

Memorandum of Association
Association of Otolaryngologists of Haryana,
AOI Haryana

Name: Association of Otolaryngologists of Haryana, AOI Haryana

Office: Bhardwaj's ENT and Dental Implant Centre, 139 – Old Judicial Complex,
Civil Line Road, Gurugram -122001(Haryana)

Area of Operation: The Association shall work within the State of Haryana

Jurisdiction at Gurugram

Aims & Objectives The aims and objectives of the Association are:

- a) To encourage and advance the study and practice of the science of Otolaryngology by holding scientific discussions and reading papers on Otolaryngological problems.
- b) To keep our members updated with new developments by publishing a newsletter devoted to Otolaryngology subjects.
- c) To bring together members of the Association periodically at CMEs, Workshops & Conferences and in general by working for the betterment of the cause of Otolaryngology in India.
- d) To receive donations and contributions from members as well as non- members and holding the same in trust for any particular purpose or purposes for advancement of Otolaryngology.
- e) To cooperate with other National & International associations connected with Otolaryngology and allied Sciences & interact with other medical disciplines and take collective steps for education of public in preventive aspects.
- f) To organize exhibitions of tools i.e. machinery, implants, appliances, endoscopes etc. connected with or pertaining to Otolaryngology.
- g) To educate the public & arrange people awareness programs
- h) To provide medical aid, medicines, food, financial assistance and other needs to the victims of the natural calamities.
- i) To make bye-laws, rules and regulation of the Association and delete / add or add to same, as and when necessary.
- j) To hold all such things as may be incidental to or conducive to the attainment of the aims and objectives of the Association.
- k) To develop various branches of our Association in all the districts of Haryana.




President


Secretary


Treasurer

**Other important conditions required
to be fulfilled under
'The Societies Registration Act, 2012'**

1. The income and property of the Association / organization shall be applied solely towards the promotion of the objectives of the Association/Organization as set forth in the Memorandum of Association/Organization and no portion thereof shall be paid or transferred directly or indirectly to the members of the Association/Organization.
2. No first member of the Governing Body of the Association/Organization, who is subscriber to the memorandum of Association/organization, shall be appointed to any salaried office of the Association/Organization or any office of the Association/organization paid by fees, that no remuneration shall be given by the Association/Organization. To any member of such governing body except repayment of out-of-pocket expenses and interest on money lent or spent for premises / demises to the Association/Organization. However, the governing body might be expanded through appointment of professionals and other elite members who might be paid remuneration, fees or otherwise as per their qualification, experience and services rendered for the Association/Organization.
3. The Association/organization by its constitution is required to apply its profits, if any or other income in promoting its objectives.
4. If upon winding up or dissolution of the Association/Organization, there remains after realization of its debts and liabilities, any property whatsoever, the same shall not be paid to or disturbed among the members of the Association/Organization, but shall be given or transferred to some other institution having similar objects of the Association/Organization to be determined by the members of the Association / Organization at or before the time of dissolution.
5. In case of any dispute in the Association, the Association shall itself resolve the same and the Registrar shall not be involved in any kind of dispute and there shall be no responsibility of Registrar in case of dispute.
6. The Management of the affairs of the Association/Organization is entrusted in accordance with the rules and regulation of the Association/Organization to a governing body of which the first members are:



Bunwal
President

[Signature]
Secretary



[Signature]
Treasurer

The following are the names and address of the Governing Body Members

The following persons whose names, addresses and designations given below will in the first instance, be members of the Association/Organization to be registered under the Societies Registration Act – 2012. It is not for profit, but to pursue the memorandum of Association and the Rules and Regulations of the Association, a certified copy of which, as required by the provisions of this Act, is annexed herewith.

(FOUNDER MEMBERS)

Sr No	Name	Designation	Date of Birth	Postal Address	Occupation	Signature
1	Dr Ravinder Kumar	President	25.12.1971	K-77, South City 1, Gurugram	Doctor	
2	Dr Bhushan Patil	Secretary	06.03.1976	C-1/303, The Legend, Sector 57, Gurugram	Doctor	
3	Dr Sunil Munjal	Treasurer	23.07.1957	2443, Sector 1, Rohtak	Doctor	
4	Dr Uma Garg	Vice President	20.10.1964	7A, MS Enclave, Dhakoli, Zirakpur, Punjab	Doctor	
6	Dr Bhushan Kathuria	Jt Secretary	15.01.1987	1674, Sector 2, Rohtak	Doctor	
5	Dr Rupender Ranga	Member	11.04.1970	Bharat ENT Hospital, Rohtak Gate, Bhiwani	Doctor	
7	Dr Ashok Arora	Member	15.11.1961	115-R Guru Chowk, Model Town, Rewari	Doctor	
8	Dr Pritam Arora	Member	20.04.1957	1119 - Bishan Sarup Colony, Panipat	Doctor	
9	Dr Sanjay Khanna	Member	28.10.1969	Karnal Medical Centre, Sec 7, Karnal	Doctor	
10	Dr Ravi Bhatia	Member	07.12.1974	2156, sector 16, Faridabad	Doctor	
11	Dr Prashant Bhardwaj	Member	23.02.1983	H.No.279/4, Jawahar Nagar, Gurugram	Doctor	

Dr. N. P. S. VERMA

The above-named persons have signed in our presence

Witness No.1

Signature: -

Name and Address: -

Dr - N. P. S. VERMA

94-L, NEW COLONY, GURUGRAM

Occupation: - DOCTOR

Witness No.2

Signature:

Name and Address: M. ASHUTOSH NANGIA

403 SECTOR 14 GURGAON

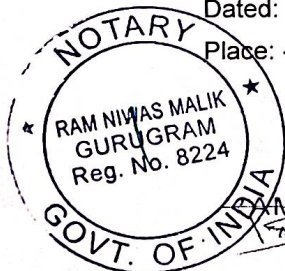
12201 HARYANA

Occupation: DOCTOR

Dated: - 19.09.2025

Place: - Gurgaon

ATTESTED

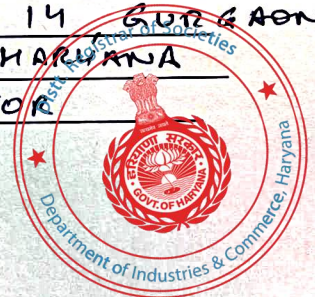


RAM NIWAS, ADVOCATE
GURUGRAM (HARYANA) INDIA

President **06 OCT 2025**

Secretary

Treasurer



Rules and Regulations / By-laws
Association of Otolaryngologists of Haryana,
AOI Haryana

The Association shall be called "Association of Otolaryngologists of Haryana" (AOI Haryana) with the aims and objectives specified in the Memorandum of the Association

1. Official Seal



Name: Association of Otolaryngologists of Haryana, AOI Haryana

Office: Bhardwaj's ENT and Dental Implant Centre, 139 - Old Judicial Complex, Civil Line Road, Gurugram -122001(Haryana)

Area of Operation: The Association shall work within State of Haryana

Jurisdiction at Gurugram

2. Membership

There shall be a register in which the names of all the members of the Association shall be entered with their qualification and addresses corrected from time to time.

3. Method of nomination for membership

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 decision shall be final.

4. Financial year

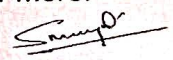
Membership & financial year shall be the calendar year i.e. from 1st April to 31st March of the following year or as per existing government notification at that time.

5. Types of members

- I. **Eligibility:** A person shall be eligible to become a member, if he/she
- is 21 yrs of age on the date of admission
 - subscribes to the aims and objectives of the society
 - has deposited the membership fee
 - is not an insolvent & of unsound mind or have not been convicted of an offence involving moral turpitude, punishable with imprisonment of 1 year or more.


President


Secretary


Treasurer



II. Kinds/Types/Categories of Members

- a) Founder Members:
All Signatories of this memorandum of Association shall be designated as founder members
- b) Ordinary Members:
They shall be those who are Registered Medical Practitioners, practicing allopathy with or without postgraduate qualification in Otolaryngology and are practicing Otolaryngology.
- c) Life Members:
Any ordinary member who pays an amount as determined by the General Body from time to time In lieu of the annual subscription or Life membership.
- d) Honorary Members:
They shall be those who have rendered special service to Otolaryngology or any other branch of medicine.

6. Subscription

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

7. 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. Member's resignation shall not be effective until the dues to the Association are cleared by him/her.
- b) Failure to pay subscription for one year:
If an ordinary member fails to pay the subscription for one year and after due date in spite of one registered notice with acknowledgment, demanding payment from him by Hon. Treasurer. If the member fails to pay his/her dues, he/she will cease to receive any communication including ballot papers.
However, if he/she clears his/her all outstanding dues he/she can be reinstated with the approval of governing body.
- c) By death:
- d) Conviction in a Court:
Ipso-facto (i) upon sentence after Conviction in a Court of Justice of any crime entailing moral values or (ii) upon being de-registered by a Medical Council India on ground of unethical conduct for the duration of de-registration or (iii) on forfeiture through misconduct of the medical qualification by virtue of which the member was eligible for membership.
- e) Any Member can appeal to the General Body against the decision of the Governing Body to suspend or terminate his/her membership within a period of 3 months of receipt of the notice. If he/she fails to appeal within the time or if the general body confirms the termination, the membership automatically ceases. The general body by 50% majorities of the members present may reinstate the member. The members have no locus standi to question the decision of the General Body in this matter.


President


Secretary


Treasurer



8. GENERAL BODY

a) Formation:

The supreme Authority of the Association shall vest in general Body, which will consist of all the members of the Association.

b) Powers & Functions:

- i. The General Body shall elect office bearer of the governing Body amongst its members by raising of hands or secret ballot papers by convening a meeting upon a notice by the President. The General Body shall receive and adopt the audited statements of accounts and the Annual report of the Association by 2/3rd majority of the members present and by voting process.
- ii. The General Body shall have the power to make necessary rule and regulation for conducting its program to fulfill its aims and objectives with the final approval of the President. The General Body shall have the power to enact new rules and amend and rescind any of its existing rules and regulations by 2/3rd majority of the members present and by voting.
- iii. The General Body shall have the power to dissolve the Association by 3/4th majority of the members present and by voting. The General Body shall have the power to transact such other business which may be brought up at its meeting.

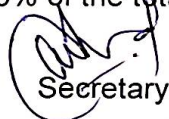
c) Rights & Duties of members:

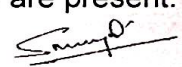
- i. Every member shall subscribe to and be bound by the bylaws as amended from time to time and registered with the District Registrar.
- ii. Every member shall have a right to cast his vote at the elections of the Association provided such member is not a defaulter in payment of any dues of the Association and the annual subscription for a period of three months beyond the due date.
- iii. Every member of the Association shall have the right to inspect the books of accounts books containing the minutes of proceedings of the general meeting, meeting of the governing body and register of member of the Association on any working day giving a notice of seven days.
- iv. Every member shall inform the Association about any change in his address in writing, which shall be duly recorded in the register of members of the Association.

d) Meetings, Notice and Quorum of the General Body:

- i. Quorum for the meeting of the General body will be 40%, 25% & 10% as per HRRS Act 2012 - amendment Act 2013, of the total members eligible to vote and present in person, subject to a minimum of four members. In case of a meeting adjourned for want of quorum, new quorum for the adjourned meeting shall not be less than 10% of the total members, subject to a minimum of three. The general Body shall be competent to transact all business in such adjourned meeting except the consideration of any Special Resolution. Any Special Resolution can be passed in such adjourned meeting only if at least 25% of the total members of the Society are present.


President


Secretary


Treasurer



- ii. A meeting of the General Body of the society will be held as and when required. However, at least one meeting of the General Body of the Society, called as the Annual General Meeting (AGM), will be held in a year, preferably during its annual Conference or within six months of the close of the financial year for consideration and adoption of the duly audited annual accounts of the society in addition to transaction of any other business of the Society as may be required.
- iii. The Governing Body of the society may convene an extra-ordinary meeting of the General Body of the society at any time after giving due notice as prescribed hereunder, either of its own or within in 45 days of receipt of a written requisition along with reason for convening such meeting, for at least 1/10th of the members of the General Body.
- iv. For any meeting of the General Body, a clear notice of at least 14 days along with a copy of the agenda of the business to be transected, date, time & venue of the meeting will be given to the members of the General Body. A copy of such notice will also be endorsed to the District Registrar.
- v. A meeting of the General Body may also be convened at shorter notice, if agreed to, by a majority (at least above 50% of the total members of the members of the General Body.
- vi. The proceeding of all meetings of the General Body will be recorded in the minutes-book (bound or in loose leaves) maintained separately for the purpose by the Secretary and such minutes will be signed by the Chairman of the meeting and the Secretary of the society.

9. Governing Body

a) Formation:

There shall be a Governing Body of the members to assure and fulfill the aims and objectives and carry out its business and other affairs. The Governing Body would be formed/ elected from amongst the members of the General Body.

b) Strength & Qualifying Clause:

The Association shall have the following members as the Governing Body, deemed in accordance with the rules and regulations of the Association.

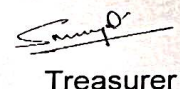
Patron – 2 (>15 yrs of membership period)
 President – 1 (>10 yrs of membership period)
 Vice President – 1 (>10 yrs of membership period)
 Honorary Secretary – 1 (> 8 yrs of membership period)
 Honorary Jt Secretary – 1 (> 5 yrs of membership period)
 Honorary Treasurer – 1 (> 10 yrs of membership period)
 Executive Members – 2 from each district of Haryana

c) Meetings:

Meetings of the Governing Body shall be convened at least once every 6 months. It may even meet more than once if it deems necessary to carry out the business of the Association. Under normal circumstances a notice of 15 days shall be given to convene a meeting of the Governing Body. However, in case of emergency a short notice of 24hrs can also be issued.


President


Secretary

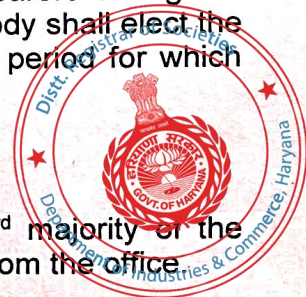

Treasurer



- d) Quorum:
A minimum of 5 members present at a meeting would be enough to constitute the quorum of the Governing Body.

10. Election / Tenure of Office bearers

- a) The General Body during the Annual Conference will elect / nominate / select all the Governing Body members whose tenure will be assigned accordingly.
- b) The term of the governing body shall be three years.
- c) The Governing Body will elect one Honorary President whose tenure will be One year. He / She will be the Past-President for the subsequent year.
- d) The Governing Body will also elect one Honorary Secretary, one Honorary Jt Secretary and one Honorary Treasurer. They will hold office for three years or till a successor is elected.
- e) A President-elect will also be nominated every year to subsequently become the President. The Honorary Secretary will be the President-elect during his third year & will become President subsequently. Similarly, the Joint Secretary will become Honorary Secretary of the association.
- f) The Association shall have 2 Executive Members from each district of Haryana. They will either be the President & Secretary of the local branch or designated by the members of that district.
- g) The election will be conducted by nomination/voting. It will be completed before annual General Body meeting. The Honorary Secretary shall invite nominations for election to membership of the Governing Body not less than one month before the holding of the annual General Body Meeting for the year.
- h) Every nomination must be Proposed by a member seconded by another member and must contain acceptance by the candidate proposed.
The members of General Body shall be elected within the frame work of the rules and regulations of the Association till such time a new body is formed. As soon as the new body is elected the old shall cease to function and would hand over charge to the new body without delay. The post of office bearer is not hereditary.
- i) In the event of any vacancy occurring amongst the office bearers during the course of their term, the existing members of the Governing body shall elect the office bearers. The person so elected will hold office for the period for which their predecessors would have functioned.
- j) The office bearers shall cease to hold office if –
i. they cease to be a member under clause No.7 above
ii. by a resolution, the General body decides by a 2/3rd majority of the members present that such office bearer be removed from the office
- j) All office bearers shall retire after expiry of their terms, but shall be eligible for re-election, only for one more term. After two terms, he/she will not be eligible for the same post during the tenure as a member.



Bunna
President

[Signature]
Secretary

[Signature]
Treasurer

11. Powers of office Bearers

- a) President:
He can use his discretionary powers for the betterment of Association activities. He can convene the emergency meetings of the Association members. He will chair the meetings of both General body & Governing Body.
- b) Past-President & President-elect:
Assist the Governing body for the smooth functioning of the association by their guidance & experience.
President-elect will preside over the association events in the absence of President.
- c) Honorary Secretary:
He will assist President in his day to day functioning of Association work.
The Honorary Secretary shall perform the usual function of his office and shall be responsible to the Association for carrying out the resolutions of the Association.
The Honorary Secretary shall keep a record of the proceedings of the meetings of the Governing Body & General Body.
All accounts and record shall be open to inspection by any member of the Governing Body.
Will organize all meetings of the Governing Body and General Body.
- d) Honorary Treasurer:
To deal with financial matters of the Association.
To maintain the accounts of the Association and coordinate with the officially designated Chartered Accountant prepare balance sheet and timely file Income Tax & GST returns.
To prepare the statement of estimated expenditure of each function
To operate the bank account with Honorary President & Secretary.
- e) Honorary Joint Secretary:
To actively assist Honorary Secretary in all the association related activities so that he/she can learn the functioning of the association.
Actively participate in all the association events and make sure that the aims & objectives of the association are fulfilled.
- f) Executive Members:
They shall discharge function of post entrusted to them by the President / Secretary of the Association and in the absence of office bearers of the Governing Body.

12. Income


The way and means of the income of the Association will be from Life membership & annual subscription of members, donations, funds, special funds, etc.

13. Expenses

- a) The income of the Association shall be applied solely towards the promotion of the aims and objectives of the Association as set forth in the memorandum of Association and portion thereof shall be paid or transferred directly in any way.


President


Secretary


Treasurer



- b) No member of the Governing Body of the Association who is the founder member shall be appointed to any salaried office of the Association. However, any other member of the Governing Body might be paid remunerations, fees or otherwise as per their qualification, experience and services rendered for the Association.
- c) The Association of its constitution is required to apply its profit in promotion of its aims and objective.

14. Audit of Account

The accounts of the Association shall be audited by the auditor and the report submitted to the General Body of the Association for its approval.

15. Enacting / Amending / Rescinding of Rules and Regulations

- a) The Governing body shall have the powers to make, if necessary, such rules and regulations for conducting its program to fulfill its aims and objectives.
- b) These rules and regulation may be audited/ rescinded / amended, if necessary, any time by 3/4th majority of the members of the General Body with the final approval of the President.

16. Dissolution

- a) The Association can be dissolved by 3/4th of the members of the General Body voting on this account.
- b) The Association shall be dissolved if majority of the members of the General Body feel it is not possible to fulfill the aims and objectives of the Association or there is paucity of funds necessary to run and organize the day-to-day function and working of the Association.

17. Management

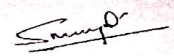
The Affairs of the Association shall be managed by a Governing Body.

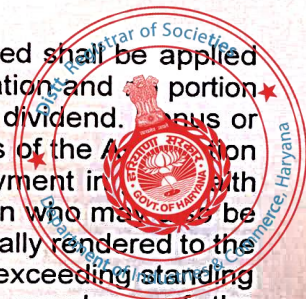
a) Income and Payment:

The income and property of the Association whatsoever derived shall be applied solely towards the promotion of the objectives of the Association and a 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 cash or remuneration to any officers or servants of the Association who may 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.


President


Secretary


Treasurer



b) Loss:

No person or person in who for the time being any funds or money 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 sum 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 willful default or neglect as determined by the governing Body or its authorized Sub-Committee.

c) Governing Body:

The Governing body will have full power of control and management of the affairs of the property of the Association to engage such officials, servants or other persons as may be found necessary for proper conduct and management of the affairs Association in carrying out its object.

18. Investment

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 Lending to benefit the Association.

19. Bank Account

Bank account will be opened in any nationalized bank and that will be operated jointly by President, Secretary and Treasurer.

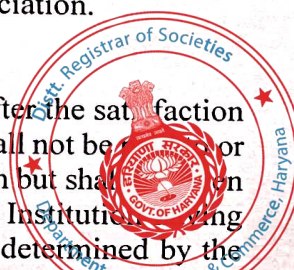
Such money and properties of the Association as are not utilized for the objects of the Association may be invested in such manner and in such banks and in such a way as the governing Body may in its sole discretion think proper and the governing body may at their discretion change the investments in order to better fulfill the objects of the association and also spend for such objects the entire money and properties of the Association without necessarily constituting or creation a permanent endowment.

20. Properties

The Governing Body shall have power to purchase, construct or acquire on lease or in exchange or on hire or by gift or otherwise any real or personal property and any right or privileges necessary or convenient for the purpose of the Association and to improve. Develop. Manage. Sell. Dispose of. Turn to account or otherwise deal with all or any part of the property of the Association.

21. 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 distributed among the members of the Association or any of them but shall be transferred to the Association or association. Institution or Institution. The objects similar to any of the objects of this Association to be determined by the votes of not less than three filths 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 State in which the Registered Office of the Association may be situated at the time.



Bunhos
President

[Signature]
Secretary

[Signature]
Treasurer

22. Court Jurisdiction

With regards to any legal disputes the judicial Courts at Gurgaon will be the courts for deciding the disputes for the purpose of jurisdiction.

Certified to be true copy of Rules and Regulation of

For Association of Otolaryngologists of Haryana, AOI HARYANA



Dr. Ravinder Kumar
President



Dr. Bhushan Patil
Honorary Secretary

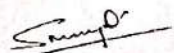
This bye laws is strictly made on the provisions of the HRRS Act 2012.If the bye laws of the said Association is inconsistent then the HRRS Act 2012 will apply



President



Secretary



Treasurer