BYE- LAWS of UVEITIS SOCIETY OF INDIA

1. RULES AND REGULATIONS

(i) Name and address of the Society

The name of the Society shall be UVEITIS SOCIETY OF INDIA hereinafter referred as the Society. The Society shall function from L.V. Prasad Eye Institute, L.V. Prasad Marg, Banjara Hills, Hyderabad - 500034 as its registered office.

(ii) Aims and Objectives

1. To cultivate and promote standardized practices and research in the field of Uveitis and other ocular inflammatory diseases in India;
2. To share mutual experience in order to contribute to the progress of member in this field;
3. To contribute and mutually exchange knowledge and appreciation amongst members of the Society;
4. To promote continuing education in the field of Uveitis and ocular inflammation by organizing;
   a. Seminar, Symposia, Workshops, Conferences and refresher courses;
   b. Publishing Newspapers, Pamphlets and Journals on academic and non academic matters pertaining to the Society;
5. To promote the development of research of instruments and appliances in the field of Uveitis and ocular inflammation in India with a view to manufacture and encourage such products in developing countries at affordable costs;
6. To encourage the formation and eventual affiliation of State Uveitis Associations and to coordinate with other associations and societies of allied discipline;
7. To accelerate and promote professional and social fellowship amongst the members of the Society and provide all opportunity to each member to undertake, promote and participate in all the activities of the Society so as to realize their full potential;
8. To prepare "Guidelines" on the medical management and surgical approaches to the treatment of ocular inflammatory diseases;
9. To initiate and support National and International cooperation by fostering multi center studies on the major medical problems of the ocular inflammation;
10. To foster studies on the basic mechanisms and pathogenesis of ocular immunology and inflammation;
11. To do or cause to do all and every act and all incidental activities to achieve the above aims and objectives and carry out all actions necessary for harmonious and cogent execution of the above aims and objectives.
(iii) Membership

The membership of the Society shall be of the following categories:

A) Life Members:

All Medical practitioners registered with any State Medical Council (recognized by the Indian Medical Council) who practice ophthalmology with post graduate qualification in Ophthalmology are eligible.
Post graduate degree refers to and includes MS/MD (Ophthalmology), D.O.M.S, DNB (ophthalmology) and/or FRCS (ophthalmology) or equivalent with special interest in the field of Uveitis shall be eligible for becoming Life member of the society.
Life Memberships are generally given to Individuals.

B) Associate Members:

All those not eligible with the abovementioned qualifications for Life membership but with special interest in the specialized field of Uveitis are eligible.

Associate Life Memberships are given to NGO, Trust, Research Foundation, any association, Corporates, Non Corporate Entities, LLP, Partnership Firms and any other Individuals who want to become Associate member of the society for the accomplishment of Aims and Objectives of the society.

C) Honorary Members:

Any person who has rendered outstanding service in the field of Uveitis in general and in India in particular shall be eligible to this membership provided he is recommended by the Executive Committee of the Society and approved by 2/3rd majority out of the members present at a meeting of the General Body.

A physician of outstanding caliber may also be inducted as Honorary member at the recommendation of Executive Committee and approved by General Body.

D) International Life Members:

A physician who is a Non-resident Indian or not a citizen of India but who otherwise meets the requirement of membership shall be designated as International Member.
E) International Associate Members:

All those not eligible with the abovementioned qualifications for Life membership but with special interest in the specialized field of Uveitis are eligible.

International Associate Life Memberships are given to NGO, Trust, Research Foundation, any association, Corporates, Non Corporate Entities, LLP, Partnership Firms and any other Individuals who want to become International Associate member of the society for the accomplishment of Aims and Objectives of the society.

Application for membership shall be submitted to the Secretary on a prescribed form duly proposed and seconded by a member of the society who has a personal acquaintance of the applicant. All applications would be considered by the executive committee and the suitable applicant shall be admitted as member viz. Life Member, Associate Member, International Life Member, International Associate Member.

Any person eligible for membership can become member by paying the non refundable subscription.

(iv) Subscription

The subscription of membership of the society shall be Rs. 3,000/- (Rupees Three Thousand only) for Indian Life Members and US dollars 750 $ for International Life Members and the same is subject to variation in the course of time by a resolution passed in General Body with minimum 2/3rd majority out of the members present.

The subscription of associate membership of the society shall be Rs. 1,00,000/- (Rupees One Lac only) for Indian Associate Life members and US dollars 25000 $ for International Associate Life Members and the same is subject to variation in the course of time by a resolution passed in General Body with minimum 2/3rd majority out of the members present.

(v) Censure of membership and re-admission:

The membership shall cease:

On demise
By voluntary resignation of the members.
On conviction for a criminal offence involving moral turpitude or his/her incapacity to act as such for any reason whatsoever
By the decision of the executive committee with 2/3rd majority of those present to delete the name of any member from the register of the membership for professional misbehavior or misconduct subject to the decision being ratified at the next general body meeting. Before any such action is taken the offending members shall be served with a notice in writing to appear before the executive committee to give him an opportunity to show cause in that respect.

His/her conduct being found, after due enquiry, harmful to the Society and or against its aims and objectives, provided that a written notice shall be served to him/her and an opportunity afforded for being heard by the Maraging Committee before his/her termination

**Readmission:**

The member terminated will have to submit an application to the Executive Committee for re-admission. Re-admission can be considered on payment of all dues or readmission fee to be decided by General Body from time to time. Such re-admission shall be treated as new admission. The decision of the Executive Committee as regards readmission shall be discretionary and final.

**(vi) Rights and privileges of Members:**

Life members shall be eligible to participate in all the activities of the society including the right to vote and hold the position of office bearers and Executive Committee Members and shall also be entitled to receive all publications of the society as provided in the bye laws.

Associate members shall be eligible to participate in scientific and social activities of the society. They shall not be entitled to vote or hold the positions of office bearers or become member of the executive committee.

Honorary members shall be eligible to participate in scientific and social activities of the society. They shall not be entitled to vote or hold the positions of office bearers or become member of the executive committee.

Any person whose name is under consideration for membership of the society will not have right to vote, but may participate in the scientific deliberations of the society.

International Members shall enjoy all the privileges of Indian Uveitis society except that of voting and holding office.

International Associate Members shall enjoy all the privileges of Indian Uveitis
2. ADMINISTRATION:

(i) Executive Committee – Composition

The Executive Committee shall consist of life members enrolled in the register of membership. All other categories of members are not eligible to vote or contest for any of the posts of the Executive Committee enlisted hereunder.

The posts of following office bearers shall be filled by election among the life members in the Annual General Body Meeting.

Office bearers:
1. President
2. Vice President
3. Honorary Secretary and
4. Honorary Treasurer

(ii) Powers and duties/functions of the Executive Committee:

- The Executive Committee shall act on behalf of the General Body for running the affairs of the Society under its constitution and bye-laws.
- It shall carry out the policies and mandate of the Society and shall be responsible to it.
- It shall have the power to invest, spend and deal with the money of the Society in a manner benefiting the Society.
- The decisions and recommendations of the Executive Committee shall be subject to the approval of General Body.
- The Executive Committee will have the power to fill any midterm vacancy of office bearers or members by co-opting which shall be approved by the General Body.
- The Executive Committee shall be the Administrative body of the Society and its decisions will be final and binding on the members.
- To promote aims and objectives of the Society.
- It shall manage the affairs of the Society through its elected office bearers, Committees and Sub-Committees that may be constituted from time to time.
- To look after the fulfillment, upliftment and betterment of the Society and its members.
- It shall govern the affairs of the association through its elected office bearers, Committees and Sub-Committees.
- To act in such manner so as to fill any vacancy due to whatever reason that may arise in the Executive Committee.
- To take decision from time to time for the smooth running of the Society harmonious with the aim and objectives enshrined in this bye-laws.
- To approve annual and monthly budgets/estimates and to take decisions regarding the income and expenditure.
- To raise funds for the Society.
The Executive Committee will have the power to constitute as many committees as it deems fit for furtherance of the objectives of the Society. These committees may form bye-laws of their own for their functioning with the approval of the executive committee and would submit its recommendations and accounts for approval to the executive committee.

Office bearers and Members of Executive Committee - Composition
1. President
2. Vice President
3. Secretary
4. Treasurer
5. Members (maximum of 8 in number)

(iii) Eligibility of Office Bearers

Any member who has served actively as an Executive Committee member for at least 3 full years shall be eligible for the post of President, Vice President, Secretary and Treasurer.

(iv) Election and its mode

The election of office bearers and Executive Committee will be at the General Body meeting to be held once in three years. It will be conducted by nomination and the results approved by the General Body.

(v) Term of Office

- Any member who has been an active member of the USI for a completed duration of at least 3 years and who has attended at least 2 General Body Meetings shall be eligible to become a member of executive committee;
- Any member who has served as an executive committee member for at least 3 full years actively shall be eligible for the post of president, vice president, treasurer and secretary;
- The members of the executive committee will have a term of 3 years;
- The outgoing office bearers must hand over charge by delivering all relevant papers of the Society such as registers, correspondence, stationery, books of accounts, library books etc. to the newly elected office bearers within a fortnight of their election. The inventory of all the papers and property shall be signed by the outgoing and newly elected Secretary;
- Office bearers shall cease to hold the office.
  - When their term is over.
  - If by a resolution the General Body decides by 2/3 majority of members present that such office bearer be removed from the office provided one month due notice is given by placing the item on the agenda of the meeting.
  - By voluntary resignation.
Minimum strength of the executive committee will be 4 members and maximum strength will be 8 members apart from the President, Vice President, Secretary and Treasurer.

1. President
   a. Presides over all meetings of the General Body and Executive Committee, He/She can cast his/her vote in case of a tie in decision making. He/she can supervise all branches of the Society.

2. Vice President
   a. Shall assist the President in discharging the functions and will be acting as the President and discharge the duties and responsibilities entrusted on the President in his absence.

3. Secretary
   a. Chief executive officer of the Society and custodian of all records pertaining to the Society.
   b. Chief correspondent on behalf of the Society.
   c. Would convene both the General Body and Executive Committee meetings with the permission of the President and has to note down minutes of the meetings.
   d. He/She guides the treasurer in preparing the budget and expenditure statement to place before General Body for its approval.
   e. All records shall be open to Inspection by any member of Society.
   f. The property of the Society shall be under control of the Secretary or any other officer of the Society deputed by the Executive Committee.
   g. In case of emergencies, the Secretary may sanction any amount stipulated in the bye laws without the previous sanction of the executive committee and not provided in the budget.
   h. The Society shall sue and/are be sued in the name of Uveitis Society of India.

4. Treasurer
   a. Is responsible for all financial transactions and Funds of the Society.
   b. He/She has to maintain accounts properly along with the vouchers.
   c. He/She has to prepare the accounts of the Society in coordination with the Secretary or President.
   d. The treasurer shall receive money due to the Society and shall make all payments in accordance with any rules framed by the executive committee and shall keep an accurate accounts of all such transactions and every receipt given shall be signed by him/her.
   e. He/she will prepare a statement regarding the financial position of the Society in coordination with secretary which will be audited by Honorary/ Paid Auditor and will present the same at the General Body Meeting for adoption.
   f. The bank accounts of the Society shall be operated by any two of the following three i.e. President, Treasurer and Secretary. Normally, Secretary and Treasurer should operate the accounts.
g. He/She may send reminder/reminders under certificate of posting to defaulting members.

h. He/She shall maintain list of the current members and their addresses and would intimate the Secretary.

3. **MEETING:**

The Society shall hold its General Body Meeting once in a year. The Annual General Body meeting of the Society shall be held within nine months of the expiry of each year, and not more than 18 months shall lapse between one AGM and the next.

At least twenty one days clear notice shall be given to all members for convening every Annual General Meeting. The notice of the Annual General Body Meeting shall be accompanied by the report of the Executive Committee of the Society for the previous year together with an audited copy of the Balance sheet, income and expenditure account and the Auditors report.

**Service of Notice of the meeting**

Notice of meeting shall be hand delivered or sent by post or emailed to every member. Any notice sent to a member of the Society shall deem to have been served if the same is sent under certificate of posting to last known address or email id as recorded with the Society. Change of address and/or email id must be got acknowledged from Society.

**Conduct of meetings**

The President shall preside over all General Body Meetings and regulate the proceedings there of. In the absence of the President, the Vice president shall preside. In the absence of the above three, members present at the meeting shall elect from amongst them, a person to act as Chairman.

**Extraordinary General Meetings**

An Extraordinary General Body Meeting of the members shall be called at any time by the Secretary on the requisition of the President of the Executive or on the requisition of not less than one-third of the number of members of the Executive Committee or one-tenth of the total number of members of the Society entitled to vote who shall state in writing the business for which they wish the meeting to be convened. The Executive Committee shall within 7 days of the receipt of the requisition proceed duly to call a meeting for the consideration of the business stated, on a date, not later than 14 days from the date of receipt of the requisition.

The General Body meeting can be called by:-

i) The president;

ii) By a requisition signed by at least 1/3rd of the members of the Society;

iii) By a requisition signed by at least more than half the members of the
executive committee.

4. **QUORUM:**

For any General meeting 1/5th of the total members shall form the quorum. If within half an hour from the time appointed for the meeting, the quorum is not complete, the meeting shall be adjourned to the same day of the next week and if there is no quorum in the subsequent meeting, the proceedings will commence with it deliberations as the adjourned meeting.

**Quorum and Notice of the Executive committee Meeting**

1. The members of the Executive Committee shall be meeting at least once in a year. Attendance by minimum of 1/3 of the total shall form the quorum.

2. The Secretary shall circulate the agenda for the meeting at least a month before the date of meeting.

3. The President shall President the meeting of the executive committee. In his absence, the committee may elect its own Chairman who shall have all the powers of the President, to preside over that particular meeting.

4. The President or Chairman in the event of tie will have a casting vote. The voting may be by ballot or show of hands as may be thought desirable.

5. Whenever it is found inconvenient to call a meeting of the executive committee and whenever the President deems it desirable that the opinion of the Executive Committee be obtained, they shall do so by post/email and act in accordance with view of majority.

5. **SCIENTIFIC COMMITTEE:**

i) A team of 6 members would constitute the scientific committee apart from the president and secretary of USI;

ii) This team would be in charge of the academics activities of the Society

iii) It would oversee the formatting and programme of every annual Uveitis of India meet in conjunction with the host organizing committee and secretary.

iv) The Scientific committee will by consensus with host organizing secretary/committee formulate a mutually agreeable scientific programme for that particular annual Uveitis meet keeping in consideration the local needs/availabilities and restrictions of the host.

v) The selection of free papers and posters for presentation in the annual Uveitis conference will be under the purview of the scientific committee.
vi) It would be preferable to have at least 2 free paper sessions in every annual meet so as to promote/encourage young Uveitis specialists to present their research material.

vii) Judges of free paper sessions should ideally not be from the host organisation.

6. AWARDS - BEST PAPERS AND POSTER:

2 Best Papers and 1 Best Posters awards are being given at the annual conference every year.

1. Dr. Narsing Rao Award for the Best Free paper

This is awarded to the Best Free paper in the annual Uveitis Society of India meet. It comes with an award of Rs 2500 and a citation.

2. Dr. Carl Herbert Travel Grant

This is awarded to the other Best Free paper in the annual Uveitis Society of India meet. It comes with an award of Rs 2500 and a citation.

Any person who has won any of these awards is NOT eligible to consider for either of these awards again.

3. Best Poster Award

This is awarded to the best poster of the annual Uveitis Society of India meet. It comes with an award of Rs 1500 and a citation.

7. FILLING UP CASUAL VACANCIES:

Casual vacancies will be filled by consensus of the general body.

8. AMENDMENTS:

No amendments or alteration shall be made in the purpose of the association unless it is voted by 2/8th of the members present at a special meeting convened for the purpose and confirmed by 2/3rd of members present and at a second special meeting.

9. DISSOLUTION OF SOCIETY:

For any reason whatsoever if the activities of the Society come to standstill or require to be wound up, the governing council by a resolution shall apprise the financial position to the general body and after settling all accounts, debts, the resolution to that effect shall be passed by not less than 3/5th of the members.
whose names are in the membership registers of the Society in a special General Body Meeting convened for that purpose with a written notice of clear 30 days given to all members of the Society.

However, on the dissolution of the Society if after satisfying all its debts and liabilities where to remain any property or properties movable whatsoever shall not be given or disturbed amongst the members of the Society but shall be handed over to any other Society and/or public trust having the same or similar but shall be handed over to any other Society and/or public trust having the same or similar objects for which this Society is formed and/or as per orders of the court. However, the procedure for dissolution laid down in section 13 and 14 of the society’s registration Act, 1860 will be followed.

**USI WEBSITE:**

The official website of the Society is

[www.indianuveitis.org](http://www.indianuveitis.org)

It is currently officially managed under the aegis Sankara Nethralaya and the responsibility of managing it may be transferred by consensus only to the other servers after duly ratified by the Executive committee.
i. Inclusions in Minutes of the General Body Meeting

It is resolved unanimously that the following inclusions/modification/replacements in the relevant sections of the bye-law is approved by the General Body with an intent to provide more clarity and/or bringing new inclusions.

a) “2. ADMINISTRATION:

i) Executive Committee - Composition

The Section “Office Bearers” shall be replaced by the following:

The Executive Committee shall consist of a minimum of 7 members with a maximum of 11 Members. The office bearers amongst this Executive Committee shall be

1. President
2. Vice President
3. Honorary Secretary and
4. Honorary Treasurer

ii) Power and duties/ functions of the Executive Committee:

Following 3 paras shall be included

The Executive Committee shall have powers to authorize any of the executive committee members to do any act with reference to statutory compliance, approaching statutory authorities for effecting changes to bye-laws, effecting changes to name, filling necessary documents to statutory authorities, appearing and representing before Registrar of Societies, Tax Authorities, of any of the statutory authorities for the purpose of statutory compliance. Such identified Executive Committee member may if required, engage any Consultant, Chartered Accountant, Advocate to carry out these activities.

The Executive Committee shall have the powers to make upward revision of amounts given as part of the Awards stated in Section 6: “AWARDS – BEST PAPERS AND POSTER” hereinafter specifically mentioned in this bye-law after obtaining approval of the majority of the Executive Committee members constituted in any of the Executive Committee members meeting.

The Executive Committee shall have the powers to appoint/nominate/change any of the members as an “Executive Officer” to carry out day to day activities, open and operate bank accounts, support the Society in carrying out statutory compliance, maintain necessary records, either on his/her own act or through
consultants. Such a decision by the Executive Committee decided by a 2/3rd majority of the Executive Committee shall be binding on the General Body.

The Para “Minimum strength of the executive committee will be 4 members and maximum strength will be 8 members apart from the president, Vice president, Secretary and Treasurer” shall be removed.

b) 6: AWARDS –BEST PAPERS AND POSTER:

This section shall be substituted with the following Paras

Two awards for Best Free Papers and one award for the Best Poster are being given at the Annual Meeting of the Society every year. The awardee needs to be the first author and a member of the Society at the time of the scientific presentation.

1. Dr.Narsing A Rao Award for the Best Free Paper

This is awarded to the best free paper in the annual Society Meeting. It comes with an award of Rs.10,000.

Any person who has won this award shall not be eligible to be considered for same award again.

2. Dr.Carl Herbort Travel Award for the 2nd Best Free Paper

This is awarded to the 2nd best Free paper in the annual Society meeting. It comes with an award of Rs.10000.

Any person who has won this award shall not be eligible to be considered for same award again.

3. Best Poster Award:

This is awarded to the best poster in the annual Society Meeting and comes with an award of Rs.10000.

Any person who has won this award shall not be eligible to be considered for same award again.
4. **USI Travel grants:**

USI Travel grants were established with the aim to provide young and upcoming ophthalmologists with financial support to attend the Annual Society meeting. The travel grant recipients are obliged to commit scientifically to the Annual Society meeting and can only pick up the grants when they have completed their scientific presentation(s). The number of grant awardees and the financial support vary according to the financial situation of the Society. The number of grant awardees and the amount of award shall be decided by a 2/3rd majority of the Executive Committee members.

5. **Dr.G.Venkataseswamy Endowment lecture:**

The Dr.G Venkataseswamy Endowment lecture was instituted in the year 2015 and is offered annually to a distinguished member of the Society or any other person related to the goals and scientific interest of the Society. The Awardee will present the Dr.G Venkataseswamy Endowment lecture during the Annual meeting of the Society and in addition, will receive a Citation/Plaque and a Medal. Accommodation expenses of the awardee shall be taken care of by the Society. A 2/3rd majority decision on the Dr.G.Venkataseswamy Endowment lecture by the Executive Committee is necessary to provide it to a distinguished nominated person.

6. **Inauguration of New Oration Lectures and Awards:**

The Executive Committee is empowered to inaugurate New Oration Lectures and Awards as it deems necessary and as agreed to by 2/3rd majority of Executive Committee members.

c) **8. AMENDMENTS:**

This section shall be replaced with the following paras

No amendments or alteration shall be made in the “Aim and Objectives” of the Society unless it is voted by 2/8th of the members present at a special meeting convened for the purpose and confirmed by 2/3rd of members present.

In case of other changes to this bye-law, it shall be sufficient if approved by the General Body. Such changed bye-laws, approved by the General Body signed by two Executive Members is sufficient evidence of amendment. The amended bye-laws shall come into effect on such signature by two Executive Members. Necessary steps may be taken by the Executive Members to carryout intimations/registrations with relevant Statutory Authorities.
It is further resolved that the Secretary shall initiate necessary statutory compliance like intimation and/or registration of the amended bye-laws to give effect to the changes either by himself or through a Consultant/Advocate identified by him. The Secretary is further authorized to sign all relevant papers, make submissions with any statutory authority either through himself or through a Consultant/Advocate authorized by him to act on behalf of the society and such act of the Secretary/Consultant/Advocate shall be binding the Society.

It is further resolved that the Secretary is authorized to make extracts of the minutes of the General Body and submit it to various Authorities/Banks/Auditors or other interested parties.

USI Website:

It is currently officially managed under the aegis Sankara Netralaya and the responsibility of managing it may be transferred by consensus only to the other servers after duly ratified by the Executive committee.

Secretary

Uveitis Society of India.