

## **Memorandum of the Ludhiana Obstetric & Gynecological Society**

1. The name of the society shall be “The Ludhiana Obstetric and Gynecological Society.”
2. The registered office of the Society will be situated in the jurisdiction of District Ludhiana.
3. The objects of the Society are:
  - a. To promote fellowship amongst the members.
  - b. To support and protect the character, status and interest and promote the welfare of the Medical profession in general, and of member - practitioners of Obstetrics & Gynecology of Ludhiana , in particular.
  - c. To hold periodical meetings and conferences of Obstetricians and Gynecologists.
  - d. To promote and encourage the study of medicine and advancement of medical knowledge & research in relation to Obstetrics, Gynecology, Family Welfare, Human Reproduction, Maternal & Child Health Care & allied subjects and further to create public opinion in the matters related to Maternal and Child Health and Family Welfare.
  - e. To promote efficient standard of teaching and practice of Obstetrics, Gynecology, Family Welfare, Human Reproduction, Maternal & Child Health Care and to encourage research therein.
  - f. To promote services for betterment of the health of the community, maternal and child health, prevention of ailments and diseases and treatment of disorders related to the practice of Obstetrics, Gynecology, Human Reproduction and Family Welfare.
  - g. To publish a newsletter / bulletin of the Ludhiana Obstetric & Gynecological Society as and when possible.
  - h. To participate with other bodies, agencies and organizations, medical or non - medical, Governmental or non - Governmental, Indian or foreign, for furtherance of the above stated objects in India.
  - i. To purchase, take lease of or otherwise acquire, hold, manage, let, sell, change, mortgage or otherwise dispose off moveable or immovable properties of every description and all rights and privileges necessary or convenient for the purpose of the Society and in particular buy land, building, furniture, household, or other effects, utensils, books, newspapers, periodicals, instruments, fittings and appliances, apparatuses, conveyances and accommodation as and when deemed necessary or desirable in the interest of the Society and sell, let or hire out, mortgage, transfer or otherwise dispose off the same.
  - j. To erect, maintain, improve or alter and keep in repair any building for the purpose & in the interest of the Society.
  - k. To borrow or raise money in such manner as the Society may think fit and to collect subscriptions and donations.

- I. To do such other things as are cognate to the objects of the Society and/or are incidental and/or conducive to the attainment of the above objects.

In order:-

- I. To promote knowledge & foster education.
- II. To encourage, promote & participate in study and research.
- III. To provide, encourage & participate in services as stated in the objects in general and as stated in clause III (d), (e), (f) in particular.

And to fulfill its objectives in general.

The Society may –

- I. Establish various committees of its own, with Chairperson for each of them.
  - II. Organize, promote, associate with regional, national, international organizations, special conferences, seminars, symposia, workshops, refresher courses, continuing medical education programmes, exhibitions, lectures, demonstrations, clinical meetings & public forum.
  - III. Organize or participate & cooperate with suitable Government / non Governmental organizations to hold health / operative camps, Clinics, Hospitals and other health promotion and welfare activities.
  - IV. Establish / Institute Orations, Scholarships, Fellowships, Prizes or other awards or distinctions
  - V. Carry on Surveillance, conduct surveys and specific research projects from time to time, as and when thought fit and necessary.
  - VI. Publish reports, monograms, proceedings & conferences etc.,
  - VII. Establish library of books and audio – visual material & acquire equipments, instruments & such other items as necessary.
  - VIII. Promote and encourage dialogue, discussion, meeting between our Society and other bodies, agencies, Governmental & non-Governmental, National or International & even individuals.
  - IX. Create or help to institute foundation by donations.
  - X. Invite scientists to deliver Orations / Guest lectures.
  - XI. Allocate funds from money of the Society from time to time as and when thought fit on suitable terms for the above mentioned objectives.
4. The income & property of the Society whenever derived shall be applied solely towards the promotion of the objects of the association as set forth in the Memorandum of Association and no portion there of shall be paid or transferred directly or indirectly by the way of dividend, bonus, or other wise however by way of profit, to persons who at any time are or have been members of the Society or to any of them or to any person claiming through any of them, provided that nothing herein contained shall prevent the gratuitous distribution among, or sale at a discount to, subscription to publications, whether published by the Society or otherwise, relating to all or any of its objects as above set forth nor the payment in

good faith of remuneration to any officers, or servants of the Society, or for any services actually rendered to the association.

5. If on dissolution of the Association there remains after settling of all its debts and liabilities any property whatsoever, the same shall not be paid or distributed among the members of the association but shall be given or transferred to some other institution or institutions having objects similar or in part similar to the objects of the association to be determined by the members of the association at or before the time of dissolution.
6. Accounts shall be kept of the sums of money received and expended by the Society & matter of respect of which such receipts and expenditure takes place and of the property, credits and liabilities of the Society and subject to any reasonable restrictions as to the time & manner of inspecting the same may be imposed for the time being shall be open to the inspection by members. At least once a year, the accounts will be examined & the correctness of the balance sheet certified by auditors.

**Rules & Regulations**  
**of**  
**The Ludhiana Obstetric & Gynaecological Society**

**He, Him, and His, shall include She, Her, and Hers respectively in all the framework of the rules & regulations.**

1. The name of the Society shall be **“The Ludhiana Obstetric and Gynecological Society.”**

**2. Office and Jurisdiction of the LOGS**

a) The registered Office of the Society will be situated in the jurisdiction of Ludhiana

b) Jurisdiction of the LOGS.

The area of jurisdiction of the LOGS will be as follows:

[All that area comprising Ludhiana City and the precincts of Ludhiana District.](#)

**3. Objects**

The objects of the Society shall be as under:

1. To promote fellowship amongst the members.

2. To support and protect the character, status and interest and promote the welfare of the Medical profession in general and practitioners of Obstetrics and Gynecology of Ludhiana in particular, as specified in item 2 (b).
3. To hold periodical meetings and conferences of Obstetricians and Gynecologists and allied subjects pertaining to the specialty.
4. To promote and encourage the study of medicine and advancement of medical knowledge particularly in relation to Obstetrics, Gynecology, Family Welfare and Reproductive Biology and further to create public opinion in the matters relating to Maternal and Child Health and Family Welfare.
5. To promote principles and practice of Obstetrics, Gynecology and Family Welfare and to encourage research.
6. To publish a newsletter / bulletin of the Ludhiana Obstetric and Gynecological Society, as and when possible.
7. To promote services for betterment of health of the community, maternal and child health, prevention of ailments and diseases and treatment of disorders related to the practice of Obstetrics, Gynecology, Human Reproduction and Family Welfare. To associate with other bodies, agencies and organizations, medical or non-medical, Governmental or non-Governmental, Indian or foreign for furtherance of the above stated objects in India.
8. To have a LOGS office.
9. To erect, maintain, improve or alter and keep in repair any building for the purpose of and in the interest of the Society.
10. To borrow or raise money in such manner as the Society may deem fit and to collect subscriptions and donations.
11. To invest funds meant for the Society, but not immediately required for any of the objects, in such manner as may from time to time, be determined by the Managing Council in accordance with relevant rules of the Government.
12. To assist, subscribe, co-operate or affiliate or be affiliated with any other body whether incorporated, registered or not and having objects altogether or in part similar to those of the Society.
13. To do such other things as are cognate to the objects of this Society or are incidental or conducive to the attainment of the above objects.
14. Money for DOSST / or other cells account be kept in a separate LOGS DOSST account.

#### **4. Membership Eligibility**

Any person desirous of becoming a Member of the Society with full voting rights must fulfill the Eligibility criteria tabled below here in Section 4 (a).

(a)

- i) MBBS or an equivalent degree recognized by the Medical Council of India (Act 1956) or the Punjab Medical Council.

Along with,

A postgraduate degree, diploma in the subject of Obstetrics, Gynecology, Human Reproduction and/or Family Welfare, recognized and registered with the Medical Council of India (Act 1956) or the Punjab Medical Council.

And

- ii) Must be staying, residing or practicing in the area of jurisdiction of the Ludhiana Obstetric and Gynecological Society as stated in 2 (b).

- (b) All other registered medical persons with MBBS or equivalent degree recognized by the Medical Council of India (Act 1956) or the Punjab Medical Council who do not fulfill the criteria of membership listed above in Section 4 (a) but are involved or interested in the practice, study or research in Obstetrics, Gynecology, Human Reproduction or Family Welfare may be admitted as an Associate Member.

Such an Associate Member will not have any Voting Rights nor will he be permitted to hold any Office in the Managing Council of the Society. This group of Members will be in addition to another group of Associate Members detailed below in Sec (5)

All those Members already on the Rolls or Register of the LOGS in any category of Membership will continue to enjoy all the rights and privileges they presently have in the Society.

#### **5. (a) Classes of Membership**

- 1) Patron
- 2) Life Member
- 3) Ordinary Member
- 4) Associate Member

##### **1) Patron**

A new eligible person, desirous of becoming a Patron shall apply in the prescribed form and pay a one time fee decided by and existing in the society rules at the time of joining.

Following the approval by the Managing Council of the LOGS, such an applicant will be a Patron.

An existing Life Member of the society desirous of becoming a Patron can do so by a one time payment of the difference in the existing Patrons fees payable, less the life membership fees already paid at the time of becoming a life member. An existing Ordinary member can become a Patron by paying a one time payment of the total Patron ship fees existing at that point of time.

## **2) Life Member**

Any eligible person as per Section 4 (a) desirous of becoming a Life Member shall apply in a prescribed form and pay a one time fee decided by and existing in the society rules at the time of joining. Following the approval by the Managing Council of the LOGS, such an applicant will be a Life Member.

## **3) Ordinary Member**

Any eligible person desirous of becoming an Ordinary Member can do so by paying the existing Annual Fees payable decided by and existing in the society rules at the time of joining. Following the approval by the Managing Council of the LOGS, such an applicant will be an Ordinary Member. He will continue as an Ordinary Member only on continuing to pay the prescribed annual fee, as decided by the society from time to time.

## **4) Associate Member**

There will be two types of Associate Membership in the Society.

- (1) ALL those categorized in Section 4 (b)
- (2) Those members already existing in the LOGS who resign from the society to become members of another Society affiliated to FOGSI but desirous of maintaining their association with the LOGS can on paying such fees as applicable by the LOGS.

Associate Members of both the above mentioned groups can become Associate Ordinary Members by paying the existing annual fees or Associate Life Members of the society by paying the existing life membership fees payable along with a one time entrance fee decided by and existing in the society rules at the time of joining.

An Associate member can avail of the Prizes and Scholarships offered by the Society as well as present papers at seminars and meetings of the society.

## **( b) Admission to Membership**

The decision of the Managing Council for admission of any of the above classes of Membership is final. The Managing Council must inform the applicant about his admission as a Member of the Society. In case the application for admission as a member is rejected, the Managing Council must inform the applicant about the same along with reasons for such a rejection.

The Society shall pay an annual subscription for each of its eligible members to the Federation of Obstetric and Gynecological Societies of India. The said eligible members will be entitled to receive the Journal of Obstetrics & Gynaecology of India, either free of charge or on payment as decided by FOGSI and the Managing Council of L.O.G.S. from time to time.

However Section 5 in item 4, Associate Member - Sub item (2) will not be eligible to receive the Journal of Obstetrics and Gynaecology of India.

### **( c ) Honorary Fellow of the LOGS**

Individuals including medical persons who have rendered valuable services to the Science and Art of Obstetrics and Gynecology, Family Welfare and related sciences and also those persons who have rendered yeoman service to the Community, may be admitted into the Society after a due process of selection and recommendation by the existing members. Such an individual will be an Honorary Fellow of the Society

A Fellow shall be recommended by the Managing Council of LOGS after prior approval by the Board of Trustees for conferring Honorary Fellowship. No more than one Fellowship shall be conferred each year. There shall be no more than twenty five Honorary Fellows of the society at any given time.

### **6. Fees for LOGS Membership**

LOGS would be paying as annual subscription to FOGSI, a yearly fee of Rs. 500/ per member or as decided by FOGSI from time to time.

#### **(a) Annual Fee**

Annual fee of Rs 500 will be paid by all members

#### **(b) Patron's Fee**

##### **1) New entrants**

A one time payment of Rs. 1,00,000/- or as exists at the time of joining. No entrance fee is payable.

##### **2) Existing Life Members**

A one time payment of the difference between the existing Patron's Fees and the fees paid by the member at the time of becoming a Life Member. No separate entrance fee is payable again.

### **3) Existing Ordinary Members**

A one time payment of Rs. 1,00,000 /- or as exists at the time of joining. No separate entrance fee is payable

#### **(c) Life Member's Fee**

##### **1) New Entrants**

A one time payment of Rs. 7000/- or as exists at the time of joining.

#### **(d) Ordinary Membership and Associate Membership Fee**

The annual subscription as determined by the Managing Council from time to time will be paid every year by the member.

In addition a one time payment of the entrance fees applicable as in 6 (a) above or as existing at that time will also have to be paid in the first year of joining.

#### **Time of Payment of Fees**

The subscription amounts and fees shall be paid in advance by 31st December of the preceding year.

#### **Donations for Academic Activities**

Contributions towards orations and other academic activities (symposia/prizes/awards/etc.) must be recommended by the Managing Council of the Society and follow the resolutions of the General Body detailed in the annexure at the end of the constitution

### **7. Register of Members**

There shall be a register kept up to date for all members of the Society. The Secretary will be responsible for the same. The register will regularly be updated by:

- 1) Addition of new members in the month following their admission
- 2) Removal of the names in the month following
  - (a) Resigning or
  - (b) Those removed due to death, being expelled or suspended from the society



## **8. Privileges of Members**

Patrons, Life Members, Ordinary Members and Associate Members shall have the privilege to:

- a) Take part in scientific meetings, clinical meetings, General Body Meetings, social functions and in all other activities of the Society.
- b) Receive publications free of charge or at a rate fixed by the Managing Council, or as laid down in item 4, sub item (b)

Associate Members however will not have a right to vote or be Chairperson of LOGS committees nor be a member of the Managing Council of the society.

Honorary Fellows may attend social functions of the society and to attend academic activities after being duly registered. They will have no voting rights.

## **9. Resignation from Membership**

A Member may at any time resign his membership of the Society by giving 30 days notice in writing of his intention to do so and on paying dues if any to the Society. A Member shall continue his membership till he sends in a resignation in writing to the Secretary.

The name of the member whose resignation has been accepted by the Managing Council should be forwarded to the FOGSI. A no objection certificate of no dues payable must be intimated to the concerned member by letter within one month of acceptance of the resignation.

## **10. Readmission to Membership**

A member can resign from the society only after he has paid all dues to the society. Non Payment of dues by a member will lead to his being expelled from the membership and his name be struck off the register of the society.

A member, who has resigned, may on application be readmitted with the payment of a fresh entrance fee. A person who has ceased to be a member by reason of non-payment of his subscription shall be eligible for readmission only after he has paid all outstanding dues to the Society, till the date when his membership ceased.

## **11. Removal from Membership**

- a) If an Ordinary Member or Associate Member fails to pay his subscription within a period of two months after a notice sent by Registered A. D. Post to his registered address, the Managing Council shall strike off his name from the register.

Should such a member desires to rejoin the Society, he can only do so after he has paid all outstanding dues to the society and reapplies for the same.

b) Should the conduct of any member of the LOGS be deemed as prejudicial to the Interests of the society, or be considered as to bring the society or medical profession into disrepute the Managing Council will call such a member and his counsel to give him an opportunity to explain and defend himself of the charges leveled against him. If the concerned member fails to appear without adequate reasons at such an enquiry or fails to make a convincing defense of his case the Managing Council can recommend his temporary suspension or removal to a General Body Meeting of the Society where two thirds of members present and voting agree to the Managing Council's recommendation.

## **12. General Body**

The General Body of the Society shall consist of Patrons, Life Members and Ordinary Members.

Members of the General Body shall have a right to vote at meetings, to elect the Managing Council and to be eligible for election as Office Bearers and Members of the Managing Council.

Associate Members as well as Honorary Fellows however will have no right to vote, hold office, be Members of the Managing Council or participate in the deliberations of the meeting.

## **13. Management**

The Management of the Society shall be vested in a Managing Council constituted as under.

## **14. Managing Council**

The Managing Council of the LOGS is made up of

- 1) Managing Council Members
- 3) Immediate Past Presidents of the Society (two)
- 4) Two Co-opted members (optional)

### **(a) The Managing Council shall consist of**

- 1) President
- 2) Senior Vice President
- 3) Vice President
- 4) Secretary
- 5) Treasurer
- 6) Ten Executive Comm. Members.
- 7) Last two Immediate Past Presidents
- 8) Co-opted Members: Maximum of two eligible Members of the society may be Co-opted at the discretion of the President.

## **(b) The term of the Managing Council**

The Managing Council members will be elected for a term of 2 years with a maximum of 2 terms only for any member.

### **15. Coopted members**

These could include a legal advisor.

## **16. Election to the Managing Council**

The outgoing Managing Council shall invite nominations for election to the new Managing Council at least four weeks before the Annual General Body Meeting.

All nominations must be addressed to the Secretary and sent or given to the office of the LOGS in a sealed envelope (superscripted - Election LOGS .... Year). Nominations can also be sent by Reg. A. D. Post or by courier service. The office must record the receipt of such envelopes and give an acknowledgment for the same immediately.

The nominations should reach the Society's office at least fifteen days before the Annual General Body Meeting and will be scrutinized by at least two Office Bearers. It is clearly emphasized that no contestant at these elections can also be a scrutinizer.

All nominations received must be put inside a sealed box and kept in locked security. These will be opened only on the day and time of scrutiny and in front of the scrutinizers.

A person may withdraw his nomination not later than ten days prior to the Annual General Body Meeting.

If the requisite number of nominations for the membership of Managing Council are not received, the Managing Council shall recommend names to fill up these vacant posts or these may be filled up by the names suggested for consideration by the General Body itself or by the newly elected Managing Council.

Should the number of nominations for any elected post of Member of Managing Council exceed the number of vacancies, an election by a secret ballot to choose the winning candidate will be held at the Annual General Body Meeting of the society.

Contestants and/or their certified representatives can be present at the time of scrutiny and counting of votes.

## **17. Eligibility to the Various Offices of the Society**

(1) To be eligible to be a President, Senior Vice President, or Vice President, a person must be a member of the Society for a continuous period of at least two years and should be member of the managing council for a period of at least two years.

(2) Eligibility for President: post PG at least 10 years experience

(3) Eligibility for Vice President : post PG at least 5 years experience

(4) Eligibility for Executive Comm. Members.: post PG at least 2 years experience

(5) An eligible candidate desirous of contesting for posts in the Managing Council can do so by applying in a nomination form available for the purpose. While a candidate may apply for any number of posts, he will be permitted to contest for any one post only by withdrawing his candidature for all the other posts he has applied for before the final hours of the last date of withdrawal of nominations announced by the society. Attempting to contest for more than one post after the date of withdrawal will automatically disqualify such a candidate for contesting the election in that year.

(6) Any Ordinary Member whose subscription is in arrears shall not be eligible to contest for any post of the Managing Council. He will also not be eligible to propose or second a nomination for election, nor can he vote at the election.

(7) The Managing Council shall be elected by the General Body at the Annual General Body Meeting from amongst valid nominations received from amongst the members of the Society.

(8) Election shall be by secret ballot which includes any computerized election process. The elections will only be held at the Annual General Body Meeting where the members are physically present and voting. Adequate number of returning officers shall be appointed at the Annual General Body Meeting by the President.

(9) In the event of a tie at election the President shall declare a winner either by drawing lots or using his casting vote

## **18. Representative to FOGSI Managing Committee**

The President and the Secretary will be the official representatives of the LOGS in the FOGSI Managing committee..

In case these Office Bearers are already Members of the FOGSI Managing Committee in another capacity, the society may be represented by Managing Council members by seniority and rotation.

## **19. Vacancy in the Managing Council**

(a) Nonattendance of a member of the Managing Council at three consecutive meetings without permission or leave of absence of the President shall constitute a vacancy.

(b) If a member of the Managing Council continues to be absent for four consecutive Managing Council meetings with or without permission, this shall constitute a vacancy. Such members shall cease to be a member of the Managing Council and will not be eligible to be a member for the next 3 years.

The Section 19 (a) and (b) shall not be applicable to the Immediate Past Presidents

(c) Vacancy in the Managing Council caused by death, retirement, resignation, absenteeism or dismissal from membership of the Society shall be filled in, by co-option of an eligible member at the next Managing Council meeting. Such a co-opted member will continue to remain in the Managing Council until the next Annual General Body Meeting.

## **20. Functions & Powers of the Managing Council**

The Managing Council shall direct and regulate the general affairs of the Society and shall subject to the control of the General Body, have powers to frame rules and bye-laws for the conduct of business at meetings of the Society, for the maintenance and administration of the society, and direction of the official publications. The Managing Council shall in addition to the powers by these rules expressly conferred upon them, exercise all such powers and do all such acts and things as may be necessary by the Society but not hereby expressly directed, but with the expressed concurrence of the Board of Trustees.

In addition to the general powers conferred by the preceding clause herein, the Managing Council shall have the power:

(a) To select and admit all classes of members except Honorary Fellows.

(b) To appoint Committees and their Chairpersons.

(c) To represent before Government, public bodies or any properly constituted authority any matter in which they consider the interests of the medical profession in general or the LOGS in particular to be affected.

(d) The Managing Council shall consider the reports of various Committees and Sub-Committees and submit the same to the General Body with their recommendations.

(e) The Managing Council shall prepare the Annual Report, Balance Sheet and Audited Statement of Accounts. This must finally be presented to the General Body.

(f) To manage the funds of the Society in accordance with the general policy laid down by the General Body.

## **21. Duties of the Office Bearers**

### **a. President and Vice Presidents**

The President shall preside at the Annual General Body Meeting, Ordinary and Special General Body Meeting, meetings of the Managing Council and clinical meetings. He shall regulate the proceedings of the meetings, interpret the constitution and application of laws thereof, decide doubtful points, put resolutions and motions to vote and shall besides his ordinary vote, have a casting vote in case of any tie, which he could exercise either by drawing of lots or casting a vote as per his discretion. The President shall be an ex-officio member of all the committees of the Society.

The Senior Vice President shall perform the duties of the President when he is absent or unable to attend to his duties. The Vice President shall perform the duties of the Senior Vice President when he is absent or unable to attend to his duties.

### **b. Secretary, Joint Secretary and Treasurer**

The Secretary shall derive his powers from the Managing Council and shall be in charge of the office of the Society. He shall carry on his work under the general direction of the President. He shall conduct all correspondence, organize, arrange and convene meetings, workshops, orations, conferences, lectures and demonstrations and shall attend all meetings of the Society and the Managing Council and keep minutes thereof. The Secretary shall be an ex-officio member of all the committees.

The Treasurer shall receive and make payments of all monies with the consent of President or Secretary and deposit them in the bank accounts approved by the Managing Council, maintain an account of receipts and disbursements of funds, prepare the balance sheet and statement of accounts and get them audited by the Chartered accountants appointed by the society. The Treasurer ordinarily should be one of the signatories to the cheques signed for payment of bills.

## **22. Meetings**

The LOGS will decide whether or not to host official meetings, seminars or clinical meetings on those days specifically declared by Government of Punjab which are approved as holidays by the Society.

The office bearers of the society would be expected to attend not less than 2/3rds of the society meetings where the business of the society is conducted. It is expected of the office bearers to attend all meetings of the General Body except in extraordinary circumstances with the prior permission of the President.

**a. Managing Council Meetings**

The Managing Council shall meet at least six times a year or as frequently as is required. At least one week's notice shall be given for such meetings. The agenda along with minutes of the previous managing council meeting should be sent with the notice of the meeting to the members of the Managing Council.

The Secretary shall convene a special meeting of the Managing Council on a written requisition of at least a fourth of members of the Managing Council within 10 days of the receipt of such requisition. At least a third of the members requesting for such a special meeting should be present during the said meeting. If a third of the members requesting for such meeting are not present than such meeting will be considered null and void and such null and void meeting will not be convened for the same agenda again for a period of one year.

**b. Ordinary General Body Meeting**

An Ordinary General Body Meeting of the Society shall be convened as often as may be necessary to transact official business and to acquaint, the members of the Society of the work of the Managing Council. At least two weeks' notice shall be given for such a meeting.

**c. Urgent Meeting**

An urgent meeting of the Managing Council or the General Body shall be convened by the Secretary with the consent of the President to transact any urgent business. A notice of 48 hours for such a meeting shall be deemed sufficient.

**d. Special General Body Meeting**

i) A special General Body Meeting shall be convened for a special purpose within 14 days after the receipt of a written requisition signed by 3 percent of members of the Society specifying the subject to be discussed. If a third of members requisitioning such a meeting are not present, the meeting will be null and void and will not be convened for the same agenda for a period of one year.

ii) A special General Body Meeting can also be convened by the office bearers in consultation with the Managing Council for a special purpose with a notice of 14 days.

**e. Annual General Body Meeting**

The Annual General Body Meeting shall be held each year before the 30<sup>th</sup> day of September of that year. A notice thereof shall be given at least 21 days before the date fixed for the meeting. The annual report passed by the Managing Council, the audited statement of accounts and the agenda along with the notice of this meeting must be sent to all members of the society.

**f. Business at the Annual General Body Meeting-**

The following shall be included in the business to be transacted at the Annual General Body Meeting unless otherwise determined at the meeting

1. Welcome by the President
2. To appoint Scrutinizers for conducting election process.
3. Condolences if any
4. To confirm the minutes of the last Annual General Body and other General Body Meetings if any.
5. Business arising out of these minutes
6. To adopt the Annual Report approved by the Managing Council.
7. To adopt the Balance Sheet and Statement of Accounts audited by the certified auditors and passed by the Managing Council.
8. To consider such other matters as may have been referred by the Managing Council or by the President.
9. To elect the members of the Managing Council.
10. To appoint Chartered Accountant for the next financial year and fix their remuneration.
11. To appoint the Honorary Legal Adviser.
12. Address by the outgoing President.
13. Installation of the incoming President and the newly elected Managing Council.
14. Address by the incoming President.
15. To take up resolutions, motions, amendments to rules and regulations that may have been sent by the members.



## 16. Vote of Thanks

Note: Any special committee formed by the General Body, will also name its Chairperson, who will then continue to be so as long as the committee exists to fulfill the functions as directed by the General Body. Minimum 50% of the members of such committee should be members, who are not, members of the Managing Council.

### **g. Clinical Activities**

Clinical meetings and workshops shall be held whenever needed. No official business shall be transacted at clinical meetings/workshops. All clinical activities/meetings of the Society should be held preferably within the jurisdiction of the LOGS.

### **h. Social Functions**

Social functions shall be held when and where found convenient inside or outside the jurisdiction of the LOGS and decided by the Managing Council.

### **i. Collaboration With Other Bodies/Organizations**

This will be a strictly monitored event as detailed in the relevant Resolution appearing in the Annexure at the end of this constitution

Briefly it involves:

- a. An application in the prescribed format by the person or institution requesting the collaboration.
- b. Acceptance by the Managing Council of such a request.
- c. Appointment of LOGS Representatives to be on the Organizing Committee of the collaborator.  
Adherence to the terms and conditions agreed in the contract of collaboration.

The above resolutions can be modified by the recommendation of the MC and approved by the General Body.

## **23. Quorum**

At any meeting of the Managing Council, one fourth of total number of Managing Council members shall constitute a quorum. The Managing Council shall not meet without a quorum.

Ordinary General Body Meetings, Special General Body Meetings, Annual General Body Meeting and Urgent Meetings of the General Body shall require 50 members to form a quorum. In the absence of a quorum the meeting can stand adjourned. The

adjourned meeting shall commence as soon as there is quorum or after 15 minutes whichever is earlier.

#### **24. Minutes of the Meetings**

Minutes of all the official meetings of the society shall be kept by the Secretary, or the Joint Secretary when directed to do so by the Secretary.

Minutes of the meeting of the Managing Council shall be confirmed at the next meeting of the Managing Council. Such minutes should be made available to any member of the Society on a written request. Cost of copies may be recovered from the requesting member.

Minutes of the Ordinary, Urgent, Special and Annual Meetings of the General Body shall be confirmed at the next convenient meeting of the General Body.

#### **25. Official and Financial Year**

The official and financial year of the Society shall begin from 1st April of one year to the 31<sup>st</sup> March of the following year

#### **26. Funds**

(a) The Funds of the Society shall include:

- I. Entrance Fee and Annual subscription.
- II. Fees from Patrons and Life Members.
- III. Donations.
- IV. Receipts from other activities of the Society.

#### **(b) Reserve Funds (Corpus)**

The Entrance fees, the Patron's and Life Member's fees and donations shall be set apart and will constitute the Reserve Fund (or Corpus) of the Society. As a rule only the interest accruing on this amount shall be utilized for the ordinary expenses of the Society. Donations for specified purposes will also be set apart as a Reserve Fund (Corpus).

Should a special purpose necessitate extra funds the Managing Council with the previous sanction of the Board of Trustees, may draw upon the Reserve Fund.

#### **(c) Subscription Money**

The annual subscription and receipts from other activities of the Society can be utilized for the purpose of routine administrative expenses of the Society.

#### **(d) Savings Bank and Current Accounts**

The Managing Council shall maintain Savings Bank Accounts and/or Current Accounts with any bank or banks in Ludhiana as approved by the Charity Commissioner/Income Tax Authority and as decided by the Managing Council. Such accounts shall be opened and operated in the name of the Society.

All subscriptions and other money of the Society shall be credited at the approved bank/s selected by the Managing Council. The accounts will be operated by signatures of any two of the following, with the Treasurer ordinarily being one of the signatories and countersigned by the President or by Secretary.

1. President
2. Senior Vice President
3. Secretary
4. Treasurer

In the prolonged absence of the Treasurer, either the President or Senior Vice President will sign the cheques along with the Secretary.

#### **(e) Investments**

The Managing Council, at the recommendation of the office bearers shall determine, from time to time, what, how and where the funds of the Society could be invested. Such decisions will be conveyed to the Board of Trustees who will finally debate and decide the best course of action on Investments.

#### **(f) Current Expenses**

All routine administrative expenses shall be disbursed by the Treasurer on recommendation of the Secretary and with the sanction of the President. For all unusual expenses the sanction of the Managing Council shall be necessary.

### **27. Statement of Accounts**

The Treasurer shall prepare an Annual Statement of Accounts and Balance Sheet and get them audited by the Chartered Accountants appointed by the Society. These annual statement of accounts and balance sheets shall be approved by the Board of Trustees and the Managing Council before being presented to the General Body for adoption at a General Body Meeting of the Society.

### **28. Framing new Rules, Regulations and Amendments to the existing Rules and**

## **Regulations**

The Managing Council as a rule shall make new Rules and Regulations and/or amend existing ones and obtain sanction of the Board of Trustees and the General Body. Any member desirous of proposing any change in the Rules and Regulations of the Society shall give at least 6 weeks notice of such proposal to the Secretary who shall bring them before the Annual General Body after they have been considered and recommended by the Managing Council and the Board of Trustees. Should the Managing Council refuse to recommend the member's proposal for amendments, he could request that they be directly sent to the General Body along with the notice of the AGM.

If amendment to the Constitution is to be made, it should be passed with a minimum of 2/3<sup>rd</sup> majority of those present.

### **30. Resolutions**

Resolutions to be moved by members at any General Body Meeting shall be sent in writing to the Secretary duly proposed and seconded at least 6 weeks before the meeting at which they wish to move them. Such resolutions shall be considered by the Managing Council in the first instance. In case the Managing Council decides, in consultation with the trustees, against its admissibility, it shall be open to the mover to bring it before the General Body Meeting by sending it again to the Secretary three days prior to the meeting supported by at least twenty other members of the society. One fourth of the 20 members who have requisitioned the meeting should be present at the said meeting, failing which the resolution will be null and void and not to be considered for one year.

### **31. Guests**

A member of the Society may invite medical friends as guests at any clinical and social meetings. Non-medical friends may be invited at social functions. Registration fees or monetary contribution, if any for the meeting, will be applicable to the guest.

Prominent members of the profession or lay public may be invited by the Secretary with the permission of the President to address the Society on subjects within the purview of the objects of the Society.

### **32. Dissolution of the Society**

If circumstances warrant dissolution of the Society, it will be only on the recommendation of a three fourths majority of members present and voting at special General Body meeting called for the purpose. If and when the Society is dissolved, its funds shall be handed over by a majority decision of the General Body to any other Institution or Organization with aims and objects similar to those of the LOGS.

## ***Annexure of RESOLUTIONS and other important details to be a part of the Constitution***

### ***(1) LOGS Collaboration Resolution***

i) It is hereby resolved and accepted by the General Body of the LOGS that all scientific, educational, training or research programmes conducted or carried out by any organization or individual or institution desirous of having or seeking collaboration of the LOGS will do so only under the following terms and conditions.

This financial resolution will not be applicable to conferences organized with FOGSI, this being the parent National Organization of which the LOGS is a Founding Member.

The said organization, institution or bodies whether local, national or international should be a well recognized or registered body with the appropriate authority.

- 1) Such a proposal or request must be made on a specific proforma available in the office or downloaded from the LOGS website and submitted at least 3 months before the possible date of the event.
- 1) The proposal shall be placed before the Managing Council as a specifically tabled item on the agenda of it's meeting with relevant broad details of the event under consideration.
- 2) After due deliberations of the Managing Council, the status of the proposal must be noted down by the Secretary on the said Application.

Reasons for rejection of the proposal must also be noted down in writing and notified to the applicant within 2 weeks of the Managing Council decision.

- 3) If the proposal is accepted in principle a representative / s from the LOGS Managing Council will be appointed and authorized to negotiate and discuss with the applicant on all parts and aspects of the event. Such a representative / s will be called Collaborating LOGS Representative/s (CLR).  
(Any member of the Managing Council should he be involved or associated with the collaborator or the event under consideration will not be selected a CLR)
- 4) The CLR will be officially made a member of the organizing committee of that event and participate actively in every reasonable way to ensure the success of the joint programme.
- 6) LOGS will not involve itself in such an event unless there is a guarantee of at least 20% of the delegate fees & 10% of the Surplus funds.
- 7) LOGS will in no way be liable to share in any losses made at this event.

- 8) An audited statement of accounts will be submitted within 15 days of the completion of accounts of the event to the Managing Council of the LOGS & the agreed amount will be sent by cheque / DD at that time.

**(ii). APPLICATION Form for COLLABORATION**

Name of Individual, Association or Institution

Address

Are you and / or the body registered with an appropriate authority **If Yes**      **YES**      **NO**  
**Reg. No.**

Please provide a Xerox copy of the registration  
Name and address of the OFFICIAL REPRESENTATIVE for communication  
**Tel. No.**      **Mob. No.**

**EVENT DETAILS**

- a) Date
- b) Venue
- c) Topics likely to be discussed
- d) Names of Prominent National and International Faculty

(Use additional space if Necessary)

- e) Expected no of Delegates
- f) Delegate fees
- g) Stalls and Sponsorship fees
- h) Have you collaborated in the past with LOGS      **YES**      **NO**  
    If yes please give brief details

**( iii ) TERMS AND CONDITIONS**

—  
Collaborating LOGS representative/s shall be on the Organizing Committee of the event.

His/ their assistance and guidance will be taken at all times.

Disputes if any will be subject to jurisdiction of Ludhiana courts only.

LOGS will not involve itself in such an event unless there is a guarantee of at least 20% of the delegate fees & 10% of the Surplus funds.

An audited statement of accounts will be submitted within 15 days of the completion of accounts of the event to the Managing Council of the LOGS & the agreed amount will be sent by cheque / DD at that time.

We understand and agree that there shall be no “Loss Sharing” in the event.

We agree to the terms and conditions above

**Sd**  
**Name**  
**Designation**

**Official rubber stamp of the Institution**

**For Office Use Only**

Approved By the M.C. on

Rejected By the M.C.  
Reasons for rejection

**Signature of the Secretary**

Terms of collaboration agreed by the LOGS

- 1
- 2
- 3
- 4

**Signature of President LOGS**

**(iv).Report of the event by the CLR**

Report of LOGS AUDITOR

Receipt of cheque of amt                      dt.                      on

Any other comments

The form in its entirety must be preserved in the LOGS office for a period of at least THREE years

**(2). Rules and Regulations in the conduct of ORATIONS in the Society**

Contributions for any orations MUST be approved by the Managing Council of the Society.

ANY person desirous of naming an ORATION after his choice may do so by contributing a sum of not less than Rs. 500,000/ or as decided by the Managing Council from time to time.

Such an oration MUST be held in the jurisdiction of the LOGS UNLESS specially permitted by the Donor or his legal heirs.

An oration once accepted by the society must continue as per the terms and conditions agreed upon by the donor and the society.

Orations will generally be held every year unless specified otherwise.

The speaker, the venue, & memento for the oration will be decided by the Managing Council.

A formal application must be made to confirm the terms of the contract and signed by both parties. Such an agreement must be preserved in perpetuity in the office of the LOGS.



### **Abbreviations used in the Constitution**

<b>LOGS</b>	The Ludhiana Obstetric and Gynecological Society
<b>MC</b>	Managing Council
<b>AGM</b>	Annual General Body Meeting
<b>GB</b>	General Body
<b>OB</b>	Office Bearers
<b>FOGSI</b>	Federation of Obstetric and Gynecological Societies of India
<b>HON</b>	Honorary
<b>FP</b>	Family Planning
<b>Soc.</b>	Society
<b>D. D.</b>	Demand Draft