

Title: Bangalore Ophthalmic Society

Article No.1:

Name: The Society be called "Bangalore Ophthalmic Society" hereafter called the "Society" (BOS).

Article No.2:

- i. The Society shall be governed by this Constitution and its bye-laws.
- ii. The Office of the Society shall be at Narayana Nethralaya, Rajajinagar, Bangalore, Karnataka.

Article No.3: Aims and Objectives:

- i. The cultivation and promotion of science of ophthalmology for the benefit of the community.
- ii. To coordinate the activities and foster harmonious relation between the ophthalmologists of Bangalore city and District.
- iii. To promote a feeling of brotherhood amongst the members.
- iv. To coordinate the activities of various other Associations/Societies of Medical specialty.
- v. Advisory and coordination on the legalities in ophthalmic practices.
- vi. To undertake all such activities that may promote the enhancement of the above mentioned objects.

Article No.4: Title Membership:

The Association will have Founder members, life members, honorary members and student members as described under.

Founder Members:

- i. The group of Ophthalmologists as in Annexure-1 having aims and objectives as in Article 3 will be the Founder Members of the Association. These members will have all the rights of a Life Member.

Life Members:

- i. Any qualified Ophthalmologists having a minimum qualification of MCI recognized Diploma or Post Graduate Degree in the specialty of Ophthalmology and practicing or / and staying in Bangalore city or Bangalore District can apply for membership.
- ii. Application for membership shall be submitted to the Honorary Secretary on a prescribed form duly proposed and seconded by two members of the Society who have a personal knowledge of the applicant.
- iii. All applications shall be considered by the Executive and General Body. Membership needs to be ratified by the General Body.
- iv. All the Life Members must provide medical council registration number, an email id and a mobile number.

Honorary Members:

- i. Persons who have rendered unequivocal service to the promotion of Ophthalmology will be eligible to be conferred Honorary membership on the recommendation of the Management Committee.
- ii. Those who generously donate more than Rupees Five Lakhs to the Society can also be considered for Honorary membership.
- iii. These memberships have to be put in the General body meeting for approval. Honorary members will be entitled to participate in all the activities of the Society but will not have voting rights and shall not be eligible to contest for any post.

Student Members:

- i. Those pursuing Ophthalmic post graduation course (Diploma, PG Degree, DNB) or doing specialty fellowship courses in the field of Ophthalmology in Bangalore city or in Bangalore District will be eligible to apply for Student membership.
- ii. Student Members will be entitled to participate in all the activities of the Society but will not have voting rights and shall not be eligible to contest for any post.
- iii. After completing the course the membership ceases. These members will have special privilege of applying for Life Membership provided they fulfill the criteria for the same.

Article No.5: Subscription:

- i. An enrolment fee of Rupees One Thousand Five Hundred (Rs.1500/-) and a contribution of Rupees Three Thousand Five Hundred (Rs.3500/-) shall be paid by the Founder Members.
- ii. An enrolment fee of Rupees One Thousand Five Hundred (Rs.1500/-) will be charged from Life Members.
- iii. There will be no enrolment fee for Honorary Members.
- iv. An enrolment fee of Rupees Five Hundred (Rs.500/-) will be charged from Student Members. The balance of Rupees One Thousand (Rs.1000/-) needs to be paid while applying for Life Membership.
- v. The membership fee will be reviewed by the Managing Committee every two years. However, membership fee can be revised by the General body as and when required.
- vi. In all decisions pertaining to membership, the GBM will have the final say.

Article No.6: Cessation of Membership:

The Membership of Society shall cease:

- i. By voluntary resignation of the member.
- ii. By a decision of the Managing Committee by a two third party majority to delete the name of any member from the register of membership for unprofessional behavior or conduct in violation of guidelines of MCI, provided, the decision is ratified at the next General Body Meeting.
- iii. Before any such action is taken the offending member shall be served with proper notice in writing to appear or explain in writing before the Managing Committee as an opportunity to explain his / her conduct.

Article No.7: The General Body:

- i. The general body of the Society shall consist of all the members enrolled in the register of membership.
- ii. This will be supreme body of the Society and its decisions will be final and binding on all members.
- iii. All powers of the Society, its Managing Committee, and of Office bearers shall be derived from the General Body, which shall be the sovereign authority of the society.

Article No.8: The Managing Committee:

- i. The Managing Committee comprises of the Office bearers and Executive Committee Members.
- ii. These are elected members of the Society. There will be a total of Fifteen members.

- iii. This number may be revised by the general body.

The Office Bearers:

The Society will have the following office bearers:

- a) The President
- b) Vice President
- c) Secretary
- d) Treasurer
- e) Academic Convener
- f) Joint Secretary
- g) Any other post that may be prescribed the Managing Committee and approved by the general body.

Executive Committee Members:

These are elected representatives of the BOS.

Sub Committees:

- i. These are constituted by the President in consultation with the Managing Committee.
- ii. Each Sub Committee shall be headed by one of the elected members.
- iii. The members of the Sub committee shall have an expertise and / or an aptitude in the area of the objective of the respective Sub Committee.
- iv. The members can be from among BOS members or external persons.
- v. The number of members of the Sub Committee shall be five or more.
- vi. Each sub committee will have a Convener and has the responsibility of functioning under the guidance of the President of the Association.
- vii. The President enjoys the right to appoint or remove any Sub Committee member.

The Sub Committees are:

- a) Medical Ethics
- b) Medico-legal and Consumer complaints
- c) Crisis Management (to address issues like death on table, endophthalmitis , etc.,)
- d) TPA and empanelment
- e) Medical equipment issues
- f) Trade Sub Committee
- g) Academics and Annual Conference
- h) Any other, as per the needs under the discretion of the Managing Committee and the President.

The tenure of the Sub Committee will be same as that of the Managing Committee. However, the members may be changed at the discretion of the President.

Article No.9: Election:

- i. The tenure of the Managing Committee is for a period of two years except that of Vice President.
- ii. All the members of the Managing Committee are elected representatives of BOS. Election will be held two yearly for all the posts except that of President. The Vice President will, after completion of two years tenure as Vice President, become the President for the next term of two years.

- iii. The tenure of the newly elected Committees shall start from 1st April.
- iv. The election process shall be by electronic voting means through email or such effective electronic module.
- v. The timing of the elections will be January / February.
- vi. Student Members and Honorary members will not have the right to vote and also cannot contest for any posts.
- vii. All the Life Members and Founder Members must exercise the right to vote. Any member not voting in more than two consecutive elections or failing to vote when a whip is issued by the President may be considered for suspension of membership or such action as decided by the Managing Committee.
- viii. No person can contest for two or more posts in the same election. No person can hold the same office for more than two consecutive terms.
- ix. Members contesting for the post of Office Bearers must have served at least one term as Executive Committee member. However, this shall not hold good for the first batch of Managing Committee.
- x. The outgoing office bearers must hand over charge by delivering all relevant papers of the Society such as registers, correspondence, stationery, books of accounts and Library books, etc., to the newly elected. The inventory of all the papers and property shall be signed by the outgoing and newly elected President.
- xi. Office bearer shall cease to hold office:
 - a) On completion of the term, the new incumbents would take office on the election of the new Executive and previous office bearers would cease to hold office.
 - b) If by a resolution, the General Body decides by 2/3rd majority of the total strength of the general body members present that such office bearer/s be removed from the office, provided a notice of three weeks is given by placing the item on the agenda of the meeting. The quorum for such a meeting would be 25% of the enrolled members.
 - c) By voluntary resignation.

Eligibility for various offices:

i. The President:

- a) The Vice President will automatically become the President for the subsequent term.
- b) However, if the Vice President decides not to continue, or if he/she is removed by the GBM as per Article on Cessation of office then an election for the post of President will be held along with other posts.
- c) The member applying for the post of the President must have served at least one term as Managing Committee member.

ii. The Vice President:

Any Life member or Founder Member of BOS who has served at least one term as Managing Committee member can contest for the post of Vice President.

iii. Secretary:

Any Life member or Founder Member of BOS who has served at least one term as Managing Committee member can contest for the post of Secretary.

iv. Treasurer:

Any Life member or Founder Member of BOS who has served at least one term as Managing Committee member can contest for the post of Treasurer.

v. Academic Convener:

- a) Any Life member or Founder Member of BOS who has served at least one term as Managing Committee member can contest for the post of Academic Convener.
- b) He must have attended at least two state levels and one national level conference.

vi. Joint Secretary:

Any Life member or Founder Member of BOS who has served at least one term as Managing Committee member can contest for the post of Joint Secretary.

vii. Executive Committee Member

Any Life member or Founder Member of BOS who has residence and / or practice in Bangalore is eligible to contest to the post of Executive Committee Member.

Article No.9A: Election Procedure:

- i. The Secretary shall invite nominations from among BOS members (Life members and Founder Members) for various posts at least thirty days before the due date along with preliminary notice of the election.
- ii. The proposal must be received on or before the due date duly proposed and seconded by BOS members.
- iii. Electronic voting protocol must be clearly communicated to all the members of BOS at least one month before the election date.
- iv. The President will constitute an election commission of three members with one of them as Chairman/Returning Officer. Decision of the commission shall be final. An aggrieved candidate may present in writing to Election Commission within forty eight hours of the announcement of the results.
- v. In case of a tie recasting of vote of the President of the Meeting will decide the result.
- vi. In case of no valid nomination for a particular post is received within the due date, nomination from the floor will be asked for by the Chairman of the Election Committee, during the Annual general body meeting.

Article No. 10:

The Annual General Body Meeting:

- i. This shall be held once in a year.
- ii. The notice of the meeting shall be considered along with the agenda at least one month before the date fixed for the meeting.
- iii. A copy of the audited statement of accounts shall be issued at least two weeks before the meeting.
- iv. The business at this meeting shall include:
 - a) Confirmation of the minutes of the last Annual General body meeting.
 - b) Adoption of the annual report of the Managing Committee presented by Honorary-Secretary.
 - c) Discussing the statement of audited accounts for the preceding year presented by the then Honorary-Treasurer. The Honorary Treasurer must circulate electronically the copy of audited accounts to all the members to their registered email id's at least three weeks before the AGM. Adoption of this report is only after the consent of the General body.
 - d) Ratification of new members.
 - e) Consideration of any other business or resolution that may be laid before the meeting provided that the Honorary Secretary has received due notice at least three weeks before the meeting for consideration by the Executive before putting it to General body.
 - f) Introduction of the newly elected members.
 - g) Address of the outgoing and incoming President. **Prominent Quorum: For any General Body Meeting or Special General Body Meeting: 1/4 th of the total members or 10 members whichever is less shall form the quorum.** If within half an hour from the appointed time, the quorum is not present, the meeting shall proceed with its deliberation provided the quorum is not less than five members.
 - h) When meeting is held with a quorum less than 1/4th of the members, discussion should limit to points clearly spelt out in the agenda. Though new points can be discussed decisions cannot be made without calling for another meeting with that agenda.
 - i) No quorum shall be required for a meeting convened for scientific purpose only.

Special General Body Meetings:

A special general body meeting of the Society can be called to discuss any agenda at the instance of Managing Committee or the President or on a written requisition by at least 20% of enrolled members of the Society and with prior information, at least 10 days in advance.

Clinical Meetings:

- i. Periodic clinical meeting of Society will be held.
- ii. The Honorary Secretary shall circulate the notice of the meeting at least a week in advance.
- iii. The President or in his / her absence the Vice President or any office bearer shall preside at all meetings of the Society. In the absence of both President and Vice President or office bearer, the meeting shall elect its own Chairman for the purpose of the meeting, who shall have all the powers of the President for conducting the said meeting.

Annual Conference:

- i. This shall be held once in a year preferably in the month of July or August.
- ii. The programme of the conference will be arranged and finalized by the Managing Committee.
- iii. Due notice of the conference will be given at least six weeks before the proposed date.

Article No.11: Power of the President and Vice President:**President:**

- i. He / she shall regulate the working and preside over the meeting of the Society and Managing Committee including the next General Body meeting.
- ii. He / she enforce the observance of the rules and regulations. President can permit the consideration of any other item even if the same has not been included in the agenda for the meeting.
- iii. He / she shall also be the Ex-officio member of all the Committees formed by the Society and shall be empowered to constitute committee/subcommittee as deemed fit in consultation with Executive Committee members.

Vice President:

Vice President will act as President in his absence with due consent from President and after intimation to all the Executive Committee members.

Article No.12: Functions of the Secretary and Joint Secretary:

- i. The Honorary Secretary shall manage all the correspondence and shall record the minutes of the general body meeting, Managing Committee meeting and any special general body meetings which will be read and confirmed at the following respective meetings of the society.
- ii. He/she shall have the charge of the office and shall keep a register of all the papers communicated to him/her. He/she will be responsible to the Society for carrying out of the resolutions of the Society.
- iii. All records shall be open to inspection of the President and the office bearers.
- iv. All documents and contracts shall be executed jointly by the President and Secretary or any other officer of the Society.
- v. The properties of the Society shall be in possession and control of the Secretary or any other officer of the Society deputed by the Managing Committee and they will hand over the charge to their respective successor on the cessation of their term.
- vi. The Secretary shall not incur extraordinary expenditure without the previous sanction of the Managing Committee. An appropriate amount will be kept with the Secretary as emergency money as approved by the Managing Committee of Rupees not exceeding Ten thousand (Rs.10,000/-)

Joint Secretary:

He/she shall perform all duties assigned to him/her by the Secretary and will officiate for him/her in his/her absence.

Article No.13: Functions of Treasurer:

- i. The Honorary Treasurer shall receive money for the Society and shall make all payments in accordance with the rules framed by the Managing Committee and shall keep an accurate account of all such transactions and every receipt issued be signed by him/her.
- ii. He/she will prepare a statement regarding the financial position of the society which will be audited by the Auditor and will present the same at the annual general meeting for scrutiny and adoption.
- iii. He will circulate the audited accounts in an electronic form to all the BOS members four weeks prior to the proposed GBM.
- iv. He/she shall place before the Managing Committee, a financial statement showing the income, expenditure, arrears, etc., as and when required.

Article No.13A: Functions of the Academic Convener:

- i. He/she shall assist the Secretary/Managing Committee in formulating scientific program.
- ii. He/she shall be responsible for the publications of BOS.
- iii. First priority will be online and electronic form of publication.
- iv. He shall publish the proceedings of the annual conference of the Society.
- v. All publications need prior approval by Managing Committee.

Article No. 13B: Functions of Executive Committee Member:

- i. The Executive Committee member shall participate in affairs of the Society along with office bearers.
- ii. The Executive Committee member shall take the responsibility of participating in Sub Committees as assigned by the President.

Article No.14: Functions of the Managing Committee:

- i. The Managing Committee shall manage the affairs of the society and act on its behalf throughout the term.
- ii. The Committee shall have the powers to fill up any vacancy during their tenure of office except that of Vice President.
- iii. Six members shall form the quorum for any meeting of the Managing Committee.
- iv. It shall meet as often as necessary but at least four times a year.
- v. The Managing Committee meeting shall be called by the Secretary in consultation with the President for which a notice of one week shall be given.
- vi. Emergency Managing Committee Meeting can be called by the President at a notice of 24 hours for a specific agenda.
- vii. One third of the Executive Committee members can requisite Managing Committee meeting by submitting a proposal in writing and the meeting be called by the Secretary at the earliest but not later than one week of the notice.
- viii. Managing committee can nominate members from among BOS to liason with other societies.
- ix. Managing Committee will have rights to initiate and take appropriate disciplinary action like suspending, imposing fine up to Rupees Ten Thousand (Rs.10000/-) or even removing from the membership for activities like
 - a) Members acting against the interest of the society
 - b) Misuse of post or designation for once individual gains
 - c) Misusing trade contacts, etc.,

However, the aggrieved person must be given a chance to explain his act.

Article No.15: Accounts:

The accounts of the Society shall be kept under the following heads:

- i. **General Accounts:** It will include all the receipts by way of
 - a) Subscriptions other than membership subscriptions
 - b) Sale of property belonging to the society,
 - c) Any payment received for holding the meetings, printing, stationery, publications, etc., required for the efficient working of the society.
- ii. **Membership Account:**
 - a) All subscriptions amounts for Memberships shall be deposited in this account and put in long term fixed deposits in nationalized bank.
 - b) These deposits will not be cashed unless specifically approved by General body, in case of emergency. However, the interest received from this account may be used in day to day running of the society.
- iii. **Trust Account:**

Expenses incurred on various awards/trophies instituted by the society shall be done from this account.
- iv. **BOS Journal Account:**
 - a) All revenue received for advertisements or as donations, contributions for the publication of Journal of the society shall be kept in this account.
 - b) This account may be maintained as sub-head under the General Account.
- v. **Operation of account:**
 - a) The account shall be maintained in the name of "Bangalore Ophthalmic Society"
 - b) The bank account shall be operated jointly by the Treasurer along with the President or Secretary.
- vi. The financial year of the society shall be from the 1st April to 31st March of the following year.
- vii. The audited accounts of a particular period / financial year will be presented in the subsequent AGM by the office bearers responsible for that term. Under no circumstance, accounts of two different office bearers be clubbed and presented to AGM.

Article No.16: Publication:

- i. The society shall undertake to publish bulletins, memorandum or other documents from time to time as decided by the Managing Committee or general body.
- ii. These publications will be in electronic or print format.

Article No.17: Affiliation to other Societies:

- i. The society can get affiliated to other societies of ophthalmology or allied medical fields.
- ii. It may act as host for the scientific conferences of such societies, when held in Bangalore city or Bangalore District.

Article No.18: Prizes and Trophies:

- i. The society may constitute awards, prizes or trophies to individuals or institutions, of BOS or for non BOS members, for services rendered to the society in the field of Ophthalmology and raising the standard of clinical meetings on the recommendations of the Managing Committee.
- ii. The awards/trophies may be awarded to Bangalore members/Institutions as and when instituted with the approval of general body.

Article No.19: Amendments to Constitution:

- i. Any proposed amendment to the articles of the Constitution of the Society shall be placed before the next annual general body meeting or any special general body meeting of the society convened for such purpose.
- ii. When an urgent amendment needs to be brought in, a prior notice of six weeks can be given and a voting can be taken through electronic media for such specific purpose.
- iii. No alterations shall be made without the approval of at least 2/3rd majority of the members of the society as per the register of members as on that date. Physical voting or electronic voting can be taken for this purpose.

Article No.20: Visitors:

Any member of the medical profession or any other eminent person may attend the meeting of the society on being introduced to the members with the permission of the Chairman of the meeting.

Article No.21:

Misuse of designation by the office bearers or members of the society: No member of the society shall use the office bearer's or member's designation on their private personal letter-heads and visiting cards, etc., and in their personal correspondence. Any news regarding the activities of the society, to any news media shall be given only by the Secretary in consultation with President.

Article No.22:

A copy of the Constitution shall be provided free by the Secretary at the time of enrolment of the Member. Additional copies can be had on such payment as fixed by the Executive Committee

Article No.23: Litigation:

The jurisdiction of all litigation in respect to Society shall be Bangalore, Karnataka.