

THE BOMBAY 'C' WARD MEDICAL ASSOCIATION

C/o. Bombay Medical Union, Blavatsky Lodge, French Bridge,
Mumbai -400 007. Tel: 23612880.

PART I MEMORANDUM

1. **NAME** : The name of the Association shall be” **THE BOMBAY 'C' WARD MEDICAL ASSOCIATION**”.
2. **OFFICE** : The office of Association shall be Located at the C/o. **BOMBAY MEDICAL UNION**, Blavatsky Lodge, French Bridge, Mumbai-07. as the decided by Managing Committee from time to time till an office premises of the Association is acquired either an lease, rented or ownership basis.
3. **AIMS AND OBJECTS** :-
 - I) To work for promotion and advancement of medical and allied sciences in all their branches, the improvement of public health and medical education in India, the upholding of the honour and dignity and maintenance of the interest of the medical profession.
 - II) To work for enlargement of social contacts amongst members of the association and also members of their families.
 - III) To organize activities such as meeting, congresses, Celebrations, Conferences, social get together, lectures and demonstrations on any aspect of medical and allied Sciences.
 - IV) To undertake and encourage research in medical and allied sciences with grants out of the funds of the association or funds collected in such other manner as may from time to time be determined upon by the Association.
 - V) To purchase, take lease or obtain on rental basis office premises or land for erecting office or premises for such other purpose to fulfill the aims and objects of the Association.
 - VI) To borrow money or raise funds in such manner as the Association may think fit and collect subscriptions and donations for the purpose of the Association cognate with aims and objects of the Association.
 - VII) To give an interest any moneys of the Association not immediately required for any of its objects in such manner as may from time to time be determined by the managing Committee.
 - VIII) To assist, subscribe, Co-operate, collaborate or affiliate with any other institution or public body whether incorporated, registered or not, having altogether or in part objects

similar to those of the association.

- IX) To do all such other things as are cognate to the objects of the Association or conducive to the attainments of the above objects.

Part II - RULES AND REGULATIONS

1. **AREA OF OPERATION** : The area of operation of the Association shall be the municipal Limits of Greater Bombay.
 2. **ASSOCIATION YEAR** : The year of the Association for financial purpose shall be from 1st April, of the year to 31st March, of the year.
- (A) ELIGIBILITY :**
- (i) All medical practitioners holding qualifications registrable with the Bombay Medical Council Under the Bombay Medical Council Act 1972, shall be eligible for membership of the Association.
 - (ii) All medical practitioners holding qualifications like B.A.M.S., G.F.A.M., D.A.S.F. etc., registrable under the Maharashtra Board of Ayurvedic and unani system of Medicine, Maharashtra Medical Practitioners act 1961 and also Dental surgeons holding qualifications like L.D.Sc., B.D.Sc., B.D.S. M.D.S. etc., registrable under the Maharashtra Dental Council, Dental Act 1948. Shall be eligible for membership of the Association.
- (B) CLASSIFICATION:**
- (a) Patrons.
 - (b) Life Members.
 - (c) Ordinary Members.
 - (d) Associate Members.
3. **ADMISSION** : Doctors eligible for membership will be admitted to the association on application on a prescribed form on their payment of the prescribed admission fees of Rs. 10/- and membership subscription. Such forms will be placed before the meeting of the committee for its approval.
 4. **SUBSCRIPTION** : Each member of the association shall pay a subscription of Rs. 40/- (Rupees forty only) annually.
- (a) **PATRONS** : Any medical practitioners who is eligible to become member of the association can become a patron of the association on payment of Rs. 1000/-. He or She shall enjoy all the rights of a regular member for his life time.

- (b) **LIFE MEMBER** : Any medical practitioners who is eligible to become member of the association can become a life member on payment of Rs. 750/-. He or She shall be entitled to all privileges of a Regular Member for his life time.
- (c) **ORDINARY MEMBERS** : Any medical practitioners who is eligible to become member of the association and is either residing or practicing in 'C' Ward shall be eligible to be a Regular Member of the Association.
- (d) **ASSOCIATE MEMBER** : Any medical practitioners who is eligible to become member of association and is either residing nor practicing in 'C' Ward shall be eligible to be an associate member of the Association.

5. **REGISTER** : The Register of all members of the Association with their qualification and Addresses shall be maintained by the Hon. Jt. Secretaries and revised from time to time.

6. **PREVILEGES OF MEMBERS** :

- (a) **Patrons and Life Members** : All patron Members and Life Members of the 'Association' shall have the right to attend participate and vote at all the general body meeting of the association. They shall be entitled to attend all the functions, scientific, cultural, etc. of the 'Association' on payment of fees as decided by the managing committee of the 'Association'.
- (b) **Ordinary Members** : All ordinary members shall have the right to attend and take part in all General Meetings, Conference, Lectures, Discussions and Demonstrations and other activities organised by the Association and vote on all resolutions according to the Rules and Regulations framed for the purpose.
- (c) **Associate Members** : Associate members as defined in para 7 (2) shall not be entitled to hold office or vote at any meeting of the Associations. However they shall have their privilege to attend the meetings, conference scientific lectures or demonstration or meetings socials and to take part in any other activities organised by the association for their members and family members.
No members shall have power of voting at any of the meetings of the Association within 60 days of his acceptance as a member by the managing committee.
No member in arrears shall be eligible to vote in any meeting of the Association.

7. **RESIGNATION** : The member may resign the membership of the Association by giving one months notice in writing to the Hon. Jt. Secretary. While resigning a member shall be liable to pay his dues to the Association.

8. **TERMINATION** : The membership can be terminated on account of (a) Undesirable conduct (b) conviction by a Court of Justice (c) Deregistration by the registering authority (d) Forfeiture of medical qualification (e) Non payment of dues as per Rule No.9.

9. **RE-ADMISSION** : The members who have resigned or whose names have been removed from the Register may be readmitted can payment of the fresh admission fee, membership fee and all previous dues of the Association.

10. **MANAGEMENT OF ASSOCIATION** : The management of the Association shall be voted in the Managing Committee.

11. **COMPOSITION OF THE MANAGING COMMITTEE** : The Managing committee shall consist of the following members.

1. President.
2. Immediate Past President.
3. Two Vice President.
4. Two Hon. Jt. Secretary.
5. Hon. Clinical Secretary.
6. Two Hon. Treasurers.
7. Twelve ordinary members of the Association elected at the Annual General Body Meeting of the Association.
8. Seven Co-opted members by the Managing committee out of which three shall be from ordinary members and four from associate members.

12. **VACANCIES IN MANAGING COMMITTEE** :

- a) On attendance of an elected or a coopted member at the three consecutive meeting of the managing committee without its prior permission shall constitute a vacancy.
- b) Vacancies occurring in the managing committee between any two Annual General Body Meeting shall be filled by the managing committee by a majority of votes.
- c) In case of a vacancy occurring in the Presidentship the senior Vice President shall act as President during the remaining period of office.

Seniority of the Vice President shall be counted according to the duration of membership of the Association, in case the election is uncontested at the Annual General Body Meeting. If otherwise one who gets higher votes at the Annual General Election shall be the Senior Vice President.

13. **DUTIES & POWERS OF THE MANAGING COMMITTEE** : The managing committee shall:

- a) Direct and regulate the general affairs of the Association and appoint and discharge the staff of the Association.

- b) From Rules and Bye-Laws for its own guidance and to alter, amend or repeal them subject to approval by the general body of Association.
- c) Appoint Committees and sub Committees.
- d) Represent in any matter in which they consider the interest of the Association or of the medical profession are affected before Government, public bodies or any other bodies.

14. DUTIES & POWERS OF OFFICE BEARERS :

a) President : The President shall preside at all meeting of the Managing Committee and the General Body. He shall guide day to day deliberations of association with the help of other bearers. President shall have right to call urgent General Body and Managing Committee Meetings, President shall represent the association at various other bodies. He shall interpret the rules and byelaws during the Meetings.

b) Vice President : Senior Vice President shall perform the duty in absence of President. Seniority will be considered on number of votes at election or in absence of election by seniority of membership in the association. In absence of President and Vice President, members present at the meeting shall elect any member from amongst members of Managing committee to the chair. Such a Chairman have the same right as that of a President in that meeting only. He shall vacate the chair on arrival of President or any of the vice Presidents.

c) Hon. Jt. Secretaries : The Secretaries on consultation within the president and under directions of the managing committee, shall conduct the affairs of the Association. Convene meeting along with agenda and keep minutes and maintain all the books and records of the association Secretaries shall organize social and do everything necessary in furtherance and fulfillment of aims and objects of the Association. They shall see that Hon. Treasurers prepare and submit the Annual Report to the managing Committee for submission to the annual General Meeting.

d) Hon. Jt. Treasurers : They shall collect subscriptions and keep account of the fund and open an account in the bank approved by the managing committee. The account shall be in the name of the association and shall be jointly operated, under the signatures of the two:

i) One of the two Hon. Treasurers, or President in absence of Hon. Treasurers.

II) One of the two Hon. Jt. Secretaries.

They shall submit an audited statement of accounts signed by the auditor to the managing committee in time to enable them to place before the managing committee for submission to the Annual General Meeting.

e) Hon. Clinical Secretary : The clinical secretary will look after clinical activities of the Association and shall arrange clinical meetings etc.

15. ELECTIONS :

a) Office bearers and members of the managing committee shall be elected at the Annual General Meeting.

b) No members shall be eligible to be elected as an office bearer unless he has been a member of the managing committee for at least one year.

16. Meetings :

A) Managing Committee Meetings :

- a) Ordinary Meeting : The ordinary meeting of the managing committee shall be convened by the Hon. Secretary in consultation with the President once a month or whenever necessary. The notice of such meeting shall be 7 days.
- b) Urgent Meeting : The urgent meeting of the managing committee may be convened by the Hon. Jt. Secretary in consultation with the President to consider any urgent business of the association. Such a meeting can be called at a shorter notice.
- c) The quorum of managing committee: Shall be nine (9) out of which five (5) members will be other than office bearers.

B) General Body Meeting :

a) Annual General Body Meeting :

The Annual General Body Meeting shall be held not later than the 30th June each year and a notice there of shall be given at least 14 days before the date fixed for the meeting together with the Annual Report, Audited Statement of accounts and balance sheet of the association.

The order of the business to be transacted at such a meeting shall be as follows unless otherwise determined at the meeting.

- i) To read and confirm the minutes of the last meeting of the Annual General Body Meeting of the Association.
- ii) Business arising out of the minutes.
- iii) To adopt the Annual Report Covering all the activities of the Association as approved by the managing committee. The reports of the other committee shall be appended to this report.
- iv) To pass the audited statement of accounts and balance sheet.
- v) To appoint scrutiners if necessary.
- vi) To elect the office bearers and members of the Managing Committee for the ensuing years.
- vii) To appoint certified Auditors for the ensuing year and to fix the remuneration.
- viii) To consider Resolutions recommended by Managing Committee and send by other members of the association.
- ix) To consider amendments to rule and bye-laws recommended by Managing Committee and sent by other members of the Association. The recommendation should reach the office of the Association at least three weeks before the date of the Annual General Body Meeting.
- x) Any other business with the permission of the chair.

2. Ordinary General Body Meeting :

The ordinary general body meeting of the Association will be convened by the Hon. Secretary at the instance of the President by 14 days notice.

3. **Urgent General Body Meeting :**
Urgent General Body Meeting may be called by the Hon. Secretary at the instance of the President for transacting of urgent nature at shorter notice.
4. **Requisition of General Body Meeting :**
On a request signed by at least 30 members President shall call a requisition meeting within 21 days to consider the agenda mentioned in requisition. At least 14 days notice shall be given to all the members.
No other agenda except which is mentioned in the request letter shall be considered at such a meeting. If the President fails to call such a meeting in 21 days time the members who have signed the requisition may call such a meeting with a seven days notice to discuss the agenda specified in requisition.
If there is no quorum at Requisitioned meeting the meeting shall be declared closed. No requisitioned meeting of general body shall be convened to consider the same agenda within six months from the date of meeting of the first meeting.
17. **BANK ACCOUNTS** : All the moneys of the Association shall be deposited in a scheduled bank or Banks determined by Managing Committee from time to time and shall be kept in the name of the Bombay 'C' Ward Medical Association. The funds shall be operated jointly by 2 of the followings:
 1. One of the Two Hon. Jt. Treasurers, or President in absence of Hon. Treasurers.
 2. One of the Two Hon. Jt. Secretaries.The Managing Committee shall, out of the funds of the Association, defray all ordinary expensed and shall pay rents, salaries wages and such other charges as may be necessary for carrying out the work of the Association.
This shall further provide for expenses on Association's publications, Scientific Conferences, research prizes and such other events or purpose as it may consider advisable.
18. **FUNDS OF THE ASSOCIATION** : The funds or income of the Association shall include.
 - a) Subscription from members.
 - b) Admission fee from Members.
 - c) Reception committee fees, Delegates fees and saving at the time of conference.
19. **RESERVE FUND** :
 - i) The admission fee, life membership fee and patronship fee shall be credited to reserve funds.
 - ii) Any surplus amount available may be taken to the reserve funds if deemed fit by the Annual General Body Meeting.

20. BOARD OF MANAGEMENT OF FINANCES OF THE "ASSOCIATION" :

The board of management of Finances of the "Association" shall be in continue of Reserve Funds, Fixed Deposits, various corpuses and any other Investment of the Association finances including properties of the Association.

The Composition of Board:

- a) Three permanent members elected by the General Body existing at the time of formation of board.
- b) Three members elected every year at the Annual General Body Meeting.
- c) Three members elected by managing committee every year.
- d) President, one of the Hon. General Secretary, and one of the Hon. Treasurer, as ex-official members.

Chairman : Chairman shall be elected from amongst three permanent members by the members of the board.

Vacancies : Any vacancy in the permanent members shall be filled by remaining two permanent members. Any vacancy from amongst three managing committee members shall be filled in by managing committee for the remaining period of membership.

Any vacancies amongst three members elected by General Body shall be filled in by managing committee for remaining period of membership.

Account to be operated by any two 1) Chairman or his absence one of the remaining two permanent trustees and 2) One of the three trustees elected by members of the managing committee.

21. DISSOLUTION : The Association shall not be dissolved except by a continue of three fourth of new members of the association on the list at the material time. The fund and assets of the Association shall be disposed off after meeting all the liabilities in accordance with the decision of three fourth of valid members of the association on the list at the material time.

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