

BOA CONSTITUTION - 2007

I. The Association shall be called the Bombay Ophthalmologists' Association.

2. Registered Office:

The Registered Office of the Association shall be at its own premises at:

Dheeraj Arcade

4th floor, Near Milan Subway,

S.V.Road, Santacruz (West)

Mumbai 400 054.

or at such other address as thought fit by the general body in future.

III. Objects:

The object of the Association will be the cultivation and the promotion of the study and practice of the Science of Ophthalmology and to promote social contacts among the Ophthalmologists of Mumbai and India by:

- a. Encouraging scientific research and experimental work on Ophthalmic problems.
- b. Providing facilities for research and training of research workers.
- c. Holding scientific demonstrations and discussions and reading papers on Ophthalmic subjects.
- d. Establishing and maintaining reference libraries and furnishing them with books, reviews and magazines, etc. relating to Ophthalmology.
- e. Watching and advising on legislation affecting Ophthalmology at Central and State levels.
- f. Conducting a journal devoted to Ophthalmic subjects .
- g. Bringing the members of the Association periodically together.
- h. Holding properties, movable or immovable, that may be necessary for the aforesaid objects and to purchase, sell, rent or mortgage the same for the purpose of the Association.

- i. Constructing, altering, maintaining or renting any building necessary for the Association from the finances of the Association.
- j. Receiving annual subscriptions from members and receiving contributions and donations from members as well as non-members and to hold the fund in trust for any particular purpose or purposes for the advancement of the Science of Ophthalmology.
- k. Co-operating with other recognised medical bodies whether of physicians or surgeons.
- l. Organising 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 India.
- m. Making rules, when deemed necessary, inter alia relating to discipline and professional conduct of Ophthalmologists.
- n. Making bye-laws, rules and regulations and to delete, alter, amend or add to the same as and when necessary.
- o. To undertake Charitable Activities for the benefit of Society.
- p. To undertake public awareness activities about various eye diseases and their prevention and treatment.
- q. Under taking such other activities as may be incidental to or conducive to attainment of the aims and objects of the Association.

IV. Membership.

The membership of the Association will be of seven classes.

1. Ordinary Membership:

An Ophthalmologist have post-graduate allopathic diploma or degree in Ophthalmology from an Institute recognised by the Indian Medical Council and practising/residing within the limits of Mumbai, Thane or Raigad districts, will be eligible for membership of this class.

He/She will have to be proposed and seconded by a member of at least 5 years standing and ratified by a majority of the members at the Association's annual general meeting.

He/She will pay the prescribed annual subscription of the Association regularly in advance, every year.

His/Her membership will remain suspended, if he/she fails to pay the dues in time, till he/she clears them. Failing to pay the subscription for three consecutive years may be considered a cause sufficient to cease the membership.

2. Life Membership:

An Ophthalmologist who is eligible to become an ordinary member of the Association can become a life member after paying the prescribed fees of the Association for life membership.

3. Honorary Life Membership:

Honorary Life Membership may be conferred on a member proposed by the Managing Committee of the Association and approved by the General Body for his/her meritorious services to the Association and/or to the science of Ophthalmology.

4. Outstation Membership:

Outside Mumbai, Thane and Raigad district membership is permitted. However, these members have to pay the life membership subscription and will neither have voting rights, nor be eligible to stand for any election.

5. Member Emeritus:

The Association shall confer, by invitation the title Member Emeritus, to all members above the age of 65 years. Once accepted, a Member Emeritus shall not stand for or accept any post as an office bearer, in the Association. A Member Emeritus shall enjoy all other privileges as an ordinary member. A Member Emeritus shall be exempt from payment of any further dues to the Association, be they annual subscriptions or Conference fees.

6. Junior Membership:

Registered PG students can become members in this case by paying 50% of the life membership charges which will be valid for a period of 5 years. They can become life members by paying 50% membership charges (prevailing at the time) when they attain post graduate degree. They can neither hold any post nor can they be co-opted for post or managing committee members, They will not have voting rights till they become full life members. They will also not have voting rights till then.

7. Any doctor with MBBS degree and PG (Allopathic) qualification (Diploma/Degree) in any other discipline than Ophthalmology can also become life member, if the work they are involved with is related to Ophthalmology. They cannot have voting power nor hold any post.

Notes:

- a. A newly proposed member whose application for membership has been approved by the Managing Committee and recommended to the general body for acceptance, and who has paid his/her subscription will remain as a temporary

member till his/her membership is ratified by the general body at its Annual General Meeting.

Such a proposed member will enjoy all the privileges and rights of the members except voting and holding office.

- b. The present already existing members of the Association who are not fully qualified to become members will not lose their membership following the above changes in the constitution, if they have become members before 2000.

Cessation of Membership.

Members of the Association will cease :

- a. by voluntary resignation as from a specified date.
- b. If the Managing Committee decided by a two thirds majority to delete the name of member from the membership for any proved unprofessional behaviour or conduct, and the decision is confirmed by the General Body at its next meeting. Before any disciplinary action of such a nature is taken, the offending member will be served with a notice in writing to appear before the next meeting of the Managing Committee and will be given an opportunity to explain his conduct. The Association reserves the unchallenged right to give full or part publicity to such disciplinary procedure in any medium of its choice such as medical journal or in press.

V. Subscriptions

The Annual Subscription for an ordinary member is Rs.150/- The subscription for life membership is Rs.1500/- The subscription fees may be changed on recommendation of the Managing Committee which is also approved by 2/3 majority of the members present at a meeting of the General Body of the Association.

VI. Privileges of Members.

- All members shall be entitled to the right to participate in all the activities of the Association including the right to vote and be voted for, and shall also be entitled to receive a copy of the Journal of the Association free of all charges provided their subscription for membership has been paid upto date.
- All Temporary Members shall be entitled to participate in all the activities of the Association and shall also be entitled to a copy of the Journal of the Association, free of

cost if the subscription for the membership is paid. They shall not be entitled to vote at the meetings of the General Body of the Association.

VII. Managing Committee Meetings:

The Hon. Secretary will arrange to hold at least one meeting every 2 months, unless unable to do so for unavoidable circumstances, arranging the same at a convenient venue preferably at the official premises of the BOA.

The Secretary will inform the members about the meeting at least 7 days before the meeting. The agenda will have to be circulated along with the notice for the meeting. Special meeting can be called by the secretary at any short notice provided the Secretary has attempted to contact each MC member by phone, fax, email or SMS.

VIII Annual General Body Meeting.

Annual General Body Meeting will be held within one month of the end of financial year (which is currently 31/3 every year). 50 members shall form a quorum for general body meeting. If there is no quorum, the meeting will be adjourned and held at the same place after 15 minutes, to transact the business as specified in the agenda. Members present at that time will constitute the quorum.

IX

Special General Body Meeting.

The Managing Committee may decide at any time to call for a Special General Body Meeting for a specific purpose. 50 members form a quorum for the Special General Body Meeting. For this if there is no quorum, the meeting will be adjourned for 15 minutes and held after that. Members present at that time will constitute the quorum. These meetings shall preferably be held on Sunday or clubbed with some scientific activity of the BOA to ensure quorum.

Any changes in the constitution and bye-laws may be recommended by the Managing Committee and if approved by 2/3 rd majority of the members present at a Special General Body Meeting convened for this specific purpose with a notice of at least 2 weeks, will be incorporated in the constitution. Any member desirous of proposing any change in the constitution and bye-laws of the Association shall give at least 2 weeks notice of such a proposal to the Hon. Secretary in writing signed by the proposer, the seconder and supporters, if any. A minimum of 75 members shall constitute the quorum for this purpose. In absence of quorum, meeting shall be adjourned to a later date, at least 2 weeks apart. Care shall be taken to inform all members of the new date. These meetings shall preferably be held on Sunday or clubbed with some scientific activity of the BOA to ensure quorum.

A Special General Body Meeting can be requisitioned by request of 1/10 members of the

association or 50 members (whichever is less) for a specific purpose and the President shall call such a meeting on receiving such a request in writing.

X The Managing Committee.

The affairs of the Association will be managed by a Committee consisting of:

- a. President.
- b. President-Elect.
- c. Vice President
- d. Honorary Secretary
- e. Joint Honorary Secretary
- f. Honorary Treasurer
- g. Joint Honorary Treasurer.
- h. Honorary Librarian.
 - i. Editor – Journal

The holders of the above 9 posts will be called office bearers and they will also be Trustees of the Association.

j. Ten additional members or 1/10th of the total members whichever are less, duly proposed and seconded will be elected by a majority at the Annual Elections of the General Body. Previous office bearers cannot contest for these seats. However, if someone has been only a Managing Committee Member in the past, then he may be eligible for these seats.

- h. Another 6 additional seats in the Managing Committee will be reserved, for previous office bearers for which separate election will be held.
- i. Ex Officio.

Immediate past president.

Immediate past secretary.

It is desirable that all the areas of Bombay Ophthalmologists' Association territory should be represented in the Managing Committee. The term of the Managing Committee will be upto 31st March each year, irrespective of when the Annual General Meeting is held.

XI Elections

1. A member of at least 5 years standing will be eligible to contest for a post of the Managing Committee. He/She should be proposed and seconded by a member of at least 5 years standing.
2. The elections for posts of office bearers and MC members will be held during the BOA Annual Conference on or before 31st December each year, or before end of the preceding year, in case no conference is held. The elections will be by secret ballot. The results shall be announced within 3 hours of close of voting. The Voting shall be for a minimum of 5 hours during the conference hours in a single day.
3. The Hon.Secretary shall circulate to all members the list of vacancies for office bearers and MC members along with the nomination form mentioning the eligibility criteria, deadlines for filing nominations, scrutiny, withdrawals and date of election. This circular must be sent at least 6 weeks before the date of election. The candidates will be informed the results of the scrutiny a minimum of 2 days before the dates of withdrawal.
4. Any vacancy occurring during the year, other than that of the office bearers and ex-officio office bearers, due to any reason, will be filled by co-opting a member for that post for the remaining part of the year.
5. Any vacancy occurring during the year in the post of the 9 office bearers due to any reason will be filled by any of the eligible MC members selected/nominated by the MC.

In case there is no eligible member in the MC, the MC may invite any other eligible BOA member to fill the vacancy.

Eligibility of Office Bearers:

A member who has served the Association for at least 2 qualified terms as a member of the Managing Committee can become an office bearer.

A member who has been office-bearer for at least one full term will be eligible to contest for the post of Vice-President. The Vice-President will succeed as the next President-Elect and the President-Elect will succeed as the next President, unless:

- i. He/She declines the post.
- ii. The General Body has passed no-confidence motion against him/her.

In case of the above circumstances, the post of the President-Elect/ and /or /Vice-President/ President will be contested. Only those who are eligible to contest for Vice President may contest for these posts. In the first year of the new constitution, President-

Elect as well as Vice President, both, will be decided through election.

6. All office bearers will hold the post for only one term. They cannot contest for the same post again.

1. The election of Hon. Treasurer, Editor-Journal and Librarian will be held every 3 years, unless there is vacancy due to resignation or a no-confidence motion or death.
2. The Joint Hon. Secretary will automatically take over as the Hon. Secretary in the next term. The posts of Hon. Secretary will not be contested, unless the Joint Secretary.

i. Declines the post.

ii. The General Body passes a no-confidence motion against him/her.

There will be an election every year for the post of Vice-President, Joint Hon. Treasurer and Joint Hon. Secretary, if required.

Office bearers will cease to hold office:

- a. When their tenures are over. Their tenures will be upto 31st March each year.
- b. If by no confidence motion with 2/3 majority of members present at the General Body Meeting decide to remove any or all office bearers.
- c. By voluntary resignation.

7. No member shall hold or contest 2 office bearers' post simultaneously. In the event that an office bearer wishes to contest for another office, it is necessary for him to resign from the first post, prior to putting in his nomination for the second post. The vacancy so arising shall be filled in as per the provisions of section XI 4.

Any member can however stand for 1 office bearer and as a member of the MC. In the event of his/her winning both elections, he/she will have to resign from member MC post. The post will be filled by the member getting then next highest votes.

8. For the purpose of clarification of the term "Qualified as used in Eligibility for Office Bearers, it is stated that each and every member of the managing committee is expected to complete his full term of office and also attend a minimum of four meetings, per year, in order to fulfill the criteria of eligibility for office bearers posts.

XII (A) Meetings of Managing Committee

The members of the Managing Committee shall meet at least once in two months or oftener. Any eight members will form a quorum.

The Hon. Secretary shall circulate the Agenda for the meeting at least a week before the holding of the meeting.

The President when present shall preside at the meeting of the Managing Committee. In the absence of the President, President-Elect, and the absence of President-Elect, the Vice President shall take his place in the chair and for the purpose of the meeting he shall have all the powers of the President.

In every case of voting the President will have a vote. In every case of tie, he will have an additional or casting vote.

Invited members do not have voting rights. However, they can participate in the discussion.

The voting may be by show of hands, or by ballot whichever is thought desirable by the President.

Whenever it is found inconvenient to call a meeting of the Managing Committee and whenever the Hon. Secretaries deem it desirable that the opinion of the Managing Committee be obtained they shall do so by post, or telephone or e-mail and act in accordance with the view of the majority.

(B) SCIENTIFIC ACTIVITY OF BOA.

- Annual Conference will be held on a date/dates and venue as decided by the MC, from time to time.
- Clinical meetings/CME programmes will be held at least once in 2 months. For these meetings it is recommended that not more than two outstation speakers shall be invited.
- Corporate sponsored CME's with outstation/foreign speakers may be allowed under aegis of BOA provided a suitable amount (not less than Rs.20,000/-) as decided by the MC, from time to time is paid by them to BOA.

Any person/organisation wishing to conduct a symposium/conference/ workshop under the aegis of BOA will be permitted to do so provided a sum of not less than Rs.1,00,000/- per day or part thereof is paid to BOA before the 1st circular is mailed. This permission will only be given on a written application addressed to The President /Secretary, BOA, after it is discussed in a MC meeting. There should be full involvement of BOA representatives as decided by the MC in the organisation, as well as chalking out the scientific programme of the said symposium / conference/workshop. In case of violation of the above, the MC shall inform all the BOA members of the same and take such other steps as they deem fit.

XIII. The President.

The President shall regulate the proceedings of the Committee Meetings. He shall

enforce the observance of the rules and regulations. He shall sign the minutes of the Committee Meeting. Throughout the year he will act in the capacity of the President of the Association for whatever action the Association may have to take previous to the next meeting of the General Body. He will preside at the Annual General Meeting and will handover the charge to his successor at the meeting. He may invite two or three members for specific item or agenda to participate in the specific Managing Committee meeting.

XIV The Hon.Secretary

The Hon.Secretary shall manage all the correspondence and shall keep the minutes of the Association and Committee meetings which will be read and confirmed at the following meetings respectively. He shall have charge of the office and keep a register of all papers communicated to him. He shall be responsible to the Association for carrying out the resolutions of the Association. All records shall be open to inspection by any member of the Managing Committee a day previous to the meeting of the Managing Committee.

The property of the Association shall be in possession and control of the Hon. Secretary.

The Hon.Secretary shall perform the usual functions of his office and shall be responsible to the Association for carrying out the resolution of the Association.

The Hon.Secretary shall incur no extraordinary expenditure (exceeding Rs.15,000/-) without the previous sanction of the Managing Committee except for the purpose of holding the Annual or other meetings which he may do with the concurrence of the President and Hon. Treasurer.

The Hon. Secretary shall keep a record of the proceedings of the meetings of the Managing Committee and all accounts shall be open to inspection by any member of the Managing Committee on request. The minutes of Committee will be read and confirmed at the subsequent meeting of the Committee. All documents, conveyances, contracts shall be made jointly by the President, the Secretary and the Hon.Treasurer.

XV. President-Elect.

In the absence of the President, the President-Elect will enjoy all the powers of the President can carry out duties of the President. In the absence of the President and President-Elect, the Vice-President will enjoy all the powers of the President and carry out duties of the President.

XVI. Joint Honorary Secretary.

- He/She shall do all the duties assign by the Hon.Secretary and
- He/She shall work under the directions of the President of the Association.

XVII. Honorary Treasurer:

The Hon.Treasurer shall receive money due to the Association and shall make all payments in accordance with any rules framed by the Committee and shall keep an accurate account of all such subscriptions and every receipt given shall be signed by him, except those pertaining to the accounts of the BOA Journal and BOA Conference.

XIX Librarian.

The Librarian shall maintain and run the library of the Association from the Association premises.

XX. Editor-Journal.

The Editor-Journal shall bring out a scientific publication, called the BOA Journal, at least once in 3 months. He shall co-opt upto eleven members including sub-editor to constitute an Editorial Board, who shall assist him in his work. A copy of the Journal shall be sent to every member whose subscription has been duly paid. Separate accounts for Journal will be maintained. Sub-editor and Editorial Board will be till the term of the Editor.

XXI. Joint Honorary Treasurer:

Joint Hon.Treasurer will look after duties of Hon.Treasurer in his absence and help the Treasurer.

XXII. Functions of the Managing Committee.

It will decide the personnel of any lectureship, symposium, oration etc. during the year and its venue and time.

The Managing Committee shall have power to invest and deal with the moneys of the Association and borrow such sums of money as it may resolve as tending to benefit the Association.

Such moneys and properties of the Association may be invested in such Banks and in such ways as the Managing Committee in its sole discretion think proper and the Managing Committee may at their discretion change the investments in order to better fulfill the objects of the Association and also spend for such objects the entire moneys and properties of the Association without necessarily constituting or creating a permanent endowment with the previous sanction of the General Body.

The Managing Committee shall have powers to purchase construct or acquire on lease or in exchange or on hire, by gift or otherwise, any real or personal property and any rights or privileges necessary or convenient for the purpose of the Association and to improve, develop, manage, sell, mortgage, dispose off, turn to

account or otherwise deal with all or any part of the property of the Association with the previous sanction of the General Body.

MISCELLANEOUS :

The MC shall utilize the premises for its own activities and can rent out the same to members/organizations for programmes at terms and conditions, as decided by the MC, from time to time.

If in the event of the dissolution of the Association, there shall remain after the satisfaction of all debts and liabilities any property whatsoever, the same not be paid to or distributed among the members of the Association or Associations. Institution or Institutions having objects of this Association to be determined by the votes of not less than three fifths of the members present personally or by proxy in meeting at or before the time of the dissolution or in default by any High Court or Judicature in its ordinary jurisdiction of the province in which the registered office of the Association may be situated at the time.

• Funds.

The Financial year of the Association will begin from the first of April every year. The accounts of the Association shall be kept under three separate heads.

- a. The General Account.
- b. Reserve Fund, comprising of
 - i. Admission Fees, if any.
 - ii. 25% of the subscriptions, and
 - iii. Donations.
 - iv. All of the life member fees.
- a. Special Funds – for a specific purpose and period.

The Association account shall be maintained and operated by the Hon. Treasurer at a banks approved by the Managing Committee, from time to time.

The General Account will include all receipts by way of :

- a. Subscriptions.
- b. Sale of property belonging to the Association, and
- c. Payments made for the holding of the meetings, printing stationery etc., required for the efficient working of the Association.

A separate Journal Account shall be maintained to run the BOA Journal. This account shall be maintained and operated by the Editor.

A separate conference account shall be opened for each Annual Conference. This account shall be maintained and operated by the organising secretary, along with President and Treasurer with two of three signing all the cheques for that conference.

A trust account may also be opened, if in future, the Association increases its activities, for financing any research, community and related activities.

Any person or persons in whom for the time being any funds or money or property moveable or immovable of the Association may be vested shall be answerable for any loss arising in the administration or application of the said fund or sums of money or for any damage or deterioration that may happen through his or their wilful default or neglect as determined by the Managing Committee or its authorised sub-committee.