

DELHI OPHTHALMOLOGICAL SOCIETY



CONSTITUTION & BYE LAWS

As adopted at Special General Body Meeting

Held on 31st October, 2014 at

India Habitat Centre, New Delhi

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Constitution Subcommittee

Dr. R.B. Jain	Chairman
Dr. G. Mukherjee	Member
Dr. Arun Sangal	Member
Dr. Harbansh Lal	Member
Dr. Dinesh Talwar	Member
Dr. Alkesh Chaudhary	Member
Dr. M. Vanathi	Member

DOS Executive Members

President

Dr. Rajendra Khanna

Vice President

Dr. Cyrus Shroff

Secretary

Dr. Rajesh Sinha

Joint Secretary

Dr. Neeraj Sanduja

Treasurer

Dr. Sanjeev Gupta

Editor

Dr. M. Vanathi

Library Officer

Dr. Vipul Nayar

Executive Member

Dr. Manisha Agarwal

Dr. Tinku Bali

Dr. (Major) Arun Baweja

Dr. Bhavna Chawla

Dr. Neeraj Manchanda

Dr. Rajib Mukherjee

Dr. R.P. Singh

Dr. Deven Tuli

DOS Representatives to AIOS

Dr. Ajay Aurora

Dr. Namrata Sharma

Ex-Officio Member

Prof. Jeewan S. Titiyal

Dr. Rohit Saxena

Dr. Ashu Agarwal

Preface

Delhi Ophthalmological Society since its inception in 1948 has stood for its members and has been involved in the betterment of science and imparting the education about latest of techniques, technology and understanding of ophthalmology to one and all. A society which has continuously grown has done its functioning as per the guidelines laid down by its constitution and bye-laws. A bye-law is a rule or law established by an organization or community to regulate itself. No matter how good a job you have done creating your byelaws, at same point of time you need to change something. Over the period of evolution of the society, the bye-laws also need to evolve as per the suitability of the changing scenario. Bye-laws are meant to guide the members for the optimal functioning of the society. As time changes, different problems arise that force its members to re-think about the existing bye-laws. However, in amending a previously adopted byelaw, the basic aim is to make sure that the rights of all members continue to be protected.

The DOS constitution sub-committee has spent a lot of time discussing the changes recommended by its members. After discussing the pros and cons of all the suggestions, the sub-committee has done the necessary amendments and finally come out with the final shape of the bye-laws of the society which has been accepted by the GBM. This may not be the best; however in the current scenario, the present bye laws have been found to be most suitable by the GBM for the proper functioning of the society.

It gives us immense pleasure to put forward the finalised constitution and bye laws. It has been made possible by the hard work of not only the constitution sub-committee members but also each and every member of the society who have contributed their bit in order to make it the most suitable and acceptable bye laws.

Dr. Rajendra Khanna
President

Dr. Rajesh Sinha
Secretary

Dr. Sanjeev Gupta
Treasurer

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DOS Constitution & Bye-Laws

Article No.1:

Name: The Society shall be called 'Delhi Ophthalmological Society (DOS)' hereafter called the 'Society'

Article No.2:

1. The Society shall be governed by this Constitution and its bye-laws.
2. The Office of the Society shall be situated in Delhi at a suitable place decided by the Executive Committee.

Article No.3:

Objects:

1. The development and promotion of the science of Ophthalmology.
2. To co-ordinate the activities and foster collaboration amongst its Members.
3. To promote a feeling of brotherhood amongst its members.
4. To co-ordinate with the activities of various other established associations / Societies of medical discipline.
5. To supervise and advise on legislation affecting ophthalmic practice, Ophthalmologist and the science of Ophthalmology.
6. To undertake all such activities that may promote the furtherance of the above mentioned objects.

Article No. 4:

Membership:

Eligibility: The Membership of the Society shall be available to the following:-

a) National Members:

- Medical Practitioners registered with any State Medical Council (recognised by the Indian Medical Council) who practice Ophthalmology as a specialty or are interested in Modern Scientific Ophthalmology shall be eligible for

membership of the society. Application for membership shall be submitted to the Honorary Secretary. All applications shall be considered and approved by the Executive Committee and membership will be ratified by the General Body.

- All persons eligible for membership will become a Life Member after paying the required life membership fees which is non-refundable.

b) Delhi Members:

A member will be considered a Delhi and voting member if he /she fulfills one of the following criteria

1. Residing in Delhi & Working in Delhi
2. Residing in Delhi & Working in NCR
3. Residing in NCR & Working in Delhi

The proof of residence needed for the same can be any two of the following:

1. Photo ID Card
2. Voter Identity Card
3. Certificate from Institution
4. Passport
5. Electricity Bill
6. Gas Bill
7. Water Bill
8. Undertaking regarding proof of residence

The proof of working can be any of the following:

1. TDS Certificate
2. ID Card/ Certificate issued from Institute / Hospital/ Employer

Additionally Declaration / Undertaking should also be submitted by the member regarding the residence & place of working.

Only Delhi members are allowed to vote in election held by the society and action will be taken against any Non Delhi Member found to be voting which may include cessation of membership.

c) Honorary Members:

- Persons of eminence who have rendered unequivocal service to the promotion of Ophthalmology will be eligible to be conferred honorary membership on the recommendation of the Executive. Persons approved by Executive for honorary membership shall be approved by the GB and conferred the same at the next General Body Meeting.
- Present and past Presidents of All India Ophthalmological Society will be made honorary members of the society.
- Honorary member will be entitled to participate in all the activities of the Society but shall not be entitled to vote at a meeting or hold any office.
- These members will be exempted from paying registration fee for DOS conferences.
- No publications of the society will be sent to the Honorary Members

d) International Members:

- Ophthalmologists from outside India may become members of the society as Non-Resident/ International Members. Their rights will be same as of Outstation Members. If they want to receive hard copies of circulars/ publications etc., they will have to pay for postage or other expenses for the same. They should be registered with Medical Council of their country of residence.

DOS reserves the right to reject any application for membership.

Article No.5:

i) Cessation of Membership:

The Membership of Society shall cease:

- a) By voluntary resignation of the member.
 - b) By a decision of the Executive Committee by a two third majority of executive members to delete the name of any member from the register of membership for unprofessional behaviour or conduct or if his/her actions are against the interests/ reputation of the society.
- Before any such action is taken by the Executive Committee

the offending member shall be served with notice in writing to appear before the Executive Committee for an opportunity to explain his/ her conduct

- Provided further that such decision of the Executive Committee shall take effect only if it is ratified at the next General Body Meeting by a majority of 2/3rds of members present and voting and the Quorum for such a Meeting will be 5% voting members or 100 members whichever is more at the time of meeting.

c) Non Delhi member found to be voting in an election.

d) On death

ii) Re-admission: Any member whose membership has ceased can be readmitted by the Executive Committee, on ratification at the next GBM by 2/3rd members present, by again paying fees equivalent to the life-membership fee and the quorum of that meeting will be 5% voting members or 100 members whichever is more at the time of meeting.

Article No.6:

Subscription:

- a) Enrolment fee of Rs.100/- will be charged from all members only once at the time of admission/enrolment.
- b) The Members are required to pay the membership fee in lump-sum as applicable at the time of becoming member.
- c) The Financial Year of the Society shall be from 1st April to 31st March of the following year.
- d) The membership fee may be reviewed by the executive committee as and when required and may be changed if necessary. Any revision in membership fee shall be valid only if it is ratified by the General Body in the Meeting held along with the Annual Conference of the DOS.
- e) However the membership fee can also be revised by the General Body.
- f) Membership fee of International members: As decided by executive committee and ratified by GBM.

Article No.7:

The General Body:

- The General Body of the Society shall consist of all the Voting (Delhi) members enrolled in the register of membership.
- This will be the supreme body of the Society and its decisions will be final and binding on the members. All powers of the Society, its Executive Committee and of Office bearers shall be derived from the General Body, which shall be the sovereign authority of the society.

Article No.8:

Office bearers and Executive Committee:

- A) Office bearers:
 1. President
 2. Vice President
 3. Secretary
 4. Treasurer
 5. Editor- of Delhi Journal of Ophthalmology.
 6. Joint Secretary
 7. Library Officer
- B) Eight Members of Executive Committee
- C) Any other office bearer / executive members that may be suggested by the Executive Committee and approved by the General Body.

The Executive Committee will comprise of:

- Office bearers
- Eight Members of Executive Committee
- Ex-Officio members: Immediate Past President, Secretary and Treasurer and representatives of DOS on Managing Committee of A.I.O.S.

All the Executive committee members will have voting rights to take a decision in the executive committee meeting. They will be Honorary and shall not be paid any honorarium.

Article No. 9:

Election:

- a) The election will be held at/ during the Annual Conference and the results announced at the conference General Body Meeting.
- b) The Vice-President shall be elected every year by the General Body at Annual Conference. He/She will hold office up to next Annual Conference and then become the President for the following year.
- c) All the executive committee members except for the editor will be elected by the Members of General Body for a period of one term of 2 years and will not be re-elected for consecutive term in the same capacity. The Editor can hold office for two consecutive terms of two years each. Two members for the A.I.O.S. Managing Committee will be elected for one term of 3 years as per A.I.O.S. constitution along with other elections in the Annual Conference.
- d) No member will stay in the executive in the same capacity for more than one term consecutively, except the editor and ex-officio member.
- e) DOS representative to AIOS will join executive committee of DOS only after the Managing Committee meeting of next AIOS Conference.
- f) The out-going office bearers must hand-over charge within one month by delivering all relevant papers of the Society such as registers, correspondence, stationery, books of accounts and Library books etc. to the newly elected, along with bank papers like pass-books, cheque books, Deposit receipts etc. The inventory of all the papers and property shall be signed by the out-going and newly elected president.
- g) Office bearer shall cease to hold office:
 - 1) On the election of the new Executive and would hand

- over the charge to the new incumbents.
- 2) If by a resolution, the General Body decides by 2/3rd members present and voting that any or all office bearers be removed from the office.
 - Provided that a notice of at least 2 weeks is given by placing the item on the agenda of the meeting.
 - Provided further that the quorum for such a meeting will be 5% of voting members or at least 100 ratified voting members, whichever is more, at the time of the meeting mentioned in the first provision above.
 - 3) By voluntary resignation.

Eligibility for Various Posts :

- Any member contesting for any post must have a recognised Post-graduate qualification in Ophthalmology.
 - Only Delhi members can contest for any post.
 - The Vice-President and thus President will not normally be re-elected for the next year.
 - For all other posts except editor DJO the members cannot contest 2 consecutive terms.
- a) Vice President:
- i. Must have been a member of good standing for a minimum period of 15 years.
 - ii. Must have held a position for at least two complete terms in DOS Executive Committee.
- b) Secretary, Treasurer, DOS Representatives to AIOS:
- i. Must have been a member of good standing of the Society for at least 7 years.
 - ii. Must have been a member of Executive Committee for at least one term.
- c) Jt. Secretary, Editor, Library Officer :
- i. Must have been a member of good standing of the Society for at least 5 years.
 - ii. Must have been a member of Executive Committee for at least one term.

- d) Executive Committee Members:
- Must have been a member of good standing of the Society for at least 3 years

Article 9A (Election Procedure)

- a) Secretary shall invite nominations from amongst Delhi members for various posts at least 30 days before the due date to be notified along with preliminary notice of the Annual Conference. The signed nomination form must be received on or before a date and time specified. Nomination cannot be sent electronically but must be a written nomination application, duly signed, along with signatures of proposer and seconder by Delhi DOS members, before the expiry of announced time. If a candidate withdraws his/her nomination in writing, it will be final and cannot be changed later.
- b) Secretary & Treasurer should keep everything ready so that Elections, if necessary, can be completed expeditiously by secret ballot.
- c) Only 'Delhi Members' shall be allowed to vote. Treasurer will keep ready an up to date list of such members before the start of Election and such list shall be open to the inspection of all members.
- d) The President shall constitute an Election Commission of 3 members from within the Delhi members, with one of them as Chairman/Returning Officer. A member of at least 15 years of standing as member and who has been an office-bearer for at least one term shall be the member of such commission. Decision of the Commission shall be final.
- e) An aggrieved candidate may make a written representation to Election Commission within 48 hours of the announcement of the result; and the Election Commission shall take action on such representation giving reasons for the decision expeditiously, preferably within one week of such representation.
- f) If a candidate is not satisfied, he/she can appeal to appellate committee as constituted by the President and their decision will be final. The Appellate committee which will consist of any three Past Presidents will be formed by the President before

- the elections at the time of formation of Election Commission.
- g) In case of a tie, recasting of vote of the President of the Meeting will decide the result.
 - h) In case, 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 general body meeting.
 - i) No member can stand/ contest for more than one post simultaneously.
 - j) The election for representatives of DOS in Managing Committee of AIOS will be held along with other elections during the annual conference. Their names will be sent to AIOS before January the following year.
 - k) Anybody holding any post in any other state/city society will not be considered eligible for joining any post in the DOS Executive Committee. If elected and willing to join any post in DOS Executive he / she will have to resign from the post being held in the other state /city society executive.

Article No.10 (Meetings):

- a) Clinical Meetings:
 - i. Clinical meeting of the Society will normally be held once a month except in the months of May and June, preferably on last Saturday or Sunday.
 - ii. The Honorary Secretary shall circulate the notice of the meeting at least a week in advance.
 - iii. The President or in his absence the Vice-President, shall preside at all meetings of the Society. In the absence of the both the President and Vice-President, 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.

- b) Special Meetings:

A special General Body Meeting of the Society can be called to discuss any agenda at the instance of Executive 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.

c) Conference General Body Meeting:

This shall be held once in a year along with the Annual Conference. The notice of the meeting shall be circulated along with the agenda at least one month before the date fixed for the meeting. The business at this meeting shall include:

- i. Confirmation of the minutes of the last Annual General Body meeting and action taken thereof.
- ii. Adoption of the annual report of the Executive Committee presented by the Hony-Secretary.
- iii. Ratification of new members.
- iv. Report of the Library officer
- v. Report of Editor
- vi. Report from representative to A.I.O.S.
- vii. Consideration of any other business or resolution that may be laid before the meeting provided that the Hony. Secretary has received due notice at least eight weeks before the meeting for consideration by the Executive before putting it to General body.
- viii. Address of the outgoing and incoming president.
- ix. Election of the Office Bearers and members of Executive Committee and announcement of results
- x. Any other matter with the permission of the Chair

d) The Annual General Body Meeting:

This shall be held once in a year in the month of July / August. The notice of the meeting shall be circulated along with the agenda at least one month before the date fixed for the meeting. A copy of the audited statement of accounts shall be issued at least two weeks before the meeting. The business at this meeting shall include:

- i. Confirmation of the minutes of the last General Body meeting and action taken thereof.
- ii. Passing the statement of audited accounts for the preceding year presented by Treasurer.

- iii. Presentation and Approval of Budget for the following year
- iv. Appointment of Auditor to audit the accounts of the Society.
- v. Any other matter.

Prominent Quorum: For any General Body Meeting or Special Meeting:

1/4th of the total numbers or 50 members whichever is less shall form the quorum. If within 15 minutes from the time appointed for the meeting, the quorum is not present, the meeting shall proceed with its deliberations provided the quorum is not less than twenty members.

No quorum shall be required for a meeting convened for scientific purpose only.

e) Annual Conference:

This shall be held once in a year preferably in the month of April along with General Body Meeting.

The programme of the conference will be arranged and finalised by the Executive Committee and will comprise of symposia, scientific papers, case demonstrations etc. or any other activity deemed fit by the executive. Due notice of the conference shall be given at least approximately one month before the proposed date.

f) For participation in the Annual Conference, members shall be required to register themselves for the conference after paying the requisite fees and completion of the procedure prescribed.

Article No.11:

Power of the President and President Elect:

President: He shall regulate the working and preside over all the meetings of the Society and Executive Committee including the next General Body meeting and Annual General Body Meeting. He shall see that the rules and regulations are followed as per the constitution. President can permit the consideration of any other item even if the same has not been included in the agenda for the meeting. He shall also be the Ex-officio member of all the committees formed by the society and shall be

empowered to constitute committee/sub-committee as deemed fit in consultation with Executive Committee members.

Vice President: will act as President in his absence.

Article No.12:

Functions of the Secretary and Joint Secretary:

1. The Hony. Secretary shall manage all the correspondence and shall record the minutes of the General Body meeting, Executive Committee meeting and any special meetings which will be read and confirmed at the following respective meetings of the society. He shall have the charge of the office and shall keep a register of all the papers communicated to him. He will be responsible to the Society for carrying out of the resolutions to the Society. All records shall be open to inspection of the President.
2. All documents and contracts shall be executed by any two of President, Secretary or Treasurer.
3. The properties of the Society shall be in possession and control of the Secretary or any other officer of the Society deputed by the Executive Committee and they will hand over the charge to their respective successor within a month of their election.
4. The secretary shall not incur extraordinary expenditure without the previous sanction of the executive committee except for the purpose of holding the annual or other meeting which he may do with the concurrence of the President and the Treasurer. An appropriate amount will be kept with the Secretary as imprest money as approved by the Executive Committee.
5. He shall be the member Secretary of all the sub-committees.

Joint Secretary:

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

Article No. 13:

Functions of Treasurer:

The Honorary Treasurer shall receive money for the society and shall make all payments in accordance with the rules framed by the Executive Committee and shall keep an accurate account of all such transactions and every receipt issued be signed by him. He will prepare a statement regarding the financial position of the society which shall be audited by the Auditor. The audited report will be circulated to all members at least two weeks before the Annual General Body Meeting and he shall present the same at this meeting for adoption. He shall place before the Executive Committee, a financial statement showing the income expenditure, arrears etc. as and when required.

The Treasurer shall keep and maintain an updated record of all members of society.

Article No. 13 A:

Functions of the Editor:

- a) The Editor shall be responsible for the publication of the Journal of DOS, known as the 'Delhi Journal of Ophthalmology' (DJO).
- b) He shall publish the Proceedings of the annual conference of the society whenever it is decided by the executive committee to bring out the same.
- c) The Editor shall ensure that all issues of DJO are brought out regularly – preferably quarterly.
- d) The Editor shall keep all articles and communication in order and pass it to the next editor.

Article No. 14:

Functions of the Executive Committee:

- I. The Executive Committee shall manage the affairs of the Society and act on its behalf throughout the year.
- II. The committee shall have the power 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 Executive Committee.

- IV. It shall meet as often as is necessary, but at least four times a year.
- V. It shall have power to form Committee/Subcommittee as deemed fit.
- VI. An executive committee meeting shall be called by the Secretary in consultation with the President for which a notice of one week shall be given.
- VII. Emergency Executive Committee Meeting can be called by the President at a notice of 24 hours for a specific agenda.
- VIII. 1/3rd of Executive Members can requisite Executive Committee Meeting by submitting a proposal in writing. It shall be called at the earliest and not later than one week of the Notice.

Article No. 14 A:

Representatives of A.I.O.S. will act as liaison officers between Society and AIOS. They shall attend the management committee meeting of AIOS. They shall keep the DOS members informed of the activities of A.I.O.S. and will read out their report at the Conference GBM.

Article No. 15:

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

- a) General Accounts: It will include all the receipts by way of
 - i. Subscriptions
 - ii. Sale of property belonging to the society,
 - iii. Any payment received for holding the meetings, printing, stationery publications etc. required for the efficient working of the society.
- b) Life Membership Account: All subscriptions from life members, except enrolment fee, shall be deposited in this account and put in long term fixed deposits. 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.

- c) Trust Account: Expenses incurred on various awards/trophies instituted by the society shall be done from this account.
- d) DOS Journal's Account: All revenue received for advertisements or as donations, contributions for the publication of Journal of the society shall be kept in this account. This account may be maintained as sub-head under the General Account. All payments from this account shall be made by treasurer after due approval from the respective editors.
- e) Operation of Account:
 - (i) The account shall be maintained in the name of "Delhi Ophthalmological Society"
 - (ii) The bank account shall be operated jointly by the treasurer along with the President or Secretary.
- f) The financial year of the society shall be from the 1st April to 31st March of the following year.

Article No. 16:

Library:

- (i) The library shall be placed at a central place
- (ii) The library Officer will be responsible for proper management of library and inventory of books. He will execute the recommendations of the Executive Committee/General Body. He will submit his account to the Treasurer or the Secretary.

Article No. 17:

Publication: The Society shall undertake to publish bulletins, memorandum or other documents from time to time as decided by the Executive Committee or General Body.

Article No. 18:

Affiliation to other Societies: The Society can get affiliated to other national or allied field societies. It may act as host for the Scientific Conference of such affiliate societies, when held in Delhi. The DOS executive would constitute an organising committee for the same, to be approved by the General Body.

Article No. 19:

- a) Prizes and Trophies: The society may constitute awards, prizes or trophies to individuals or institutions for services rendered to the Society; contributions in the field of Ophthalmology and raising the standard of clinical meetings on the recommendations of the Executive Committee.
- b) The following awards/trophies/orations are being awarded to Delhi members/Institutions at present:
1. Dr. A.C. Aggarwal Trophy
 2. Dr. H. S. Trehan Trophy
 3. Dr. Bodh Raj Trophy
 4. Dr. Krishna Sohan Singh Trophy
 5. Dr. R.N. Sabharwal Medal
 6. Dr. T.P. Agarwal Trophy
 7. Dr. V.K. Kalra Memorial Trophy
 8. Dr. Minoo Shroff Trophy
 9. Dr. P.K. Jain Oration
 10. Dr. S. N. Mitter Oration
 11. Dr. Hari Mohan Oration
 12. Dr. B.N. Khanna Oration
 13. Dr. Om Prakash Oration
 14. Life Time Achievement Award : Maximum of Two per year
- c) The executive may institute any other commemorative awards/trophies if suitably financed by the donor. The amount should be a minimum of Rs.5 lakhs with a validity of 15 years which should be placed in a fixed deposit. This amount can be increased at any time, as decided by the executive committee. The executive committee will have the right to accept / reject / refuse any award.

Article No. 20:

Amendments to Constitutions: Any proposed amendment to the articles of the Constitution of the Society shall be placed before the next General Body meeting or any special meeting of the Society convened for such purpose. No alterations shall be made without the approval of at least 2/3rd majority of the members present and voting at the meeting.

The quorum for amendment of constitution should be will be 5% voting members or 100 ratified voting members, whichever is more.

Article No. 21

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. 22:

Misuse of Designation by 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. 23:

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. 24:

Litigation: The jurisdiction of all litigation in respect to Society shall be Delhi/New Delhi.

Article 25:

Dissolution: The association may be dissolved, if necessary, as per procedure laid down under sections 13 and 14 of the Societies Registration Act, 1860 (Act 21 of 1860)

