

Kerala Society of
Ophthalmic Surgeons

Constitution
And
Bye-Laws

Registered under
Societies Registrartion Act XXI 1860
NO. 387/2003

KSOS - CONSTITUTION AND BYE - LAWS

Memorandum of Association

[The functions of the society shall be in accordance with the provisions of the Societies Registration Act XXI of 1860.]

Name

The society shall be called, Kerala Society of Ophthalmic Surgeons (in abbreviation and generally known as K S O S)

Registered Office

Registered office of the Society shall, until otherwise determined by the members, be at 2/2198-A, Near Civil Station Head Post Office, Kozhikode - 673 030, Kerala

Work Area

The Society shall have activities any where and everywhere in the state of Kerala, and in other states, if so decided by the Executive Committee and ratified by the General Body. The objectives/activities of the society shall be carried out in India only.

Resources

The income and property of the Society shall be applied towards the promotion of objectives as set forth in the Memorandum of Association.

Objectives

The general objectives of the Society shall be the development and promotion of the study and practice of ophthalmology, to impart training, implement research and development and to such other acts that will improve the general well being of the visually handicapped sections of the society, and to promote social contacts among Ophthalmologists of Kerala and India at large.

The Specific Objectives For Which The Society is Being Formed Are As Follows

1. Encouraging scientific research and experimental work in the field of Ophthalmology.
2. Conducting seminars, CMEs and workshop to help members learn new techniques and understand new technologies.

3. Establishing and maintaining reference libraries, furnishing them with books, journals, CDs, cassettes and other learning aids relating to ophthalmology.
4. Observing and advising on legislation affecting Ophthalmologists and the Science and Practice of Ophthalmology.
5. Publishing a journal (Kerala Journal of Ophthalmology), newsletters, books and owning and operating a website devoted to Ophthalmology.
6. Bringing the members of the Society together periodically at conferences.
7. Receiving subscriptions from members, donations and contributions from members, non-members, District Ophthalmic Bodies and other Ophthalmic Associations/Societies and holding the funds in trust for any particular purpose/s for the advancement of the science and practice of Ophthalmology.
8. Co-operating with other medical bodies.
9. Organizing exhibitions of machinery/instruments/tools/appliances/medications pertaining to Ophthalmology with a view to encourage the manufacturing of the same in Kerala and India.
10. Making rules when deemed necessary, inter-alia relation to discipline and professional conduct of the members of the Society.
11. Making, bye-laws, rules and regulations and to delete, alter, amend, or add to the same as and when necessary.
12. Reducing the incidence of blindness by promoting awareness among the people, especially the tribal and society/economically weaker sections about prevention of eye ailments that may lead to blindness with emphasis on quality health care.
13. Abolishing all curable blindness in Kerala by holding eye camps in Kerala, alone or with governmental/non-governmental agencies.
14. Aiding rehabilitation projects and welfare the visually handicapped sections of the society by imparting training and implementing research in those areas.
15. Purchasing, holding, selling, renting or mortgaging properties, movable or immovable that may be necessary for the aforesaid objectives, and for any other purposes of the society.
16. Constructing, maintaining, altering, renting or leasing any building as and when necessary for the aforesaid objectives.
17. Doing such things as may be incidental or conducive (conducive) to the attainment of the aims and objectives of the Society.

Rules and Regulations

[The functions of the Society shall be in accordance with the provisions of the Societies act of 1860]

ARTICLE 1

Name

The Society shall be called Kerala Society of Ophthalmic Surgeons (in abbreviation and generally known as K S O S)

ARTICLE II

Registered Office

Registered office of the society shall, until otherwise determined by the members, be at 2/2198-A, Near Civil Station Head Post Office, Kozhikode 673 030, Kerala.

ARTICLE III

Work Area

The Society shall have activities anywhere and everywhere in the state of Kerala, and in other states, if so decided by the Executive Committee and ratified by the General Body. The objectives/activities of the society shall be carried out in India only

ARTICLE IV

Resources

The income and property of the Society shall be applied towards the promotion of objectives as set forth in the Memorandum of Association.

Article V

Objectives

The general objectives of the Society shall be the development and promotion of the study and practice of Ophthalmology, to impart training, implement research and development and to such other acts that will improve general well being of the visually handicapped sections of the society, and to promote social contacts among Ophthalmologists of Kerala and India at large.

This society shall carry out the following activities without any profit motive. The **income** of this non profit making society shall be used solely to carry out the objectives. The income will not be utilized for payment to members by **way** of profit.

The specific objectives for which the Society is being formed are as follows

1. Encouraging scientific research and experimental work in the field of Ophthalmology.
2. Conducting seminars, CMEs and workshop to help members learn new techniques and understand new technologies.
3. Establishing and maintaining reference libraries, furnishing them with books, journals, CDs, cassettes and other learning aids relating to ophthalmology.
4. Observing and advising on legislation affecting Ophthalmologists and the Science and Practice of Ophthalmology.
5. Publishing a journal (Kerala Journal of Ophthalmology), newsletters, books and owning and operating a website devoted to Ophthalmology.
6. Bringing the members of the Society together periodically at conferences.
7. Receiving subscriptions from members, donations and contributions from members, non-members, District Ophthalmic Bodies and other Ophthalmic

Associations/Societies and holding the funds in trust for any particular purpose/s for the advancement of the science and practice of Ophthalmology.

8. Co-operating with other medical bodies.
9. Organizing exhibitions of machinery/instruments/tools/appliances/medications pertaining to Ophthalmology with a view to encourage the manufacturing of the same in Kerala and India.
10. Making rules when deemed necessary, inter-alia relating to discipline and professional conduct of the members of the Society.
11. Making, bye-laws, rules and regulations and to delete, alter, amend, or add to the same as and when necessary.
12. Reducing the incidence of blindness by promoting awareness among the people, especially the tribal and socially/economically weaker sections about prevention of eye ailments that may lead to blindness with emphasis on quality health care.
13. Abolishing all curable blindness in Kerala by holding eye camps in Kerala, alone or with governmental/non-governmental agencies.
14. Aiding rehabilitation projects and welfare of the visually handicapped sections of the society by imparting training and implementing research in those areas.
15. Purchasing, holding, selling, renting or mortgaging properties, movable or immovable that may be necessary for the aforesaid objectives, and for any other purposes of the society.
16. Constructing, maintaining, altering, renting or leasing any building as and when necessary for the aforesaid objectives.
17. Doing such things as may be incidental or conducive to the attainment of the aims and objectives of the Society.
18. Benefits of the society are open to all, irrespective of caste/religion/sex etc.

Management

The management of the Society is entrusted, in accordance with the rules and regulations of the Society, to the Executive Committee, elected by the General Body from among its members.

Article VI

Property of the Society

- ◆ All the money received from any sponsors
- ◆ Grants or aid received from Central/State Governments or from any foundations or organizations or any other national/international bodies.
- ◆ Money, land or other property received or collected by the way of donation, bequest or otherwise from person/s and
- ◆ Membership fees

Shall be considered as the property of the Society and shall be applied towards the promotion of the objectives set forth in the Memorandum of Association and according to the rules and regulations of the Society only.

ARTICLE VII

Membership

Membership of the Society shall be open to any qualified Ophthalmologist, who subscribes to the **objectives** of the Society.

Membership shall be of four types

1. Life Membership : Any person, who is a graduate in Modern Medicine, with permanent registration with any medical council in India, having post graduate qualification from any recognized university/institute/board in India or outside, and who has paid a onetime, non refundable subscription of Rs 2000/- and admission fee of Rs 1100/- or the amount fixed **by** the General Body from time to time, shall be eligible for Life Membership.

Once the General Body ratifies their membership, they will be issued a membership certificate and/or a photo ID card with the life membership number. This number has to be quoted in all correspondence with the Society, and the photo ID card to be produced when asked for at the time of voting or at other time.

2. Associate Membership: Post graduate students/residents/fellows in **Ophthalmology**, who are not qualified and who pay a sum of Rs 3100/- or more by way of donation to the society shall be eligible to become associate member and, shall be permitted to take part in all clinical and social activities of the society. Associate members shall not contest to any post of the Society and shall not vote in elections to them. They shall be made life members on production of qualification certificates.

3. Honorary Membership : Any person/s who has rendered outstanding service to Ophthalmology in general, and Indian Ophthalmology in particular shall be eligible to become an honorary **member**, provided his/her name is unanimously recommended by the Executive Committee and approved by two-thirds of the General Body. He/she shall be entitled to participate in all clinical and social activities of the Society; but cannot hold any office or be nominated to the Executive Committee.

4. Visiting Membership : Any member of the medical profession shall attend any meeting of the Society as a visiting member, with the consent of the President.

Membership shall become effective only after the ratification by the General Body. Any new member, whose membership is under consideration, shall take part in the deliberations of any meeting of the society, held prior to his/her membership being ratified, with the permission of the President. He/she, however, shall not have the right to vote until the ratification of membership.

All applications for membership shall be dispensed by the Executive Committee of the Society. No person can claim membership as a matter of right. It shall be competent to the Executive Committee to refuse admission to any person, without assigning any reason. The Executive Committee shall be able to raise, lower or waive the membership fees for any individual/organization/group at its discretion, subject to the approval of the General Body.

Article VIII

Cessation of membership

Membership of the society shall cease

1. By voluntary resignation as from a specified date. (Membership fees will not be refunded)
2. If the Executive Committee decides by two-third majority to delete the name of the member from the register for any proved unprofessional behaviour or conduct, and is confirmed by the General Body by two-third majority at its next meeting. Before any disciplinary action of such nature is taken, the concerned member shall be served with a notice asking to be present before the next meeting of the Executive Committee and shall be given an opportunity to explain.

Article IX

The Executive Committee

The affairs of the Society shall be managed by an Executive Committee consisting of office-bearers and executive committee members. The total number of executive committee members including office-bearers shall not be less than 15 or more than 31.

Office-bearers

1. President
2. President elect
3. Vice-president
4. Hon. General Secretary (Executive head of the Society)
5. Hon. Treasurer
6. Chairman, scientific Committee
7. Editor, Journal (K J O)
8. Joint Secretary
9. Editor, Website
10. Past presidents for the three previous years and immediate past secretary.

Executive Committee Members

The total number of executive committee members shall not be less than ten (10). They shall be life members of the society, residing in Kerala and who fulfill the eligibility criteria of the KSOS office-bearers' post (mentioned in Article X)

One member shall be nominated by each District Ophthalmic Body affiliated to KSOS.

Ethics committee

The Ethics Committee shall be constituted by the first executive committee meeting of the year, with one Chairperson, who is the president of KSOS, one Convener, who is the secretary of KSOS and two members, who are the two immediate past presidents of KSOS, nominated by the Executive Committee. The term of Ethics Committee shall be one year.

AIOS Managing Committee Members

(Nominated by KSOS to AIOS) shall be special invitees to KSOS executive committee meetings.

ARTICLE X

Elections

1. One vice-president shall be elected by the General Body **every** year at the annual conference. He/she will hold office till the next General Body, then becoming the President Elect for the next one year, taking over as the President the third year. The vice-president shall become the President, if by any reason the President Elect is unable to take over as President.

2. The other office-bearers mentioned in Article IX shall be elected at the General body meeting of every other the annual conference and shall hold office for two years.

3. Credit point system

Attending

AIOS Annual Conference 25 points

KSOS Annual Conference 25 points

AIOS/KSOS CME/workshop 15 points

Publishing articles in

I J O or any other indexed journal 15 points

K J O 15 points

The aim of credit point system is to encourage members to attend conferences/CMEs/workshops and publish articles.

4. Posts of KSOS

a) Executive Committee Members

Any member of three years good standing **in** KSOS, residing and **practicing** in Kerala and who has got 80 credit points in the preceding two years is eligible to be an Executive Committee Member.

b) Editor, KJO/Editor, Website/Joint Secretary

Any members of five years good standing in KSOS, residing and practicing in Kerala, and who has obtained a minimum of 100 credit points in the preceding two years is eligible to be the Editor, KJO/Editor, **Website / Joint Secretary**.

c) Hon. Secretary, Hon. Treasurer, and **Chairperson**, Scientific Committee

Any member of ten good standing in KSOS, residing and **practicing** in Kerala, who has obtained a minimum of 100 credit points in the preceding two years, and who has been Executive Committee Member/Office Bearer for at least one term is eligible to be the Hon. Secretary, Hon. Treasurer, or the Chairperson, Scientific Committee.

d) Vice-President

Any member of ten years standing in the Society, residing and practicing in Kerala, with 100 credit points, who has been a member of the Executive Committee for at least one term, and held one of the senior offices (Hon. Secretary, Treasurer, Scientific Committee

chairman or Editor KJO (with effect from 2009) for at least one term, is eligible for the post of the vice-president.

e) AIOS Managing Committee Members (two)

Any member of ten years standing in the Society, residing and practicing in Kerala, who has 100 credit points [out of which 25 or more should be for attending AIOS annual conference], is eligible to become AIOS managing committee member.

5. **Election Procedure**

The Hon. Gen. Secretary shall have the nomination form published in the second issue of the K J O/ Newsletter, and make it available on the website. In any case it shall be available to all the members by 30th of June of the election year.

The nomination has to be submitted by the candidate in the prescribed form. Each candidate has to be proposed by a life member and seconded by two others.

One person can contest for one post only.

completed nomination has to reach the Hon. Gen. Secretary by 30th of September.

The Hon. Gen. Secretary shall scrutinize the nominations and handover the valid nominations to the Returning Officer, who shall be a senior member of the executive committee or a past president, appointed by the President in consultation with the Executive Committee.

The Returning Officer shall announce the candidate for the various posts 30 days before the date of election, and this information shall reach the members along with the notice for the General Body Meeting.

Polling, when necessary shall be conducted on the second day of the Annual Conference from 9 AM to 2 PM. Only life members with their KSOS ID cards or any other (decided by the Returning Officer) will be allowed to vote. Voting by proxy is not allowed.

If no nominations are received by post, fresh ones can be called for from the floor of the General Body Meeting. In case of the contest, election by secret ballot shall be conducted at the end of the General Body. Only life members who are present with their ID cards, or any other as decided by the Returning Officer, and who have signed the register shall be allowed to vote.

6. The President Elect of the previous year will become the President from the commencement of the current year. If the President Elect is unable to take over as president, the vice president shall do so.
7. In the event of vacancy occurring amongst the office bearers, other than the Executive Committee Members during the course of any year, the existing members shall elect the office bearer/s from amongst themselves. The persons so elected shall hold office for the period for which his/her predecessor would have functioned. (Vacancies so filled not exceed three during the year).
8. Office bearers shall cease to hold office
 - a) When their term is over

- b) If by resolution, the General Body decides, (by two-thirds majority), that the office bearers be removed from office.
 - c) Secretary and **Treasurer** shall cease to hold office when their term is over.
9. Any Office-Bearer/Executive Committee Member, who fails to attend 50% of executive committee meetings in a term, without valid reason shall be disqualified from contesting for any post of KSOS for a period of six years.

ARTICLE XI

Executive Committee/General Body Meeting

1. Members of the Executive Committee shall meet **at least** four times a year, preferably just before the Annual General Body. More than half the total number shall **form** the quorum.
2. The Hon. Gen. Secretary shall circulate the agenda of the meeting along with minutes of the previous meeting at least one month before the meeting.
3. The President when present shall preside at the meeting of the Executive Committee and General Body. In his absence the President Elect shall officiate for him/her. In the absence of the President **and** the President Elect, the vice-president shall **officiate** for the President. In the absence of President, President Elect and the vice-president, the meeting may elect its own Chairman and for the purpose of the meeting he **shall** have all the powers of the President.
4. The President, in the event of a tie shall have casting vote.
5. The voting **shall** be secret ballot.
6. Whenever the Hon. Gen. Secretary deem it desirable to have the opinion of the executive committee and if it is impossible/inconvenient to call a meeting, he/she shall do so by post, whenever possible or by telephone or internet/e-mail, and according to the view of the majority.
7. The General Body shall meet **at least once a** year along with the Annual Conference. The quorum shall be one-third the membership or sixty members, **whichever** is less. In the event of the quorum not being met, the meeting is adjourned and recalled after half an hour.
8. Extra-ordinary General Body may be called by the Hon. Gen. Secretary, under instruction from the President, as and when required.
9. He shall publish at least 4 issues of newsletter as a medium of communication between the office bearers and members. This may be mailed along with KJO.
10. The secretary is responsible for corresponding with the Registrar of Societies.

ARTICLE XII

Journal of the Society

1. The Society may publish or get published, a journal called the “Kerala Journal of Ophthalmology” [K J O] under the direction of the Editor-Journal, elected by the General Body.

2. The Editor shall **form** an editorial board consisting of the Editor, the Chairperson-Scientific Committee, and members nominated by the Editor with approval of the Executive Committee. The President and Hon. Gen. Secretary shall be ex-officio members.
3. The editorial board shall constitute a separate code of bye-laws for the conduct and publication of the journal with the approval of the Executive Committee.
4. Journal Fund : It shall consist of a corpus fund of Rs. 300,000/- (as decided by the Executive committee), advertisement traiff collected, and donations from well-wishers. The corpus fund may be augmented by the Society from time to time.
5. Audited accounts [certified by auditor] shall be submitted to the Treasurer and/or General Secretary and the General Body.

Article XIII

The President

He shall regulate the proceedings of the Society and Executive Committee. He shall enforce the observance of rules and regulations. He shall sign the minutes of the Executive Committee and the General Body. Throughout the year he shall act in the capacity of the President of the society for whatever action the society may have to take prior to the next meeting of the General Body.

Article XIV

The Hon. Gen. Secretary

1. The Hon. Gen. Secretary shall manage all the correspondence and shall keep the minutes of Executive Committee and General Body meetings, which shall be read and confirmed at the succeeding meeting of each. He shall have charge of the office and keep a register of all papers communicated to him. He shall be responsible to the Society. All records shall be open to scrutiny by any member of Executive Committee\Office-bearer.
2. All documents, conveyance contracts shall be executed jointly by the President, Hon. Gen. Secretary and the Treasurer.
3. The properties of the Society shall be under the control of the Hon. Gen. Secretary.
4. The Hon. Gen. Secretary shall perform the usual functions of his office and shall be responsible for carrying out the resolutions of the Society.
5. **The Hon.Gen. Secretary may incur an extra ordinary expenditure of not more than Rs. 15000/- without the sanction of the Executive Committee except as provided in the Budget.**
6. The Hon. Gen. Secretary shall keep a record of the proceedings of the Executive Committee and all accounts shall be open to any member of the Executive Committee shall be read and confirmed at the succeeding meeting. **The minutes of each meeting of the committee shall be read and confirmed at the succeeding meeting.**

7. The Hon. Gen. Secretary shall be responsible for maintaining the credit point score of each member contesting for any post of the Society and shall **present** it at the time of election of office-bearers/Executive Committee Members, should the need **arise**. He shall verify the nominations to the Executive Committee forwarded by the **affiliated** District Ophthalmic Body as regards the credit point scores of the nominees.

ARTICLE XV

The Joint Secretary

The joint secretary shall perform such tasks as entrusted to him by the President or Secretary in consultation with the Executive Committee. The Joint Secretary shall be in charge of maintaining and periodically updating the Member's Directory. He will publish KSOS Newsletter under the guidance of Gen. Secretary from resources managed by himself not depending on funds of KSOS.

ARTICLE XVI

The Hon. Treasurer

1. The Hon. **Treasurer** shall receive the money due to the Society and shall make all payments in accordance with the rules framed by the Executive Committee; and shall keep account of all transactions. Every receipt issued shall be signed by him. He shall prepare a statement regarding the financial position of the Society which **shall** be audited by certified auditors and shall present the same at the Annual General body for adoption.
2. The Hon. Treasurer shall prepare a budget and present it before the Executive Committee and then before the general body for sanction.
3. The Treasurer shall verify the accounts of subsidiary units of KSOS (KJO, Website, and **Scientific** Committee and the General body.
4. The Treasurer is responsible for filing IT returns **on** time and corresponding with the concerned authorities on all matters related to the accounts of the society.
5. He/she shall publish an audited accounts and state of financial affairs of the society every year.
6. The accounts of the Society shall be operated jointly by the Hon. Gen. Secretary and the Hon. Treasurer.

Article XVII

The Chairperson, Scientific Committee

1. The Scientific Committee Chairperson, along with the President, the Hon. Gen. Secretary and the Treasurer/Editor (KJO), shall inspect **the** venue of the annual conference **at least** six months **before** the event and certify as to its suitability. The criteria of suitability are:
 - [A] The venue should have **at least** three air-conditioned halls, the bigger with a seating capacity of **at least** 500 and the others of 250.

- [B] It should have **the** facility to conduct a Poster Exhibition as well as a Scientific Exhibition.
- [C] It **should** have adequate catering facilities.
- [D] It should have good audio-visual facilities including a facility to conduct the Video Film Competition.
- [E] It should be conveniently located for easy access and should have arrangements for accommodation of the delegates at the venue or nearby.
2. The Scientific Committee Chairperson, along with the President and the Hon. Gen. Secretary, in consultation with the Executive Committee shall select the **recipient** for the Oration Awards of KSOS.
 3. The scientific programme of the annual conference of KSOS shall be decided by the Scientific Committee Chairperson and the local scientific committee.
 4. The Scientific Committee Chairperson, in consultation with the scientific committee, shall select the free papers and video films to be included in the award sessions.
 5. The judges for the various awards shall be decided by the Scientific Committee Chairperson in consultation with the President and the Hon. Gen. Secretary at least 15 days before the event. The Scientific Committee Chairperson should send the full text to the judges for evaluation and marking. The text shall be masked with regard to the author and institution. The marks should reach the Sc. Comm. Chairman at least two weeks before **the** conference. As far as possible, different judges (other than ones who awarded marks) should evaluate the presentations.
 6. Eligibility criteria for judges : **Three** senior members of ten years good standing in KSOS can be selected as judges. Preferably one judge can be an invited faculty.
 7. While giving marks for the award session, the following criteria can be observed by the judges:
 - 50% marks allotted for the text of the paper and type of study.
 - 50% marks for **presentation** [quality of slides etc.]
 - New ideas/technologies/techniques can be given additional marks.
 - Credit marks be given for maintaining timing
 - Penal points for exceeding time.
 8. Those who present papers should be given **certificates**, preferably immediately after the presentation/session.
 9. Attendance certificates signed by the President, Scientific committee Chairman and the Organizing Secretary shall be given to all the delegates, who attended, according to the stipulations of TCMC.
 10. The result of the competitive sessions should be declared before or at the closing ceremony. He/She shall present the list of awardees at the 1st ECM of the KSOS year.
 11. The Scientific Committee Chairperson shall see to it that, the authors, who after getting selected for presentation, do not do so or have their co-authors present, without valid reasons, and without informing the Scientific Committee **Chairperson**, shall not be

allowed to present any paper or take part in any scientific activities of KSOS for a period of two years.

12. The Scientific Committee Chairperson shall see to it that other than guest speakers, only registered delegates should be permitted to present papers, video films and such clinical material; and to take part in quiz and such academic competitions.
13. The Scientific Committee Chairperson and Organizing Secretary of annual conference shall approach the TCMC in time to get the CME credits for the annual conference.
14. The scoring sheets of various competition sessions will be uploaded in the KSOS website within 14 days of conclusion of the annual conference.
15. All accounts of the scientific committees shall be operated jointly by the treasurer and scientific committee Chairman.

ARTICLE XVIII

The Editor - Kerala Journal of Ophthalmology

The Editor shall bring out, in collaboration with an editorial board, chosen by him/her in consultation with the Executive Committee, **four** issues of Kerala Journal of Ophthalmology (March/June/September/December)

The accounts shall be operated jointly by the treasurer and Editor KJO. The Editor shall keep accounts of all the income and expenditure regarding the K J O. The bills, vouchers and accounts should be verified by the Treasurer every quarter and presented before the subsequent ECM and General body. The income and expenditure statement of KJO for the current year should be presented before the Treasurer at least one month before the annual general body.

ARTICLE XIX

The Editor - Website of KSOS

The Website Editor shall arrange to register, maintain and update the official website of KSOS.

The **accounts** if kept **separate** shall be operated jointly by the Treasurer and the editor website.

He/she shall maintain all the financial accounts connected with the web site and present the income and expenditure statement to the Hon. Treasurer one month before the Annual Conference.

ARTICLE XX

The Executive Committee

1. The Executive Committee shall have the power to deal with the money of the Society and to borrow such sums of money as it may resolve as tending to the benefit of the Society.
2. Such money and properties of the Society that are not utilized for the **objectives** of the Society shall be deposited in a bank of choice by the Executive Committee in its sole discretion.

3. The Executive Committee shall have the power to purchase, construct or acquire on lease, or exchange, or on hire, by gift or otherwise, any real or personal property. It shall further, have the power necessary or convenient for the purpose of the Society and to **improve**, develop, manage, mortgage, sell, dispose of, turn to account or otherwise deal with all or any part of the Society, not vested in the Trust.
4. The Executive Committee shall have the power to receive or refuse gifts, donations, contributions or existing funds, subject to ratification by the General Body.
5. The Executive Committee shall have the power to constitute new endowment funds out of new or existing funds, subject to **ratification** by the General Body.
6. The Executive Committee shall constitute as many committees as it deems fit for furtherance of the **objectives** of the Society. These committees may form bye-laws of their own for their functioning with the approval of the Executive Committee.
7. **Ordinarily** the resolutions of the Executive Committee shall be subject to ratification by the General Body.

ARTICLE XXI

Funds

The funds of the society shall consists of

- Money received from sponsors.
- Grants/aid received form Central/State government or from foundations/societies/organizations or any other regional, national or international bodies.
- Money, land and/or other property received or collected by the way of donation, gift bequest or otherwise from persons
- Affiliation fees, contributions or any other payment from District Ophthalmic clubs/societies/Bodies, and
- Membership fees

Funds are to be invested in accordance with sec 11(5), 13(1) (d) of IT act.

Accounts

The accounts shall be operated jointly by the treasurer and secretary. In case of accounts of **subsidiary** units like Scientific Committee, KJO and Website **they** will be **operated** by the Treasurer and the concerned office bearer of the subsidiary unit. Cash that can be kept in hand by the Treasurer is Rs 30000/- and the Secretary, Scientific Committee Chairman and Editor KJO will be Rs 15000/- each.

- Award Funds
- Reserve Funds
- **General fund**
- Journal Fund

Award Funds

Award funds shall be those amounts received as donations/gifts from time to time, deposited with the society as trusts, for improvement of the science of Ophthalmology in Kerala. For instituting Oration Award Funds, the minimum amount shall be Rs. 200000/- and for other awards Rs. 100000/-

The various Awards are

1. **Dr. K.C. Sankara Menon Award** : for the best paper presented at the annual conference of KSOS by a KSOS member for the work done in Kerala.
-Rs. 10000/- as term deposit and a SB account.
2. **Padmabhooshan Dr. P. Siva Reddy Award** : for the best paper presented at the annual conference of KSOS by any registered delegate.
-Rs. 10000/- as term deposit and a SB account.
3. **Prof. Dr. K.S. Subramaniam Award** : for the best paper presented at the annual conference of KSOS by a postgraduate student (Ophthalmology) studying in Kerala
-Rs. 65000/- as Term Deposit ad SB account.
4. **Dr. C.E. Oommen Memorial Oration Award** : Presented every other year to any honorable, distinguished senior Ophthalmologist selected by the Chairpeson, Scientific Committee in consultation with the Executive Committee.
-Rs. 50000/- as Term Deposit and a SB account.
5. **T.K. Alexander Memorial Oration Award** : Presented every other year to any honorable, distinguished senior Ophthalmologist selected by the Chairpeson, Scientific Committee in consultation with the Executive Committee.
-Rs. 100000/- as Term Deposit and as SB Account.
6. **Dr. Tony Fernandez Award** : For the best clinical video film presented at the annual conference of KSOS about the work done in Kerala by a member of KSOS.
-Rs. 100000/- as a Term Deposit and as a SB account.
7. **TACO Quiz Award** : For the winning team of the quiz competition at the annual conference of KSOS.
8. **Dr. Noel Moniz Award** : for the best free paper presented in anterior segment diseases session of the annual conference of KSOS by a KSOS member for the work done in Kerala.
- Rs. 100,000/- as term deposit an SB account.

Audited accounts and state of financial affairs of the society are to be published every year.

ARTICLE XXII

Publication of papers and discussions in the Kerala Journal of Ophthalmology [KJO]

No paper shall be accepted if it had been published elsewhere.

The paper shall be the sole property of the Society.

The printing of KJO shall be done at a place decided by the Editor in consultation with **the President** and Executive Committee.

The cost of illustrations shall be borne by the Society as far as is consistent with the state of funds, in the opinion of the Editorial Committee. Five **copies of the journal** shall be sent to each author. If more are required, the actual production cost shall be charged per copy.

ARTICLE XXIII

Conferences and Workshops

Annual conference: The Hon. Gen. Secretary shall arrange to hold an annual conference once every year unless it becomes impossible due to unavoidable circumstances.

The annual general body will **decide** the venue and delegate **fee** for the next two years.

General Body **of** the Annual conference will entrust a regional ophthalmic society/club, affiliated to KSOS to conduct the Annual Conference on behalf of the Kerala State **Ophthalmological** Society next year. They should form an organizing committee **within** six months and inform the President & Gen. Secretary of KSOS.

The General Body will **decide** the following

- a. A suitable venue for the two Annual Conferences.
- b. Whom to entrust the affairs of the Conference to : A regional Ophthalmic Society/club nearest to the proposed venue, affiliated the KSOS, who proposes to host the Annual Conference. They shall state the names of the Organising Committee Chariman, Secretary and Convener of the (local) Scientific Committee; and get the approval of the General Body.

Audited accounts certified by an auditor should be presented to the Executive Committee/Hon. Gen. Secretary by the Organising Committee of the Conference within six months after the conference.

The Scientific Committee for the Annual Conference

The committee shall consist of the following persons.

1. Chairperson, Scientific Committee of KSOS. He/she shall be the Chairperson of the Committee.
2. Three members of scientific committee of KSOS.
3. An elected member of the local organising committee. He/she shall be the Co-Chairperson.
4. Editor of KJO.
5. President and Secretary of KSOS shall be ex-officio members.
6. Two members co-opted from the local Ophthalmic Society/club that is hosting the annual conference.

This committee shall

1. Decided the subject/s for symposia.

2. Scrutinize all the papers submitted for their originality, subject and presentation. A member who wants to present his paper at the conference should send its abstract before June 30th and three copies of full text before October 31st, to the Chairperson of Scientific Committee.
3. Arrange the scientific programme of the conference.
4. Arrange the orations. These are two Orations of KSOS. They are the “T.K. Alexander Memorial Oration” and the “Dr. C.E. Ommen Memorial Oration.” They are conducted, one every other year along with the Annual Conference of KSOS. The “T.K. Alexander Memorial Oration” awardee receives a gold medal along with the travel and accommodation expenses. The “Dr. C.E. Ommen Memorial Oration” awardee receives a brass plaque engraved with the KSOS emblem, the name of the award and that of the awardee, along with citation, which must contain one paragraph about Dr. C.E. Ommen. However, the nature and periodicity of the awards are subject to scrutiny by the Executive Committee from time to time. The Scientific Committee Chairman, along with the Executive Committee, will select a suitable person from our fraternity who has helped in furthering the cause of Ophthalmology and its practitioners. The nominee can choose the subject for the oration.
5. Arrange suitable judges for the following Awards. The judges shall be informed well in advance.
 - a. **Dr. K.C. Sankara Menon Award** : For the best paper presented at the annual conference of KSOS by a KSOS member for work done in Kerala.
 - b. **Padmabhooshan Dr. Siva Reddy Award** : For the best paper presented at the annual conference of KSOS by any **registered** delegate.
 - c. **Prof. Dr. K.S. Subramaniam Award** : For the best paper presented at the annual conference of KSOS by a post-graduate student (**Ophthalmology**) studying in Kerala.
 - d. **Dr. S. Tony Fernandez Award** : For the best clinical video film presented at the annual conference of KSOS about the work done in Kerala by a member of KSOS.
 - e. **Taco Quiz Award** : For the winning team of the quiz **competition** at the annual conference of KSOS.
 - f. **Taco Poster Award** : For the best poster by a member/**associate** member of KSOS about work done in Kerala.
 - g. **Dr. Noel Moniz award** : For the best free paper presented in anterior segment diseases session of the annual conference of KSOS by a KSOS member for the work done in Kerala.
6. Any request for exclusive trade sponsorship of any scientific sessions has to be discussed at the ECM and approval before the annual conference.

Further-

The programme of the annual conference is **to** be fixed by the organising committee in consultation with the **President, Secretary and Chairperson** of the scientific committee of KSOS.

The Secretary and/or Treasurer of the organising committee shall submit audited accounts of the conference to KSOS within six months of the conference.

Further, 20% of **the receipts of the** scientific exhibition of all the occupied stalls or 75% of the surplus amount of the annual conference, whichever is higher should be given to **the parent body, KSOS**. The executive committee can decide on the contribution to the subsidiary units at the appropriate time. All transactions of the annual conference should be audited by Internal Audit Committee **and certified by** a chartered accountant.

Workshops

Workshops/CMEs for furthering knowledge can be conducted by **the** affiliated regional Ophthalmic Clubs/societies or willing institutions after **consultation** with the Hon. Gen. Secretary. KSOS will give help and guidance for **the** workshop/CMEs. These workshop/CMEs conducted under **the** aegis of KSOS **is** to be labeled as ‘CONDUCTED UNDER THE AEGIS OF KSOS.’ The Organizing Secretary should remit a sum of Rs. 2000/- to the KSOS at the time of applying for the permission **of** CME/workshop. The Secretary shall give written permission to hold the CME under the aegis of KSOS.

The Secretary will send information regarding the CME to all the KSOS members through SMS at least once before the CME.

The President, Secretary or **Scientific** Committee **Chairman** shall be one of the signatories of the CME.

The Organizing Secretary may approach the TCMC along with the concurrence letter from KSOS, for accreditation of the CME.

ARTICLE XXIV

Constitution of Awards for the Annual Conference

The Executive Committee will have the right to receive or refuse a donation for an award at the Annual Conference. Any member of good standing in our **society** or any regional Ophthalmic club/Society can donate money with request to institute an award in the name of any Ophthalmologist or any other respected person/s who have furthered the cause of **ophthalmic** fraternity. The Executive Committee, under ratification by the General Body, will have **the** right to determine the nature and periodicity of the awards. However, a minimum of Rs. 200000/- will have to be donated for an Oration Award and Rs. 100,000/- for an award for a best paper in any category. No awards can be instituted in the name of any living individual anymore, notwithstanding the ‘Dr. S. Tony Fernandez Award’ for the **best video film**. The donation received shall be kept in fixed deposit and the interest accrued thereof used for the award.

To **institute** any Oration Award, the corpus fund shall be contributed to the **extent** of a minimum of **Rupees Two hundred thousand** [200000/-] and any other award, Rupees One hundred thousand [100,000/-].

ARTICLE XXV

Changes in the Rules

- A] The Executive Committee shall have the power to recommend to the General Body, any changes in the rules of the Society, provided, at least 21 days notice is given to the members before the General Body is called.
- B] Any member desirous of proposing any changes in the rules of the Society shall forward the proposal to the Hon. Gen. Secretary in writing. He/she shall include it in the agenda for the next Executive Committee meeting for discussion and further **action**.
- C] No Alteration or addition to the existing rules shall be made without the sanction of at least 3/5th of the members of the General Body present. In the event of the quorum not being met, the meeting may be adjourned and recalled after half an hour.
- D] Any amendment of trust deed shall be made only with the prior approval of commissioner of IT.

ARTICLE XXVI

General Body

The General Body of the Society shall consist of all the members. General Body shall be the final authority in all matters of the Society. The ownership of all the properties of the Society shall be vested with the General Body.

It shall meet once every year in the month of November or as decided by the General Body. The Hon. Gen. Secretary shall convene the meeting by sending 21 days clear notice. Executive Committee can convene Extra-ordinary General Body at shorter notice.

The Quorum shall be one third of the current membership or sixty members, whichever is less. In the event of the quorum not being met, the meeting may be adjourned and convened half an hour later.

The General Body shall consider and **approve the reports** by the Hon. Gen. Secretary, the Hon. Treasurer, the **Chairperson**, Scientific Committee, the Editor of KJO and the Editor, website.

The General Body shall **approve any** membership applications to the Society

The General Body shall elect the office bearers of the Executive Committee.

The General Body shall decide a suitable venue for the next two Annual Conferences, and entrust its organization to that District Ophthalmic Club/Society, affiliated to KSOS nearest to the proposed venue.

The General Body shall form a Scientific Committee for Kerala Society of **Ophthalmic Surgeons**.

The General Body shall **scrutinize** and ratify the decisions of the Executive Committee as and when necessary.

ARTICLE XXVII

Winding up

It **shall** be in accordance with the Sections 13 and 14 of the Society Registration Act 1860.

If upon the dissolution of the Society there shall remain, after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among the members of the Society or any of them; but shall be given or transferred to Association or, institution or institutions, having objectives similar to the objectives of the Society or to the Government of Kerala, to be decided by the votes of not less than three fourths of the members, present personally or by proxy in the meeting at or before the time of dissolution or in the default thereof, by any High Court Judicature in its Ordinary Original Jurisdiction of the province in which the registered office of the Society is situated at that time.

Note

“Society” shall mean Kerala Society of **Ophthalmic** Surgeons.

“General Body means the General Body of Kerala Society of Ophthalmic Surgeons.