

Bringing Light
to Lives

Constitution & Bye Laws



JAIPUR OPHTHALMOLOGICAL
SOCIETY

ARTICLE - I: NAME

The Society shall be called "JAIPUR OPHTHALMOLOGICAL SOCIETY".
Affiliated to Rajasthan Ophthalmological Society.

ARTICLE - II: GOVERNANCE

For governing the affairs of the Society, this Constitution and Bye-laws will apply. In case of any dispute or short coming in the Bye-laws, the Bye-laws of "Rajasthan Ophthalmological Society and All India Ophthalmological Society" will be followed.

ARTICLE - III: REGD. OFFICE

Registration Number: 590/Jaipur/2016-17 dated 6th October 2016

Registered office – Rawat Eye & Phaco Surgery Centre, Opposite Govinddev Ji Temple, Jaipur

Working office- Office of Hon. General Secretary JOS. The list of the new executive committee of JOS should be sent to the office of Registrar of Societies.

ARTICLE - IV: AIMS AND OBJECTIVES OF THE SOCIETY

The objects of the Society shall be to promote and cultivate the study and practice of Ophthalmic Sciences so as to render service to the community and to promote brother-hood among Ophthalmologists. To this end:-

- (a) It shall organize Conferences, Symposia, Seminars, Workshops, Refresher courses for promotion, Enhancement and Mutual exchange of knowledge.
- (b) Promote scientific, clinical, experimental, community and field research in Ophthalmology.
- (c) Institute awards/orations and prizes.
- (d) Promote teaching, training and continuing of education in Ophthalmology by establishing and maintaining reference library, publishing journals and proceedings of the Society and other such material.
- (e) Organize exhibitions of Machinery, Instruments, Tools and Appliances used in the practice of Ophthalmology with a view to improve the manufacture of such Instruments and to bring latest additions of these to the knowledge of Ophthalmologists.

- (f) Co-operating and association with other medical societies/professional bodies.
- (g) Promotion of social contact and goodwill among its members.
- (h) Ensuring ethical practice and professional conduct among its members.
- (i) Raising finances through subscriptions, contributions, donations from members and non-members, philanthropists directly or indirectly through souvenirs, journals, etc.
- (j) Acquiring movable or immovable property and assets that may be necessary.
- (k) Frame Bye-laws and Rules to amend, add, alter or delete the same as and when necessary.
- (l) Doing all other such things as may be incidental to and conducive to the attainment of aims and objectives of the Society.
- (m) Try to maintain liaison with State Government, Central Government, AIOS and other appropriate bodies regarding matters concerning teaching, ophthalmic practice, prevention of blindness, visual standards of various jobs and welfare for the members of Society.
- (n) Undertake public health education through lectures, symposia, pamphlets, newspaper, TV and any other media etc.
- (o) The Society may also do charity work in the form of holding free eye camps and free seminar, distribution of pamphlets to educate the general public in different parts of the Jaipur specially on occasions of World Sight Day, World Glaucoma Day and Eye Donation Fortnight etc.
- (p) The Society may organize and assist their members to organize free eye check-ups and treatment of school children from time to time.
- (r) Jurisdiction of all litigations regarding society will be Jaipur

ARTICLE -V: MEMBERSHIP (Only Life Membership)

The membership of the Society shall be of the following classes:-

- 1) Eligibility :** Medical practitioners holding allopathic medical qualification and having along recognized Ophthalmic Degree/Diploma in Ophthalmology duly recognized by Medical Council of India.

2) **Life Member:** All eligible members can acquire Life Membership on payment of membership fees as decided by the General Body from time to time.

3) **Resident Doctors** (P.G. Students) in Ophthalmology are eligible for membership.

4) **Voting Right eligibility of Life Member –**

1. Member Residing or having postal Residence in Jaipur District in Secretary's office records

2. Practicing in Jaipur District

ARTICLE - VI: SUBSCRIPTION

The subscription for the Life Member shall be Rupees 2000/- which can be amended from time to time by General Body.

ARTICLE -VII: PRIVILEGES OF MEMBERS

1) All Life Members have a right to participate in all the activities of the Society but must have deposited all outstanding dues and shall be entitled to receive all official publications of the Society free of cost.

2) New members: - Membership will commence from the beginning of Society's year which will be 6th of October every year. Any new member whose application is under consideration may attend and take part in the deliberations of the conference of the Society but will not have voting rights till his membership is ratified by the General Body.

3) Applications of New Life Members will be entertained throughout the year but they will not have any voting rights till membership is ratified by the General Body

ARTICLE - VIII: CESSATION OF MEMBERSHIP PRIVILEGES and RE-ADMISSION

1) Membership of the Society shall cease:

a) Voluntarily by the member through resignation.

b) If the Executive Committee by 2/3rd majority decides to delete the name of a member from membership for any proven unprofessional behavior or misconduct the same will be confirmed by 2/3 majority in the General Body

Meeting. Before any such disciplinary action is taken, the offending member will be served a notice in writing and will be given an opportunity to explain his conduct before the Executive Committee. All, such matters will be referred to the Executive Committee and decision taken by Executive Committee by 2/3rd majority will be referred to the General Body Meeting for final approval.

- c) in case of death.
- 2) The privileges of the members such as entitlement to receive journal and proceedings will be suspended after it has become due.
- 3) Readmission will be considered as a new life member after paying life membership fees again if General Body approves it.

ARTICLE -IX: GENERAL BODY

- 1) Life Members shall constitute the General Body of the Society.
- 2) The General Body shall govern all the affairs of the Society through its elected Executive Committee.
- 3) The General Body meeting shall be held at least Once in a year preferably during the Annual Conference of Society
- 4) Information for General Body Meeting will be given 7 days in Advance to all the members by emails/Electronic media (SMS or others)
- 5) The Special General Body Meeting can also be convened by any of the following -
 - i) The President & Secretary
 - ii) On requisition by 50% members of the Executive Committee.

(In situations of 4(i) and 4 (ii) Special GBM can be called on 24-72 hrs. notice)
 - iii) By written requisition of at least 20% members of the society- In this situation President and Secretary will have to call the Special GBM within 1 month of receiving the application
 - iv) In case of any dispute, the decision of GBM will be full and final
- 6) **Quorum:** For GBM: The presence of 1/10th of total members or minimum 30 members shall form the quorum. In case the quorum is not complete, the

President can adjourn the meeting and can hold the General Body Meeting after 15 min and than minimum 20 members will form the Quorum for constitutional amendment, the quorum shall be 1/10th of total members of the Society or 30 members whichever is more.

The Executive committee can form a Constitutional amendment committee whenever required to make amendments in the constitution from time to time, which will be approved by General body meeting

ARTICLE-X: EXECUTIVE COMMITTEE

It shall consist of the following elected/ nominated office bearers:

- i) President (Vice-President automatically shall become President)
- ii) Vice President (will be nominated by Executive Committee)
- iii) Hon. General Secretary
- iv) Treasurer
- v) Executive Members – Total 5
- vi) The immediate Past President and Hon. Gen. Secretary will be ex-officio members. They will not have any right to vote in Executive Committee.
- vii) One Person cannot hold more than One post in Executive committee.

FUNCTIONS:

- a) To review the recommendations of various Statutory Committees.
- b) To run the affairs of Society on behalf of General Body in accordance with the constitution.
- c) To carry out all the policies of the Society and shall be responsible to it.
- d) Manage the financial accounts and properties of the Society.
- e) To constitute committees which may be deemed necessary for better functioning of the Society.
- f) The decision and recommendations of the Executive Committee shall be subject to approval by the General Body.

- g) Each year the Executive Committee will nominate a Vice President from invited nominations from the Society as per the norms laid down separately.

MEETINGS:

- a) The Executive Committee shall meet as and when necessary but at least twice a year is mandatory. At least 5 members shall constitute the quorum of Executive Committee.

The President shall preside the meeting of the Executive Committee. In his absence, the President Elect, Vice President, Hon. Gen. Secretary or the Treasurer shall officiate in that order and will assume all the powers of President for that meeting.

- c) In the event of a tie, the President will have a casting vote.

ARTICLE -XI: ELECTION and TENURE OF OFFICE BEARERS

The Society shall elect the following office bearers: -

- 1) One Vice President shall be nominated by the Executive Committee at each conference / every year in accordance with the criteria laid down. The Vice President will become President next year
- 2) The Hon. General Secretary, Treasurer and all other office bearers will be elected during the annual conference for a term of 2years/ till the end of 2nd Annual Conference, at the end of which the term will expire.
- 3) These office bearers will be eligible to hold office for a maximum of two terms. However, no member can become vice president / president more than once.
- 4) The election, if not unanimous will be conducted by secret ballot.
- 5) The Vice President of the previous year will become President from the commencement of the following conference and will continue in office till the commencement of next Annual Conference.
- 6) In the event of vacancies occurring among office bearers before the next elections, the following succession procedure shall be effective: -
 - President will be succeeded by Vice President
 - Hon. Gen. Secretary will be succeeded by Treasurer.

- Vice President / Treasurer to be recommended by President and Secretary from the elected Executive Members and should be approved by Executive Committee.

The office bearers so elected shall only hold office for the remaining period of the predecessors.

- 7) Office bearer shall cease to hold office:
 - a) The period of their election is over.
 - b) By a resolution, if 2/3rd majority of General Body decides to remove the office bearer from his office.

ARTICLE - XII: FUNCTIONS OF THE PRESIDENT

- 1) The President shall preside all Executive Meetings & General Body Meetings.
- 2) The President will act on behalf of the Society during his tenure and regulate the working of the functions of the Society.
- 3) The President shall uphold the constitution and enforce the rules and regulations framed therein.
- 4) The Vice President shall officiate in the absence of President.

ARTICLE - XIII : FUNCTIONS OF THE HON. GENERAL SECRETARY

- 1) The Hon. Gen. Secretary shall manage all correspondence and shall maintain the minutes of the Executive Committee Meetings as well as General Body Meeting, which will be confirmed in the next meetings.
- 2) The Hon. Gen. Secretary shall be responsible to the Society for carrying all the resolutions of the Society.
- 3) All documents, convents, contracts shall be made by the Hon. Gen. Secretary on behalf of the society.
- 4) The property of the Society shall be under the control of the Hon. Gen. Secretary.
- 5) The Hon. Gen. Secretary may incur expenditure up to rupees 50,000/- without previous sanction of the Executive Committee and not provided in the budget.

- 6) To control the Income and Expenditure of the Society.
- 7) The Hon. Gen. Secretary will act as Chief Executive and negotiate with all other organizations, i.e. Government and Semi-Government on behalf of the Society.

ARTICLE - XIV: FUNCTIONS OF TREASURER

- 1) The Treasurer shall receive money due to the Society and will maintain accurate account of all such transactions.
- 2) The Treasurer will prepare annual budget of the Society and place the same before the Executive Committee for approval. The budget thus proposed and approved by the Executive Committee will be placed before the General Body for final approval.
- 3) The bank accounts shall be operated jointly by any two office bearers i.e. President, Hon. Gen. Secretary and Treasurer.
- 4) Audited statement of accounts of the Society shall be submitted by the treasurer of the Society in the general body meeting.

ARTICLE - XV: FINANCE

The accounting year of the Society will be from 1stApril to 31stMarch each year.

ARTICLE -XVI: ELIGIBILITY OF VARIOUS OFFICE BEARERS

(Age for eligibility will be as on 31stof October of that Year)

Following members will be eligible for filing nominations for various posts of Executive Committee

1. Members Residing or having Permanent Residence in Jaipur District in Secretary Office records
2. Members Practising in Jaipur District till Last date of filling Nomination forms will only be eligible for any Executive post.

VICE-PRESIDENT:

- i) Above 50 years of age and minimum 10 years of life membership of JOS
- ii) Has not been charged for any indiscipline of any from at JOS

HON. GENERAL SECRETARY

- i) Minimum standing of 7 years as a member of Society
- ii) There should be no current or pending allegations of misconduct in the affairs of the Society against the member
- iii) He/she should have held at least one executive post in the Society.

TREASURER

- i) Minimum standing of 5 years as a member of Society.
- iii) There should be no current or pending allegations of misconduct in the affairs of the Society against the member
- iv) He/she should have held at least one executive post in the Society.

OTHER OFFICE BEARERS (Executive Committee Members):

- i) Minimum 3 years of membership of Society
- ii) There should be no current or pending allegations of misconduct in the affairs of the Society against the member

ARTICLE - XVII : ELECTION PROCEDURES :

- i) The Gen. Secretary shall invite nominations for posts for which elections are due, 30 days before the conference date. The proposals must be received 15 days before the date of conference as notified and withdrawals may be allowed up to 7 days before conference. If no nominations are received for any particular post, the name of candidates for such posts will be invited from the floor of the house at the general body meeting during the annual conference.
- ii) The procedure of the election if required will be by secret ballot. The president will constitute an election committee of 3 members with one of them working as chief election officer.
- iii) The results of the election will be declared by the outgoing president at the GBM, on receipt of Sealed results from chief election commissioner with signature of its members.
- iv) In case of a tie, the president can use his right to cast the vote.

- v) One member can contest the election for one post only
- vi) Secretary, Treasurer and Executive member can be elected on the same post not more than TWO times. However, member can be nominated on the post of Vice president / President once only.

President

Dr. Manoj Kabra

Secretary

Dr. Harshul Tak

