

**THE CONSTITUTION  
OF  
GUWAHATI OBSTETRIC  
AND  
GYNAECOLOGICAL SOCIETY**

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**1. Name :**

The name of the Society is “GUWAHATI OBSTETRIC AND GYNAECOLOGICAL SOCIETY”

**2. Registered Office :**

The registered office of the Society shall be at Guwahati.

**3. Aims and Objectives**

The objects for which of the society is established are :

- i) To promote the spread of knowledge and to foster education in the fields of obstetric and Gynecology, human reproduction, family welfare and allied topics.
- ii) To promote and encourage participation in the study & research, in the fields of Obstetrics & Gynaecology, human reproduction and family welfare.

- iii) To promote preventive or curative services for the community, related to the Obstetrics and Gynaecology, human reproduction and Family Welfare.
- iv) To participate and co-operate with other bodies, agencies, societies and organisations, medical or non-medical, government for furtherance of the above stated aims in North East region of our country.
- v) To hold regular conferences, seminars, symposia, workshops, refresher courses, CME programmes, lectures, exhibitions and clinical meetings at local, regional, national or international level.
- vi) To publish/ to arrange to publish the journal, bulletins/news letters of Guwahati Obstetric and Gynaecological Society.
- vii) To construct a building required for the purpose of the office, library, and other purposes of the society.

#### **4. Income and property of the society :**

- a) Donations/subscriptions/sponsorship may be accepted to raise funds for the society.
- b) Income and property of the society whensoever derived shall be applied solely towards promotion of the objectives of the society.
- c) True accounts shall be kept of the sums of money received and expended by the society and the matter in respect

of which such receipts and expenditure take place and of the property, credits and liabilities of the society, subject to any reasonable restriction as to the time and manner of inspecting the same that may be imposed in time being shall be open to the inspection of the members. At least once a year, accounts will be examined and the authenticity of the balance sheet certified by the auditors appointed by the society.

- d) Under no pretext whatsoever shall such property, income, revenue, etc., of the society shall be transferred by way of dividend, bonus or otherwise to the members of the society except in case of remuneration of a salaried office bearer and taken honorarium for services rendered to the society.

#### **5. Membership and subscription eligibility :**

A person having post graduate diploma or degree in the field of obst & gynaecology or any person who is interested in the practice of and/or research in obst. & gynae and human reproduction and who is registered the M.C.I. Act. 1956. is eligible to become a member of the society. He/she should have paid his dues as per the existing rules of the society.

The word society shall mean the Guwahati Obstetric and Gynaecological Society.

### **a. General membership:**

An eligible person paying subscription fees as laid down by the society shall become a member of the society. The Annual subscription shall fall due on the 1st of January of every year.

### **b. Honorary membership:**

Persons eminent for their contribution in the fields of obstetric & Gynaecology or persons who have rendered conspicuous service to the development of these or persons who have contributed significantly for the fulfillment of the aims and objectives of the society may be conferred honorary membership of the society. The honorary members shall be elected for life by the general body of the society at its annual meeting on the recommendation of the executive committee.

### **6. Termination of membership:**

- i) By resignation :** A member who wishes to resign from the society may do so by writing to the general secretary. The resignation shall take effect after the decision of the executive committee.
- ii) By removal on account of non-payment:** if the subscription or the other money owed to the society, by a member is not paid within the due date he shall be notified in writing to that effect. If such a sum remains unpaid for another three months, his/her name shall be placed before the executive committee for removal by the general secretary.

The member concerned shall however be given opportunity to explain his/her action within one month from the date of issue of the show cause notice issued to the person concerned by the executive committee. On removal of the member's name from the list, he/she may appeal for readmission.

- iii)Activities detriment to the society :** A member can be removed from the membership of the society for any action which may injure the interest or are against the objectives of the society, by consent of three fourth majority of the executive committee.

He/she may be considered for readmission by the executive committee on the basis of his/her written apology for past conducts.

### **7) Official Year :**

The official year of the society shall be from 1st April to 31<sup>st</sup> March.

### **8) Annual Meetings:**

The annual general body meeting of the society shall be held at such a place and time as may be fixed by the managing committee. A notice of 15 days shall be sent to each member under certificate of posting if so necessary or by digital communicating technology.

The notice of the General Body meeting should accompany the main agenda of the meeting.

## 9. Special General Body Meeting

A special General Body meeting may be convened by the committee on its own account or on the requisition of at least one third of the total number of members addressed to the Honorary General Secretary of the society specifying the object for which the meeting is to be convened. On receipt of such a requisition, the president shall call a meeting as per his discretion. The honorary general secretary shall give, under certificate of posting if necessary, at least 1 week's notice to the members and no other business shall be transacted at such a special meeting than that stated in the notice.

## 10. Business to be transacted in the Annual General Body Meeting.

- i) To read and confirm the minutes of the last Annual General Body meeting and Special General Body meeting if any.
- ii) To receive and approve the annual report of the Executive Committee presented by the secretary to be approved and signed by the president.
- iii) To receive and approve the audited income and expenditure statement and the balance sheet of the society for the year ended on 31st March.
- iv) To elect office bearers/managing committee for two years.

v) To receive and announce the report of the secretary for the election.

vi) To consider such resolutions as may be included by the committee in the programme of business and such other resolutions as may be brought forward in accordance with these rules.

vii) Any other matter that may be brought forward with the permission of the chair.

The managing committee may bring up a fresh resolution or resolutions on matters of public importance for consideration at the Annual general body meeting in an emergency situation.

## 11. Management:

(i) Management of the society according to the constitution, bye laws, the rules and regulations shall be vested in a managing committee (MC) consisting of the :

President

Vice president (two)

Hony. General Secretary

Hony. Joint Secretary (one)

Assistant General Secretary (one)

Treasurer

Co-opted members (two)

**(ii) Journal Committee:**

Editor

Assistant Editor

**(iii) Office bearers:**

President

Vice Presidents (two)

Hony. General Secretary.

Hony. Joint Secretary (one)

Assistant General Secretary (one)

Treasurer

All posts will be elected posts.

**(iv)** The managing Committee shall hold office till the end of two official years of the society.

**(v)** A managing committee member shall cease to be so if he or she does not attend three consecutive meetings of the managing committee (unless condoned by the M.C.).

**(vi)** Casual vacancies in the MC shall be filled up by the M.C.

**(vii)** A temporary sub-committee may be formed by the M.C. for special purposes if required to do so, to achieve the aims and objectives of the society.

**(viii)** Managing committee meetings to be started with minutes of the previous M.C. meeting.

**12. Election:**

**Constitutional Amendment : GOGS 2009**

(as per FOGSI Guideline)

1. Official year starts from 1<sup>st</sup> April each year.
2. Election of office bearers to be completed by September (every two years)
3. Annual General Body meeting of the society should take place before 30<sup>th</sup> September to pass accounts and to announce results.

**Election Procedure**

1. Notice to be served in the 1<sup>st</sup> week of June to each GOGS members by Post (under Certificate of Posting) or by digital communicating technology, requesting the interested members to send their nomination (attached with the notice)
2. President & Hony. General Secretary will sign the list of members to whom notice is served.
3. Formation of election committee

Election Officer : One (Immediate Past President)

Members : Two (Executive body will select two active members)

4. Subsequent matters related to election will be handled by election committee.
5. Nomination papers to be submitted by 14<sup>th</sup> of July.
6. Scrutiny of nomination papers by 21<sup>st</sup> of July.
7. Withdrawal of nomination papers by 25<sup>th</sup> of July
8. Sending of voting papers to members by 1<sup>st</sup> week of August by Post (under certificate of posting )
9. Last date of receiving of voting papers :  
15<sup>th</sup> September
10. New Office bearers and executive committee will function from April.
11. President and Secretary need to have an email made for them on national FOGSI website.

**Eligibility of candidate :**

1. President Ten Years of continuous membership.
2. Vice President/Secretary/Treasurer Six years of continuous membership.
3. For the remaining executive posts, the candidate should be a continuous member of GOGS for a minimum period of 3 years (three years)

**13. Functions of the Office Bearers:**

**President:**

- (i) The President shall preside over the meeting of the managing committee and of the general body and he/she will be the executive head of the society. In the event of his/her absence or unwillingness to preside, the meeting shall be presided by the Vice-President on seniority basis or in his/her absence or unwillingness to preside, the meeting shall elect a chairman from amongst the members present for the time being.
- (ii) The president shall have the right of casting vote.
- (iii) The president may co-opt maximum three members to the executive committee for any particular meeting of the committee. The co-opted members will have no voting rights.

**Vice President:**

- (i) In the absence of the president, one of the vice presidents of the society shall be elected to preside over the meeting of the executive committee or the general body.

**General Secretary :**

- (i) The General Secretary shall be responsible for the management of the society, in accordance with the rules and regulations of the society.

- (ii) He/She shall keep records of the proceedings of all meetings and shall be in overall charge of the office at the headquarter.
- (iii) In consultation with the President he/she shall convene the meetings of the Executive Committee. Except in emergency he/she shall serve at least seven days notice for holding a meeting of the Executive Committee.
- (iv) He/she shall submit the annual report at the Annual General Body meeting of the society.
- (v) He/she shall prepare the list of the members of the society for circulation.
- (vi) The General Secretary shall be the publisher of all books, leaflets and other documents published by the society.

**Joint Secretary:**

- (i) He/she will assist the General Secretary in all matters connected with the management of the Society.
- (ii) The Joint Secretary shall help the General Secretary in management of the office of the society in organisational matters.

**Assistant Secretary :**

- (i) The Assistant Secretary will assist the General Secretary and the Joint Secretary.

**Treasurer:**

- (i) He/she shall be the custodian of the funds of the Society.
- (ii) The funds of the society shall be operated jointly by the Treasurer and General Secretary in any scheduled bank. For withdrawal of any sum above Rs.10,000.00 prior permission of the President should be obtained.
- (iii) He/she shall keep all accounts of the Society and shall prepare an annual statement of accounts for submission to the Executive body and the general body after the audit.
- (iv) He/she shall circulate the statement of audited accounts amongst the members of the General Body.

**Editor:**

- (i) The Editors of the “Jourenal of the Guwahati Obstetric and Gynaecological Society” shall be elected by the executive committee from amongst its members or from the General members if and when necessary.
- (ii) The editors shall edit their respective journals with the help of the respective editorial boards constituted for the purpose by the executive committee.

#### **14. Election of members of the Executive Committee:**

- (i) Members of the Executive Committee may be elected at the annual meeting of the General Body by vote of secret ballot, if and when necessary. The detailed procedure for election shall be laid down in bye laws.
- (ii) All eligible members have the voting right. i.e., those who have cleared their dues up to date.

#### **15. Powers of the Executive Committee :**

- (i) The Executive Committee shall be responsible to the general body of the Society.
- (ii) The Executive Committee shall have the power to determine the programme of work for achieving the aims and objectives of the society.
- (iii) The Executive Committee shall have the power to determine the concessional rates at which the publications of the Society can be supplied to its members.
- (iv) The Executive Committee shall have the power to take whatever steps necessary for the revival of suspended membership.
- (v) The Executive Committee shall meet at least 4 (four) times in a year.
- (vi) The Executive Committee shall have the power to appoint any salaried person for the work of the Society.

(vii) The Executive Committee shall have the power to decide all financial matters of the Society.

(viii) The Executive Committee shall have the power to constitute, modify, reconstitute, bodies, standing committees, councils etc., according to the bye-laws.

(ix) All such committees and the editorial boards shall be under the control of the Executive Committee.

#### **16. General Body:**

- (i) The general body of the society shall be composed of all members of the Society of the categories of (5) a,b.
- (ii) The notice for the Annual meeting of General Body shall be issued by the General Secretary at least 15 days before the date of the meeting.
- (iii) An emergent extra-ordinary meeting of the General Body can be convened by the managing committee at any time.
- (iv) An extra-ordinary General Body meeting shall be convened by the E.C., when requisitioned in writing by at least one third of the members of the E C or one third of the eligible general members for any purpose within 21 days of the receipt of the requisition notice.

#### **17. Quorum:**

- (i) One third of the total number of members of the General Body or 40 (forty) delegates, whichever is less, shall constitute the quorum of the General Body meeting.



(ii) The quorum for a meeting of the Executive Committee shall be 10 including the co-opted members.

**18. Auditor:**

The Auditor shall be appointed by the general body at its annual meeting, for auditing the accounts of the Society.

**19. Conference:**

(i) Annual conference shall be held every year. The annual general body meeting shall meet every year to review work, accounts etc.

(ii) The annual meeting and the Conference shall be held along with the General Body meeting at a place to be decided by the managing committee or on the basis of the invitations received from branch societies for this purpose.

(iii) The programme of the meeting and the conference and names of the eminent guests to be invited to the meeting and the conference shall be decided by the managing committee of the society.

(iv) From the funds of the society the managing committee shall make a token contribution towards the expenses of the annual general meeting and the conference.

**20. Amendment :**

The constitution shall not be amended except by a motion for amendment duly notified in writing and in proper form to the

General Secretary of the society by any member at least 21 days before the date of the General Body meeting and the motion being duly moved in the same meeting and without the same being adopted by at least two third majority of the eligible members present by voting.

**21. Dissolution of the Society:**

(i) A Special General Body meeting will be summoned specifically for the purpose of dissolution of the society with not less than two months notice.

(ii) At least three fifth of all eligible members shall express their opinion in favour of the dissolution.

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