

**FACULTY ASSOCIATION OF
G.B. PANT HOSPITAL, J.L.N MARG NEW DELHI-2**

**MEMORANDUM OF ASSOCIATION
&
RULES AND REGULATIONS**

**FINAL APPROVED DRAFT SENT FOR REGISTRATION OF
SOCIETIES FINAL APPROVED DRAFT SENT FOR
REGISTRATION OF SOCIETY**

MEMORANDUM OF ASSOCIATION

1. NAME OF THE SOCIETY:

The name of the society shall be “**Faculty Association of G.B PANT HOSPITAL (KNOWN AS FAGBPH)**”.

2. REGISTERED OFFICE:

The registered office of the Association will be situated at the G.B PANT HOSPITAL, NEW DELHI 7th Floor EDP Block.

3. AIMS AND OBJECTIVES:

The aims and objectives for which this Association is established are as follows:

- ❖ To undertake activities that will promote the welfare and efficient functioning of the GBPH in general and the faculty in particular.
- ❖ To promote a high standard of professional activity.
- ❖ To receive and maintain a fund or funds and to administer and apply the income and principal thereof for the furtherance of the objects of this Association.
- ❖ To work towards improvement of the functioning OF G.B PANT HOSPITAL NEW DELHI Any other objective which the executive or general body may deem fit to pursue to further the interests of the faculty G.B.PANT HOSPITAL NEW DELHI.
- ❖ To undertake activities that will alleviate the suffering of humanity in general and in India in particular.

Note:-

- i) *The aims of the Association shall be carried out in furtherance of the objects above without any motive of profit and the association will be run on a no profit no loss basis.*
- ii) *All income of the Association shall be utilised towards the promotion of aims and objectives of the Association.*

4. GOVERNING BODY:

The names, occupations and the designations of the present members of the Governing Body, to whom the management of the Society is entrusted as required under Section 2 of the “**SOCIETIES REGISTRATION ACT, 1860**”, as applicable to the National Capital Territory of Delhi are as under.

SR. NO.	NAME	ADDRESS	OCCUPATION	DESIGNATION	SIGNATURE
1.	Dr. Rajeev Uppal	G. B. Pant Hospital New Delhi-11002	Anesthesiologist Director Professor	President	
2.	Dr. Ashok Sharma	G. B. Pant Hospital New Delhi-11002	Radiologist Director Professor	Vice President	
3.	Dr. Debashish Chowdhury	G. B. Pant Hospital New Delhi-11002	Neurologist Professor	Secretary	
4.	Dr. Girish MP	G. B. Pant Hospital New Delhi-11002	Cardiologist Associate Professor	Joint Secretary	
5.	Dr. Poonam Sood Loomba	G. B. Pant Hospital New Delhi-11002	Microbiologist Professor	Treasurer	
6.	Dr. V. K. Gupta	G. B. Pant Hospital New Delhi-11002	Biochemist Director Professor	Member	
7.	Dr. A. S. Puri	G. B. Pant Hospital New Delhi-11002	Gastroenterologist Professor	Member	
8.	Dr. Daljit Singh	G. B. Pant Hospital New Delhi-11002	NeuroSurgeon Professor	Member	
9.	Dr. M. A. Geelani	G. B. Pant Hospital New Delhi-11002	Cardiac Surgeon Professor	Member	
10.	Dr. R. K. Saran	G. B. Pant Hospital New Delhi-11002	Pathologist Professor	Member	
11.	Dr. Sundeep Saluja	G. B. Pant Hospital New Delhi-11002	Gastro-Surgeon Associate Professor	Member	

12.	Dr. Manish Khandpal	G. B. Pant Hospital New Delhi-11002	Psychiatrist Assistant Professor	Member	
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President

Vice-President

Secretary

Treasurer

5. DESIROUS PERSONS:

We, the undersigned, are desirous of forming a society named **“The Faculty Association of GBPH”** also known as **FAGBPH**, under the **“SOCIETIES’ REGISTRATION ACT OF 1860”** as applicable to the National Capital Territory of Delhi, in pursuance of this Memorandum of Society.

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11.	Dr. Sundeep Saluja	G. B. Pant Hospital New Delhi-11002	Gastro-Surgeon Associate Professor	Member	
12.	Dr. Manish Khandpal	G. B. Pant Hospital New Delhi-11002	Psychiatrist Assistant Professor	Member	

President

Vice-President

Secretary

Treasurer

RULES & REGULATIONS

1) Name

The name of the society shall be “**The Faculty Association of the G. B. Pant Hospital**” in short; it shall be called the **FAGBPH**.

AIMS & OBJECTS

2) Function

The functions of the society shall be

- ❖ To promote and take care of the interests of all its members, namely the faculty of GBPH, New Delhi.
- ❖ To improve functioning and patient care at GBPH, New Delhi.
- ❖ To create a harmonious working environment at GBPH.
- ❖ To do charitable acts which benefit humanity in general and the residents of India in particular

3) **Mode of Functioning:** In furtherance of the above objects, the Association shall have members and undertake appropriate non-profit activities as determined from time to time.

4) **Membership:** The membership of FAGBPH shall be open to all members of the faculty of the GBPH, New Delhi, including those who are co-opted as faculty members of the GBPH. All members together shall constitute the **General Body of FAGBPH**, hereafter called the **General Body**.

5) Finances

5.1) Yearly subscription will be Rs. 1000/- only. The General Body reserves the right to change the rate of subscription from time to time.

5.2) The **accounting year** will extend from April 1 to March 31.

5.3) The members who have not paid their dues for one year and who despite two reminders fail to clear their dues within a month shall forfeit their voting rights. If a member fails to pay the dues for two consecutive years after the last reminder, his membership may be terminated. The membership as well as the voting right may be resurrected on payment of all the dues.

5.4) **Gifts and Donations:** Gifts or donations may be received from any other party or parties or charities who may contribute to the fund of the association for the purposes of the association.

5.5) The fund of the Association generated by the subscriptions and donations shall be kept in a saving bank account in such bank/s as the executive committee may select. No part of the fund or income of the association there from shall accrue to the benefit of the president, officers or any member of the association.

6) Duties and Powers of General Body:

- 6.1) To conduct all activities of the association in ordinary and extraordinary meetings.
- 6.2) To elect, nominate, suspend or remove the office bearers of the association.
- 6.3) To receive from the executive committee report of the working of the association for the preceding year together with receipts and expenditure, assets and liabilities and to consider the same.
- 6.4) To amend the rules and regulations of the association. (This will be permitted only if at least 2/3rd of the total eligible members present in the meeting are in favor of the amendment.)

7. Elections of the Executive Committee:

- 7.1) The General Body will elect the Executive Committee by secret ballot. Members will be allowed to vote in person only.
- 7.2) Officers of the association shall be a president, a vice-president, a secretary, a joint secretary and a treasurer. The officers and seven elected members shall form the executive committee. The outgoing President shall be a member for the new executive committee to maintain continuity of functioning of the association.
- 7.3) The officers shall remain in office for a period of two years, after which an election shall be called for.

8. Rules & Regulations for election:

- 8.1) The election shall be conducted by a returning officer to be appointed by the outgoing executive committee of the Association. The returning officer must be a member of the Association and shall not be a contestant for any of the elective offices.
- 8.2) Nominations for the various positions, duly proposed and seconded by members of the association, shall be invited by the general secretary/returning officer at least 4 weeks prior to the date of the election.
- 8.3) In case of any dispute regarding the election results, the decision of the returning officer will be final and binding.

9. The Executive Committee Meeting:

- 9.1) The executive committee shall carry out all day to day business of the association and shall meet as and when necessary under the chairmanship of the president. In the absence of the president, the meeting will be chaired by the vice-president. In the absence of the vice-president the meeting will be chaired by the secretary or the treasurer in order of priority.
- 9.2) The meeting of the executive committee shall ordinarily be held at least four times a year and shall be called by the secretary or the president. They shall also convene a

meeting on receipt of requisition from at least five member of the executive committee at a time mutually decided.

- 9.3) The secretary shall prepare the agenda of the executive committee meeting and circulate it in advance.
- 9.4) Any member of the association can sponsor an agenda item for consideration in the next executive committee meeting by submitting a written proposal at least 72 hours before the meeting.
- 9.5) An executive committee meeting can be adjourned only if the majority of the members present so desire.
- 9.6) The quorum for a meeting of the executive committee will be considered satisfied if at least five members are present including at least one office bearer.
- 9.7) All decisions of the Executive Committee shall be taken by a simple majority.
- 9.8) The executive committee shall have the authority to enroll new members and also accept resignation of the members from the association.
- 9.9) In the event of a vacancy in the executive committee the vacancy shall be filled for the remaining term by a fresh election in the next general body meeting or by nomination by the executive committee, to be ratified by the general body. For the interim period the executive committee will carry out the functions of the vacancy in the manner found most suitable.
- 9.10) The minutes of the executive committee meetings shall be made available to the members of the executive committee within 7 days of the meeting. These minutes are to be confirmed in the subsequent meeting.
- 9.11) The minutes of the meeting will be considered confirmed only after the president has signed the same.

10) Functions of the Executive Committee:

- 10.1) Normal functions such as maintenance of proper record of the minutes of all meetings, accounts and correspondence shall be discharged by the executive committee. All financial powers relating to the assets of the association are vested in the executive committee for use as deemed proper. Any other specific function may be assigned to the executive committee by the general body.
- 10.2) Ordinarily the President/Secretary of the Association shall be the spokesman of the association. However, on any particular issue the Executive Committee may decide to nominate any other person as the spokesman.

11) Functions of the office bearers of the Association:

11.1) President

The President shall preside over the Executive Committee and the General Body meetings of the Association.

11.2) Vice-President:

The Vice-President shall preside over Executive and General Body meeting in the absence of the President, and perform such functions as delegated to him by the executive committee or by the general body from time to time.

11.3) Honorary Secretary

The secretary shall call all meetings; maintain all correspondence, records and minutes. He shall circulate the agenda and minutes of all meetings and place all correspondence and reports before the executive committee and general body as and when required.

11.4) Joint Secretary

He shall assist the Secretary in all tasks of the association, and, in the absence of the secretary, carry out the duties and functions of the secretary.

11.5) Honorary Treasurer

The treasurer shall maintain the financial accounts of receipts and payments and present the audited report of the accounts of the association at the executive committee and general body meetings. In the absence of the secretary and joint secretary he shall also perform the functions of the secretary. He shall operate the association bank accounts jointly with the secretary or the joint secretary or person/s nominated by the executive committee. During the absence of either of them the president/vice president can operate the account.

12) General Body Meeting:

12.1) Ordinarily the General Body will meet at least once every six months.

12.2) Quorum for a general body meeting will require the presence of at least 30% of the enrolled members. In the event such a quorum is not satisfied the meeting will be adjourned and reconvened after five minutes. There shall be no quorum for the latter meeting.

12.3) An extraordinary general body meeting can be called by the executive committee or by a general body request from at least 30% of the members of the association in writing. Such a meeting should be held within a period of seven days of the receipt of the requisition.

- 12.4) Quorum for the extraordinary general body meeting will require the presence of at least 50% of the enrolled members. In the event such a quorum is not satisfied, the meeting will be adjourned and reconvened after five minutes. There shall be no quorum for the latter meeting.
- 12.5) The general body meeting will be chaired by the president. In his absence, the vice-president shall chair the meeting. If he is also absent, the secretary can call any member of the general body present, to chair the meeting.
- 12.6) Agenda for the general body meeting will be decided by the executive committee considering the problems at hand, including the specific requests from the members of the association. The agenda will ordinarily be circulated at least six days before the date of the meeting. Request for inclusion of the item in the agenda of the ordinary general body meeting must be sent to the secretary of the association in writing within 72 hours of the issue of the notice.
- 12.7) All matters will ordinarily be decided by show of hands. Decision can be by secret ballot if so desired by at least ten members present at the general body meeting. All decisions arrived at shall be binding for all the members.
- 12.8) Adjournment of the meeting:
Any ordinary/extraordinary meeting can be adjourned with the permission of the simple majority of the members present.
- 12.9) The minutes of the meeting shall be noted down by the Secretary and presented by him in the next general body meeting for confirmation. They would be confirmed only after the chairman of the concerned meeting signs them.
- 12.10) The association shall file a list of its executive committee members every year in the office of the registrar of societies as per section 4 of societies registration act 1860.

13) Legal affairs:

The association may sue or be sued in the name of its secretary or other official nominated by the executive committee, as per section 6 of societies registration act 1860. The secretary or designated nominee as above will be responsible for acting legally for and on behalf of the society.

14) Provision for dissolution of the association and adjustment of their affairs.

The association can be dissolved if necessary as per section 13 and 14 of the societies registration act 1860.

In the event a considerable opinion towards dissolution of the association arises an extraordinary general body meeting for the sole purpose of a discussion of dissolution shall be convened.

The association shall stand dissolved if at least three fourth of the eligible, enrolled members of the association present at the extraordinary general body meeting shall determine to do so. For such a meeting the quorum will be 80% of the members of the association.

