



# **NORTH BENGAL DIABETES AWARENESS SOCIETY**

**Reg. No. 57251 of 2016-17  
Siliguri, West Bengal  
[www.nbdas.in](http://www.nbdas.in) ● email : [info@nbdas.in](mailto:info@nbdas.in)**

**CONSTITUTION**



# **NORTH BENGAL DIABETES AWARENESS SOCIETY**

## **CONSTITUTION**

### **ARTICLE-I:**

The name of the Society shall be "NORTH BENGAL DIABETES AWARENESS SOCIETY"

### **ARTICLE-II: Aims and Objectives:**

Advancement of scientific knowledge and research in relation to the Diabetes in all its aspect to improve our basic understanding and to find better preventive measures and treatment of all types of Diabetes and its complications. To achieve these objectives the Society shall

1. Hold periodical meetings, conferences and social gatherings.
2. Arrange clinical discourses, discussions and demonstrations on any subject of interest to the society.
3. Actively encourage research, teaching and training programs at various centers.
4. Engage in public education and training with the objective of improved preventive programs for welfare of all.
5. Publish, distribute or otherwise, circulate records, transaction and proceedings of various meetings and conferences of the society. Publish and circulate journals, which shall be of a character specially related to Diabetes sciences and shall be official organ of the society.
6. Co-ordinate as necessary and as seen fit with other society/organization having similar and allied objectives including Central and State Government.
7. Raise and borrow money and invest any sum belonging to the society not immediately required, in such a manner as the society may think fit.
8. Erect, maintain, improve or alter and keep in repair any building occupied by the society.
9. Do all such other thing as are cognate to the objective of the society or are identical or conducive to the attainment of the above objectives.

### **ARTICLE-III**

Head Quarters of the Society:

The head office of the society shall be at Siliguri. The present registered address being at Siliguri. C/O Dr Anil Baran Dutta Chowdhury; 14-Jasimuddin Sarani, South Deshbandhu Para, Siliguri.West Bengal. PIN-734004. MOB: +91-9733003480; Land: 0353-2662994.

### **ARTICLE-IV: MEMBERSHIP:**

There shall be three categories of membership. The following are eligible (See also bye laws-Article-I)

**1. Ordinary member:**

- a) Members of the medical profession with recognized graduate degree in medical science (with a register able qualification in western medical sciences as defined in the Indian Medical Degree Act,1916 ,Clause Act VII) and a sustained interest in the field of Diabetes.
- b) Members of the medical profession with a recognized degree in surgery, pharmacology, pathology, Radiology, Physiology, Pediatric specialties (with a register able qualification in western medical sciences as defined in the Indian Medical Degree Act,1916, Clause Act VII ) or allied specialties provided their major work/research is related to the Diabetes and its complications.
- c) Non Medical members of related specialties with a recognized degree and whose major work/research is related to the Diabetes.

**2. Life Member:**

Any person eligible for ordinary membership may on paying the approve fee at one time become a life member and will enjoy all the privileges of an ordinary member.

**3. Honorary Member:**

Eminent members of the Medical profession of person of high scientific attainment from any state/country may be elected Honorary members (if so approved by the credentials committee).Members desires to proposing such members must send details of the person to the Secretary. The total honorary membership shall not exceed 5 at any time. An honorary member will not be entitled to hold office or vote at any meeting.

**4. Corporate member:**

Any institution approve by the executive committee may be elected as a corporate member of the society according to the procedure laid down in the by-laws. The term institution may be deemed to include any public or private company or firm, a society registered under any law, a duly constituted trust, a statutory body, any association or special fund organization set up under an act of Parliament or state government.

The fees collected from the corporate member will be credited to an Endowment fund. The 'Corporate member' will be entitled to receive all the publications of the society, but will not be entitled to Vote.

**ARTICLE-V: OFFICE BEARERS AND EXECUTIVE COMMITTEE:**

The following office bearers shall be elected/Selected from among the members:

- |                          |                               |
|--------------------------|-------------------------------|
| (a) President            | 1(One)                        |
| (b) Vice President       | 2(Two)                        |
| (c) General Secretary    | 1(One)                        |
| (d) Secretary Finance    | 1(One)                        |
| (e) Joint Secretaries    | 2(Two)                        |
| (f) Editor of Journal    | 1(One)                        |
| (g) Scientific Secretary | 1(One)                        |
| (h) Office Secretary     | 1(One) to be nominated by the |

President.

The executive committee shall consist of the above office bearer and immediate past president of the society and seven members elected/selected according to the by-laws plus nominated member.

## **ARTICLE-VI : Funds and Assets :**

The fund of the society consist of (a) Application fees,(b) Membership fees (c) Contributions, donation, grants from any source (d) Increase from investment, (e) Gifts and legacies of immovable or movable property (f) Endowments.

## **ARTICLE-VII: Amendments:**

Any change in the constitution or bye-laws must first be considered by the executive committee and later passed by the 2/3rd majority at a general body meeting. In the case of change in the constitution, the change become operative, if a majority of 2/3rds or more valid votes are obtained in a postal ballot conducted as laid down in the bye-laws. In the case of changes in the bye-laws, no postal ballot is necessary after the General body Meeting.

## **BYE-LAWS**

### **ARTICLE-I**

#### **Application:**

Eligible individuals, Institutions desiring to be member under Article I, II III and V shall apply to the secretary in a prescribed form. All application for membership shall be initially scrutinized by a committee consisting of the Secretary as a convener and three members nominated by the Executive Committee. The three members shall have a standing of two years in the society. They shall hold the office for a term of Two Years and a maximum of two terms. The committee shall evaluate the bio-data, training, publications, research and other evidence of interest in Diabetes and its complications. The report of the committee will be placed before the Executive Committee for approval. Membership commences when names are approved at an executive committee meeting. Voting privileges and eligibility for contesting in the elections start only 1(One) year after membership commences.

#### **A-Privilege of Membership:**

Members of the Society shall have the privilege to attend and take part in all general meetings, conferences, lectures, discussions and demonstrations. They shall receive copies of all proceedings and publications of the society from the date of their membership and to attend special activities free or at such terms the Executive Committee may fix from time to time.

#### **B- Resignation and Termination:**

##### **Membership fees:**

|   |             |
|---|-------------|
| Cost of Application Form Fee (Non-refundable) | : Rs. 100/- |
| Ordinary Member (Annual)                      | : Rs. 500/- |
| Life Member                                   | : Rs.2000/- |

All annual fees are to be paid in advance. Annual colander starts from 1st April to 31st March of succeeding year.

A member may any time resign his membership in the Society by giving one month's notice in writing to the Secretary and or paying all moneys due by him and after returning all books, periodicals, papers and other properties of the society which may be in his possession.

If any subscription remains in arrears by more than one year, in spite of one reminder by registered post, all the privilege of membership will cease.

Any member who has not paid his arrears for a period of two years shall automatically cease to be a member of the society except when such member left for

study/assignment outside the state/country with prior intimation to the secretary.

If the conduct of any member shall be deemed by the Executive Committee to be prejudicial to the interest of the Society the member may be requested to resign from the Society. In the event of said member refusing to do so, the name shall be removed from the register provided that 2/3rd of the members present at a General body meeting called for this purpose vote for member's removal.

Further any member who deprives the Society of its rightful money may be penalized by having his/her name removed from the register if so recommended by the Executive Committee and voted by not less than 2/3rd of the members of the General body meeting call for this purpose.

**C. Re-admission to Membership:**

Any person who ceased to be a member under bye-law(a) and (c) may become a member again on paying the usual membership fees and all previous dues, if any and the application fees. Any person ceasing to be a member under bye-laws (d) or (e) shall not be readmitted except when 2/3rd of the members present at a special general body meeting, called for the purpose, record their votes in favour of the Re-admission.

**ARTICLE II Office - Bearers and Executive Committee :**

***The Executive Committee shall consist of the following office bearers:***

|                          |   |                                    |
|--------------------------|---|------------------------------------|
| President                | : | One                                |
| Vice President           | : | Two                                |
| General Secretary        | : | One                                |
| Secretary Finance        | : | One                                |
| Joint Secretaries        | : | Two                                |
| Editor of Journal        | : | One                                |
| Scientific Secretary     | : | One                                |
| Office Secretary         | : | One                                |
|                          |   | (to be nominated by the President) |
| Elected Members          | : | Seven                              |
| Immediate Past President | : | One                                |
| Office Bearer Duties     | : |                                    |

**President:**

The president shall be elected/selected biennially from among the members of the society and should have a standing at least five years in the society and should have previously served for at least two years on the Executive Committee. He shall hold office for a term of two year. No other person shall preside at all meetings and shall regulate the proceedings of the meeting. He shall besides his ordinary vote have a casting vote in case of equality of Votes among members. In his absence one of the Vice President shall officiate for him, failing whom a senior member elected/selected at the time shall perform his duties.

President must be from the head quarter of the Society.

**Vice-President:**

Two Vice-President will be elected from among the members of the society and they shall have a standing of at least three (3) years in the society and have previously served for at least two (2) years on the Executive Committee. Their term of office shall

be for two years and they are eligible to a maximum of two terms. In the absence of President, one of the Vice-President shall perform the duties of the President. One of the Vice-President shall be from the head quarter of the society.

At least one Vice-President is to be from Siliguri.

### **General Secretary:**

General Secretary shall be elected from among the members of the Society and should have a standing of at least five years in the society and have previously served for at least two years on the Executive Committee. General Secretary shall hold office for one term of two years and or maximum of two terms. Subject to the control and regulation of the Executive committee, The Secretary shall be responsible for carrying out the directions and decisions of the Executive Committee and the affairs of the society as laid down in the constitution and Bye-Laws. He shall convene General Meetings of the Executive Committee.

Have administrative control over the affairs of the society.

Have charge of the correspondence in relation to the society.

Keep accurate minutes of meetings of the Executive committee and other committees thereof.

Prepare the annual report of the Society.

Be in charge of all documents and property and other assets of the Society.

Shall maintain a register of the members in the various categories of membership. For the purpose of the Society the address mention in the register will be considered the valid one. Any change in address of a member must be intimated to the Secretary and confirmation received from the Secretary that the necessary change in the register has been effected.

Shall perform all such duties as are incidental to that office.

General Secretary must be from the head quarter of the Society.

### **Joint Secretary :**

There will be two joint secretaries. The Joint Secretaries shall be elected for a period of two years and shall be eligible for Re-Election/Selection for a maximum of two terms. Such individuals should have a standing at least three years in the Society and should have served on the Executive Committee for at least one term. Joint secretaries will help the General Secretary in all the proceedings and will conduct the proceeding in absence of Secretary.

At least one Joint Secretary must be from the head quarter of the Society.

### **Secretary Finance:**

The Secretary Finance shall be elected for a term of two years and a maximum of two terms. He should have served earlier at least one term on the Executive Committee and must be from the head quarter of the Society. The Secretary Finance will receive all moneys relating to the Society and deposit them in respective account in banks approved by the Committee to the credit of an amount kept in the name of the society. All payments sanctioned by the committee shall ordinarily made by cheque signed by him and the President or General Secretary. He shall maintain all accounts of all receipts and payments and prepare a statement of income and expenditure as well as the balance sheet for the year ending 30th.November which shall be submitted to the auditor appointed at the annual general meeting for audit. After the statement of accounts is duly passed by the auditors, it shall be presented along with

the Budget estimate prepared by the Treasurer in consultation with the General Secretary at Annual General Meeting.

**The Secretary Finance shall -**

1. Collect all dues to the society and pay in all accounts into the banking account of the society.
2. Make disbursement within the limits of the annual budget and maintain vouchers and records of all such disbursements. In exceptional circumstances the budget may be exceeded by an amount of up to Rs.50000/-only with the concurrence of the President and by an amount not exceeding of Rs.100000/-with the prior sanction of the Executive Committee.
3. All cheques shall be signed jointly by the Secretary Finance and the Secretary/President of the society.
4. The balance - sheet, Accounts and Audited reports shall be submitted by the Treasurer at the time of the Executive Committee meeting and also at the Annual General Body Meeting.
5. Any change of office -Bearers should be notified to the banks as per the banking law.
6. Apply for income-tax exemption and other formalities as required.

**Office Secretary:**

Office secretary will help General Secretary in all official matters.

**Powers and Function of The Executive Committee.:**

Elected/Selected members: 5 members shall be elected/Selected annually for a term of one year. No member shall be eligible to stand for election to the Executive committee continuously for more than five years without a break

Executive Committee shall direct and regulate the general affairs of the Society and shall subject to confirmation at a general meeting have power to frame rules and bye-laws for the conduct of business at meeting and conference of the society to publish journals or other literature.

The Executive Committee shall have the power to form Council/Sub-Committees as and when necessary.

The Executive Committee shall ordinarily function for two year or until the new committee duly formed take over.

The Executive Committee shall meet at such times as may be necessary for transacting business of the Society. At least one meeting of the Executive Committee will be held at the time of an Annual Conference before the Annual General Body meeting. The notice of such a meeting of the committee shall be dispatched to each member of the committee at least two weeks before the meeting.

It is mandatory that the Executive Committee shall decide on the following only at a meeting of the Executive Committee held at the time of Annual Conference.

**Councils of the Society:**

- i) Nomination to Scientific Chairman for the Annual Conference.
- ii) Nomination of Special Committee, as for example those dealing with lectures and Oration of the Society.
- iii) Appoint Credential Committee.
- iv) Disciplinary committee.

The Secretary shall call for a meeting of the Executive Committee with the consent of the President if a special meeting is requested in writing by not less than five members of the Committee.

Quorum for the Executive Committee meeting shall be 5(Five) members of the committee. If there is no quorum within 30 minutes at that time when the meeting is called, the meeting convened upon the requisition of member under (e) shall stand dissolved and in any other case shall stand adjourned 30 minutes later in the same place. At such an adjoining meeting members present may transact business for which the meeting was called.

In the absence of President or a Vice President, one of the senior members of the Executive Committee may shall direct the Secretary to carry out general affairs of the society.

The Executive Committee may appoint and dismiss such staff as may be found necessary to manage the work efficiently.

It shall supervise and guide the activities of the Editor and Editorial Board of the Journal.

### **ARTICLE III : Election of Office bearers and committee members.**

A member shall not be eligible to stand for office or vote in any election of the Society if his subscription is in arrears on the 31st March for the year/years preceding the year for which election is held.

No member shall canvass in writing or otherwise for votes in elections.

The office bearers will be elected by the members if necessary by ballot.

The Executive Body shall have the power to fill vacancies during the year.

### **ARTICLE- V : General Body Meting.**

A. Annual general body meeting shall be held every year by the Society as decided by the Executive Committee at such time and place as the committee may determine.

The business to be transacted at the Annual General Meeting shall be:

1. To receive and adopt the annual report of the Society and the Journal for the past year.
2. To receive and adopt the audited accounts of the Society and the Journal for the past year.
3. To pass the provisional budget for the Society and the Journal.
4. To declare the result of election of the office bearers and the members of the Executive Committee for the current year
5. To appoint an auditor and fix up the remuneration after scrutiny by the Ex Committee.
6. To transact such other business as should or may be brought up at any General meeting.
7. Consider other business brought forward by and with the consent of the chairman.
8. Installation of office bearers.

### **B. Special General meeting may be called by the Secretary**

1. When a requisition is submitted in writing by twenty ordinary members of the Society.
2. When authorized by the Executive Committee.

### **C. Notice of the General Meeting.**

20 members shall form the quorum for a General Body Meeting. If at the time appointed for the Annual General Body Meeting there is no quorum, the meeting shall adjourn for 30 minutes at the same day and place of the adjourned meeting. In this instance no quorum is needed, the members present will take the decision in AGM. The quorum for the special General Body Meeting under (B) shall be 20 members.

### **ARTICLE - VI : Executive Committee Meetings.**

It shall ordinarily meet at least 4 times in a year. The General Secretary shall call the Ordinary meeting of the committee. The President may when ever thinks necessary can call a special meeting of the Committee. The Hon General Secretary on receiving a requisitioned signed by 5 or more members of the Ex. committee call a special meeting of the committee

The notice of a meeting of the committee shall be dispatched to each member of the committee at least 2 (Two) weeks before the meeting.. Emergent meeting may be called by the General Secretary on a 3 clear days notice/ telephonically/Electronically

Statement accounts of the "NORTH BENGAL DIABETES AWARENESS SOCIETY" and Journal shall be placed before each of the Executive Body Meeting.

Quorum of the Committee Meeting: 05 members shall form a quorum at a meeting of the committee of which one should be a non office bearer.

In case there is no quorum an adjourned meeting will be held at the same place and same day 30 minutes later

### **ARTICLE- VI: Endowment Fund :**

Society shall maintain endowment Funds. All money received from corporate members, life membership fees, donations, gifts, legacies, proceeds from conferences and other sources though appropriate by the Executive Committee shall be invested in separate Endowment funds which shall constitute the principal of the Society. The principal itself shall not be used, but the income from this source is to be used ordinarily for furthering the aim and objective of the Society, for encouraging research by way of grants and for developmental activities and similar expenses thought fit by the Executive Committee. The income from this source is not be used for routine recurrent expenditure.

### **ARTICLE - VIII : Amendments :**

The constitution and bye-laws may be amended if so desire and the procedure shall be as follows:

Notification of the proposal of any amendment must be sent to the Secretary of the Society. If approved by the Executive Committee it will be circulated and dispatched to the members at least 14 days before Annual General Body Meeting when it will be presented and discussed at Annual General Body Meeting. The notice shall be approved and passed only if it obtains consent at least 2/3rd majority of the present at the General Body Meeting and the changes in the Bye-laws and constitution become effective forthwith. The Secretary shall circulate the approved amendment among the members.

**General Secretary**

**President**