

## RULES AND REGULATION OF “ODISHA HEMATOLOGY”

1. **NAME: Odisha Hematology** , the Association , means a body formed by medical specialists working in the field of Hematology , Transfusion Medicine and allied Sciences in Odisha.
2. **MEMBERS:** They are either founder members, life members or Annual Members of **Odisha Hematology**. The founder member and life members have the voting right. The Annual members have no voting right, but can participate in all the meeting & activities of the Association.
3. **HONORARY MEMBERS:** The Medical specialists working in Odisha , not members of **Odish Hematology** are Honorary Members of Odisha Hematology, They shall have the right of attending the meeting of the Association and of taking part in discussion but shall have no voting right.
4. **HEAD QUARTER:** The Head Quarters of **Odisha Hematology** will be at Cuttack. The address for correspondence will be as follows:

Secretary, **Odisha Hematology**  
Plot No- 114  
Mahanadi Vihar,  
Cuttack

5. **FINANCIAL YEAR :** The Account year of the Association will be from 1<sup>st</sup> April each year to 31<sup>st</sup> March of the next year.
6. **GOVERNING BODY / EXECUTIVE BODY:** The General control management and direction of policy and affairs of the branch shall be vested with the officers of Body. Comprising of –(a) President (b) Secretary (c) Treasurer, (d) Two Executive Members.
7. **OFFICE BEARERS:** The office bearers must be regular member of **Odisha Hematology**. The duties and responsibilities of the office bearers are assigned as follows:-

**(a) President:**

- (i) He/ She will preside over the business Meeting / General Body/ Executive Body meeting of **Odisha Hematology**.
- (ii) He/ She will guide the Secretary, Treasurer and other members for official organizational and financial matter of the chapter.
- (iii) He/ She will pass all the bills for payment.

- (iv) He/ She will be elected/ Nominated every three years in the Business Meeting of **Odisha Hematology** or any emergency meeting , if so required.
- (v) He/ She will shoulder other responsibilities as and when entrusted by the General Body.

**(b) Secretary:**

- (i) He/ She will look after the official matters of the Association
- (ii) He / she will maintain a register of all the categories of members with their qualification and address.
- (iii) He/ She will prepare the statement of Accountants duly audited and will place before the Governing Body/ General Body for approval.
- (iv) He/ She will operate the Joint Bank Account of **Odisha Hematology** with the treasurer and will assist the treasurer in financial matters.
- (v) He / she will organize the meetings and other academic activities under the guidance of the president.
- (vi) He / she will invite for the governing body / General Body Meetings as and when required.
- (vii) He / she will submit the Expenditure Statement for contingency expenses to the treasurer through the president before the Annual meet of the Association along with the tentative Budget for the subsequent year.
- (viii) He/ She will be elected / nominated every 3 years.
- (ix) He/ She will sub serve any other responsibility entrusted by the President or Secretary as and when felt necessary.

**(c) Treasure .:**

- (i) He / she will deal the financial matter of Association.
- (ii) He / she will prepare the statement of Accounts duly audited and will place before the Governing Body / General Body for approval.
- (iii) He / she will operate the joint Bank Account of **Odisha Hematology** along with the secretary.
- (iv) He/ She will initiate the withdrawal process from the Saving Bank Account in consultation with the President/ Secretary as and when required.
- (v) He /She will maintain the Account of withdrawal amount and will disburse the same on the approval of the President upto limit Rs.5000/-per year. Any amount exceeding Rs.5000/- needs approval of the Executive Body/ Governing Body / General Body.
- (vi) He/ She will be elected / nominated every 3 years.
- (vii) He/ She will sub serve any other responsibility entrusted by the President or Secretary as and when felt necessary.

8. **BANK ACCOUNT:** A Bank Account will be maintained with the following Guidelines:

- a) The Saving Bank Account will be known as **Odisha Hematology**
- b) The Saving Bank Account will be operated in a Nationalized Bank at Cuttack.
- c) The secretary and the Treasurer will jointly operate the savings Bank Account. There will be a fixed deposit account which will be operated by the Secretary & Treasurer.
- d) The Interest of the fixed Deposit will cumulate in the savings Bank Account.

9. **Withdrawal of Bank Account:-**

The following Guidelines for withdrawal of the Bank Account will be followed by the office bearers of the **Odisha Hematology** only.

a) **Withdrawal of Fixed Deposit:**

- i. The fixed deposit will not be withdrawn.
- ii. However, Under very special circumstances, when such situation arises, a part of the fixed deposit can be withdrawn, with the consent of 2/3<sup>rd</sup> or more members with voting right.
- iii. In the event of absence of atleast (2/3<sup>rd</sup> of members with voting right) in the General Body meeting, a written consent from the individual members will be invited for purpose.

b) **Annual Withdrawal:-**

- i) The amount approved by Governing Body/General Body as per the budget will be withdrawn to meet the different incidental expenditures of the Annual Branch meet and such other activities.
- ii) The Accounts of the withdrawn Amount will be maintained by the treasurer. The Treasures will submit the up to date audit report of the accounts in the General Body Meeting for approval.
- iii) The balance of the savings Bank Account as desirable after the Annual Branch Meet at the yearend will be converted to fixed deposit before the next Annual Chapter Meet.

10. **GUIDELINE FOR EXPENDITURE:-**

a) Grant- in Aid for Annual Conference.

- i. If need some financial assistance will be made available from the **ODISHA HEMATOLOGY** fund towards hosting the Annual Conferences / CME/ Workshops.
- ii. The budget for the purpose should be submitted by the organizing secretary to the Head Quarters at least one month before the Annual Meet along with the request for financial assistance.
- iii. The organizing secretary of the Annual Meet will submit the audited accounts of the meet to the Head Quarter within 3 months of the meet which will be presented in the General Body of the next meet.
- iv. The balance fund, if at all, after hosting the meet will be refunded back to the **Odisha Hematology** fund. However, Odisha Hematology will not be responsible for any deficit.

b) **Sanction for payment –**

- i. Payment will be made by the Treasurer with the approval of the president of **Odisha Hematology**.
- ii. The president, **Odisha Hematology** can sanction up to the limit of Rs.5000/-(Rupees Five Thousand) only per Year.
- iii. Any Amount exceeding Rs.5000/- needs approval of Executive Body / General Body.

#### **11. EXPULSION FROM MEMBERSHIP**

A member shall be expelled from the primary membership of the Society for any of the following reasons with the approval of the General Body/ Governing Body having 2/3 majority and sufficient proof thereof; which shall be recorded in the register of the society:-

- i) If the activities of a member are detrimental to the attainment of the aims & objectives of the society.
- ii) Who does not attend three consecutive meetings without proper reason.
- iii) Who becomes of unsound mind, insolvent and convicted in a criminal offence.

#### **12. CODE OF CONDUCT:**

Every member of the society shall be bound by the provisions of the Memorandum of Association the Rules & Regulations of the society, Bye-Laws and decisions of the society or Board from time to time.

#### **13. AUDIT:**

The accounts of the organization shall be audited annually by a Chartered Accountant in practice and the audit along with the Annual Accounts shall be placed before the Annual General Meeting and the copy of the audit report shall be circulated to the Register of the Societies and also to the concerned Funding Agencies.

#### **14. INCOME AND PROPERTY:**

- (a) The income and property of the Society whenever derived shall be applied solely for the promotion of its objectives as set forth in the Memorandum of Association.
- (b) No portion of the income or property aforesaid shall be paid or transferred directly or indirectly, by way of dividend, bonus or otherwise by way of profit to person who, at any time are, or have been members of the Society or to any one or more of them or to any person (s) claiming through any or more of them.
- (c) No remuneration or other benefit in money or money's worth shall be given by the Society to any of its members except payment of expenses incurred in connection with the work of the society.
- (d) To raise voluntary grants and contributions either in cash or in kind

- (e) To pay for rights of property acquired by the Society and to remunerate any person, firm or body corporate rendering service to the Society.
- (f) To adopt such means of making known the objectives and purposes of the Society as may seem expedient and in particular granting prizes, rewards and donations out of the funds of the Society.

**15. LEGAL MATTERS:**

- (a) Any documents or proceedings of the Society requiring authentication may be so attested by any officers of the Society.
- (b) All documents relating to the properties of the Society shall be executed by the President or the Secretary for and on behalf of the Society.

**16. AMENDMENTS OR ALTERATION:**

- (a) No alteration to the rules and regulations of the Society shall be made except by a resolution of the Annual General Meeting of the Society by not less than 3/5 of the members present and voting in favour of such a resolution.
- (b) No alteration to the Memorandum of Association of the Society shall be made except in accordance with the provisions of section 12 of the Act.

**17. DISSOLUTION:**

Upon dissolution of the Society, its assets will be handed over to a similar type of registered Society or to the Govt. after satisfaction of all debts and liabilities and shall not be distributed or paid among the members. The Society shall not be dissolved unless 3/5 of its members express a wish for such dissolution by their votes delivered in person or by proxy at the General Body Meeting of the Society convened for the purpose.

**18. LEGAL ACTION:**

The Secretary may sue or be sued on behalf of the Society for movable and immovable properties.

**19. DECLARATION:**

We do hereby certify, that this is the true copy of the Rules and regulation of the association "Odisha Hematology" and this Bye-Law has been duly approved by all the General Body Members and they all are agree to abide. There is no other voluntary organization with the above named in the same locality.

**20. CERTIFICATE:**

- (a) Certified that this is true and correct copy of the Rules & Regulations of "Odisha Hematology" a voluntary organization not for profit.

- (b) Certified that there is no other registered Society with the above name in the same area.
- (c) All legal matters shall be guided under the society Registration Act XXI of 1860 with amendments of 1969.

Certified that this Bye-Law has been duly approved by the members of the General Body and they are all agreed to abide.

PRESIDENT

SECERTARY

TREASURER