

**MEMORANDUM OF ASSOCIATION  
OF  
"GOSUMEC ALUMNI ASSOCIATION"**

- 1) **NAME OF THE SAMITI :** **GOSUMEC ALUMNI ASSOCIATION**
- 2) **OFFICE ADDRESS :** **Dr. Gita Nataraj**  
Seth G.S. Medical College & K.E.M. Hospital, Parel, Mumbai-  
400 012.
- 3) **OBJECT OF THE SOCIETY:** The aims and objectives of the Association shall be as under,
- (A) To promote and advance medical and allied sciences in all their different branches and to promote public health and continuing medical education.
  - (B) To promote sports especially amongst the medical fraternity.

**For the attainment and furtherance of the above aims and objectives, the association may:**

1. Organize conferences, symposia, seminars, lectures, meetings, workshops, refresher courses, continuing medical education programmes (CME) etc.
2. Promote clinical, experimental, community and operational research in medical sciences.
3. Institute awards, prizes, fellowships, scholarships, orations, guest lectures, research grants etc.
4. Promote CME in medical sciences by publishing journals, proceedings, monograms, periodicals, bulletins etc.
5. Establish and maintain library or library facilities as may be possible.
6. Organize exhibitions to promote medical sciences and medical instrumentations.
7. Encourage formation of Bodies of Doctors eligible to become members of the Association, but residing outside, and to encourage their affiliation.
8. Co-operate with other societies of G. S. Medical College and K.E.M. Hospital and also other Medical Societies and Association in India and abroad.
9. Promote family planning and family welfare schemes and projects.
10. Promote goodwill and social contacts amongst medical fraternity and public.
11. Develops academic and scientific research fund.
12. Encourage construction and maintenance of Gymkhana alone or if necessary with help of other bodies interested in sports.
13. Conduct educational campaigns for the public or conduct medical and/or surgical camps or likewise with or without help of other bodies.
14. Do all other such things as may be incidental or ancillary to the attainment of the Association.

**RULES AND REGULATIONS  
OF  
GOSUMEC ALUMNI ASSOCIATION,**

**1. DEFINITION :**

The word "Society" wherever mentioned means **GOSUMEC ALUMNI ASSOCIATION**

**2. JURISDICTION :**

The jurisdiction of the Society shall be all over **India**.

**3. FINANCIAL YEAR :**

The financial year of the Society shall be 1<sup>st</sup> April to 31<sup>st</sup> March of every year.

**4. MEMBERSHIP :**

The following shall be eligible to be the members of the 'Association'

A. Graduates / Postgraduates of G. S. Medical College and K.E.M. Hospital or institutions associated with them.

B. Those who are or have been on the permanent teaching staff of G. S. Medical College and K.E.M. Hospital.

Any eligible person desirous to be member of the Association shall apply in the prescribed form with payment of the prescribed fees.

The forms shall be checked by the Managing Committee and shall induct them, if eligible.

If any statement made in the application form is found to be incorrect at any date, the Managing Committee will have right to delete his name, from membership. The decision of the Managing Committee shall be final and binding to all.

**5. Class of Membership :**

A. Those who shall be enrolled on payment of such fees as decided by the General Body from time to time

1. Patrons
2. Life-members
3. NRI Past Gosumecs.

B. Dean of Seth G. S. Medical College and K.E.M. Hospital shall be a life time honorary member.

**C. Fees**

Subscriptions: The Subscriptions for new members may be revised from time to time by the General Body.

Fees from 1<sup>st</sup> April 2006

- |                    |   |
|--------------------|---|
| 1. Patrons         | Rs. 5000  |
| 2. Life membership | Rs. 500/- for doctors(within one year of completion of internship/P.G)<br>Rs.1000/- for doctors(after one year of completion of internship/P.G) |
| 3. NRI             | \$ 200 or equivalent in Rupees.   |

Additional subscriptions may be charged to members for periodicals, journals, bulletin, gymkhana, meetings, CME Programmes etc. These amounts shall be fixed by the Managing Committee.

## 6. CESSATION OF MEMBERSHIP :

The membership shall cease in the following events and no compensation or other wise shall be paid to the member.

- a) On the death of member.
- b) Resignation of the Member.
- c) If the conduct of a member, after giving an opportunity to the party concerned, is found unethical and/or objectionable to the Managing Committee, his/her membership will be suspended or even terminated. The decision of the Managing Committee will be final and not answerable and not challengeable. No reasons shall be given for decision. Such member will have no claim on any funds of Association, nor any claim on the fees paid by him. However he will have a right to appeal to the President, to reconsider the decision.

## 7. Management of Association (MANAGING COMMITTEE ):

The management of the Association shall be vested in the Managing Committee as under.

- A. Office Bearers :
  - a. President  
The Dean of the G. S. Medical College and K.E.M. Hospital shall be the President.
  - b. Two Vice-President  
There shall be two Vice Presidents, out of which one shall be a member of the staff.
  - c. Two Honorary Secretaries  
There shall be two Honorary Secretaries, out of which one shall be a member of the staff. Duties of each one shall be decided by the Managing Committee.
  - d. Two Honorary Joint Secretaries  
There shall be two Honorary Joint Secretaries out of which one shall be member of the staff.
  - e. One Honorary Treasurer  
There shall be one Honorary Treasurer. A member of the Staff only shall hold the post of Treasurer.
- B. Members of the Managing Committee:
  - a. Eighteen members of the managing committee.  
There shall be eighteen members of the Managing Committee out of which six shall be from the staff.
  - b. Two Co-opted Members  
The Managing Committee may co-opt two members for its tenure.
  - c. Special Invites  
The President may invite special invitees from time to time. They will not have a voting right. The invitees need not be a member.
- C. Tenure  
The terms, of the Managing Committee shall be for two years, or till the new team takes over.

## 8. POWERS OF THE MANAGING COMMITTEE :

- (a) Shall assist the office-bearers, give suggestions and actively help in arranging programmes, projects and gatherings.
- (b) Shall enroll new members.
- (c) Shall help in getting finances.
- (d) May form specific committee from among themselves and/or by inviting other members or even non-members for specific purpose.

- (e) Shall carry out the policies and mandated of the Association and shall be responsible for it.
- (f) Shall recommend fees for the membership and other subscriptions for specific facilities and specific projects.
- (g) Shall help in publication of periodicals by getting information, articles of interest, advertisements, contributions etc.
- (h) Shall help in establishing a Gymkhana singly or with help of other body or bodies, medical or non-medical, interested in sports.
- (i) Shall arrange to encourage sports and also to arrange tournaments etc.
- (j) Shall help in floating new schemes and activities and methods of financing the same.
- (k) Shall approve and/or authorize the expenses for the activities of the Association.
- (l) Shall decide the investments of the funds.
- (m) If any post is not filled up at the elections held at the Annual General Body meeting, the same may be filled in by the Managing Committee. In case any vacancy occurs during the term of the Managing Committee, the same may be filled up for the remaining term.
- (n) Shall do all such things that may be required to be done for and by the Association from time to time.

**9. MEETING OF THE MANAGING COMMITTEE :**

The Members of the Managing Committee shall meet as often as required, but at least thrice in a year.

The first meeting of the Managing Committee shall be held within a month of the results of the election and the said meeting may fill up the posts and vacancies, if any, with the consultation of the President.

If any further vacancies occur during the tenure, the vacancies may be filled in, by the Managing Committee.

The Honorary Secretaries shall circulate the agenda for the Ordinary Meetings at least ten days before the date of the meetings with consent of the President.

In case of urgent meetings, the notice shall be of forty eight hours or even less and the notice may be issued in writing or by telephone.

**10. REQUISITION MEETING OF THE MANAGING COMMITTEE :**

The requisition meeting of the Managing Committee may be conveyed upon a requisition made in writing by the President and/or any 3/5<sup>th</sup> members of the Managing Committee. Such requisition shall specify the subject of the meeting proposed to be called and must be signed by all the requisitionists and shall be delivered at the office of the Society.

On receipt of the requisition the Managing Committee shall forthwith proceed to convene the meeting. If, Managing Committee fails to do so, then the Chairman and/or the requisitionists themselves may convene such meeting within 10 days from the delivery of such requisition. Quorum for the requisition meeting shall be 3/5<sup>th</sup> of members present in the meeting of the Managing Committee.

**11. QUORUM FOR THE MANAGING COMMITTEE:**

For Managing Committee meetings, nine members shall form the quorum.

For want of quorum, all the meetings shall be adjourned for fifteen minutes and the adjourned meetings shall meet thereafter at the same place and for the same agenda, when no quorum will be required and decisions taken therein shall be binding to all members.

**12. MINUTES TO BE KEPT:**

Managing Committee shall have to maintain minute book in which shall appear a clear report of the proceeding of each meeting.

A copy of each notice convening the meeting of the Managing Committee and General Body and of each circular in which the decision has been arrived at by the Managing Committee. Minutes shall be read at the next meeting of the Managing Committee and when confirmed shall be signed by the Chairman of such meeting.

**13. OFFICE BEARERS AND THEIR DUTIES:**

**President:-**

The President of the Association shall preside at all Managing Committee Meetings, General Body Meetings and also any committee meetings, that is all the meetings.

He shall regulate the proceedings of the meetings, interpret the constitution, put resolutions and place motions to vote and shall decide doubtful points. Besides his ordinary vote, he shall have a casting vote in case of a tie, in case of any resolution, but by draw of lot in case of election.

In the absence of the President, one of the Vice-Presidents shall preside over the meetings.

In the absence of the President, and Vice-Presidents, any other member of the Managing Committee, duly elected by them, shall take the Chair and carry out the business as per the agenda for that meeting only.

**Vice President:**

In the absence of the President, Vice-Presidents shall preside over the meetings. He shall also function, as authorized by the (a) President (b) Managing Committee.

**Honorary Secretary:-**

- (a) Shall call meetings with prior consultation of the President.
- (b) Prepare agenda and keep minutes of the meetings.
- (c) Implement the decisions of the Managing Committee and/or General Body.
- (d) Chalk out programmes and activities and execute them under the guidance of the President.
- (e) Prepare annual report.
- (f) Carry out correspondence of the Association.
- (g) Co-ordinate the work of the Committee and shall be ex-officio member, singly or jointly, and in his absence, other secretary/joint secretaries may attend the meetings of the committee.
- (h) Shall maintain register of members.
- (i) Keep in safe custody all the minutes and other relevant records, correspondence etc of the Association.
- (j) Shall carry out day to day activities and administration of the office.

**Honorary Joint Secretary:-**

They will assist Honorary Secretaries and will be entrusted suitable work, from time to time.

**HON. TREASURER:**

- (a) Shall look after the finance of the Association.
- (b) Shall deposit all the fees, subscriptions, donations, and any money whenever received, in the bank account of the Association.
- (c) Shall prepare accounts/balance sheet and shall get them audited by the auditors and place before the Managing Committee and subsequently before the Annual General Body Meeting.
- (d) Shall disburse the payments approved by the Managing Committee.
- (e) Shall keep in safe custody, books of accounts, receipts, vouchers, balance sheet etc of Association.
- (f) He can keep imprest cash money upto Rs. 1000/-
- (g) In case an amount exceeding Rs. 1000/- has to be paid by cash, he can do so; with the permission of the President.

**MANAGING COMMITTEE MEMBERS:**

He shall attend all the Managing Committee Meetings and shall actively participate in deliberations on agenda. He shall assist, advice, suggests, guide and co-operate with other members of the Committee for proper discharge of their duties jointly and severally. He shall be bound to offer any service to the betterment and upliftment of the Association.

**14. GENERAL BODY MEETING:**

- a.) General Body Meeting of all the members of the Association shall be convened by the Honorary Secretaries with consent of the President by at least 21 clear days notice. The notice shall state the date, time, place and agenda of the meeting.
- b.) If the meeting is called to discuss amendments to the Constitution or is called to hold elections, then at least one months notice shall be given.
- c.) The Annual General Body Meeting of the Association shall be held once in a year before 30th September. The Secretaries shall give at least 21 clear days notice.
- d.) Quorum: - For all General Body Meetings, twenty five members shall form the quorum.  
For want of quorum, all the meetings shall be adjourned for fifteen minutes and the adjourned meetings shall meet thereafter at the same place and for the same agenda, when no quorum will be required and decisions taken therein shall be binding to all members.  
In case of General Body Meeting convened for considering amendments to the constitution, and if there is no quorum, the adjourned meeting may be reconvened thirty minutes after the scheduled time, at the same place, when no quorum will be required.

**15. SPECIAL GENERAL BODY MEETING:**

For special General Body Meeting, at least ten clear days notice shall be given.

**16. REQUISITION GENERAL BODY MEETING:**

Such a meeting can be convened on an application, signed by one hundred or more members, to the President for specific purpose. The President shall call such a meeting within two months of receiving such an application. The quorum for such a meeting shall be minimum one hundred. If there is no quorum at the appointed time, the meeting shall stand dissolved. The agenda of the meeting will be the same as mentioned in the requisition application.

No meeting will be invalidated for non receipt of the notice. The agenda of the meeting may be as per Adnexture.

**17. BUSINESS OF THE ANNUAL GENERAL BODY MEETING:**

The business of the Annual General Body Meeting shall be :-

- a) To confirm the minutes of the previous Annual General Body Meeting.
- b) To adopt the previous years audited statement of accounts.
- c) To elect the Managing Committee for the next terms, if the term is over.
- d) To admit new members as per the decision taken by the Managing Committee.
- e) To appoint an Advocate/Legal Adviser, Chartered Accountant and fix their remuneration.
- f) To consider any other matter, due notice of which has been given five days prior to the General Body Meeting.

**18. QUORUM OF THE GENERAL BODY MEETING :**

For all General Body Meetings, twenty five members shall form the quorum.

For want of quorum, all the meetings shall be adjourned for fifteen minutes and the adjourned meetings shall meet thereafter at the same place and for the same agenda, when no quorum will be required and decisions taken therein shall be binding to all members.

In case of General Body Meeting convened for considering amendments to the constitution, and if there is no quorum, the adjourned meeting may be reconvened thirty minutes after the scheduled time, at the same place, when no quorum will be required.

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**19. ELECTION :**

Election of the office-bearers (except the President) and the members of the Managing Committee shall be held every two years at the annual General Body meeting of that year.

Any member desiring to contest for the post of office-bearer or member of the managing committee, and who is eligible to file his nomination, shall do so, with the person authorized for the purpose, on or before the time stated in the notice.

**20. NOMINATIONS:**

A. With consultation of the President, the Honorary Secretaries shall issue a notice of 28 days for holding the election of General Body. The nominations shall be invited for the posts of two Vice-President, two Honorary Secretaries, two Honorary Joint Secretaries, one Treasurer and eighteen members of the Managing Committee.

Any eligible member shall be permitted to file his nomination for only one post, either of office-bearers or member of the Managing Committee. The notice shall be sent by post or hand delivery.

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B. The Notice for nomination shall specify :

- (a) Date and time upto which the nomination can be filed.

- (b) Name and place of person / persons authorized to issue and receive the nomination form.
  - (c) Date, time and place for the scrutiny and withdrawal of nomination.
  - (d) Date, time and place for holding the election of General Body.
- The General Body Meeting shall be held at least ten days after the last date of withdrawal.

C. Nomination Form:

The Nomination shall be filed preferably on the letterhead of the applicant, stating,

1. Name in full and in capital letters,
2. Member of the staff or private practitioner if on staff, designation of post.
3. Post for which nomination is filed,
4. Declaration : I am a member of Gosumec Alumni Association for more than one year. I here by agree to work for the Association.
5. Signature,

The nomination form shall be either typed or be in legible hand writing, preferably in capital letters.

The nomination form shall be received in the office and the receipt for the same will be issued.

D. Withdrawal

Any member desirous to withdraw his nomination shall send the same in writing to the secretary or the office, before the notified time.

However the President shall have the right to accept the withdrawal from election, of any candidate, at any time.

E. Invalidity

Nomination of a person shall be held invalid if;

- a. A person who has been a member for less than one year.
- b. Nomination form is not in order.

F. Rules for voting

A member shall have right to vote after completing one year of membership.

Each member will have as many votes as number of seats contested, but he will not cast more than one vote to any candidate.

If more than one vote is given or any other discrepancy is noted, than that section of the ballot paper will be held invalid.

The Honorary Secretaries may get prepared the "Ballot Paper" or "Authorized Slips" in case of contest.

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In case of contest, the voting shall be held at the General Body Meeting, held for elections.

The time permitted for voting shall no be less than 30 minutes. All persons present at the close of the poll and who have signed the muster, shall be allowed to cast their votes.

At the commencement of the meeting, President shall appoint, such two members as Election Officers as required. Such appointed election officers shall be incharge and take possession of ballot papers/slips prepare for voting, by the Honorary Secretaries, One of the election officers shall put his signature on the ballot paper/slips for the purpose of identification, before issuing the same to any voter.

The counting shall be done by the Election Officers, soon after the voting, at the same place or at the place and time announced. They can take assistance of such persons or members, who are not contestants, with the permission of the chair.

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In case nominations received are less than the posts notified, the presiding authority shall declare the persons, whose nominations are received and held valid, as elected.

For the remaining vacancies, the President may invite nominations on the floor of the house and election be held for these vacant seats only, if required.



**21. SOURCE OF INCOME:**

Society shall raise their funds by way of subscription, contribution, membership fees, grants, bank interests, donation in cash or in kind.

**22. BANK ACCOUNT:**

The Account shall be operated and all cheques and negotiable instruments drawn on behalf of and by the Association, be signed by any two jointly, of the following four persons namely the President, Honorary Treasurer or one of the two Honorary Secretaries.

**23. FUNDS OF THE ASSOCIATION:**

1. The funds of the Association shall be kept in an account with any scheduled bank within the area of the Association, in the name of Gosumec Alumni Association.
  2. The Association may raise funds for specific awards, prizes orations, specific purposes etc. and keep separate accounts for the same under subtitles/subheadings.
  3. The Account shall be operated and all cheques and negotiable instruments drawn on behalf of and by the Association, be signed by any two jointly, of the following four persons namely the President, Honorary Treasurer or one of the two Honorary Secretaries.
  4. The Honorary Secretary and the Honorary Treasurer may withdraw from the bank and keep with them, upto Rupees One thousand, for day to day functioning.
  5. The Association shall not be liable to any debts or liabilities of any person, Body or Associations.
  6. The funds of the Associations may be raised by contributions, donations, subscriptions, advertisements etc.
  7. All incomes, earnings, contributions, donations and the movable and immovable properties of the Association shall be solely utilized and applied towards and promotion of its Aims and Objects, only as laid down in the Memorandum and no portion thereof shall be paid or utilized or transferred directly or indirectly by way of dividends, bonus, profit or in any other manner whatsoever, to the present or past member or members of the Association. No member of the Association shall have any personal claim on any movable and/or immovable property of the Association or have any benefit whatsoever, by virtue of his membership.
  8. The Association shall keep its funds invested in the fixed deposits with any scheduled banks and/or in any investments/securities/bonds etc. approved under Income Tax Act and Bombay Public Trust Act for investments by trusts.
  9. Reserve Fund: There shall be a Reserve Fund of the Association. Atleast 25 percent of the surplus money each year shall be transferred to the Reserve Fund. The Reserve Fund shall only be used for acquiring immovable assets or assets of long durable nature, useful for the Association. However its interest earned may be used for day to day functioning of the Association.
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10. The fees of the patrons and life membership and funds "Ear marked" shall not be used for day to day expenses and functioning of association. They shall be called "Corpus Funds". The interest earned on them may be utilized for the specific purposes.
  11. The interest income from fixed deposits, corpus fund, reserve fund, other investments etc may be credited to the general account and may be used for day to day functioning of the Associations, as approved by the Managing Committee.

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**24. EXPENSES ON THE OBJECTS :**

The fund of the Society should be used for the fulfillment of the objects of the Society as specified in the Memorandum of Association.

**25. PROVISION REGARDING SELL AND PURCHASE OF IMMOVABLE PROPERTY :**

Society can sale its property in the name of the Society as decided by the General Body Meeting with prior permission of the Charity Commissioner.

**26. PROVISION REGARDING LOANS AND DEPOSIT :**

Managing Committee shall have power to keep Society Deposits in a Scheduled Bank or Nationalized Bank and also it shall have power to raise loans from any Individual Body or Institution for the requirement of the Society by taking permission of the Charity Commissioner.

**27. MEMBERSHIP REGISTER TO BE KEPT :**

A Membership up-to-date register of members who are members within the meaning of Section 15 of the Societies Registration Act, 1860 will be maintained in the form of Schedule VI to the Societies Registration (Maharashtra) Rules, 1971 vide Rule 15 thereof.

This Membership Register shall be produced at the time of the General Body Meeting for the verification of the General Body.

**28. CUSTODY OF THE DOCUMENTS:**

All important papers connected to the Society shall be kept at the registered office and/or any other suitable place as per the decision of the Society.

**29. PROVISION FOR AMENDMENTS IN RULES AND REGULATIONS :**

This change shall take place by 2/3<sup>rd</sup> majority of General Body Meeting.

**30. PROVISION FOR CHANGE IN NAME AND OBJECTS OF THE SOCIETY :**

This change shall take place according to Section 12 and 12-A of the Societies Registration Act, 1860.

**31. DISSOLUTION:**

The Society can be dissolved in accordance with Section 13 and 14 of the Societies Registration Act, 1860.