

ASSOCIATION OF ONCOLOGISTS OF NORTH EAST INDIA

MEMORANDUM OF THE ASSOCIATION.

1. The Name of the association will be known as the Association of Oncologists of North-East India (A.O.N.E.I).
2. Objectives of the Association of Oncologists of North-East India (A.O.N.E.I).
 - i) To exchange scientific knowledge in the field of Oncology, among the Oncologists.
 - ii) To improve the standard of oncology practice in the North-East.
 - iii) To encourage collaborative work among the different institutions and Oncologists.
 - iv) To organize periodical conferences, CME's, symposiums, workshops ,etc, in different parts of the region.
 - v) Publishing of scientific activities.

BYE-LAWS OF THE ASSOCIATION.

1. Name of the Association - Association of Oncologists of North-East India (A.O.N.E.I)
2. Present address - Dr.C. Bhuyan, MD.
House No 3,
Narayan Path, Nabin Nagar.
Guwahati - 781024
Phone - 0361-2528361
3. Date of starting - 30th April 2005.
4. Jurisdiction - Assam, Arunachal Pradesh, Meghalaya, Manipur, Mizoram, Nagaland, Tripura, Sikkim.
5. Short Title - These rules may be called the rules of the Association of Oncologists of North-East India (A.O.N.E.I).
6. Definitions:
These rules and Memorandum of the association unless the subject or context otherwise require.

- i) Acts means "Society registration Act"
- ii) General body means "The General Body of the Association".
- iii) Association means" Association of Oncologists of North-East India (A.O.N.E.I).
- iv) Executive Body means "The Executive Body of the Association".

7. MEMBERSHIP.

A. To be a member of the association a person must be :-

- i) Any MBBS graduate with Diploma / Postgraduate degree in any field of Oncology.
- ii) Any MBBS graduate with Diploma/ Postgraduate degree in any field of medical sciences, having experience and practicing in any field of Oncology.
- iii) Associate Member - Any MBBS graduate having experience and working in any field of Oncology.
- iv) Associate Member - Medical Physicists.

B. MEMBERS:

- i) Founder Members:
All Life Members enrolled in the first year of formation of the Association will be Founder Members with voting rights. He/ she has to pay life membership fee at the time of enrollment.
- ii) Life Member:
A member paying one's lifetime Membership with voting rights.
- iii) Ordinary Member:
All the members who qualify for Life membership can enroll themselves as Ordinary Member on a yearly basis, having voting rights.
- iv) Associate Member:
A member paying yearly membership fee with no voting right.
- v) Honorary Member:
Any distinguished dignitary/ specialist having a long and reputed experience in any medical field.
- vi) Patron:
Any distinguished dignitary who can patronize our Association.

C. FEES.

Fees for membership shall consist of:

- i) Life Member - Rs. 2500/-
- ii) Ordinary Member - Rs. 300/-
- iii) Associate Member - Rs.300/-

D. MEMBERSHIP DISCONTINUATION.

Removal of any member from the association may be made on the recommendation of the Executive Committee for one or more of the following reasons and subject to the final decision to be made by the General Body.

- a) On resignation.
- b) On default of payment of membership fees for two consecutive years.
- c) On death.
- d) On expulsion

- i) On being convicted of criminal offence
- ii) Working against the Central policy, laid down by the association, or against the Medical Service Conduct Rules.

E. REINSTATEMENT.

Any member whose membership has been discontinued may be reinstate on application after due consideration by the Executive Committee and final approval of the General Body.

8. RAISING FUNDS.

- i) Through Membership fee.
- ii) Sponsorship/ Voluntary contribution from any member.
- iii) Corpus Fund.

9. OFFICE BEARERS.

The activities of the association shall be managed by the Executive Committee. The Executive Committee shall comprise of the following.

- i) President.
- ii) Vice-president.
- iii) Secretary.
- iv) Assistant Secretary.
- v) Treasurer.
- vi) Adviser.
- vii) Executive Members, one from each State

It is desirable that the Secretary and the Treasurer should be from the same state. The immediate past President will remain as the Adviser of the association.

10. AUTHORITIES OF THE ASSOCIATION.

The General body and such authorities that may be constituted by resolution.

11. TERMS OF OFFICE.

- i) Office calendar will be from 1st . April-31st . March.
- ii) The term of office for the Executive Members will be for one year only; the rest of the Executive Committee Members will be for two years (Viz President, Vice President, Secretary, Asstt. Secretary, Treasure and Adviser).

12. FUNCTIONS OF THE EXECUTIVE COMMITTEE:

- i) The affairs of the association shall be managed by the Executive Committee.
- ii) The Executive Committee shall act on the General Policy laid down by the association and the action of the committee will subject to review at the Annual General Meeting.

13. POWERS AND DUTIES OF THE OFFICE BEARERS.

i). PRESIDENT:

- a) He shall preside over all General Meeting and also Meeting of the Executive Committee. .
- b) Exercise a general supervision over the works and activities of the Association and its office bearers.
- c) Jointly sign the proceeding of the General Meeting and the Executive Committee, with the Secretary.

ii) VICE- PRESIDENT:

In the absence of the President or in the event of the vacancy of the post of the President, the Vice- President shall assume full powers of the President

iii) Secretary:

- a) Maintain and keep all the papers, book and registers of the Association.
- b) Maintain a stock book, up to date all the properties belonging to the Association, showing the value of each property (movable and immovable).
- c) Prepare the agenda in consultation with the President before convening any Meeting or Committee.
- d) Exercise general supervision of the working of the different branches of the Association and be responsible for the same.
- e) Record all the proceedings of the Executive Committee, General meeting and Special meeting.
- f) Prepare and present Annual Report.
- g) Draw any government Grant/ Loans etc. from the state or from any other sources, with the approval of the Executive Committee.
- h) Be responsible for convening the General Meeting at the proper time.

Meeting of the Executive Committee, Association and when due and Special Meeting.

iv) Assistant Secretary:

In the absence of the Secretary or in the event of vacant in the post of the Secretary, the Assistant Secretary will assume full powers of the Secretary.

v) Treasurer: The Treasurer of the Association shall:

- a) Maintain a cash book and other accounts of the Association (both receipt & Expenditure)
- b) Collect the subscriptions, donations etc., on behalf of the Association.
- c) Present the statements of the Audited Accounts.
- d) Reimburse all bills provided when counter- signed by the Secretary.
- e) Make advanced payment s only on written authority of the Secretary.
- f) Have power to keep the cash money in hand up to a limit of Rs. 1000.
- g) Shall deposit all money in excess of Rs. 100/ in the Association's account, with the approval of the Secretary.

14. BANK ACCOUNTS:

The funds of the Association shall be deposited in a Nationalised Bank which will be decided by the Executive Committee. The accounts will be operated by any of the three office bearers, i.e. President, Secretary, and Treasurer. The Executive Committee will make a resolution to this effect.

15. AUDIT & ACCOUNTS:

- i) The accounts of the Association shall be closed once a year and be audited by the auditor appointed by the General Body Meeting.
- ii) For approval of the statement of the auditors, the Executive Committee shall present to the General Body Meeting.

16. MEETING:

- i) A General Meeting of the Association shall be held once in every year along with the Annual Conference, preferable in the month of February.
- ii) Such meeting shall be called annual General Meeting, and other general meeting shall be called Extraordinary General Meeting.
- iii) The Executive Committee may upon requisition made by 2/3 rd. members convene an Extraordinary Meeting. The requisition shall specify the objects of the meeting and only the business so specified shall be discussed at the meeting. Such a meeting shall be convened within 30 days from the time of receipt of requisition.
- iv) Fifteen days clear notice from the date of issue shall be given by the Secretary to all members specifying the date, time and place of the meeting with a statement of the business to be transacted at any General Meeting.
- v) The business of the Annual General Meeting shall be, to receive and pass the Annual Report of the Executive Committee, together with the Accounts for the preceding financial period, to appoint auditors, consider or transact any other business provided notice thereof shall have been given to the Secretary at least 30 days before the date of the meeting.
- vi) The Executive committee shall meet as often as needed, but shall meet at least twice a year.
- vii) The Secretary shall notify the date, time and place of holding the Executive Committee to each member. Non- receipt of communication by an Executive Committee member will in no way invalidate the proceeding of the Meeting.

17. QUORUM FOR MEETING:

- i) Fifty percent of the Executive Committee members shall form the quorum for an Executive Committee meeting.
- ii) 50% of the total number of full member for a General Body Meeting.
- iii) In the event of non- compliance of quorum in the General or Executive Committee, the meeting will be adjourned for 1/2hr. and the meeting can be resumed thereafter.
- iv) All proposals at any meeting shall be duly seconded and each member present shall be entitled to vote thereon. Voting shall be by a show of hands unless a poll is demanded. In the event of a poll, voting shall be by ballot.
- v) Any member of the Association may, by previous appointment with the Secretary, have an inspection of the accounts of the Association. The Secretary shall fix a day not later than 30 days from the receipts of intimation and inform the member accordingly.
- vi) In case of an emergency where there is no time to convene a meeting, resolution can be passed by circulation.

18. The Secretary in consultation with the President and the Treasurer will have financial power of Rs. 10,000/- two times in a year.
19. The Central Body (Association) will not give any grant for holding conference! Workshop for the time being. The organizing center will give 50% of the surplus money to the Association's Corpus Fund.

20. SUITS FOR AND AGAINST THE ASSOCIATION:


The Association shall be sued or be sued in the name of the President or the Secretary or any of the office bearers, duly approved by or appointed by the General Body in this behalf the legal jurisdiction of which shall be in the Guwahati High court.


21. DISSOLUTION OF THE ASSOCIATION:

Upon dissolution of the Association, the assets, properties and liabilities of the Association shall not be paid to or distributed among the members of the Association but shall be given to some other association to be determined by a vote of not less than 3/5th. of the members in the General body.

22. AMENDMENT :

Amendment of any of these rules shall become effective only if it is passed by not less than one- half the total numbers of the Association present and voting at such meeting specially convened for the purpose.


PRESIDENT
Association Of Oncologists Of North
East India


Secretary
Association Of Oncologists Of North
East India