



HARYANA BRANCH

MEMORANDUM OF ASSOCIATION

THE ASSOCIATION OF OTOLARYNGOLOGISTS OF INDIA
HARYANA STATE BRANCH

1. NAME OF THE ASSOCIATION: The name of the Association shall be THE ASSOCIATION OF OTOLARYNGOLOGISTS OF INDIA, HARYANA STATE BRANCH.

2. REGISTERED OFFICE : The Registered office of the Association shall be situated at Janak Hospital, Near Dimple Cinema, Jagadhri.

3. AREA OF OPERATION : The area of the operation of the Association shall be at in the State of Haryana.

4. AIMS & OBJECTIVES : The objects for which the Association is established are:

To encourage and advance the study and practice of the science of Otolaryngology.

a) By encouraging scientific research and experimental work on Otolaryngological problems.

b) By providing facilities discussions and reading papers on Otolaryngological problems.

c) By holding scientific discussions and reading papers on Otolaryngological problems.

d) By establishing and maintaining museum and reference library and furnishing it with books, journals, magazines, videos, new educational aids or any other technical modes as related to Otolaryngology.

e) By watching and advising on legislation affecting Otolaryngologists and by bringing together members of the Association periodically at conferences and in general by working for the betterment of the cause of Otolaryngology in India.

f) By conducting and publishing a journal devoted to Otolaryngological subjects.

g) By bringing together members of the Association periodically at conferences and in general by working for the betterment of the cause of Otolaryngology in India.

h) By holding properties movable and immovable that may be necessary or advantages for the aforesaid objects to purchase and sell, to lease and to mortgage the same for the purpose of the Association and to construct, alter and maintain by building or buildings necessary from the finances of the Association.

Under the Manager
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i) By receiving donations and contributions from members as well as non-members and by holding the same in ^{society} for any particular purpose or purposes for advancement of Otolaryngology.

j) By co-operating with other associations, National & International, connected with Otolaryngology and allied sciences and interact with other medical disciplines and take collective steps for education of public in preventive aspects.

k) By organizing exhibitions of machinery, implements, tools, appliances etc. connected with or pertaining to Otolaryngology in different parts of the country and to improve the implements, machinery, instruments and appliances used in the practice of Otolaryngology.

l) By making bye-laws, rules and regulations of the Association and to delete, alter and amend or add to the same as and when necessary.

m) By doing all such other things as may be incidental to or conducive to the attainments of the aims and objects of the Association.

n) By establishing branches wherever feasible.

o) To establish & construct a community centre to provide the people physical, spiritual and medical consultation.

p) To provide medicines, food, clothes & other helps to the poor people & rendering service to human beings.

q) To do all such activities which are considered necessary for uplift of the poor section of the society.

r) To provide assistance or shelter to senior citizens of the society.

s) To provide assistance to the handicapped & retarded persons of the society.

t) To carry out the community development programmes for the upliftment of the educationally and economically weaker sections of the society, irrespective of caste, colour or creed.

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to carry on all such types of *Medical* activities and to take necessary steps for the fulfillment of the above objects and any other objects as may be decided by the Executive Body from time to time.

5. CONDITIONS :

i) The income and property of the Association shall be applied solely towards the promotion of the objects of the society as set forth in the Memorandum of Association and no portion thereof shall be paid or transferred directly or indirectly to the members of the Association.

ii) No member of the Association shall be appointed to any salaried office of the association, or any office of the society paid by fees, that no remuneration shall be given by the society to any member except repayment of out of pocket expenses and interest on money lent or rent for premises to the association.

iii) The Association by its constitution is required to apply its profit if any, or other income in promoting its objects.

iv) If upon the winding up or dissolution there remains after satisfaction of all its debts and liabilities any property whatsoever, the same shall not be paid to or distributed among the members of the association but shall be given or transferred to some other institution or institutions of the society to be determined by the members of the association at or before the time of dissolution.



Chander Pal Nangpa
Namcha

6. The management of the affairs of the association is entrusted in accordance with the Rules & Regulations of the association to a Governing Body of which the first members are:-

SNO.	NAME	RESIDENTIAL ADDRESS	OCCUPATION	AGE	DESIGNATION
1.	DR. I.P. NARSIYA	453, SECTOR-14, URBAN ESTATE, GURGAON	DOCTOR	52	President
2.	DR. JANKI CHAUDHARY	JANKI HOSPITAL NEAR DUMPLE CINEMA YAMUNA NAGAR ROAD, JOD	DOCTOR	48	Hony. Secretary
3.	DR. B.P.S. VIJIC	234, SECTOR-7, HURLI GHETTA	DOCTOR	49	Hony. Treasurer
4.	DR. VINOD GAUTAM	opposite SDM Residence, Karnal	DOCTOR	47	Hony. Editor
5.	DR. S.P.S. YADAV	38/93, MEDICAL ENCLAVE, ROHTAK.	DOCTOR	38	Executive Member
6.	DR. (MRS.) SNEH KAUSHAL	58/14, URBAN ESTATE, KARNAL.	DOCTOR	53	Executive Member
7.	Dr. SANJAY KHANNA	H.NO.1, MAHABIR DIAL HOSPITAL, DOCTOR'S RESIDENT, KARNAL.	DOCTOR	34	Executive Member

Indra Pal Nangra.
Secretary

We the several persons, whose names and addresses are hereunder subscribed are desirous of being formed into a Association in pursuance of this Memorandum of Association.

SRNO.	NAME	ADDRESS	DESIGNATION	SIGNATURE
1.	DR. I.P. NANGIA	455, SECTOR-14, URBAN ESTATE, GURGAON	President	<i>Inder Pal Nangia</i>
2.	DR. JANAK CHAUDHARY	JANAK HOSPITAL NEAR DIMPLE CINEMA YAMUNA NAGAR ROAD, JOD	Hony. Secretary	<i>Janak</i>
3.	DR. B.P.S. VIKR	234, SECTOR-7, KURUKSHETRA	Hony. treasurer	<i>B.P.S.</i>
4.	DR. VINOD GAUTAM	<i>opposite SDM Residence Karnal.</i>	Hony. Editor	<i>Vinod</i>
5.	DR. B.P.S. YADAV	38/93, MEDICAL ENCLAVE, ROHTAK.	Executive Member	<i>B.P.S.</i>
6.	DR. (MRS.) SNEH KAUSHAL	58/14, URBAN ESTATE, KARNAL.	Executive Member	<i>Sneh</i>
7.	DR. SANJAY KHANNA	H.NO.1, MAHABIR DAL HOSPITAL, DOCTOR'S RESIDENT, KARNAL.	Executive Member	<i>Sanjay</i>

Witness:-

I know the above persons & they have signed in my presence.

Signature :

Name :

Address :

Sd/- Th.
Devender Singh
S/o Sh. Sukh Dev Sid
H/O H.Vill. Kat Mak
Distt - YNR
off. Shivaji marks
YNR
Sh. Kamalji
C.A.

Certified to be a True Copy

Sd/-
District Registrar of Clubs & Societies
YAMUNA NAGAR (Haranya)

Prasanna Nanda
13-9-01
Advocate,
COURT JAGADHRI
Yamuna Nagar (Haranya)

RULES AND REGULATIONS

THE ASSOCIATION OF OTOLARYNGOLOGISTS OF INDIA
HARYANA STATE BRANCH

1. PRELIMINARY

The association shall be called the Association of Otolaryngologists of India, Haryana State Branch with the aims and objects specified in the Memorandum of the Association.

2. OFFICIAL SEAL

Printed here in the margin is the official seal of the Association.

3. INTERPRETATION

In the interpretation of these rules and regulations unless repugnant to the context, the singular shall include the plural and the masculine the feminine and vice versa and writing shall include printing, lithography or other mode of writing.



4. PROVINCE AND STATE

Whenever a word province occurs it should be taken to mean state or प्रदेश as well.

5. REGISTERED OFFICE

The Registered Office of the Association shall be at any other city as determined by the majority of members votes in the election for the office. The election of the office will take place if needed.

6. MEMBERSHIP

There shall be a register in which the names of all the members of the Association shall be entered with their qualifications, type and addresses corrected from time to time, and these members form the Association.

7. Every candidate who applies to the Association for membership shall be practitioner of modern medicine and registered with the STATE MEDICAL COUNCIL and such application shall be sent to the Honorary Secretary. The Governing Body shall have the right to decide the eligibility and the class to which the applicant belongs. Such decisions shall be final.

8. YEAR

Membership and financial years shall be the calendar year that is from 1st April to 31st March of the following year or as per existing Government Notification at that time.

9. TYPE OF MEMBERS

The members of the Association shall be of two classes:

1. Members- They shall be those who are registered medical practitioner, practising allopathy with or without postgraduate qualification in Otolaryngology and practising Otolaryngology.

Sunder Lal Nangre, Secretary

2. Honorary Members:- They shall be those who have rendered special services to Otolaryngology or any other branch of medicine.

10. CESSATION OF MEMBERSHIP :

a) Voluntary resignation:

By voluntary resignation as from a specified date by giving one month's notice in writing to the Honorary Secretary. His resignation shall not be effective until the dues to the Association are cleared by him.

b) By death:

c) Conviction in a Courts:

Ipsa-facto (i) upon sentence after conviction in a court of justice of any crime entailing moral turpitude or (ii) upon being deregistered by a Medical Council in India on ground of unethical conduct, for the duration of deregistered or (iii) upon forfeiture through misconduct of the medical qualification by virtue of which the member was eligible for membership.

d) Any member can appeal to the General Body against the decision of the Governing Body to suspend or terminate his membership, within a period of 3 months of receipt of the notice. If he fails to appeal within the time if the General Body confirms the termination, the membership automatically ceases. The General Body by 3/4 majority of the members present at the meeting may reinstate the member as it deems fit. The member has no right to question the decision of the General Body in this matter.

11. SUBSCRIPTION :

a) All members except Honorary members shall pay a subscription as determined by the General Body from time to time.

b) Distribution of the annual subscription will be as decided by the General Body from time to time as provided in the Bye-Laws.

12. PRIVILEGES OF MEMBERSHIP :

a) Ordinary Members: All members shall be entitled to participate in all the activities of the Association including the right to vote and right to hold an office and shall be entitled to receive the journal during the continuance of membership.

b) Honorary Members: All Honorary Members of the Association shall be entitled to participate in all activities of the Association and shall be entitled to receive the journal free of all charges. They shall not be entitled to vote at the meetings of the Association or to hold the position of office bearers.

Indra Palwange
Secretary

13. MANAGEMENT

The management of the association shall be vested in a Governing Body which shall consist of 7 members constituted as follows:-

1. President
2. Honorary Secretary
3. Honorary Treasurer
4. Honorary Editor

Three members elected by the General Body to the Governing Body.

14. ELECTIONS :

President's qualifying clause will be 10 years standing for rest of the office bearers 5 years standing. Executive Secretary to Honorary Treasurer will be from the City where the registered office and working is situated. The term of office of the Secretary and Treasurer will be of 3 years duration. The term of all the Governing Body Members shall be 1 year and that of President Elect, Immediate past president & Associate Secretary who will be in office for 1 year.

15. Election of office bearers is by postal ballot as per the procedure described in the Bye-laws.

b) The elections will be held for the following offices and for the terms indicated.

President elec. for one year.
Two Governing Body members for one year
Honorary Secretary for three years
Honorary Treasurer for three years
Editor, Editorial Board for three years
Two members of the Editorial Board for a period of Three years.

c) President will be the past president for the subsequent year. In the event of any vacancy occurring amongst the office bearers, viz. the president, Hon. Secretary and Associate Secretary and the Hon. treasurer, editor & members of the Editorial Board during the course of their term, the existing members of the Governing Body shall elect the office bearer of office bearers in the vacancy or vacancies and persons so elected shall hold office for the period for which their predecessors would have functioned.

e) Office bearers shall cease to hold office.

1. If they cease to be members under clause 10 above.
2. If by a resolution, the general Body decides by a two thirds majority of the members present that such office bearers be removed from office.

Sunder Lal Nayyar,

Secretary



4) ELEGIBILITY FOR RE-ELECTION :

All office bearers shall retire after expiry of their term but shall be eligible for re-election, only for one more term. After two terms he will not be eligible for the same post during his tenure as a member.

16. MEETINGS :

a) The annual meeting of the Association shall be held at a time and place to be notified by the Honorary Secretary. It shall normally be held at the place of Annual conference unless otherwise decided by General Body or Governing Body and such annual meetings shall be held within eighteen months after the previous one unless the Governing Body by a majority resolves otherwise.

b) The Honorary Secretary shall give a least one months Notice of the annual general meeting.

c) The time and place of the annual general meeting shall ordinarily be decided by the General Body.

d) For attending to the requirements of the annual meeting the Governing Body shall appoint an organising Secretary from that area in consultation with the executive of the affiliated local branch existing at the place.

e) The quorum at Annual General Body meeting shall be 30. If no quorum is present at the time given in the notice of meeting, the presiding officer shall adjourn the meeting. He can call the adjourned meeting within half an hour of the time given in the notice, where no quorum will be required. The president or in his absence, the immediate past president or an elected Senior person can hold the adjourned meeting at his discretion after half an hour where no quorum is required.

f) A special requisition meeting can be called by 30 meeting whenever they deem it to be necessary for a specific agenda only, by giving one month's notice with the consent of the president. The quorum for such a meeting shall be 30. meeting will be conducted as in clause(e).

17. GOVERNING BODY AND ITS MEETING :

1) Budget estimates will be prepared and presented to the General Body for its approval.

2) Governing body shall be least meet thrice a year. One meeting out of which shall be before conference for the budget for the ensuing year for presenting to annual general body meeting.

3) Any five members shall form a quorum.

4) The president when present, shall, preside at all the meetings of the Governing Body and in his absence. Immediate past president or the President elect shall preside in order of preference. If all the three happen to be absent the meeting may elect its own Chairman and for the purpose of the meeting he shall have an additional or casting vote.

5.) The secretary with the consent of the President can call an urgent Governing Body meeting as and when required.

Indra Pal Wanjia, Jalandhar

18. EXTRA MEETING OF GOVERNING BODY :

Whenever it is found inconvenient to call a meeting of the Governing Body and the President and the Hon. Secretary deem it desirable that the opinion of the Governing Body should be obtained on any particular matter or matters whereof their opinion is required, they shall do so by post and act in accordance with the view of the majority.

19. PROPERTY :

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

20. SECRETARY OFFICE :

The Honorary Secretary shall incur no extra-ordinary expenses without the sanction of the Governing Body except for the purpose of holding the annual or other meetings which he may do with the concurrence of the Honorary Treasurer.

22. The Honorary Secretary shall keep a record of the proceedings of the meetings of the Governing Body, General Body and all accounts and records shall be open a inspection by any member of the Governing Body.

23. The books and accounts of the Association shall be audited annually and shall be available for inspection to any member only at the annual meeting.

24. TREASURER'S OFFICE :

The Honorary Treasurer shall maintain a true and accurate account of all moneys received by the Association through the Honorary Secretary and he shall make a statement regarding the financial position of the Association at the annual General Meeting.

25. The Hon. Secretary & Hon. Treasurer are authorised jointly to sign all cheques, notes, bills and other negotiable instruments unless the Governing Body passes a resolution by a three fourths majority and decides if otherwise.

26. The Governing body will have powers of making rules when deemed necessary inter alia relating to the discipline and professional conduct of otolaryngologists subject to the sanction of the General Body at next meeting.

27. To tide over any emergency the Secretary in consultation with the President may delegate the duties and functions of any office bearer to any other member of the Governing Body.

28. METHOD OF AMENDMENT :

Under normal circumstances, these rules are regulations shall not be repealed, nor any amendment or addition to them made except by a resolution passed by a majority of not less than 51% of the members on the Register of the Association at a meeting convened for the purpose or at an Annual General Body Meeting. The Honorary Secretary shall give notice of resolutions to be moved in this behalf at least one month prior to the meeting at which such resolutions are to be moved. At such meetings members not present may vote by proxy or by post. But if such a percentage is not a viable for two successive meetings of which one should be an annual general body meeting the amendments may be circulated to all members by Registered post requesting for a reply within 30 days with a footnote saying that if a reply is not received within 30 days from the date of issue such amendments. It would be taken for granted that the member is

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agreeable to the amendments and such amendments will be incorporated in the Rules & Regulations of the Associations.

29. All legal documents of the Association shall be signed by the President, Hon. Secretary and Hon. Treasurer jointly.

30. As the Governing Body takes administration and management decisions on behalf of the Association, it is responsible to the General Body.

31. JOURNAL

a) The Association shall publish a journal under the direction of the Editorial Board consisting of an Editor, and Editorial Secretary and one Treasurer. All three will be selected for three years terms and shall be ex-officio members of the Governing Body. The editorial board shall have the right to frame separate by-laws for the conduct and publication of the journal subject to the approval of the Governing Body.

b) Journal office shall be at a place as decided by the General Body from time to time by the majority of member votes in the election for the Journal Office. The election for the journal office will take place every 3 years if needed.

c) President, the Honorary Secretary and Honorary Treasurer will be Ex-Officio members of the Editorial Board.

32. Whenever a new edition of the memorandum, rules and regulations are published incorporating the latest amendments, it should be cited by the year of its publication.

32. GENERAL

a) Income & Payments:

The income & property of the association wherever derived shall be applied solely towards the promotion of the objects of the association and no portion thereof shall be paid or transferred directly or indirectly by way of dividend, bonus or otherwise howsoever by way of profit to any of the members of the Association provided that nothing herein contained shall prevent the payment in good faith or remuneration to any officers or servants of the association who may also be members thereof in return for any work done or services actually rendered to the Association nor prevent the payment of interest at a rate not exceeding standing bank rate per annum on moneys borrowed from any members of the association.

b) Loss:

No person or persons in whom for the time being any funds or moneys or any other property movable or immovable of the association may be vested shall be answerable for any loss arising in the administration or application of the said trust funds or sums of money or for any damage to or deterioration in the said property unless such loss, damage shall happen by or through his or their wilful default or neglect as determined by the Governing body or its authorised sub-committee.

c) Investments:

The governing body shall have power to invest and deal with the money of the association and to borrow such sums of money as it may resolve as tending to benefit the association.

Sudhakar Nair
Secretary

d) Bank Accounts:

Such moneys and properties of the association as are not utilized for the objects of the association may be invested in such manner and in such banks and in such way as the Governing body may in its sole discretion change the investments in order to better (fulfil) the objects of the association and also spend for such objects the entire moneys and properties of the association without necessarily constituting or creating a permanent endowment.

e) Dissolution:

If upon the dissolution of the association there shall remain after the satisfaction of its debts and liabilities any property whatsoever the same shall not be paid or distributed among the members of the association, or any of them but shall be given or transferred to the association or associations, institution or institutions having objects similar to any of the objects of this association to be determined by the votes of not less than three fifths of the members present personally or by proxy or post in a meeting at or before the time of the dissolution, or in default thereof by any Court or High Court in the ordinary original jurisdiction of the district.

Certified that the Rules & Regulations are the same which were approved in the general body meeting of the Association held on 20.5.04.

Linder Bai Nayre

(President)

Hananta

(Hony. Secretary)

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(Hony. Treasurer)

1. Membership
a) Members

Every candidate who applies for membership must fill in the prescribed application form sent by the office. He/She should be proposed by a member in good standing and must be seconded by another member in good standing. The application should be forwarded to the Honorary Secretary alongwith the amount of annual subscription and admission fee. The Honorary Secretary will place it before the next governing body meeting with his recommendations for approval. The Governing body will place the list of approved names of new members before the general body at its annual meeting for ratification. The membership will commence from January 1st of the year in which the governing body approves the membership and the member will be sent all the issues of the Journal for that year. However, he will be eligible to vote for election only after the general body ratifies the action of the governing body and enrolls him as a permanent member.

b) Honorary members:

At least 6 members of the association or a branch by an unanimous resolution can recommended the names of an eminent person to be considered as Honorary member of the association. The name should be sent to the Honorary Secretary alongwith the bio-data and merits of the candidate. The Honorary Secretary will place the matter before the Governing Body and if the governing body approves, the name will be recommended to the General Body at its next meeting. After approval by the General Body, the name will be entered in the register as Honorary member and the concerned person will be informed.

2. REMOVAL OF MEMBERSHIP :

A member can be removed from the rolls as per article 10 of the rules and regulations or by 80% of the members present at the General Body Meeting.

3. SUBSCRIPTION

a) A member will pay subscription fee in one instalment as determined by General Body from time to time only at the time of enrolment. Honorary members do not pay any subscription.

b) The subscription received from members will be set aside as a capital and the interest thereon will be taken as the annual subscription of the association from the members. 50% of the interest will be subscribed to Journal.

4. GOVERNING BODY

The President will assume office on the 1st day of Annual Conference. The other elected members will assume office at the first Governing Body meeting held after the annual conference at which they are elected. This governing body meeting will be a joint meeting of the previous office bearers and new office bearers when the previous office bearers will hand over the association records to the new office bearers.

Sunder Lal Narangia
Secretary

5. GENERAL BODY :

1) The general body will meet once a year at its annual conference as decided in rule 16.

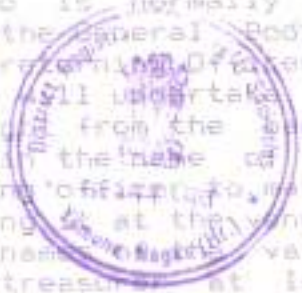
2. The general body at its annual conference will fix the venue of the subsequent annual conference.

6. ELECTION PROCEDURE :

i) The general body will elect to the Governing Body one President, elec, Nine Governing body member, Every year and will elect one Honorary Secretary, one Hon. Treasurer, one Editor, one Editorial Secretary and one Editorial Treasurers. One in every three years.

ii) The election will be conducted by postal ballot only. The voting papers will be posted to members by under certificate of posting. It will be completed before the annual general body meeting.

iii) The ballot paper should be as a choice addressed by the voter to the returning officer by under certificate of posting in his own interest if he so desires. The returning officer should be appointed by the Governing Body who is normally President Elect and the matter be placed before the General Body meeting for ratification or change if desired. returning Officer shall be incharge of election procedure and he will undertake the work apply and fulfill the obligations, right from the beginning of the year. The post box should be kept in the name of returning officer. It will be duty of the returning officer to make a full list of voting papers collected and bring at the venue of the conference at the appointed time. The name of valid votes should be submitted by the Honorary treasurer at least four hours before the counting starts so that the returning officer will make a final list of valid voting members and as per usual procedure the counting will be done and the results will be declared as usual.



iv) The Honorary Secretary shall invite nominations for election to membership of the Governing Body and Editorial Board not less than four months before the holding of the annual General Body Meeting for the year.

The provisional dates will as as follows:
Calling of nominations

Last date for receipt of Nominations	15th May
Last date for withdrawal of Nominations	15th July
Posting of Ballot papers	15th Sept.
Last date for receiving ballot papers by the returning Officer by post only,	One day before Annual Conference.

vi) Every nomination must be proposed by member, seconded by another member and must contain acceptance by the candidate proposed.

vii) Only members of the Association who are in good standing are eligible to stand for election nominate or second a candidate.

Under Pal Rangra
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vii) On receipt of the nominations, the Honorary Secretary will scrutinize the forms and if these are valid accept them. Any nominations which are to be rejected will be done only in consultation with the President. Then he shall post the ballot papers to every member entitled to vote by under certificate of posting at least six weeks before the annual general meeting with instructions as to the voting and the date before which they have to reach returning officer.

viii) The ballot paper will contain all the valid nominations, postwise in the alphabetical order.

ix) The election referred to above shall be by secret ballot.

x) Each voter may exercise as many votes as there are vacancies provided that no member may give more than one vote for any one candidate.

xi) A voter will send his voting papers by post to the returning officer or under certificate of posting if he so desires.

xii) The counting of votes shall be done by the returning officer appointed by the Governing Body at the time and place fixed by it and the results of the voting shall be announced at the annual general meeting.

xiii) The decision of the returning officer shall be final in all matters concerning the election and cannot be disputed.

7. DUTIES AND POWERS OF THE OFFICE BEARERS

I) PRESIDENT-

a) Shall preside over all meetings of the Governing Body and the General Body and shall preside over any other committee in which he is a regular member.

b) Shall be an ex-officio member of all committees appointed by the Governing Body of General Body.

c) Shall preside over the Annual Conference and guide the deliberations.

d) Shall guide and control the activities of the association.

e) Shall in addition to his ordinary vote, have a casting vote in case of equality of votes.

II) IMMEDIATE PAST PRESIDENT:

a) He will be a member of the Governing Body and will advise, guide, and help the President in the conduct of the activities of the association.

b) In the absence of the President in any meeting he will deputise for the President and will conduct the meeting he will have all the powers of the President during the meeting.

c) In the event of an emergency arising as in the case of death, resignation or long leave out of the country of the President, the duties of the President will devolve on the Past President unless and until the Governing Body or General Body makes an alternate arrangement.

Sunder Lal Nanga
Secretary



III) PRESIDENT ELECT:

a) He will member of the Governing Body and will assist, help and take part alongwith the President, in all the activities of the association and in the programmes of the annual conference where he will be assuming office as President.

b) In the absence of both the President and past President he will preside over the meeting of the Governing Body and will have all the Powers of the President during that meeting.

IV) HONORARY SECRETARY:

a) Secretary will be from the place where the office is situated.

b) The work entrusted to the Hon. Secretary being heavy for quick disposal, the division of the work will be made by Governing Body at its 1st meeting which should be held at conference time after consulting the Secretary & Treasurer in this respect.

c) Will be an ex-officio member of all the committees appointed by the Governing Body or General Body.

d) Will be in charge of over all supervision of all accounts and expenditure and will get prepared by the Treasurer an annual statement of accounts duly audited for adoption by the Governing Body and General Body.

e) Will arrange, convene and organise all meetings of the Governing Body and General Body.

f) Shall keep an up-to-date register of the members of the association.



V) HONORARY TREASURER:

a) Treasurer will be from the place where the office is situated.

b) He will be incharge of finances of the association and shall be responsible for the collection and expenditure of all money of the association.

c) Shall keep an up-to-date account of the Association and present an audited statement of accounts to the Governing Body and general Body at the annual meeting.

VI) HONORARY ASSOCIATE SECRETARY:

a) Shall be nominated by the President and shall hold office for one year during the term of the President.

b) He shall be an ex-officio member of the Governing Body during that time, he does not have voting right in the Governing Body.

c) Shall assist the President in all correspondance, arranging meetings, and in general in all the activities of the association.

Sudha Bai Nanjee.
Secretary

VIII) GOVERNING BODY MEMBERS:

- a) Shall be member of the Governing Body and attend all the meetings.
- b) Shall help, guide and take decision in all matters concerning the associations as per authority vested in them.
- c) Shall discharge any work of the association entrusted to them by the President or Secretary.

VIII) The organising secretary appointed for the next annual conference shall be invited to attend the Governing Body Meetings. He will have no voting right.

8. JOURNAL:

1) The association will publish a news letter or journal which ever is possible and it will be managed by an Editorial Board.

2) The Editorial Board will consist of the following:-

- a) Editor
- b) Two member who will act as
Editorial Secretary
Editorial Treasurer
- c) The President Association
- d) The Honorary Secretary of
the Association
- e) The Honorary Treasurer of
the Association.

Ex-officio Members



3) EDITOR:

He will preside over the meetings of the Board and will be incharge of the journal, its publication and all the connected matters.

4) EDITORIAL SECRETARY:

- a) Shall maintain up-to-date list of the members to whom the journal is to be sent.
- b) Shall look after the business of the journal in procuring advertisements, printing and posting the journal to the members.

5) TREASURER OF THE JOURNAL:

- a) Shall be incharge of the finances of the journal and will be responsible for the collection and expenditure of the moneys.
- b) Shall present an audited statement of accounts of the journal to the Governing Body and to the General Body at the annual general Body meeting.
- c) The quorum for a meeting of the Editorial Board meeting is three (3).

Inder Pal Nangra
Manager

9. AMENDMENTS TO THE BYE-LAWS:

These bye-laws cannot be ordinarily changed or additions made to them except by a resolution passed by 51% of members present and voting in person or by proxy or by post for such a change at any annual general body meeting or at a meeting of the general body specifically called for the purpose.

The general body at its discretion can appoint members to the various committees of the association for a period of one year and for conducting many activities helpful to augment help Otolaryngology speciality. These sub-committees normally be headed by President, Past President, President Elect. The past president council will be a advisory body to advice and it will meet at the conference time.



Any court, judicial matters or litigations will be decided in the jurisdiction of the place where the office is situated.

Certified that the Rules & Regulations are the same which were approved in the general body meeting of the Association held on 20/01/24.

Indar Lal Nangra

(President)

Shamsher Singh

(Hony. Secretary)

Manoj

(Hony. Treasurer)

Certified to be a True Copy

Deep Singh
District Registrar of Haryana & Societies
TAJIKHANA NAGAR (Haryana)