

NEURO ENDOSCOPY SOCIETY

MEMORANDUM OF ASSOCIATION  
&  
RULES & REGULATIONS

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**MEMORANDUM OF ASSOCIATION  
OF  
NEURO ENDOSCOPY SOCIETY**

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1. The Name of the Society is NEURO ENDOSCOPY SOCIETY.
2. The office of the Society shall be situated at Global Institute of Neurosciences, BGS Global Hospital, BGS Health and Education City, No.67, Uttarahalli Road, Kengeri, Bangalore – 560 060.
3. The aims and objects of the Society are –
  - a) To establish and manage an efficient and effective Scientific group and create a common platform for all the Neurosurgeons, ENT Surgeons Technicians, Nurses and Industry involved in Neuro Endoscopy.
  - b) To create an opportunity for all hospitals and medical institutions in India for co-operation, and Collaboration for Education, Research, Training, Technology development and Knowledge sharing.
  - c) To create an opportunity for all hospitals and medical institutions in India for co-operation and Collaboration for Education, Research, Training, Technology development and Knowledge sharing.
  - d) To conduct symposia, seminars, conferences, Workshops and meeting both for medical and non medical people with an intention of generating awareness of all aspects of Neuro endoscopy.
  - e) To affiliate with other organizations with similar interests nationally and internationally.
  - f) To raise Funds and Donations in cash or kind to assist the growth of Neuroendoscopy, and to promote research Technology development and training for the younger Neurosurgeons.
  - g) To assist development of state of the art Neuro endoscopy centers and acquire land to develop such centers and offices or research facilities.
  - h) To carry out any of the above either directly or indirectly or through others or jointly in any manner whatsoever.
4. The Secretary is authorized to correspond with the Registrar of Societies in Karnataka, Bangalore.

We the several persons, whose names and addresses are subscribed below are desirous of being formed into a Society in pursuance of this Memorandum of Association.

*[Handwritten signature]*

Sl.No	Name & Address	Age	Occupation	Signature
1.	Dr.C.E.Deopujari Professor & Head, Bombay Hospital., 126-B, 1st Floor , MPC Building , 12, New Marine Lines, Mumbai - 20	59yrs	Neurosurgeon	
2.	Dr.Venkataramana N K Director - Global Institute of Neurosciences , BGS Global Hospital, No. 67 , Uttarahalli Road, Kengeri , Bangalore - 560060	58yrs	Neurosurgeon	
3.	Dr.Bhawani Shanker Sharma Professor & Head of Neurosurgery Room No. 720, Department of Neurosurgery, Neurosciences Centre, All India Institute of Medical Sciences, New Delhi - 110029,	60yrs	Neurosurgeon	
4.	Dr.Shrinivas M Rohidas Endoscopic Spine & Neurosurgeon Dr. Rohidas Centre for Minimally Invasive Spine & Neurosurgery, Kolhapur, Maharashtra	53	Neurosurgeon	
5.	Dr.Prahlada N B Basava Bhawana, No.29, Bheema Samudra Road, Davalagiri Extension, 2 <sup>nd</sup> stage, Chitradurga - 577501	47yrs	ENT Surgeon	
6.	Dr.Ashish Suri Consultant Neurosurgeon, Neurosciences Center # 712, All India Institute of Medical Sciences, Ansari Nagar, New Delhi-110029, India	45yrs	Neurosurgeon	
7.	Dr.Murali Mohan S Consultant Neurosurgeon No.75, Brigade Regency, Flat A-301, 8 <sup>th</sup> Main Road, Malleswaram, Bangalore - 560055	38yrs	Neurosurgeon	
8.	Dr. Arivazhagan A Associate Professor of Neurosurgery, NIMHANS, Hosur Road, Lakkasandra, Bangalore - 560029	38yrs	Neurosurgeon	

**RULES AND REGULATIONS  
OF  
NEURO ENDOSCOPY SOCIETY  
INDIA**

1. INTRODUCTION :

In these rules unless there is something in the subject or context inconsistent therewith: "THE SOCIETY" where used with reference to the Society means the above named "SOCEITY".

"THE ACT" or the said Act means the Karnataka Societies Registration Act 1960.

"THE EXECUTIVE COMMITTEE" means the committee duly elected by the Society in its Annual General Body of the Society.

"THE MONTH" means a calendar month.

"THE OFFICE" means the Registered Office of the society for the time being located at Global Institute of Neuroscience, BGS Global Hospital, BGS Health and Education City, No.67, Uttarahalli Road, Kengeri, Bangalore – 560 060, or at such other place fixed by the General Body as Office of the Society.

"THE RULES AND REGULATIONS" means these rules and regulations as originally framed or as altered from time to time by the resolutions.

Words imparting masculine gender shall include feminine gender.

Words importing the singular number shall include the plural number.

2. MEMBERS :

The members of the Society shall consist of Life Members who shall be admitted as Life Members on payment of Rs.10,000/- (Rupees Ten Thousand Only) and Associate Life Members on Payment of Rs.5,000/- (Rupees Five Thousand Only)

The fee for the International member shall be US\$ 500 (Five Hundred US Dollars)



### 3. ELIGIBILITY :

- (1) The applicant for enrolment as a member shall be willing to abide by the rules and regulations of the society.
- (2) The applicant shall be Neuro Surgeons and ENT Surgeons experienced in Neuro Endoscopy .
- (3) The applicant shall be introduced by at least two members of the society.
- (4) The applicant should have paid the full amount of membership fees.

### 4. ADMISSIONS:

- (1) The applicant shall become a member of the Society only when the Executive Committee of the Society approved by way of resolution his membership and is issued a membership certificate for identification.
- (2) The applicant of the admission as aforesaid becomes a member and is governed by the rules and regulations of the society.

### 5. CESSATION OF MEMBERSHIP:

- (1) The membership of the society shall cease on :
  - a) Resignation by the member.
  - b) Death.
  - c) Insolvency.
  - d) Any member convicted for misconduct or misbehavior shall be expelled from the Society by the Executive Committee with the approval of the **General Body**. The misconduct or misbehavior will include criminal activities and what is not accepted as normal or acceptable behavior in social and professional life. This will also include being struck off from the rolls of the local or the national medical council. Also included in this category, will a member who has produced false documents of any kind (particularly credentials) at the time of enrolment of any time thereafter. A member can also be expelled if he/she acts in a manner which is not in the best interests of the Society. The evidence or reasons for expulsion should be unequivocal and clear. The evidence has to be presented in writing to the Executive Committee by any member of the Society. The Executive Committee will examine it and present it to the General Body. Before presenting it to the General Body the Executive Committee will inform the member in question about the charges and ask the member in question to respond to the charges in person or in writing. This response will also be presented to

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the General Body with the recommendations of the Executive Committee. The Executive Committee has the power to recommend that the member be censured, suspended, expelled, or similar such action be taken against the member in question. The General Body may also ask the member in question to respond to the charges before voting on the issue. The member leveling the charges against the member in question must appear before the Executive Committee or the General Body to explain or substantiate the allegations – otherwise the Executive Committee or General Body can drop the charges. The Executive Committee may appoint a sub-committee (Disciplinary Committee consisting of the President, Vice President, and immediate past President) to look into the allegations and present a report .

6. EXECUTIVE COMMITTEE:

- (1) The General Body shall elect the following Office bearers among the members who will form the Executive Committee who shall hold the office of management for 2 (TWO) YEARS.
  - a) President
  - b) Vice President
  - c) Secretary
  - d) Treasurer
  - e) Editor of the Society's journal
  - f) Two active members
  - g) Immediate Past President
  - h) Chairpersons of sub committees or standing committees which have been formed for any reason.
- (2) The Executive Committee shall meet at least once in every year for which, not less than seven days notices shall be given to the committee members by the Secretary.
- (3) The quorum of the committee meeting shall be at least 5 (FIVE) committee members.
- (4) The committee may meet for the dispatch of business, adjourn and otherwise regulates its meeting of the Executive committee.
- (5) The Secretary on the requisition of 5 committee members shall at any time summon the meeting of the Executive Committee.
- (6) Questions arising at any meeting of the committee shall be decided by the majority of votes.
- (7) In case of equal votes, the President of the Society shall have a second casting vote.

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- (8) The President, in his absence, the Vice-President shall preside over the meetings of the committee.
- (9) If the President and Vice-President are not present, the Executive Committee shall elect one of the members to be Chairperson of the meeting.

7. POWERS AND FUNCTIONS OF THE EXECUTIVE COMMITTEE:

- (1) The Executive Committee shall collectively administer the day to day affairs of the Society subject to the control and directions given by the General Body of the Society.
- (2) The Executive Committee shall carry out effectively the policies and programmes approved by the General Body and raised and accept funds by way of membership fee, donations, loans etc.,
- (3) To engage, employ, maintain, suspend or dismiss the staff in the interest of maintaining discipline and effective management.
- (4) To accept the application for membership and admit members after their approval by way of resolution.
- (5) To acquire, purchase, take on lease or obtain by lawful means any land or building that may be necessary and adopt it to meet the requirement of the educational institutions efficiently.
- (6) The Executive Committee shall prepare a report on the working of the society every year which shall be placed before the Annual General Body Meeting along with the accounts of the Society with the Auditor's Report thereon for approval.
- (7) To appoint Sub-committee for any transactions or assignments.
- (8) .To furnish to the Registrar of societies all information and reports as per Sections 9, 10 and 13 of the Karnataka Societies Registration Act 1960.
- (9) To exercise in emergency all such powers not specifically granted, provided the same shall not be inconsistent with the bye-laws of the society.

8. TERM AND DUTIES OF PRESIDENT:

- (1) The term of the President will be one year. There will be no extension of the term of Office. The Vice President will automatically take over as the President at the conclusion of the latter's term. If for any reason the Vice President cannot become the President, such as termination of membership or death, the General Body can call for an election for the post of the President of may authorize the existing President to continue.

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(2) Once a person served as a President, he/she cannot hold any other office, except the Chairperson of a Sub-committee or standing committee. However he will continue to be the part of executive committee for two years after completion of the term as President.

(3) The following will be the duties and functions of the President:

- a) Be responsible for the conduct and proceedings of the Society.
- b) Officiate in all the functions
- c) Preside over all the functions – scientific or social of the Society
- d) Preside over the Executive Committee meetings and the General Body Meetings of the Society
- e) Be responsible for the democratic and orderly conduct of the meetings of the Society.
- f) Be the primary liaison officer in interacting with other Societies and organizations.
- g) Be the chief arbitrator in all disputes within the Society or with other societies or organizations.
- h) The rules for termination of membership as laid down in Clause 5 (d) shall apply for the termination of the Office of the President also.

#### 9. TERM AND DUTIES OF VICE PRESIDENT:

- (1) The Vice President shall be elected from among the members of the Society who are in good standing, regular in attendance and active in the Society. The candidate must be proposed and seconded by two members of the Society.
- (2) A person who wishes to contest for the post of Vice President should have served on the Executive Committee for atleast one term in any capacity.
- (3) The term of office will be 1 (ONE) Year. There will be no extension of the terms of office since the Vice President will take over as the President. At the end of the term, the Vice President will automatically become the President of the Society.
- (4) The following will be duties and functions of the Vice President:
  - a) Work in close co-operation with the President.
  - b) Take over the duties of the President in the absence of the latter
  - c) Be the Returning Officer in the elections since he/she will not be a candidate in the elections.
  - d) The rules for termination of membership as laid down in Clause 5(d) shall apply for the termination of the Office of the Vice President also.

#### 10. TERM AND DUTIES OF SECRETARY:

- (1) The Secretary shall be elected from among the members in good standing, regular in attendance to the annual meetings and active in the Society. The candidate must be proposed and seconded by two members of the Society.
- (2) A person who wishes to contest for the post of Secretary should have served on the Executive Committee for atleast one term in any capacity.





- (3) The term of office will be 2 (TWO) Years. The Secretary can be reelected for one more term. The Secretary may recruit secretarial assistance. The secretary to the Secretary can be paid a stipend and this amount would be decided by the Executive Committee. This stipend will be paid annually and will be for the term of office of the Secretary.
- (4) The following will be duties of Secretary:
  - a) Act as the Executive Arm of the Society.
  - b) Be responsible for acting legally for and on behalf of the Society
  - c) Conduct day to day affairs of the Society
  - d) Co-ordinate with the other members of the Executive Committee in the smooth running of the Society
  - e) Will record and maintain the minutes of the meetings which will be circulated to the members.
  - f) Work in close co-operation with the Organising Secretaries of the annual meetings and other meetings to ensure smooth running of the meetings. In addition h/she will screen all the abstracts/papers submitted for the presentation and will be primarily responsible for selection of the papers for the meeting. In this, the Secretary will act in consonance with the members of the scientific committee.
  - g) Be responsible for intimating the members of the Executive Committee and the members about the Executive Committee meetings and General Body Meetings respectively.
  - h) Publish the newsletter of the Society atleast twice a year. This need not be sent by post as it will be uploaded on the website.
  - i) The rules for termination of membership as laid down in Clause 5 (d) shall apply for the termination of the Office of the Secretary also.

#### **11. TERM AND DUTIES OF TREASURER:**

- (1) The Treasurer shall be elected from among the members in good standing, regular in attendance to the annual meetings and active in the Society. The candidate must be proposed and seconded by two members of the Society.
- (2) The term of the office will be 2 (TWO) years. The Treasurer can be re-elected for one more term.
- (3) The Treasurer may recruit secretarial assistance. The secretary to the Treasurer can be paid a stipend and this amount would be decided by the Executive Committee. This stipend will be paid annually and will be for the term of office of the Treasurer
- (4) The Treasurer may secure and solicit funds for the Society in any way which will not bring a bad name or discredit to the Society.
- (5) The following will be duties of Treasurer:
  - a) Operate the funds of the Society and be responsible for maintaining the correct and complete accounts of the Society.
  - b) Be authorized to invest the funds of the Society in a manner that will be beneficial to the Society.
  - c) Work in close cooperation with the Auditors of the Society and ensure the accounts are filed with the appropriate taxation authorities in time. He/she will also be responsible to ensure continuation of the tax exemption status to the Society.

- d) Present the accounts of the Society at all the Executive Committee meetings and the General Body Meetings, even if they are extraordinary meetings, unless the meeting has been called for a very specific purpose.
- e) The rules for termination of membership as laid down in Clause 5 (d) shall apply for the termination of the office of the Treasurer also

## 12. EDITOR:

The Editor shall be elected from among the members in good standing, regular in attendance to the annual meetings and active in the Society. The candidate must be proposed and seconded by to members of the Society at the time of starting the Journal of the Society.

The following will be duties of the Editor:

- (1) Be responsible for the publication of the Society's journal.
- (2) Receive articles, have them peer reviewed and publish them in the journal. He/she can also invite articles in the form of Review Articles or theme-based discussions on various topics for publication.
- (3) Form an editorial team for assistance in the editorial work.
- (4) Maintain the accounts of the journal in a nationalized bank and present the audited accounts at the meetings.
- (5) Also be expected to solicit sponsors, collect funds to support the journal
- (6) The rules for termination of membership as laid down in Clause 5 (d) shall apply for the termination of the office of the Editor also.

## 13. MEMBERSHIP:

1. Life Member Full – All Neurosurgeons with Neuroendoscopy skills are eligible to apply.
2. Life Member Associate - ENT Surgeons , Technology Specialists , Industry persons interested in Neuroendoscopy are eligible to apply . They will not have voting rights.
3. Life Member international - Any Eminent International Neurosurgeon or ENT Surgeon in the field of Neuroendoscopy can become a member. They will not have voting rights.
4. Life Member –Honorary - Any Eminent Neurosurgeon or ENT Surgeon who have contributed to the field of Neuroendoscopy duly nominated and voted in the General Body of the society.

## 14. MEETINGS :

The meetings of the Society will be;

- (1) General Body Meeting
- (2) Executive Committee Meeting.
- (3) Other Special meetings like Continuing Medical Education Programmes

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All the meetings of the Society will be conducted on strictly democratic principles with the President of the Society chairing the meeting (in the absence of President, the Vice President or the person designated by the constitution will be the Chairperson).

(1) GENERAL BODY MEETING:

The General Body meeting will be held atleast once a year. An extraordinary general body meeting can be held only under most unusual circumstances. Notice for this (extraordinary general body meeting) will be given by the President through the Secretary with the approval of atleast 5 (Five) members of the Executive Committee. This meeting will be for a specific purpose, which has to be clearly mentioned in the call for the meeting. At least 4 (FOUR) weeks notice has to be given for this meeting.

The General Body Meeting will be chaired by the President. In the absence of the President, the Vice President will conduct the proceedings. If the Vice President cannot chair the meeting, the Immediate Past President will do so. The Chairperson will conduct the meeting in an orderly and democratic manner. The President, Vice President, Secretary and Treasurer will be on the dais for the duration of the meeting.

If a situation arises wherein it would not be possible to hld the General Body Meeting, for example a natural disaster or terrorist attack or for any other reason, then the Executive Committee can look in to, manage and take a decision on such of those affairs which need urgent attention. The Executive Committee Member who presided over the particular meeting will make a formal presentation on the matters decided upon and the reasons for doing so at the next General Body Meeting and have actions/decisions ratified.

PROCEEDINGS AT GENERAL MEETING:

- (1) No business shall be transacted at any General Body Meeting unless the quorum is present at the time when the meeting proceeds to the business.
- (2) Quorum of the General Body Meeting shall be one third of total members.
- (3) The President of the Society, in his absence, the Vice-President shall preside every General Body Meeting of the Society.
- (4) If the president and Vice-President of the society are not present, within 30 minutes after the time appointed for holding the meeting, the Executive Committee present shall elect one of their members to preside the Meeting.

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- (5) If none of the Executive Committee members are present within 30 minutes after the time appointed for holding the meeting the members present shall choose one of their members to preside the meeting.
- (6) The Chairperson may with the consent of the meeting at which a quorum is present, if so directed by the meeting, adjourn the meeting from time to time.
- (7) .No business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.
- (8) It shall not be necessary to give any notice of any adjournment or of the business to be transacted at any adjourned meeting.
- (9) Every member shall have a single vote and all the members shall have equal rights in regard to voting on any matter whatsoever.
- (10) Voting shall be conducted by show of hands or secret ballot system.
- (11) Twenty one days clear notice to ordinary and special general meetings shall be given by the President and the Secretary of the Society.

(2) EXECUTIVE COMMITTEE MEETING:

The Executive Committee will meet at least once a year. The Executive Committee shall meet at the venue the day before the meeting starts or in the forenoon of the first day at the latest. If need arises, any number of interim meetings may be held to transact the business of the Society.

The meeting will be chaired by the President. In the absence of the President, the Vice President will conduct the proceedings. If the Vice President cannot chair the meeting, the Immediate Past President will chair the meeting.

All the Past Presidents of the Society can attend the meeting and participate in the deliberations but only the immediate Past President (among all the Past Presidents) will have the right to vote on any issue.

The agenda for the meeting will be circulated to the members of the Executive Committee atleast 6 (SIX) weeks before the meeting date by the Secretary.

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#### 15. ELECTIONS:

Due notice of election will be issued by the Secretary of the Society at least 4 (FOUR) months prior to the day of the Annual Meeting.

Applications for election to the various offices shall be made to the Secretary of the Society and should reach him atleast 1 Month prior to the date of Annual Meeting.

The candidates should be duly proposed and seconded by active members of the Society. Biodata of the candidates should be appended with the application so that it may be circulated to the members of the Society. Canvassing in any form is prohibited.

The voting will be by ballot.

The Returning Officer will send the voting papers and the appropriate envelopes to the members who should mail them to the Returning Officer as per enclosed instructions before the specified date. Votes will be counted at the time of Executive Committee Meeting and results will be declared in the General Body Meeting.

#### 16. ACCOUNTS:

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

(2) The Secretary and Treasurer shall maintain or cause to maintain proper books of accounts, in respect of receipts and payments, assets and business of the Society which shall be closed as at the end of every financial year.

(3) The income and expenditure account as to the excess of income/expenditure for the year ended on the last day of the financial year and balance sheet as to the true and fair view of the society as at the end of the year shall be drawn which shall be audited by an Auditor duly appointed by the society in the general body meeting.

(4) Balance sheet along with the annual list of the Executive committee members shall be filed with the Registrar of Societies as per Section 13 of the Karnataka Societies Registration Act, 1960.

#### 17. AUDITORS:

Auditor shall be appointed annually by the members in General Body Meeting and his remuneration shall be fixed by the Members at the Annual General Body Meeting.

Dr. NKV  
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18. BANKERS:

The Society's account may be opened with any nationalized bank or banks by the Executive Committee which shall be operated by the Treasurer jointly along with the Secretary or the President.

19. AMENDMENTS:

- (1) Any amendment that may be necessary to the Memorandum, Rules and Regulations of the Society shall be made only by the General Body in accordance with the provisions of Sections 9 and 10 of the Karnataka Societies Registration Act 1960.
  - (2) No amendments to the Society Memorandum of Association and Rules and Regulations shall be made which may prove to be repugnant to the provisions of Section 2 (15), 11, 12, 13 and 80 G of the I.T Act, 1961 as amended from time to time.
20. In the event of dissolution of the Society, the same shall be done as per the provisions of the Sections 22 and 23 of the Karnataka Societies Registration Act 1960. On the dissolution of the society, the assets remaining as on the day of dissolution, after discharging all the liabilities of the society shall be transferred to the another charitable trust / society / association / institution whose objects are similar to those of this society which is recognized under section 80 G of the I.T.Act, 1961.

21. WORKING HOURS OF THE SOCIETY:


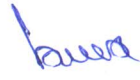





The working hours of this society shall be:  
10.30 AM to 5.00 PM

22. For all the matters which have not been specifically provided for hereinabove, the provisions of the Karnataka Societies Registration Act 1960 shall apply.
23. The funds of the Society shall be invested in the modes specified under the provisions of Section 13 (1) (d) read with Section 11 (5) of the I.T.Act, 1961 as amended from time to time.

Dt. NKV

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Sl.No	Name & Address	Age	Occupation	Signature
1.	Dr.C.E.Deopujari Professor & Head, Bombay Hospital., 126-B, 1st Floor , MPC Building , 12, New Marine Lines, Mumbai - 20	59 yrs	Neurosurgeon x	
2.	Dr.Venkataramanaa N K Director - Global Institute of Neurosciences , BGS Global Hospital, No. 67 , Uttarahalli Road, Kengeri , Bangalore - 560060	58 yrs	Neurosurgeon x	
3.	Dr.Bhawani Shanker Sharma Professor & Head of Neurosurgery Room No. 720, Department of Neurosurgery, Neurosciences Centre, All India Institute of Medical Sciences, New Delhi - 110029,	60 yrs	Neurosurgeon x	
4.	Dr.Shrinivas M Rohidas Endoscopic Spine & Neurosurgeon Dr. Rohidas Centre for Minimally Invasive Spine & Neurosurgery, Kolhapur, Maharashtra	53yrs	Neurosurgeon x	
5.	Dr.Prahlada N B Basava Bhawana, No.29, Bheema Samudra Road, Davalagiri Extension, 2 <sup>nd</sup> stage, Chitradurga - 577501	47 yrs	ENT Surgeon x	
6.	Dr.Ashish Suri Consultant Neurosurgeon, Neurosciences Center # 712, All India Institute of Medical Sciences, Ansari Nagar, New Delhi-110029, India	45yrs	Neurosurgeon x	
7.	Dr.Murali Mohan S Consultant Neurosurgeon No.75, Brigade Regency, Flat A-301, 8 <sup>th</sup> Main Road, Malleswaram, Bangalore - 560055	38 yrs	Neurosurgeon x	
8.	Dr. Arivazhagan A Associate Professor of Neurosurgery, NIMHANS, Hosur Road, Lakkasandra, Bangalore - 560029	38yrs	Neurosurgeon x	