



Tamil Nadu Ophthalmic Association Constitution & By-Laws

Amendments approved by the Special General Body Meeting held on 30.03.2025

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PREAMBLE

Tamil Nadu Ophthalmic Association (TNOA) is a more than seventy years old Association of ophthalmologists which came into existence in the name of Madras State Ophthalmic Association in 1953 at Tiruchirappalli.

In 1987 during the Erode Conference, it was decided to change the name to Tamil Nadu State Ophthalmic Association.

Presently there are more than 4000 Members.

The Association works for the benefit of the ophthalmic community, irrespective of gender, caste, creed or religion and is affiliated to the All India Ophthalmological Society.

TNOA organises annual and a mid-year conferences offering an opportunity for 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 electronically. 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 in person or through electronic media.

We, the members of the Tamil Nadu Ophthalmic Association, accept and establish this constitution as the guiding tool of our Association.

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 by-laws.

ARTICLE III - REGISTERED OFFICE

The registered office of the Association will be at Friends Eye Hospital, 48, Surya Avenue, Puthur, Tiruchirapalli - 620017 and the administrative office will be the address of the Hon Gen secretary.

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 Association.
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 and 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.
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 by-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 by 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 gender.
22. Not more than 5% of the income of the Association would be applied for any religious purposes or given to religious institutions.
23. To advocate for patient rights and hospital interests with government bodies, NGOs, media, and other stakeholders.
24. Manage insurance-related matters affecting eye care providers and professionals.
25. Advise and support members on medico legal matters.
26. Regularly review financial planning, conduct audits, provide financial reports.

ARTICLE V – MEMBERSHIP

The membership of the Association shall consist of

1. Ratified Life Members

- Medical practitioners who are Indian citizens
- Domiciled in Tamil Nadu and Union Territory of Puducherry as evinced by a government issued proof of residence (Aadhar card, Voter ID, Passport &c)
- Hold a post graduate degree in Ophthalmology
- Have the post graduate additional qualification registered with TNMC
- Interested in the science and art of Ophthalmology

Alone shall be eligible for LIFE membership and pay LIFE membership subscription as defined in the by-laws.

Only such life members shall be ratified in the subsequent general body meeting and then only be eligible to vote and take part in elections.

They shall be eligible for both the contested awards and the nominated awards.

2. Associate Members

- a. Will be those persons who do not fulfil one or more of above five criteria.
- b. They shall be entitled to participate in all activities of the Association, but will not be entitled to vote at any meeting of the association, nor hold position of office.
- c. Associate members are eligible only to take part in academic activities of the TNOA and are eligible to win contested awards alone.
- d. They will pay a subscription as provided in the by-laws.
- e. If any associate member does satisfy all of the five criteria at any point after becoming an associate member, they may be recommended by the Managing committee and thus be ratified by the subsequent general body to become ratified life members.

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.
- b. 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 and are not eligible for any endowment awards except those entitlements which are specifically provided in the by-laws.
- c. They will pay a subscription as provided in the by-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 for this membership provided his / her name is recommended and passed at both the Managing Committee and the General Body meetings.
- b. 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 and are not eligible for any endowment awards except those entitlements which are specifically provided in the by-laws.
- c. They are exempted 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.

ARTICLE VI – SUBSCRIPTION

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

ARTICLE VII – PRIVILEGES OF MEMBERSHIP

1. All Members shall be entitled to participate in all the academic activities of the Association and shall also be entitled to receive publications of the Association as provided in the by-laws.
2. Only Ratified LIFE members will be eligible to vote or stand for office.
3. New Life Member Applicant: The application for membership (except Honorary Members) shall be duly proposed by one ratified member and seconded by one ratified member of the Association
4. Ratification of life membership shall be recommended by the managing committee and approved by the General Body for admission to the Association.
5. A New Life Member Applicant (except 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 By Laws if it is held prior to his/her membership being approved by the General Body but will not have the right to vote or take part in elections until his/her membership is duly ratified by the General Body.
6. 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.
7. 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. Membership shall cease if any member's registration is cancelled by National Medical council / State Medical Council.
4. Before any disciplinary action is taken against any member for any professional misconduct, the member will be served 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 due to 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.

ARTICLE IX - GENERAL BODY

1. Only Ratified 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. Notice shall be given 21 days 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 9am; 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
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 the TNOA Journal Of Ophthalmic science and research
4. Ethics Committee
5. Trade relationship Committee
6. Grievance Committee
7. Advocacy Committee
8. Medico-Legal Committee
9. Insurance committee
10. Finance 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.

Composition

It shall consist of:

- a. President

- b. Immediate Past President
- c. President Elect
- d. Vice President
- e. Honorary General Secretary
- f. Honorary Treasurer
- g. Honorary Joint Secretary
- h. Honorary Joint Treasurer
- i. Editor of the TNOA Journal of Ophthalmic Science and Research
- j. Chairman - Academic & Research Committee
- k. 15 Members elected by the ratified members of TNOA

Ex-officio (Without voting rights)

- 1. Advisor to the President
- 2. All past presidents
- 3. Immediate Past Secretary for a period of one year
- 4. The Organising Secretary of the previous and of the subsequent conferences

Functions

- a. Managing Committee shall act on behalf of the General Body for running the affairs of the Association under its constitution and by-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 Banks and in a proper way as per their discretion and the Managing Committee may change the investments in order to 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 movable and immovable properties 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 and approval by the General Body.

Meetings

- a.** The members of the Managing Committee shall meet as often as required and at least once in person during the annual conference. 1/4th 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.
 - 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
 - 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 in 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 TNOA Journal of Ophthalmic Science and Research
2. The Editor shall be elected once in three years and shall constitute an Editorial Committee which shall comprise of
 - a. Editor in Chief
 - b. Ex-officio Members
 1. The President
 2. Honorary General Secretary
 3. Honorary Treasurer
 4. Immediate Past Editor
 - c. Managing Editor, Associate Editors, Joint Editors and peer reviewers (Section wise)
 - d. National or International ophthalmologists as advisors (Without Voting Rights)
(c & d approved by the Managing Committee)

ARTICLE XV -ACADEMIC AND RESEARCH COMMITTEE

The Academic and Research Committee will consist of:

- a. Chairman
- b. Ex-officio members
 1. The President
 2. Honorary General Secretary
 3. Honorary Treasurer
- c. Five members nominated by Chairman (Approved by the Managing Committee)

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

TAMILNADU OPHTHALMIC ASSOCIATION – CONSTITUTION & BY-LAWS

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 15 Members of Managing Committee** will be elected by the ratified members of TNOA who are eligible to vote. They will be elected for a period of 3 years or at the 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 by-laws
4. The President - Elect will become President from the inauguration of the annual conference.
5. **Vacancies:**
The following interim succession until the next elections shall be effective:
 - a) President will be succeeded by President – Elect
 - b) President - Elect will be succeeded by Vice – President
 - 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 including Editor and ARC Chairman, Chairman of Committees 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 with 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/electronic/online balloting as per conditions and procedures laid down in the by 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 thereunder.
- 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. A Past President can act as "Advisor" for a maximum period of 3 years cumulatively.

ARTICLE XVIII - FUNCTIONS OF THE HONORARY GENERAL SECRETARY

- a. Maintain minutes of the Association and Committee Meetings, which will be circulated before and accepted as read at the following meetings respectively.
- b. He shall be in charge of all records of the office and keep a register of all communications.
- c. He shall be responsible for carrying out the resolutions of the Association.
- 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.
- f. The Honorary General Secretary may incur an expenditure in unforeseen circumstances as per the guidelines provided in the By-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. The treasurer and the secretary shall jointly maintain a list of current members and their database including their contact numbers, address, email ID, government approved ID.
- 4. He shall act under the advice and guidance of the finance committee.

ARTICLE XX – FINANCE

**The Finance of the Association shall be kept under one single tax assessment
All transactions shall only be under the PAN and GST assessment of the Tamil Nadu Ophthalmic Association**

TNOA Main Account

This will include all receipts and expenditure by way of

1. Membership charges
2. Advertisement charges
3. Sale of any property belonging to the Association
4. Accruals and Payments made towards holding of all conferences, workshops, sponsorships to academic events, instructions courses, continuing medical education programme, public medical education activities, social service activities, medical camps, donations, printing and stationery, postage and courier, salary to office assistants, taxes, fees etc. for the efficient working of the association and office
5. Interest earned from bank accounts both savings and fixed Deposits

Sponsorship Account

This shall serve as the “Verified” sponsorship account of the TNOA. The aim of this account is to have a same account year on year for the sponsors to pay into. The Hon Treasurer of the TNOA and the Organising Secretary / Conference Treasurer shall handle this account.

Conference Account

To facilitate payment of delegate registration fees by way of the payment gateway. This account will be handled by the Organising Secretary of that year's conference and the Conference treasurer.

Conference Revenue

1. 5% of all heads of income collected (Exclusive of TDS, GST and any other taxes that may apply) towards conduct of the conference shall be transferred to the Main account of the TNOA
2. All taxes including GST shall be handled by the TNOA. The LOC shall ensure that the funds due towards such taxes are remitted to the Main account of the TNOA in the first week of the subsequent month.
3. Any surplus generated from conferences, meetings, symposium etc. hosted by Tamil Nadu Ophthalmic association will be shared by the TNOA and LOC on an equal basis.

Fixed Deposits:

1. All life membership fees shall go to the Main account.
2. Any other income or unconditional donations may be added to this account at the discretion of the managing committee with approval of the General Body.

3. Donation towards Awards shall be made into one Fixed Deposit with the interest being transferred to the Main Account to foot the expenses towards such awards

4. Funding of various Committees

Funds will be allotted to the various statutory committees in the annual budget, to be approved by the MC and GB

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 by the affiliated society on behalf of the Tamil Nadu Ophthalmic Association. The affiliate society will form a local organising committee to conduct the event. The President, President Elect, Secretary, Treasurer of the TNOA and Scientific Committee Chairman of previous conference will be ex officio members of the Organising Committee.
5. Request for hosting the future conference(s) should reach the Secretary TNOA, one month before the Managing Committee meeting. The affiliate association should have passed a resolution in their meeting to host the conference. The managing council member / authorised representative 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 the end of the financial 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 presenting and co-authors of free papers
11. Before the subsequent Managing Committee meeting the organising Secretary of each TNOA Conference shall provide along with the accounts, the list of faculty members / trade partners who have defaulted
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 – BY-LAWS

The society under its constitution shall frame by 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 at least 30 days clear notice is given to the members of the Association with the details of proposed amendment 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 BY-LAWS

1. The Managing Committee may recommend an amendment, addition, alternation or deletion to the by-laws provided they give at least 30 days clear notice to the members of the Association with the details of the proposed amendments 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 by-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 by-laws shall be the same as that for Special/General Body Meeting.
4. Any amendment, addition, alternation or deletion in the by-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 any property whatsoever after satisfaction of all its debts and liabilities, 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 association, institution or institutes having objects similar to that of TNOA. Dissolution is 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

BY-LAWS

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

I. AFFILIATIONS

District / City / Other Association / 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 by-laws, constitution and by-laws of TNOA shall apply.
3. Each affiliated society shall pay onetime affiliation fee of Rs.5,000/-
4. Each affiliated city and other societies must have at least 50% of its members on its rolls who are members of TNOA.
5. Each affiliated body will nominate one person to the Managing Council of the TNOA. The Managing Council will be advisory council and is meant to connect to the affiliate societies at the grass root level.
6. These societies shall be autonomous so far as the internal management and working are concerned.
7. The annual report of the affiliate societies shall be sent to the TNOA every year, one month prior to the annual conference to be included in the TNOA year book.

II. MEMBERSHIP FEES

The membership fees for various categories shall be decided every year, at the Managing committee meeting and approved at the annual general body meeting.

III. ELIGIBILITY FOR VARIOUS OFFICES

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

A. Vice President

1. Must have been a member of good standing for a minimum period of 10 years
2. Must have held an organization position either as an office bearer or Member of Managing Committee for minimum period of one term and attend at least four such meetings.
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. The Honorary General Secretary shall invite nominations for all posts four months before the date of the annual conference. The nominations must be received on or before the specified date.
2. The Honorary General Secretary should keep updated records and voter list ready so the elections, if necessary, can be completed expeditiously
3. Only RATIFIED LIFE members will be allowed to vote.

4. a. President will constitute an election commission consisting of three members from amongst the Past President with one of them as Chief Election Officer, who will also be the returning officer.
b. At the beginning of his tenure the President will constitute an appellate commission consisting of three Past Presidents. The senior most Past President (decided by the chronological order) 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 7 days after the official 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.
c. 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 election process shall take place solely online for 10 days through a Managing Committee approved vendor. The last day of the election process shall be the first day of the annual conference until 5pm. Official Results shall be announced in the General Body meeting.

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

It should be published every quarter. The quarterly terms for the TNOA Journal are

First Quarter	: October to December
Second Quarter	: January to March
Third Quarter	: April to June
Fourth Quarter	: July to September

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 local organising committee in consultation with the Executive Committee.
2. All Conference collections (Including registration, stall charges, sponsorship charges, donations, souvenir charges and advertisement charges in any form) should be paid directly to Tamil Nadu Ophthalmic Association. All receipts will be in the name of Tamil Nadu Ophthalmic Association using only the TNOA PAN and GST number. It should only be in the form of cheques / Demand drafts / electronic fund transfer. All payments shall be made only through the bank after appropriate deduction of applicable taxes.
3. The TNOA conference account shall be operated jointly by the Secretary and Treasurer of the conference Local Organizing Committee 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.

4. Mid-Year Conference Account & Bank account will be operated by the President & the Organizing Secretary of the mid-year conference
5. A provisional budget shall be submitted by the Local Organizing Committee along with the proposal to host the conference. The same shall be approved by the Managing Committee.

VIII. ETHICS COMMITTEE

Objective & Functions: To deal with all ethical matters in relation to the Association and its members and complaints received regarding the above.

Membership: President, three Immediate Past Presidents and the President Elect. The President would be the Chairman of the Committee.

IX. TRADE RELATIONSHIP COMMITTEE

Objective & Functions: 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

Membership: The President, The Joint Secretary and 3 Nominees approved by the Managing Committee. The President would be the Chairman of the Committee.

Duration: The committee shall hold office for 1 year

X. GRIEVANCE COMMITTEE

Objective: To resolve disputes of members with respect to Office bearers, Sub committees and the secretariat.

Functions: Dispute redressal by arbitration between the aggrieved parties. The decision of the committee shall be binding on all parties. 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.

Membership: Three Past Presidents with one as Chairman of the committee, to be constituted by the president

Duration: The committee shall hold office for 1 year

XI. ADVOCACY COMMITTEE

Objective: To advocate for patient rights and hospital interests with government bodies, NGOs, media, and other stakeholders.

Functions: Engage with policymakers, collaborate with NGOs, utilize media platforms, build relationships with stakeholders.

Membership: One past president and two members with relevant resources

XII. MEDICO-LEGAL COMMITTEE

Objective: Advise and support members on medicolegal matters.

Functions: Regularly review legal protocols, conduct training sessions, handle legal matters.

Membership: TNOA members with medico-legal qualification, one managing committee member, legal advisors and senior TNOA members with experience in medico-legal matters.

XIII. INSURANCE COMMITTEE

Objective: Manage insurance-related matters affecting eye care providers and professionals.

Functions: Regularly review insurance protocols, conduct training sessions, coordinate with insurance companies.

Membership: TNOA members with expertise in insurance matters, one managing committee member, other members with experience in insurance related matters

XIV. FINANCE ADVISORY COMMITTEE

Objective: To advice the office of Treasurer and managing committee on financial transparency, tax compliance, accountability and investment

Functions: Review financial status and account keeping, optimize finances, implement accountability measures.

Membership: One past treasurer, one managing committee member and TNOA Life members with knowledge of taxes, finances, and administration

XV. 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 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 nominated member should have completed 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 only one member per year from their association for consideration of this honour
- d. The recommendations will be sent to the Hony. General Secretary along with the candidate's bio data and photograph.
- e. The affiliate society / association should not recommend the name of any member posthumously.

Note on all Endowment Awards

- **Nominations for the oration awards shall be invited from the respective patron donors by the Hony Secretary.**
- **The nominations shall be discussed by the executive committee and forwarded to the managing committee for approval**
- **Sharing the awards shall not be allowed**
- **All future endowments received must be for a minimum of 7.5 Lakh rupees for Best paper / competitive awards and a sum of 10 Lakh rupees for any oration. They will only be a part of the regular sessions and shall not be an new / exclusive single hall activity.**
- **Any proposal for a new award shall be submitted to the managing committee and ratified in the general body. The award shall come into force from the subsequent conference**

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

- a. Patron - Director & Medical Superintendent of Joseph Eye Hospital, Trichy
- b. The award will be given annually to a TNOA member in recognition of his / her contribution to Ophthalmic science
- c. The Award will be presented during the inaugural session of the TNOA Conference and the recipient will deliver the 20 minutes Oration at the AGBM of TNOA.
- d. There will be no other scientific activity in any other hall during this oration.
- e. The recipient will be introduced at this session by a representative of the TNOA Dr. Joseph Gnanadickam Memorial Award Committee.

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

- a. Patron - Director of Aravind Eye Care System
- b. 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.

- c. 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 annual GBM.
- d. There will be no other scientific activity in any other hall at this time.
- e. The recipient will be introduced at this session by the President.

3. TNOA Salem Ophthalmic Association Sankara Nethralaya Alumni -Dr. S. S. Badrinath medal of Honour

- a. Patrons – Secretary of Salem Ophthalmic association and Secretary of Sankara Nethralaya Alumni
- b. The recipient should be a life member of TNOA and should have enrolled at least 90 days before the TNOA Conference.
- c. The award is in recognition of the clinical work done and contribution to ophthalmic science.
- d. The medal will be presented by the President of TNOA along with other awards.

4. TNOA Dr J Agrawal Teaching Excellence award

- a. The recipient should be a life member of TNOA
- b. The award is in recognition of the teaching and research work done and contribution to ophthalmic science.
- c. The medal will be presented by the President of TNOA along with other awards.

5. TNOA Prof. C.P. Gupta Best Paper Award:

- a. Will be awarded to the Best Paper in the Best of the Best Session, called “**TNOA Prof. C.P. Gupta Best Paper**”.
- b. Judges will be the President or his/her nominee, Immediate Past President or his / her nominee, Director RIO GOH or his / her nominee

6. 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 Post graduate teaching Institutions in Tamil Nadu and Union Territory of Puducherry are allowed to participate
- c. Each registered 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 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. Unregistered teams/participants will not be permitted to participate.
- g. The quiz must be clinically oriented quiz and should include historical aspects, clinical findings, diagnostics, visual section etc. covering various sub specialities.
- h. In case of a tie, a tie breaker session to be held and one winning team to be selected.
- i. Sharing the awards to be avoided.
- j. The decision of the Chairman Scientific Committee of Local Organizing Committee will be final.

7. TNOA Capt. Subramaniam Best Video Award:

- a. Only members of TNOA are eligible to participate.
- b. Contestant must have enrolled as a Life Member 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. A declaration that this film has not been shown earlier anywhere should be enclosed
- e. Violation of rule (d) above, if proved, will attract disqualification of the entry
- f. The video should be submitted to the scientific committee of the LOC on the first day of the conference.
- g. TNOA will maintain a record of the video films that participated in the competition each year.
- h. The time allotted is 6 minutes.
- i. 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.

8. 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 TNOA Secretary
- d. A declaration that this poster has not been presented in any conference earlier, should be given by the participant.
- e. Violation of rule (d) above, if proved will attract disqualification of the entry

- f. The poster may be the work of either one or a group of persons
- g. 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.
- h. No Separate session as all are Electronic Posters.
- i. A separate time slot will be allotted during the scientific session for presentation and questions to the candidates
- j. 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

9. TNOA TOPS award for the Best Paper in the Retina Session.

10. TNOA Dr. M.N. Endowment Award for the Best Paper in the Cataract Session.

11. TNOA Dr. V. Velayutham Award for the Best Paper in the Glaucoma Session.

12. TNOA Dr. K. Selvakumari Award for the Best Paper in the Neuro-Ophthalmology Session.

13. TNOA Dr. S. K. Sundramoorthy Award for the Best Paper in the Refractive Surgery Session.

14. TNOA Dr. V. Siddharthan Award for the Best Paper in the Cornea Session.

15. TNOA Dr M. R. S. Ramakrishnan Award for Best Paper in Pediatric Ophthalmology and Strabismus Session.

The below guidelines apply to all the Best Free Paper awards (9 to 15)

- a. He/she should have enrolled as a Members of the TNOA on (or) before 31st May of that year.
- b. One Judge each nominated by the President, President elect and a representative from the endowment committee.

16. TNOA Dr N. S. Venugopal Best Thesis award

- a. The thesis should be submitted only after the member has appeared for their final post graduate examination and should be within 2 years of appearing for the final year examinations as of 1st January of each conference year
- b. Once the thesis is short listed for podium presentation, it is to be presented during the conference and the duration of presentation is 6 minutes
- c. He/she should have enrolled as a Life Members of the TNOA on (or) before 31st May of that year.
- d. One Judge each nominated by the President and President elect and a representative from the endowment committee.

Note:

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

XVI. MANAGING COUNCIL

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

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

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

2. Functions

Managing Council shall act on behalf of the district association to put forward suggestions to the Managing Committee.

3. Meetings

3A. 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.

3B. The Honorary Secretary shall circulate the agenda at least 21 days before the date of the meeting.

3C. 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 its own Chairman and for the purpose of the meeting he/she shall exercise all the powers of the President.

3D. The Honorary General Secretary can call for a meeting of the managing council in consultation with the President

XVII. CONCESSION TO SENIOR MEMBERS / PAST PRESIDENTS IN TNOA CONFERENCES:

Any TNOA life member who have completed 70 years, Past Presidents and his/her spouse are eligible for complementary registration in the annual conference of the TNOA.

XVIII. EXPENDITURE LIMIT OF HON.GEN.SECRETARY

- a. The Honorary General Secretary may incur an expenditure up to Rs.25,000/. 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