

ALL INDIA OPHTHALMOLOGICAL SOCIETY

AIOS Website: www.aios.org, www.aios.in
(Regd. Vide No. 36943 Dated 10th April 2000 at New Delhi)

F-259/AIOS/2009

Dated: May 2009

Dear Colleagues,

A Copy of the **Memorandum, Rules and Regulations and Bye Laws of the All India Ophthalmological Society** was last sent to all the Members of the Society vide our letter No. F-259/AIOS dated December 2007. The Bye Laws have now been reviewed by **Dr. Babu Rajendran**, President AIOS. **Dr. P. N. Nagpal** from Ahmedabad and **Dr. R. H. Maniar** from Mumbai also contributed in the review.

A copy of the proposed revised Bye Laws was sent to all the Members of the Society on 30-12-08 These were considered and approved by the Managing Committee of the Society in its Meeting held on 4th February 2009 at Jaipur. The Recommendations of the Managing Committee in this regard were considered and approved by the General Body of the Society in its Meeting held on 7th February 2009 at Jaipur.

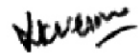
The Memorandum, Rules and Regulations and the revised Bye Laws have now been got reprinted and a copy of the same is enclosed for your record. These are now also being placed on the AIOS Website: www.aios.in

4. Revised Membership Fee: As regards Rule 3 of the Rules and Regulations and Article III of the Bye Laws the General Body had revised the Life Membership Fee w.e.f. 1.4.2003. The revised rates now are as follows:

Nature of Fee	Rate
a) Admission fee	Rs.400/-
b) Life Membership Fee	Rs. 4500/-
Total	<u>Rs. 4900/-</u>

With best wishes,

Yours sincerely,



All Members of the Society

(Dr. Lalit Verma)
Hony. General Secretary

All India Ophthalmological Society

Dr. R.P. Centre for Ophthalmic Sciences

AIIMS, New Delhi. Phone: 26588327

Memorandum of Society

1. The **Name of the society** shall be “**All India Ophthalmological Society**”. The term 'Society' hereinafter used in the constitution shall imply the :
“**All India Ophthalmological Society**”.
2. **Registered Office** : The Registered office of the society shall remain in the National Capital Territory of Delhi, and at present it is at the following address :
All India Institute of Medical Sciences, Ansari Nagar, New Delhi - 110029 (India).
- 2A. **Working Area** : The society is an N.G.O. of All India Character and shall spread its activities all over India and also in the other countries of the world as the Managing Committee of the society may decide from time to time in its Managing Committee Meeting called for this purpose.
3. **Aims and Objects** : The objects of the Society shall be the cultivation and promotion of the study and practice of ophthalmic sciences, research and manpower development with a view to render service to the community and to promote social contacts among ophthalmologists by :
 - 1) Organising conferences, symposia, seminars, workshops, refresher courses, etc. for promotion and mutual exchange of knowledge.
 - 2) Promoting clinical, experimental, community and operational research in ophthalmology.
 - 3) Instituting awards, Orations, Prizes, Fellowships, Studentships, and Research grants.
 - 4) Promoting, teaching, training and continuing education in ophthalmology by establishing and maintaining reference library, publishing journals and proceedings of the Society and other such materials.
 - 5) Organising exhibitions of machinery, implements, tools, appliances etc., pertaining to ophthalmology with a view to encourage and improve the manufacture of such instruments and appliances in India, and also to promote and advise quality control in the manufacture of the aforesaid instruments and appliances.

- 6) Encouraging formation and affiliation of State Ophthalmological Societies.
- 7) Co-operating with other Medical Societies/Associations.
- 8) Promotion of social contact and creation of goodwill amongst the Ophthalmologists.
- 9) Ensuring ethical practice, and professional conduct of its members as laid down by the society from time to time.
- 10) Advising on legislation affecting ophthalmic practice and science of ophthalmology.
- 11) Maintaining liaison with the Central Government, State Governments and various appropriate Bodies regarding matters concerning teaching and practice of Ophthalmology and rationalisation of ophthalmic fitness and standards for various jobs.
- 12) Raising finances through subscriptions, contributions, donations from members and non-members and creating Special Funds to run the activities of the Society.
- 13) Develop Academic and Scientific Research Fund.
- 14) Acquiring and disposing movable and immovable property and assets by purchasing, constructing, altering, maintaining, selling or mortgaging properties that may be necessary for the aforesaid objectives.
- 15) Framing bye-laws, rules and regulations and to amend, add, alter or delete the same as and when necessary.
- 16) Undertake health education to prevent visual impairment and control blindness.
- 17) Doing all such other things as may be incidental to or conducive to the attainment of the aims and objectives of the Society.
- 18) All the acts/activities/programs shall be Non Profitable and shall be done on 'No Profit-No Loss' basis.
- 19) Society will invest its money/funds according to the Sec. 11(5) of the I.T. Act, 1961.
- 20) All the incomes, earnings, movable/or immovable properties of the society shall be solely utilized and applied towards the promotion of its aims and objects only as set forth in the Memorandum of the society and no profit thereof shall be paid or transferred directly or indirectly by way of

dividends, bonus, profits or in any manner whatsoever to the present or the past members of the society or to any person claiming through any one or more of the present or the past members. No member of the society shall have any personal claim on any movable or immovable properties of the society or make any profits, whatsoever, by virtue of this membership.

4. **Managing Committee** : The names, Addresses, Occupations and the Designations of the present members of the Managing Committee, to whom the management of Society is entrusted, as required under Section 2, of the “Societies Registration Act, of 1860”, as applicable to the National Capital Territory of Delhi, are as under :

	Name & Address	Occupation	Designation
1.	Dr. Ranabir Mukherji 16/2, Q-Dover Lane, Calcutta - 700029	Doctor	President
2.	Dr. J.K. Pasricha Karnal Eye Institute Dayal Singh College Road, Karnal-132001, Haryana	Doctor	President Elect.
3.	Dr. B. Shukla 1, Jhansi Road Gwalior - 474002, M.P.	Doctor	Vice President
4.	Dr. H.K. Tewari Prof. of Ophthalmology, Dr. R.P. Centre of Ophthalmic Sciences, A.I.I.M.S., Ansari Nagar, New Delhi - 110029	Doctor	General. Secretary
5.	Dr. L.D. Sota B-85, Sheikh Sarai, Phase-2, New Delhi	Doctor	Treasurer
6.	Dr. Keiki R. Mehta Collaba Eye Hospital, Sea Side, 1st Floor, 147-Collaba Road, Mumbai-400005	Doctor	Executive Member

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|-----|---|--------|---------------------|
| 7. | Dr. P.N. Nagpal
ASO-PALOV Eye Hospital
Near Under Bridge,
Raj Bhawan Road,
Ahmedabad-380004 | Doctor | Executive
Member |
| 8. | Dr. Babu Rajendran
The Eye Research Foundation
180-Arcot Road,
Chennai-600026 | Doctor | Executive
Member |
| 9. | Dr. Amod Gujpta
Head of Ophthalmology Deptt.,
P.G.I., Chandigarh | Doctor | Executive
Member |
| 10. | Dr. A.N. Pandey
Pandeya Institute
of Clinical Ophthalmology,
Bank Road, Patna-800001
Bihar | Doctor | Executive
Member |

5. **Desirous Persons :** We, the undersigned are desirous of forming a Society naming: "All India Ophthalmological Society" under the Societies Registration Act, of 1860, as applicable to the National Capital Territory of Delhi, in pursuance of this Memorandum of Society :

Name & Address	Occupation	Signature
1. Dr. Ranabir Mukherji 16/2, Q-Dover Lane, Calcutta - 700029	Doctor	Sd/-
2. Dr. J.K. Pasricha Karnal Eye Institute Dayal Singh College Road, Karnal-132001, Haryana	Doctor	Sd/-
3. Dr. B. Shukla 1, Jhansi Road Gwalior - 474002, M.P.	Doctor	Sd/-

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|-----|---|--------|------|
| 4. | Dr. H.K. Tewari
Prof. of Ophthalmology,
Dr. R.P. Centre of
Ophthalmic Sciences,
A.I.I.M.S., Ansari Nagar,
New Delhi - 110029 | Doctor | Sd/- |
| 5. | Dr. L.D. Sota
B-85, Sheikh Sarai,
Phase-2, New Delhi | Doctor | Sd/- |
| 6. | Dr. Keiki R. Mehta
Collaba Eye Hospital,
Sea Side, 1st Floor,
147-Collaba Road,
Mumbai-400005 | Doctor | Sd/- |
| 7. | Dr. P.N. Nagpal
ASO-PALOV Eye Hospital
Near Under Bridge,
Raj Bhawan Road,
Ahmedabad-380004 | Doctor | Sd/- |
| 8. | Dr. Babu Rajendran
The Eye Research Foundation
180-Arcot Road,
Chennai-600026 | Doctor | Sd/- |
| 9. | Dr. Amod Gupta
Head of Ophthalmology Deptt.,
P.G.I., Chandigarh | Doctor | Sd/- |
| 10. | Dr. A.N. Pandey
Pandeya Institute
of Clinical Ophthalmology,
Bank Road, Patna-800001
Bihar | Doctor | Sd/- |

Rules and Regulations

1. **Name of the Society:** Name of the Society shall be “**All India Ophthalmological Society**”.
2. **Membership:** The regular membership of the Society is open to any Medical practitioner holding allopathic qualification recognized under Schedule I or III of the Indian Medical Council Act, 1956 and interested in the science and art of Ophthalmology, but subject to the approval of the General Body of the Society.

Note: If the General Body of the Society does not approve the membership, the reason of refusal shall be communicated to the person/applicant concerned.

- 2A. **Types of Membership:** Types of the membership of the Society shall be decided in General Body Meetings from time to time.

3. **Admission Fee & Subscription:** The Admission Fee and the Subscription shall be as under unless otherwise revised by the General Body of the Society:

- a) Admission Fee Rs. 100/- at the time of admission,
- b) Subscription Rs. 150/- per annum
- c) Life Membership fee shall be Rs. 2250/-

4. **Termination or Cessation of Membership:** The General Body of the Society, shall have the powers to expel/terminate a Member or/and Members, from the membership of the above Society on the following grounds:

- a) On death,
- b) On written resignation
- c) If fails to pay the subscription of contribution for Two Years from due Date,
- d) If disregards Rules & Regulations or disobeys the decisions of Society.

Note: The decision of the General Body regarding the termination from the membership of the Society shall be communicated to the member concerned.

5. **General Body Defined:** All the regular members of the Society will constitute the General Body of the Society.
6. **Founder Members:** The members of the First Managing Committee/Executive Committee shall be known as Founder Members of the Society.
7. **Honorary Members of the Society:** Managing Committee may appoint Honorary Members of the Society, from time to time.

8. **General Body:**

- a) **Notice:** Minimum 15 days notice shall be given to the members before the Date of General Body Meeting, enclosing agenda specifying Date, Time, Place and issues to be discussed.
- b) **Meeting:** General Body Meeting shall be held once in every year regularly.
- c) **Quorum:** The quorum of General Body Meeting shall be 1/3rd (one-third) of the total strength of the General Body Members of the Society.
- d) **Adjourned Meeting :** In case the Quorum is not present at the start of the meeting of the ordinary General Body Meeting, the meeting shall adjourn for at-least 30 minutes and shall meet on the same day at the same venue. The adjourned meeting will not require any Quorum.

9. **Rights & Privileges of Members:** All and every member of the Society:

- a) Shall be entitled to participate in meetings, cultural/educational functions and other lawful gatherings, called/arranged by the Society.
- b) Have right to collect the Identity Card after depositing the required/prescribed fee (fixed by the Managing Committee of the Society from time to time).
- c) **New Members** - The application for Membership duly proposed and seconded by the members of the society shall be recommended by the Managing Committee and ratified by the General Body for admission to the society.
- d) Any new member whose application is under consideration is entitled to attend and take part in the deliberations of the Society, if it is held prior to his membership being approved by the General Body but will not have the right to vote till his membership is duly notified by the society.
- e) All Associate Members shall be entitled to participate in scientific and social activities of the Society. They shall not be entitled to attend or vote at a General Body meeting or hold any office.
- f) Overseas and Honorary Members shall be entitled to participate in all the activities of the Society, but shall not be entitled to vote at a meeting of the Society, or hold position of office.

10. **Duties of the Members:** All and every member of the Society shall:

- a) elect the Office Bearers and Members of the Society
- b) attend the General Body meetings regularly
- c) give the necessary information to the Society, pertaining to any matter which is necessary to be known by the Society.
- d) not indulge in activities which are prejudicial to the Aims and Objects and/or the Rules & Regulations of the Society.

11. **Managing Committee:** The affairs of the Society shall be managed by the Managing Committee elected by General Body.

a) **Composition** - It shall consist of:

- i) President
- ii) President-Elect
- iii) Vice President
- iv) Hon. General Secretary
- v) Hon. Jt. Secretary
- vi) Hon. Treasurer
- vii) Hon. Jt. Treasurer
- viii) Editor of the Indian Journal of Ophthalmology
- ix) Editor of the Proceedings of the Society
- x) Chairman, Scientific Committee
- xi) Chairman, Academic & Research Committee

b) **Members:**

- i) There shall be up-to two representatives from amongst the Members of the society from each State and Union Territories of India, depending upon their respective strength of membership as stipulated in Article IV of the byelaws.
- ii) The Managing Committee may co-opt upto 2 members from amongst the other States and Union Territories.
- iii) The Managing Committee may also co-opt upto 2 members from other categories not covered by the above e.g. Armed Forces, Railways, etc.
- iv) Organizing Secretary of the last and the next conferences will be coopted members of the Managing Committee.

c) **Ex-Officio Members:**

- i) Three immediate past Presidents
- ii) Immediate past General Secretary

d) **Special Invitees:** Those invited by the President (without voting right)

e) **Notice:** Minimum 7 days notice shall be required for Managing Committee.

f) **Quorum:** Quorum of every Managing Committee Meeting shall be 1/3rd (one-third) of the total strength of the Managing Committee (including office bearers and executive members).

- g) **Meeting:** Managing Committee Meeting shall be held once a year (or as and when the Managing Committee of the Society may decide from time to time).
- h) **Urgent Meeting :** The Urgent Managing Committee may be called by the 24 hours notice but the quorum for the same Urgent Managing Committee Meeting shall be 1/3rd (one-third) of the total strength of the Managing Committee of the Society.

12. **Functions & Powers of Managing Committee:** Managing Committee shall be responsible for the management and administration of all affairs of the Society, and is also authorized to appoint any Office Bearer/Executive Member to look after any particular activity. Managing Committee shall have also the following powers:

- a) To take necessary steps for the implementation of all the programmes and policies drawn by the General Body.
- b) To pass the necessary expenditure to meet the day to day requirements of the Society.
- c) To take decisions on applications for new membership.
- d) To prepare plans, projects and programs.
- e) To manage the affairs of the Society and to keep control over the property of the Society and all its assets.
- f) To invest the funds of the Society not immediately required in such a manner as may be determined by the Managing Committee.
- g) To appoint committee(s) for disposal of any business of the Society or for advice in any matter pertaining to the Society.
- h) To send representative(s) to any exhibitions or contests and training etc. within or outside India.
- i) To nominate the Hon. Members of the Society.
- j) To arrange and receive the loan from any Bank(s) or from any other legal entity or individual(s) on reasonable terms and conditions, the Managing Committee as a whole shall be liable for its return.
- k) To accept donations, grants, gifts, contributions, subscriptions and endowments.
- l) To establish and collect funds and accept donations in cash or in kind and to utilise the same and the income therefrom for the purpose of Society.
- m) To receive money, securities, instruments and or any other movable property for and on behalf of Society.

- n) To enter into agreement for and on behalf of Society.
- o) To take all such other legal steps which may appear beneficial for the smooth and better management of the Society.

13. **Composition of Office Bearers Sub Committee**

- a) **Composition:** It shall consist of:
 - i) President
 - ii) President Elect
 - iii) Vice President
 - iv) Secretary
 - v) Treasurer
 - vi) Immediate Past President

The President may invite any other person(s) as Special invitee/s but such persons will have no voting rights.

- b) **Functions:** Conduct affairs of the society and meet as often as necessary.

14. **Powers and Duties of Office Bearers**

A. Functions of President, President Elect & Vice President

The President will act on behalf of the Society and will represent the Society during his tenure. The President shall regulate the proceedings of the Society and the Managing Committee. The President shall uphold the Constitution and enforce the Rules and Regulations framed thereunder. He shall preside over all the functions of the Society and meetings of the General Body and the Managing Committee.

In the absence of the President, the President-Elect and in his absence the Vice-President shall officiate for him.

B. Functions of the Honorary General Secretary

- 1) The Hony. General Secretary shall manage all correspondence and shall keep the minutes of the Society and Committee meetings which will be read and confirmed at the following meetings respectively. He shall have charge of the office and keep a register of all papers communicated to him. He shall be responsible to the Society for carrying out the Resolutions of the Society. All records shall be open to inspection by any member of the Society.
- 2) All Documents, Covenants, Contracts shall be made jointly by the Hony. General Secretary, the President and the Hon. Treasurer.

- 3) All properties and documents of the Society shall be under the custody of the Hon. General Secretary.
- 4) The Hony. Gen. Secretary may incur an expenditure in unforeseen circumstances and not provided in the budget upto Rs. 5,000/- and another Rs. 10,000/- with the written permission of the President.

C. Functions of the Treasurer

- 1) The Hony. Treasurer shall receive money due to the Society and shall make all payments in accordance with any rules framed by the Managing Committee and shall maintain an accurate account of all such transactions and he shall sign every receipt given. He will prepare a statement regarding the financial position of the Society jointly with the Hon. General Secretary which will be audited by the certified auditors and present the same at the annual meeting of the General Body for adoption.
- 2) The Hony. Treasurer shall prepare an annual budget of the Society in consultation with Office bearers sub-committee and place it before the Managing Committee for approval. The Budget as approved by the Managing Committee shall be placed before the General Body for final sanction.
- 3) The accounts shall be operated by:
 - a) Hony. General Secretary or Hony. Joint-Secretary and
 - b) By Hony. Treasurer or by Hony. Joint Treasurer.
- 4) He shall maintain a list of current members and their addresses.

D. Executive Members of State Committees/Union Territories:

Executive Member is the important part of the Managing Committee. Executive Member is supposed to attend all the Managing Committee Meetings and also the General Body Meetings of the Society.

15. Election and Tenure of Office Bearers & Members:

The Society shall elect the following Office-Bearers:

- 1) The Vice-President shall be elected by the General Body at each Conference. He will hold office upto the next conference and then become the President-Elect for the following year.
- 2) The Secretaries, Treasurer, other Office Bearers, Chairman and Members of different Committees will be elected at a meeting of the General Body for a period of 3 years or at the end of the 3rd annual conference whichever is longer, at the end of which period they will be eligible for re-election for not more than one more consecutive term.

- 3) The election will be by secret ballot as per conditions and procedures laid down in the bye-laws.
- 4) The President Elect of the previous year will become President from the commencement of the following conference and will continue to be in office till the commencement of the next annual Conference.
- 5) **Vacancies:** The following succession procedure shall be effective:
 - a. President will be succeeded by President-Elect
 - b. President-Elect will be succeeded by Vice-President
 - c. Hon. Gen. Secretary will be succeeded by Hon. Joint Secretary.
 - d. Hon. Treasurer will be succeeded by Hon. Jt. Treasurer.
 - e. Other Office-Bearers, Chairman of the Committees and Members shall be nominated by the President subject to ratification by the OBSC. The member so elected shall hold office for the residual term.
- 6) Office Bearers and Committee members shall cease to hold office:
 - a. When the period of their tenure is over.
 - b. If by a Resolution, the General Body decides by a 3/4th of the majority of members present that certain office-bearers be removed from office.

16. **Eligibility for Various Offices :**

- a) No member of the Society from the State in which the Conference is held shall be eligible for election as an Office Bearer.
- b) Past Presidents will not contest any election but they may be nominated or coopted in any committee.
- c) No member shall hold more than one Office or more than two Committee memberships or one Office Bearer and membership of one Committee.

A) **Vice President**

- a) Must have been a member of good standing for a minimum period of 15 years.
- b) Must have held an organisational position either as an office-bearer or a member of Managing Committee for a minimum period of one term and attended at least two such meetings.
- c) Should have actively participated in the scientific/organisational activities of the society.

B) Honorary General Secretary & Honorary Treasurer :

- a) Hon. General Secretary and Hon. Treasurer should be from the same city/town.
- b) Must have been a member of good standing of the Society for 10 years.
- c) Must have been a member of the Managing Committee for atleast one term and attended at least two meetings of the Managing Committee.
- d) Should have actively participated in the scientific/ organisational activities of the society.

C) Rest Office Bearers and Members of Managing Committee :

- a) Must have been a member of good standing of the society for 5 years.
- b) Attended at least two annual conferences of the society.
- c) Should have actively participated in scientific/organisational activities of the Society.

D) Tenure for Various office :

All members of the Managing Committee representing the various states and all office-bearers are eligible for re-election only once to the same office so that they can serve a maximum of two terms only. President, President-Elect and Vice-President are not eligible for re-election.

E) Co-option of Committee Members :

Chairman of various committees can coopt not more than two Past Presidents in consultation with Office bearers sub-committee.

17. **Re-Admission:** In case, any member of the Society is expelled by the Managing Committee on the reason of Non-Payment of the subscription, he can be re-admitted, provided the member concerned pays all upto Date dues with the permission of the Managing Committee.
18. **Appeals:** All the appeals shall be referred to the General Body of the Society. The decision of the General Body shall be final. The decision of the General Body shall be communicated to the member concerned.
19. **Branches and/or Sub-committees:** The General Body, in its meeting, shall form the Branches and/or the Sub-Committees (all over India and Abroad) to attain the Aims and Objects of the Society.
20. **Sources of Income:** Sources of Income of the Society are as under:
 - a) Admission Fee, Subscription, Donations and Special Contributions and
 - b) Funds generated by Exhibitions, Functions, Seminars and other Cultural programs arranged by the Society.

21. **Advisory Board:** The President is authorised to appoint/nominate, any time, the Advisory Board to solve any matter/issue. The President can Nominate any Office Bearer/Executive Member as the Chairman of this kind of Advisory Board.
22. **Financial Year:** Financial year of Society shall be from 1st Day of April to 31st March, every year.
23. **Management of Funds & Accounts Operation:** All the amount shall be kept in any Nationalised Bank(s), and the Bank Accounts shall be operated by the Joint Signatures of Hon. General Secretary or Hon. Joint Secretary and By Hon. Treasurer or By Hon. Joint Treasurer.
24. **Annual List of Managing Committee :** Once in every year a list of the Office Bearers and the Executive Members (of the Managing Committee) shall be filed in the office of the Registrar of Societies (Delhi), as it is required under Sec. 4 of “SOCIETIES REGISTRATION ACT, of 1860”, as applicable to National Capital Territory of Delhi.
25. **Audit:** The accounts of Society shall be audited by the qualified auditor (C.A.) every year.
26. **Dissolution:** If the Society needs to be dissolved, it shall be dissolved as per provisions laid down under the Sec. 13 & 14 of “SOCIETIES REGISTRATION ACT, 1860”, as applicable to National Capital Territory of Delhi.
27. **Legal Proceedings:** Society may sue and/or be sued in the name of President as per provisions laid down under Sec. 6 of the “SOCIETIES REGISTRATION ACT, 1860”, as applicable to National Capital Territory of Delhi.
28. **Amendment:** Any amendment in Memorandum, Rules and Regulations will be carried out in accordance with Sec. 12 & 12-A of the “SOCIETIES REGISTRATION ACT, 1860”, as applicable to National Capital Territory of Delhi.
29. **Application of the Act:** All the provisions under all the Sections of “SOCIETIES REGISTRATION ACT, 1860”, as applicable to National Capital Territory of Delhi, shall be applicable to this Society.
30. **Essential Certificate:** Certified that this is the correct copy of the Rules and Regulations of the Society.

Sd/-

(Dr. Ranabir Mukherjee)

President

Sd/-

(Prof. H.K. Tewari)

General Secretary

Sd/-

(Dr. L.D. Sota)

Treasurer

Bye-Laws

(Framed under article 9 of the Society Registration Act - 1860 and article 3(15) of the Memorandum of Association of the Society and as approved by the General Body of the Society in its Meeting held on 17.01.2003. These have now been reviewed and approved by the General Body in its Meeting held on 7-02-2009. The Society shall be governed by the Memorandum of Society, its Rules and Regulations and these Bye-Laws. If anything in these Bye-Laws is in contravention or in conflict with the Memorandum of Association or Rules & Regulations of the Society the same provision of the Memorandum of Association and Rules & Regulations shall have the supermacy.

Article I. Membership

In addition to the Regular Membership as defined in article 2 of the Rules & Regulations there will be following other types of Members referred to in article 2A of the Rules & Regulations :

a) Overseas Members

Overseas Members will be those persons who fulfill the criteria in article 2 of the Rules & Regulations of the Society and are not residents of India. **They shall be eligible for Life Membership only.** They shall be entitled to participate in all activities of the Society, but will not be entitled to vote at a meeting of the Society or hold position or office nor apply for any Award except those entitlements of which are specifically provided for in the bye-laws.

Note: In case one has become a Life Member of AIOS while living in India but has gone abroad and got his correspondence address changed, he will be eligible to exercise his voting rights only if he is holder of a valid Indian Passport but he will not be eligible to hold any position or office in the AIOS.

b) Honorary Members

Honorary membership may be conferred on any person, who is not an AIOS member, who, because of scientific achievement or service rendered in the field of Ophthalmology is deemed worthy of special recognition. This recognition is conferred on the recommendation of the Governing Council/ OBSC and is subject to ratification by the Managing Committee and General Body. Not more than ONE

Honorary membership can be given in a year and the Honour will be conferred during the next Annual Conference. Honorary members are NOT entitled to vote or hold any position or office in the AIOS.

c) Associate Members

This Life membership will comprise of:

- i) Non-Medical scientists interested in ophthalmic sciences.
- ii) Associate Members will be entitled to attend the Annual Conference of the Society, **but will not be entitled to attend or vote at the General Body or hold any office or apply for any award.**

Every Membership will be subject to the approval of the General Body of the Society. If the General Body of the Society does not approve the Membership, the reasons for refusal shall be communicated to the applicant concerned.

Article II. City/Zonal/Other Ophthalmic Societies

- a) They may be affiliated to the All India Ophthalmological Society after being approved by the Managing Committee and the General Body.
- b) Registered Ophthalmic Societies including City Ophthalmic Societies other than State Societies with Membership of at least 500 members on their Rolls, and Sub/Super Specialty Societies with Membership of at least 100 and at least 25 members on their Rolls, who are also members of AIOS shall be entitled to affiliation of AIOS.**
- c) These Societies shall frame their own Constitution which shall not be in conflict with the Constitution of All India Ophthalmological Society. In the absence of their own Constitution, they may follow the Constitution and Bye-laws of All India Ophthalmological Society.
- d) Each affiliated Society shall pay an admission and an affiliation fee as fixed by the General Body from time to time.
- e) State/Zonal/Other societies shall be autonomous so far as their internal management and working are concerned.
- f) Report of the activities of these societies may be published in the **News letter or website or other appropriate official publication of the AIOS.**
- g) All Affiliated societies may recommend names from amongst their

members who are also members of All India Ophthalmological Society for inclusion in the Managing Committee of the parent body as per its constitution and bye laws.

- h) The best Paper from the annual conference of any affiliated state Society will be automatically accepted and presented at the next All India Ophthalmological Conference. The Speaker author may be given financial assistance by the State for presenting the paper at the All India Ophthalmological Conference. The registration fee of such presenters will be paid by the AIOS.**

Article III. Subscription

The admission fee and subscription for all categories of members as given in article 3 of Rules & Regulations shall be subject to revision by the General Body from time to time.

Article IV. Members - Managing Committee

(Nominated from States - Para 11(b) of Rules & Regulations)

In addition to the provision made in Para 11(b) of Rules & Regulations the following will be representation from the states:

- a) All Affiliated Societies having less than 10 members of All India Ophthalmological Society will have no representation on the Managing Committee except as provided under the Rules & Regulations. The Managing Committee may, however, nominate up to one member from such States and Union Territories where the Membership of All India Ophthalmological Society is less than 10.
- b) All Affiliated State Societies having 10-40 members of All India Ophthalmological Society will have one representative.
- c) All Affiliated State Societies having more than 40 members of All India Ophthalmological Society will have two representatives.
- d) The Managing Committee may also nominate upto 2 Members from other categories not covered by the above eg. Armed Forces, Railways etc
- e) **City Ophthalmic Societies and Sub/Super Specialty Societies with Membership of at least 500 members on their Rolls who are also members of AIOS shall be entitled to affiliation of AIOS.and have ONE representative each on the Managing Committee**

Article V. Cessation of Membership and Re-admission

1. Necessary provisions for the same already exists in article 4 of the Rules & Regulations.
2. Before any disciplinary action is taken against any member for any professional misconduct, the member will be served with a notice in writing to appear before the **meeting (or present his case at a next meet)** of the Ethics Committee and will be given an opportunity to explain. The Recommendations of the Ethics Committee shall be considered by the Office Bearers Sub Committee (OBSC). If the OBSC decides that temporary suspension of the Member from 1-3 years will meet the ends of justice, orders will be passed accordingly. In case, however, the OBSC feels that the circumstances of the case warrants permanent expulsion of the Member, the Recommendations of the OBSC will be placed **before the** Managing Committee for consideration. The Managing Committee shall decide by 2/3rd majority on the Recommendations of the OBSC, after giving an opportunity to the Member to explain, to delete the name of the Member from the membership for any professional misconduct and this decision shall become final on confirmation by the General Body at its next Meeting **NO Fees will be refunded.**
3. Membership shall cease if any member's registration is cancelled by the Medical Council of India or any other appropriate Licensing Authority.
4. Membership can be continued on payment of Life Membership Fees again as prescribed in the Rules & Regulations or re-admission as a new member as prescribed in the Rules & Regulations.
5. **Procedure laid down in case of unethical practices against members- complaint against Members**
 - a) Upon receiving a complaint against an AIOS Member regarding unethical practice, according to the guidelines of AIOS, Medical Council of India or State Medical Councils, the Chairman- Ethics Committee will invite comments of the defendant giving three weeks notice. In case no response is received within 3 weeks, he/she will be sent a reminder by courier/registered post with another 3 weeks time for a reply. If still there is no response the matter will be referred to the Ethics Committee Members and an Ex-parte action will be recommended against the defendant.

- b) If the explanations are finally found satisfactory, the case will be closed and the Ethics Committee Members will be informed accordingly. In case it is found to be unsatisfactory, comments of the Ethics Committee Members will be invited with the request to send their comments within two weeks. If no response is received from them within 2 weeks, it will be presumed that they have no comments to offer. Personal email address may be utilized to expedite communication. Printouts of these communications will be adequate proof of **consultation**.
- c) On the comments received from the defendant, the complainant should be given an opportunity for further explanation before further decision is considered.
- d) The Members of the Ethics Committee will suggest the action to be taken against the **defendant** under one of the following heads:
 - i. No action is called for.
 - ii. Written warning to be issued
 - iii. Suspension of Journal (I.J.O.) for 1 year along with the warning.
 - iv. In addition to (ii) and (iii) the name to be circulated in AIOS newsletter with the nature of the offence committed
 - v. In addition to (iv) suspension of Membership for 1 to 3 years along with the warning.
 - vi. In addition to (iv) suspension of Membership for 4 to 10 years along with the warning.
 - vii. Termination of Membership. and its benefits
 - viii. **Other actions as may be deemed fit by the Ethics Committee**
- e. **If the complaint is found frivolous, and biased, a strong warning shall be given to the complainant as deemed fit by the Governing Council.**
- f. The recommendations of the Ethics Committee will be sent to the President, Secretary & AIOS office for further necessary action along with the copies of full correspondence and comments/recommendations of the Members and the Chairman of Ethics Committee.

- g. Anonymous complaints should normally not be considered. However, if there is a complaint where the complainant declares the identity but requests that the name may not be disclosed, such a complaint will be investigated without disclosing the identity of the complainant.**
- h. The AIOS is not competent to receive & consider **any** complaints against Non-AIOS Members.**

Article VI. Special General Body

- 1. A Special General Body Meeting can be called for by giving a notice of at least 15 days by any of the following for a specific purpose.
 - i) The President
 - ii) On a requisition by at least 2/3rd members of the Managing Committee.
 - iii) On a request signed by at least 75 members of the Society.
- 2. Quorum - As in the case of the General Body meeting as defined in article 8(c) & (d) of the Rules & Regulations of the Society.

Article VII. Co-option of Committee Members

The chairmen of various ad hoc committees nominated by the President can co-opt not more than TWO Members of the AIOS or non member experts in consultation with the President

Article VIII. Election Procedures

- a) In pursuance of Article 15(2) of the Rules & Regulations of the Society the Election of the following Office Bearers will be held at the time of the Meeting of the General Body for a period of 3 years or at the end of the 3rd Annual Conference whichever is longer, at the end of which period they will be eligible for reelection for not more than one more term:
 - i) Hony. General Secretary
 - ii) Hony. Joint Secretary

- iii) Hony. Treasurer
 - iv) Hony. Joint Treasurer
 - v) Editor of the Indian Journal of Ophthalmology
 - vi) Editor of the Proceedings of the Society
 - vii) Chairman, Scientific Committee
 - viii) Chairman, Academic & Research Committee
 - ix) Seven(7) Members of the Scientific Committee
 - x) Five (5) Members of the Academic & Research Committee i.e. one member from each of the Zones viz. North, South, East, West & Central Zones.
- b) The Election will be by Secret Ballot as mentioned in article 15(3) of the Rules & Regulations of the Society.
 - c) The commencement of the Conference referred to in article 15(4) of the Rules & Regulations of the Society will mean the inauguration of the Conference i.e. the President-Elect of the Previous year will become President from the inaugural ceremony of the Conference and will continue in office till he/she hands over charge at the inaugural ceremony of the next conference.
 - d) The Hony. General Secretary shall invite nominations for posts for Election six months before the conference date along with preliminary notice of the conference. The proposals must be received on or before a date specified by him.
 - e) For posts of Nominated members of the Managing Committee representing each State, names of members elected/nominated at their respective State Society should be received through affiliated branches wherever they exist. In case nominations are not received by the due date a reminder may be sent by Hony. General Secretary to the Societies to send the nominations at least one month before the conference. In case where nominations are not received from Societies, nominations proposed and seconded by the members of the respective State Societies present at the meeting of the Managing Committee/General Body will be considered for elections.

- f) **Only ratified members and ratified eligible overseas members will be allowed to vote. Hony. Treasurer will, therefore, keep ready an up-to-date list of such members during the election period.**
- g) As per article 16(c) of the Rules & Regulations one member can contest only for one Office Bearer post. He may, however also contest for other posts of Members of Committee.
- h) **No member, already holding an elected position may contest for another elected position during his tenure(except in the last year of his tenure) unless he/she first resigns from the present position before filing his nomination for election to another post.**
- i) **Hony. General Secretary and Hony. Treasurer will be from the same city/town.** The candidate for Hony. General Secretary / Hony. Treasurer will have to select their running mate from the same city/town. Both will file their Nominations together as a team. They will also fight Election together as a team. **The names of both the candidates i.e. Hony. General Secretary and Hony.Treasurer will be printed together against one box in the Ballot Paper and voters will have an option to cast only one vote for one team.**
- j) The President will constitute an Election Commission consisting of 3 Members from amongst the Past Presidents with one of them as Chief Election Officer who will also be the Returning Officer. Other Members of the Commission will be known as Election officers.

An aggrieved candidate may represent within 15 days of the declaration of the results, to the Appellate Election Commission. This Commission will consist of Four Members, in addition to the President, to be announced by the President each year in April. The representation will be considered by this Appellate Commission, within 15 days, and the decision of the said Commission shall be final, binding and irrevocable.

- k) In case of a tie, the casting vote of the President (in addition to his regular vote) of the meeting will decide the result.
- l) **The nomination paper shall be accompanied by a Bio- Data in the prescribed format. Not more than Five sets of Nomination papers should be submitted by candidates. Serving Office Bearers and Election Officers are required to refrain from proposing or seconding candidates. Each Member can Propose/Second only One candidate.**

- m) **Vacancies :** The succession procedure of filling vacancies has been given in Article 15(5) of Rules & Regulations of the Society. Para 15(5)(c) & 15(5)(d) regarding filling the vacancies of Hony. General Secretary & Hony. Treasurer, in view of Article 16B(a) of the Rules & Regulations, is clarified as follows
- i) **Hony. General Secretary** will be succeeded by the Hony. Jt. Secretary provided the later belongs to the same city, failing which the President may nominate any member preferably out of the Members of the Office Bearers/Members of the Managing Committee from the same city for the residual term of the year till new elections take place.
 - ii) **Hony. Treasurer** will be succeeded by Hony. Jt. Treasurer provided the later belongs to the same city failing which the President may nominate any member preferably out of the Members of the Office Bearers/Members of the Managing Committee for the residual term of the year till new elections take place.
 - iii) **Any member who fills a temporary vacancy on the nomination by the President, for a period less than three years, will not have been considered to have completed a full term in the said office.**
- n) **List to Registrar of Societies:** Every year after the Election is over a list of the Members of the Managing Committee will be sent by the Hony. General Secretary to the Registrar of Societies, NCT of Delhi, DELHI.
- o) The votes polled by the each candidate shall be declared along with the results of the Election and also be published in the first circular of the General Secretary.
- p) **Casting of votes / canvassing in EVMS**
- iv. Eligible Members are free to cast their vote even if they are not registered as Delegates. The Election Commission, AIOS observed that the registration as Delegate is not mandatory for casting the vote.
 - v. The candidates are free to write any communication to any member of the Society at their end in support of their candidature.
 - vi. The Candidates are free to make any canvassing in the manner they think fit upto the day of Election subject to the following limitations:
 - a. There will be no canvassing on the day of Election within the radius of about 20 Mtrs. (The area will be demarcated by the Election Commission, AIOS depending upon the space available).

- b. There will be no Posters or Play Cards or distribution of Pamphlets / Cards within the demarcated area on the day of Election

FOR ONLINE VOTING RULES:

q) Voting /Canvassing

- i. **Members who are eligible to vote will receive online voting ballots by email starting a notified few days before the commencement of the conference.**
- ii. **Voting can also be done at the venue, from internet facilities provided, by those who have not already voted. Voting will cease at a specified time before the General Body Meeting.**
- iii. **Results will be declared by the Election Commission during the General Body.**
- iv. **Canvassing by members in any decent and acceptable form will be allowed.**

Article IX. Managing Committee

- a) The Constitution and the Functions of the Managing Committee have already been mentioned in article 11 & 12 of the Rules & Regulations.
- b) A Meeting of Managing Committee can be convened by any of the following:
 - i) The President
 - ii) Hony. General Secretary in consultation with the President
 - iii) On a written request from at least 50% Members of the Managing Committee.
- c) The sitting President shall preside at the meeting of the Managing Committee. In his absence the President- Elect shall officiate for him and in the absence of the President and the President-Elect, the Vice-President will preside. In the absence of the President, the President-Elect and the Vice-President, the meeting may elect its own Chairman, and for the purpose of that meeting he shall exercise all the powers of the President.

- d) Quorum : Quorum of every Managing Committee Meeting as mentioned in Article 11(f) and 11(h) of Rules & Regulations of the Society shall be 1/3rd (one third) of the total strength of Managing Committee (including Office Bearers). If the quorum is not complete at the start of the Meeting it may be adjourned for FIFTEEN minutes and may then be held at the same venue. The members present at the adjourned meeting shall form the quorum.
- e) The President or Chairman, in the event of a tie, will have a casting vote.
- f) The voting may be by show of hands or by Ballot whichever is considered desirable by the President.
- g) Whenever it is found inconvenient to call a meeting of the Managing Committee and whenever the Hony. General Secretary in consultation with the President deems it desirable that the opinion of the Managing Committee and or Office Bearers Sub Committee or Governing Council be obtained, he shall do so by Regd. Post, Courier, Fax, E mail or any other mode in writing deemed practical and appropriate..
- h) ALL decisions and recommendations of the Managing Committee shall be subject to approval by the General Body.

Article X. GOVERNING COUNCIL

- a) **Composition: It shall consist of:**
 - 1. **President**
 - 2. **President Elect**
 - 3. **Vice President**
 - 4. **Secretary**
 - 5. **Treasurer**
 - 6. **Immediate Past President**
 - 7. **Chairman Scientific Committee**
 - 8. **Chairman ARC**
 - 9. **Editor Journal**

10. Editor Proceedings

11. Outgoing General Secretary (First Year Only)

- b) The President may invite any other person(s) not exceeding 3 in No. as special invitee(s) but such person(s) will have no voting rights. They will attend the Meeting of the Council only for the item(s) for which they have been invited.**
- c) Functions**
 - i) Conduct affairs of the Society and meet as often as necessary.**
 - ii) The GOVERNING COUNCIL will carry out the mandate of the General Body and Managing Committee and conduct the affairs of the Society. It shall carry out any function of the Managing Committee in special situations and place them before the Managing Committee for ratification in the next meeting.**
 - iii) Any three of the members will form a valid Quorum at least one of whom shall be the President or Secretary.**
 - iv) The GOVERNING COUNCIL will meet as often as necessary but at least twice a year, under the directions of the President or Hony. General Secretary or written requisition by at least 3 members of the GOVERNING COUNCIL.**

Article XI. Committees

- 1. In addition to the Managing Committee and the Office Bearers Sub Committee referred to in article 11 to 13 of the Rules & Regulations of the Society there shall be following Statutory Committees of the Society:**
 - a) Governing Council**
 - b) Scientific Committee**
 - c) Academic & Research Committee (ARC)**
 - d) Editorial Committee - Journal**
 - e) Editorial Committee - Proceedings**

The Chairmen/Editors of these Committees (b-e) have already been included in the composition of the Managing Committee as per Article 11(a) of the Rules & Regulations of the Society.

Article XII. Scientific Committee

1. Composition: The Scientific Committee will be elected once in three years and shall consist of:
 - i) A Chairman
 - ii) Seven Elected Members
 - iii) **Governing Council Members (Entitled to Vote)**
 1. **President**
 2. **President Elect**
 3. **Vice President**
 4. **Hony. General Secretary**
 5. **Hony. Treasurer**
 6. **Immediate Past President**
 7. **Chairman ARC**
 8. **Editor Journal**
 9. **Editor Proceedings**
 10. **Immediate Past Chairman, Scientific Committee (First year only)**
2. **Functions**
 - a) It shall assist the Society in formulating the Scientific Programme.
 - b) **The Chairman-Scientific Committee shall hold 2 meetings with its members to finalise the Scientific Programme and various awards. Actual fare for the Elected Members of the scientific committee/ex-officio members from the Governing Council who attend the Mid-Year meeting shall, however, be reimbursed by the Society.**

- c) It will recommend the subject and names of the Convenors for the Annual Symposia, Instruction Courses etc. It will also finalize the Scientific Programme of the Annual Conference of the Society and other Scientific meets held under the aegis of the Society.
 - d) It will undertake other similar tasks assigned to it by the Society from time to time.
 - e) The Chairman of the Scientific Committee will also act as its Convenor.
 - f) The funds will be allotted to the Chairman- Scientific Committee as decided by the General Body.
 - g) The Annual Audited Accounts will be submitted by the Chairman-Scientific Committee to the Society's Office by 30th June each year at the latest for circulation to the Members of the Society with the Agenda Papers of the Meeting(s) of Managing Committee / General Body.
3. Absence of Chairperson / Chairman during Scientific Session of Annual AIOS Conference.

In case the Chairman, Co-Chairman, Convenor, Co- Convenor or Moderator is absent during their Session with or without prior intimation, their names will be printed in the next Scientific Committee Newsletter, with the reasons and the problems faced by the Delegates. Chairman Scientific Committee is advised not to consider these Members for the same role at the next Annual Conference of AIOS

Article XIII: Academic and Research Committee (ARC)

- 1. The Committee will consist of:
 - a) Chairman
 - b) Elected representatives from five zones (North, South, East, West and Central)
 - c) **Governing Council Members (Entitled to Vote)**
 - 1. **President**
 - 2. **President Elect**
 - 3. **Vice President**
 - 4. **Hony. General Secretary**

5. **Hony. Treasurer**
6. **Immediate Past President**
7. **Chairman Scientific Committee**
8. **Editor Journal**
9. **Editor Proceedings**
10. **Immediate Past Chairman ARC**

(First year only)

2. Functions

- a) **It shall assist the Society in formulating the the Academic Activity of the Society, help develop PG Teaching Guidelines, monitor ethical practices in Research Methodologies..**
 - b) **The Chairman-ARC shall hold 2 Meetings with its members to finalise the Annual Programme and Grants and Fellowships.. Actual fare for the Elected Members of ARC/ex-officio members from the Governing Council who attend the Mid-Year meeting shall, however, be reimbursed by the Society.**
 - c) **It will recommend the subject and authors of the CME programs and booklets. It will also finalize the aid for CMEs being conducted in the country Society and other Scientific meets held under the aegis of the Society for which assistance has been sought for from the society.**
 - d) **It will undertake other similar tasks assigned to it by the Society from time to time.**
 - e) **The Chairman ARC will also act as its Convenor.**
-
5. **Funds for the functioning of this Committee will be derived from D.A.S.R. (ARC) Fund, the special FOUNDATION established by the Society for this purpose, and from other sources that may be identified from time to time..**
 6. **The Committee shall institute Visiting Scientists Fellowships, Travel Training Fellowships, and do such other things as may be required to improve and**

enhance the academic, scientific and research activities of the Society and its members.

7. Financial Assistance to Institutions

1. The financial assistance to any institution even if affiliated to the AIOS should be on the specific recommendations of the State Ophthalmic Society
2. Prior approval of the ARC is absolutely necessary for financial assistance for workshop from the AIOS.
3. Proposals from Societies for Financial Assistance should be sent at least one Month in advance from the proposed date of the Workshop to the Chairman-ARC through the State Society and the Zonal Member of the ARC
4. To organise from time to time Zonal meetings in the different Zones in consultation with the members of the ARC

8. Research Awards to Young Ophthalmologists

1. Award for presenting thesis work will be given in Young Researchers Session. The total of 12 research works done in the form of thesis by Young Ophthalmologists will be included for presentation. Award will be given to, the Two best research presentations selected, during the next Inaugural Session. However, all selected participants will be given “Certificate of Excellence in Research” for their participation. The desirous participants will apply in the prescribed proforma (7 copies).
2. **Thesis work should have been completed within TWO previous years at the time of submitting the application(ie 30th June or as indicated from time to time)**
3. **The application must be a ratified member of the AIOS or should provide proof of submission of application to AIOS for membership at the time of submitting the application(and the award is subject to ratification of the membership)**
4. **Applicants must have passed MS/MD/DNB at the time of submission (30th June or as indicated from time to time) and must attach proof of passing along with the application.**
5. **The Guides of the said Two these will be given certificate of appreciation.**

9. Fellowship

1. Applications for fellowship cannot be considered if a member has requested for the fellowship after the training has already been taken by him without the approval of the AIOS.
2. If a Member does not avail the fellowship after it was approved by the ARC no further application for any fellowship will be considered from that member for three years.
3. Any further application for the sanction of another Fellowship following a previously sanctioned and paid fellowship, will be considered only after the expiry of 3 years from the date of the last payment

10. Workshops under the Aegis of the AIOS

- a) To organize any International / National Conference/Workshop under the aegis of the AIOS either by an individual / group / affiliated society, 20% of the savings from the Conference shall be given to the AIOS. A copy of the Audited Accounts will also be submitted to the AIOS by the organizers **within 6 months of the event.**
- b) The organizers of the above Conferences / Workshop under the aegis of AIOS will also abide by the following conditions:
 1. The organizers will obtain prior written approval from the AIOS for organizing any such Conference under the aegis of AIOS.
 2. All Members of the Governing Council shall be Members of the Local Organising Committee of the said Conference.
 3. The Local Organising Committee will circulate the information of this Conference to all the Members of the AIOS at their own expense.
 4. The Chairman Scientific Committee AIOS shall also be a member of the Scientific Committee of this Conference.

11. CME publications

1. **CME** publication including collection of material shall be the sole responsibility of the ARC.
2. **CME publications shall be not less than 3 and not more than 6 per year.**
3. **Draft of the CME series should be approved by the members of the ARC and Chairman Scientific Committee before it is finally published.**

Article XIV : Journal of the Society

1. The Society shall publish a Journal called “Indian Journal of Ophthalmology”.
2. The Editor shall be elected once in three years and shall constitute an Editorial Committee which shall comprise of :
 - a) Editor
 - b) Managing Editor
 - c) Six other members
 - d) Two Ex-Officio members;
 - i) Editor -Proceedings
 - ii) Chairman - Scientific Committee

Managing Editor and six other members shall be nominated by the Editor in consultation with Office Bearers Sub Committee.
3. It should be published at least quarterly.
4. **The Annual Audited Accounts will be submitted by the Editor to the Society’s Office by 30th June each year at the latest for circulation to the members of the Society with the Agenda Papers of the General Body.**

Article XV : Editorial Committee - Proceedings

1. The Society shall publish a volume of the proceedings soon after the Conference.
2. There shall be an Editorial Committee consisting of
 - a) Editor
 - b) Managing Editor
 - c) Two Members
 - d) Chairman, Scientific Committee (Ex-Officio)
 - e) Editor, Indian Journal of Ophthalmology (Ex- Officio)

- f) Chairman ARC (Ex-Officio)
 - g) Organizing Secretary of the concerned Annual Conference (Ex-Officio)
3. The Managing Editor and two members shall be nominated by the Editor in consultation with Office Bearers Sub Committee.
 4. All the Scientific Papers presented at the annual conference may be published in the proceedings.
 5. The Editorial Committee shall have the powers to edit, abridge or summarize the papers in the interest of good publication. Any paper rejected from publication should have the consent of the Editorial Committee.
 6. It will be published before the next Annual Conference.
 7. **The Annual Audited accounts will be submitted by the Editor to the Society's Office by 30th June each year at the latest for circulation to the members of the Society with the Agenda Papers of the General Body.**

Article XVI : Publication of the Society

1. **The Indian Journal of Ophthalmology is the official publication of the Society. Copies of the same, when published, shall be sent by the Editor-Journal to all the members of the Society residing in India.**
2. No paper shall be accepted if it had been published elsewhere. The paper shall be the sole property of the Society. Colour illustrations may be published if the cost of such is borne by the author.
3. The cost of illustrations, excluding coloured illustrations, shall be borne by the Society if the editorial committee considers them as necessary and funds permitting. Reprints will be sent to the author on prior request & payments.
4. **Other than the Official Journal of the Society, the Proceedings, and the approved CME publications and any other publication from the secretariat. NO other sub committee is authorized to release any newsletters or any form of publication in the name of the sub committee or in the name of the Society.**

5. **The official website of the Society, presently www.aios.in and all future official websites of the society, will be under the direct supervision and control of the AIOS secretariat who will be responsible for the contents carried therein. All sub committees and other organizations affiliated to the Society like the conference website will be linked through the official website. Whenever it is found essential to have a web editor, such person may be decided by any method adopted by the Governing Council, Managing Committee and ratified by the General Body, for a period to be decided by the same body.**

Article XVII : Finances

1. The finances of the Society referred to in article 22 & 23 of the Rules & Regulations of the Society shall be kept under the following Heads :
 - a) General Account
 - b) Trust Account (ARC Account)
 - c) Journal Account
 - d) Scientific Committee Account
 - e) Proceedings Accounts
 - f) Any other heads as may be required from time to time, and ratified by the General Body.**
- A) General Account :** It will include establishment account, subscription account, Life Membership Account and awards account. All these accounts shall be maintained by the Hony. Treasurer under separate Heads.
 - a) The General account will include all receipts and expenditure by way of :
 - i) Subscription
 - ii) Instruction Course Fee
 - iii) Advertisement Charges (other than of Journal & Proceedings **and the Scientific Committee)**
 - iv) The General Account may also include any surplus or deficit generated from meetings, conferences, symposiums etc. hosted by All

India Ophthalmological Society.

- v) Sale of any property belonging to the Society.
- vi) Payments made towards holding of conferences, workshops, instruction courses, printing, stationery and postage, and other such expenses for efficient working of the Society and its Office.

b) Reserve Funds :

1. All life membership subscriptions shall initially go to the Reserve Fund. Only 50% of the Life Membership Subscription of New Members plus the entire interest from this fund will be transferred to the General Fund.
2. Any other income or unconditional donations may be added to this fund at the discretion of the Managing Committee with the approval of the General Body.
3. The Principal amount of reserve fund is meant for specific purpose of construction of the building and other capital expenditure for the Headquarter of the Society.
4. In special circumstances any portion of Principal amount of this fund can be transferred to the General Account with the prior approval of the Managing Committee/ General Body.

B) Trust Account : The Trust Account will be in connection with the Society as may be received from time to time deposited with the Society for the encouragement and improvement of the standard of Ophthalmic Sciences in **India and any other specific purpose.**

C) Journal Account : Shall be maintained by the Editor, Journal.

D) Scientific Committee Accounts shall be maintained by the Chairman-Scientific Committee.

E) Proceedings Accounts shall be maintained by the Chairman-Editorial Committee (Proceedings)

1. No person or persons in whom for the time being any funds or money or any property movable or immovable of the Society may be vested shall be answerable for any loss arising in the administration or application of the said fund or sums of money or for any damage to or deterioration in the said property unless such loss, damage or

deterioration shall happen by or through his or their willful default or neglect as determined by the Managing Committee or its authorised sub-committee.

2. The persons in-charge of the various accounts shall prepare and submit the audited statements of income and expenditure of their respective account by 30th June every calendar year for the Financial year ending March 31st.
3. **They shall submit the Balance Sheet and the draft budget to the Secretariat by 30th June.**

Article XVIII : Stalls

Commercial Exhibition :

- a) Commercial exhibition will be organised by the Society. The rates for the stalls will be decided by the OBSC. The Stall Charges shall initially be credited in the General Account of the Society subject to subsequent apportionment by the Society as per the norms already approved or revised with the approval of the Managing Committee and the General Body from time to time. The allotment of Stall(s) shall be made by the Hony. General Secretary.
- b) All amounts received from the Trade, whether for allotment of stall or for sponsorship from the Trade, should be considered as Trade Money and will be subject to apportionment as per the norms. However, the sponsorship for Scientific activities such as Halls, Printing of Brochure / Ready Reckoner / Souvenir can be taken in Toto by the Local Organising Committee.
- c) Trade Display area / Trade sponsored Area / any other area called by any other name used for any Trade activity will be considered as Trade Stall and the amount received thereof will be treated as “Trade Money Collection” and will be subject to apportionment **according to the approved norms.**
- d) **Booth / Stall Lectures : Booth / Stall lectures/ shall be strictly banned during the entire Conference.** In case of any violation, the Society reserves the right to cancel the allotment of stall and put a ban on future participation of the concerned party in the Trade Exhibition of the AIOS.

Article XIX : Awards and Orations

- a) Any member of the Society who is eligible for the award shall be entitled to be considered for the same. If the member is a member of any committee discussing the selection of the award, the member will withdraw from the discussion at that time.
- b) All awards shall be once in four years / two years / annually as provided in the bye-laws.
- c) No award shall be given to the same person twice.
- d) Recipient of the award shall be selected and recommended by the Scientific Committee which may seek the opinion of a referee if considered necessary by the committee.
- e) All recipients of the awards shall present their work at the next conference.
- f) All awards will be named uniformly.
- g) Awards will carry a citation and a medal.
- h) A Member can apply at a time for one Award only. In case any Member sends one paper for 2 Awards the same will be rejected by the Chairman, Scientific Committee for both the Awards
- i) The Chairman, Scientific Committee will constitute a Screening Committee to scrutinize the Award Submission before sending the same to the Evaluators and the minimum marks for eligibility for these Awards shall be 75%.
- j) In case any Scientific Committee Member applies for any AIOS Award, **the concerned member** should not evaluate that Award

1. Adenwalla Award

- a) It shall be open to all members of the All India Ophthalmological Society provided their age is more than 60 years and they have at least 15 years standing in the society.
- b) This award shall be for the work done in India.
- c) This shall be awarded once in four years.
- d) **Nominations for the award shall be made by affiliated Societies of Senior Member(s) of the AIOS from that Society, Nominations must not exceed the number of representatives from that Society in the Managing Committee. Nominations to be made to the Chairman, Scientific Committee of the AIOS in recognition of their contribution to Ophthalmology and the AIOS.**

- e) The selection will be made by the Scientific Committee.
- f) Recipient of the award will deliver an oration at the next conference.

2. **E.V. Srinivasan Award**

- a) It shall be open to the members of the All India Ophthalmological Society who are not in the teaching cadre. **(including DNB)**
- b) It shall be for the work done in India.
- c) It shall be awarded once in four years.
- d) Criteria for selection for this award shall be :
 - i) Number of papers presented at scientific session of National and International Conference or published in Medical Journals.
 - ii) Contributions made in the field of community Ophthalmology.
 - iii) Number of conferences attended both National and international.
 - iv) Applicants will have to apply to the Chairman, Scientific Committee for the Award giving full details of the contributions and conference participation.

3. **S.C. Dutt Award**

- a) This award shall be open to any member of the All India Ophthalmological Society below the age of 40 years on December 31st of the year in which the application is made. Application must be accompanied by proof of age.
- b) This award shall be awarded once in four years.
- c) This award shall be for the work done in India.
- d) **The award shall be given to the best submission to the scientific committee, of work done, in the 4-year period preceding the year of the award in any field of Ophthalmology**
- e) Recipient of the Award will present the work as an oration at the next conference.

4. **B.K. Narayan Rao Award**

- a) All members of All India Ophthalmological Society shall be eligible for this award.
- b) This award shall be for the work done in India.

- c) It shall be awarded once in four years.
- d) **The award shall be given to the best submission to the scientific committee, of work done, in the 4-year period preceding the year of the award in any field of Ophthalmology**
- e) Recipient of the award will present the work as an oration at the next conference.

5. Col. Rangachari Award

- a) All members of the Society shall be eligible for the Award.
- b) It shall be awarded every year.
- c) The award shall be for the work done in India.
- d) It shall be awarded for the best paper read at the special plenary session of the annual conference.

6. P. Siva Reddy International Award

- a) It shall be open to all the members of All India Ophthalmological Society.
- b) It shall be awarded for the work done **anywhere in the world.**
- c) It shall be awarded every year.
- d) It shall be awarded based on an application for any significant work in Ophthalmology done by a member of the Society submitted to the Scientific Committee.
- e) The application must contain the specific work in detail.
- f) Recipient of the award will present the work at the next conference.

7. R.P. Dhanda Award

- a) It shall be open to all the members of All India Ophthalmological Society and also consist of cash award.
- b) It shall be for the work done in India.
- c) It shall be given once in four years.
- d) The award shall be given to a member who has made a composite contribution, both qualitative and quantitative in nature by doing

corneal grafts, organising eye donation work & training to eye surgeons in corneal surgery and eye bank organization over the last four years.

- e) The member selected for the award, based on an application made giving all details of the work done, will present his work at the next conference.

8. C.N. Shroff Award

- a) It shall be open to all members of All India Ophthalmological Society and will also consist of Cash Award.
- b) It shall be for the work done in India.
- c) It shall be given once in two years.
- d) The award shall be given to a member who has made a composite contribution, both qualitative and quantitative in nature in the posterior segment of the eye, over the last two years.

9. K.R. Dutta Award

- a) It shall be open to all the members of All India Ophthalmological Society.
- b) This Award shall be for the work done in India.
- c) This shall be given once in four years based on an application made to the Chairman, Scientific Committee with details of the work done. The application must contain the specific work in detail.
- d) It shall be awarded for outstanding ophthalmic services to the rural community **over the last four years.**

10. R.N. Mathur Award

- a) It shall be open to all the members of All India Ophthalmological Society.
- b) It shall be for outstanding ophthalmic services in the field of Medical Ophthalmology in India **over the last four years.**
- c) This shall be given once in four years based on an application made to the Chairman, Scientific Committee with details of the work done. The application must contain the specific work in detail.

11. J.S. Mahashabde Award

- a) It shall be open to all the members of All India Ophthalmological Society.
- b) It shall be for the Best paper read at the Community/Social Ophthalmology session at the annual conferences,
- c) It shall be given once in two years.
- d) The member selected for the award will present the work at the next conference.

12. D.B. Chandra Award

- a) It shall be open to all the members of the Society.
- b) It shall be for the Overall Best Paper read at the Glaucoma session at the annual conference.
- c) It shall be given once in two years.
- d) The member selected for the award will present the work at the next conference.

13. P. Awasthi Award

- a) It shall be open to all the members of the Society.
- b) It shall be for an Ophthalmologist who, after attaining 65 years of age, has done distinctive work in the Community Ophthalmology so as to reduce the blindness of the country.
- c) This Award shall be for the work done in India.
- d) It shall be given once in four years based on an application made to the Chairman, Scientific Committee with details of the work done, proof of age and the period during which the work was done.
- e) The member selected for the award will present the work at the next conference.

14. Shiv Prasad Hardia Award

- a) It shall be open to all the members of the Society.
- b) It shall be for the Best paper read at the Refractive Surgery session at the annual conference.
- c) It shall be awarded every year.
- d) This Award shall be for the work done in India.

15. S.D. Athawale Award

- a) It shall be open to all the members of All India Ophthalmological Society.
- b) It shall be awarded for the Best Paper read at the Neuro Ophthalmology session at the Annual Conference.
- c) It shall be awarded every year.
- d) It shall be given for the work done in India.
- e) Recipient of the award will present the work as an oration at the next conference.

16. Santevision Award

- a) It shall be awarded every year.
- b) It shall be awarded for the Overall Best Paper read at the Cataract session at the annual conference.
- c) It shall be given for the work done in India.
- d) It shall be open to all the members of All India Ophthalmological Society.

17. E.T. Selvam Award

- a) It shall be open to all the members of the AIOS.
- b) It shall be given for the work done in India.
- c) It shall be given every year for the Best Scientific Poster presented at the Annual Conference of the Society.
- d) In case of multiple authors, the award will be given to the Chief Author who should be the member of the Society.
- e) The recipient of the award will be required to **redisplay** the Poster at the next annual conference.

18. L.C. Dutta Award

- a) It shall be open to all the members of the Society.
- b) It shall be given to the Best Paper for the original work done in India and published in the I.J.O. in the 4-year period preceding the year of the Award.

- c) It shall be given once in 4 years.
- d) In case of multiple authors, the Award will be given to the Chief (corresponding) Author who should meet the above criteria.
- e) The Editor-Journal will constitute a panel who will decide the best 3 papers which will then be sent to a final committee which will include the Chairman Scientific Committee, Chairman-ARC & Editor Proceedings.

19. Hanumantha Reddy Award

- a) It shall be open to all the members of the All India Ophthalmological Society.
- b) It shall be given for the Best Paper presented at the annual conference of the Society in the Paediatric Ophthalmology Session.
- c) It shall be given once in two years.
- d) In case of multiple authors, the Award will be given to the Chief Author who should be a member of the Society.

20. Life Time Achievement Award

- i) Senior Members of the All India Ophthalmological Society shall be honored by the Society for their Life Time Achievements in the field of Ophthalmology subject to the observance of the following guide lines :
 - a) **The member should not be less than 65 years of age on the last date for submission of the award.**
 - b) He/She should have actively participated in the Society for a minimum period of 20 years.
 - c) The Member should have contributed in the improvement of Standard of Ophthalmology in India.
 - d) He/She should be a respectable Member of the Society.
 - ii) There will be a maximum of two such awards in a year.
 - iii) Affiliated Societies may recommend 1 Member in a year from their state for consideration of this honour. **They will, however, not recommend the name of any Member posthumously.**

- iv) The recommendations will be sent to the Hony. General Secretary along with 11 copies of his Bio-Data and Photograph before the stipulated time.
- v) The conferment of this Award shall be considered and finalised by the OBSC **subject to ratification by the Managing Committee/General Body.**

21. K.R. Dutta Memento

It shall be presented to the Incoming President of the Society every year **at the time of the installation.**

22. Prem Prakash Award :

1. It shall be open to all the members of the AIOS
2. It shall be given for the Best Paper presented at the annual conference of the Society in the Squint Session
3. It shall be given every alternate year
4. It shall be given for the work done in India
5. In case of multiple authors, the award will be given to the Chief Author who should be a Member of the Society

23. C.S. Reshmi Award:

1. The Award will be given to the best Video film Screened and Selected at the film festival during the Annual Conference of the All India Ophthalmological Society
2. The Award is open to all the members of the Society for work done in India
3. The Award will be given annually
4. In the case of multiple producers / authors the award will be given to the first producer / author who is a member of the Society
5. The winner of the award will be required to screen the Video at the next Conference.

24. Rakesh Sharma Memorial Award

- 1) The Award shall be open to any Member of All India Ophthalmological Society who is not more than 40 years of age on December 31st of the year in which the application is made. Application must be accompanied with proof of age.
- 2) **It shall be awarded for the work done in India on Ocular Trauma in the 2-year period preceding the year of the award**

- 3) It shall be awarded once in 2 years based on an application made to the Chairman Scientific Committee and the application must contain Ocular Trauma work in detail.
- 4) Recipient of the award will present the work as an oration at the next Conference

25. Narsing A. Rao Award

1. It shall be awarded for the best paper read at the Uvea free paper session at the AIOS Annual Conference.
2. It shall be awarded every year.
3. It shall be open to all the Members of the AIOS
4. The recipient of the award will present his work at the next Conference

26. S. Natarajan Award

5. It shall be open to all the Members of the AIOS
6. It shall be awarded for the best paper presented at the Annual Conference of the Society in the Retina / Vitreous Session
7. It shall be awarded every year
8. The recipient of the award will present the work at the next Conference

27. Priti Natarajan Award

1. It shall be open to all the Members of the AIOS doing Eye Clinic / Eye Hospital Administration
2. Applicant should send their nominations with biodata and evidence for doing good eye clinic / eye hospital administration.
3. It shall be awarded once in four years.
4. The recipient of the award will present the work at the next conference

28. K.C.SINGHAL AWARD

1. It shall be open to all the Members of the AIOS
2. It shall be awarded for the best paper in the External Diseases session presented at the Annual Conference of the Society
3. It shall be awarded once in TWO YEARS
4. The recipient of the award will present the work at the next Conference

Article XX : Conferences

1. The Society shall Organise Conference /Conferences atleast once a year (the Annual AIOS Conference).
2. It may host International Conference in place of annual Conference separately or in conjunction with its Conference.
3. The venue of the Conference shall be selected at least 2 years in advance. It shall be recommended by the Managing Committee and approved by the General Body. In unforeseen situation, the President will take a decision in consultation with **Governing Council**
4. Six months before the date of the Conference, a preliminary notice will be sent to every member by the Hony. General Secretary.
5. The Conference shall be Organized on behalf of the All India Ophthalmological Society by a Committee jointly constituted by **Governing Council** and 5 members from Local Organizing Committee and shall abide by the Constitution and Bye-Laws of the AIOS
6. The Conference will comprise of :
 - i) Orations by members and awards recommended by the Scientific Committee and by the Managing Committee and approved by the General Body.
 - ii) A number of communications consisting of Scientific papers, case reports, demonstrations, films, exhibitions, current status programme, instruction courses etc.
7.
 - i) Delegate fees will be recommended by the Managing Committee and approved by the General Body from time to time. Late Registration fee after specified date may be charged 25% extra.
 - ii) Delegate fee after the specified date of Late Registration including Spot Registration may be charged 50% above the normal Delegate fee.
 - iii) Delegate fee from the non-members may be charged maximum 50% above the normal Delegate fee.
 - iv) Delegate fee from Associate/ Accompanying delegates and the residents may be charged maximum @75% of the normal Delegate fee subject to rounding to next Rs. 50/-.
 - v) Members in various services - registering before the specified date will

be allowed to do so without sending their fees in advance. For claiming this privilege they shall enclose a certificate from the Head of the Institution to the effect that they are serving there.

- vi) Non Residents Indian Overseas Members and Foreign Delegates will have to pay Delegate fees in Foreign Currency.
 - vii) No member of the All India Ophthalmological Society or affiliated Society shall arrange a Scientific Programme such as Pre / Post Conferences Courses / Continuing Medical Education Courses/Workshops/Refresher Courses etc. etc. in the same city / town within a week before or after the Conference of the All India Ophthalmological Society. Provided further if any person / organization other than the Member of the All India Ophthalmological Society organizes any such Scientific Programme as mentioned above, no Member of the All India Ophthalmological Society will participate in such programme. In case of any violation, the concerned Member of the Society will be liable to such disciplinary action as the Society may deem appropriate.
8. The Audited Statement of Accounts of the Conference shall be sent by the Local Organising Committee to the Society's office within one year from the date of the closing of the Conference and in any case before the next Conference. The Account books shall be kept by the Local Organising Committee for inspection for a minimum period of 3 years after the audited accounts of the conference are sent to the Society's office.

Article XXI: Amendment to the Bye-Laws

1. **The President/OBSC/Governing Council/ Managing Committee** may recommend any amendment, addition, alteration or deletion to the bye- laws, provided they give at least 30 days clear notice with the details of the proposed amendments to the members of the Society before the General Body meeting.
2. Any member may propose an amendment, addition, alteration or deletion to the bye-laws giving a minimum of 60 days clear notice before the General Body Meeting. The proposed amendments shall be submitted in writing and shall be duly seconded and signed by twenty other members of the Society.
3. Quorum for amendment of bye-laws shall be the same as that for General Body Meeting.
4. Any amendment, addition, alteration or deletion in the bye-laws shall be made if approved by a minimum of 3/5th of the members present at the General Body Meeting.