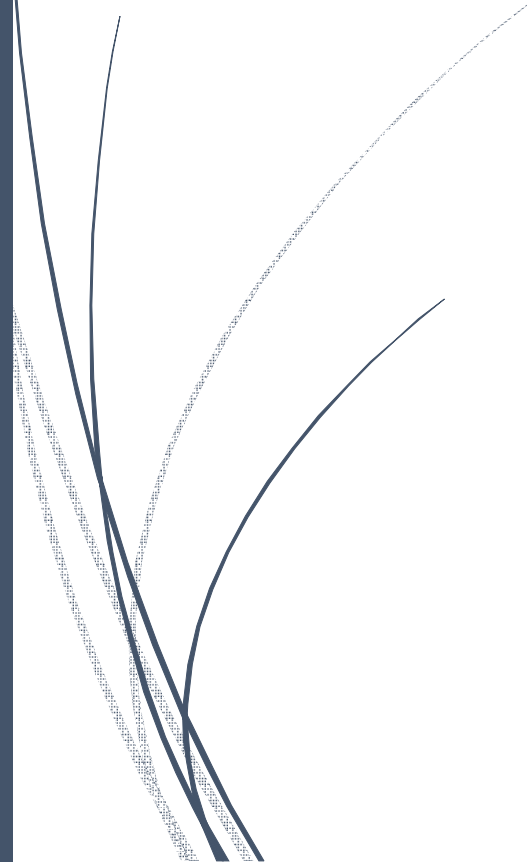


# **Tamil Nadu Ophthalmic Association**

## **Constitution & Bye-Laws**

AMENDMENTS APPROVED BY SGB HELD ON 03.06.2018



# Tamil Nadu Ophthalmic Association Constitution & Bye-Laws

AMENDMENTS APPROVED BY SGB HELD ON 03.06.2018

## PREAMBLE

TAMILNADU OPHTHALMIC ASSOCIATION

TNOA Website: [www.tnoa.info](http://www.tnoa.info)

Email: [tnoasecretary@gmail.com](mailto:tnoasecretary@gmail.com)

TNOA an amalgamation of Ophthalmologists came into existence in 1953 at Trichy. With the objective to bring together ophthalmologists and allopathic doctors for scientific discussions, motivating innovations, teaching, sharing experiences, updating and embracing proven technology. A self-regulating body enacting laws based on the constitution framed in consultation with all members of the association and amended from time to time to adapt, keep pace with the law of the land. All members are equal and recognized or awarded on basis of merit in a democratic method. Strives to foster enduring professional relationship, values like justice, respect and trust among the members of the society while maintaining individual identity and welfare. Applying the acquired knowledge, skills and science individually, collectively or in coordination with like-minded and professional organizations for banishing all form of blindness.

. In 1987 during Erode Conference, it was decided to change the name to Tamil Nadu State Ophthalmic Association. Presently there are more than 3000 Members.

TNOA and is affiliated to the All India Ophthalmological Society. TNOA organizes Annual and Mid-Year conferences offering an opportunity to its members to interact with each other and update their knowledge in various multi-disciplinary scientific sessions at these conferences.

TNOA also publishes an academic journal which is circulated to all the members and members are encouraged to submit articles to this journal. The Academic and Research Committee offers fellowship and travel scholarships to encourage its younger members to participate in training programs and update sessions. We, the members of TAMIL NADU Ophthalmic Association, do accept and establish this constitution as the guiding tool of our Association.

# **Tamil Nadu Ophthalmic Association Constitution & Bye-Laws**

## **ARTICLE I – NAME**

The name of the Association shall be "Tamil Nadu Ophthalmic Association". The term "Association" hereinafter used in the constitution shall imply the "Tamil Nadu Ophthalmic Association".

## **ARTICLE II -GOVERNANCE**

The Association shall be governed by this constitution and its bye laws

## **ARTICLE III - REGISTERED OFFICE**

The registered office of the Association will be at Nirmals' Eye Hospital, 108/5, Ayyasamy Street, West Tambaram, Chennai - 600045, and the administrative office will be the address of the

## **ARTICLE IV – OBJECTS**

Objects of the Association shall be cultivation and promotion of the study and practice of ophthalmic sciences, research and man power 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 a reference library, publishing journals and proceedings of the Association 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 city / district/Super speciality ophthalmological societies within TAMIL NADU & Union Territory of Puducherry.
7. Co-operating with other Medical 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 Association from time to time.
10. Advising on legislation affecting ophthalmic practice and the science of ophthalmology.
11. Maintaining liaison with the Central and State Governments and various appropriate bodies regarding matters concerning teaching and practice of ophthalmology and rationalization 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 Association.
13. Develop academic and scientific research fund / activities

# **Tamil Nadu Ophthalmic Association Constitution & Bye-Laws**

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, regulations and to amend, add, alter or delete the same.
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 Association.
18. The activities would be confined to the territory of India.
19. The activities would be purely charitable in nature and not motivated for profit
20. The funds of the Association would be utilised only towards the objects and no portion of it would be distributed in any manner to the trustees / office bearers / members or persons defined in section 13(1) © of the income tax act 1961.
21. The benefits of objects would be available to the general public irrespective of caste, creed, religion or sex.
22. Not more than 5% of the income of the Association would be applied for any religious purposes or given to religious institutions.

## **ARTICLE V – MEMBERSHIP**

### **The membership of the Association shall consist of**

#### **1. Life Members**

Medical practitioners who are Indian citizens domiciled in Tamil Nadu and Union Territory of Puducherry holding allopathic qualifications recognized under Schedule I or III of the Indian Medical Council Act, 1956 and interested in the science and art of Ophthalmology shall be eligible for membership and pay LIFE membership subscription as defined in the bye-laws.

#### **2. National Members**

- a. National members will be those persons who fulfil the criteria in the clause above and are not residents of Tamil Nadu or Puducherry. They will be entitled to receive the TNOA JOSR Journal As a soft copy only.
- b. They shall be entitled to participate in all activities of the Association including the General Body meeting, but will not be entitled to vote at a meeting of the association, nor hold position of office nor apply for an award except those entitlements which are specifically provided in the bye-laws.
- c. They will pay a subscription as provided in the bye-laws

#### **3. International Members**

- a. International Members will be those persons holding allopathic qualifications recognized under Schedule I or III of the Indian Medical Council Act, 1956 and interested in the science and art of Ophthalmology who fulfil the criteria in the clause above and are not residents of India. They need not be citizens of India.

## **Tamil Nadu Ophthalmic Association Constitution & Bye-Laws**

- b. They shall be entitled to participate in all activities of the Association and will not be entitled to vote at a meeting of the Association nor hold position of the office nor apply for an award except those entitlements which are specifically provided in the bye laws& they will be provided only soft copy of the journal.
- c. They will pay a subscription as provided in the bye-laws.

#### **4. Honorary Life Members**

- a. Any person who has rendered outstanding service to Ophthalmology in general and Indian Ophthalmology in particular shall be eligible to this membership provided his / her name is recommended and passed at both the meetings of the Managing Committee and the General Body.
- b. Honorary Members shall be entitled to participate in all the activities of the Association, but shall not be entitled to vote at a meeting of the Association, nor hold position of office nor apply for an award.
- c. They are exempt from paying membership subscription.
- d. Honorary life members will not be more than 5% of the total membership of the Association.
- e. One life member can propose only one honorary member during his / her life time

#### **5. Associate members**

This membership will be life membership. It will comprise of:

- a. Medical practitioners holding allopathic qualifications under Schedule I and III of Indian Medical Council Act, 1956
- b. Non - Medical scientists interested in ophthalmic sciences
- c. They shall pay the Life Membership subscription as defined in the bye-laws.
- d. They shall be entitled to participate in all activities of the Association except General Body and will not be entitled to vote at a meeting of the Association nor hold position of office nor apply for an award. They will not receive TNOA JOSR Journal
- e. They shall be entitled to participate in all activities of the Association but will not be entitled to vote at a meeting of the Association nor hold position of office nor apply for an award.

#### **ARTICLE VI – SUBSCRIPTION**

The subscription for the life members, National, International and Associate members will be as stipulated in the bye-laws from time to time.

#### **ARTICLE VII – PRIVILEGES OF MEMBERSHIP**

- 1. All Life Members shall be entitled to participate in all the activities of the Association including the right to vote and stand for office and shall also be entitled to receive publications of the Association as provided in the bye-laws
- 2. New Life Member Applicant: The application for membership (except Associate& Honorary Members) duly proposed by one ratified member and seconded by one ratified member of the Association shall be recommended by the managing committee and ratified by the General Body for admission to the Association.

## **Tamil Nadu Ophthalmic Association Constitution & Bye-Laws**

3. A New Life Member Applicant (except Associate & Honorary Members) whose application is under consideration is entitled to attend and take part in the deliberations of the Conference of the Association as defined in the Bye Laws if it is held prior to his/her membership being approved by the General Body but will not have the right to vote till his/her membership is duly ratified by the General Body.
4. All Associate Members shall be entitled to participate in scientific and social activities of the Association. They shall not be entitled to attend nor vote at a General Body meeting nor hold any office.
5. National, International and Honorary Members shall be entitled to participate in all the activities of the Association, but shall not be entitled to vote at a meeting of the Association nor hold a position of office.

### **ARTICLE VIII - CESSATION OF MEMBERSHIP**

Membership of the Association will cease:

1. By Voluntary Resignation
2. Death of the Member
3. 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 a meeting of the Managing Committee and will be given an opportunity to explain. The Managing Committee shall decide by a two thirds majority of those present & voting to delete the name of the member from the membership any professional misconduct. This decision shall become final on confirmation by the General Body at its next meeting or Special General Body called for this purpose.
4. Membership shall cease if any member's registration is cancelled by Medical Council of India.

### **ARTICLE IX - GENERAL BODY**

1. LIFE Members shall constitute the General Body of the Association
2. It shall govern the affairs of the Association through its elected office - bearers and committees.
3. It shall hold a general Body meeting during the conference, ordinarily to be held once a year. 21 days notice shall be given prior to the General Body Meeting.
4. Quorum : minimum of 5% of total members shall form the quorum
5. Adjourned Meeting: In case the Quorum is not present at the start of the meeting or during the meeting of the Annual General Body Meeting, the meeting shall adjourn for at least 30 minutes and shall meet on the same day at the same venue.
6. The recalled meeting will not require any Quorum
7. The General Body Meeting will be called to order at 9 AM: signatures will be obtained from all the members present; condolences expressed; followed by the two orations; then the regular affairs of the association will be taken up

# **Tamil Nadu Ophthalmic Association Constitution & Bye-Laws**

8. No important matter or amendment can be taken under any other matter without prior circulation to all the members.

## **ARTICLE X - SPECIAL GENERAL BODY**

1. A Special General Body Meeting can be called by any of the following for a specific purpose
  - a. The President
  - b. On a requisition signed by at least 2/3rd members of the Managing Committee.
  - c. On a requisition signed by at least 5% of the life members of the Association.
2. Quorum: The Quorum for the Special General Body Meeting will be the same as for the General Body Meeting.

## **ARTICLE XI. COMMITTEES**

The following shall be the statutory committees elected by the Association:

1. Managing Committee
2. Executive Committee
3. Editorial COMMITTEE of TNOA JOURNAL OF OPHTHALMIC SCIENCE AND RESEARCH
4. Academic & Research Committee
5. Ethics Committee
6. Standards Committee
7. Grievance Committee

## **ARTICLE XII - MANAGING COMMITTEE**

The affairs of the Association shall be managed by the Managing Committee which is elected by the ratified members of TNOA who are eligible to vote once in three years (except President, President elect and Vice President). The Vice President will be elected every year.

### **1. Composition**

It shall consist of:

- a. President
- b. President Elect
- c. Vice President
- d. Honorary General Secretary
- e. Honorary Joint Secretary
- f. Honorary Treasurer
- g. Honorary Joint Treasurer
- h. Editor of the TNOA Journal of Ophthalmic Science and Research
- i. Chairman Academic & Research Committee
- j. 7 Members elected by the ratified members of TNOA who are eligible to vote
- k. The Organising Secretary of the last and of the next conference will be co-opted members of the Managing Committee.

# Tamil Nadu Ophthalmic Association Constitution & Bye-Laws

## **Ex-officio**

1. Immediate Past President
2. Special Invitees (those invited by the President without voting rights)
3. Immediate Past Secretary for a period of one year without voting rights.

## **2. Functions**

- a. Managing Committee shall act on behalf of the General Body for running the affairs of the Association under its constitution and bye-laws.
- b. It shall review the recommendations of the various statutory committees
- c. It shall carry out the policies and mandate of the General Body and shall be responsible to it.
- d. It shall have power to invest and deal with the money of the Association and to borrow such sums of money as it may resolve for the benefit of the Association.
- e. Such money and properties of the Association that are not utilized for the objects of the Association may be invested in such manner in such Banks and in such way as the Managing Committee may at their discretion, think proper and the Managing Committee may change the investments in order to (better) fulfil the objects of the Association
- f. The managing Committee with the approval of General Body shall have power to purchase, construct or acquire on lease or exchange or hire, by gift or otherwise, any real or personal property and any right or privilege necessary or convenient for the purpose of the Association to improve, develop, manage, sell, mortgage, dispose of, turn to account or otherwise deal with all or any part of the property of the Association,
- g. The managing Committee may constitute as many sub-committees as it deems fit for furtherance of the objects of the Association. These committees may lay down their own procedures of working.
- h. Decisions and recommendations of the Managing Committee shall be subject to ratification of the General Body.
- i. Decisions and recommendations of the Managing Committee shall be subject to approval of the General Body

## **3. Meetings**

- a. The members of the Managing Committee shall meet as often as required and at least once during the annual conference. 1/4<sup>th</sup> of the total number of members of the Managing Committee which includes at least three members of the Executive Committee will form a quorum.
- b. The Honorary General Secretary shall circulate the agenda for the meeting at least a month before the date of the meeting through hard copy, email or any other accepted means of documentable communication.



# **Tamil Nadu Ophthalmic Association Constitution & Bye-Laws**

- b).1.** Email, hard copies or any other accepted means of documentable communication shall be the accepted mode of communication between the association and its members
- b).2.** When required, Emergency Executive Committee and or Managing Committee meetings may be held by Tele/video conferencing or other accepted modes of conferencing.
- c.** The president shall preside at the meeting of the Managing Committee. In his/her 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 the meeting he/she shall exercise all the powers of the President.
- d.** The President or Chairman, in the event of a tie, will have a casting vote
- e.** The voting may be by show of hands or whichever means is considered appropriate by the President

## **ARTICLE XIII - EXECUTIVE COMMITTEE**

### **1. Composition**

- a. President
- b. President Elect
- c. Vice President
- d. Honorary General Secretary
- e. Honorary Treasurer

The President may invite any other person / persons as Special invitees but such persons will have no voting rights and shall leave the meeting at the end of the discussion relevant to them.

### **2. Functions**

Conduct affairs of the Association and meet as often as necessary or by acceptable electronic means. It will nominate TWO members to represent Tamil Nadu on the Managing Committee of the All India Ophthalmological Society when called for by the AIOS subject to ratification by the Managing Committee, "Provided that one of the members shall be the Secretary of the Tamil Nadu Ophthalmic Association".

## **ARTICLE XIV - JOURNAL OF THE ASSOCIATION**

- 1.** The Association shall publish a journal called "Journal of Tamil Nadu Ophthalmic Association"
- 2.** One issue of this journal will be devoted to the proceedings of the Annual Conference every year.
- 3.** The Editor shall be elected once in three years and shall constitute an Editorial Committee which shall comprise of

# **Tamil Nadu Ophthalmic Association Constitution & Bye-Laws**

- a. Editor
- b. Managing Editor
- c. Three Members

## **Ex-officio Members (entitled to vote)**

- a. The President
- b. Honorary General Secretary
- c. Honorary Treasurer
- d. immediate Past Editor
- e.

## **ARTICLE XV -ACADEMIC AND RESEARCH COMMITTEE**

The Academic and Research Committee will consist of:

- a. Chairman
- b. Three members nominated by Chairman

## **Ex-officio members (entitled to vote)**

- 1. The President
- 2. Honorary General Secretary
- 3. Honorary Treasurer

It shall, uphold, maintain and further update academic standards and research. It shall formulate and implement policies on continuing medical education in Ophthalmic Sciences. The committee shall institute visiting - scientist fellowships, travel training fellowships etc.

## **ARTICLE XVI - ELECTION AND TENURE OF OFFICE - BEARERS AND MEMBERS OF THE STATUTORY COMMITTEES**

The Association shall elect the following office – bearers

- 1. The Vice - President shall be elected by the ratified members of TNOA who are eligible to vote every year. He becomes the President Elect the following year.
- 2. The Honorary Secretary, Honorary Treasurer, Joint Secretary, Joint Treasurer, Editor, ARC Chairman and 7 Members of Managing Committee will be elected by the ratified members of TNOA who are eligible to vote for a period of 3 years or at 3rd annual conference whichever is longer, at the end of which period they will not be eligible for re-election for the same post.
- 3. In case there is an election it 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 next annual conference.
- 5. Vacancies:
  - The following succession shall be effective:
  - a. President will be succeeded by President – Elect
  - b. President - Elect will be succeeded by Vice – President

## **Tamil Nadu Ophthalmic Association Constitution & Bye-Laws**

- c. Honorary General Secretary will be succeeded by the Honorary Joint Secretary
- d. Honorary Treasurer will be succeeded by the Honorary Joint Treasurer
- e. Other Office Bearers and Chairman of Committees and members will be nominated by the President subject to ratification by the Executive Committee and 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 special General Body, called for the purpose, decides by a 3/4th of the majority of members present that certain office - bearer or bearers be removed from office.
7. The election will be by secret Ballot which may be by physical or electronic balloting as per conditions and procedures laid down in the bye laws

### **ARTICLE XVII - FUNCTIONS OF THE PRESIDENT, PRESIDENT- ELECT AND VICE PRESIDENT**

- a. The President will act on behalf of the Association and will represent the Association during his/her tenure.
- b. The President shall regulate the proceedings of the Association and the Managing Committee
- c. The President shall uphold the constitution and enforce the rules and regulations named there under
- d. He shall preside over all the functions of the Association and meetings of the General Body and Managing Committee.
- e. In the absence of the President, the President - Elect and in his/her absence the Vice - President shall officiate.
- f. The President can seek the advice of one of the Past Presidents in the capacity of "Advisor" for guidance. The Past President nominated as advisor can be invited to the Managing Committee Meeting as Ex-officio special invitee without voting rights. A Past President can act as "Advisor" for a maximum period of 3 years continuously or with interval. Other past presidents can also attend the managing committee meeting without voting rights.

### **ARTICLE XVIII - FUNCTIONS OF THE HONORARY GENERAL SECRETARY**

- a. The Honorary General Secretary shall manage all correspondence and shall keep the minutes of the Association and Committee Meetings which will be read and confirmed at the following meetings respectively.
- b. He shall have charge of all records of the office and keep a register of all papers communicated to him.
- c. He shall be responsible to the Association for carrying out the resolutions of the Associations.
- d. All records shall be open to inspection by any member of the Association after a written request to the President and passed by the Managing Committee.
- e. All documents, covenants, contracts shall be made jointly with the Honorary Treasurer. All Properties and Documents of the Association shall be under the custody of Honorary General Secretary.

## **Tamil Nadu Ophthalmic Association Constitution & Bye-Laws**

- f. The Honorary General Secretary may incur an expenditure in unforeseen circumstances as per the guidelines provided in the Bye-laws.
- g. TNOA Secretary and 2 members nominated by Managing Committee shall manage the website of TNOA.

### **ARTICLE XIX - FUNCTIONS OF THE HONORARY TREASURER**

- 1. The Honorary Treasurer shall receive money due to the Association and shall make all payments in accordance with any rules framed by the Managing Committee and shall conduct transactions and every receipt given shall be signed by him. He will prepare a statement regarding the financial position of the Association jointly with the Honorary 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 Accounts shall be operated jointly by :
  - a. Honorary General Secretary or Honorary Joint Secretary and
  - b. Honorary Treasurer or the Honorary Joint Treasurer
- 3. He shall maintain a list of current members and their addresses.

### **ARTICLE XX – FINANCE**

- 1. **The Finance of the Association shall be kept under one single account**
  
- 2. **General Accounts: One TNOA account under different head of accounts.**

The General Account will include all receipts and expenditure by way of

  - a. Subscription
  - b. Advertisement charges
  - c. 25% Funds collected by the Association from stall charges
  - d. Any surplus or deficit generated from conferences, meetings, symposium etc. hosted by Tamil Nadu Ophthalmic association.
  - e. Sale of any property belonging to the Association.
  - f. Payments made towards holding of conferences, workshops, instructions courses, continuing medical education programme, public medical education activities, social service activities, medical camps, donations, printing and stationary, postage and courier, salary to office assistants, taxes, fees, etc. for the efficient working of the association and office.
  - g. Interest earned from bank accounts both savings and fixed Deposits.
  
- 3. **Fixed Deposits:**
  - a. All life membership subscription shall go to the reserve fund. Only the interest from this will be transferred to the general fund.
  - b. Any other income or unconditional donations may be added to this fund at the discretion of the managing committee with approval of the General Body.

## **Tamil Nadu Ophthalmic Association Constitution & Bye-Laws**

- c. Donation towards Awards
4. Academic and Research Account with in the General Account :
  - a. Funds will be AL Local Organizing Committee ated to Academic and Research Committee in the annual budget to be approved by the MC and GB.
5. Journal Account :
  - a. Funds will be AL Local Organizing Committee ated to Journal of TNOA in the annual budget - to be approved by the MC and GB.
6. The Constitution & Bye-laws book may be printed once in 3 years incorporating all the amendments and working rules. The total number of copies to be printed will be = to the number of members + 600 copies for the new members who are expected to join in the next 3 years and may be modified from time to time depending on circumstances.

### **ARTICLE XXI –CONFERENCES**

1. The Association shall organize conference / conferences at least once a year.
2. The venue of the conferences shall be recommended by the Managing Committee and approved by General Body. In unforeseen situations, the President will take decision in consultation with the Executive Committee.
3. Six months before the date of the conference, a preliminary notice will be sent to every member by the Honorary General Secretary.
4. The conference shall be organized on behalf of the Tamil Nadu Ophthalmic Association only by affiliated Local Organizing Committee or bodies (Ophthalmic) and the President, Secretary and Treasurer of TNOA will be ex officio members of the Organising Committee & Chairman Scientific Committee of previous Local Organizing Committee.
5. Request for hosting the future conference(s) should reach the Secretary TNOA one month before the Annual managing council meeting. The affiliate association should have passed a resolution in their meeting to host the conference, the managing council member of the requesting association must be present at the meeting.
6. Absenteeism of Presenters and Chairpersons and other officials, without due intimation in writing to the Chairman Scientific Committee of Local Organizing Committee during the conference will lead to such persons being banned for a period of one year from presenting papers or holding such positions.
7. The audited statement of accounts of the conference shall be submitted by the Organising Secretary to the Honorary Treasurer of the Association before 31<sup>st</sup> December of the respective calendar year.
8. The Chief Guests of a TNOA Annual Conference will be selected by the Local Organizing Committee in consultation with the President Elect
9. In the TNOA Annual Conference, other allied specialty members can participate as speakers, but not as Chairman, Co-Chairman, Convenor or Moderator
10. The presentation certificates will be issued to all authors of free papers subject to the maximum of 3 co-authors

## **Tamil Nadu Ophthalmic Association Constitution & Bye-Laws**

11. The organising Secretary of each TNOA Conference shall provide along with the accounts, the list of faculty members who have defaulted before the next managing committee meeting
12. TNOA registration for Medical council credit marks with TNMC: TNOA has been formally registered as an association with the TNMC to conduct conferences and CME and give CME credit hours for TNOA conference. Certificate charges for the credit hours will be added to the Delegate Registration fee

### **ARTICLE XXII – BYE-LAWS**

The society under its constitution shall frame bye laws for the smooth functioning of the affairs of the society.

### **ARTICLE XXIII -AMENDMENT TO THE CONSTITUTION**

1. The managing committee may recommend an amendment, addition, alteration or deletion to the Constitution, provided they give at least 30 days clear notice with the details of proposed amendment to the members of the Association before the Special General Body Meeting called for the purpose or at the Annual General Body as a special resolution.
2. Any member may propose any amendment, addition, alteration or deletion to the Constitution giving a minimum 60 days clear notice before the Special General Body Meeting or at the Annual General Body Meeting as a special resolution. The proposed amendments shall be submitted in writing and shall be duly seconded and signed by five other members of the Association.
3. Quorum for amendment of constitution shall be the same as that for the Annual General Body meeting.
4. Any amendment, addition, alteration or deletion to the Constitution shall be made if approved by 2/3rd majority of the members present & voting at the Special General Body Meeting or at the Annual General Body Meeting in which it will be taken as a Special Resolution.

### **ARTICLE XXIV - AMENDMENT TO THE BYE-LAWS**

1. The Managing Committee may recommend an 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 Association before the Special General Body Meeting called for the purpose or before the Annual General Body Meeting in which it will be taken as a special resolution
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 Special General Body Meeting or at the Annual General Body Meeting as a special resolution. The proposed amendment shall be submitted in writing and shall be duly seconded and signed by five other members of the Association.
3. Quorum for amendment of bye-laws shall be the same as that for Special/General Body Meeting.

## **Tamil Nadu Ophthalmic Association Constitution & Bye-Laws**

4. Any amendment addition, alternation or deletion in the bye-laws shall be made if approved by simple majority of the members present at the Special/ Annual General Body Meeting,

### **ARTICLE XXV - DISSOLUTION OF THE ASSOCIATION**

If upon dissolution of the Association there shall remain after satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among members of the Association or any of them, but shall be given or transferred to association or associations, institution or institutes having objects similar to any of the objects of association to be determined by the votes of not less than three -fifth of the members present personally or by proxy in a meeting at or before the time of the dissolution or in default thereof by the High Court of the State of Tamil Nadu.

# **Tamil Nadu Ophthalmic Association Constitution & Bye-Laws**

## **BYE-LAWS**

Framed under Article XXII of the Constitution. If anything in these bylaws is in contravention or in conflict with the constitution, the same provisions of the constitution shall have the supremacy.

### **I. AFFILIATIONS**

District / City / Other Associations / Societies

1. They may be affiliated to TNOA after being approved by the Managing Committee and the General Body.
2. These Societies shall frame their own constitution which shall not be in conflict with the constitution of TNOA. In the absence of their own constitution and bye-laws, constitution and bye-laws of TNOA will apply.
3. Each affiliated society shall pay onetime affiliation fee of Rs.1,000/-
4. Each affiliated city and other societies must have at least 5 members of its rolls who are members of TNOA.
5. Each affiliated body will nominate one person to the Managing Council of the TNOA which will be advisory council and is meant to bring out the grass root level problems at their Local Organizing Committee alities.
6. These societies shall be autonomous so far as the internal management and working are concerned.
7. Report of the activities of the societies may be published in the Journal of TNOA.

### **II. SUBSCRIPTION**

Subscription for all categories shall be decided by General Body from time to time.

Membership Subscription:

TNOA Life Member	: Rs.4000.00
National Member	: Rs.4000.00
Associate Member	: Rs.4000.00
International Member	: USD: 100

### **III. ELIGIBILITY FOR VARIOUS OFFICES**

1. Past Presidents will not contest any election but they may be nominated or co-opted in any committee
2. No member shall hold more than one office or more than two committee memberships at any one time. One member can contest for only one post

#### **A. Vice President**

1. Must have been a member of good standing for a minimum period of 10 years
2. Must have held an organizational position either as an office bearer or a member of Managing Committee for a minimum period of one term and attended at least four such meetings.



# **Tamil Nadu Ophthalmic Association Constitution & Bye-Laws**

3. Should have actively participated in the scientific / organizational activities of the Association.

## **B. Honorary General Secretary and Honorary Treasurer**

1. Must have been a member of good standing of the Association for 5 years.
2. Must have been a member of the Managing Committee for at least one full term and attended at least four meetings of the Managing Committee.
3. Should have actively participated in the scientific / organizational activities of the Association.

## **C. EDITOR**

1. Must have been a member of good standing of the Association for 5 years
2. Should have actively participated in the scientific / organizational activities of TNOA.
3. He/she should have been member of the Managing Committee for one full term & attended four Managing Committee Meetings.

## **D. ARC CHAIRMAN**

1. Must have been a member of good standing of the Association for 5 years
2. He/she should have been member of the Managing Committee for one full term & attended four Managing Committee Meetings.

## **E. JOINT SECRETARY & JOINT TREASURER**

1. Must have been a member of good standing of the Association for 5 years.
2. Must have been a member of the Managing Committee for one term and attended at least four meetings of the Managing Committee.
3. Should have actively participated in the scientific / organizational activities of the Association.

## **F. MEMBER – MANAGING COMMITTEE:**

1. Must have been a member of good standing of the Association for 3 years.
2. Attended at least two General Body meetings of the Association

## **IV. CO-OPTION OF COMMITTEE MEMBERS**

Chairman of various Presidential Committees can co - opt more members in consultation with the Executive Committee.

## **V. ELECTION PROCEDURES**

1. Honorary 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.
2. Honorary General Secretary should keep everything ready so that elections, if necessary, can be completed expeditiously
3. Only RATIFIED LIFE members will be allowed to vote. Honorary Secretary will therefore, keep ready an up to date list of such members during election time

## **Tamil Nadu Ophthalmic Association Constitution & Bye-Laws**

4. **4a.** 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.
- 4b.** At the beginning of his tenure the President will constitute an appellate commission consisting of 2 Past Presidents & 3 Senior most members. Senior most Past President will be the Chairman of the commission & will have a casting vote in case of a tie. An aggrieved candidate may appeal to this commission within 10 days of the announcement of the results. The representation will be considered by the appellate commission and the decision of the appellate commission shall be final and binding.
- 4c.** The Office bearers, Election commissioners & Appellate commission members cannot propose or second candidates in the election.
5. The nomination paper of office bearers shall be accompanied by a Bio - data on prescribed pro-forma.
6. The elections shall be held on Friday / First day of that Conference

### **VI. JOURNAL OF TAMILNADU OPHTHALMIC ASSOCIATION – TNOA Journal of Ophthalmic Science and Research**

It should be published once in a quarter. The quarterly terms for the TNOA Journal are

First Quarter	: September to November
Second Quarter	: December to February
Third Quarter	: March to May
Fourth Quarter	: June to August and the issues scheduled for November, February, May and August.

### **VII. STALLS**

1. Commercial Exhibition: Commercial Exhibition will be organized by the host committee on behalf of the Association. The rates for the stalls will be decided by the host committee in consultation with the Executive Committee.
2. All Conference collections (Registration, stall charges & sponsorship charges) should be paid directly to Tamil Nadu Ophthalmic Association. All receipts will be in the name of Tamil Nadu Ophthalmic Association by way of cheques/ Demand drafts /NEFT/ET using only the TNOA PAN Number.. All payments shall be made only through the bank after appropriate deduction of applicable taxes.
3. 75% of the stall charges shall be transferred to the conference head / sub account of TNOA. The TNOA conference account shall be operated jointly by the conference Local Organizing Committee secretary and the conference treasurer to meet the conference expenses. TNOA conference bank account shall be operated in the city where the annual conference is held. All taxes related to the conference except GST are borne by the respective conference account. 50% of the profit is transferred to the Local Organizing Committee if the Local Organizing Committee is tax compliant. Mid-Year Conference Account & Bank account will be operated by the President & the Organizing Secretary of the mid-year conference.

# **Tamil Nadu Ophthalmic Association Constitution & Bye-Laws**

4. 25% of the amount received from the trade as stall charges for the Annual Conference shall be retained in TNOA account. A provisional budget shall be prepared by the Local Organizing Committee and adhered to.

## **VIII. ETHICS COMMITTEE**

To deal with all ethical matters in relation to the Association and its members and complaints received regarding the above. The committee would consist of President, three Immediate Past Presidents and the President Elect. The President would be the Chairman of the Committee.

## **IX. STANDARDS COMMITTEE**

To deal with all matters related to maintaining standards in equipment, drugs and medicines. And to resolve disputes between members and those of the trade with regards to supply and maintenance of equipment. The committee to consist of: The president, The Joint Secretary and 3 Nominees approved by the Managing Committee. The President would be the Chairman of the Committee.

## **X. GRIEVANCE COMMITTEE**

A Grievance committee shall be constituted by the President comprising of three Past Presidents with one as Chairman for the committee.

- i. The committee shall hold office for 1 year.
- ii. The functions of the committee shall be to resolve dispute of members with respect to Office bearers, Sub committees and the secretariat.
- iii. The preferred method of dispute redressal shall be by arbitration and the decision of the committee shall be binding on all parties.
- iv. An appeal will be allowed to either party to the general body, where the issues shall be put up by the grievance committee through Managing Committee.

## **XI. AWARDS**

### **TNOA Life Time Achievement Awards:**

On the recommendation of the Executive Committee and the ratification by the Managing Committee, the TNOA will award the Life time achievement award every year for up to two senior members of the TNOA for their contributions to the science of ophthalmology and the functioning of the TNOA. The Award will be presented during the inaugural session of the Annual Conference subject to following guide-lines:

- a. The member should not be less than 65 years of age.
- b. He / She should have actively participated in the Association for a minimum period of 20 years.
- c. The affiliate societies may recommend one member from their association for consideration of this honour
- d. The recommendations will be sent to the Hony. General Secretary along with the candidate's biodata and photograph.

## **Tamil Nadu Ophthalmic Association Constitution & Bye-Laws**

- e. The affiliate society / associations will, however, not recommend the name of any member posthumously.

### **1. TNOA Dr. Joseph Gnanadickam Memorial Gold Medal Oration Award :**

- a. TNOA Dr. Joseph Gnanadickam Memorial Gold Medal Oration Award Committee consist of The President (TNOA), The Secretary (TNOA), Imm Past President-TNOA (Member), Patron-Founder Member, Convenor will be the -Director & Medical Superintendent of Joseph Eye Hospital, Trichy.
- b. On the recommendation of the Joseph Gnanadickam Memorial Award Committee the Managing Committee will ratify this annual award.
- c. The Award will be presented during the inaugural session of the TNOA Conference and the recipient will deliver the 20mts Oration at the AGM of TNOA.
- d. There will be no other scientific activity in any other hall during this time.
- e. The recipient will be introduced at this session by a representative of the Joseph Gnanadickam Memorial Award Committee.

### **2. TNOA Dr.G. Venkataswamy Community Ophthalmology Oration Award :**

- a. The award will be given annually to a person from Tamil Nadu, any other state or any other country in recognition of his / her contribution to Community Ophthalmology.
- b. The Award will be presented during the inaugural session of the TNOA Conference and the recipient will deliver 20 minutes oration immediately after the Joseph Gnanadickam Oration at the AGM
- c. There will be no other scientific activity in any other hall at this time.
- d. The Awardee will be decided by the President Elect, Hony. General Secretary and Treasurer and whenever necessary, a Director from Aravind Eye Care System will be co-opted.
- e. The recipient will be introduced at this session by the President.

### **3. TNOA Prof. C.P. Gupta Best Paper Award:**

- a. Will be awarded to the Best Paper in the Best of the Best Session, herein after called "THE C P GUPTA AWARD SESSION" on the final day
- b. The time allotted for each paper is 6 minutes
- c. Judges –President or his/her nominee, Immediate Past President or his / her nominee, Director RIO GOH or his / her nominee

### **4. TNOA Prof. E.T. Selvam Endowment Quiz Award :**

- a. Prof. E.T. Selvam Endowment Quiz Award for the best team in Ophthalmic Quiz, to be given annually and conducted during the TNOA conference.
- b. Only post graduate students of ophthalmology studying in Institutions in Tamil Nadu and Union Territory of Puducherry are allowed to participate
- c. Each team will consist of TWO members, representing the Institution and both of the team members must be members of the TNOA. Both must have enrolled as Life

## **Tamil Nadu Ophthalmic Association Constitution & Bye-Laws**

Members on or before 31st May of that year.

- d. Conducting the quiz is the responsibility of the Chairman Scientific Committee of Local Organizing Committee of the respective conference or anyone officially assigned the duty by the scientific chairman of the Local Organizing Committee.
- e. All members and delegates must be informed about the quiz programme during the first call for the conference.
- f. Participants must register well in advance for the quiz.
- g. The quiz must be clinically oriented quiz and should include: Historical aspects, clinical findings - diagnosis, visual section / salient features etc, and will cover the following sections: conjunctiva and cornea, glaucoma, uvea, lens, squint, neuro - ophthalmology, orbit, miscellaneous.
- h. In case of a tie, a tie breaker session to be held and one winning team to be selected. In the quiz competition only registered teams should be allowed to participate and non-competing teams should not be permitted to participate
- i. Sharing the awards to be avoided for all endowment Awards.
- j. The decision of the Chairman Scientific Committee of Local Organizing Committee al Organizing Committee will be final.

### **5. TNOA Capt. Subramaniam Best Video Award:**

- a. Only members of TNOA are eligible to participate.
- b. He / She should have enrolled as a Life Members of the TNOA on (or) before 31st May of that year.
- c. Entries in duplicate should reach Chairman Scientific Committee of Local Organizing Committee and Secretary TNOA on or before 31st May. (Online abstract submission link password to be shared between TNOA office & scientific committee of Local Organizing Committee).
- d. Proof of membership of TNOA should be sent along with the abstract and text of the video film entered for the Competition.
- e. A declaration that this film has not been shown earlier anywhere should be enclosed
- f. Violation of rule (e) above, if proved will attract disqualification of the entry
- g. The video compact disc should be submitted to the secretary of the TNOA on the first day of the conference.
- h. TNOA will maintain a record of the video films that participated in the competition each year.
- i. The time allotted is 6 minutes.
- j. The Judges shall be
  - I.** The President of TNOA or his / her Nominee
  - II.** The Immediate Past President or his / her Nominee
  - III.** One representative from the donor committee.

Note: In case the donor or any of the Judge's family or institution is competing, they shall excuse themselves from the responsibilities of being a judge.

## **Tamil Nadu Ophthalmic Association Constitution & Bye-Laws**

### **6. TNOA Coimbatore Ophthalmic Association Best Poster Award:**

- a. Only members of TNOA are eligible to participate.
- b. He/she should have enrolled as a Life Member of the TNOA on (or) before 31st May of that year.
- c. Entries should reach the Chairman Scientific Committee of LOCAL ORGANIZING COMMITTEE and Secretary, TNOA on or before May 31st before the commencement of the next session of the TNOA Conference.
- d. Proof of membership of TNOA should be sent along with the abstract of the poster entered for the competition.
- e. A declaration that this poster has not been presented in any conference earlier, should be given by the participant.
- f. Violation of rule (e) above, if proved will attract disqualification of the entry
- g. The poster may be the work of either one or a group of persons.
- h. The same person may be considered for the award in the subsequent years too even if he / she has won the award earlier, provided a different poster is presented subsequently.
- i. No Separate session as all are 'e' posters.
- j. The time allotted is 6 minutes.
- k. The Judges shall be –
  - I. The President of TNOA or his / her Nominee
  - II. The Immediate Past President of TNOA or his / her Nominee
  - III. President of the Coimbatore Ophthalmic Association or his/her nominee

### **7. TNOA TOPS award for the Best Paper in the Retina Session.**

- a. He/she should have enrolled as a life Members of the TNOA on (or) before 31st May of that year.
- b. Entries in duplicate should reach Chairman, Scientific Committee of Local Organizing Committee and Secretary TNOA on or before 31<sup>st</sup> May (Online abstract submission link/password to be shared between TNOA office & scientific committee of Local Organizing Committee).
- c. Judges - Two judges nominated by the President and President elect and Representative from the endowment committee

### **8. TNOA Dr. MN Endowment award for the Best Paper in the Cataract Session.**

- a. He/she should have enrolled as a Life Members of the TNOA on (or) before 31st May of that year.
- b. Entries in duplicate should reach Chairman, Scientific Committee of Local Organizing Committee and Secretary TNOA on or before 31st May. (Online abstract submission link/password to be shared between TNOA office & scientific committee of Local Organizing Committee )

## **Tamil Nadu Ophthalmic Association Constitution & Bye-Laws**

- c. Two judges nominated by the President and President elect and Representative from the endowment committee.

Note: In All the Awards, In case the donor or any of the Judge's family or institution is competing, they shall excuse themselves from the responsibilities of being a Judge.

All future endowments received must be for a minimum of FIVE Lakhs rupees and they will not be part of a single hall activity.

### **9. TNOA Salem Ophthalmic Association SankaraNethralaya Alumni Dr.S.S.Badrinath medal of Honour**

- a. The recipient should be a life member of TNOA and should have enrolled at least 90 days before the TNOA Conference.
- b. The award is in recognition of the clinical work done and contribution to ophthalmic science.
- c. The awardee will be decided by
  - I. The President of TNOA or his/her nominee.
  - II. Secretary of the Salem Ophthalmic Association.
  - III. Secretary of the SankaraNethralaya Alumni.
- d. The medal will be presented by the President of TNOA along with other awards.

## **XII. MANAGING COUNCIL**

A Managing Council shall be formed with one representative from each of the affiliate district associations.

Each district association shall nominate one of their members / president / secretary for a period of one year.

The nominee should be a life member of TNOA. They will assume office at the General Body Meeting each year.

### **1. Composition**

It shall consist of:

- a. One member from each of the affiliate district associations
- b. TNOA Managing Committee Members

### **2. Functions**

- b. Managing Council shall act on behalf of the district associations to put forward suggestions to the Managing Committee.

### **3. Meetings**

- 1A.** The members of the Managing Council shall meet as often as required and at least once during the annual conference. 1/4 of the total number of members of the managing council shall form a quorum.
- 1B.** The Honorary Secretary shall circulate the agenda at least a month before the date of the meeting.

## **Tamil Nadu Ophthalmic Association Constitution & Bye-Laws**

**1C.** The President shall preside at the meeting of the managing council. In his/her absence, the President Elect shall officiate for him/her and in the absence of the President and President - Elect, the Vice President will preside. In the absence of the above three, the meeting may elect it's own Chairman and for the purpose of the meeting he/she shall exercise all the powers of the President.

**1D.** Whenever it is found inconvenient to call a meeting of the managing council and whenever the Honorary General Secretary in consultation with the President deems it desirable that the opinion of the Managing Council be obtained, he shall do so by post/ e-mail.

- 2.** The Managing Council Meeting and the Managing Committee meeting will be held on the previous day of the Conference. Managing council meeting on Thursday from 6.30 pm onwards followed by Managing Committee meeting. There will be a Mid-Year Managing Committee Meeting.

### **XIII. CONCESSION TO SENIOR MEMBERS / PAST PRESIDENTS IN TNOA CONFERENCES:**

Any TNOA life member above 70 years and his/her spouse above 70 years are exempted from paying Registration fee for the Annual conference of TNOA. A Past President & his/her spouse are exempted from paying Registration fee for the Annual Conferences of TNOA

### **XIV. TRAVEL ASSISTANCE TO MC MEMBERS FOR ATTENDING THE MANAGING COMMITTEE:**

Travel assistance to Managing Committee members for attending the Managing committee meeting, other than during the Conferences (up to the maximum of 2nd Class A/C Train fare and accommodation charges) will be provided. (Preferably booked by TNOA office)

### **XV. EXPENDITURE LIMIT OF HON.GEN.SECRETARY**

- a.** The Honorary General Secretary may incur an expenditure up to Rs.10,000/- Over & above this limit President's approval has to be obtained.
- b.** Liaison Officer is appointed to assist the General Secretary with regard to matters pertaining to Registrar of Societies. His remuneration will be fixed by the Hony. Secretary and approved by the Managing Committee.