

Amended as on Dated 05/05/2022 18/1/c

AMENDED MEMORANDUM OF ASSOCIATION OF OBSTETRICIANS &
GYNAECOLOGISTS OF DELHI

Preamble:

The Association of Obstetricians and Gynaecologists of Delhi (AOGD), is duly registered with the Registrar of Societies, Delhi under the Societies Registration Act of 1860 and the Rules framed there under vide Registration Number S34428 of 1998 dated 23rd of February, 1998.

Whereas vide resolution dated 8th of April 2021, the General Body of the AOGD had resolved to amend its memorandum of association and get it registered under the statutory provisions of law. A committee was constituted by the AOGD to draft this amended memorandum of association. (Appendix 1) The amended memorandum of association shall supersede the erstwhile memorandum of association from the date of its registration.

And whereas, the amended memorandum of association shall be as follows:

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I. Identity:

- i. The name of the Society shall be 'Association of Obstetricians & Gynaecologists of Delhi', also referred to as the Association or Society or as its abbreviation AOGD throughout the text of this document.
- ii. The letter head of the AOGD shall be used for the purposes of all official communication(s). It shall bear the full name of the Society, its registration number and distinct logo, its registered address(es), email and telephone number.



II. Registered Office and Working Office :

- i. The registered office of the AOGD is at S 39-40, Plot No.12, V3S Mall, District Centre, Laxmi Nagar, Delhi – 110092, which is its permanent address.
- ii. The working office may be used for carrying out the day to day and routine work of the AOGD. The working office shall be at the workplace of the President or such other appropriate place as decided by the President in consultation with the Executive committee from time to time.

III. Aims and Objectives:

- i. To promote and advance the knowledge of Obstetrics & Gynaecology and its allied sciences and to update the knowledge of its members by programmes of continuing medical education.
- ii. To establish association with similar bodies in the country and internationally.

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- iii. To maintain the honour and dignity of the medical fraternity and promote the cooperation of the members thereof and also to uphold the interest of medical education.
- iv. To develop knowledge and public interest in matters relating to Reproductive Health and Family Welfare work and its allied branches by way of outreach activities and public forums.
- v. To maintain efficient standard of teaching and ethical practice of Obstetrics & Gynaecology and encourage research in the subject.
- vi. To raise money in such manner as the Association may think appropriate and to collect subscription and donations for continued growth and development of the Association.
- vii. To invest any money of the Association not immediately required for any of the objectives in such manner as may from time to time be determined by the Executive in accordance with relevant rules of the Government.
- viii. To promote the welfare of the Obstetricians & Gynaecologists and all the members of the Association.
- ix. To hold periodical meetings and organize seminars, conferences and workshops by itself or in association with other professional bodies in medical sciences.
- x. To organize lectures/clinical meetings to be addressed by academicians/leading members of the profession and its allied sciences.
- xi. All the income earnings, moveable, immovable properties of the Society shall be solely utilized and applied towards the promotion of its aims and objects only as set forth in the Memorandum of Association and no profit thereof shall be paid or transferred directly or indirectly by way of dividends/ bonus /profits or in any manner whatsoever to the present or past members of the Association or to any persons claiming through anyone or more of the present or past members. No member of the Association shall have any personal claim on any moveable or immovable properties of the Association or make any profit, whatsoever by virtue of his/her membership.
- xii. The Association shall be affiliated to the Federation of Obstetric & Gynaecological Societies of India (FOGSI).

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IV. Governing Body:

The Executive Committee is the governing body of the Society. It is described in rule 11 and its sub-clauses given in the rules and regulations below. It shall comprise the office bearers and other officers of the Executive Committee. The office bearers shall normally hold office for a duration of one year only. The new office bearers will assume office on the first day of April of every year. The Office Bearers shall include the President, Vice President, Honorary Secretary, Treasurer and Editor. The names, addresses, occupations and designations of the present Office Bearers and other officers of the Executive Committee, currently to whom the management of the Society is entrusted, as required under Section 2 of the Societies Registration Act,

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1860, as applicable to the Union Territory of Delhi, are given below along with the rules and regulations of the Society.

GOVERNING BODY OF AOGD (2021-2022)

S.NO.	NAME	DESIGNATION
1	Dr. Achla Batra	President
2	Dr Jyotsna Suri	Vice president
3	Dr Monika Gupta	Secretary
4	Dr Upma Saxena	Treasurer
5	Dr Rekha Bharti	Editor
6	Dr Abha Singh	Member
7	Dr Sunesh Kumar	Member

V. Rules and Regulations:

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1. NAME OF THE SOCIETY: The name of the Society shall be: Association of Obstetricians & Gynaecologists of Delhi.

S.NO.	NAME	ADDRESS	OCCUPATION	DESIGNATION
1.	Dr Achla Batra	A-57 South Ext. Part-1 Andrews Ganj. South Delhi-110049	DOCTOR (Obstetrician and Gynaecologist)	President
2.	Dr Jyotsna Suri	D-11/153 West Kidwai Nagar New Delhi 110023	DOCTOR (Obstetrician and Gynaecologist)	Vice President
3.	Dr Monika Gupta	602, Sector A pocket c Vasant Kunj New Delhi 110070	DOCTOR (Obstetrician and Gynaecologist)	Secretary
4.	Dr Upma Saxena	M-14 Greater Kailash part 2 New Delhi 110070	DOCTOR (Obstetrician and Gynaecologist)	Treasurer
5.	Dr Rekha Bharti	S223, DLF Capital Greens, Moti Nagar, New Delhi 110015	DOCTOR (Obstetrician and Gynaecologist)	Editor
6.	Dr Abha Singh	Department of gynaecologist AIIMSCAMPUS	DOCTOR (Obstetrician and Gynaecologist)	Member
7.	Dr Sunesh Kumar	Department of gynaecologist AIIMSCAMPUS	DOCTOR (Obstetrician and Gynaecologist)	Member



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2. DESIROUS PERSONS: We, the undersigned are desirous of forming a society namely Association of Obstetricians & Gynaecologists of Delhi under Societies Registration Act, 1860 as applicable in the Union Territory of Delhi in pursuance of Memorandum of Association of the Society.

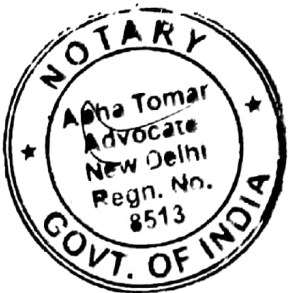
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5.	Dr Rekha Bharti	S223, DLF Capital Greens, Moti Nagar, New Delhi 110015	DOCTOR (Obstetrician and Gynaecologist)	Editor

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3. MEMBERSHIP:

3.1 A person who is actively involved in the practice of and/or research in obstetrics, gynaecology, human reproduction and family welfare is eligible to become a member of the AOGD. A member can be a Regular member or an Associate member.



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Notary Public, Delhi

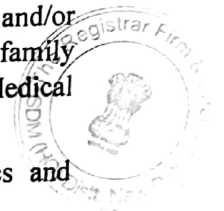
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- 3.2 A **regular member** must have completed his/her post graduation with a master's degree/diploma duly recognized by the National Medical Commission or by a body equivalent thereto and must be duly registered with the National Medical Commission/State Medical Council. He/she must be qualified and registered as a Doctor of Medicine (M.D.) / Master of Surgery (M.S.) in Obstetrics and Gynaecology or, Diploma in Gynaecology (D.G.O.) or
- 3.3 Diplomate of National Board (D.N.B.) or Member of Royal College of Obstetricians and Gynaecologists (M.R.C.O.G.) or Diploma of Royal College of Obstetricians and Gynaecologists (D.R.C.O.G.) or an equivalent postgraduate degree/diploma recognized by the National Medical Commission.
- 3.4 An **associate member** to be enrolled may be:
- 3.4.1. A graduate who has a Bachelor of Medicine and Bachelor of Surgery (M.B.B.S.) degree duly recognized by the National Medical Commission and is actively involved in the practice of and/or research in obstetrics, gynaecology, human reproduction and family welfare and is duly registered with the National Medical Commission / State Medical Council
- 3.4.2. An M.B.B.S. doctor pursuing post graduation in obstetrics and gynaecology.
- 3.4.3. A member of any other association or body under the banner of FOGSI. 3.3.4. Any other qualified obstetrician and gynaecologist who is a Non-Resident Indian or an Indian staying abroad.
- 3.5 A member, irrespective of the category of his/her membership, may obtain either life membership by paying membership fee for life, renewable after twenty years, or obtain annual membership by paying the membership fee annually.
- 3.6 A member, irrespective of the category of his/her membership should have paid his/her dues in full upto date as per existing rules of the AOGD.

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4. SUBSCRIPTION:

- 4.1 The sum for subscription fee for life and annual membership for both categories of members shall be decided from time to time by the Executive Committee. A minimum interval of three years shall be present between revisions in such amount.
- 4.2 Those who obtain life membership on or after 1st of January, 2022 shall have to renew the life membership after twenty years. The minimum renewal amount will be 25% of the prevailing subscription fee at the time of renewal.
- 4.3 The member aged above 70years will not need any renewal.
- 4.4 The current schedule of fee payable is tabulated as follows:

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Schedule of Fees

CATEGORY	FEE (IN RS.)	GST (18% OF FEE) (IN RS.)	TOTAL AMOUNT (IN RS.)
Life Membership including entrance fee and subscription of journal	11000	1980	12980
New Annual Membership	2000	360	2360
Renewal of Old Membership	1200	216	1416
Entrance fee (payable once) only	400	-	400
Subscription of Journal (Old Members)	500	-	500
Subscription of Journal (New Members)	530	-	530

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5. TIME OF PAYMENT OF FEES:

- 5.1 All subscriptions and fees shall be paid in advance by 31st December of each year.
- 5.2 A reminder for renewal of membership shall be sent to all members by email or other acceptable modes of communication one month prior to expiry of membership and if the renewal is not done within sixty days of such reminder, the membership will be automatically suspended/terminated. It can be revived on receipt of subscription in full including readmission fees and arrears, if any.
- 5.3 Non-receipt of annual subscription within the stipulated period would disentitle the Member from any benefit accruing to him/her on account of his/her being a member and all privileges available to such Member would cease forthwith. No amount of subscription paid by any Member would be refunded either in full or in part in any manner whatsoever and/ or under any circumstances.

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6. CESSATION OF MEMBERSHIP:

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- 6.1 A member may cease to be member of the AOGD by giving his/her resignation to the Secretary. A member may at any time resign from the Association by giving thirty days notice in writing to the Secretary of his/her intention to do so and on paying full amounts due to the Association. No subscription fee or part thereof shall be returned/refunded to the member who resigns under any circumstances whatsoever.
- 6.2 The death of a member shall lead to automatic cessation of membership of the Association.

7. RE-ADMISSION:

A member who has resigned under the above clause may be readmitted with full payment of fresh entrance fee and other charges as applicable at that time, on application being made for the purpose Further, no person who has ceased to be a member by reason of non-payment of his/her subscription shall be eligible for readmission until he/she has paid the full amount of all pending dues to the Association that were outstanding at the date when his/her membership ceased in addition to new payments.

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8. REMOVAL:

8.1 The Executive Committee may call upon a member to resign from the AOGD if it finds that:

- 8.1.1. The conduct of such member is pre-judicial to the interest of the AOGD and which may bring the medical profession into disrepute or,
- 8.1.2. Such member is involved in any criminal proceedings and is held guilty by a court of law in India.

Provided that before calling upon such member to resign, the Executive Committee shall serve upon such member a show cause notice and provide to him/her fifteen days time from the date of service of the show cause notice, to submit a written explanation in his/her defence. The Executive Committee shall hear him/her and decide such a case within a period of sixty days from the date of service of the show cause notice to him/her. In the event of such member's refusal to resign, despite directions of the Executive Committee, his/her name shall be removed from the register of the AOGD by the General Body at a meeting called for the purpose and on three-fourths of the members present at the meeting voting for his/her removal.

8.2 The name of a member shall be automatically removed from the roll of members upon his/her failure to pay subscription dues upon expiry of the stipulated period.

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9. RIGHTS AND PRIVILEGES OF MEMBERS:

- 9.1 A member shall have the right to vote only after having completed one year from the date of enrolment as a regular member of the AOGD.
- 9.2 A regular member shall be eligible to hold the post of an office bearer of the AOGD subject to fulfillment of other criteria specified in these rules.
- 9.3 A regular member shall be eligible to become a part of the Executive Committee of the AOGD subject to fulfillment of other criteria specified in these rules.
- 9.4 A regular member shall be eligible to hold positions in subcommittees of AOGD subject to fulfillment of other criteria specified in these rules.
- 9.5 An associate member will not have the right to vote or assume any position of office of AOGD.
- 9.6 All members shall have the right to participate in clinical and scientific meetings.
- 9.7 All members shall have the right to receive all electronic communications and publications of the AOGD.
- 9.8 Hard copies of publications may be obtained by a member upon payment of charges on a no profit no loss basis to the AOGD.
- 9.9 All rights shall be available to each member for the duration of the period covered by his/her subscription.

10. GENERAL BODY OF THE ASSOCIATION:

The general body of the Association shall consist of all members.

10.1 Powers, duties and functions of the general body:

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- 10.1.1. The general body shall hold a General Body Meeting (GBM) at least twice every year.
- 10.1.2. One General Body Meeting shall be held every year at the time of the annual conference and the second one at the time of handing over of office to the successive office bearers
- 10.1.3. Notice of a forthcoming General Body Meeting shall be given at least a fortnight before the date fixed for such meeting.
- 10.1.4. Any additional General Body Meeting may be held when deemed necessary by the office bearers of the association.



10.2 Business at the general body meeting(s):

- 10.2.1. The business of the General Body Meeting held at the time of the annual conference of the AOGD shall comprise the following amongst other agenda:
 - 10.2.1.1. Adoption of the annual report and audited account approved by the Executive Committee; A copy of the

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balance sheet and the annual report of the previous year passed by the Executive Committee shall be uploaded on the website of the AOGD at least a fortnight prior to this meeting and shall be also be circulated to all members by email before the date of the meeting.

10.2.1.2. To consider such other matters may have been referred by the Executive Committee or the President.

10.2.2. The second General Body Meeting shall be held at the time of change of office bearers to facilitate the transition. The agenda of the second General Body Meeting shall include introduction of the new office bearers and any other matter referred to by the Executive Committee.

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10.3 Other meetings:

10.3.1. Ordinary meeting: An ordinary meeting of the Association shall be convened as often as necessary to transact official business and to acquaint the members of the Association with the work of the Executive Committee. One week notice shall be necessary for such a meeting.

10.3.2. Urgent meeting: An urgent meeting of the Executive Committee or the General Body shall be convened by the Honorary Secretary with the consent of the President to transact any urgent business. A notice of forty eight hours for such a meeting shall be deemed sufficient. The said notice period may be waived under circumstances deemed extraordinary by the President and the Secretary and documented as such.

10.3.3. Special meeting: A special meeting shall be convened for a special purpose within a fortnight after receipt of a written requisition signed by fifteen members of the Association specifying the objective of such meeting, subject to discretion of the Executive Committee. No other business except the requisitioned agenda will be discussed in the meeting.

11. EXECUTIVE COMMITTEE OF THE AOGD

The Executive Committee of the AOGD shall comprise current office bearers along with other members who are serving as officers of the Executive Committee. The Executive Committee shall serve as the governing body of the AOGD. The Executive Committee shall comprise a maximum of twenty five members including the sitting office bearers;

11.1 Eligibility of office bearers:

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11.1.1. President:

11.1.1.1. He/she shall be a senior and active member of faculty in a multidisciplinary hospital of Delhi in the public or the private sector, with such hospital having clinical and para-clinical departments and having post graduate course, duly recognized by the National Board of Examination and/or the National Medical Council

11.1.1.2. He/she must have held the post of professor, senior consultant or an equivalent thereof with such hospital for more than 10 years

11.1.1.3. He/she must have the experience of having completed at least one tenure as chairperson of a sub-committee of the AOGD or the experience of having completed at least one tenure as Vice President or Secretary or member of the Executive Committee of the AOGD

11.1.1.4. He/she must be a life member of the AOGD with more than twenty years of experience after post-graduation in the specialty of obstetrics and gynaecology.

11.1.1.5. He/she should have experience of conducting academic conferences, seminars or workshops.

11.1.1.6. A person who has held the post of President of the AOGD in the past shall be ineligible to hold the post of President of the AOGD again.

11.1.1.7. Faculty from the institution that fields the President shall be ineligible to apply for election to the post of President for a period of five years from the date of start of the tenure of that President.

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11.1.2. Vice President:

11.1.2.1. He/she shall be a senior member of faculty in a multidisciplinary hospital of Delhi in the public or the private sector, with such hospital having clinical and para-clinical departments and having post graduate course, duly recognized by the National Medical Council / National Board of Examination

11.1.2.2. He/she must have held the post of professor, senior consultant or an equivalent thereof with such hospital for more than seven years

11.1.2.3. He/she must have the experience of having completed at least one tenure as chairperson of a sub-committee of the AOGD or the experience of having completed at least one tenure as Secretary or Treasurer or Editor or member of Executive Committee of the AOGD having attended at least 75% of the meetings of the Executive Committee

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during his/her tenure as member of the Executive Committee

- 11.1.2.4. He/she must be a life member of the AOGD with more than fifteen years of experience after post-graduation in the specialty of obstetrics and gynaecology
- 11.1.2.5. He/she should preferably, have experience of conducting academic conferences, seminars or workshops
- 11.1.2.6. A person who has held the post of Vice-President of the AOGD in the past shall be ineligible to hold the post of Vice-President of the AOGD again.

11.2 **Secretary:** To be nominated / appointed by the President

11.3 **Treasurer:** To be nominated / appointed by the President

11.4 **Editor:** To be nominated / appointed by the President

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11.2. Powers, duties and functions of office bearers: The office bearers shall hold office for a period of one year. They shall disseminate all relevant information pertaining to the AOGD and information / circulars supplied by the FOGSI to members and to subordinate member bodies by way of the AOGD's website, bulletin and/or any other new method of communication through digital / electronic means, through social media and other commonly used platforms for mass communication. They shall facilitate coordination with FOGSI and its office bearers through required interaction.

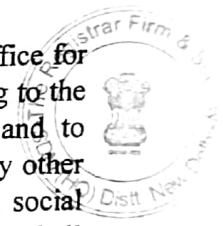
11.4.1. The President shall ensure that all statutory requirements pertaining to a registered society including renewal are complied with

11.4.1.1. Preside at the General Body Meeting, ordinary meeting, clinical meetings and meetings of the Executive Committee.

11.4.1.2. Regulate the proceedings of the meetings, interpret the applications of laws, decide doubtful points, put resolutions and motions to vote and shall be the custodian of the constitution of the AODG and his/her ruling in any meeting shall be final.

11.4.1.3. Nominate/appoint the office bearers from amongst the regular members of the Association, namely Secretary, Treasurer and Editor to facilitate day to day functioning of the AOGD. He shall have the power to co-opt/nominate members to any meeting of the Association or nominate any member from AOGD to represent the President in any meeting with an outside agency.

11.4.1.4. Communicate and interact with the FOGSI office / office bearers. To represent the AOGD at the Management Committee Meeting(s) of FOGSI by attending the Managing Committee Meeting by identifying two members from amongst the office bearers or their nominees on behalf of AOGD.



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11.4.2. The Secretary and Treasurer shall derive their powers from the President and shall be in charge of the office of the Association. They shall carry out their work under the general directions of the President. They shall conduct all correspondence, organise, arrange and convene meetings, conferences, lectures and demonstrations and shall attend all meetings of the Society and the Executive Committee and shall maintain a record of proceedings.

11.4.3. The Treasurer shall receive and make payments of all the money and deposit them in the banks, maintain an account of receipts / expenditure, be responsible for timely payment of statutory taxes and disbursements of funds as and when required. He /she shall supervise preparation of the balance sheet and the statement of accounts. He/she shall present these details to the Executive Committee and obtain approval for the same prior to uploading on the website of the AOGD for information to all members.

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11.4.4. The Editor will be responsible for scientific content of the monthly publication, its printing and quality and also any other publication(s) of AOGD,



11.3. Other officers of the Executive Committee shall include the following:- 11.3.1. Immediate past President, Vice President and Secretary

11.3.2. Two Presidents who held office previous to those mentioned above that is a total of three previous Presidents

11.3.3. Five Members from Government teaching hospital(s) recognized by the National Medical Council

11.3.4. Five Members from private teaching hospital(s) recognized by the National Board of Education

11.4.5. Additional Members: Five active members of the AOGD who are relatively well known in their sphere of work.

11.4.6. Executive Committee member should have atleast 10 years of work experience after post graduation

11.4. Powers, duties and functions of the Executive Committee:

11.4.1. The Executive Committee (EC) shall direct and regulate the general affairs of the AOGD and shall be subject to control of the General Body. It shall have the power to frame rules, regulations and bye-laws, to conduct business at meetings and for the maintenance and administration of the AOGD. The Executive Committee shall, in addition to the powers by these rules expressly conferred upon them, exercise all such powers and do all such acts and things as may be done by the AOGD which are not hereby expressly directed or required to be exercised or done by the AOGD in a General Body Meeting.

11.4.2. There shall be at least three meetings of the Executive Committee every year. The Executive Committee shall hold its first meeting after taking charge. The second meeting shall preferably be held in October wherein



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the accounts of the previous year shall be presented and nominations for the post of office bearers for the next election shall be scrutinized. Preferably, the nominations to FOGSI and other offices shall also be decided during the second meeting. The third meeting of the Executive Committee shall be held before handing over of charge by the current office bearers. There is no upper limit to the number of meetings of the Executive Committee which may be held at the discretion of the President.

11.4.3. The members of the Executive Committee must attend at least two thirds of the meetings. Failure to attend at least two thirds of meetings shall lead to their disqualification from the Executive Committee.

11.4.4. Without prejudice to the general powers conferred by the preceding clause herein, the Executive Committee shall have the following functions:

- 11.4.6.1. To appoint sub-committees and their chairpersons.
- 11.4.6.2. To hold at least two meetings of the chairpersons of subcommittees in a year for presentation of work done by subcommittees
- 11.4.6.3. To represent the AOGD in any matter in the interest of the AOGD including participation in such matters pertaining to the Government and/or public bodies and/or other lawful authority(s).
- 11.4.6.4. To decide on nominations for elections of FOGSI/ International Federation of Gynecology and Obstetrics (FIGO) / South Asian Federation of Obstetrics and Gynaecology (SAFOG) or any other similar body.
- 11.4.6.5. To decide on institution of awards and orations of the AOGD and to renew such awards and orations every five years by way of generating fresh financial corpus for such awards and orations through suitable means as and when necessary.
- 11.4.6.6. To discuss any agenda raised by the President.

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12. PATRONS AND ADVISORS:

The AOGD may have up to three patrons with a minimum tenure of five years. A patron must be a senior member of AOGD who is noted for playing a stellar role in the activities of the AOGD and is likely to be an unbiased, guiding figure to oversee the smooth functioning of the AOGD within constitutional guidelines. The patrons may be appointed by unanimous decision of the Executive Committee preferably.

The AOGD may also appoint up to three advisors for a term of one year at the discretion of the sitting President. The advisor should have been a member of the AOGD for at least twenty-five years. The patrons and advisors shall not be part of the Executive Committee but shall be invited to the meetings of the Executive Committee.

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13 ACTIVITIES OF THE AOGD:

The AOGD may undertake suitable activities in furtherance of its aims and objectives. 13.1. The Executive Committee may regulate such activities as necessary from time to time.

13.2. The activities may be carried out in routine through monthly meetings that may be held in medical colleges or other large hospitals of the city. The President, in consultation with the Executive Committee, may prepare a roster of such meetings at the start of his/her tenure and publish the same on the website / bulletin of the AOGD.

13.3. New institutions desirous of inclusion in this roster may apply for inclusion in the list for the subsequent year, subject to decision of the Executive Committee. The institution once included in the roster may remain part of the list so compiled, unless it submits a written request to opt out. In case the number of total institutions exceeds the number of monthly meetings planned for the year, a policy of rotation may be considered amongst the newly added institutions for the conduct of such meetings.

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14. ACTIVITIES CONDUCTED UNDER THE AEGIS OF THE AOGD:

Activities may be conducted under aegis of the AOGD subject to the following guidelines:

14.1. The activity to be conducted should be of academic interest or in the nature of an outreach programme.

14.2. Conduct of an activity under aegis of the AOGD shall require the organizers of the activity to pay fee equivalent to a minimum of ten percent of the delegate fee received from delegates. This will be in addition to fee for use of the logo of the AOGD, which may be fixed by the President in consultation with the office bearers from time to time. The purpose and agenda of such activity shall be scrutinized by the President and the office bearers before permitting use of the logo.

14.3. The President of AOGD/office bearer should be invited as a guest of honour for the inaugural ceremony. The President may depute another office bearer to attend such activity on his/her behalf.

14.4. The AOGD shall not bear any financial liability arising out of such activity.

14.5. The organisers of the activity shall provide a summarized record of the same to the AOGD office.

15. ELECTIONS AND ITS MODE:

Change of office bearers may be by way of elections.

15.1. The AOGD shall elect one President and one Vice President.

15.2. The President shall reserve the right to nominate Hon. Secretary, Treasurer and the Editor as the office bearers, subject to their being regular members of the AOGD.

15.3. The elections will should preferably be held in the month of December/January.

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- 15.4. The elections will be held under the overall supervision and direction of the Executive Committee who shall also nominate a returning officer and decide the date of the election.
- 15.5. The returning officer may also decide such other terms of the election, as may be necessary, in consultation with the President and Secretary.
- 15.6. The Secretary shall call for nominations for post of President and Vice President through announcement in the bulletin / on the website of the AOGD. Applications by desirous candidates shall be submitted on a form duly supplied by the AOGD office after entry in the office register. The nomination shall be proposed by one regular member and seconded by two regular members. The candidate, his / her proposer and seconder should not be in arrears and they should have cleared all their dues up to date towards the membership subscription in full. Noncompliance with this condition shall render the nomination invalid.
- 15.7. The nominations for all posts shall be sent in a sealed envelope / email to the returning officer / President within the stipulated time which will not be more than one month from announcement of the date of election.
- 15.8. The nominations may be withdrawn within a limited period from the date of acceptance of nominations as decided by the Executive Committee.
- 15.9. The Executive Committee shall scrutinize all nominations received, whereupon the list of candidates may be uploaded on the website of the AOGD.
- 15.10. In case no nomination is received from a suitable candidate, then the Executive Committee shall take a decision on selection of office bearers based on the erstwhile policy of rotation for nomination of President and Vice President. The list of erstwhile Presidents and Vice Presidents who have held office during the foregoing period of twenty years shall be made available on the website of the AOGD.
- 15.11. Ten days time shall be given to candidates for canvassing for the elections.
- 15.12. The AOGD office, under supervision of the President and the Secretary, shall make the list of members who are eligible to cast their votes in the election. This list shall be made before calling for nominations and the date of calling the nominations shall be treated as cut off date after which no new members will be added to the voter list.
- 15.13. After the date of inviting of nominations, no further new members shall be eligible for casting his/her vote.
- 15.14. Associate members will not be permitted to vote.
- 15.15. The identity of the voter must be established by his/her identity card/driving license/passport/ration card or any other satisfying proof to the presiding officer. Indelible ink mark would be used on the index finger of the voter. Election shall be by secret ballot. Two scrutinisers shall be appointed for the purpose of the election.
- 15.16. The election may also be held electronically with suitable safeguards to determine identity of voters and their rights.
- 15.17. After the counting of votes and in case of a tie between two or more candidates for the same post, the President shall decide at his/her discretion either by casting his/her vote or by drawing lots. In the event of a tie between two candidates for

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other posts, the senior most candidate shall be nominated. The result of the election must be declared within twenty-four hours after completion of voting.

16. FILLING UP OF VACANCIES:

Vacancy to the Executive Committee caused by the death, retirement, resignation, absenteeism or dismissal from membership of the Association shall be filled within three months of such a vacancy by the Executive Committee for the remaining period of its tenure.

17. QUORUM:

The quorum for various meetings shall be as follows:

- 17.1. At meeting of the Executive Committee, fifty percent of members shall constitute a quorum.
- 17.2. The General Body Meeting and Ordinary Meeting shall require fifty members to form a quorum.
- 17.3. Urgent Meeting and Special Meeting of the General Body shall also require fifty members to form a quorum.
- 17.4. In the absence of quorum being completed, the meeting shall stand adjourned for half an hour. No quorum shall be required for adjourned meeting.
- 17.5. A Clinical Meeting shall need no quorum.

18. MINUTES AND OFFICE RECORDS:

- 18.1. Minutes of all kinds of meetings shall be kept by the Honorary Secretary. Minutes of the meeting of the Executive Committee shall be confirmed at the next meeting of the Executive Committee.
- 18.2. Minutes of meeting of the Annual and other General Body Meeting(s) and of Ordinary, Urgent, Special Meetings shall be confirmed at the next convenient meeting of the General Body.
- 18.3. The outgoing Secretary shall hand over to the succeeding set of office bearers, a file with hard copies of all minutes of meetings held along with all office records / documents including but not limited to bank passbook, accounts, audit report, guidelines of the finance committee, correspondence with FOGSI and other bodies and other such documents so as to facilitate the smooth functioning of the AOGD. Electronic records and documents necessary for the functioning of the AOGD must also be handed over in suitable digital form.
- 18.4. The AOGD office, under supervision of successive Secretaries, shall maintain well organized and systematic office records for a period of ten years so that old documents may be retrieved as and when necessary.
- 18.5. Records pertaining to all assets must be maintained for the entire duration of their existence.

19. SUB-COMMITTEES:



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The Executive Committee may form such sub committees as are required for its function. The rules applicable will be as follows:

- 19.1. The Executive Committee shall strive to constitute select committees that are deemed essential for carrying out the aims and objectives of the AOGD.
- 19.2. The Executive Committee shall ensure that each sub-committee is formed for a purpose that is distinct from the purpose of another committee. The Executive Committee shall rationalize and decide the number of sub-committees and ensure that there is no overlap between their functions. The tenure of each sub-committee shall be of two years.
- 19.3. The details pertaining to each sub-committee, including but not limited to its functions, composition and tenure of its chairperson / coordinator / members shall be uploaded on the website of the AOGD. Any changes in the same shall also be updated on the website from time to time.
- 19.4. Each sub-committee shall be headed by a chairperson.
- 19.5. Eligibility for appointment as chairperson of a sub-committee:
 - 19.5.1. The chairperson of a sub-committee should have been a member of the subcommittee in question for at least one term, with one term being equivalent to two years, prior to his/her appointment as chairperson of that sub-committee.
 - 19.5.2. He/she should have been a member of the AOGD for fifteen years.
 - 19.5.3. He/she should have experience in the field related to the subcommittee.
 - 19.5.4. He/she should have completed at least fifteen years from the date of his/her registration as a medical practitioner. Further, he/she should have held a senior / faculty position not less than that of associate professor, senior consultant or an equivalent thereof in his/her respective organization, for a period of at least five years.
 - 19.5.5. No person should hold chairpersonship of the same subcommittee for two consecutive terms with each term comprising two years. Further, a person who has been chairperson of one subcommittee cannot be nominated as chairperson of another subcommittee unless separated by a duration equivalent to two terms of the sub-committee.
 - 19.5.6. The Executive Committee may lay down additional criteria for the eligibility and pre-requisites for appointment as chairperson of each sub-committee from time to time.
- 19.6. In case of vacancy of chairperson of a sub-committee, the same shall be communicated to the General Body through email / publication on the website of the AOGD / publication in the AOGD bulletin. Till such vacancy is filled up, the member-secretary of such subcommittee shall assume charge as acting chairperson of such subcommittee.
- 19.7. An eligible member must send an application for nomination as chairperson of a sub-committee stating therein his/her previous experience in the field related to the sub-committee and future vision for furthering the goals of the AOGD through such subcommittee. One person shall not apply for chairpersonship of more than one sub-committee at a time. The application shall be scrutinized by the Executive Committee of AOGD for nomination as chairperson.

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- 19.8. In the event of more than one application being received for appointment as chairperson of a sub-committee, and in the absence of a unanimous decision of the Executive Committee in this regard, the Executive Committee shall decide the nomination by cast of secret ballot.
- 19.9. The tenure of the chairperson of a sub-committee shall be for a period of two years.

19.10. Powers and duties of chairperson of sub-committee:

- 19.10.1. The chairperson of a sub-committee may nominate one member-secretary and up to ten members for the purpose of the sub-committee.(7year post pg)
- 19.10.2. The chairperson may choose coordinator(s) for the purpose of some specific (work of the sub-committee from amongst the members of the sub-committee.
- 19.10.3. In the event of workshop(s) organised by a sub-committee, ten percent of the delegate fee from such workshop shall be deposited in the account more than twot of the AOGD.

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19.11. Membership of sub-committee:

- 19.11.1. Membership of a sub-committee shall be voluntary and at the discretion of the chairperson/ Executive Committee.
- 19.11.2. No member of the AOGD shall be member of more than two sub-committees at the same time.
- 19.11.3. No member of the AOGD shall continue as member of the same subcommittee for two consecutive terms, unless approved by the Executive Committee.
- 19.11.4. A member who has been chairperson of a sub-committee shall not become chairperson of another sub-committee in the next consecutive term.



20. FINANCE COMMITTEE

Other than the abovesaid sub-committees, the Executive Committee shall constitute a finance committee for a term of five years from the date of constitution of such committee:

- 20.1. The chairperson of this committee shall be nominated by the Patrons of the AOGD. The committee shall exercise supervisory role to monitor financial affairs of the AOGD. It shall have a co-chairperson with tenure of minimum duration of three years nominated by the Executive Committee. Other members may be any or all of the following: the previous President, current President and the future President. Thus, the finance committee may have a total of three to five members. The Treasurer and the Chartered Accountant of the AOGD shall meet the finance committee at least twice every year.
- 20.2. The main role of the finance committee shall be to ensure appropriate use of funds in line with the constitutional mandate of AOGD and to ensure that all statutory financial rules and regulations are complied with.

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Amended as on Dated 16/3/2022
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20.3. For this purpose, the finance sub-committee may lay down guidelines from time to time, subject to approval of the Executive Committee. These guidelines will need to be strictly implemented by the office bearers.

21. FINANCIAL ASPECTS

The AOGD is functional as a tax-free society. It shall manage its funds and accounts in the manner prescribed below, aided by the guidelines laid down by the finance committee:

- 21.1. **Funds:** The funds of the AOGD shall include reserve funds, subscription money, donations and receipts from other activities.
- 21.2. **Audit of accounts:** The accounts of the AOGD shall be audited annually.
- 21.3. **Operation of bank accounts:** The accounts of the Society shall be operated by persons nominated by the Executive Committee from time to time and ordinarily the accounts shall be operated by the signatures of any two persons from within the President, General Secretary and the Treasurer of the Society.

22. ANNUAL LIST OF MANAGING / GOVERNING BODY (SECTION 4 OF THE ACT):

In every year a list of the office bearers and other members of the Governing Body of the Association shall be filed with the Registrar of Societies, Delhi as required under Section 4 of the Societies Registration Act, 1860. The Executive Committee shall be and shall serve as the Governing Body of the AOGD.

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23. LEGAL PROCEEDINGS (SECTION 6 OF THE ACT) :

The Association may sue in the name of the President or the Secretary, or may be sued in the name of the President or the Secretary as per provisions laid down under Section 6 of the Societies Registration Act, 1860 as applicable to the Union Territory of Delhi.

24. ANY AMENDMENT IN THE MEMORANDUM OF ASSOCIATION:

Any amendment in the memorandum of association shall be carried out in accordance with procedure laid down under section 12 and 12A of the Societies Registration Act, 1860.

25. DISSOLUTION AND ADJUSTMENT OF AFFAIRS:

If the Association needs to be dissolved it shall be dissolved as per the provisions laid down under Section 13 and 14 of the Societies Registration Act, 1860 as applicable to the Union Territory of Delhi.

26. APPLICATION OF THE ACT:

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All the provisions under all the Sections of the Societies Registration Act, 1860 as applicable to the Union Territory of Delhi shall apply to this Association.

27. ESSENTIAL CERTIFICATE:

Certified that this is the correct copy of the amended Rules and Regulations of the Association.

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Achla

Dr Achla Batra
(PRESIDENT)

Monika

Dr Monika Gupta
(SECRETARY)

Upma

Dr Upma Saxena
(TREASURER)



Association of Obstetricians & Gynaecologists of Delhi

Dr. Achla Batra
President

Dr. Monika Gupta
Secretary

Dr. Upma Saxena
Treasurer



ANNEXURE 1

Amended as on Dated 05/05/2022

Constitution Amendment Committee Members

Chairperson: Dr Reva Tripathi

Tripathi
21/3/2022

Members

⇒ Dr S.S.Trivedi

S.S. Trivedi

⇒ Dr Sharda Jain

Sharda Jain

⇒ Dr Pratima Mittal

Pratima

⇒ Dr Achla Batra

Achla

⇒ Dr Mala Srivastava

Mala Srivastava
22/3/2022

⇒ Dr Aparna Sharma

Aparna

⇒ Dr Ramandeep Kaur

R Aman

⇒ Dr Bindiya Gupta

Bdy
21/3/22

Advisers

⇒ Dr SN Mukherjee

⇒ Dr Kamal Buckshee

⇒ Dr VL Bhargava

Legal Advisor

Ms. Panchajanya Batra Singh, Advocate

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