

# **OPHTHALMOLOGICAL SOCIETY OF ASSAM**

Memorandum of Association

Rules and Regulations

And bye Laws

OSA Constitution Final Review Committee

constituted vide

General Body resolution

13<sup>th</sup> November, 2022, Guwahati

Members –

Retired Professor A Hussain - Member (Ex President, OSA)

Retired Professor C K Baruah - Member (Ex president OSA)

Dr. Premeshwar Nath - Member (Ex president OSA)

## **OPHTHALMOLOGICAL SOCIETY OF ASSAM**

Regd. No. KAM(M)/240A 23/273 of 2010-2011

### **Registered Office**

Ophthalmological Society of Assam

House No. 23 (A), 2<sup>nd</sup> Floor, Kripa Sindhu Path, 5<sup>th</sup> East Bye Lane,

R.G.B. Road, Guwahati,

Dist – Kamrup (M), Assam

Website: [www.osa.ind.in](http://www.osa.ind.in)

Email: [osa1967@osa.ind.in](mailto:osa1967@osa.ind.in), [opsocassam1967@gmail.com](mailto:opsocassam1967@gmail.com)

# **Memorandum of Society**

## **Article I**

### **Name**

The Society shall be called : **Ophthalmological Society of Assam**". It shall be abbreviated as OSA. Registered under Section 2 of the Society Registration Act 1886 with Registration No. RS/KAM(M)/240/A-23-273 of 2010-2011. Ophthalmological Society of Assam is affiliated to All India Ophthalmological Society (AIOS).

## **Article II**

### **Registered Office**

Registered office of the Society is located at House No. 23 (A), 2<sup>nd</sup> Floor, Kripa Sindhu Path, 5<sup>th</sup> East Bye Lane, R.G.B. Road, Guwahati in the District – Kamrup (Metro), Assam.

## **Article III**

### **Aims and Objectives**

The aim of the Society will be cultivation and promotion of the study and practice of Ophthalmology with a view to render service to the community, by-

1. Promoting scientific research for the advancement of the science of ophthalmology
2. Promote professional contact among the Members of the Society
3. Providing facilities for research and training of research works
4. Facilitating Continuing Medical Education (CME) by organizing conference, symposia, seminars, workshops, refresher etc. for promotion and mutual exchange of scientific knowledge.
5. Maintaining a reference library, internet based resources, latest editions of books, monographs of Ophthalmological and related discipline.
6. Maintaining a scientific journal and proceedings of professional meetings of the Society
7. Instituting awards, Orations, Prizes, Fellowships, Studentship and Research grants
8. Holding properties moveable or immoveable that may be necessary for the aforesaid objects, to purchase, sell, rent or mortgage the same for the purpose of the Society
9. Construction, alteration, maintenance or renting any building necessary for the finances of the association.
10. Receiving subscriptions from members and receiving contributions and donations from members as well as non-members and to hold the fund in 'not for profit' trust
11. Organizing exhibitions of equipment, tools, appliances etc. pertaining to Ophthalmology with a view to give up-to-date information to the members of the association

12. Collaboration and Cooperation with other professional Medical Societies/Associations
13. Ensuring ethical practice, and professional conduct of its members, and making rules when deemed necessary, inter alia relating to discipline and professional conduct of members of the Society.
14. Maintaining liaison with the Central Government, State Government and various appropriate Bodies regarding matters concerning teaching and practice of Ophthalmology
15. Deliberations on Legislation affecting Ophthalmic practice and the Science of Ophthalmology
16. Making bye-laws, rules and regulations and to delete, alter, amend and add to the same as and when necessary.
17. Encouraging acts/activities/programs as may be incidental to or conducive to attainment of the aims and objects of the Society
18. OSA shall be 'Not or Profit' and function on 'No Profit-No Loss' basis
19. OSA is a non-political organization.
20. OSA shall act in compliance with Income Tax Act, 1961
21. All the incomes, earnings, movable immovable properties of the Society shall be solely utilized and applied towards the promotion of its aims and objects only as set forth in the Memorandum of the Society and no profit thereof shall be paid or transferred directly or indirectly by way of dividends, bonus, profits or in any manner whatsoever to the present or the past members of the society or to any person claiming through any one or more of the present or the past members. No member of the Society shall have any personal claim on any movable or immovable properties of the Society or make any profits. Whatsoever, by virtue of this membership.

#### ARTICLE –IV

##### EXECUTIVE BODY:

The management of the Ophthalmological Society of Assam is entrusted to a body of elected members that will called the Executive Body.

## RULES AND REGULATIONS

### Article I

### **NAME OF THE SOCIETY**

The Society shall be called “**Ophthalmological Society of Assam**”. It shall be abbreviated as OSA.

### ARTICLE II

### Membership

The membership of the Society shall be open to any registered medical practitioner holding allopathic qualifications in Ophthalmology recognized under schedule I or II of the Indian Medical Council Act, 1956.

Post Graduate students may also be considered for membership subject to submission of Post Graduation Qualification Certificate within one year of passing.

### ARTICLE III

### **Types of Membership**

Membership shall be one of three types:

1. **Life member (LM):-** Medical practitioners interested in the science and art of Ophthalmology shall be eligible for life membership subject to approval of the General Body.

Applicants for life membership shall pay a onetime life membership fee that shall be fixed by the General body from time to time.

Note- If the GB does not approve the membership, the reasons for refusal shall be communicated to the applicant concerned and any fees paid shall be refunded in full.

2. **Members from outside the State:** Will be those Ophthalmologists who fulfil the criteria in Clause I and are not residents of the State. They shall be entitled to life membership and have the right to participate in all activities of the Society but will have no right to vote or hold position of office bearer of the Society.
3. **Honorary Members:** Persons fulfilling above requirements shall apply for admission to the Society in prescribed form, duly proposed and seconded by two different life members of the Society, to the Hony. General Secretary with the prescribed life membership fee. Hony. General Secretary will produce it in next executive body for verification and recommendation, which shall be ratified by the General Body. Once the application is

ratified by the General Body, the life membership fee is non-refundable. All issues related to membership is subject to General Body resolution from time to time

Any person who has rendered outstanding service to Ophthalmology shall be eligible to this membership provided the name is recommended and passed by a 2/3 majority of Executive Body and ratified by General Body.

Hony Members shall be entitled to participate in all the activities of the Society, but shall not be entitled to vote at the meeting o Society or hold position of office.

## **ARTICLE IV**

### **Definition**

**1. General Body:** All the members of the Society, including life members, members from outside the State of Assam, and Honorary members shall constitute the General Body (GB) of the society

**Notice:** 15 days' notice will be given to all members before the date of General Body meeting, enclosing the agenda of issues to be discussed and mentioning date, time and venue.

General body meeting (GBM) shall ordinarily be held once in a calendar year.

**2. A) Quorum:** The quorum shall be 1/3<sup>rd</sup> (one third) of ratified members of the society or ½ of registered delegates of the particular annual conference of O.S.A.

**B) Adjourned Meeting:** in case the quorum is not formed at the start of the meeting, the president shall adjourn the meeting for at least 15 minutes, and shall meet thereafter at the same venue on the same date. The adjourned meeting will not require any quorum.

**3. Executive Body:** The Management of the Ophthalmology Society of Assam is entrusted to a body of elected members that will be called the '**Executive Body**'.

The Executive Body will consists of-

1. President
2. Vice – President
3. Hony. General Secretary
4. Assistant General Secretary
5. Hony. Treasurer
6. Chairperson Scientific Committee
7. Chairperson Academic and Research Committee
8. Editor Journal
9. Editor Proceeding

10. Webmaster

11. 5 (five) members may be elected from Live Members of 5 zones East, West, South, North and Central.

12. One member may be elected from each of the medical colleges of 5 zones of Assam having Post Graduate Course in Ophthalmology.

**Ex-officio Members**

1. Immediate past President
2. Immediate past General Secretary

**ARTICLE V**

**RIGHTS AND PRIVILEGES OF MEMBERSHIP**

- (a) All Life Members shall be entitled as of right to participate in all the activities of the Society including the right to vote. Honorary Members and members from outside the State of Assam will have not voting right, and will not be entitled to hold position of Office.
- (b) All Life Members shall be entitled to receive a copy of the Proceedings and the Journal of the Society free of charge.
- (c) A new applicant, whose application is under consideration, is entitled to attend and take part in the deliberations of the Society that is held prior to his/her application being approved by the General Body, but he/she will not have the right to vote or hold position of office till the application is ratified by the GB.

**ARTICLE VI**

**DUTIES OF THE MEMBERS**

All and every member of the Society shall:

1. Attend the General Body meetings regularly.
2. Take part in the process to elect/select Office Bearers.
3. Provide necessary inputs to the Society, pertaining to any matter which is necessary to be known by the Society.
4. Not indulge in activities which are prejudicial to the Aims and Objects and/or the Rules and Regulations of the Society.

## **ARTICLE VII**

### **CESSATION OF MEMBERSHIP**

The General Body shall have the powers to terminate/suspend/expel a member/members from the membership of the Society on the following grounds-

- a) By voluntary resignation conveyed in writing.
- b) Violation of rules and regulations and decisions of the Society.
- c) Termination/suspension of Registration by Medical Council of India, or any other appropriate Licensing Authority.
- d) If the Executive Body decides by 2/3<sup>rd</sup> (two-third) majority to remove the name of any member from the membership for any misconduct shall place the member under temporary suspension and place the matter in the General Body at its next meeting. Before any disciplinary action is taken, the member will be served with a notice to appear before the next meeting of the Executive Body and will be given an opportunity to defend.

Re-admission into the Society shall be considered by the General Body on the recommendation of the Executive Body.

## **ARTICLE VIII**

### **EXECUTIVE BODY: FUNCTIONS AND POWERS**

1. To prepare policies, programs and projects and take necessary steps for their implementation as per resolution of the General Body.
2. To enter into agreement for and on behalf of the Society.
3. To scrutinize applications for new membership.
4. To shortlist Honorary Members for consideration of General Body.
5. To appoint any Office Bearer/Executive Member or form committee(s) for disposal of any business of the Society, or for advice in any matter pertaining to the Society.
6. To send representative(s) to any exhibitions or contests and training etc. within or outside India.
7. To pass the budget for consideration of General Body.
8. To keep control over the property of the Society and all its assets.
9. To invest the funds of the Society not immediately required.
10. To receive money, securities, instruments, donations, grants, gifts, contributions, subscriptions and endowments and/or any other movable property for and on behalf of Society.

11. To arrange and receive the loan from any Bank(s) or from any other legal entity or individual(s) on reasonable terms and conditions.
  - a. The Executive Body on behalf of OSA shall be liable for its return.
12. To all other such legal steps which may appear beneficial for the smooth and better management of the Society.

## **ANNEXURE IX**

### **EXECUTIVE BODY – Operating Procedure**

1. The Executive Body shall act on behalf of the General Body for running all the affairs of the Society as per its Memorandum of Association, Rules and Byelaws.
2. The Executive Body may constitute as many Committees as it deems fit for furtherance of the objects of the Society.
3. The Members of the Executive Body shall meet as often as required and at least once during a calendar year.
4. The Honorary General Secretary shall circulate the agenda for the meeting at least 15 days before the date of the meeting.
5. The President shall preside at the meeting of the Executive Committee. In his absence, the Vice President will preside for him. In the absence of President and Vice President, the meeting may elect its own Chairperson and for the purpose of the meeting he/she shall have all the powers of the President.
6. Quorum of every meeting of Executive Body shall be 1/3<sup>rd</sup> (one third) of its total strength, including Office Bearers, and all other members. If the quorum is not complete at the start of the meeting it may be adjourned for fifteen minutes and may then be held at the same venue. The members present at the adjourned meeting shall form the quorum.
7. Under special circumstances if physical meeting is not feasible, online meeting may be organized.
8. The voting may be by show of hands or by ballot whichever is thought desirable by the President.
9. The President in the event of a tie will have a casting vote.
10. Whenever it is found inconvenient to call a meeting of the Executive Committee and whenever the Honorary General Secretary deems it desirable that the opinion of the Executive Body be obtained, he shall do so by email/WhatsApp or post under certificate of posting, and act in accordance with the view of the Executive Members.



11. Urgent Meeting: The Urgent Executive Body may be called by the 24 hours' notice but the quorum for the same Urgent Executive Body meeting shall be 1/3<sup>rd</sup> (one third) of the total strength of the Executive Body of the Society.

## **ARTICLE X**

### **OFFICE BEARERS – FUNCTIONS**

#### **1. President:**

The President will act on behalf of the Society and will represent the Society during his tenure. The President shall uphold the Constitution and enforce the Rules and Regulations framed thereunder. The President shall regulate the proceedings of the Society, the Executive Body, and Committee meeting. He shall preside over all the functions of the Society and meetings of the General Body and the Executive Body. The terms of Committees as constituted by the President shall be for 2 years. In absence of the President, the Vice President shall officiate for him.

He will enforce the observance of the rules and regulations. He shall sign the minutes of the General and Executive Body meetings. Throughout the tenure, he shall act to implement resolutions of the General Body till he hands over charge to the next President.

#### **2. Vice – President**

- (a) In the absence of the President, the Vice-President shall officiate for him.
- (b) President in consultation with Executive Body may allocate some responsibilities to the Vice President for efficient functioning.

#### **3. The Honorary General Secretary**

1. Shall manage all correspondences and shall keep the minutes of the Society General Body meeting and Executive Body meetings which will be read and confirmed at the following meeting respectively. He shall have charge of the office and keep a register of all papers communicated to him. All records shall be open to inspection by any member of the Executive Committee in the meeting of the Executive Committee.
2. All documents, covenants, contracts shall be made jointly by the Honorary General Secretary, the President and the Honorary Treasurer.
3. All properties and documents of the Society shall be under the custody of the Hon' General Secretary.
4. The Honorary General Secretary shall perform the function of office and shall be responsible to the Society for carrying out the resolutions of the Society.

5. The Honorary General Secretary shall incur no extraordinary expenditure without the previous sanction of the Executive Body except in unforeseen circumstances and not provided in the budget up to Rs. 10,000/- and another Rs. 20,000/- with the written permission of the President in a financial year.

#### **4. ASSISTANT GENERAL SECRETARY**

1. He shall do all the duties assigned to him by the President and Honorary General Secretary.

#### **5. HONORARY TREASURER**

1. The Honorary Treasurer shall receive money due to the Society and shall make all payments in accordance with any rules framed by the Committee and shall keep an accurate account of all such transactions and every receipt given shall be signed by him. He will prepare a statement regarding the financial position of the Society, have it duly audited by Chartered Accountant engaged by the Society and present the same at the annual General Body meeting for adoption.
2. The Honorary Treasurer shall prepare an annual budget of the Society and place it before the Executive Body for approval. The Budget as approved by the Executive Body shall be placed before the General Body for final sanction.
3. The authorized signatories for General Account shall be (a) Hony. Treasurer, and (b) President or Hony. General Secretary.
4. He shall maintain a list of current members and their addresses.

#### **6. Editor, Journal**

The Editor will be responsible for collecting scientific articles, having them peer reviewed. Publishing and distributing the journal and manage all affairs related to the Journal.

#### **7. Chairman Scientific Committee**

Chairman Scientific Committee will be responsible for organizing different Scientific Programs held by the Society.

#### **8. Chairperson, Academic and Research Committee (ARC)**

Chairperson ARC will be responsible for organizing different Academic Programs under OSA.

## 9. **Webmaster**

The official website of the Society, presently 'www.osa.ind.in' and all future official websites of the Society will be under the direct supervision and control of an elected Office bearer who shall be designed 'Webmaster'.

1. Webmaster shall be responsible for the contents carried thereon.
2. All important information released to OSA will be linked through the official website.

## 10. **Members, Executive Body**

1. Executive Members shall represent different regions.
2. They shall attend all Executive Body.
3. They shall assist the Executive Body in implementing resolutions passed by the General Body.
4. They will look after the academic as well organizational activities of the society in their respective zone.

## 11. **Members elected from medical colleges**

- a. They shall provide inputs on Pedagogy, Research methodology, Ethics.
- b. They shall assist the Executive Body in formulating and implementing academic and scientific programs.

### **Article XI**

#### **TENURE OF OFFICE BEARERS AND MEMBERS**

1. President	...	Two years
2. Vice President	...	Two years
3. Hon. General Secretary	...	Three years
4. Hon. Asstt. Gen. Secretary	...	Three years
5. Hon. Treasurer	...	Three years
6. Chairperson Scientific committee	...	Three years
7. Editor Journal	...	Three years
8. Chairperson Academic and Research Committee	...	Three years
9. Webmaster	...	Three years
10. Five Executive Members from 5 Zones, East, West, South, North and Central	...	Two years
11. Members from Medical Colleges of 5 Zones East, West, South, North and Central	...	Two years

**Note:** After two years on the recommendation of the Executive Body, the Annual General Body will declare the Vice-President as President.

## Article XII

### ELECTION OF OFFICE BEARERS

The Society shall elect the following Office Bearers. Elections shall be held at the time of the Annual Conference.

1. Vice – President
2. Hony. General Secretary
3. Assistant General Secretary
4. Hony. Treasurer
5. Chairperson Scientific Committee
6. Chairperson Academic and Research Committee
7. Editor Journal
8. Editor Proceedings
9. Webmaster
10. Eight Executive Members
11. Members from Medical Colleges

In the event that there are vacant posts for which there are no contestants, or any unforeseen circumstances a process of selection, protocol shall be effective.

**Note:**

1. All the Office Bearers are eligible for re-election, non-exceeding two consecutive tenures in the same post.
2. President shall not be eligible for more than one term.
3. If a member is elected/selected during the midst of a term, he/she shall hold office for the residual term.
4. Past Presidents will not contest any election but they may be nominated or co-opted in any Committee.
5. Office Bearers and Committee Members shall cease to hold office.
  - a. When the period of their tenure is over.
  - b. If by a resolution, the General Body decides by a  $\frac{3}{4}$  of the majority of members present that certain office-bearer s be removed from office.

## Article XIII

### ELEGIBILITY FOR VARIOUS POSTS

1. Any Life Member of good standing can contest for posts of office bearers.
2. His/her candidature must be proposed and seconded by two other life members.

3. No member shall hold more than one Office. He/she can hold one Office and be a member of not more than two Committees at the same time.
4. **Vice President**
  - a. Must have been a member of good standing for a minimum period of 15 years.
  - b. Attended at least four annual conferences of the Society.
  - c. Should have actively participated in the scientific/organizational activities of the Society.
5. **Honorary General Secretary & Honorary Treasurer:**
  - a. Must have been a member of good standing of the Society for 10 years.
  - b. Must have been a member of the Executive Body for at least one term and attended at least two meetings of the Executive Body.
  - c. Attended at least four annual conference of the Society.
  - d. Should have actively participated in the scientific/organizational activities of the Society.
6. **Other Office Bearers and Members:**
  - a. Must have been a member of good standing of the Society for 5 years.
  - b. Attended at least 5 annual conferences of the Society.
  - c. Should have actively participated in scientific/organizational activities of the Society.

#### **Article XIV**

##### **Election Procedure**

- (a) The Honorary General Secretary will issue a circular calling for elections, and mentioning details of vacant posts, last date of submission of nomination papers, last date of withdrawal etc. to all the Life Members of the Society **six weeks prior** to actual date of election.
- (b) The president will announce a 3 member Election Committee, headed by a Chief Election Officer (CEO), who will receive all the nomination papers under confidential cover.
- (c) After expiry of last date of submission of nomination paper, the CEO will scrutinize all the nomination papers along with other members of the Committee.
- (d) After the scrutiny, the CEO will submit the list of names, to the President of OSA against each post for election indicating uncontested and contesting candidates. Accordingly the President will take action for preparation of ballot to be used during election.
- (e) During election, all eligible members shall be entitled to vote. The election will be by secret ballot as per conditions and procedures laid down in the bye-laws.

- (f) Life Members from outside the state will not be eligible to vote.
- (g) Preferably, the election will be held before the Annual General Body Meeting at the venue of the conference.
- (h) If no nominations are received for any posts, the GBM will select any life member qualified for the post(s).

#### **Article XV**

##### **Appeals**

All appeals shall be addressed to the Executive Body that will first consider it, and then refer to the General Body of the Society. The decision of the General Body shall be final. The decision of the General Body shall be communicated to the member concerned.

#### **Article XVI**

##### **Finances**

All funds and movable/immovable properties of the Society shall be solely utilized for the aims and objectives as laid down in the memorandum of the Society. No profit thereof shall be transferred, directly or indirectly, to past or present members of the Society by way of dividends, bonus, profits in any manner whatsoever.

No member of the Society shall have any personal claim on any movable or immovable property of the Society, or any profit, in any nature, by virtue of this membership.

The accounts of the Society shall be kept under two separate heads-

a) Trust Account (b) The General Account

a) Trust Account:

The All Assam Ophthalmological Society Trust shall be the custodian of this account.

b) The General Account will include all receipts by way of:

- i) Subscription
- ii) Sale of any property belonging to the Society and payment made for this holding of the Conference, Printing, Stationary etc. required for an efficient working of the whole machinery.
- iii) Donations received from benevolent individual/societies for encouragement and improvement of the Standard of Ophthalmic Science in the State.
- iv) Surplus fund generated from meetings, conferences and symposia held under the aegis of OSA.

**Management of Funds and Accounts Operation:** The financial year shall be 1<sup>st</sup> April to 31<sup>st</sup> March of the following year. OSA will invest its funds according to Sec.11 (5) of the Income Tax Act, 1961.

All the amount shall be kept in any National Bank(s) and the Bank Accounts shall be operated by the Joint Signatures of Treasurer and Either President or General Secretary.

**Audit:** The account of OSA shall be audited by a qualified auditor (Chartered Accountant) every year. All accounts shall be open to inspection by any member of the Executive Body. Audited report of the general account should be presented in the Annual General Body meeting of OSA.

### Article XVII

#### **Legal Proceedings**

Society may sue and/or be sued in the name of President as per provisions laid down under Sec. 6 of the "SOCIETIES REGISTRATION ACT, 1860" as applicable to the State of Assam.

**Dissolution:** as per provisions of Sec. 13 & 14 of "Societies Registration Act, 1860", as applicable to the State of Assam.

**Amendment:** Any amendment in Memorandum, Rules and Regulations will be carried out in accordance with Sec. 12 & 12-A of the "SOCIETIES REGISTRATION ACT, 1860", as applicable to the State of Assam.

**Application of the Act:** All the provisions under all the Societies of "SOCIETIES REGISTRATION ACT, 1860" as applicable to the State of Assam, shall be applicable to this Society.

**Annual List of Executive Body:** Once in every year a list of the Office Bearers and the Members of the Executive Body shall be filed in the office of the Registrar of Societies, as it is required under Sec. 4 of "SOCIETIES REGISTRATION ACT of 1860" as applicable to the State of Assam.

**Essential Certificate:** Certified that this is the correct copy of the Rules and Regulations of the Society.

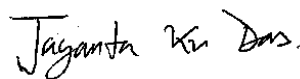
Sd/-



President

(Dr. Subhrakinkar Goswami)

Sd/-



General Secretary

(Dr. Jayanta Kr. Das)

Sd/-



Treasurer

(Kruto Kalita)

(Framed under Article 9 of the Society Registration Act, 1860 and Article III(16) of the Memorandum of Association of the Society and approved by the General Body of the Society in its Meeting held on Date XYZ).

*If any in these Bye-Laws is in contravention or in conflict with Memorandum of Association, or, Rules and Regulations of the Society, the same provision of the Memorandum of Association and Rules & Regulations shall have supremacy.*

### **Article I**

#### **Membership**

In addition to membership as defined in Article II and Article III of the Rules & Regulations, the following shall apply:

**Honorary Members:** Honorary membership may be conferred on any person, who is not an OSA member, who, because of scientific achievement or service rendered in the field of Visual Science is deemed worthy of special recognition. This recognition is conferred on the recommendation of the Executive Body, and is subject to ratification by the General Body. Not more than ONE Honorary Membership can be given in a year and the Honour will be conferred during the next Annual Conference. Honorary members are NOT entitled to vote or hold any position or office in OSA.

In case one has become a Life Member of OSA while living in India but has gone abroad and got his correspondence address changed, he will be eligible to exercise voting rights only if he is holder of a valid Indian Passport but he will not be eligible to hold any position of office in OSA.

### **Article II**

#### **Membership Fee**

The Membership Fee shall be the same for all applicants. Honorary members shall not be required to pay any fee.

The one time fee for Life Membership, shall be Rs. 3000/- only as on 2018, and it is subject to review, based on the recommendation of the Executive Body and approval by 2/3<sup>rd</sup> majority of the members present at a meeting of the General Body.



### **Article III**

#### **Special General Body**

A Special General Body Meeting can be called for by giving a notice of at least 15 days by any of the following for a specific purpose.

- i) The President
- ii) On a requisition by at least 2/3<sup>rd</sup> Members of the Executive Body.
- iii) On a request signed by at least 50 members of the Society.

Quorum – As in the case of the General Body meeting as defined in Article IV of the Rules & Regulations of the Society.

### **Article IV**

#### **Mid-Year Meeting of the Executive Body**

A Mid-Year Meeting of the Executive Body shall be held once in a year to review and plan for the future. Hony. General Secretary shall inform members of the Executive Body at least one month in advance from the date of the proposed meeting.

### **Article V**

#### **Managing Committee Members from OSA to AIOS**

The incumbent Hony. General Secretary and the immediate past General Secretary shall be the two Managing Committee members from OSA to AIOS. In case both/either are unavailable, the reasons shall be recorded in writing. The Executive Body shall have the authority to nominate another member(s), preferably from the Executive Body to represent OSA at AIOS.

### **Article VI**

#### **Cessation of Membership and Re-admission**

1. Necessary provisions for the same already exist s in Article VII of the Rules & Regulations.
2. Before any disciplinary action is taken against any member for any professional misconduct, the member will be served with a notice in writing to appear before the meeting (or present his case at a next meet) of the Executive Body and will be given an opportunity to explain. The Executive Body shall decide by 2/3<sup>rd</sup> majority of members present. The Executive Body will place the member under temporary suspension and place the matter before the General Body for consideration.

3. Membership can be renewed/member may be re-admitted on payment of Life Membership Fees again as prescribed in the Rules & Regulations, viz. as a new member.
4. Procedure laid down in case of unethical practices against members – complaint against Members a) Upon receiving a complaint against an OSA Member regarding unethical practice according to the guidelines of AIOS, Medical Council of India or State Medical Councils, the Executive Body will invite comments of the defendant giving three weeks' notice. In case no response is received within 3 weeks, he/she will be sent a reminder by courier/registered post with another 3 weeks' time for a reply. If no response is received from them within 3 weeks, it will be presumed that they have no comments to offer, and Executive Body shall have the power to initiate Ex-parte action against the defendant. Personal email address may be utilized to expedite communication. Printouts of these communications will be adequate proof of consultation.

If the defendant's explanations are found satisfactory, the case will be closed and the General Body informed accordingly. In case it is found to be unsatisfactory, the Executive Body shall prepare a detailed report with its recommendation and forward the same to the General Body.

The Executive Body will suggest the action to be taken against the defendant under one of the following heads:

- i. No action is called for.
- ii. Written warning to be issued.
- iii. Suspension of Journal (JOSA) for 1 year along with warning.
- iv. In addition to (ii) and (iii), the summary of the case to be intimated to All India Ophthalmological Society (AIOS).
- v. In addition to (iv) suspension of Membership for 1 to 3 years along with the warning.
- vi. In addition to (iv) suspension of Membership for 4 to 10 years along with the warning.
- vii. Termination of Membership.
- viii. Other actions as may be deemed fit by the General Body

Note:-

1. If the complaint is found frivolous, and biased, a strong warning shall be given to the complainant as deemed fit by the Executive Body.

2. Anonymous complaints should normally not be considered. However, if there is a complaint where the complainant declares the identity but request that the name may not be disclosed, such a complaint will be investigated without disclosing the identity of the complainant.

## **Article VII**

### **Election Procedures**

1. In pursuance of Article XIV of the Rules & Regulations of the Society the Election of the following Office Bearers will be held at the time of the Meeting of the General Body:
  - a. Hony. Vice President
  - b. Hony. General Secretary
  - c. Assistant General Secretary
  - d. Hony. Treasurer
  - e. Editor Journal of Ophthalmological Society of Assam (JOSA)
  - f. Editor, Proceedings of the Society
  - g. Chairperson, Scientific Committee
  - h. Chairperson, Academic & Research Committee
  - i. Other Members.
2. The election will be held onsite through paper ballot and through EVM (if feasible) as the venue.
3. The Hony. General Secretary shall invite nominations for posts for Election six weeks before the conference date along with preliminary notice of the conference. The proposals must be received on or before a specific date.
4. The nomination paper shall be accompanied by a Bio-data in the prescribed format. At least two sets of Nomination papers should be submitted by candidates.
5. Only reified Life Members will be allowed to vote. Hony. Treasurer will, therefore, keep ready an up-to-date list of such members during the election period.
6. A member shall hold an elected post for a maximum of two consecutive terms only.
7. Any member, already holding an elected position may contest for another elected position during his tenure (except in the last year of his tenure), provided he/she resign from the present position before filing nomination for election to other post.

8. In the event that the post of Vice President falls vacant, and the tenure of the incumbent President also ends, elections shall be held for both President and Vice-President for the next term.
9. The President will continue two election related nominations-
  - a. Election Commission consisting of 3 Members from amongst the Past Presidents, one of whom shall be the Chief Election Officer and also the Returning Officer. Other Members of the Commission will be known as Election Officers.
  - b. Appellate Election Commission, consisting of 5 members, one of whom shall be the incumbent President.
10. Any, and all appeals, shall be filed in writing within 15 calendar days of the declaration of the results. The representation will be considered by the appellate Commission, within 15 days, and the decision of the said Commission shall be final, binding and irrevocable. k) In case of a tie, the casting vote of the President (in addition to his regular vote) of the meeting will decide the result.
11. Any OSA Office Bearer or Member of the either Election Committee, who all are Members of the OSA, and are otherwise eligible to participate in the Election Process shall be forbidden from proposing or Seconding any nomination paper of any Member for any post Nomination papers with such Proposer and/or Seconder will, summarily be disqualified/ rejected.
12. Further, each member can propose/second only one candidate for a particular post.
13. Any member who fills a temporary vacancy on the nomination by the President, for a period less than two years, will not have been considered to have completed an full term in the said office.
14. The votes polled by the each candidate shall be declared along with the results of the Election and also be published in the first circular of the General Secretary.
15. List to Registrar of Societies: Every year after the Election is over a list of the Members of the Executive Body will be sent by the Hony. General Secretary to the Registrar of Societies, Assam.
16. Casting of votes/canvassing in EVMs.
  - a. Eligible Members are free to cast their vote even if they are not registered as Delegates, i.e. registration as delegate is not mandatory for casting vote.
  - b. The candidates are free to write any communication to any member of the Society at their end in support of their candidate, vi. The Candidates are free to make any canvassing in the manner they think fit up to the day of Election subject to the

following limitations: a. On the day of Election the Electoral Area will be ear-marked by the Election Commission, OSA, and there will be no canvassing within that area, and no Posters or Play Cards or distribution of Pamphlets/Cards, within the declared area on the day of Election.

c. ONLINE VOTING: To be initiated.

### **Article VIII**

#### **Committees**

In addition to the Executive Body, there shall be following four Statutory Committees of the Society.

- a) Scientific Committee
- b) Academic & Research Committee (ARC)
- c) Editorial Committee – Journal
- d) Editorial Committee – Proceedings

The Chairmen/Editors of these Committees shall be members of the Executive Body.

### **Article IX**

#### **Scientific Committee**

Composition: The Scientific Committee will be elected once in two years and shall consist of:

- 1. Chairperson
- 2. President and Vice President
- 3. Hony. General Secretary
- 4. Hony. Treasurer
- 5. Asstt. General Secretary
- 6. Chairman ARC
- 7. Editor Journal
- 8. Immediate past Chairman, Scientific Committee
- 9. Four other members to be decided by Chairperson, Scientific Committee (two from Executive Members)

#### **Functions**

- 1. It shall assist the Society in formulating the Scientific Programme for the Annual Conference, Instruction Courses, symposia other scientific meets held under the aegis of the Society.

2. The Chairman of the Scientific Committee will also act as its Convenor.
3. Absence of Chairperson / Discussants / Judges / Speakers during Scientific Sessions of Annual OSA Conference – Intimation regarding absence must be made at least 10 days in advance of the conference, i.e. before the printing of the Programme Book, except in emergencies with reasons for being absent to the Chairman, Scientific Committee. In case any of the above is absent during their Session without prior intimation, OSA shall not consider such absentee Members for any presentation or faculty position in the next Annual Conference of OSA much in advance. It is, however, left to the discretion of the Chairman – Scientific Committee to decide the veracity of reason of absence.
4. Funds will be allotted to the Chairman – Scientific Committee as decided by the General Body.
5. The Accounts and draft budget will be submitted by the Chairman, Scientific Committee to the Hony. Treasurer by 10<sup>th</sup> June every calendar year for the Financial year ending March 31 every year for audit, and for circulation to the members of the Society with the Agenda papers of the General Body.

### **Article X**

#### **Academic and Research Committee (ARC )**

The Committee will consist of:

1. Chairperson
2. President
3. Hony. General Secretary
4. Chairperson, Scientific Committee
5. Editor Journal
6. Editor Proceedings
7. Immediate past Chairperson, Academic and Research Committee
8. 4 other Members to be decided by Chairperson, ARC (2 from Executive Members)

#### **Functions**

1. It shall assist the Society in formulating the Academic Activity of the Society.
2. Help develop PG Teaching programs
3. Research Methodology
4. The Chairman ARC will also act as its Convenor
5. The Committee shall institute Fellowships in consultation with Treasurer and Executive Body.

6. Coordinate with ARC, AIOS for financial and other assistance for workshops, Zonal CMEs in different areas.
7. Funds will be allotted to the Chairperson ARC as decided by the General Body.
8. The Accounts and draft budget shall be submitted by the Chairman, ARC to the Hony. Treasurer by 30<sup>th</sup> June every calendar year for the Financial year ending March 31 every year for audit, and for circulation to the members of the Society with the Agenda Papers of the General Body.

### **Article XI**

#### **Journal of the Society**

1. The Society shall publish a Journal called “Journal of Ophthalmological Society of Assam”, abbreviated as JOSAS
2. The Editor shall be elected once in two years and shall constitute an Editorial Committee which shall comprise of:
  - a. Editor
  - b. Assist. Editor to be selected by Executive Body.
  - c. Editorial Board comprising Six other members
    - i) Two Ex-Officio Members, President and General Secretary
    - ii) Editor – Proceedings
    - iii) Chairperson – Scientific Committee
    - iv) Chairperson, ARC
    - v) Four other members from amongst Life Members to be decided by Editor
3. Journal of Ophthalmological Society of Assam is the official publication of the Society. Copies of the same, when published shall be sent by the Editor-Journal to all the members of the Society residing in India.
  - a. No paper shall be accepted if it had been published elsewhere.
  - b. The paper shall be the sole property of the Society.
  - c. Reprints shall be sent to the author on request and payments.
4. Editor shall arrange programs for reviewers and Editorial Board Members of Journal
5. Funds will be allotted to the Editor for publication and distribution of the journal as decided by the General Body.
6. The accounts and draft budget will be submitted by the Editor to the Hony. Treasurer annually by 30<sup>th</sup> June every calendar year for the Financial year ending March 31 every year for audit and for circulation to the members of the Society with the Agenda Papers of the General Body.

## Article XII

### **Editorial Committee – Proceedings**

1. The Society shall publish a volume of the proceedings soon after the Conference.
2. There shall be an Editorial Committee consisting of:
  - a. Editor
  - b. Managing Editor- There is a suggestion to drop Managing Editor. To be discussed.
  - c. Editorial Board comprising three ex-officio members, namely-
    - i. Chairman, Scientific Committee
    - ii. Editor, Journal
    - iii. Chairman, ARC
  - d. Organizing Secretary of the concerned Annual Conference.
  - e. Two members to be decided by Editor.
3. All the Scientific Papers presented at the annual conference shall be published in the Proceedings.
4. The Editorial Committee shall have the powers to edit, abridge or summarize the papers in the interest of good publication.
5. The Accounts and draft budget shall be submitted by the Editor to the Hony. Treasurer annually by 30<sup>th</sup> June every calendar year for the Financial year ending March, 31 every year for audit, and for circulation to the members of the Society with the Agenda Papers of the General Body.

## Article XIII

### **Any other Publication of the Society**

Other than the Official Journal of the Society, the Proceedings and any other publication from the OSA secretariat, NO one else is authorized to release any form of publication in the name of the Society.

## **Finances**

- 1) The finances of the Society referred to in Article XV of the Rules & Regulations of the Society shall be kept under the following Heads-
  - (a) Trust Account
  - (b) The General Account
  - (c) Any other heads as may be ratified by the General Body from time to time.
- a) Trust Account:



The Assam Ophthalmological Society Trust shall be the custodian of this account. The Trust Account will be maintained as per rules of the Trust. However the Trust will place the annual statement of A/C in General Body (OSA) meeting. In special circumstances any portion of Principal amount of this fund can be transferred to the General Account with the prior approval of the Trust.

- b) The General Account will include all receipts and expenditure by way of:
- i) Membership fee, ii) Instruction Course Fee, iii) Advertisement Charges
  - ii) Sale of any property belonging to the Society and
  - iii) Donations received from benevolent individuals/societies for encouragement and improvement of the Standard of Ophthalmic Science in the State
  - iv) Payments made towards Journal, Proceedings, Workshops, Instruction Courses, Printing, Stationary and Postage and other such expenses for efficient working of the Society and its Office.
  - v) Surplus generated from meetings, conferences and symposia held under the aigies of OSA.

2. **Management of Funds & Accounts Operation:** The financial year shall be 1 April to 31 March of the following year. OSA will invest its funds according to Sec. 11(5) of the Income Tax Act, 1961. All the amount shall be kept in any Nationalized Bank(s), and the Bank Accounts shall be operated by the Joint Signatures of Hony. Treasurer and Hony. Secretary or President.

3) **Audit:** The Account of OSA shall be audited by a qualified auditor (Chartered Accountant) every year. All accounts shall be open to inspection by any member of the Executive Body. The audited position of the General account should be presented in the Annual General Body meeting of OSA.

4) No person or persons in whom for the time being any funds or money or any property movable or immovable of the Society may be vested shall be answerable for any loss arising in the administration or application of the said fund or sums of money, or, for any damage to or deterioration in the said property unless such loss, damage or deterioration shall happen by or through his or their wilful default or neglect as determined by the Executive Body.

5) Stall Trade Exhibition:

Trade Exhibition will be organized by OAS. The rates for the stalls will be decided by the Local Organizing Committee (LOC). The Stall Charges shall initially be credited in the account of the LOC subject to subsequent approval by the Society as per the norms already

approved by the Executive Body and the General body from time to time. The allotments of Stall(s) shall be made by the Organizing Secretary, LOC.

The sponsorship for Scientific activities such as Halls, Printing of Brochure/Ready Reckoner/Souvenir can be taken in Toto by the Local Organizing Committee.

Booth/Stall Lectures: Booth/Stall Lectures shall not be permitted during the entire Conference. In case of any violation, the Society reserves the right to cancel the allotment of stall and put a ban on future participation of the concerned party in the Trade Exhibition of the OSA. The only exemption may be allowed to the Major Sponsors within their allotted area in an extra payment to be decided by the Executive Body in consultation with the Local Organizing Committee.

- 6) The Breakfast Symposium and the Lunch Symposium may be arranged for with a charge during the Annual Conference of OSA.

### **Article XV**

#### **Awards and Orations**

1. An Award shall be instituted by OSA in the name of individuals who have made major contribution in the field of Ophthalmology.
2. An Oration may be instituted in the name of individuals who have made major contribution in the field of Ophthalmology it can also be instituted in the memory of deceased OSA Life Members, but initiation should come from the family of the deceased and the expenditures to be borne by the family.
3. All awards shall be once in four years/two years/annual as provided in the bye-laws from time to time.
4. No award shall be given to the same person twice.
5. Recipients of awards shall select and recommend to the Executive Committee by the Scientific Committee which may seek the opinion of a referee if considered necessary by the committee.
6. If the member is a member of any Committee discussing the selection of the award the member will withdraw from the discussion at that time.
7. All recipients of the awards shall present their work at the next conference.
8. Awards will carry a citation and a medal.

9. The Chairperson, Scientific Committee will constitute a Screening Committee to scrutinize the Award Submission before sending the same to the Evaluators and the minimum marks for eligibility for these Awards shall be 75%.
10. An Oration may be delivered by any person, from India or abroad, who has made major contribution in the visual sciences. He/she need not be an OSA member.
11. The selection of the person to deliver the Oration shall be made by the Scientific Committee in consultation with the Executive Body.

**A. Lifetime Achievement Award:**

1. The Executive Body shall decide the recipient based on the following criteria.
  - i) He/she should have actively participated in the Society for a minimum period of 20 years.
  - ii) The Member should have contributed to the improvement of Standard of Ophthalmology.
  - iii) Age not less than 65 years on the last date for submission of the award
  - iv) There will be a maximum of two such awards in a year.
  - v) He/she should be a Life Member of the Society.
  - vi) The shortlisted candidates shall submit two copies of her/his Bio-Data and Photograph to the Hony. General Secretary before the due date.
- B. HN Hazarika award: to be awarded the best paper on anterior segment at the annual conference.
- C. Other Awards: (Dr Arundati Borthakur to please add)

**Article XVI**

**Conference**

1. The Society shall Organize Conference/Conferences at least once every calendar year.
2. The allotment of Annual Conference shall be made to cities/towns in Assam and the requisite facilities are available.
3. When National (e.g. AIOS), Zonal (e.g. EIZOC), or Regional Ophthalmological Conference (e.g. NEOS) is held in Assam then there will not be a separate Annual Conference but within the period of Conference general body meeting will transact its business.

4. The venue for the Annual Conference will be fixed at least 1 year in advance in consultation with the Local/Regional Ophthalmologic Academy and approved at the annual general body meeting of the previous year.
5. Six months before the date of Conference, a preliminary notice will be sent to every member by the Hony. General Secretary.
6. The Conference shall be organized on behalf of OSA by the Local/regional Ophthalmic Academy, which shall constitute a Local Organizing Committee (LOC) for this purpose.
7. The commencement of the conference will mean the inauguration of the Conference i.e. the Vice-President of the previous term will become President from the inaugural ceremony of the Conference and will continue in office till he/she hands over charge at the inaugural ceremony of the annual conference 2 years later.
8. The Conference will comprise of:
  - a. Presentation of scientific work consisting of scientific papers, case reports, demonstrations, films, exhibitions, current status programme, instruction courses, etc.
  - b. Orations by invited speaker of good repute.
  - c. Awards instituted by OSA.
  - d. Delegate fee shall be decided by the LOC,. GST on delegate registration fee is applicable.
  - e. Delegate fee from residents may be charged maximum @ 75% of the normal Delegate fee subject to rounding to next Rs. 50/-.
  - f. Members in various services – registering before the specified date will be allowed to do so without sending their fees in advance. For claiming this privilege they shall enclose a certificate from the Head of the Institution to the effect that they are serving there.
  - g. Non Residents Indian Overseas Members and Foreign Delegates will have to pay Delegate Fees in Indian Currency.
  - h. Complimentary registration shall be offered to Past Presidents of OSA only.
  - i. Concessional Registration Fee of Senior Citizen:
    - i) >70 years and, 75 years of age may be given concession of 50% in the Delegate Fee.
    - ii) >75 years of age may be given concession of 100% in the Delegate Fee.
    - iii) Provided the Senior Member(s) of OSA registered for Annual Conference before the 1<sup>st</sup> Cut out date of Registration.

- iv) Same concession shall also apply to the Spouse of the Senior Member if She/ He also attends the Conference and satisfy the criteria of age.
  - j. No member of OSA shall arrange any Scientific Programme such as Pre / Post Conferences Courses / Continuing Medical Education Course/Workshops/Refresher Course etc. etc. in the same city/town within 4 weeks/one calendar month before or after the annual Conference of OSA. Provided further that
  - k. No Member of the OSA will participate in such programme. In case of any violation, the concerned member of the Society will be liable to disciplinary action of OSA.
9. The Local Organizing Committee shall be responsible for all expenditures incurred for holding of conference.
10. After completion of conference the excess money left with local organizer should be deposited to the Account of OSA. 50% of the delegate's fee collected during the Conference will be deposited in the Society A/C. In case of deficit, the General Body shall lay down the norms.
11. Advance financial assistance in the form of a loan is admissible to the Local Ophthalmic Academy, subject to norms approved by the Executive Body from time to time. **It is mandatory for the Local Ophthalmic Academic to have a Permanent Account Number (PAN).**
12. The Statement of Accounts of the Conference shall invariably be sent by the Local Organizing Committee to the Treasurer, OSA within 6 (six) months of the conference.
13. ***The Book of Accounts will be kept by the Local Organizing Committee for a inspection for a minimum period of 3 years after the accounts of the conference are sent to the Treasurer, OSA.***
14. Credit Hours-Chairperson, Scientific Committee shall routinely take up the matter of Credit points for the Annual Conference with the Registrar, Assam Council of Medical Registration.

#### **Article XVII**

##### **Moral Code**

The Office Bearers /Members of Executive Body of OSA will not publicly raise or discuss sensitive information/issues/matters coming to their notice during the discharge of their duties/functions as Office Bearers of the Society. Any such issue may be raised in the meetings of Executive Body/ General Body with prior notice.

## Article XVIII

### **Mode of Communication**

The legal and valid mode of communication between OSA Office and its Members shall be emails, SMS and other documentable electronic mode of communication. Hard copies by post would be considered only as a last result.

## Article XIX

### **CHANGE IN THE RULES AND REGULATIONS / AMENDMENT TO BYE LAWS**

1. The President/Executive Body may recommend any amendment, addition, alteration or deletion in the bye-laws, provided they give at least 30 days clear notice with the details of the proposed amendments to the members of the Society before the General Body meeting.
2. Any Life Member may recommend any amendment, addition, alteration or deletion to the bye-laws, provided they give at least 45 days clear notice with the details of the proposed amendments to the members of the Society before the General Body meeting. The proposed amendments shall be submitted in writing and shall be duly seconded and signed by ten other members of the Society.
3. Quorum for amendment of bye-laws shall be the same as the for General Body Meeting.
4. Any amendment, addition, alteration or deletion in the bye-laws shall be made if approved by a minimum of 3/5<sup>th</sup> of the members present at the General Body meeting.

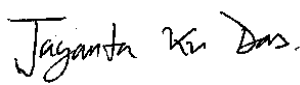
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President

(Dr. Subhra Kinkor Goswami)

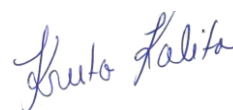
Sd/



General Secretary

(Dr. Jayanta Kumar Das)

Sd/



Treasurer

(Kruto Kalita)

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