

MEDICAL SOCIETY

REGIONAL INSTITUTE OF MEDICAL SCIENCES

LAMPHELPAT. IMPHAL WEST. MANIPUR – 795004

First amended: Aug 31, 2015 (General Body)

Ratified: Sept 28, 2015

CONSTITUTION AND BYE-LAWS

1. **Name of the Society** : Medical Society
2. **Office of the Society** : Regional Institute of Medical Sciences,
Lamphelpat, Imphal - 795004, Manipur, India
3. **Area of operation of the society**: Whole of Manipur
4. **Definition:**
 - a) “Society” means Medical Society of RIMS, Imphal.
 - b) “Institute” means Regional Institute of Medical Sciences Imphal, in short RIMS.
 - c) “Director” means Director of the Regional Institute of Medical Sciences, Imphal.
 - d) “Chairperson” means the Chairman or Chairwoman of the Medical Society.
 - e) “Secretary” means Honorary Secretary of the Medical Society.
 - f) “Treasurer” means the Honorary Treasurer of the Medical Society.
 - g) “Executive Committee” means the democratically elected members to run the Society
5. **Objectives of the society are to**
 - i) Hold periodical meetings, conferences and social gatherings;
 - ii) Arrange clinical discourses, discussions and demonstrations on any subject of interest of the society;
 - iii) Encourage scientific activities in medical and allied fields;
 - iv) Invite persons of eminence to present and discuss their work to the members of the society;
 - v) Publish, distribute or otherwise circulate, record transactions and proceedings of the various meetings and conference(s) of the society;
 - vi) Publish and circulate a Journal named as “Journal of the Medical Society”, which will publish articles related to the medical and allied topics of interest. The journal, which is treated as an official publication of the Society and the Institute will be published quarterly. However, the publication period may be changed as and when the society may consider fit.
 - vii) Coordinate as necessary and as seen fit with other societies or organizations having similar and allied objectives;

MEDICAL SOCIETY

REGIONAL INSTITUTE OF MEDICAL SCIENCES

LAMPHELPAT. IMPHAL WEST. MANIPUR – 795004

First amended: Aug 31, 2015 (General Body)

Ratified: Sept 28, 2015

-
- viii) Raise and borrow money and invest any sum belonging to the Society not immediately required, in such a manner as the Society thinks fit;
 - ix) Acquire properties, erect, maintain, improve or alter and keep in repair any building owned by the Society;
 - x) Provide relief to the people of Manipur affected by natural calamities and other catastrophes;
 - xi) Carry out any such other activities from time to time that are essential to achieve the above objectives

6. **Membership Category :**

There will be four categories of membership.

i) **Full life members**

- a) Medical graduate/ equivalent/allied
- b) Should be or should have been a regular employee of RIMS
- c) Onetime payment of **Rs. 3000**, which will be revised from time to time and EC is empowered to do the revision
- d) Entitlement to hold office or vote at the general body meeting or election of the society
- e) Entitlement to get journal (JMS)
- f) Retired persons will not be entitled to enjoy the facility mentioned in (d)

ii) **Associate life member**

- a) Medical graduate/equivalent/allied
- b) Postgraduate Trainee such as Ph.D./MD/MS /DM/MCh
- c) Onetime payment of **Rs. 2000**, which will be revised from time to time and EC is empowered to do the revision
- d) No voting/office bearing right
- e) Entitlement to get journal (JMS)

iii) **Ordinary member**

- a) Medical graduate/equivalent/allied
- b) Senior Resident/Casualty Medical Officer on Ad-hoc basis
- c) Annual fee of **Rs. 1000**, which will be revised from time to time and EC is empowered to do the revision

MEDICAL SOCIETY

REGIONAL INSTITUTE OF MEDICAL SCIENCES

LAMPHELPAT. IMPHAL WEST. MANIPUR – 795004

First amended: Aug 31, 2015 (General Body)

Ratified: Sept 28, 2015

-
- d) No voting right
 - e) Entitlement to get journal (JMS) during membership period

iv) **Honorary Member**

- a) Eminent person (s) of medical profession or person(s) of high scientific attainment
- b) Recommendation by the Executive Committee
- c) Not entitled to hold office or voting right
- d) Number shall not exceed 10% of the total membership of the society
- e) No membership fee
- f) Entitlement to get journal (JMS)

7. **Office Bearers and Executive Committee:**

The Executive Committee shall consist of

- a) Chairperson - 1 (one)
- b) Vice-Chairperson - 1 (one)
- c) Honorary Secretary - 1 (one)
- d) Joint Honorary Secretary - 1 (one)
- e) Honorary Treasurer - 1 (one)
- f) Editor - 1 (one)
- g) Joint Editor - 1 (one)
- h) Executive Members - 5 (five) preferably should include one lady

Besides there will be 2 (two) posts of patrons, namely Chief Patron and Patron who will be nominated by the Chairperson from the members of the society in consultation with the Executive Committee. The term of the Executive Committee office bearers shall be one year except for the Editor and Joint Editor.

8. **Funds & Assets:**

The fund of the Society shall consists of (a) application fee, (b) membership fee, (c) contribution, donation, grant from any source, (d) income from investments (e) gifts and legacies or immovable or movable property, and (e) endowments.

MEDICAL SOCIETY

REGIONAL INSTITUTE OF MEDICAL SCIENCES

LAMPHELPAT. IMPHAL WEST. MANIPUR – 795004

First amended: Aug 31, 2015 (General Body)

Ratified: Sept 28, 2015

9. **Amendments:**

The Executive Committee may propose an amendment in the constitution or the by-laws, if deemed expedient for the interest of the Society, to a general body meeting of members by giving notice of at least 7 (seven) days ahead. The amendment should be approved by at least more than half of the members present. Quorum for such meeting shall be one third of the members of the Society. If the quorum is not met, the meeting can be adjourned for 15 minutes and resume again without consideration of quorum.

MEDICAL SOCIETY

REGIONAL INSTITUTE OF MEDICAL SCIENCES

LAMPHELPAT. IMPHAL WEST. MANIPUR – 795004

First amended: Aug 31, 2015 (General Body)

Ratified: Sept 28, 2015

BYE – LAWS

Rule-I : Membership:

Eligible individuals shall apply to the Secretary in a prescribed form and pay such fee under constitution number 6 (six) mentioned above.

a) **Privileges of Membership:**

Members of the Society will have the privilege to attend and take part in all general body meetings, conferences, lectures, discussions and demonstrations. They may see copies of all proceedings and publications of the Society one month after the date of membership.

b) **Resignation and termination of Membership:**

i) A member may resign at any time from his membership of the Society by giving one month's notice in writing to the Honorary Secretary and on paying all money due owed by him/her and/or after returning all books, periodicals, papers and other properties of the Society, which may be in his/her possession.

ii) If the subscription of membership is not paid for more than two months after the expiry of membership in spite of repeated reminders by letter, registered post or email, the person will cease to be a member.

iii) Any member who has not paid his subscription for a period of 2 (two) months will automatically be erased from the membership of the Society.

iv) If the conduct of any member is considered illegal or prejudicial by the Executive Committee of the Society, the member may be requested to resign from the society. In the event of the said member refusing to do so, the name shall be erased from the register of the Society provided that it is approved in a General Body Meeting (GBM), which may be held for this purpose.

v) Any member, who deprives the Society of its rightful money, may be penalized by having his/her name erased from the register of the Society if recommended in a General Body Meeting held for this purpose.

MEDICAL SOCIETY

REGIONAL INSTITUTE OF MEDICAL SCIENCES

LAMPHELPAT. IMPHAL WEST. MANIPUR – 795004

First amended: Aug 31, 2015 (General Body)

Ratified: Sept 28, 2015

Rule-II. **Re-admission of Membership:**

Any persons who had been erased from the membership under the bye-law (i) and (iii) of Rule-I, may become a member again on paying the usual fees given in constitution no. 6 and all previous dues. Any person whose membership is erased under bye-law (iv) or (v) of Rule-I will not be readmitted except when at least more than half of the members vote for him/her at a special general body meeting held for the purpose.

Rule-III. **Duties of the Office bearers:**

Chairperson:

The Chairperson shall preside over all meetings and regulate the proceedings of the meeting. In his absence the Vice-Chairperson will officiate his/her duties.

Vice-Chairperson:

In the absence of the Chairperson, the Vice-Chairperson will perform the duties of the Chairperson. In absence of Chairperson, Vice-Chairperson and Secretary on unavoidable circumstances, one of the Executive Members of the Society will act, on the recommendation of the Executive Committee, as Chairperson.

Honorary Secretary:

The Secretary shall be responsible for carrying out the directions and decisions of the Executive Committee and the affairs of the Society as laid down in the constitution and bye-laws, such as

- a) To conduct meetings of the Executive Committee and GBM with the permission of the Chairperson
- b) To do the administrative control over the affairs of the Society
- c) To carry out all correspondences in relation of the Society
- d) To keep accurate minutes of all meetings of the Society
- e) To prepare the annual report of the Society
- f) To be in-charge of all documents, property and other assets of the Society
- g) To maintain a register of the members in the various categories of membership. For the purpose of the Society the address mentioned in the

MEDICAL SOCIETY

REGIONAL INSTITUTE OF MEDICAL SCIENCES

LAMPHELPAT. IMPHAL WEST. MANIPUR – 795004

First amended: Aug 31, 2015 (General Body)

Ratified: Sept 28, 2015

register will be considered as the valid one. Any change of address must be intimated to the Secretary and confirmation should be received from the Secretary so that the necessary change in the register has been effected.

h) To perform all such duties incidental to that office.

Joint Secretaries:

Joint Secretary will assist the Secretary, and in the absence of Secretary, he/she will officiate as acting Secretary of the Society.

Treasurer:

- i). Will receive the money related to the Society and deposit them in the respective bank account approved by the Executive Committee of the Society.
- ii). To collect all fund(s) of the Society, and deposit the amount into the bank account of the Society.
- iii). To make disbursement within the limit(s) of the annual budget and maintain vouchers and records of all such disbursements.
- iv). All cheques shall be signed jointly by any two - the Treasurer, Secretary and Chairperson.
- v). The balance sheet, account and audited reports shall be submitted by the Treasurer at the time of the Executive Committee meeting and also at the Annual General Body Meeting.
- vi). Any change of office bearers shall be notified to the bank as per banking law.

Editor:

The Editor together with the Editorial Board shall be responsible for the publication of the journal (JMS). The Editor and the Editorial Board shall be under the overall supervision and guidance of the Executive Committee. The tenure of the editor and editorial board will be for 2 (two) years.

MEDICAL SOCIETY

REGIONAL INSTITUTE OF MEDICAL SCIENCES

LAMPHELPAT. IMPHAL WEST. MANIPUR – 795004

First amended: Aug 31, 2015 (General Body)

Ratified: Sept 28, 2015

Rule-IV POWER AND FUNCTIONS OF THE EXECUTIVE COMMITTEE:

- a) Executive Committee will direct, regulate the general affairs of the Society such as for holding meetings and conferences of the Society, and publish the journal(s) or other literature(s).
- b) Executive Committee will have the power to frame rules and by-laws and amend constitution subject to confirmation at a General Body Meeting.
- c) The Executive Committee will have the power to form Sub-Committee as and when necessary.
- d) The Executive Committee will direct the Secretary to carry out the general affairs of the Society. The Executive Committee will be responsible for all the assets and liabilities of the Society.
- e) The Executive Committee may appoint and dismiss such a staff as may be found necessary to engage the work efficiently.
- f) It shall supervise and guide the activities of the Editor and the Editorial Board.

Rule –V. Account of the Society:

Accounts of the Society shall be in the custody of the Treasurer. The money will be kept in a Saving Bank Account and cheque shall be signed by either two of (a) Honorary Treasurer and (b) Chairman or (c) Honorary Secretary. Money may be kept in fix-time deposit as and when considered necessary by the Society. Secretary may be authorized to keep a petty cash of Rs. 3000/- for running day to day work. Chairman shall have the authority to spend up to Rs. 5000/- without the sanction of the Executive Committee. These amounts can be changed from time to time by the Executive Committee.

Rule-VI Meetings:

- a) Executive Committee
 - i). At least 4 (four) Executive Committee Meetings will be held every year.

MEDICAL SOCIETY

REGIONAL INSTITUTE OF MEDICAL SCIENCES

LAMPHELPAT. IMPHAL WEST. MANIPUR – 795004

First amended: Aug 31, 2015 (General Body)

Ratified: Sept 28, 2015

-
- ii) The Secretary can hold meeting of the Executive Committee with the permission of the Chairperson by giving 72 hours' notice
- iii). A Special Meeting can be requisitioned in writing by not less than 8 members of the Committee for any specific agenda of emergency nature. In a requisitioned meeting, only the agenda for which the meeting was requisitioned will be considered.
- iv). Quorum of the Executive Committee meeting shall be 50% of the total members. If quorum is not met, the meeting will be adjourned for 15 minutes and resume. No quorum will be required for such adjourned meeting.
- b). General Body Meeting
- i). The Annual General Body Meeting of the Society will be held by giving 7 days' notice to members in the month of August every year and the following business items shall be transacted in such meeting
- a. To discuss the annual report of the Executive Committee
 - b. To receive and adopt the audited statement of accounts, balance sheet and auditor's report
 - c. To adopt and approve the annual budget
 - d. To transact such other matters which are brought up by the Executive Committee
 - e. To elect the new members of the Society
 - f. Any other agendum put up by the member with the permission of the Chairperson
- ii). Quorum of the General Body Meeting will be fulfilled by the presence of at least half of the total members. If it is not fulfilled the meeting will be adjourned for 15 minutes. No quorum is required for the adjourned meeting.
- c). Emergency and Special Meeting
- i). Emergency Executive Committee Meeting can be called by the Chairperson with immediate notice for any matter of urgent nature. The quorum of such meeting will be 1/3rd of the Executive members. The

MEDICAL SOCIETY

REGIONAL INSTITUTE OF MEDICAL SCIENCES

LAMPHELPAT. IMPHAL WEST. MANIPUR – 795004

First amended: Aug 31, 2015 (General Body)

Ratified: Sept 28, 2015

only agenda for which the meeting has been called will be discussed in the meeting.

ii). Emergency General Body Meeting or any other Special General Body Meeting can be called by the Executive Committee or by requisition of not less than 1/4th of the members of the Society to the Chairperson with 24 hours' notice. Only the agenda for which the meeting was called will be discussed. The quorum of such meeting shall be not less than half of the members. If quorum is not met, such meeting can be adjourned for 10 minutes and resume to transact the business. No quorum will be required for the adjourned meeting.

Rule-VII **ELECTION OF OFFICE-BEARERS:**

- a) Election for the new office bearers will be done in the Annual GBM held for the purpose by the raise of hands or by the secret ballot. Defaulted members in payment of fees shall not be eligible to contest election.
- b) The term of the Office-Bearers of the Society will be 1(one) year. Any member will be eligible for re-election of the same post on recommendation of the member in the GBM. However, no member shall hold the same post for more than two consecutive terms.
- c) The Editor and Editorial Board will have a tenure of 2 (two) years.
- d) The tenure of the Patrons of the Society will be 1(one) year in Co-terminus with the terms of Executive Committee.
- e) An auditor of the Society will be nominated by the Executive Committee for the tenure of 1 (one) year
- f) An Honorary Legal Advisor will be nominated by the Executive Committee for a tenure of 1 (one) year, if needed
- g) Attendance of at least 50% to the Scientific Proceedings (CME/Monthly Sessions/Conference, etc) of the Society in the preceding year is required to become a member of the Executive Committee

Rule-VIII **Miscellaneous:**

- a) All suits/litigations against the society shall be in the name of the Chairperson.

MEDICAL SOCIETY

REGIONAL INSTITUTE OF MEDICAL SCIENCES

LAMPHELPAT. IMPHAL WEST. MANIPUR – 795004

First amended: Aug 31, 2015 (General Body)

Ratified: Sept 28, 2015

-
- b) All disputes pertaining to the publication of journal, membership and financial matters, etc. will be settled by the Executive Committee or otherwise the General Body will decide the matter with recommendation of at least 1/3rd of the members. Or, in case of any dispute, one arbitrator shall be appointed from amongst the senior members and any dispute shall be decided by the said arbitrator and his/her decision will be the final.
 - c) In case of any dispute, the place of settlement of the same issue shall be at Imphal and COPE recommendations will be followed.
 - d) Normally, the Annual Conference of the Society will be held on second Saturday & Sunday of March every year.

Chairperson

Secretary

Treasurer