

## PART – II

## RULES AND REGULATIONS

1. **DEFINITION:**

**"Committee" shall mean Executive Committee of the Society**

**"OSWB" shall mean Ophthalmological Society of West Bengal**

**"Members" shall be an inclusive term embracing ordinary members, life members, associate members and honorary members. Whenever the article "HE" has been mentioned it shall also include "SHE"**

**"Society" shall mean Ophthalmological Society of West Bengal.**

2. **CONSTITUTION :**

The Society shall consist of members whose names are on the Register of members of the Society at the time when these revised Rules and Regulations come into operation and of subsequent members, who shall be those persons, who being eligible shall, after the date of adoption of these Rules and Regulations of the Society, be duly elected.

3. **MEMBERS :**

There shall be four types of members :

- a) **Ordinary Members** : all registered medical practitioners holding Allopathic Qualifications recognized under schedule I or II of the Indian Medical Council Act of 1956 who practice Ophthalmology; shall be eligible to become Ordinary Members.
- b) **Life Members** : ordinary members on paying a total sum of Rs. 500/ or upwards at one time may, if they so desire, become Life Members and shall be exempted from payment of any further subscription. They shall have the rights and privileges like the Ordinary Members.
- c) **Associate Members** : this membership will be only for 1 year and shall be renewable. It will comprise of all registered medical practitioners interested in Ophthalmology and junior Ophthalmologists upto 3 years after Graduation and wives/husbands of Ordinary/Life members shall be eligible to become Associate Members. The Associate members shall enjoy all the privileges of Ordinary/Life members except that of voting in a meeting or holding any Society or introducing new members.

An eligible person for Ordinary/Life Associate Member who agrees to abide by the Rules and Regulations of the Society and desires to be a member, shall apply in writing to the Hony. Secretary of the Society and his candidature shall have to be proposed by one Ordinary/Life member and seconded by another Ordinary/Life member. All such applications shall be placed before the Executive Committee for election. The Executive Committee reserves the right of acceptance or rejection of such application.

- d) **Honorary Members** : any eminent person whose connection with the Society is deemed desirable, may, with his/her consent, be elected an Honorary Member at a General Body Meeting of the Society provided that not less than two thirds of the members present, vote for

him/her. He/She shall be entitled to participate in all the activities of the Society, but he/she shall not be entitled to vote at any meeting of the Society or hold any position of Office Bearers.

#### 4. Register of Members :

The Society shall maintain a register of members containing the names, addresses and their occupation, the date of admission and the date of cessation. The Register will be kept open for inspection of the members of the Society on requisition.

#### 5. Subscription :

The admission fee of **Rs. 100/-** for the Ordinary/Life/Associate member shall be payable at one time in advance at the time of admission. The subscription for the Ordinary Members shall be **Rs. 200/-** per year payable in advance in one installment. The subscription for Associate Members shall be Rs. 50/- per year payable in advance in one installment.

**The above mentioned subscriptions are liable to be modified by a resolution of the Executive Committee without any prior notice which has to be subsequently ratified by the next General Body meeting of Members**

#### 6. Privileges of Membership :

- i. All members shall be entitled to attend and participate in deliberations at the General Body or Special General Body Meetings of the Society and receive copies of all reports of the Society.
- ii. All members except Honorary and Associate members shall have the right to vote at General Body or Special General Body Meetings.
- iii. All members except Honorary and Associate members shall have the right to hold office of the Society.
- iv. All members shall be entitled to be invited to participate in all functions of the Society.
- v. All members shall be entitled to any other facilities and **privileges** as may be provided by the Society from time to time.

#### 7. Termination of Membership and Re-admission.

(a) Membership may be terminated by resignation. A member may at any time resign from his membership of the Society by giving 30 days notice in writing to the Hony. Secretary after paying all his dues to the Society.

(b) Membership may be terminated due to non-payment of subscription for consecutive 2 years. All the privileges of membership will be automatically ceased.

(c) Membership may be terminated by removal of name on the ground of undesirable conduct as

under :

If the conduct of any member is deemed by the Executive Committee prejudicial to the interest of the Society or calculated to bring the Ophthalmologists into disrepute, he/she may be requested by the Executive Committee to submit a written explanation of the conduct. In the event of his/her explanation being found unsatisfactory, the member be asked either to apologise or to resign from the Society. If the member is agreeable, his/her apology shall be given due consideration. In the event of the said member refusing either to apologise or to resign when asked to do so, his/her name may be removed from the Register provided that 3/4th of members present at a Special General Body Meeting called for the purpose, record their votes for his/her removal.

(d) By removal of name on the ground of conviction in a court of justice :-

- i. Upon sentence after conviction in a court of justice for any crime entailing moral turpitude ;
- ii. Upon being de-registered by Medical Council of India (M.C.I) on the ground of unethical conduct, from the date of deregistration and for the period of deregistration except in case nonpayment of renewal fee, if any, in the registering Council or
- iii. Upon forfeiture, through misconduct, of the medical qualification by virtue of which he/she become eligible for membership.

Re-Admission :

- A) Any member who has ceased to be a member under Rules 6(a) and 6(b) can be re-admitted on fresh application being made by him/her and on payment of all dues outstanding against him/her on the date when he/she had ceased to be a member. The Executive Committee shall however, have the power to condone a part or whole of any outstanding dues against such a member.
- B) A member, whose name has been removed under Rule 6(c) may be re-admitted on the expiry of two years if he/she submits a written apology acceptable to the Executive Committee of the Society.
- C) But in case, coming under Rule 6(d), this re-admission should be possible only subsequent to such a person's name being re-entered in the Medical Register of M.C.I.

### **8. Responsibilities of the Members**

**A member whose name has been entered in the Register is obliged to accept the Rules and Byelaws of the Society and follow them. No one shall be absolved on the plea that he has not received a copy of the Rules and Byelaws.**

### **9. Society Years :**

- A) Financial Year : shall be 1<sup>st</sup> April to 31<sup>st</sup> March of the next year.
- B) Functioning year of the Society : shall be from one State Annual Conference to another State Conference preferably in the month of September.

## 10. Management :

The management and control of the affairs, funds and assets of the Society shall be vested in the Executive Committee which shall consist of the followings and all of them shall hold office in honorary capacity without any allowance whatsoever for 2 consecutive years except the President, President Elect and Vice President who shall be for one year. President Elect shall become automatically President of the next year and the Vice-President shall become President Elect automatically of the next year. The President, the President Elect and the Vice-President in no condition be re-elected in future.

Office Bearers and the Members of the Executive Committee :

President	1	Yr.
President Elect	1	Yr.
Vice-President	1	Yr.
Hony. Secretary	2	Yrs.
Jt. Secretaries - 2	2	Yrs.
Hony. Treasurer - 1	2	Yrs.
Jt. Treasurer - 1	2	Yrs.
Members – 10	2	Yrs.

The Immediate Past President and the Immediate Past Hony. Secretary shall be Ex. Officio Members of the Executive Committee for **1 year and 2 years term respectively.**

## 11. Powers & Functions of the Executive Committee :

The Executive committee shall ordinarily function for 2 years and have the –

**i. The Executive Committee may meet for the transaction of business , adjourn, or may otherwise regulate its meetings and proceedings as it thinks fit. A meeting of the Executive Committee at which a quorum is formed, shall be competent to exercise all or any of the functions of the Executive Committee.**

ii. General control of the affairs, funds and assets of the Society and shall do such acts necessary for the efficient management and improvement of the Society ;

iii. Power to appoint or remove any worker or employee, paid or unpaid ;

iv. Right to appoint committees, Sub-committees and ad hoc committees and to delegate some of its power to such committees.

v. Right to make, amend and repeal Bye Laws, not inconsistent with these Rules and Regulations for the management of the business or affairs of the Society.

vi. Power to invest any of the funds of the Society in Promissory notes Debentures and Stocks or other Securities and to vary or transfer such Securities from time to time and in such a manner in the name of the Society as they may think fit, and from time to time to vary or realize such investments.

vii. Power to institute, conduct, defend, compound or abandon any legal proceedings by or against the Society or its officers or otherwise concerning the affairs of the Society.

viii. Power to elect a member or members or office bearer or bearers in case of resignation, death, physical inabilities, **and disqualification** or otherwise of existing member or members/office bearer or bearers in any of its committee meeting.

The committee shall ordinarily function for two years and continue to hold the same until the next committee is duly formed.

ix. **An office bearer must give two months notice in writing of his desire to resign.**

x. **Office Bearers of sub committees must inform the President and Hony secretary if they are unable to serve for any length of time :in such a case alternative arrangement will be made by the honorary secretary with the approval of the President.**

xi. The Clinical Meeting shall be named as "Academic Meeting"

## 12. Election of the office bearers and members of the Executive Committee :-

a) The office bearers and the members of the Executive Committee shall be elected every two years except the post of the Vice-President for which election will be held within 30<sup>th</sup> June of every year. All ordinary members who have paid the subscription upto current year within 31<sup>st</sup> March and all Life Members shall be eligible for election as an office bearer or a member of the Executive Committee. All members other than Hony and Associate Members who are not defaulting members referred to in Rule (6), shall be entitled to vote in the election. The voting shall be by secret ballot to be cast personally by the member at the Polling Centre **decided by the Executive Committee.**

b) Installation of the President and new office bearers of the Executive Committee shall take place at the venue of the Annual State Conference preferable in the month September of every year.

13. **Election Procedure: The Election shall be held under the supervision of an three member election commission of whom one would be made the Chief election commissioner, to be decided by the executive committee three months before the date of election and he will publish the electoral roll within fifteen days of accepting his post. For election of different office bearer and executive committee members the outgoing Secretary will invite nominations 60 days prior to the election. The last day of receiving nomination shall be 40 days prior to the date of election .Scrutiny of the nomination papers shall be completed on the next day after the last day of submission of nomination papers. ( If the specified date is a public holiday , the**

**next working day shall be the date for scrutiny .The date of withdrawal shall be 9 days after the day of scrutiny. Final list of candidates shall be published on the 14<sup>th</sup> Day from the date of scrutiny. Willing bonafide voters shall cast their vote by secret ballot at the designated polling center. Counting shall be done on the same day and the results shall be declared by the Returning Officer at the close of counting.**

**14. Eligibility Criteria of Executive Committee Members**

- i. Vice President - Must have been a member of the Society for a period of not less than 15 years and member of executive committee for at least one term .**
- ii. Hony Secretary – Must have been a member of the Society for a period of not less than 12 years and must have served the Society as an Office Bearer of the Executive Committee at least for one term.**
- iii. Joint Secretary – Must have been a member of the Society for a period of seven years and must have served the Society as a member of the Executive Committee at least for one term.**
- iv. Hony Treasurer - Must have been a member of the Society for a period of ten years and must have served the Society as an Office Bearer of the Executive Committee at least for one term.**
- v. Joint Treasurer - Must have been a member of the Society for a period of five years and must have served the Society as a member of the Executive Committee at least for one term.**
- vi. Members of the Executive Committee – Must have been a member of the Society for a period of not less than three years.**

**15. Duties and power of the Office Bearers :**

**I. President –**

- a) Shall preside over General Body and Special General Body Meetings and all functions of the Society.
- b) Shall preside over all meetings of the Executive Committee.
- c) Shall guide and control the activities of the Society.
- d) Shall regulate the proceedings of the meetings and conferences, interpret the Rules and Byelaws and decide doubtful points.
- e) Shall, in addition to his ordinary vote, have a casting vote in case of equality of votes.
- f) Shall decide all matters in an emergency when a meeting of the Executive Committee cannot be held.
- g) Shall be ex officio member for all subcommittees**

## **II. President Elect :**

- (a) Shall assist the President in his/her absence he/she shall preside over the meeting.
- (b) In the event of an emergency arising by reason of any cause such as death, resignation or absence of the President for a considerable period, the duties of the President shall devolve upon President Elect.

## **III. Vice President :**

- (a) Shall assist the President Elect in his/her duties and in his/her absence he/she shall do the duties of the President Elect.
- (b) In the event of emergency arising by reason of any cause such as death, resignation or absence of the President Elect for a considerable period, the duties of the President Elect shall devolve upon the Vice-President.

## **IV. Hony. Secretary :**

- (a) Shall be the Chief executive of the Society and represent the Society in all matters.
- (b) Shall carry out all decision of the Executive Committee.
- (c) Shall ordinarily conduct all correspondences and transact all business, on behalf of the Society.
- (d) Shall carry out all decisions of the Executive Committee.
- (e) Shall record minutes of all meetings of the Society and its Executive Committee.
- (f) Shall have general supervision of accounts, pass all bills for payment and sign cheques jointly with the Treasurer.
- (g) Shall prepare an annual report of the activities of the Society with the annual statement accounts duly audited, and the budget, and shall place them before the Annual General Body Meeting for adoption.
- (h) Shall have the power to appoint, dismiss, suspend and sanction leave of all employees of the Society and determined and pay their salaries etc. subject to approval of the Executive Committee.
- (i) Shall be ex-officio member of all committees/sub-committees**
- (j) Shall be responsible for the collection of Subscriptions jointly with the Treasurer.
- (k) Shall maintain a membership register and attendance register of all meetings.

**V. Joint secretaries :**

The "Asst. Secretaries" shall be called as 'Jt. Secretaries'.

- (a) Shall assist the Hony. Secretary in all his/her functions and shall carry out any work assigned to them by the Hony. Secretary or the Executive Committee.
- (b) Shall take up the functions of the Hony. Secretary in his/her absence according to duties assigned to them by the Executive Committee or in emergency by the President.

**VI. Treasurer :**

- (a) Shall receive all money belonging to the Society and deposit them in a Bank or Banks approved by the Executive Committee, to the credit of the Society in Savings or Current or Fixed deposit accounts as determined by the Executive Committee from time to time.
- (b) Shall operate all bank accounts of the Society jointly with the Hony. Secretary.
- (c) Shall be responsible for keeping up-to-date accounts with the help of the Hony. Secretary.
- (d) Shall dispose of the bills for payment as sanctioned by the Hony. Secretary and only on his written order.
- (e) Shall prepare an annual statement of accounts and get it audited by the auditors appointed by the Society and submit the same for adoption at the Annual General Body Meeting of the Society.

**VII. Jt. Treasurer :**

- (a) Shall assist the Treasurer in all functions and shall carry out any work assigned to him/her by the Treasurer or the Executive Committee.
- (b) Shall take up the function of the Treasurer in his/her absence according to duties assigned to him/her by the Executive Committee or in emergency by the President.

**16. MEETINGS and Annual Conference :-**

**A. Executive Committee :**

The Executive Committee shall ordinarily hold four meetings in a year or as often as may be necessary.

**B. General Body Meeting :**

**a) Annual :**

There shall be an Annual General Body Meeting of the Society which shall ordinarily be held at the venue of the State Annual Conference preferably in the month of September following year and the following business shall be transacted :-

- i) Confirmation of the proceedings of the last Annual General Body Meeting and all other Special General Body Meetings.
- ii) Receive and adopt the annual report of the Society.
- iii) Receive and adopt the audited statement of the account of the Society.
- iv) Pass the annual budget for the ensuing year.
- v) Declare the results of the election of the office bearers and members of the Executive Committee.
- vi) Appoint the auditors of the Society.
- vii) Considers any amendment of the Rules and Regulations of the Society of which due notice has been given.
- viii) Consider any resolution of which due notice has been given.
- ix) Consider any other matter with the permission of the President.

**b) Special General Body Meeting :**

A special General Body Meeting of the Society may be called at any time to consider any urgent, special or pressing matters concerning the affairs of the Society which in the opinion of the Executive Committee require the decision of the general members.

**c) Special Requisition Meeting :**

**At least one tenth of the valid members as on date** may request the President in writing to call a Special Requisition Meeting of the Society to consider any particular agenda. No other matter shall be discussed in such a meeting. The President shall ask the Hony. Secretary to call the said meeting within 10 days failing which the requisitionists themselves may call the meeting within the next 10 days where at least 50 percent of the requisitionists must be present. Otherwise, the Special Requisition meeting shall be considered void.

**C. Annual State Conference :**

- i) The Annual State Conference shall ordinarily be held every year preferably in the month of September and outside Calcutta. The proposed venue and the locality will be visited by the Hony. Secretary or his representative to **assess the feasibility** and report will be submitted to the Executive Committee for approval. If there is no invitation from outside Calcutta, the Executive Committee may hold the Conference in or near Calcutta.
- ii) **The Conference should have an (a) Inaugural Session for the addresses of the office bearers of the organizing committee and OSWB to be conducted by OSWB and the welcome address and vote of thanks to be delivered by the Local Organizing Committee. (B) Scientific sessions open to all registered delegates.**

- iii) In any circumstances, the State Annual Conference shall be held always under the direct supervision of the Society.
- iv) The Organising Secretary shall be appointed by the Executive Committee.
- v) The Account of the Conference shall be operated by any two of the following jointly - (a) The organizing Secretary of the State Conference and either (b) The Hony Secretary of OSWB or The Treasurer of OSWB .The final account shall be submitted within three months after the state conference to the OSWB.
- vi) Any surplus money from the Conference shall be transferred to the Society account of the OSWB.

**vii) The Organising Committee of a State Conference must present at least a preliminary statement of the accounts within 6 months and the final audited report have to be submitted to the Annual General Body Meeting within one year of a particular Annual State Conference by which time the bank account opened for the purpose will have to be closed.**

## 17. Central Rules Regarding Meetings :

### (a) Notice :

- i) The Hony. Secretary shall issue notice of all meetings of the Executive Committee and General Body and Special General Body Meetings in consultation with the President. Notices of meetings of all Sub-committees or Ad hoc committees may be issued by the ***Hony Secretary*** .
- ii) Notices shall contain the date, time and place of the meeting and agenda.
- iii) Notices shall be sent to the members either by the messenger or by post **or by courier and /or by electronic transmission** and shall be put on the Notice Board of the Society.
- iv) There shall be at least 10 clear ***working*** days notice in case of General Body and Special General Body Meetings and 3 clear days notice in case of Executive Committee and all other committee meetings.
- v) The Hony. Secretary or the Convenor, with the consent of the President may call a meeting of the Executive Committee or other committees in any emergency with only 24 hours notice.

### (b) Quorum :

- i) The quorum for the Executive Committee meeting shall be 7 (Seven) of which at least 2 (Two) members shall be other than the office bearers.

ii) The quorum for General Body and Special General Body Meeting shall be 50 except in case of a requisition meeting where the quorum shall be 75 of which at least 45 shall be from the requisitionists.

iii) If within half an hour of the appointed time for a General Body/Special General Body/Executive Committee Meeting, a quorum is not/formed, the meeting shall stand adjourned to be held again on the same day of the next week at the same place and time. In the adjourned meeting, no quorum is necessary. In case of requisition meeting, if the quorum is not formed within half an hour of the specified time, the meeting shall be considered dissolved.

**(c) Procedure :**

i) The President or in his absence President, Elect or in the absence of President Elect, Vice-president shall preside over all meetings. If all three are absent, the members present will elect Chairman from amongst themselves for the particular meeting.

ii) Except with the permission of the President no matter shall be placed before any meeting of which due notice has not been given in the agenda.

iii) All disputable points shall be decided by majority of votes, either by show of hands or by ballots as decided by the President. In case of equality of votes, the President shall use his/her casting vote.

iv) Notice of any resolution, to be moved by any member, must reach the Hony. Secretary at least 3 (three) weeks before the Annual General Body Meeting.

v) The minutes of all meetings of the Executive Committee shall be confirmed at the next Executive Committee Meeting. The minutes of the Annual General Body and the Special General Body Meetings shall be confirmed in the next Annual General Body Meeting.

vi) The President of meeting may adjourn a meeting. In the adjourned meeting, only the unfinished business of the meeting shall be transacted. If a member of the Executive Committee fails to attend three consecutive meetings of the Executive Committee without intimation to the Hony. Secretary, his or her membership of the Executive Committee will be automatically ceased.

**18. Validity of the Proceedings :**

The proceedings of any meeting shall not be invalid by reason of there being any invalid appointment or election of any member or non-receipt of notice of such a meeting by any member.

**19. Custody of the Property and withdrawal of Money :**

All money of the Society shall be deposited in a bank affiliated to Indian Bankers Association or

banks including Post Office Savings bank of investment in such a manner as any be determined by the Executive Committee from time to time. Disbursement shall, as far as possible be made by cheques and said Accounts in bank or other place of investments shall be jointly operated by the Hony. Secretary and the Treasurer. Any expenditure exceeding **Rs. 20000/- (Rupees Twenty thousand )** only at a time shall require prior sanction of the Executive Committee and permission for expenditure exceeding **Rs. 2,00,000/- (Rupees Two Lakhs Only )** only shall have to be passed in a General Body or Special General Body Meeting.

## **20. Accounts, Audit and Inspection of Accounts :**

The Treasure shall keep an upto date account of the receipts and payments of all money and with the help of the Hony. Secretary shall prepare an annual statement of accounts and balance sheet at the end of each year. The accounts shall then be sent to the auditors, appointed by the Society for audit. The annual accounts together with the auditor's report and bank statements shall be placed before the Annual General Body Meeting every year. The books of accounts and other statutory books shall be kept at the registered office, and the same shall be kept open for inspection of the members of the Society on requisition.

## **21. Changes of Rules :**

i. Any proposal for amendment or change of rule or rules shall first be discussed by the Executive Committee. The recommendations of the Executive Committee along with the proposed change, if any, shall then be circulated to the members along with the agenda of the Annual General Body Meeting or a Special General Body Meeting called for the purpose. The proposed change shall be considered to be duly passed, if majority of three-fourths of the members present, vote in favour of such change. The new rule shall be operative with immediate effect.

**ii. Resolutions for amendment may be proposed by any member of the Society who shall inform the Honorary Secretary of his desire to do so and send him a copy of the draft resolution for consideration by the Executive Committee. The resolution shall be sent to the honorary secretary by 31<sup>st</sup> July and he shall submit it to the Annual General Body Meeting with comments of the executive committee if any.**

## **22. Bengal Ophthalmic Trust**

**Or any other trust or bodies sharing similar goals as OSWB**

**OSWB being the mother organsiation will hold controlling interest in all the affairs of such trust and bodies. The Hony President of OSWB ,the Hony Secretary of OSWB The Honorary treasurer of the OSWB shall be the ex officio members of the Bengal Ophthalmic Trust. The Society will hold periodic election to fill up the other vacancies in the board of trustees or other bodies as may be specified by the Constitution of the relevant Trust or Bodies. The Society will also have absolute right without assigning any reasons whatsoever in dissolving the Trust or Body and absorbing all its assets and liabilities subject to ratification in the general body meeting.**

### **Dissolution of the Society :**

If upon dissolution of the Society, there remains after the discharge of all its debts and liabilities, any property whatsoever, it shall be paid to some other similar organisations or charitable institutes as the General Body Meeting shall deem it fit and proper.