

**MEMORANDUM OF ASSOCIATION  
HARYANA OPHTHALMOLOGICAL SOCIETY**

Sr. No.	Subject	Description
1.	Name of the society	<b>HARYANA OPHTHALMOLOGICAL SOCIETY (HOS)</b>
2.	The registered office of the society shall be at	Rohtak – 124001 (Haryana) (Correspondence at office of the General Secretary of Society)
3.	Jurisdiction	All over <u>HARYANA STATE</u>
4.	Aims & Objects of the Society	The followings will be the Aims & Objectives of Society
(i)	<p>The objectives of the society shall be cultivation and promotion of the study and practice of ophthalmic sciences, research and man power development with a view to render service to the community and to promote social contacts among ophthalmologists by :</p> <p><b>The Aims and Objectives of the HOS are:-</b></p> <ol style="list-style-type: none"> <li>1 Organizing conferences, seminars, workshops, refresher courses, etc. for promotion and mutual exchange of knowledge.</li> <li>2 Promoting clinical, experimental, community and operational research in ophthalmology.</li> <li>3 Instituting awards, orations, prizes, fellowships, studentships and research grants.</li> <li>4 Promoting teaching, training and continuing education in Ophthalmology by establishing and maintaining reference library, publishing journals and proceedings of the Society and other such materials.</li> <li>5 Organizing exhibitions of machinery, implements, tools, appliances etc. pertaining to Ophthalmology with a view to encourage and improve the manufacture of such instruments and appliances in Haryana and also to promote and advise quality control in the manufacture of the aforesaid instruments and appliances.</li> <li>6 Encouraging formation and affiliation of various District Ophthalmological Societies in Haryana.</li> <li>7 Co-operating with other Medical societies/ associations in India and All India Ophthalmological Society.</li> <li>8 Promotion of social contact and creating goodwill amongst the ophthalmologists.</li> <li>9 Ensuing ethical practice and professional conduct of its members as laid down by the Society from time to time.</li> <li>10 Maintaining liaison with the Central Government, State Government and various State Societies regarding matters concerning teaching and practice of ophthalmology and rationalization of ophthalmic fitness and standards for various jobs.</li> <li>11 Advising on legislation affecting ophthalmic practice and science of ophthalmology.</li> <li>12 Raising finances through subscriptions. Contributions from members and non-members and raising special funds to run the activities of the society.</li> </ol>	



- 13 Develop academic and scientific research fund.
- 14 Acquiring and disposing, movable and immovable property and assets by purchasing. Constructing, altering, maintaining, selling or mortgaging properties that may be necessary for the aforesaid objectives.
- 15 Framing bye-laws, rules and regulations and to amend, add, alter or delete the same as and when necessary.
- 16 Undertake health education to prevent visual impairment and control blindness.
- 17 Safe-guarding the interest of profession against unfair persecution.
- 18 Doing all such other things as may be incidental to or conducive to the attainment of the aims and objectives of the Society.
- 19 Annual Conference of the Society will be held every year subject to natural calamities. All related Activities will be performed by its Governing Body.

**Other Objects :**

- a) To work for the educational upliftment of rural and general public irrespective of caste, color, sex, creed and region.
- b) To promote and advance the medical science and medical education.
- c) Promotion and Progress of the medical professional and the service.
- d) To co-operate with any other institution or society having objectives similar to those of Haryana Ophthalmological society.
- e) To establish and run any new books, website, webinars and other works for the benefit of the profession and the members.
- f) The income and property of the Haryana Ophthalmological Society shall be applied solely towards the promotion of the aim and objects of the Haryana Ophthalmological Society.
- g) Purchase, take on lease or otherwise acquire, hold, manage, let, sell, exchange, mortgage or otherwise dispose of moveable or immovable property of the every description.
- h) Erect, maintain, improve, alter and keep in repair any building or buildings for the purpose of the society.

**CONDITIONS**



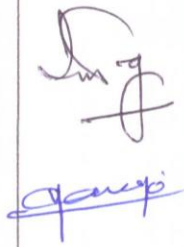

- a) The income and property of the society shall be applied solely towards the promotion of the objectives of the society as set forth in the Memorandum of Association and no portion thereof shall be paid or transferred, directly or indirectly to the members of the society.
- b) No member of governing body of the society shall be appointed to any salaried office of the society, or any office of the society paid by fees, that no remuneration shall be given by the society to any member of such governing body except repayment if out of pocket expenses and interest on money lent for premises/demises to the society.
- c) The society by its constitution is required to apply its profits, if any other income in promoting its objects.
- d) If upon the winding up or dissolution of the society there remains after satisfaction of all debts and liabilities, any property whatsoever, the same shall not be paid or distributed among the members of the society, but shall be given or transferred to some other institution having objects similar to the objects of the society to be determined by members of the society at or before the time of dissolution.

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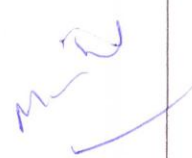


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- e) Either of the membership fees once acknowledge shall not be refunded to the member on his voluntary surrender of membership

5. The Names of the Founder Members of the Society to which the rules and Bye-Laws of the Management Affairs is entrusted are as under :						
Sr. No.	Name	Father's Husband's Name	Address	Occupation	Age	Signature
1.	Dr. Narinder Taneja <b><u>President</u></b>	S/o Sh.H.R. Taneja	H.No.4, Mangalam Enclave, Hansi Road, Ram Bagh Colony, Bhiwani	Doctor	63	
2.	Dr. Rajinder Singh Chauhan <b><u>Vice-President</u></b>	S/o Sh Thakur Anand singh Chauhan	House No.15/8, FM, Medical Enclave, Rohtak	Doctor	56	
3.	Dr. Inder Mohan Rustagi <b><u>General Secretary</u></b>	S/o Sh. Kishori Lal Rustagi	H.No.415, Sector-4, Gurugram	Doctor	50	
4.	Dr. Urmil Chawla <b><u>Executive Member</u></b> (Chairperson Scientific Committee)	W/o Sh.Rajiv Chawla	H.No.62/9J, PGIMS, Medical Campus, Rohtak	Doctor	50	



5.	Dr. Manisha Nada <b>Executive Member</b> (Editor Journal)	W/o Dr. Sanjeev Parshad	H.No.22/9 J, PGIMS, Medical Campus, Rohtak	Doctor	52	
6.	Dr. Neeraj Sanduja <b>Joint Secretary</b>	S/o Sh. Ved Rattan Sanduja	H.No.2227, Viaan Eye Care and Retina Centre, Sector-57, Gurugram Gurugram	Doctor	50	
7.	Dr. Rajan Gupta <b>Treasurer</b>	S/o Sh. Padam Parkash Gupta	C/o Rajan Eye Heart & Laser Center, Chandigarh Road, Tohana Mandi District Fatehabad	Doctor	50	

**Witnesses :**

- Name & Address ..... Kanshell Vadar, Gurugram Signature ..... 
- Name & Address ..... Suneel Sachdeva, Medical Center, Rohtak Signature ..... 

Verified by :

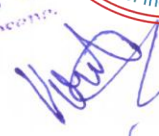

Advocate / Notary / Gazetted Officer



**ATTESTED**  
  
**SHRI KUMAR SHARMA**  
 Advocate  
 NOTARY PUBLIC  
 ROHTAK DISTT.



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 Personally who  
 in the presence of

**BYLAWS OF  
HARYANA OPHTHALMOLOGICAL SOCIETY**  
(With a Collegium)

1. Name of the Society : **HARYANA OPHTHALMOLOGICAL SOCIETY**
2. The registered office of the society shall be at **Rohtak – 124001 (Haryana) and** (Correspondence at office of the General Secretary of Society)
3. The Society shall carry out its major activities in the **All Districts** in the State of Haryana and India also for few activities.
4. **Membership:**
  - 1) The Society shall have a Maximum of 4000 members including the founder members/ original subscribers.
  - 2) **Eligibility :** in order to be admitted as a member no of the society, a person:
    - i) Must be 21 years of age on the date of admission;
    - ii) Should subscribe to the aims and objectives of the society;
    - iii) Must have deposited membership fee and must not be in arrears of payment of such fee as on the date of annual general meeting for continuing as a member;
    - iv) Must not be an insolvent and of unsound mind; and
    - v) Must not have been convicted of an offence involving moral turpitude involving imprisonment of one year or more.
    - vi) Must be the resident of India and besides these.
    - vii) Must be an MBBS and MS/DOMS / DNB (Ophthalmology) or having MBBS with admission as PG in Ophthalmology (upon completion; member to furnish proof) or MBBS with interest in Ophthalmology.
  - 3.) **Kinds/types/categories of Members:** the society shall consist of three (3) different categories of member as under:
    - (i) **Founder Member :**
      - Members who have founded the Society.
      - Members who have paid Fixed Fee or More than that..
      - The number of founder members shall not exceed 4.
      - The founder members shall also be deemed to have become life members of the society and shall have the privilege of being members of the collegiums without election, in case the total number of members exceeds 4.(need to understand from you )
    - (ii) **Life Member :**
      - Which Will pay an amount of Rs.1,500/-or amount fixed by GBM in a Single Mode.
      - Total Number of Life Members will not exceed 3993.
      - Life Members will be continued to be the members of the Society for his life
    - (iii) **Honorary Member :**
      - The Member who has been admitted by the Governing Body having distinguished merit or whom Society thinks deemed to be beneficial to the Society will be considered as Honorary Members.

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- Who have rendered services of outstanding merit to the Society.
- He/She must be a Citizen of India and not below 25 years of Age.
- He/She must be nominated without any Membership or Subscription Fee.
- Number of Honorary Member shall not exceed 3.
- Hon. Member shall be entitled to attend the meetings and Contribute to the Deliberation but shall have no right to vote.
- The Society proposes Honorary Membership to Army Personnel (working as Ophthalmologist in State) if they desired so.

**4) Membership Fee & Annual Subscription :**

- (i) The rates for Membership of the Society and the Annual Subscription shall be as under or as fixed by Governing Body from time to time :

As may be decided by the society in its byelaws:			
Sr. No.	Type of member	Admission fee	Annual subscription
(i)	Founder members	Rs.1,500/-	Nil
(ii)	Life member	Rs.1,500/-	Nil
(iv)	Honorary member	Nil	Nil

**5) Admission Procedure (for Members other than the Subscribers) :**

- i) The Admission of a person as a member of the society shall be decided by its governing body from time to time;
- ii) An individual willing to be a member of the society has to submit an application in prescribed form, and along with supporting documents to the secretary duly filled in and signed and recommended by a regular member of the society.
- iii) Secretary shall examine the application and place the same before the governing body for a decision.
- iv) The governing body may accept or reject the application and the decision of the governing body in this regard shall be final. It shall not be bound to assign any reason for its decision.
- v) The approval of the governing body shall be intimated as a member, his name shall be entered in the register of members, to be maintained in such manner & form as prescribed under the Haryana Societies Registration and Regulation Rules, 2012 and he/she will be identity card of the society.
- vi) The members will be ratified in Annual GBM.

**6) Identity card for every Member:** Every person admitted as a member will be issued as identity card containing his/her photograph, brief particulars and membership category, duly signed by the individual member and the Secretary of the society.

**7) Rights & Obligations of Members :**

- i) All the member of the society shall be bounded by the rules and regulations of the society as amended in its byelaws and amended from time to time;

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- ii) Eligible members, except an honorary member, shall have a right to cast his vote at the election of the society provided such member is not a defaulter in payment of any dues of the society
- iii) Every member of the society shall have the right to inspect the books of accounts, books containing the minutes of proceedings of the general meeting, meetings of the governing body and register of member of the society on any working day by giving a notice of seven days;
- iv) It will be the duty of every member to inform the society about any change in his address, which shall be duly recorded in the register of member of the society and upon which the society shall issue a fresh identity card of such member.

**8) Cessation of Membership:** Any Person Admitted as a member shall Cease to be a Member of the Society in the following events ;

- i) On Death or Resignation by itself
- ii) Attracts the provisions contained in Section 22 of the Act.
- iii) Upon his/her acting Contrary to the Aims and Objectives of the Society;
- iv) Upon such member being founder guilty of a financial misappropriation of funds of society;
- v) Upon indictment and Direction for Removal by the District Registrar/Registrar/Registrar General of Society;
- vi) An Honorary Member shall Cease to be a Member of the Society, if the Governing Body, decided so by passing a Resolution in this behalf.
- vii) If declare by a resolution of the Executive Committee (Governing Body) of HOS to have acted in away prejudicial to the aims & objectives of the Society. Such members shall have the right of appeal to the higher Executive Authority i.e. General Body of the HOS, who may either reinstate or remove the name from the register of members. The decision of the higher Executive authority shall be final. In case of removal of name from the membership register, the said individual shall stand debarred from reapplying for the membership for a period of 5 years after which he/she may reapply for membership but in such cases the decision of the application shall be taken by the general body.
- viii) If declared to be of un-sound mind by a court.
- ix) If convicted by a court of law.

**5. General body :**

1. Every person Admitted as a member shall be a member of the General body of the Society after rectification and shall be entitled to cast his vote for the Election of the Governing body of the Society unless he/she is in arrears of Payment of any dues of the society.
2. Every eligible member shall cast his vote in person or electronic mode if decided by executive body and no proxy voting shall be allowed.

**6. Collegiums of the Society :**

- (i) The Society shall have a total of  $7 + 73 = 80$  electoral colleges which shall Constitute its Collegiums ;(depending upon at present strength )
- (ii) Each electoral college shall consist of 9 to 12 members who shall, in turn, elect 9 members of the Collegiums;
- (iii) The Particulars and details of the electoral colleges along with the members allocated to each electoral college are attached as Annexure – 3 to these Byelaws. Further Constitution

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colleges and allocation of members to each electoral colleges shall be decided by the Governing Body with the admission of new members and such details shall be communicated to the members and also displayed on the notice board of the society in its office;

- (iv) Any Change in the allocation of the members of an electoral college shall be made only upon cessation of the members of an electoral college and induction of fresh members or on consideration of the request of any member, if found feasible of acceptance.
- (v) The Collegiums of the society shall act as the General Body for all Intents and purposes and the members of the collegiums shall in turn elect the Office-bearers and the members of the Governing Body.

**7. Procedure for Election of the Collegiums :**

- (i) 80 Number of members of the society shall be elected as members of the collegiums. Each member shall be representing his house/electoral college.
- (ii) The term of the collegiums shall be three years from the date of its constitution.
- (iii) The Governing Body will declare the schedule of election and appoint a returning officer for conduct of election and also notify/display the details of members of each electoral colleges entitled to vote at least 45 days prior to holding the General meeting. Further, individual notices for holding elections of the collegiums shall also be conveyed by the Governing Body. The information of holding the election of the collegiums shall also be sent to the District Registrar so as to appoint an observer, if he so desires.
- (iv) Any objections qua the list of members of the Society entitled to vote shall be decided by the Returning officer in constitution with the office – bearers of the society. However, the decision of the Returning Officer shall be final in the event of any difference of opinion. The Returning officer shall, thereafter, invite nominations to be filled within the period prescribed in the Schedule of elections, scrutiny and withdrawal of nominations, if any, for election of the members of the Collegiums.
- (v) The Returning officer will display a list of the contesting members on the notice board of the society. The returning officer will conduct the election on the notified date. The members eligible to vote will be allowed to cast their vote in person, or electronic form ballot as and when decided by executive body and wherever disputed, on production of the Identity Card issued by the Society.
- (vi) After closing hours on the date of poll, the returning officer will declare the results and constitute the collegiums of the society. A list of the elected members of the collegiums, duly signed by the Returning Officer, will be filled with District Registrar within 30 days.

**8. Meetings of the Collegiums of the Society :**

- (i) A meeting of the Collegiums of the society will be held as and when required. However, at last one meeting of the Collegiums of the society, called as the Annual General Meeting (AGM) will be held in year, within 3 months of in the Annual Conference of the close of the financial year for consideration and adoption of the duly audited annual accounts of the society in addition to transaction of any other business of the society as may be required.
- (ii) The governing body of the society may convene an extra-ordinary meeting of the general body of the society at any time after giving due notice as prescribed hereunder, either of its own or with the consent of the Registrar of Societies.

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election for the governing body shall also be sent to district registrar to appoint an observer, if he desires.

- ii) Any objection Over the list of members of the society entitled to vote shall be decided by the returning officer in consultation with the office-bearers of the society. However, the decision of the returning officer shall be final in the event of any difference of opinion. The returning officer shall, thereafter, invite nominations to be filed within the period prescribed in the schedule of election, scrutiny and withdrawal of nominations, if any for election of the office-bearers and executive members of the governing body.
- iii) The returning officer will display a list of the contesting members on the notice board of the society. The returning officer will conduct the election on the notified date. The members eligible to vote will be allowed to cast their vote in person, and wherever disputed, on production of the identity card issued by the society.
- iv) After closing hours on the date of the poll, the returning officer will declare the result and Constitute the Governing body of the society. A list of the elected office-bearers and executive members of the governing body, duly signed by the returning officer, will be filed with District Registrar within 30 days, who shall accord his approval of the same upon his satisfaction.
- v) The office-bearers of the Society shall not be entitled to any remuneration for rendering services to the Society except actual expenditures.
- vi) Eligibility for voting : All **ratified** members except honorary member are eligible only if, members are staying in Haryana / Domiciled / Practicing or doing job in Haryana. For this, they have to produce valid ID proof in case of dispute before the returning officer appointed.
- vii) Eligibility for various posts . :
  1. Past Presidents will not contest any elections but they may be nominated as election commission or co-opted members of committees .
  2. Vice-President will take over as President.
  3. Vice President :
    - a) Must have been a member of good standing in HOS for a period of 10 years .
    - b) Must have held an organizational post either as office bearer or as member of governing council for one term minimum .
    - c) Active participation in scientific & organizational activities of HOS is mandatory .
- viii) Governing Body Members except Vice President :
  - a) Must have been a member of good standing in HOS for a period of 5 years .
  - b) Must have attended at least 2 annual conferences of HOS or member of collegiums .
  - c) Active participation in scientific & organizational activities of HOS is mandatory .

**(3) Filling of Any Casual Vacancy on the Governing Body :**

Any vacancy arising on account of Resignation or Death of any member of the Governing Body or for any other reason, may be filled- up by the Governing body, if required, from amongst the members of the Collegiums on adhoc basis till the holding of the next Annual General Meeting of the Society. An adhoc member of the governing body shall cease to be a member of the governing body of the date of next general meeting, if his appointment is not approved in the annual general meeting by a majority vote for the balance term of the governing body.

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**(4) Meeting of the Governing Body :**

- i) The meeting of the governing body will be held as and when required. However, the governing body shall meet mandatorily once in every 6 months and there will be minimum 2 meeting of the governing body in a financial year.
- ii) A clear notice of three days of every such meeting will be given by the Secretary of the governing body of the office bearers and members before the date appointed for the meeting. However, the governing body may meet at shorter notice, wherever so required, with the consent of at least 50% percent of its members.
- iii) The quorum of the meeting of the governing body shall be at least 40% of the total members of the governing body, subject to a minimum of 4 members . In case quorum is not present, the meeting shall be adjourned to another date for which a proper notice shall be issued. The member present in the adjourned meeting, subject to a minimum of three members, shall form the quorum for the adjourned meeting.
- iv) The proceeding of every meeting of the governing body will be recorded in the proceedings book separately maintained for this purpose. Such minutes shall be signed by chairman of the meeting and the secretary of the society. In case of chairman or the secretary are not available to sign the minutes, these will be signed by any two members present in the meeting as may be authorized by the governing body.
- v) The minutes of every meeting of the governing body will be placed for confirmation in the succeeding meeting of the governing body.

**(5) Powers, Function & Duties of the Governing Body :**

- i) The Governing Body will be responsible for achieving the aims & objectives of the society and shall work in the best interest of the society, for which it shall be empowered to deploy the funds & assets of the society for the stated objectives;
- ii) The Governing body will be competent to raise funds & purchase property, movable & immovable, on free-hold or lease basis in its name, as decided by it.
- iii) The Governing body shall have full charge of all immovable properties and movable assets belonging to or vested in the society and these will be managed in such a manner as it considers appropriate subject to the overall control and directions of the general body of the society.
- iv) The Governing body shall be competent to invest the funds in the manner it considers appropriate in the best interest of the society and it shall be competent to borrow or mortgage or hypothecate the properties on behalf of the society in the manner decided.
- v) To constitute various standing or adhoc committees for looking after such functions as may be assigned from time to time.
- vi) To create provision for engagement of the regular or part-time employees of the society to look after the Secretarial, accounting and other functions in a seamless manner.
- vii) To outsource certain function e.g cleaning, security and similar other maintenance activities of the premises of the society.

**(6) Powers, Function & Duties of the Individual Members of Governing Body-****i) President:**

- a) To preside over all the meetings of the General Body and the governing body and record the proceedings of such meeting.



- b) To do all such acts, deeds and things as may be authorized by the general body and /or the governing body from time to time.
- c) To allow or disallow discussion on any matter which is not included in the agenda.
- d) To ensure proper & transparent functioning of the Society/Governing Body.
- e) To ensure strict compliance of the provisions of the Haryana Registration and Regulation of the Societies Act, 2012 and rules made there under.
- f) To supervise and guide the overall activities/ achievement of aims & objectives of the society.
- ii) **Vice-President:**
- a) To assist the President in carrying out his duties.
- b) In absence of the President, to act on his/her behalf and perform all duties and exercise all the powers of the President.
- c) To do all such acts, deeds and things, as may be authorized by the Governing Body.
- iii) **General Secretary :**
- a) To conduct, organize, supervise and manage all the affairs of the society and do all such acts and perform all such duties for the working of the society as may be assigned by the president/governing body;
- b) To receive, scrutinize and place application for membership of the society before the governing body and enter the name of the members, if approved, in the register of members under his initials and to intimate the members about the same and issue identity card to the members so admitted;
- c) To convene meetings of the general body/ governing body with the consent of the president and serve proper notices as prescribed under these byelaws.
- d) To attend all the meetings of the general body and the governing body and assist the president in conducting the meeting and record proceedings of all the meetings.
- e) To help and assist the president in looking after the complete affairs of the society and attaining aims & objects of the society.
- f) To prepare annual report of the society and place it before the governing body along with audited annual accounts of the society, for approval to place the same before the general body in annual general meeting.
- g) To keep and preserve the records of the society/governing body.
- h) To ensure timely filling of all statutory returns/ documents in the office of the district registrar and such other authorities as may be prescribed under the Haryana Registration and Regulation of Society Acts, 2012 and the rules made there under.
- i) To be the custodian for safe custody of common seal of the society and affix the same, wherever required, as per the authorization of the governing body.
- j) To conduct correspondence on behalf of the society / governing body and to sign letter and papers on its behalf and to ensure that all statutory registers and records are properly kept and maintained.
- k) To prepare before announcing of the date of election and annual general meeting, the list of all the members eligible to vote, duly updated and to place it before governing body.
- l) Act as overall in – charge of the administration and execution of all the programmes of the society including financial affairs on behalf of the governing body including creation of posts, fixation of salaries/ remuneration/ allowances etc., make appointment / engagement of staff, make purchases and do all other such things as may be necessary in the furtherance of the aims & objectives of the society.



society in accordance with the delegations by the governing body from time to time and where no such delegation is specifically made, in consultation with the president of the society.

- m) To assist the President in carrying out his duties.
- n) In absence of the President and Vice-President , to act on his behalf and perform all duties and exercise all the powers of the president.
- o) To do all such acts, deeds and things, as may be authorized by the governing body.

iv) **Joint Secretary :**

- a) To assist the General Secretary in carrying out his duties.
- b) To discharge the functions and duties of the General Secretary / Secretary of the Societies in his /her absence to the extent authorized by the Governing Body.
- c) To look after such functions and duties and exercises such powers as may be assigned and delegated by the Governing Body of the Society from time to time.

v) **Treasurer :**

- a) To get the accounts of the society audited by the chartered accountant appointed by the governing body at the close of the financial year, every year.
- b) To keep accounts of all financial transactions of the society and of all the sums of money received and spent by the society and maintain records of receipts and expense relating to such matters, and of assets, credits and liabilities.
- c) To submit to the governing body through general secretary / secretary, the audited annual accounts of the society, at least one month prior of the date of annual general meeting.
- d) To act as the overall custodian of all the books of the accounts of the society, financial statements, receipt books expense vouchers, bank pass and cheque books, cash etc.

vi) **Executive Members :**

- a) To assist President, Vice-Presidents & Secretary & Other Office Bearers in all types of activities of the Society.
- b) To inform the members about all the welfare activities of the Society.
- c) The Executive members shall help in the smooth working of the society towards achievement of its aims & objectives and shall individually and / or collectively perform such act stand duties that are assigned to them by the President or the General Body.
- d) Editor Journal will be in charge of the journal of HOS and will work under the guidance of Governing Body. All committees of Journal to be headed by President and General Secretary as member. Editor cannot enroll non- HOS members in committees on his/her own. Consent of President & Secretary is must.
- e) Chairman Scientific Committee will be responsible for academic activities being run by HOS and work under the guidance of Governing Council under Supervision of President and General Secretary.

(7) **Cessation of Members of the Governing body :** An office-bearers / executive member of the governing body shall cease to be an office-bearer or executive member :

- a) Upon submission & acceptance of his resignation;
- b) If he ceases to be a member in accordance with sub-clause (8) of clause 4 of these byelaws;
- c) If he is removed by a resolution passes in the meeting of the general body.

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**(8) Exclusion from the Employment of a Society:**

- a) No member of the society shall be in full-time or part time employment of the society;
- b) No dependent or family member or close relative of the office-bearers and members of the governing body shall be engaged as an employee of the society during its term;
- c) Every office-bearer and member of the governing body shall make a declaration in case any person in the employment of the society is his close relative.

**11. Amendments in the Memorandum of Association, Byelaws, Name of the Society, etc.**

Any amendment in the memorandum of association and byelaws or change of name, amalgamation or division of the society will be done only with the approval of the Collegiums by way of a special GBM as per approved quorum called for resolution. The intimation of any such amendment or change, along with attested copy of the requisite documents, shall be filed in the office the district registrar by the general secretary / secretary with in such time as may be prescribed under the Haryana Registration and Regulation of Societies Act, 2012 and the rules made there under.

**12. Management of the Assets and Funds of the Society :**

- (i) The source of income of the society will include receipts on account of memberships fee, annual subscription, rent from property/ assets, interest, consultation fees, donations, gift, grants, etc. the society can also raise funds through interest-free short term loans from its members or form scheduled banks on interest . loan from the schedules banks on interest will be taken only for purchase of creation of capital assets and not for meeting any recurring revenue expenditure under any circumstances.
- (ii) The governing body will prepare and approve as Annual Budget of the society on the basis of its estimated income and the capital and revenue expenditure during the first quarter of the financial year and shall also place a copy there of before the general body in its annual general meeting for information.
- (iii) The Bank accounts of the Society will be jointly operated by President / General Secretary (by any of one) and Treasurer jointly such members / office bearers as may be decided by the Governing body from time to time.
- (iv) All assets and funds will belong to the society and vest in the society.
- (v) All receipts and payments of the society shall be made through bank instruments(i.e.DD/pay order/ cheques/ bank transfers/ RTGS) including all receipts towards the memberships fee and the annual subscription from the members. However, the governing body may determine the limits of financial transactions which may be conducted in cash in certain other cases.

**13. Accounts of the Society ;**

- i) The Treasurer of the Society will be responsible for keeping and maintaining proper books of accounts e.g. cash book, ledger etc. as required under the income tax laws and /or any other authority including the institute of chartered accountants of India, at its registered office with respect to all sums of the of money received and expended by the society and the assets and liabilities of the society.
- ii) The books of accounts of the Society shall be open to inspection during the business hours by the Registrar General / Registrar / District Registrar or any officer authorized by them and by any member of the society.
- iii) The annual accounts of the society will be jointly signed by President or General Secretary and Treasurer of the society.



iv) The governing body will appoint a chartered accountant who shall not be a member of the governing body or family member of any member of the governing body for auditing the accounts and filing of income tax return of the society for each of financial year, at such remuneration as may be determined by the governing body.

**14. Common Seal :**




The Society will have a common seal which shall be kept in safe custody of the General Secretary and shall be affixed wherever it is required in accordance with the authorization by the governing body.

**15. Amalgamation of the Society:-**

The society may amalgamate itself with any other society established with the identical aims and objects or allow any other society to amalgamate with itself by a special resolution passed in this behalf in accordance with the provisions contained in section 51 of the act and rule 25 made there under.

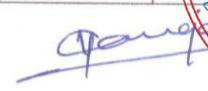
**16. Dissolution of the Society:**

- (i) The society may resolve to dissolve itself in accordance with the provisions contained in the act and the rules under in case it becomes difficult to carry on with the operations of the society, or it becomes insolvent or for any other pressing and unavoidable reasons;
- (ii) In the event of dissolution of the society, no assets of the society shall develop on or distributed amongst the members of the society;
- (iii) Its assets and properties shall be first used to liquidate any liabilities and the left-over properties/ assets, / if any shall be considered for transfer to any other society established with identical aims and objects or to the District Collector for use thereof in the general public interest.

We the followings names Members of the Society to which the rules and Bye-Laws of the Management Affairs is entrusted and witness the same as under :						
Sr. No.	Name	Father's Husband's Name	Address	Occupation	Age	Signature
1.	Dr. Narinder Taneja <b><u>President</u></b>	S/o Sh. H.R. Taneja	H.No.4, Mangalam Enclave, Hansi Road, Ram Bagh Colony, Bhiwani	Doctor	63	
2.	Dr. Rajinder Singh Chauhan <b><u>Vice-President</u></b>	S/o Sh Thakur Anand singh Chauhan	House No.15/8, FM, Medical Enclave, Rohtak	Doctor	56	
3.	Dr. Inder Mohan Rustagi <b><u>General Secretary</u></b>	S/o Sh. Kishori lal Rustagi	H.No.415, Sector-4, Gurugram	Doctor	50	









4.	Dr. Urmil Chawla <b>Executive Member</b> (Chairperson Scientific Committee)	W/o Sh. Rajiv Chawla	H.No.62/9J, PGIMS, Medical Campus, Rohtak	Doctor	50	<i>Chawla</i>
5.	Dr. Manisha Nada <b>Executive Member</b> (Editor Journal)	W/o Dr. Sanjeev Parshad	H.No.22/9 J, PGIMS, Medical Campus, Rohtak	Doctor	52	<i>M-Nada</i>
6. ✓	Dr. Neeraj Sanduja <b>Joint Secretary</b>	S/o Sh. Ved Rattan Sanduja	H.No.2227, Viaan Eye Care and Retina Centre, Sector-57, Gurugram Gurugram	Doctor	50	
7. ✓	Dr. Rajan Gupta <b>Treasurer</b>	S/o Sh. Padam Parkash Gupta	C/o Rajan Eye Heart & Laser Center, Chandigarh Road, Tohana Mandi District Fatehabad	Doctor	50	

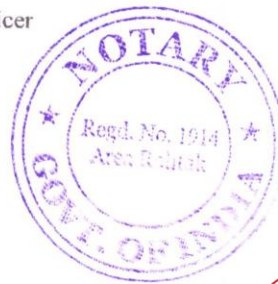
**Witnesses :**

- Name & Address *Kanshal Vohra, Gurugram* Signature *[Signature]*
- Name & Address *Smit Jain, Medical Campus, Rohtak* Signature *[Signature]*

Verified by :

Advocate / Notary / Gazetted Officer

**ATTESTED**  
*[Signature]*  
**SHYAM SHARMA**  
Advocate  
17/12/2021  
PUBLIC  
ROHTAK DISTT.



detailed the deponent/Depositor  
Personally who has signed/T M  
in my presence  
*[Signatures]*  
*Co-ordinator of society*  
*No. Sec-35*  
*Society*



**MEMORANDUM OF ASSOCIATION**  
**HARYANA OPHTHALMOLOGICAL SOCIETY**

Sr. No.	Subject	Description
1.	Name of the society	<b>HARYANA OPHTHALMOLOGICAL SOCIETY (HOS)</b>
2.	The registered office of the society shall be at	Rohtak – 124001 (Haryana) (Correspondence at office of the General Secretary of Society)
3.	Jurisdiction	All over <u>HARYANA STATE</u>
4.	Aims & Objects of the Society	The followings will be the Aims & Objectives of Society
(i)	<p>The objectives of the society shall be cultivation and promotion of the study and practice of ophthalmic sciences, research and man power development with a view to render service to the community and to promote social contacts among ophthalmologists by :</p> <p><b>The Aims and Objectives of the HOS are:-</b></p> <ol style="list-style-type: none"> <li>1 Organizing conferences, seminars, workshops, refresher courses, etc. for promotion and mutual exchange of knowledge.</li> <li>2 Promoting clinical, experimental, community and operational research in ophthalmology.</li> <li>3 Instituting awards, orations, prizes, fellowships, studentships and research grants.</li> <li>4 Promoting teaching, training and continuing education in Ophthalmology by establishing and maintaining reference library, publishing journals and proceedings of the Society and other such materials.</li> <li>5 Organizing exhibitions of machinery, implements, tools, appliances etc. pertaining to Ophthalmology with a view to encourage and improve the manufacture of such instruments and appliances in Haryana and also to promote and advise quality control in the manufacture of the aforesaid instruments and appliances.</li> <li>6 Encouraging formation and affiliation of various District Ophthalmological Societies in Haryana.</li> <li>7 Co-operating with other Medical societies/ associations in India and All India Ophthalmological Society.</li> <li>8 Promotion of social contact and creating goodwill amongst the ophthalmologists.</li> <li>9 Ensuing ethical practice and professional conduct of its members as laid down by the Society from time to time.</li> <li>10 Maintaining liaison with the Central Government, State Government and various appropriate authorities regarding matters concerning teaching and practice of ophthalmology and rationalization of ophthalmic fitness and standards for various jobs.</li> <li>11 Advising on legislation affecting ophthalmic practice and science of ophthalmology.</li> <li>12 Raising finances through subscriptions. Contributions from members and non-members and raising special funds to run the activities of the society.</li> </ol>	








- 13 Develop academic and scientific research fund.
- 14 Acquiring and disposing, movable and immovable property and assets by purchasing. Constructing, altering, maintaining, selling or mortgaging properties that may be necessary for the aforesaid objectives.
- 15 Framing bye-laws, rules and regulations and to amend, add, alter or delete the same as and when necessary.
- 16 Undertake health education to prevent visual impairment and control blindness.
- 17 Safe-guarding the interest of profession against unfair persecution.
- 18 Doing all such other things as may be incidental to or conducive to the attainment of the aims and objectives of the Society.
- 19 Annual Conference of the Society will be held every year subject to natural calamities. All related Activities will be performed by its Governing Body.

**Other Objects :**

- a) To work for the educational upliftment of rural and general public irrespective of caste, color, sex, creed and region.
- b) To promote and advance the medical science and medical education.
- c) Promotion and Progress of the medical professional and the service.
- d) To co-operate with any other institution or society having objectives similar to those of Haryana Ophthalmological society.
- e) To establish and run any new books, website, webinars and other works for the benefit of the profession and the members.
- f) The income and property of the Haryana Ophthalmological Society shall be applied solely towards the promotion of the aim and objects of the Haryana Ophthalmological Society.
- g) Purchase, take on lease or otherwise acquire, hold, manage, let, sell, exchange, mortgage or otherwise dispose of moveable or immovable property of the every description.
- h) Erect, maintain, improve, alter and keep in repair any building or buildings for the purpose of the society.

**CONDITIONS**



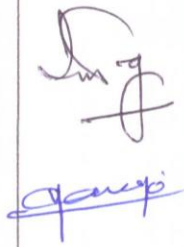

- a) The income and property of the society shall be applied solely towards the promotion of the objectives of the society as set forth in the Memorandum of Association and no portion thereof shall be paid or transferred, directly or indirectly to the members of the society.
- b) No member of governing body of the society shall be appointed to any salaried office of the society, or any office of the society paid by fees, that no remuneration shall be given by the society to any member of such governing body except repayment if out of pocket expenses and interest on money lent for premises/demises to the society.
- c) The society by its constitution is required to apply its profits, if any other income in promoting its objects.
- d) If upon the winding up or dissolution of the society there remains after satisfaction of all debts and liabilities, any property whatsoever, the same shall not be paid or distributed among the members of the society, but shall be given or transferred to some other institution having objects similar to the objects of the society to be determined by members of the society at or before the time of dissolution.

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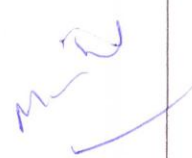


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- e) Either of the membership fees once acknowledge shall not be refunded to the member on his voluntary surrender of membership

5. The Names of the Founder Members of the Society to which the rules and Bye-Laws of the Management Affairs is entrusted are as under :						
Sr. No.	Name	Father's Husband's Name	Address	Occupation	Age	Signature
1.	Dr. Narinder Taneja <b><u>President</u></b>	S/o Sh.H.R. Taneja	H.No.4, Mangalam Enclave, Hansi Road, Ram Bagh Colony, Bhiwani	Doctor	63	
2.	Dr. Rajinder Singh Chauhan <b><u>Vice-President</u></b>	S/o Sh Thakur Anand singh Chauhan	House No.15/8, FM, Medical Enclave, Rohtak	Doctor	56	
3.	Dr. Inder Mohan Rustagi <b><u>General Secretary</u></b>	S/o Sh. Kishori Lal Rustagi	H.No.415, Sector-4, Gurugram	Doctor	50	
4.	Dr. Urmil Chawla <b><u>Executive Member</u></b> (Chairperson Scientific Committee)	W/o Sh.Rajiv Chawla	H.No.62/9J, PGIMS, Medical Campus, Rohtak	Doctor	50	



5.	Dr. Manisha Nada <b>Executive Member</b> (Editor Journal)	W/o Dr. Sanjeev Parshad	H.No.22/9 J, PGIMS, Medical Campus, Rohtak	Doctor	52	
6.	Dr. Neeraj Sanduja <b>Joint Secretary</b>	S/o Sh. Ved Rattan Sanduja	H.No.2227, Viaan Eye Care and Retina Centre, Sector-57, Gurugram Gurugram	Doctor	50	
7.	Dr. Rajan Gupta <b>Treasurer</b>	S/o Sh. Padam Parkash Gupta	C/o Rajan Eye Heart & Laser Center, Chandigarh Road, Tohana Mandi District Fatehabad	Doctor	50	

**Witnesses :**

- Name & Address ..... Kanshell Vadar, Gurugram Signature ..... 
- Name & Address ..... Suneel Sachdeva, Medical Center, Rohtak Signature ..... 

Verified by :

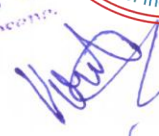

Advocate / Notary / Gazetted Officer



**ATTESTED**  
  
**SHIV KUMAR SHARMA**  
Advocate  
NOTARY PUBLIC  
ROHTAK DISTT.



Identified the ...  
Personally who ...  
in the presence of ...

**BYLAWS OF  
HARYANA OPHTHALMOLOGICAL SOCIETY**  
(With a Collegium)

1. Name of the Society : **HARYANA OPHTHALMOLOGICAL SOCIETY**
2. The registered office of the society shall be at **Rohtak – 124001 (Haryana) and** (Correspondence at office of the General Secretary of Society)
3. The Society shall carry out its major activities in the **All Districts** in the State of Haryana and India also for few activities.
4. **Membership:**
  - 1) The Society shall have a Maximum of 4000 members including the founder members/ original subscribers.
  - 2) **Eligibility :** in order to be admitted as a member no of the society, a person:
    - i) Must be 21 years of age on the date of admission;
    - ii) Should subscribe to the aims and objectives of the society;
    - iii) Must have deposited membership fee and must not be in arrears of payment of such fee as on the date of annual general meeting for continuing as a member;
    - iv) Must not be an insolvent and of unsound mind; and
    - v) Must not have been convicted of an offence involving moral turpitude involving imprisonment of one year or more.
    - vi) Must be the resident of India and besides these.
    - vii) Must be an MBBS and MS/DOMS / DNB (Ophthalmology) or having MBBS with admission as PG in Ophthalmology (upon completion; member to furnish proof) or MBBS with interest in Ophthalmology.
  - 3.) **Kinds/types/categories of Members:** the society shall consist of three (3) different categories of member as under:
    - (i) **Founder Member :**
      - Members who have founded the Society.
      - Members who have paid Fixed Fee or More than that..
      - The number of founder members shall not exceed 4.
      - The founder members shall also be deemed to have become life members of the society and shall have the privilege of being members of the collegiums without election, in case the total number of members exceeds 4.(need to understand from you )
    - (ii) **Life Member :**
      - Which Will pay an amount of Rs.1,500/-or amount fixed by GBM in a Single Mode.
      - Total Number of Life Members will not exceed 3993.
      - Life Members will be continued to be the members of the Society for his life
    - (iii) **Honorary Member :**
      - The Member who has been admitted by the Governing Body having distinguished merit or whom Society thinks deemed to be beneficial to the Society will be considered as Honorary Members.

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- Who have rendered services of outstanding merit to the Society.
- He/She must be a Citizen of India and not below 25 years of Age.
- He/She must be nominated without any Membership or Subscription Fee.
- Number of Honorary Member shall not exceed 3.
- Hon. Member shall be entitled to attend the meetings and Contribute to the Deliberation but shall have no right to vote.
- The Society proposes Honorary Membership to Army Personnel (working as Ophthalmologist in State) if they desired so.

#### 4) Membership Fee & Annual Subscription :

- (i) The rates for Membership of the Society and the Annual Subscription shall be as under or as fixed by Governing Body from time to time :

As may be decided by the society in its byelaws:			
Sr. No.	Type of member	Admission fee	Annual subscription
(i)	Founder members	Rs.1,500/-	Nil
(ii)	Life member	Rs.1,500/-	Nil
(iv)	Honorary member	Nil	Nil

#### 5) Admission Procedure (for Members other than the Subscribers) :

- The Admission of a person as a member of the society shall be decided by its governing body from time to time;
- An individual willing to be a member of the society has to submit an application in prescribed form, and along with supporting documents to the secretary duly filled in and signed and recommended by a regular member of the society.
- Secretary shall examine the application and place the same before the governing body for a decision.
- The governing body may accept or reject the application and the decision of the governing body in this regard shall be final. It shall not be bound to assign any reason for its decision.
- The approval of the governing body shall be intimated as a member, his name shall be entered in the register of members, to be maintained in such manner & form as prescribed under the Haryana Societies Registration and Regulation Rules, 2012 and he/she will be identity card of the society.
- The members will be ratified in Annual GBM.

**6) Identity card for every Member:** Every person admitted as a member will be issued as identity card containing his/her photograph, brief particulars and membership category, duly signed by the individual member and the Secretary of the society.

#### 7) Rights & Obligations of Members :

- All the member of the society shall be bounded by the rules and regulations of the society as amended in its byelaws and amended from time to time;

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- ii) Eligible members, except an honorary member, shall have a right to cast his vote at the election of the society provided such member is not a defaulter in payment of any dues of the society
- iii) Every member of the society shall have the right to inspect the books of accounts, books containing the minutes of proceedings of the general meeting, meetings of the governing body and register of member of the society on any working day by giving a notice of seven days;
- iv) It will be the duty of every member to inform the society about any change in his address, which shall be duly recorded in the register of member of the society and upon which the society shall issue a fresh identity card of such member.

**8) Cessation of Membership:** Any Person Admitted as a member shall Cease to be a Member of the Society in the following events ;

- i) On Death or Resignation by itself
- ii) Attracts the provisions contained in Section 22 of the Act.
- iii) Upon his/her acting Contrary to the Aims and Objectives of the Society;
- iv) Upon such member being founder guilty of a financial misappropriation of funds of society;
- v) Upon indictment and Direction for Removal by the District Registrar/Registrar/Registrar General of Society;
- vi) An Honorary Member shall Cease to be a Member of the Society, if the Governing Body, decided so by passing a Resolution in this behalf.
- vii) If declare by a resolution of the Executive Committee (Governing Body) of HOS to have acted in away prejudicial to the aims & objectives of the Society. Such members shall have the right of appeal to the higher Executive Authority i.e. General Body of the HOS, who may either reinstate or remove the name from the register of members. The decision of the higher Executive authority shall be final. In case of removal of name from the membership register, the said individual shall stand debarred from reapplying for the membership for a period of 5 years after which he/she may reapply for membership but in such cases the decision of the application shall be taken by the general body.
- viii) If declared to be of un-sound mind by a court.
- ix) If convicted by a court of law.

**5. General body :**

1. Every person Admitted as a member shall be a member of the General body of the Society after rectification and shall be entitled to cast his vote for the Election of the Governing body of the Society unless he/she is in arrears of Payment of any dues of the society.
2. Every eligible member shall cast his vote in person or electronic mode if decided by executive body and no proxy voting shall be allowed.

**6. Collegiums of the Society :**

- (i) The Society shall have a total of  $7 + 73 = 80$  electoral colleges which shall Constitute its Collegiums ;(depending upon at present strength )
- (ii) Each electoral college shall consist of 9 to 12 members who shall, in turn, elect 9 members of the Collegiums;
- (iii) The Particulars and details of the electoral colleges along with the members allocated to each electoral college are attached as Annexure – 3 to these Byelaws. Further Constitution

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colleges and allocation of members to each electoral colleges shall be decided by the Governing Body with the admission of new members and such details shall be communicated to the members and also displayed on the notice board of the society in its office;

- (iv) Any Change in the allocation of the members of an electoral college shall be made only upon cessation of the members of an electoral college and induction of fresh members or on consideration of the request of any member, if found feasible of acceptance.
- (v) The Collegiums of the society shall act as the General Body for all Intents and purposes and the members of the collegiums shall in turn elect the Office-bearers and the members of the Governing Body.

**7. Procedure for Election of the Collegiums :**

- (i) 80 Number of members of the society shall be elected as members of the collegiums. Each member shall be representing his house/electoral college.
- (ii) The term of the collegiums shall be three years from the date of its constitution.
- (iii) The Governing Body will declare the schedule of election and appoint a returning officer for conduct of election and also notify/display the details of members of each electoral colleges entitled to vote at least 45 days prior to holding the General meeting. Further, individual notices for holding elections of the collegiums shall also be conveyed by the Governing Body. The information of holding the election of the collegiums shall also be sent to the District Registrar so as to appoint an observer, if he so desires.
- (iv) Any objections qua the list of members of the Society entitled to vote shall be decided by the Returning officer in constitution with the office – bearers of the society. However, the decision of the Returning Officer shall be final in the event of any difference of opinion. The Returning officer shall, thereafter, invite nominations to be filled within the period prescribed in the Schedule of elections, scrutiny and withdrawal of nominations, if any, for election of the members of the Collegiums.
- (v) The Returning officer will display a list of the contesting members on the notice board of the society. The returning officer will conduct the election on the notified date. The members eligible to vote will be allowed to cast their vote in person, or electronic form ballot as and when decided by executive body and wherever disputed, on production of the Identity Card issued by the Society.
- (vi) After closing hours on the date of poll, the returning officer will declare the results and constitute the collegiums of the society. A list of the elected members of the collegiums, duly signed by the Returning Officer, will be filled with District Registrar within 30 days.

**8. Meetings of the Collegiums of the Society :**

- (i) A meeting of the Collegiums of the society will be held as and when required. However, at last one meeting of the Collegiums of the society, called as the Annual General Meeting (AGM) will be held in year, within 3 months of in the Annual Conference of the close of the financial year for consideration and adoption of the duly audited annual accounts of the society in addition to transaction of any other business of the society as may be required.
- (ii) The governing body of the society may convene an extra-ordinary meeting of the general body of the society at any time after giving due notice as prescribed hereunder, either of its own or with the consent of the Registrar of Societies.

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election for the governing body shall also be sent to district registrar to appoint an observer, if he desires.

- ii) Any objection Over the list of members of the society entitled to vote shall be decided by the returning officer in consultation with the office-bearers of the society. However, the decision of the returning officer shall be final in the event of any difference of opinion. The returning officer shall, thereafter, invite nominations to be filed within the period prescribed in the schedule of election, scrutiny and withdrawal of nominations, if any for election of the office-bearers and executive members of the governing body.
- iii) The returning officer will display a list of the contesting members on the notice board of the society. The returning officer will conduct the election on the notified date. The members eligible to vote will be allowed to cast their vote in person, and wherever disputed, on production of the identity card issued by the society.
- iv) After closing hours on the date of the poll, the returning officer will declare the result and Constitute the Governing body of the society. A list of the elected office-bearers and executive members of the governing body, duly signed by the returning officer, will be filed with District Registrar within 30 days, who shall accord his approval of the same upon his satisfaction.
- v) The office-bearers of the Society shall not be entitled to any remuneration for rendering services to the Society except actual expenditures.
- vi) Eligibility for voting : All **ratified** members except honorary member are eligible only if, members are staying in Haryana / Domiciled / Practicing or doing job in Haryana. For this, they have to produce valid ID proof in case of dispute before the returning officer appointed.
- vii) Eligibility for various posts . :
  1. Past Presidents will not contest any elections but they may be nominated as election commission or co-opted members of committees .
  2. Vice-President will take over as President.
  3. Vice President :
    - a) Must have been a member of good standing in HOS for a period of 10 years .
    - b) Must have held an organizational post either as office bearer or as member of governing council for one term minimum .
    - c) Active participation in scientific & organizational activities of HOS is mandatory .
- viii) Governing Body Members except Vice President :
  - a) Must have been a member of good standing in HOS for a period of 5 years .
  - b) Must have attended at least 2 annual conferences of HOS or member of collegiums .
  - c) Active participation in scientific & organizational activities of HOS is mandatory .

**(3) Filling of Any Casual Vacancy on the Governing Body :**

Any vacancy arising on account of Resignation or Death of any member of the Governing Body or for any other reason, may be filled- up by the Governing body, if required, from amongst the members of the Collegiums on adhoc basis till the holding of the next Annual General Meeting of the Society. An adhoc member of the governing body shall cease to be a member of the governing body of the date of next general meeting, if his appointment is not approved in the annual general meeting by a majority vote for the balance term of the governing body.

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*[Signature]*



**(4) Meeting of the Governing Body :**

- i) The meeting of the governing body will be held as and when required. However, the governing body shall meet mandatorily once in every 6 months and there will be minimum 2 meeting of the governing body in a financial year.
- ii) A clear notice of three days of every such meeting will be given by the Secretary of the governing body of the office bearers and members before the date appointed for the meeting. However, the governing body may meet at shorter notice, wherever so required, with the consent of at least 50% percent of its members.
- iii) The quorum of the meeting of the governing body shall be at least 40% of the total members of the governing body, subject to a minimum of 4 members . In case quorum is not present, the meeting shall be adjourned to another date for which a proper notice shall be issued. The member present in the adjourned meeting, subject to a minimum of three members, shall form the quorum for the adjourned meeting.
- iv) The proceeding of every meeting of the governing body will be recorded in the proceedings book separately maintained for this purpose. Such minutes shall be signed by chairman of the meeting and the secretary of the society. In case of chairman or the secretary are not available to sign the minutes, these will be signed by any two members present in the meeting as may be authorized by the governing body.
- v) The minutes of every meeting of the governing body will be placed for confirmation in the succeeding meeting of the governing body.

**(5) Powers, Function & Duties of the Governing Body :**

- i) The Governing Body will be responsible for achieving the aims & objectives of the society and shall work in the best interest of the society, for which it shall be empowered to deploy the funds & assets of the society for the stated objectives;
- ii) The Governing body will be competent to raise funds & purchase property, movable & immovable, on free-hold or lease basis in its name, as decided by it.
- iii) The Governing body shall have full charge of all immovable properties and movable assets belonging to or vested in the society and these will be managed in such a manner as it considers appropriate subject to the overall control and directions of the general body of the society.
- iv) The Governing body shall be competent to invest the funds in the manner it considers appropriate in the best interest of the society and it shall be competent to borrow or mortgage or hypothecate the properties on behalf of the society in the manner decided.
- v) To constitute various standing or adhoc committees for looking after such functions as may be assigned from time to time.
- vi) To create provision for engagement of the regular or part-time employees of the society to look after the Secretarial, accounting and other functions in a seamless manner.
- vii) To outsource certain function e.g cleaning, security and similar other maintenance activities of the premises of the society.

**(6) Powers, Function & Duties of the Individual Members of Governing Body-****i) President:**

- a) To preside over all the meetings of the General Body and the governing body and record the proceedings of such meeting.



- b) To do all such acts, deeds and things as may be authorized by the general body and /or the governing body from time to time.
- c) To allow or disallow discussion on any matter which is not included in the agenda.
- d) To ensure proper & transparent functioning of the Society/Governing Body.
- e) To ensure strict compliance of the provisions of the Haryana Registration and Regulation of the Societies Act, 2012 and rules made there under.
- f) To supervise and guide the overall activities/ achievement of aims & objectives of the society.
- ii) **Vice-President:**
- a) To assist the President in carrying out his duties.
- b) In absence of the President, to act on his/her behalf and perform all duties and exercise all the powers of the President.
- c) To do all such acts, deeds and things, as may be authorized by the Governing Body.
- iii) **General Secretary :**
- a) To conduct, organize, supervise and manage all the affairs of the society and do all such acts and perform all such duties for the working of the society as may be assigned by the president/governing body;
- b) To receive, scrutinize and place application for membership of the society before the governing body and enter the name of the members, if approved, in the register of members under his initials and to intimate the members about the same and issue identity card to the members so admitted;
- c) To convene meetings of the general body/ governing body with the consent of the president and serve proper notices as prescribed under these byelaws.
- d) To attend all the meetings of the general body and the governing body and assist the president in conducting the meeting and record proceedings of all the meetings.
- e) To help and assist the president in looking after the complete affairs of the society and attaining aims & objects of the society.
- f) To prepare annual report of the society and place it before the governing body along with audited annual accounts of the society, for approval to place the same before the general body in annual general meeting.
- g) To keep and preserve the records of the society/governing body.
- h) To ensure timely filling of all statutory returns/ documents in the office of the district registrar and such other authorities as may be prescribed under the Haryana Registration and Regulation of Society Acts, 2012 and the rules made there under.
- i) To be the custodian for safe custody of common seal of the society and affix the same, wherever required, as per the authorization of the governing body.
- j) To conduct correspondence on behalf of the society / governing body and to sign letter and papers on its behalf and to ensure that all statutory registers and records are properly kept and maintained.
- k) To prepare before announcing of the date of election and annual general meeting, the list of all the members eligible to vote, duly updated and to place it before governing body.
- l) Act as overall in – charge of the administration and execution of all the programmes of the society including financial affairs on behalf of the governing body including creation of posts, fixation of salaries/ remuneration/ allowances etc., make appointment / engagement of staff, make purchases and do all other such things as may be necessary in the furtherance of the aims & objectives of the society.



society in accordance with the delegations by the governing body from time to time and where no such delegation is specifically made, in consultation with the president of the society.

- m) To assist the President in carrying out his duties.
- n) In absence of the President and Vice-President , to act on his behalf and perform all duties and exercise all the powers of the president.
- o) To do all such acts, deeds and things, as may be authorized by the governing body.

iv) **Joint Secretary :**

- a) To assist the General Secretary in carrying out his duties.
- b) To discharge the functions and duties of the General Secretary / Secretary of the Societies in his /her absence to the extent authorized by the Governing Body.
- c) To look after such functions and duties and exercises such powers as may be assigned and delegated by the Governing Body of the Society from time to time.

v) **Treasurer :**

- a) To get the accounts of the society audited by the chartered accountant appointed by the governing body at the close of the financial year, every year.
- b) To keep accounts of all financial transactions of the society and of all the sums of money received and spent by the society and maintain records of receipts and expense relating to such matters, and of assets, credits and liabilities.
- c) To submit to the governing body through general secretary / secretary, the audited annual accounts of the society, at least one month prior of the date of annual general meeting.
- d) To act as the overall custodian of all the books of the accounts of the society, financial statements, receipt books expense vouchers, bank pass and cheque books, cash etc.

vi) **Executive Members :**

- a) To assist President, Vice-Presidents & Secretary & Other Office Bearers in all types of activities of the Society.
- b) To inform the members about all the welfare activities of the Society.
- c) The Executive members shall help in the smooth working of the society towards achievement of its aims & objectives and shall individually and / or collectively perform such act stand duties that are assigned to them by the President or the General Body.
- d) Editor Journal will be in charge of the journal of HOS and will work under the guidance of Governing Body. All committees of Journal to be headed by President and General Secretary as member. Editor cannot enroll non- HOS members in committees on his/her own. Consent of President & Secretary is must.
- e) Chairman Scientific Committee will be responsible for academic activities being run by HOS and work under the guidance of Governing Council under Supervision of President and General Secretary.

(7) **Cessation of Members of the Governing body :** An office-bearers / executive member of the governing body shall cease to be an office-bearer or executive member :

- a) Upon submission & acceptance of his resignation;
- b) If he ceases to be a member in accordance with sub-clause (8) of clause 4 of these byelaws;
- c) If he is removed by a resolution passes in the meeting of the general body.

*[Handwritten signature]*

*[Handwritten signature]*



**(8) Exclusion from the Employment of a Society:**

- a) No member of the society shall be in full-time or part time employment of the society;
- b) No dependent or family member or close relative of the office-bearers and members of the governing body shall be engaged as an employee of the society during its term;
- c) Every office-bearer and member of the governing body shall make a declaration in case any person in the employment of the society is his close relative.

**11. Amendments in the Memorandum of Association, Byelaws, Name of the Society, etc.**

Any amendment in the memorandum of association and byelaws or change of name, amalgamation or division of the society will be done only with the approval of the Collegiums by way of a special GBM as per approved quorum called for resolution. The intimation of any such amendment or change, along with attested copy of the requisite documents, shall be filed in the office the district registrar by the general secretary / secretary with in such time as may be prescribed under the Haryana Registration and Regulation of Societies Act, 2012 and the rules made there under.

**12. Management of the Assets and Funds of the Society :**

- (i) The source of income of the society will include receipts on account of memberships fee, annual subscription, rent from property/ assets, interest, consultation fees, donations, gift, grants, etc. the society can also raise funds through interest-free short term loans from its members or form scheduled banks on interest . loan from the schedules banks on interest will be taken only for purchase of creation of capital assets and not for meeting any recurring revenue expenditure under any circumstances.
- (ii) The governing body will prepare and approve as Annual Budget of the society on the basis of its estimated income and the capital and revenue expenditure during the first quarter of the financial year and shall also place a copy there of before the general body in its annual general meeting for information.
- (iii) The Bank accounts of the Society will be jointly operated by President / General Secretary (by any of one) and Treasurer jointly such members / office bearers as may be decided by the Governing body from time to time.
- (iv) All assets and funds will belong to the society and vest in the society.
- (v) All receipts and payments of the society shall be made through bank instruments(i.e.DD/pay order/ cheques/ bank transfers/ RTGS) including all receipts towards the memberships fee and the annual subscription from the members. However, the governing body may determine the limits of financial transactions which may be conducted in cash in certain other cases.

**13. Accounts of the Society ;**

- i) The Treasurer of the Society will be responsible for keeping and maintaining proper books of accounts e.g. cash book, ledger etc. as required under the income tax laws and /or any other authority including the institute of chartered accountants of India, at its registered office with respect to all sums of the of money received and expended by the society and the assets and liabilities of the society.
- ii) The books of accounts of the Society shall be open to inspection during the business hours by the Registrar General / Registrar / District Registrar or any officer authorized by them and by any member of the society.
- iii) The annual accounts of the society will be jointly signed by President or General Secretary and Treasurer of the society.



- iv) The governing body will appoint a chartered accountant who shall not be a member of the governing body or family member of any member of the governing body for auditing the accounts and filing of income tax return of the society for each of financial year, at such remuneration as may be determined by the governing body.

**14. Common Seal :**




The Society will have a common seal which shall be kept in safe custody of the General Secretary and shall be affixed wherever it is required in accordance with the authorization by the governing body.

**15. Amalgamation of the Society:-**

The society may amalgamate itself with any other society established with the identical aims and objects or allow any other society to amalgamate with itself by a special resolution passed in this behalf in accordance with the provisions contained in section 51 of the act and rule 25 made there under.

**16. Dissolution of the Society:**

- (i) The society may resolve to dissolve itself in accordance with the provisions contained in the act and the rules under in case it becomes difficult to carry on with the operations of the society, or it becomes insolvent or for any other pressing and unavoidable reasons;
- (ii) In the event of dissolution of the society, no assets of the society shall develop on or distributed amongst the members of the society;
- (iii) Its assets and properties shall be first used to liquidate any liabilities and the left-over properties/ assets, / if any shall be considered for transfer to any other society established with identical aims and objects or to the District Collector for use thereof in the general public interest.

We the followings names Members of the Society to which the rules and Bye-Laws of the Management Affairs is entrusted and witness the same as under :						
Sr. No.	Name	Father's Husband's Name	Address	Occupation	Age	Signature
1.	Dr. Narinder Taneja <b><u>President</u></b>	S/o Sh. H.R. Taneja	H.No.4, Mangalam Enclave, Hansi Road, Ram Bagh Colony, Bhiwani	Doctor	63	
2.	Dr. Rajinder Singh Chauhan <b><u>Vice-President</u></b>	S/o Sh Thakur Anand singh Chauhan	House No.15/8, FM, Medical Enclave, Rohtak	Doctor	56	
3.	Dr. Inder Mohan Rustagi <b><u>General Secretary</u></b>	S/o Sh. Kishori lal Rustagi	H.No.415, Sector-4, Gurugram	Doctor	50	



4.	Dr. Urmil Chawla <b>Executive Member</b> (Chairperson Scientific Committee)	W/o Sh. Rajiv Chawla	H.No.62/9J, PGIMS, Medical Campus, Rohtak	Doctor	50	<i>Chawla</i>
5.	Dr. Manisha Nada <b>Executive Member</b> (Editor Journal)	W/o Dr. Sanjeev Parshad	H.No.22/9 J, PGIMS, Medical Campus, Rohtak	Doctor	52	<i>M-Nada</i>
6. ✓	Dr. Neeraj Sanduja <b>Joint Secretary</b>	S/o Sh. Ved Rattan Sanduja	H.No.2227, Viaan Eye Care and Retina Centre, Sector-57, Gurugram Gurugram	Doctor	50	
7. ✓	Dr. Rajan Gupta <b>Treasurer</b>	S/o Sh. Padam Parkash Gupta	C/o Rajan Eye Heart & Laser Center, Chandigarh Road, Tohana Mandi District Fatehabad	Doctor	50	

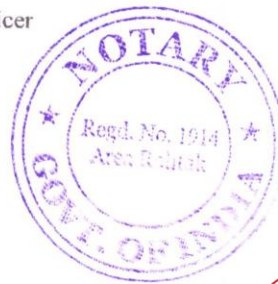
**Witnesses :**

- Name & Address *Kanshal Vohra, Gurugram* Signature *[Signature]*
- Name & Address *Smit Jain, Medical Campus, Rohtak* Signature *[Signature]*

Verified by :

Advocate / Notary / Gazetted Officer

**ATTESTED**  
*[Signature]*  
**SHYAM SHARMA**  
Advocate  
17/12/2021  
PUBLIC  
ROHTAK DISTT.



detailed the deponent/Depositor  
Personally who has signed/T M  
in my presence  
*[Signature]*  
*Co-ordinator of society*  
*No. Sec-35*  
*Society*  
*2021*