

**CONSTITUTION
OF
THE AHMEDABAD OBSTETRICS & GYNAECOLOGICAL SOCIETY
(Established in 1936)**

PART-1

Article 1: Name

The Society shall be called "The Ahmedabad Obstetrics & Gynaecological Society."

Article 2: Office

The Office of the Society shall be located in Ahmedabad at 2nd floor at Ahmedabad Medical Association House, Behind Handloom House, Ashram Road, Ahmedabad-380006.

The General Body of Ahmedabad Obstetrics and Gynaecological society shall decide about change in location of office in case if need arises.

Article 3: Aims and Objects:

- (I) To promote Co-operation and brotherhood amongst the members and to provide such amenities as feasible, with a view to help the members of the profession and general public.
- (II) To protect the interests of the profession and to maintain and uphold the honour and dignity thereof.
- (III) To maintain adequate standards of education and practice of Obstetrics and Gynaecology and to encourage research in the field.
- (IV) To take interest and to create public opinion in the matters relating to Maternal ' & Child-welfare and Family planning.
- (V) To associate with or participate in, activities consistent with the dignity of the profession, for furtherance of public - health, medical and allied sciences.
- (VI) To cater to the intellectual, academic, social, cultural and professional needs of the members.

Article 4: Ways and Means

To attain these aims and objects, the Society, may-

- (i) Co-operate, affiliate or be affiliated to or amalgamate with or enter in to a Federation with other associations or Societies having similar aims and objects, on terms mutually agreed upon.
- (ii) Arrange periodically-meetings, conferences, symposia discussions, Lectures, demonstrations etc. pertaining to medical and allied sciences.
- (iii) Maintain a reading room library.
- (iv) Collect, raise or borrow funds and utilize them in suitable manner.
- (v) Make sound investments of its funds or part thereof in such a manner as may, from time to time be determined by the Managing Committee & to be ratified by the General Body Meeting.

- (vi) Procure, erect, maintain, improve or alter and keep in repair, any buildings and such other properties for the purpose of the society.
- (vii) Take all such other steps and decisions which are cognate with and are conducive to the above aims and objects.

THE SOCIETY SHALL HAVE NO CONNECTION WITH ANY POLITICAL OR COMMUNAL BODY.

PART-II

RULES AND REGULATIONS

Article 5: Financial year:

The financial year shall be from 1st of April to 31st of March.
It shall be decided from time to time by GBM as per Income tax rule.

Article 6: Membership

(I) Eligibility

On payment of prevailing fee Gynaecologist post Graduate degree or diploma holder can be a member of AOGS or any other degree holder of Obstetrics and Gynaecology recognized by MCI can also be a member of AOGS (i. e. MRCOG etc.). Others can become associate member but without voting rights.

Any new member of AOGS should be holding a post graduate degree or diploma in OB GYN. or should be registered with a recognized university as a bonafide student of a post graduate course(Recognized by MCI) in OB. & GYN.

A Gynaecologist and Obstetrician who is willing to become member of AOGS must be practicing in Ahmedabad District. He should not be the member of another FOGSI affiliated Society as dual membership is not allowed. If the person is already member of other FOGSI affiliated Society still wants to become member of AOGS, He can become associated member without voting right and without eligibility to contest any election.

(ii) Types of membership:

(a) Ordinary Membership

Any eligible member of the profession who fulfil the criteria of eligibility as per Art.-6(i) desirous of joining the Society may be enrolled as an ordinary member of the Society.

(b) Associate Membership:

Those practitioners who are eligible to be registered under MCI act 1956 or Gujarat MC act 1967 and who are not having post graduate degree or diploma in Ob and Gyn. and still having Ob and Gyn. nursing home or are interested in Ob and Gyn. can become associate member without voting right and without eligibility to contest any election. Any other Ob. & Gyn. Who does not fulfil the criteria of eligibility as per Art.-6(i) can be enrolled as an Associated Member but without voting rights and post holding rights.

(c) Ordinary member may be Annual or Life Member:

Any eligible member of the profession desirous of joining the Society as an ordinary Member or associate member may be enrolled as an annual or life Member of the Society on payment of the fee as per the appendix, provided

his membership application is accepted by the Managing Committee.

(d) Honorary Member:

Any eminent person, who has rendered Valuable distinguished services to science or public at large, may be enrolled as Honorary Member of the Society. Such member will not have to apply or to pay any fees to the Society. Such members will serve the Society in advisory capacity only without voting right or eligibility to contest for the Election.

(e) The person who is already member of AOGS and not practicing in Ahmedabad district should be given the opportunity to choose one out of two alternatives –

(i) He can continue to be the member of AOGS but his membership will be transferred to the category of an Associate member without voting rights and without the right to contest elections.

(ii) He may leave the membership of AOGS by taking back his outstanding membership contribution.

(iii) Subscription-Membership Fees:

(a) The current fee structure is mentioned in Appendix - I.

The revised fee structure shall come into effect from the date specified in GBM. if the date of effect is not specified then it will be applicable from the date of the same GBM.

(b) Every member except Honorary Member will have to pay entrance fee as decided from time to time by the General Body of the Society taking the proposed revision on agenda. The current fee structure is mentioned in Appendix - I. The revised entrance fee structure shall come into effect from the date specified in GBM. If date of effect is not specified in the same GBM then revision of the entrance fee will be in effect after approving the minutes of the meeting in which revision was approved. The change in entrance fee structure if proposed will be communicated in next earlier circular.

This entire amount will be taken invariably to the reserve funds.

Any Member who does not pay his annual fees within one month of the commencement of the next year shall cease to be a member automatically.

The last date of payment may be extended by the Managing Committee for a period not exceeding one month.

All members whose membership is cancelled due to non-payment of fees in time, shall have to remit readmission fees.

(iv) Procedure for the Membership enrolment:

All eligible persons will apply for membership in prescribed form together with prescribed fee by cash, cheque/D.D to the office of the Society, which shall be put by the Secretary for approval of the Managing Committee after scrutiny. Acceptance of which shall require at least 2/3rd of the majority of those present in the Committee Meeting. In case of rejection, the respective person may be informed in writing the reason of rejection and if satisfactory explanation is received from the person then Managing Committee may rethink. Upon realization of the cheque they will be able to exercise all their rights as a member as provided in the constitution. Out station cheque will not be entertained.

(v) Rights and Duties of the Members:

Each member except Honorary Member and associate member shall have voting rights. Only voting member shall be eligible for membership of any committee or for any office of the Society as provided in this constitution. No member shall act or behave anywhere in such a way, which can harm the image and interest of the profession in public.

(vi) Termination of Membership:

Membership of **any** category may be terminated.

(a) By resignation:

A member may at any time resign his/her membership by giving one month's notice in writing to the Secretary. The resigning member shall have to pay up all the outstanding dues, if any.

(b) By removal of names on account of non-payment of dues.

(c) By removal of name on ground of undesirable conduct,

If the conduct of the member be deemed by the Managing Committee to be prejudicial and bringing disrepute to the medical profession or The Society (AOGS) and if interest of the AOGS is violated, the president shall ask him/her to submit a written explanation of the same. If the explanation is found unsatisfactory, or he/she does not submit explanation within given time the next Managing Committee may consider the issue on agenda and if deemed fit, may remove his/her name from the register of membership. Such decision shall require 2/3 of the majority of the managing committee members present in the quorum managing committee meeting. Such removal of the member shall have to be ratified by the General Body of the Society, by simple Majority after representation of such member if he/she so desires.

(d) The member, whose name is removed from the register by the State Medical Council Shall automatically cease to be the member of the Society with immediate effect on receipt of information in writing from the registrar of the state Medical Council. The member shall be informed about the same.

- (e) On recommendation by managing committee and approved by GBM, the member who is alleged to be responsible for any criminal offence or for moral turpitude or convicted by the Government under any law of the land shall cease to be the member of the Society. Upon acquittal he/she may be restored his/her membership.

(vii) Re-admission:

- (a) A member, whose name has been removed from the register of the Society under part II/Art-6/vi/d, may be readmitted on expiry of the period specified by the managing council or State Medical Committee, &/ or IMC on receiving a fresh application from the person or the court order of acquittal as the case may be.
- (b) Re-admission charges shall be decided from time to time by the Managing committee & shall be ratified by the General Body.

Article 7: Management of the Society

- (i) Working of the Society shall be vested in the Managing Committee.'
- (ii) The members of AOGS having voting rights shall elect the office bearers and the members of the Managing Committee.
- (iii) The term of the Managing Committee shall be ordinarily of one year duration except in case of national calamity, political crisis, major disaster not under control of human being (vis major) or in case of delay in elections.
- (iv) Election Procedure:
 - (a) Nomination forms shall be made available to the members from the office during office hours.
 - (b) Each candidate contesting for office bearer or member to the managing Committee shall be separately proposed, seconded and voted for in case of election.
 - (c) Nomination forms should be submitted back as per election notice
 - (d) Nomination can be withdrawn till date fixed for withdrawal in the notification.
 - (e) In case of contest, election shall be held by ballot.
 - (f) In case of contest, the president in consultation with Managing Committee shall appoint an election officer and three member's election committee. All election Committee members either should be Past Presidents of AOGS or having more than 15 years of membership in AOGS. He will proceed with the election by ballot by scrutiny and counting the ballot papers and will submit the result to

the president who will then declare the result in General Body Meeting.

- (g) In case of equal votes, the results will be finalized by throwing the coin by the election committee. Final decision will be reached and the results will be handed over by the election committee to the President.
- (h) In case when no nomination has been received for any office, from the member present at the Annual General Body Meeting nomination shall be invited. If duly proposed and duly seconded then that name may be accepted as a candidate, if consent is given by the candidate.
- (i) If there is only one candidate for a post, he/she will be declared elected by the president. In case there are more than one nomination for a post the election will be conducted as described in (f).

(j) Elections Rules:

- (i) A member can contest for the managing committee only after one year membership in the society, & should have attended at least one General Body Meeting.
- (ii) A member can contest for the post of office bearers only after completing the tenure as Managing Committee member.
- (iii) President elect will work as a president next year.
Rules applicable for the election of president are to be followed for President elect.
- (iv) A candidate of president and vice president of AOGS should have completed the term of Hon. Secretary of AOGS".

No member shall remain on the same post for more than 3 consecutive terms.

- (v) Membership subscription & past dues if any of the proposers, the seconders and the candidates for the year along with past dues if any must have been received by the office prior to/along with the nomination form.
- (vi) Hon. Treasurer:
A member who has completed at least one term as an office bearer shall be eligible for the post of Hon. Treasurer.
- (vii)
 1. One candidate can contest for one post only.
 2. The list of members contesting election, must reach each voting member at least seven days before the date of election.

Article 8: The Managing Committee:

- (a) Shall consist of Office bearers, Two Ex-officio members and elected members of the Managing Committee.
- (b) Office bearers shall consist of president, president elect, Vice- President, hon. Secretary, jt. Secretary and Treasurer.
- (c) Immediate Past President and Immediate past Hon. Secretary shall be the Ex-officio member of the committee.
- (d) Elected members of the managing committee shall be 10(ten). When total membership of AOGS crosses 800, number of elected members of the managing committee may be increased at the rate of one additional member per 50 AOGS members beyond 800.
- (e) Any vacancy occurring in the Managing Committee during the year will be filled up by the committee itself by co-opting the member if found necessary.
- (f) Any office bearer or managing committee member, not attending three consecutive meetings without valid ground and/or prior information shall automatically cease to be the member of the managing committee. In case of telephonic or verbal message it should be followed by a letter of apology for failing to attend. The vacancy so created will be filled as per 4-d.
- (g) The President, if found desirable may co-opt up to two members.
- (h) The President may appoint sub-committee for special purpose.
- (i) Number of the meeting:
The Managing Committee shall meet ordinarily once every month, but should not be less than six times in a year. The difference between two meetings should not be more than 75 days anytime.
- (j) Requisition Meeting:
In case of extraordinary circumstances the committee meeting can be requisitioned by written application to the President or Secretary by 1/2 of the members of the Committee. In such a meeting, the transaction of business shall be restricted to the purpose for which it is requisitioned.

All the members signing letter for requisition meeting shall remain present in requisition meeting failing which meeting shall stand cancelled.

Telephonic, verbal or written apology with valid reason for inability to remain present shall be granted by President.

If president or secretary does not call requisition meeting in spite of fulfilling criteria persons requesting for requisition meeting may call meeting and in the same meeting from the floor one person if he/she gives consent may be proposed by one eligible member and seconded by another eligible member to chair the meeting shall be chairperson of the meeting to transact the business for which meeting is called.

- (j) Quorum:
 - (i) At any meeting of the committee, 1/3rd of the members shall form a quorum.
 - (ii) In absence of quorum, the meeting shall be declared adjourned and

shall meet as a non-quorum meeting the business transacted shall only be that on Agenda, already sent to the members along with the notice.

- (k) Notice: Ordinarily 7 days' notice will be required to call Managing Committee Meeting. Extra-ordinary Meeting can be called for specific business at 24 hours' notice & even by telephonic invitation, Agenda must always accompany the notice in any case, except in case of extra-ordinary meeting in which agenda shall be circulated before initiation of extra -ordinary meeting.

Article 9: Duties and powers of the office Bearers:

A. President:

- (a) Shall be the custodian of the constitution, the funds & the property of the Society.
- (b) Shall interpret the Constitution.
- (c) Shall be the Chairman of all the General Body and Managing Committee Meeting.
- (d) Shall guide, supervise and control the work of all the office bearers and look after harmony of the activities of the Society.
- (e) May utilize his/her casting vote in case of equality of votes any in matters except in annual elections.
- (f) Shall sanction the bills for payments in consultation with the Secretary and Treasurer & approve up to Rs. 50,000/- for unbudgeted items or over-expenditure of amount in very special circumstances to be ratified by the Managing Committee & General Body at the earliest.
- (g) Shall appoint the committees or sub-committee for specific purpose.
- (h) Shall co-opt. members to managing committee in case of need.
- (i) In case of any dispute the President's decision shall be final.
- (j) Shall be the official representative of the society at all the levels and shall have privilege to delegate any member of Society the powers of representing the Society.
- (k) President may invite two members as special invitee in managing committee.

B. Vice-president:

- (a) Shall assist the President in carrying out his duties.
- (b) Shall exercise all the powers of the President in his absence.

C. Honorary Secretary:

- (a) Shall record diligently the minutes of the proceedings of all meetings.
- (b) Shall be in charge of the office.
- (c) Shall have to comply with all the instructions of the President and shall have no independent powers to take decisions.
- (d) Shall handle all the correspondence- under the guidance of the President.
- (e) Shall submit all expenditure bills to the President for their approval.
- (f) Shall be responsible for all the records, correspondence and minutes of all the meetings. In case of his absence same responsibilities shall be carried out by

the Joint Secretary. He shall arrange this by prior information to the other office bearers and gives charge to the Joint Secretary.

- (g) Shall be ex-officio member of all the committees appointed by the President. All the records must be kept up to-date by the Secretary with the help of convenor of respective committee.
- (h) Shall maintain an up to-date register of all the members category- wise with the help of Treasurer or office secretary.
- (i) Shall look after all the movable and immovable properties of the Society.
- (j) Shall co-ordinate all the activities of the Society, prepare statements, reports etc.
- (k) Shall take charge of the office from outgoing hon. secretary which includes all the past documents, minutes, property of the society etc. in presence of president and treasurer and shall hand over charge to the incoming hon. secretary in the same manner.
- (l) No original letter or office copy of any correspondence should go outside the office. Only photo copy may be given in case of need, if found suitable. It should be drawn to the notice of president. Whenever this happens the secretary should be held responsible if there is any breach in this regard.

D. Joint Secretary:

- (a) Shall perform all the duties and shall share all the responsibilities of the Hon. Secretary in his absence.
- (b) Shall act as an Hon. Secretary in the absence of Hon. Secretary.

E. Treasurer:

- (a) Shall receive all the money from various sources and deposit the same in the Bank Account as decided by the Managing Committee in consonance with constitution.
- (b) Shall be one of the persons to operate the Bank Accounts.
- (c) Shall prepare & present the budget for the year to the 1st managing Committee & after its recommendation shall get it approved by the first General Body Meeting of the year. Failing in this duty will invite action.
- (d) Shall make all the payments as approved by the Secretary or President.
- (e) Shall inform the office bearers & Managing Committee, when expenditure is likely to cross the budgeted limits.
- (f) Shall keep up to-date account and keep the office bearers and Managing committee aware of the financial situation.
- (g) Shall prepare the annual statement of Account and get it approved by the Managing Committee prior to the submission & or audit.
- (h) The audited accounts of the previous year shall be put for approval in the first General Body Meeting of the Society after its adoption in Managing Committee.

F. President elect

- (a) Shall co-operate the President in carrying out his duties.

G. Committee for Special Issues:

- (a) Whenever the need arises the president shall appoint convener and shall appoint the Committee on such issues.
- (b) The members of such committees shall be selected from the members of the society.
- (c) The Hon. Secretary will be responsible for keeping all the records and hand-over the same to the secretary from time to time.
- (d) Such committee shall not incur any expenditure for purposes other than those for which it is appointed.
- (e) The amount spent not cross the limit sanctioned by the Managing Council or General Body as the Case May be.

Article : 10 General Body Meeting Rules:

- i) Various meeting of the General Body can be called at notice as mentioned against each below:

Annual General Body Meeting	10 days
Ordinary General Body Meeting	07 days
Extra-Ordinary General Body Meeting	03 days
Requisitioned General Body Meeting	03 days
General Body Meeting for Scientific Purpose	03 days
- ii) Quorum:
 - (a) 1/3rd of the enrolled members shall form quorum for any General Body Meeting.
 - (b) If the quorum is not reached the meeting will be declared adjourned. Such adjourned meeting may meet as non-quorum meeting (except the requisitioned meeting) after 15 minutes of adjournment, and shall ordinarily transact the business which is on agenda.
- iii) The matter for which the decision has been given by General Body once, shall not be brought on the agenda of the General Body for next six months.
- iv) Annual General Body Meeting:
 - a) Annual General Body Meeting shall be called in the month of February.
 - b) Notice of 10 days shall be the minimum notice period.
 - c) Agenda will always include,
 - (1) Election.
 - (2) Appointment of auditors.
 - (3) Statement of accounts.
 - (4) Finance resolutions.
 - (5) Annual report by secretary.
- v) Ordinary General Body Meeting:
 - (a) Ordinary General Body Meeting may be called by the President with 7 days' notice.
 - (b) Agenda will be sent along with the notice.
 - (c) Any business other than agenda may be transacted only with the permission of the Chair.
- vi) Extra-Ordinary General .Body Meeting:
 - (a) Extra-ordinary General Body Meeting shall be called for important purpose by the President and shall require 3 days' notice.
 - (b) Agenda will be sent along with the notice.
 - (c) No business other than agenda can be transacted in such meeting.

Vii) Requisitioned General Body Meeting:

- (a) Requisitioned General Body Meeting for a specific purpose shall be called by the President on receiving in writing for specific purpose along with signatures of minimum 100 members on roll. Such a request shall be put to the Managing Committee within 24 hours & the notice for the requisitioned General Body Meeting shall not ordinarily exceed 3 days from the date of Managing Committee Meeting.
- (b) Agenda will be sent along with the notice.
- (c) No business other than that on agenda shall be transacted in such a meeting.
- (d) Such meeting shall be cancelled in absence of quorum.
- (e) All members signing letter for requisition meeting shall remain present in requisition meeting, failing which meeting shall stand cancelled. Telephonic, verbal or written apology with valid reason for inability to remain present shall be granted by President.
- (f) If president or secretary does not call requisition meeting in spite of fulfilling criteria, persons requesting for requisition meeting may call meeting and in the same meeting from the floor one person if he/she gives consent may be proposed by one eligible member and seconded by another eligible member to chair the meeting and shall be chairperson of the meeting to transact the business for which meeting is called.

Viii) Scientific Meeting:

- (a) Scientific General Body Meeting can be called with 3 days' notice ordinarily.
- (b) Quorum is not required for such meeting.
- (c) Members of the society may invite their medical friends, eligible for membership, to such meetings on prior approval of the President or Hon. Secretary.

Article 11: Financial Management (Rules):

- (i) The financial year shall be from 1st of April to 31st of March. It shall be decided from time to time by GBM as per Income tax rule.
- (ii) The auditor shall be appointed in for every year at Annual General Body Meeting.
- (iii) Ordinarily all the amount received shall be deposited in Bank Account.
- (iv) Bank Account of the AOGS shall be operated by any two of the following
 - (a or b & c)
 - (a) President
 - (b) General Secretary and
 - (c) Treasurer.
- (v) F.D. should be distributed in two heads as corpus fund and working capital

I The working capital shall be up to Rs. 5 lakhs. Working capital up to 5

lakhs should be in bank. (e.g. FOGSI contribution for FOGSI journal every year, office expenses or any emergency expense etc.). Working capital can be withdrawn with managing committee approval as and when required.

II Corpus fund should be distributed in different savings schemes e.g. IDBI, Govt. Bonds, Schedule Bank FDS. Short-term & long-term Mutual Funds etc. (about 15%). Corpus fund can be withdrawn with approval of GBM of respective year only.

III Signatories of the F.D.

Signatories for the new F.D. should be president, secretary and treasurer.

Signature of current president and treasurer shall generally be insisted for F.D. withdrawal.

(vi) Ordinarily no amount shall be spent which is not budgeted in special situation or emergency only the President/Hon. Secretary may spend up to Rs.50,000/- which should than be ratified by managing committee and General Body at the earliest.

(vii) Whenever expenditure is likely to exceed any budgeted head-the Hon. Treasurer will bring it to the notice of the Managing Committee, and the Managing committee, after due deliberations and finance being available, shall sanction the additional amount which may then be ratified by the General Body at the earliest.

(viii) All the payments shall be done by cheques barring exceptional circumstances. In no circumstances it should be more than 25,000/-

(ix) Joint programs: The president with managing committee will decide about joint program with any outside organization, institution, any trust hospital, private hospital or any individual member. Primary organisation may give 10% of profit from joint program to AOGS. In brochure and other publication 1st name would be of primary organisation (organising the program primarily) and 2nd name would be of secondary organisation (joining in organising program with primary organisation).

Article 12: Reserve Funds:

(a) Entrance Fees, Re-admission Fees and Life Membership Fees, shall be taken to the Reserve Funds.

(b) The interest of the Reserve Funds shall be utilized for the activities of the Society.

(c) Reserve fund shall not be utilized ordinarily. In extra ordinary circumstances, 2/3rd of the majority of the General Body Meeting, called for the purpose, having presence of 2/3rd of the members on roll can grant sanction to utilize the Reserve Fund/Corpus Fund or part thereof. In case when 2/3rd of the members on roll are not present in the meeting, the members present may take the decision and such decision is

circulated by the Secretary to all the members.

If no written objection is raised within a period of 15 days, the funds may be utilized as per sanction. In case of objection the next General Body Meeting shall discuss with the objecting member about its purpose and decide as deemed fit by 2/3 majority.

(d) Types of Reserve Funds:

- (a) Life Membership Corpus Fund.
- (b) Community Service Corpus Fund.
- (c) Scientific activity corpus Fund.
- (d) Building Corpus Fund.
- (e) Office maintenance corpus Fund.
- (f) Research Corpus Fund.
- (g) C. M. E. Corpus Fund.
- (h) Oncology corpus Fund.
- (i) Earmarked Funds. Etc. Trust Fund or any other Corpus fund as decided from donor for special purpose.

Article 13: Alteration in Rules:

Any alteration, cancellation or change in the constitution and rules can be done in General Body Meeting Called for the purpose, where 2/3rd of the members on roll are present or 100 members are present whichever is less, when adequate no of members is not reached the members present may discuss and decide about the change in rules etc. which is on agenda and once 2/3rd of the majority of members present have accepted the same they may be sent to all the members under certificate of posting, and if no written objection is raised by any member in 15 days, they may be incorporated in constitution and rules as finally passed and accepted rules of the society. In case of objection raised the next meeting will discuss only the objection and decide about the same by simple majority, but in that case the members who raised the objection must remain present.

Article 14: Dissolution of the society:

Any time when a General Body Meeting called for the purpose having presence of 2/3rd of its members on roll may resolve to dissolve the Society. The assets of the society shall be utilized only for the organization having identical purpose, which shall be decided prior to the move for dissolution in the same meeting. The debt or dues unpaid may be paid by collection and donations or selling of the properties-by the care-taker appointed by the General Body Meeting.

Article 15: Jurisdiction

The Jurisdiction of Ahmedabad Obstetrics and Gynaecological Society shall be Ahmedabad.