



Telangana Ophthalmological Society

Regd: NO: 1067 of 2014

TOS Office, Sarojini Devi Eye Hospital, Humayun Nagar, Mehdiapatnam,
Hyderabad, Telangana 500028

Preamble

Telangana Ophthalmological Society (TOS) is a professional NGO formed by inclusion of all ratified members of the erstwhile Andhra Pradesh Ophthalmological Society (APOS) who are resident in the state of Telangana. TOS is formed out of the erstwhile APOS subsequent to the passing of AP State reorganization Bill by the Government of India creating the new state of Telangana and the successor state of AP. TOS respects the history of APOS and recognizes the contributions and services of its office bearers & members. All Past Presidents of APOS who are resident of Telangana upto the formation of TOS shall be members of its Past Presidents Forum.

Development of Scientific temper and camaraderie among the member fraternity is the objective for which members are involved to upgrade their skills from time to time.

Ophthalmic education and Research are promoted to keep pace with the changing times. Members and Students are encouraged to keep abreast with the latest developments.

Security and welfare of the members and their families howsoever possible is sought to be met by schemes such as Family Benefit Scheme and such other methods from time to time.

Social and Cultural interactions are promoted among the members and their families.

Community services are provided in liaison with government and other such NGO's as and when necessary by this organization.

Memorandum of Society

- I. The **Name of the society** shall be **Telangana Ophthalmological Society**. The term society used in the constitution shall mean **Telangana Ophthalmological Society (TOS)**. This Society is affiliated to the **All India Ophthalmological Society (AIOS)**.
- II. **Registered office** of the Society shall be located at: SD Eye Hospital, Mehdiapatnam, Hyderabad and correspondence office shall be located at a place / address of the Honorary General Secretary. At present it is at the following address: TOS Office, SD Eye Hospital, Hyderabad, Telangana
- II A. **Working Area:** The society is an NGO based in the state of Telangana, shall spread its activities all over the state of Telangana and as an affiliate of AIOS, all over the country & abroad, as the managing committee of the society may decide from time to time, called for this purpose.
- III. **Aims and Objects:** The objectives of the Society shall be the cultivation and promotion of study and development of preferred practice patterns in ophthalmic science, research and manpower development with a view to render community service and to promote fellowship among the ophthalmologists by:

1. Organising scientific & clinical work and promoting community oriented service.
2. Promoting research in ophthalmology.
3. Instituting fellowships, awards, and orations.
4. Promoting teaching and continuing education in ophthalmology by publishing Proceedings / Newsletter / Year Book/ Journal of the Society.
5. Organising exhibitions of machinery & equipment pertaining to ophthalmology.
6. Co-ordinating with other medical societies.
7. Promoting social contacts and goodwill amongst the state ophthalmologists.
8. Working towards promoting the welfare of the members of the society.
9. Ensuring ethical practice and professional conduct of its members.
10. Maintaining liaison with the State Government and AIOS.
11. Raising finances through contribution and subscription from members and non-members to run the society.
12. Acquiring and disposing movable and immovable property and assets.
13. Framing of Byelaws, rules and regulations and, amending, adding, altering or deleting the same as and when necessary.
14. Undertaking health education for eradication of blindness.
15. Doing all such other things as may be necessary to the attainment of the aims and objectives of the Society.

IV. **Managing Committee:** The names, Addresses, occupations of the present members of the **Executive Committee** of the managing committee, to whom the management of the Society is entrusted, as required under Andhra Pradesh Societies Registration Act No. 35 of 2001.

Name and Address	Occupation	Designation
Dr. G. Harikishen Kalyan Hospital, Kaman Road, Karimnagar	Doctor	President
Dr. Manoj Chandra Mathur 8-3-678 / Plot 24 Pragatinagar Yousufguda, Hyderabad – 500045	Doctor	President Elect
Dr. A Ravindra 6-2-58, Hanamkonda, Warangal District, Telangana	Doctor	Honorary General Secretary
Dr. Sree Kumar Asst. Prof. Regional Eye Hospital Warangal	Doctor	Joint Secretary
Dr. P Praveen Kakatiya Eye Hospital, beside Vijaya Theatre Hanamkonda, Warangal District, Telangana	Doctor	Treasurer
Dr. Pravin Krishna LV Prasad Eye Institute, Road No 2 Banjara Hills, Hyderabad - 500034	Doctor	Chairman Scientific Committee
Dr. V Rajalingam Sarojini Devi Eye Hospital, Mehdipatnam, Hyderabad-500028	Doctor	Chairman Academic & Research Committee
Dr. Mallika Goyal Apollo Hospitals, Jubilee Hills Hyderabad	Doctor	Editor Publications
Dr. N Subramanya Reddy 8-2-268/K/22, Navodaya Colony, Road 2, Banjara Hills, Hyderabad – 500034	Doctor	Advisor

- V. **Desirous Persons:** We, the undersigned are desirous of forming a society named: **“Telangana Ophthalmological Society”** under section 6 (2)(b)(III), section 7 and section 29 of Andhra Pradesh Societies Registration Act No. 35 of 2001, as applicable to the States of Telangana & Andhra Pradesh, in pursuance of this Memorandum of Society.

Name and Address	Occupation	Signature
Dr. G. Hari kishan Kalyan Hospital, Kaman Road, Karimnagar	Doctor	Sd/-
Dr. Manoj Chandra Mathur 8-3-678 / Plot 24 Pragatinagar Yousufguda, Hyderabad – 500045	Doctor	Sd/-
Dr. A Ravindra 6-2-58, Hanamkonda, Warangal District, Telangana	Doctor	Sd/-
Dr. Sree Kumar Asst. Prof. Regional Eye Hospital Warangal	Doctor	Sd/-
Dr. P Praveen Kakatiya Eye Hospital, beside Vijaya Theatre Hanamkonda, Warangal District, Telangana	Doctor	Sd/-
Dr. Pravin Krishna LV Prasad Eye Institute, Road No 2 Banjara Hills, Hyderabad - 500034	Doctor	Sd/-
Dr. V Rajalingam Sarojini Devi Eye Hospital, Mehdipatnam, Hyderabad-500028	Doctor	Sd/-
Dr. Mallika Goyal Apollo Hospitals, Jubilee Hills Hyderabad	Doctor	Sd/-
Dr. N Subramanya Reddy 8-2-268/K/22, Navodaya Colony, Road 2, Banjara Hills, Hyderabad – 500034	Doctor	Sd/-

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Hyderabad, Telangana 500028

Rules and Regulations

1. **NAME OF THE SOCIETY:** Name of the Society shall be “Telangana Ophthalmological Society”
2. **MEMBERSHIP:** Membership of the Society shall consist of:
 - A. **Life members:** Registered medical practitioners with basic allopathic qualification (MB, BS) and possessing Diploma or Degree or DNB in Ophthalmology, resident in the state of Telangana & who pay life membership subscription, shall be eligible to be enrolled as life member.
 - B. **Non Resident Life Members:** Registered medical practitioners with basic allopathic qualification (MB, BS) and possessing Diploma or Degree or DNB in Ophthalmology, but a non- resident of the state of Telangana & who pay life membership subscription, shall be eligible to be enrolled as Non –Resident life member.
 - C. **Members-in-waiting:** Post graduate ophthalmology students (MS/ MD/ DO/ DOMS/ DNB/ FRCS) may become members-in-waiting, by payment of fee, during their post graduation, before being enrolled as full fledged member of the Society on production of qualification proof to TOS.
 - D. **Associate members:** Allopathic medical practitioners and non-medical scientists may register themselves as associate members.
 - E. **Honorary Members:** This membership shall be conferred upon those who deliver the annual orations, other than the members of TOS. Honorary membership shall be conferred on other individuals of extraordinary caliber, with consent of the managing committee.

Members in categories B, C, D & E will not have voting rights, nor can they attend General- body meeting. They are ineligible to occupy any position as office bearer or as a member of Sub-committee/s

3. **SUBSCRIPTION:** The subscription for all categories of members will be as stipulated in the Byelaws, from time to time. The subscription may be increased for all members with approval of Managing committee and General body.
4. **PRIVILEGES OF MEMBERSHIP**
 - A. All the life members shall be entitled to participate in all the activities of the society and also to receive publications of the society as provided in the Byelaws. They shall however have voting rights only after ratification in the General Body.
 - B. New members: The application for membership duly proposed and seconded by a life member each of the society shall be recommended by the managing committee and ratified by the next General Body for admission into the society.
 - B1. Any new member (Life, member-in-waiting) whose application is under consideration may attend the annual conference of the Society as a member delegate and also receive official publications of the society, prior to the ratification of membership.
 - B2. All Non Resident Life Members and associate members are entitled to take part in the scientific and social activities of the society, but cannot participate in Competitive sessions and be eligible for any awards.

- B3. Honorary Members are also entitled to participate in scientific & social activities of the society. They are not eligible to attend or vote at the General Body or hold any office.

5. CESSATION OF MEMBERSHIP & READMISSION

- A. Membership of the society will cease by voluntary resignation when accepted.
- B. Before any disciplinary action is taken against any member for professional misconduct, he shall be served with a notice in writing to appear before the Executive committee and he shall be given an opportunity to explain and matter is referred to the Managing committee will decide by majority vote, to delete the name of the member from membership for any professional misconduct. This decision shall become final and binding on confirmation by General Body at its next meeting.
- C. Membership shall cease automatically if Medical Council cancels the registration of the member.

6. GENERAL BODY

- A. All the life members in good standing constitute the General Body of the Society.
- B. It shall govern the affairs of the society through the elected office bearers and committees.
- C. General Body meeting shall be held during the annual conference.
- D. Quorum: 10% of the total registered ratified Life members shall form the quorum for the conference at that point of time.
- E. In case there is no quorum, the meeting shall be adjourned for 30 minutes and shall meet again on the same day at the same venue.
- F. Adjourned meeting will not require any quorum.

7. SPECIAL GENERAL BODY: This meeting can be called by any one of the following for a specific purpose.

- A. President
- B. On a requisition signed by two thirds of members of the Managing Committee.
- C. On a requisition signed by at least 10% Life members in good standing.

Quorum: 10% of the total Life membership. In case there is no quorum, the meeting shall be adjourned for 30 minutes and shall meet again on the same day at the same venue.

Adjourned meeting will not require any quorum.

The request at each time should be addressed to the Honorary General Secretary, at least 30 days in advance of the scheduled meeting.

8. COMMITTEES: The affairs of the society shall be managed by the managing committee elected by the General Body. The other committees are:

- A. Scientific Committee
- B. Academic and Research Committee
- C. Editorial Committee

- 9. MANAGING COMMITTEE:** The affairs of the Society shall be managed by the Managing Committee elected by General Body.

I: COMPOSITION

A: Executive Committee (9 Office Bearers of the Society + Advisor/s+ Ex Officio Members)

- | | | |
|--|--------------------|-----------------------------------|
| 1. President | 2. President elect | 3. Vice President |
| 4. Honorary General Secretary | | 5. Honorary Jt. Secretary |
| 6. Honorary Treasurer | | 7. Chairman Scientific Committee |
| 8. Chairman Academic & Research Committee. | | 9. Editor- Publications / Website |

B: Members: There shall be one representative from each of 31 districts of Telangana, nominated by the district chapter. In case a particular district has more than 50 TOS members, such District shall nominate 2 members and in case a district has more than 100 members, such district shall nominate 4 members to the MC.

C: Co-opted Members:

1. Organising secretaries of the preceding, present and forthcoming annual conference.
2. Members representing TOS at the AIOS Managing Committee.

D: Ex-officio Members: Immediate Past President & Past Honorary General Secretary.

E: Advisor/s: The President, President Elect & the Vice President, with ratification of the Executive committee can nominate upto two advisors from among the Past Presidents Forum of the society, for a one year term upto the next general body meeting. They shall be permanent invitee/s of the executive / managing committee during that term. They shall tender their advice, whenever required, on request by the president. They shall not be nominated for more than three consecutive terms.

Categories C, D & E have no voting rights in Managing committee meetings.

The President at his discretion may specially invite not more than two members for any specific purpose(s), at a given managing committee meeting.

II: FUNCTIONS OF MANAGING COMMITTEE:

- A. Managing committee shall act on behalf of the General Body for running the Affairs of the Society under its constitution & Byelaws.
- B. It shall review the recommendations of various statutory committees.
- C. It shall carry out the policies and mandates of the Society and shall be responsible to it.
- D. It shall have power to invest and deal with the money of the society.
- E. Money and properties of the society may be invested in nationalized banks and the Committee will have the power to change the investments in order to fulfill the objectives of the Society.
- F. The committee shall have the power to purchase, construct or acquire, by gift or otherwise, any property and shall have full powers in managing the properties of the society.
- G. Managing Committee may constitute sub-committees for furtherance of the objectives of the Society.
- H. Decisions and recommendations of the managing committee shall be subject to the approval of the General Body.

III: MEETING OF THE MANAGING COMMITTEE:

- A. Managing Committee should meet each year during the annual conference. One third of the total members shall form the quorum. The Executive Committee shall meet as often as required for the smooth functioning of the society.
- B. Honorary General secretary shall circulate the minutes of the last meeting and agenda at least Two Weeks before the date of the meeting.
- C. The President shall preside over the meetings. In his absence, the President elect shall preside over the meeting. In the absence of both, the Vice President shall preside. In the event of absence of all the three, the members will elect one among them, to preside over that meeting.
- D. Voting may be by show of hands or ballot whichever the President considers desirable.
- E. In the event of a tie, the President shall have the casting (deciding) vote.
- F. Honorary General Secretary in consultation with the President can call an emergency/ special managing committee meeting with seven days' notice.

10. SCIENTIFIC COMMITTEE

I: COMPOSITION:

This committee shall be elected once in three years and shall consist of:

- A. Chairman: He/She shall be a life member of the society, for a minimum period of 8 years, and served at least once as an office bearer / managing committee member. He/She should be experienced in presenting scientific papers and / or should have published papers in ophthalmic journals.
- B. Four elected members: They should be Life members of the society, of at least 5 years' standing.
- C. Ex-officio Members: 1. President 2. President Elect 3. Vice President 4. Hon. General Secretary 5. Treasurer 6. Chairman Academic & Research Committee. 7. Editor – Publications

II: FUNCTIONS OF SCIENTIFIC COMMITTEE:

- A. It shall recommend the Scientific Programme for the annual conference.
- B. It shall recommend the names of or awards of various medals, orations and guest speakers, which shall be approved by the Executive committee.
- C. It shall recommend the names of Conveners and Chairpersons for the successful conduct of the scientific sessions.
- D. The committee shall formulate the modalities for the acceptance of the scientific papers, and accept them.
- E. The full text of all scientific presentations should be sought for, from all speakers, preferably prior to presentation.

11. ACADEMIC AND RESEARCH COMMITTEE

I: COMPOSITION:

This committee shall consist of:

- A. Chairman: He/She shall be elected once in three years. He/She shall be a Life member of the society, of at least 5 years' in good standing.
- B. Members: Three elected members: They should be Life members of the society, of at least 5 years' standing.
- C. 1. President 2. Hon. General Secretary 3. Treasurer 4. Chairman Scientific Committee 5. Editor-Publications.

II: FUNCTIONS OF THE ACADEMIC AND RESEARCH COMMITTEE:

- A. To conduct CME and Hands-on programme for ophthalmologists & postgraduate students, in Medical Colleges both in Govt. & Pvt. sector.
- B. The ARC shall make efforts to promote research activities by Life members and members-in-waiting, by providing scientific scholarships, travel trainee Fellowships and other such incentives.
- C. The ARC shall prepare a list of faculty members and they shall conduct the Hands-on and CME programs on rotation basis.

12. EDITORIAL COMMITTEE

I: COMPOSITION:

This committee shall consist of:

- A. Editor: He/She shall be elected once in three years. He/She should be a life member of the society, of at least 5 years and in good standing.
- B. Members: Three elected members: They should be Life members of the society, of at least 5 years' standing.
- C. Ex-officio Members: 1. President 2. Hon. General Secretary 3. Chairman Scientific Committee 4. Chairman Academic & Research Committee.

II: FUNCTIONS OF THE EDITORIAL COMMITTEE:

- A. The editor and the editorial board shall be responsible for the publications of the society, as decided from time to time.
- B. The editor shall be responsible for publishing the Newsletter of the society at least twice a year.
- C. The editor and the editorial board will formulate the contents of the publications.
- D. The editorial board shall make all efforts, in consultation with the Scientific Committee to collect the full texts of scientific presentations.
- E. In consultation with the chairperson ARC, the editorial board shall have the right to receive any CME material considered worthy of incorporation in the publications.
- F. The Editor shall be in- charge administrator of the TOS Website

13. ELECTION AND TENURE OF THE OFFICE BEARERS AND MEMBERS OF THE STATUTORY COMMITTEES

The Society shall elect the following office bearers.

- A. President Elect: The Vice President takes over as the President Elect at the annual conference. He will hold the office up to next annual conference and then becomes President for the following year. He shall be a Life member of at least 8 years in good standing and should have been an office bearer/ managing committee member in the past for at least one term. He can be elected for one term only.
- B. Vice President: Shall be elected by the General Body at the annual conference. He will hold the office up to next annual conference and then becomes President Elect for the following year. He shall be a Life member of at least 8 years in good standing and should have been an office bearer/ member of managing committee in the past for at least one term. He can be elected for one term only.
- C. Honorary General Secretary: Shall be elected by the General body for a period of 3 years, during the 3rd annual conference meeting. He/She shall be a life member of the society, for a minimum period of 8 years and has been an office bearer or a member of the managing committee in the

past for at least one term. They will be eligible for reelection for the same post, once, i.e. for a total of 2 terms only.

- D. Other executive office bearers will be elected by the General body for a period of 3 years, during the 3rd annual conference meeting. The members shall be nominated by the respective district chapters. They will be eligible for reelection / renomination for the same post, once, i.e. for a total of 2 terms only. They shall be members of the society for at least 5 years.
- E. The term of the President is for one year from inauguration function of one annual conference to the inauguration function of the next annual conference. He shall preside over at least one General Body meeting during this tenure.
- F. The election of the managing committee shall be by secret ballot or show of hands, as decided by the President/ Chief Election Officer appointed by the president.

Vacancies: The following succession procedure shall be effective in an emergency

- A. President will be succeeded by the President Elect.
- B. President Elect will be succeeded by the Vice President.
- C. General Secretary will be succeeded by the Joint Secretary.
- D. Treasurer will be nominated by the President.
- E. Other office bearers will be nominated by the President if by resolution, the General Body decides by 3/4th majority of members present, that certain office bearer(s) should be removed from office.

14. FUNCTIONS OF THE PRESIDENT, PRESIDENT ELECT & VICE PRESIDENT

The President shall act on behalf of the society and shall be responsible for the society during his tenure. The President shall regulate the proceedings of the society and the managing committee. He/She will preside over the functions of the society, meetings of general body and managing committee. In absence of the President, President-elect shall officiate for him. In the absence of the President-elect also, Vice President shall preside. All documents and contracts shall be made jointly by Honorary General Secretary, President and Treasurer. All documents will be in the custody of the General Secretary.

15. FUNCTIONS OF THE HONORARY GENERAL SECRETARY & JOINT SECRETARY

Honorary General Secretary shall manage the correspondence and keep the minutes of the meetings which will be read and confirmed at the next meetings respectively. He shall co-ordinate the activities of all committees. He shall be in charge of the office and shall execute the resolutions of the society.

The joint Secretary shall assist the secretary. The joint secretary shall represent the secretary in his absence.

All documents and contracts shall be made jointly by Honorary General Secretary, President and Treasurer. All documents will be in the custody of the General Secretary.

16. FUNCTIONS OF THE TREASURER

Honorary Treasurer is responsible for all financial transactions and he should affix his signature on every receipt. He shall get the accounts audited by a certified auditor and present them at the annual managing and general body meetings.

He shall prepare the budget and present it before the managing and general body meetings for approval after auditing.

The Treasurer and the Honorary General Secretary shall jointly operate the accounts.

17. ACCOUNTS IN THE BANK

Finance of the Society shall be kept under:

- General (Current) Account/s.

- Corpus / Capital Funds in Fixed Deposits.

GENERAL (Current) ACCOUNT/S

It will include establishment account, advertisement receipts, admission fee account, interest from FDR's, invested as corpus and Capital Funds for specific purposes like Scientific, Academic & Research and Publications.

CORPUS / CAPITAL / FIXED DEPOSITS

Funds, donations, Life membership Fee collected and part of the general account can be transferred to fixed deposits. Interest from Fixed deposits will be transferred to the general account.

18. CONFERENCES

- A. Society shall organize one conference every year.
- B. The conference shall be allotted to a district chapter upon a written request. The District Chapter shall in turn nominate a Local Organising Committee which shall organise the event.
- C. The place of the conference shall be recommended by the Executive Committee / managing committee and approved by the general body. The venues for the annual conferences should be decided two years in advance. The host committee should provide facilities for the smooth conduct of the conference.
- D. The Honorary General secretary will send a preliminary circular to every member, six months before the date of conference.
- E. The actual dates of the conference, in a given month shall be decided in consultation with the local organising committee.
- F. Conference shall comprise of:
 - Symposia & Sessions, as decided by the managing committee.
 - Names for Orations shall be recommended by scientific committee and approved by the managing committee.
 - Free papers, films, poster exhibition, and instruction courses etc.
- G. Trade Exhibition: The TOS Executive Committee shall coordinate the Trade allocation with the Local Organising committee. The trade money shall be collected by the Secretary / Treasurer and released to the LOC as per norms in the Byelaws.
- H. The local organizing committee shall contribute 60% of the conference savings, (subject to a minimum of 20% collection from trade, after deduction of TDS, whichever is higher) to the General (Current) Account. The remaining savings can be utilized for furthering the art and Science of Ophthalmology by the host District Chapter.
- I. The Hon Gen secretary shall authorize the Chairman / Secretary and Treasurer of the Local Organising Committee to open a separate Current Account in a Nationalized Bank in case the local district chapter does not have one, for operating the accounts of the forthcoming conference. This a/c shall be closed after the submission and acceptance of the audited statements of the concluded conference.
- J. The organizing secretary shall submit the audited accounts of the conference to the managing committee within 3 months from the end of the conference.

19. ESSENTIAL CERTIFICATE:

Certified that this is the correct copy of the rules & regulations of the Society.

Sd/-
Dr G Harikishen

Sd/-
Dr A Ravindra

Sd/-
Dr P Praveen



Telangana Ophthalmological Society

Regd: NO: 1067 of 2014

TOS Office, Sarojini Devi Eye Hospital, Humayun Nagar, Mehdiapatnam,
Hyderabad, Telangana 500028

Bye Laws

(Framed under section 4(1) (b) of the AP Societies registration Act No. 35 of 2001 and as approved by the general body of the society held on July 14th 2018)

The society shall be governed by the memorandum of society, its rules and regulations and these byelaws. If anything in these byelaws is in conflict with the memorandum of association or rules and regulations of the society, the same provisions of the memorandum of association and rules and regulations shall have the supremacy.

Article I: Amendments to the Memorandum of Association and Rules and Regulations

1. Managing Committee may recommend any amendment(s) provided it gives at least 30 days' clear notice to the members of the society before the general body meetings.
2. Any member may propose an amendment giving a minimum of 60 days' notice before the general body meetings. The proposed amendment(s) shall be in writing and duly recommended and signed by at least 10 members.
3. Any amendment(s) to the memorandum of society / rules and regulations shall be approved by 2/3rd majority of members present at the special general body meetings.
4. Quorum for such meeting shall be 10% of total ratified members.
5. No amendment will be carried out without the prior approval of the commissioner of income tax.

Article II: Amendments to the Byelaws

1. Managing Committee may adopt and implement amendment(s) to the Bye Laws subject to ratification by the general body, through proper notice.
2. Any member may propose an amendment to the Byelaws giving a minimum of 60 days' notice before the general body meetings. The proposed amendment(s) shall be in writing and duly recommended and signed by at least 10 members.
3. Simple majority is sufficient to accept the amendment(s) of Byelaws.
4. Quorum is as for General Body (10% of registered member delegates for the conference).

Article III: Dissolution of the Society

Rules for the dissolution of the Society shall be the same as exist for the All India Ophthalmological Society.

Article IV: Subscription

General Body decides the subscription of members from time to time. The subscription is as follows:

1. Life member / Non Resident Life Member:
Admission fee Rs.100/- + Rs.2000/-.
2. Member-in-waiting: Admission fee Rs.100/- + Rs.1500/-
3. Associate life members: Admission fee Rs.100/- + Rs.1500/-.

Article V: Eligibility for various offices

1. Past President shall not contest any election, but he/she may be nominated as Advisor or co-opted in any committee as Ex-officio. No member shall hold more than one office, or be a member on more than 2 committees, or hold one office and be a member on more than one committee.
2. President elect / vice president / Honorary general secretary and Chairman Scientific committee must have been a member of good standing for a minimum period of 8 years and served at least once as an office bearer / managing committee member. Rest of the office bearers / members of the managing committee and members of various subcommittees, must have been a member in good standing for a period of at least 5 years.

Article VI: Tenure of various offices

Elected members of any committee are eligible for re-election for the same post only once. Vice President is not eligible for re-election.

Article VII: Member Communication:

Notifications and information as displayed in the website and communicated through any such electronic means shall be deemed to be a valid communication to the members from the Executive committee

Article VIII: Election Procedure

1. Honorary General Secretary shall invite nominations for various posts for election, a minimum of 90 days before the conference date. The nominations should be received on or before the date specified by the secretary.
2. Each nomination should be proposed and seconded by one Life member each and should be accepted by the candidate. The date of candidate joining the society as life member and years in which he/she was a member of the managing committee should be clearly mentioned in the proposal, to decide the eligibility.
3. No member shall propose or second more than one member for that particular post. Similarly for members of scientific committee / ARC and Editor Publications, no member can propose more members than the available positions. In such a situation, all such nominations though being valid shall be disqualified.
4. The last date for withdrawal of nominations shall be as decided by the secretary.
5. Only Life members in good standing are eligible for voting. The President will constitute an Election Commission of 3 Past Presidents. Seniormost of them will be chief election officer and also the returning officer.
6. Voting, if required, shall be by secret ballot or show of hands as decided by the Chief election officer.
7. In case of a tie, the casting vote of the President shall decide the result.
8. If no valid nomination is received by post or otherwise, before the stipulated date, nominations shall be called from the floor of the general body, by the chief election officer, appointed by the president. In this case the candidate should be present in the meeting to give consent for the nomination.
9. The decision of the election commission is final. In case of any dispute, the general body will decide by a majority vote.

Article IX: Scientific Program:

- A. Scientific Committee shall recommend the scientific program, the names of Orators and Guest speakers, which shall be approved by the executive committee.
- B. Orations: For Orators, travel expenses within India and Accommodation shall be provided by the Society. Free Registration shall be provided by the LOC
- C. Guest Speakers: The Scientific Committee can invite a maximum of five guest speakers. Free Registration shall be provided by the LOC. Accommodation and Travel Vouchers towards expenses within India shall be borne by TOS. In case there are more Guest speakers, they shall get only complimentary registration from the LOC.

- D. Scientific Committee shall recommend the names of Conveners and Chairpersons for the successful conduct of the scientific sessions.
- E. The committee shall formulate the modalities for the acceptance of the scientific papers, and accept them.
- F. The full text of all scientific presentations should be sought for, from all speakers, preferably prior to presentation.

Article X: Academic and Research Program:

- A. ARC shall conduct CME and Hands-on programs for ophthalmologists & postgraduate students, in Medical Colleges both in Govt. & Pvt. sector.
- B. The ARC shall make efforts to promote research activities by Life members and members-in-waiting, by providing scientific scholarships, travel trainee Fellowships and other such incentives.
- C. The ARC shall prepare a list of faculty members and they shall conduct the Hands-on and CME programs on rotation basis.
- D. For ARC programs, TOS shall bear Accommodation and Travel for the Faculty.

Article XI: Newsletters / Journal:

- A. The Editor is responsible for publishing the Newsletters / journal every year. Selected scientific presentations at the annual conference and other such presentations under the aegis of the Society may go into these publications.
- B. The editor is responsible for collection of manuscripts in consultation with the scientific committee and the ARC.
- C. Conventionally, 70% of the cost of the publication to be borne by the society and the other 30% should preferably be raised by way of advertisements / donations.
- D. The Editor shall also be responsible to maintain the Website of the Society.

Article XII: Past Presidents' Forum

The Past Presidents' forum is an advisory body comprising of all the Past Presidents of erstwhile APOS who are resident of Telangana, upto the formation of TOS and the Past Presidents of TOS. This body shall meet at least once each year during the annual conference. The Immediate Past President shall be its Chairman. The Hon. Gen. Secretary shall notify and facilitate this meeting.

The President and Secretary shall attend as Ex-Officio, shall formulate the agenda and solicit suggestions mainly concerning issues for the betterment of the society.

Article XIII: Trade Exhibition

Trade Exhibition shall be Co-ordinated by the Executive Committee and organized by the Local organizing committee during the annual conference. The rental rates for the stalls shall be decided by the Executive Committee in consultation with the LOC. The trade collections shall be done by TOS and the amount disbursed to the LOC retaining 20% of the amount excluding TDS. After the receipt of the final audit report the net savings shall be apportioned as per norms in the constitution.

Article XIV: Session on Clinical Challenges / Symposia / Instruction Course / Quiz Session:

- 1. **TOS-P Ranga Reddy's Session** on Clinical Challenges shall be organized at each conference.
- 2. **TOS-C Sharat Babu symposium** shall be organized at each conference in cataract Refractive Surgery.
- 3. **TOS- G Ramchandra Rao symposium** shall be organized at each conference.
- 4. **TOS- Madiraju Ashok's instruction course** shall be organised at each conference.
- 5. **TOS-Gangadhar Reddy's Quiz** shall be organized for PGs at each conference

Article XV: Oration Medals and Competitive Medals (Awards)

- 1. Oration medals shall be awarded by nomination and selection to eminent ophthalmologists, outside the state and to eminent members of the society.

2. All awards shall be given annually.
3. Recipient of the award shall be selected and recommended by the scientific committee or a committee of judges.
4. If he/she is a member of the committee discussing the selection, he/she shall withdraw from the meeting.
5. A member may receive not more than one oration medal in a lifetime.
6. Same award shall not be given to a person for a second time.
7. Award will carry a certificate and a medal.
8. All Orators from outside Telangana shall become honorary members of TOS.
9. Oration Medals
 - a) **TOS - P Siva Reddy Oration Medal** shall be awarded to an eminent ophthalmologist from outside the state / country for work done in an Institute of repute.
 - b) **TOS - Rustom Ranji Oration Medal** shall be awarded to an eminent member of TOS for work done in a teaching institute.
 - c) **TOS – Ravi Kumar Reddy Oration medal** shall be awarded to an eminent ophthalmologist from outside the state for work done in Private Practice.
 - d) **TOS – Harikishan Gorityala Oration Medal** shall be awarded to an eminent member of TOS for work done in Private Practice.

10. Competitive Medals

- a) **TOS – P Ramchander’s Competitive Medal** shall be awarded for the best free paper at a plenary session, presented by a ratified Life member of TOS, whether in institution or Private practice. This winner shall represent TOS at AIOS if invited to present his /her work at the annual AIOS conference.
- b) **TOS- N Subramanya Reddy’s competitive medal** for the best Free Paper presented by a Member in Waiting at the special session for Postgraduates.
- c) **TOS – Swarups’ competitive Video Medal** shall be awarded for the best Video at a plenary session presented by a ratified Life member. The video must depict original work done by the author in India.
- d) **TOS – Manoj Mathur’s Competitive Medal** shall be awarded for the best scientific poster presented by a ratified Life member.
- e) **TOS – VV Ramana Rao’s Competitive Medal** shall be awarded for the Best Clinical Case presentation at a plenary session presented by a ratified member of TOS.

11. Lifetime Achievement Award:

TOS-Lifetime Achievement Award shall be given to a senior member/s over 65 years of age recommended by the Executive committee, either directly or through nomination from a district chapter. He / She should have contributed significantly to the field of Ophthalmology and also to the state society projects and administration.

12. Oration medals / competitive medals / Lifetime Achievement award shall be awarded independently of each other.

Article XVI: Prize/s

For TOS - Gangadhar Reddy’s Quiz, the winners and runners up are awarded Trophies, & cash prizes on the spot. They shall be awarded Certificates during the Valedictory function of the conference.

Article XVII: Annual Conference:

1. Venue for the next conference to be decided two years in advance as per All India Ophthalmological Conference guidelines.

2. The Executive committee shall decide the delegate fee, in consultation with the local organizing committee.
3. The delegate fee for non-members shall be 50% more than that is fixed for Life members.
4. The delegate fee for Members-in-waiting, Trade delegates, and Guests shall be 75% of that is fixed for Life members.
5. All members of TOS-Past President's Forum are exempted from payment of delegate fee.
6. All Life Members over 70 years of age are exempted from payment of delegate fee.
7. All academic courses of continuing education / conference proper to be conducted with the approval of the Chairman Scientific Committee and the President.
8. No member of the society shall arrange a program clashing with the dates of the conference of the society two weeks either side.

Article XVIII: AIOS Representatives

During the election year of the AIOS, the managing committee of TOS shall nominate member/s as specified by AIOS to represent the state society in the managing committee of the All India Ophthalmological Society. They will be co-opted members in the state managing committee.

Article XIX:

In case of any contingency not covered by this memorandum of society / rules and regulations and byelaws herein, AIOS memorandum / rules and regulations shall be referred and followed.