lectures of orations to be given at the conventions in consultation with the scientific committee chairman. The same process shall be followed to select the guest speakers or the special invitees and persons of eminence in the field of ophthalmology, during all scientific activities of the society.

Executive committee shall have powers to spend the funds of the society and the surplus funds shall be judiciously invested in consultation with the finance committee chairman as per the provision mentioned in rule 4. The executive committee will take care that the funds are utilized according to the budgeted allotment and as per the objects of the society.

The executive committee shall have power to make purchases, construction of building acquire on lease, exchange hire or by gift any real property, if found necessary for the fulfilment of the objects of the society and in its interest. It shall have powers to improve or develop property, of the society, or sell mortgage or dispose off the property of the society after obtaining the sanction of the General Body. Any alienation of the property as stated above will be after obtaining the statutory permission of joint charity commissioner and according to the provisions of the Bombay public trust act and the rules made thereunder.

The Executive Committee shall have power to take suitable penal action under the bye-laws of “Discipline and Regulation Of Services” to be framed by the Executive Committee and approved by the General Body against any employee of the society. Any action of termination or removal will be taken only after giving show cause notice to the delinquent person, and after giving him proper opportunity to defend himself. The decision of the general body will be final and binding, on such matters. All litigations of the society will be under the Jurisdiction of Courts in Nagpur, Maharashtra and legal counsel for the society will be appointed by the Executive Committee after obtaining requisite permission from the general body.

The Executive Committee of the society will be responsible for maintaining the discipline in the administration of the society and will ensure that decisions are taken in the interest of the society according to the rules and for the fulfilment of the objects of the society.

The Executive Committee shall be responsible for publishing the proceedings of the convention in booklet form annually after the annual convention is over. For this purpose Executive Committee will form an editorial committee consisting of the president, the secretary, the scientific committee chairman and two other members to be selected one each by the Executive Committee and the supervisory board. The editorial committee shall have power to edit, abridge, reject or re-arrange the article, proceeding, speeches, papers etc. submitted for publication. The communication or papers on the subject of ophthalmology received or invited will after proper scrutiny and selection, be published in booklet form as “Proceedings Of Society” for which the Editorial Committee of the society will be the final authority for publication and printing etc.

A copy of the printed booklet shall be sent to each member who is not in arrears of subscription of the society.

It is advisable to form the editorial board as stated above from out of the member residing at or near the place of printing and publication of the above said proceeding. However the decision of the organizing committee in that respect will be final.

The cost of the illustrations in the booklet/publication and printing will be borne by the
society after the selection thereof is made by the editorial committee subject to the budget provision and the availability of funds. Funds made available by advertisement will be encouraged in the interest of the society, and according to the objects of the society.

Five copies of the papers, notes, article etc. will be sent to the authors free of cost and if more copies are required, the same will be supplied at cost to be decided by the Executive Committee.

**THE WEBSITE OF THE SOCIETY AND ITS INFORMATION—**www.vosonline.org

The responsibility of running the website will be that of the Scientific Committee Chairman with help if & when necessary from Hon. Treasurer, Hon. Joint Secretary. The annual budgeting for the website will be in the form of expenditure for rental and uploading and other recurring expenditure. The income from the website will be from advertisement of Pharmacompanies, Optician and other trade partners of the Vidarbha Ophthalmological Society, as also specific paid ads. From members the advertisement fees shall be formulated according to be size of the advertisement and duration on the website. The entire schedule for this fee structure shall be formulated by the scientific committee chairman, with help from hon. Secretary, hon. Treasure, and will be passed along with the annual budget in the exec. committee and will be submitted to the General Body annually for approval.

The contents of website will be as follows -

1. The name of the society and registration details.
2. History of the Vidarbha ophthalmological Society in brief
3. The name of office bearers for the particular year along with the names of the exec.com members
4. The list of life members of the Vidarbha ophthalmological Society.
5. The event of importance in the immediate past and near future concerning the VOS and members.
6. Scientific material of interest to members. Specific articles, puzzles, crosswords, quizzes, difficult cases for discussion regarding diagnosis and treatment etc.
7. Regular blog from scientific committee chairman
8. Any other matter of importance for the VOS

(7) **RULES & REGULATION REGARDING ANNUAL CONVENTION :—**

The annual convention of the society is an important activity of the Vidarbha Ophthalmological Society. On this occasion, all those who are interested in the development of ophthalmology with modern technique and know-how can meet and exchange their thoughts, views, experiences, researches etc. For this purpose, the Hon. General secretary will arrange to hold the annual convention, in Nov/Dec each year taking the convenience of most members of the society into consideration the venues of the annual connection of the society have been divided into two group on the basis of infrastructural facilities for holding conference, and member strength.

Group I - Nagpur
Group II – Akola, Amravati
Group III - Yavatmal, Chandrapur, Wardha

Amendment 12: Annual convention will be held with District Ophthalmological Society as the host.

Amendment 13: The newly joined & ratified member is welcome with a certificate, VOS membership card during GBM.

Amendment 14: The spouse who is not registered member of Vidarbha Ophthalmological Society nor holding qualifications like present criteria of the membership but wanted to attend the conference can do so. They are not allowed to attend scientific session and meetings of the Vidarbha Ophthalmological Society. They are not entitled for any certificate of participation. However, they are allowed entry & access to trade, lunch & banquet areas. They are also allowed to participate in cultural programme.

(National & international level convention on half of the society will be held in Nagpur city)
All other cities of Vidarbha will be given preference for holding the midyear convention in May/June which will be a one day conference, and by they will not be considered for the annual convention, unless decided unanimously by the GBM in a particular year only.

The three group of cities eligible for the Annual Convention venue will form a rotation, in the following order: Group I followed by Group II followed by Group III. Cities within a group will have the right to decide the venue for a particular year, from amongst themselves and considering their own convenience. None of the groups will back this rotation unless constrained by overriding reasons, and in that case the decision of the general body shall be final and binding for all. The venue and dates of the annual convention once confirmed shall be put on the website of the society. The same may also be communicated to all India ophthalmological society and Maharashtra ophthalmological society for their information.

The scientific deliberations in the annual convention /conference will be the subject matter of the general body of the previous year to be finalized on the recommendation of the Executive Committee.

The notice of the annual convention /conference will be sent to all the members well in advance or at last two months before the date of the convention.

The annual convention shall necessarily have the following activities, under the responsibility of the Scientific Committee Chairman.

a. Symposium on the subject decided by the previous general body
b. Paper reading by the members
c. Appointment of editorial committee for publication of the proceedings and about its printing. Etc
d. Awards: 1. Dr. Ishwarchandra silver jubilee award 2. Dr. Nilima M. Pawade life time achievement award.

The mid-year convention shall necessarily have following activities the scientific content of which will be under the responsibility of the Scientific Committee Chairman.

(A) Orations: Dr. Madan Gopal cornea and ocular Adnexa oration
  1. Dr. S. U. Joshi cataract glaucoma oration
  2. Dr. S. U. Joshi cataract glaucoma oration
  3. Dr. Sudha Sutaria – retina oration, in oration in 3 year

b. Dr. Sanjay Gadre scientific session, as an annual event, every year.
c. Installation of the newly elected president and his/her team for the ensuing year.
d. The mid year general body meeting.

RULE: 18 RULES FRAME FOR AWARD AND ORATION

ORATION—when an outstanding member of the society is honoured by instituting an oration in his/her name, it is usually posthumously, and with the intention of promoting the aims and objects of the Society – namely, holding scientific discussions and reading papers in ophthalmology [the vide annexure b.3.c]. The person invited to deliver the oration is an accepted and recognized authority in the concerned subject or branch of ophthalmology.

AWARD—when an outstanding member of the society is honoured by instituting an award in his/her name it is so recognize the contribution made by that person, in fulfilling the aims and object of the society – namely encouraging scientific research and experimental work in ophthalmology vide annexure [B.3. a]. The person considered to receive the award is a recognized and accepted authority in the concerned subject or branch of ophthalmology.

Rules & regulations governing oration & award

1. An oration award should be instituted strictly with the intention of promoting the object of the society
2. It may be in the name of a person, a subject in which it is exclusively devoted, or for an event or achievement.
3. The oration award may be an annual event or organized in relation with other such activities.
4. Funds for each oration award should be in the form of fixed deposit with a nationalized bank the amount being Rs. 2,00,000 or a commensurate amount in the prevalent times the interest on which, shall suffice for the organization of the event.
5. The financial outlay of the oration award applicable for a particular year should be earmarked by exec. Committee in the budgetary proposals at the outset and the activity conducted with supervision from the finance con. Chairman in case of shortage of fund same can be collected from trade people without disturbing the name or object of the oration award and for a particular year only.

6. The arrangements in the event should be made by the president, Hon. secretary, Hon. Treasure and the scientific committee chairman working in co-ordination for the success of the event.

7. The scientific committee chairman should envisage the entire function well in advance and make sure that the recipient of the award oration has sent to the society, the necessary abstracts, resume etc. in order to satisfy the requirements of the activity in accordance with the rules above.

8. The recipient should be encouraged to highlight in his/her bio-data, such oration awards that he/she may have received from the society in the past.

RULE 19: FUND OF THE SOCIETY / INCOME AND ITS UTILIZATION

All collections made in the name of the society by way of donations/subscription, membership fee, grants, gifts, deposits etc. will form the “fund” (Corpus) of the society and all income derived by society after registration for any objects of the society will be included therein.

The fund of the society will be spent on the objects and other purpose within the limits shown below:

1. On objects of society: - 70% of the annual income.

2. On establishment & administrative purpose: - 25%

3. On unspent/unforeseen items to be approved by the Executive Committee: - 5%

RULE 20: ABOUT LOAN & DEPOSITE.

The society will be entitled to raise load from member upto Rs. 5000/- per person in contingencies and for urgent purposes. For raising loan above Rs. 5000/- and for fulfilling objects of the trust, prior sanction of charity commissioner will be obtained.

The society will be eligible to accept deposits etc. from person interested in the activities of the society on such terms and conditions as would be decided by the Executive Committee with permission from the general body and in case of future scientific activities, as laid down in rule 18.

RULE 21: PROVISION FOR ACQUIRING IMMOVABLE PROPERTY.

The society shall have authority to acquire immovable property as and when required for the fulfilment of the objects from out of surplus funds of the society, or by raising funds from members or society at large as permitted under Bombay trust act subjects to condition that proposal thereof will be approved unanimously by the Executive Committee and further accepted by 2/3 majority of the members of the general body meeting. The property so acquired will be the property of the society and vested in Executive Committee of the society. Both president and the honorary secretary will be executing the documents of transfer on behalf of the society and no further transfer thereby will be effected by the society without prior permission of the joint charity commissioner, Nagpur as per rule under B.P.T act.

RULE 22: ABOUT BANK ACCOUNT OF SOCIETY AND ITS OPERATION

The fund of the society and its income from all sources will be deposited in a nationalized bank as soon as possible.

The account will be operated by at least two members from out of presidents/secretary and treasurer and no withdrawal of any amount will be effected without joint signature of two of above 3 office bearers. All bank transaction thus made will be submitted to the finance committee chairman, by the treasurer, and his endorsement obtained at the end of the year.

RULE 23: ABOUT MAINTENANCE OF THE LIST MEMBERS OF THE SOCIETY:

The list of approved members of society as per rule 5 and 6 the society will be maintained by the hon. Secretary every year in schedule I under rule 7 of S. R Act – 1860. The names of the members will be updated and correction effected in the register (List) as per decision of the Executive Committee/General body from time to time due to new enrolment or deletion of name due to disqualifications, death or resignations, removal etc. annually. Life membership cards shall be issued to life member after confirmation of dues paid. These must be duly signed by the president & secretary of the concerned year and finance for the same to be generated from trade partners of
RULE 24: ABOUT AMENDING RULES OF THE SOCIETY:
Whenever it appears to the Executive Committee that it is necessary, to alter/abridged/extend any of the rules and regulations of the society they will be amended, altered, abridged or extended as and when required according to provision of sections 12 & 12 A of S. R. Act after special meeting for this purpose. The proposal will be sent by post to every member ten days prior to the date of meeting and should be agreed to by 3/5th of member of the general body and confirmed in the meeting of general body after interval of at least one month. When the general body finds it necessary, a Constitution Re-drafting Committee may be constitute with 3 senior members of the society, of which at least 2 member are sitting member of the Supervisory Board, and the Committee will have the President and Secretary of that year as defacto members. The proposal of such a committee should be sent to all VOS members 1 months prior to the next general body meeting and should be passed by a 3/5th majority in the general body meeting.

RULE 25: ABOUT CHANGE OF THE NAME OF SOCIETY OR ITS AIMS AND OBJECTS:
In case the name of society or the aims and objects of the society are intended to be changed the said change will be carried out as per provision of section 12A (1) & (2) of the S. R. Act and on express resolution to be passed by the Executive Committee by 3/5th majority of the members of the General Body of the Society as prescribed under Section 12 of S. R. Act.

RULE 26: PROVISIONS OF DISSOLUTION OF THE SOCIETY
The Society will be dissolved, if it is determined by members by the resolution in that respect to be passed by the Executive Committee unanimously and further to be duly approved by 3/5 majority of the members of the General Body in the meeting to be called for the said purpose specifically and provision u/S. 13 S. R. Act will be applicable before the dissolution takes effect.

Further on passing of such resolution, due consideration will be given for settlement of debts/liabilities and assets or property of the society as per provisions of section 14 of S. r. Act.

The relevant information as prescribed in Annexure-I (Rule-7) Annexure II (Rule 8) and Schedule-1(Rule 13) of the Rules under S. r. Act is enclosed duly signed by the president of the society.

CERTIFICATE
Certified that this is the true copy of Rules and Regulations of Vidarbha Ophthalmic Society Nagpur.
Date: 30-5-1996