



ASSOCIATION OF ORAL & MAXILLOFACIAL SURGEONS OF INDIA [AOMSI]

Reg. No. Mah /154/01 Pune Registrar of Societies, Pune.

AOMSI
SOCIAL SECURITY RELIEF FUND



CONSTITUTION

As Amended and approved by the AGM of AOMSI SSRF at Vizag, 13th December 2025

“AOMSI – Social Security Relief Fund” (AOMSI-SSRF)

BYELAWS, RULES AND REGULATIONS

PREAMBLE

- a. The Association of Oral and Maxillofacial Surgeons of India (AOMSI) is a charitable society registered with the Registrar of Societies Pune (Reg. No. MAH/154/01) and registered under section 12AB of the Income Tax Act and holding 80 registration.
- b. AOMSI Social Security Relief Fund ("**AOMSI-SSRF**") is a non-profit endeavor and a member welfare project of the Association of Maxillofacial Surgeons of India (AOMSI) created as a mutually contributing initiative towards a benevolent fund, dedicated to providing financial assistance to the families of our members in the unfortunate event of an untimely demise.
- c. The purpose of this Project is to provide a sense of security and relief to the bereaved families, in line with our charitable objectives, and to promote solidarity among our members to attain the objectives of the project. The contributions made to the Project are voluntary and are directed towards offering assistance solely for humanitarian and charitable purposes.
- d. The funds under this Project will be utilized exclusively for the well-being of members' families, and not for any commercial, personal, or profit-making activities.
- e. As a registered charitable trust/society, the Project ensures full compliance with the relevant provisions of the Income Tax Act and the Goods and Services Tax (GST) Act, affirming that the activities under this Project are non-taxable and fall within the scope of charitable work under the applicable laws.
- f. This initiative is part of our commitment to the social security and welfare of the professional community, fostering a sense of mutual aid and care without any financial gain or profit motive.
- g. “AOMSI - SSRF” (Social Security Relief Fund) has its jurisdiction within India.
- h. “AOMSI - SSRF” offer a sense of security and support, ensuring that the families of our departed members are not left without assistance. By contributing to this noble cause, each member not only strengthens the fabric of our professional community but also contributes to the welfare of those who serve alongside us.
- i. This Project reflects our collective commitment to the well-being and dignity of our members and their families, recognizing the need for a safety net in times of personal loss. Through this endeavor, we reaffirm our enduring bonds of fraternity, compassion, and mutual respect.
- j. The administrative office of “AOMSI - SSRF” shall be at the place of the Hon. General Secretary of the AOMSI from time to time or as decided by the AGM.
- k. The rules & regulations in the bye law is binding on all members of the “AOMSI-SSRF”.
- l. All members are expected to know the rules & regulations of the “AOMSI-SSRF”.
- m. The Rules & Regulations and amendments if any of “AOMSI - SSRF” shall be made available to all the members in the website, which can be downloaded.

1. OBJECTIVES

- a. To provide immediate financial assistance to the bereaved family member/ nominee of a member of this Project "AOMSI-SSRF" in the event of the member's demise due to any cause, by contributions from other members of "AOMSI-SSRF" and to formulate and implement social security measures for the members.
- b. To raise funds by way of contributions, subscriptions, grants, donations and establish a reserve fund to sustain the objectives of "AOMSI-SSRF" and ensure the viability of the project.
- c. To do all such other things as are incidental or conducive to the attainment of the above objectives or any of them.

2. ABBREVIATIONS & DEFINITIONS

In these Rules and Byelaws, unless the context requires otherwise, the following abbreviations shall mean:

"AOMSI" – means Association of Maxillofacial Surgeons of India with Reg No: MAH/154/01

"SSRF" means Social Security Relief Fund of AOMSI

"PROJECT/SCHEME" means "AOMSI - SSRF"

"GENERAL BODY/GB" - comprising of all the active members of "AOMSI - SSRF"

"AGM" means Annual General Body Meeting of "AOMSI - SSRF"

"EOGM" means Extra Ordinary General Body Meeting of "AOMSI - SSRF"

"MC" means Managing Committee of "AOMSI - SSRF"

"BENEVOLENT AMOUNT" refers to the amount handed over to the beneficiary/nominee of the demised member of "AOMSI-SSRF".

"FRATERNITY CONTRIBUTION" refers to the amount contributed by the members of the project per demise of a member of SSRF.

"TERM" mentioned in this Constitution means one completed term, one completed term is three years.

"NOMINEE" means the beneficiary of the "AOMSI-SSRF" as mentioned in the membership application with office of AOMSI SSRF

"ACTIVE MEMBER" means any member of the "AOMSI-SSRF" who has no pending fraternity benevolent amounts.

"DEFAULTER" means any member of the "AOMSI-SSRF" who has not paid their contribution to a demise within the stipulated days from the date of intimation of the demise of a member.

"ARREAR" means any payment pending towards the demise of any member/contribution to the Project.

“GOOD STANDING MEMBER” means any member of the “AOMSI-SSRF” who is not a defaulter.

“GRACE PERIOD” means 30 days’ time for the member contribution given in addition to the mandate period of 15 days from the date of intimation of the demise of any member of the Project.

3. MEMBERSHIP

- a. Life members of AOMSI upto 55 years of age with valid Dental Council registration are eligible to become the members of the “AOMSI-SSRF”.
- b. Only Individual Registration possible. Couple members of AOMSI must join Individually.
- c. The AOMSI Life member who is eligible to become a member of the “AOMSI-SSRF” shall apply online with the soft copy of relevant documents along with the Primary benevolent contribution amount prescribed for his/her age category

4. DOCUMENTS TO BE UPLOADED FOR MEMBERSHIP

- a. Soft Copy of Passport/Aadhar for proof of age and Address of the member
- b. Soft Copy of Passport/Aadhar for proof of age and Address of the nominee
- c. Soft Copy of current valid Dental Council registration certificate
- d. Recent passport size photograph of the member
- e. Recent passport size photograph of the Nominee
- f. Bank Account Details with IFSC Code of the Nominee

5. PRIMARY BENEVOLENT CONTRIBUTION

- a. Upto 40 years of age - Rs. 10,000/-
- b. 40 - 50 years of age - Rs. 15,000/- (Should have completed 3 years of AOMSI Life membership)
- c. 50 - 55 years of age - Rs. 20,000/- (Should have completed 5 years of AOMSI Life membership)
- d. New membership stops at the age of 55. The general body may increase or decrease the age limit up on a recommendation from the Managing committee for the viability and sustainability of the “AOMSI-SSRF”.
- e. Any change in the Primary benevolent contribution may be decided by the General Body upon a recommendation from the Managing committee of the “AOMSI-SSRF”.
- f. Primary benevolent contribution paid is not refundable at any circumstances.

6. MEMBERSHIP RIGHTS AND OBLIGATIONS

- a. Membership comes into effect only when the “AOMSI-SSRF” application documents are approved by the office of the Managing committee and intimated to the member by email.
- b. The Benevolent fund shall be payable for death due to any causes. However, a lock-in period of 1 year from date of joining apply for death from self-inflicting injuries.
- c. To avail the “AOMSI-SSRF” privileges & benefits, a lock-in period of 1 year from date of joining apply for all new members from above 40 to 50 years of age and a lock-in period of 2 years from date of joining apply for all new members above 50 years of age.

- d. All members have to pay the fraternity contributions, toward the demise of any member which has occurred after the date of approval of the AOMSI SSRF membership.
- e. Irrespective of the number of members in SSRF, the fraternity benevolent payout to the nominee of a deceased member shall be Rs.20 lakhs until otherwise decided by the AGM/EOGM of SSRF.
- f. All members of the SSRF shall contribute Rs.2500 as the fraternity contribution to the benevolent fund upon the demise of a member within the time stipulated in the notification.
- g. The benevolent fund amount to the nominee of the demised member and the fraternity contribution from members per demise may be revised by the AGM/EOGM upon a recommendation from the Managing committee of "AOMSI-SSRF" from time to time and informed to all members of the Project and displayed in the Website.
- h. In case of an unfortunate demise of a member, after the completion of the required formalities, all the members will be notified regarding the incident.
- i. All Members are expected to make the contribution payment within 30 days period of notice of the demise.
- j. It is highly recommended not to keep a **minor** individual (<18yrs old) as nominee to avoid delay and confusion regarding the Benevolent fund payout.
- k. If the nominee is a minor, then the member has to update the credentials of the Guardian also including photo & ID details that need to be filled in the application.
- l. In the unfortunate event of demise of a member, the credentials of the Nominee as in the application form and the bank account details of the nominee shall be attested by the Manager of the Bank in which the nominee is holding the account.

7. DEFAULTER MEMBER – Membership Privileges

If a member fails to remit the fraternity contribution within a period of two (2) months from the date of official notification of the demise of a fellow SSRF member he/she shall not be eligible to the benefits & privileges of the Social Security Relief Fund (SSRF) and shall be deemed to be a defaulter member from the Social Security Relief Fund of AOMSI. His/her name shall be removed from the list of eligible SSRF members.

Such members shall be eligible to join the SSRF only as per the conditions laid down in Clause-9, Rejoining/Re Admission.

8. MEMBERSHIP DISQUALIFICATION/TERMINATION

The membership of "AOMSI - SSRF" shall stand terminated under the following situations:

- a. Demise of the Member
- b. Voluntary retirement of the member
- c. If found to have obtained membership on false grounds.
- d. If disciplinary action taken against the members due to acts prejudicial to the interests of the Association

9. RE-JOINING / RE-ADMISSION

A member who has been a defaulter in the Social Security Relief Fund of AOMSI due to non-payment of fraternity contributions, as per the applicable defaulter clause, may be permitted to rejoin the Project subject to the following conditions:

- a. Any Defaulter member can re-join within 6 months from the date of Default payment in SSRF by paying all pending demise contributions till the date of re-joining + Rs. 2500 as the rejoining contribution.
- b. Any defaulter member beyond 6 months of default from the date of payment due can join only as a new member of the SSRF upon paying the new member Joining contributions applicable at that point of time to the member's age group.
- c. Re-joining is not permitted if the age of the member exceeds 55 yrs.
- d. All Rejoining members will have a 1-year lock in period after which he/she will have full rights and benefits under the Social Security Relief Fund (SSRF).

10. BENEVOLENT FUND PAYOUT

- a. Refers to the amount paid to the nominee of a deceased member of AOMS SSRF.
- b. The Benevolent fund payout amount towards the demise of a member is 20 lakhs.
- c. The amount Shall be paid after verification of the Bank account details of the Nominee of the demised member.
- d. If the nominee of the demised member is a minor, Benevolent fund payout amount shall be paid only to the Bank Account in the name of the Minor Nominee or to the Bank Account of the Guardian listed in the application form and the bank Account details produced during the claim shall be attested by the Bank Manager.
- e. The benevolent fund amount payout to the nominee of the demised member and the fraternity contribution from members per demise may be revised by the Managing committee of "AOMSI-SSRF" and ratified by the AGM/EOGM and informed to all members of the Project and displayed in the Website.

11. ELIGIBILITY FOR CLAIM:

A member's nominee attains the eligibility to claim the benefit only after a lock-in period specific to the age group as mentioned earlier. (as amended by the AGM at Agra on 12th July 2025)

- a. For Members joined after 12th July 2025: 40 - 50 years of age will have a lock-in period of 1 year from date of approval of membership.
- b. For Members joined after 12th July 2025: 50 - 55 years of age will have a lock-in period of 2 years from date of approval of membership.
- c. Death from self-inflicting injuries will be eligible for claim only if the mishap occurs after a lock-in period of 1 year from date of approval of membership.

12. CLAIMS: PROCEDURE

- a. In the event of the death of a member, the nominee of the beneficiary should contact the respective AOMSI State President / Secretary.
- b. The AOMSI State President/Secretary should verify and confirm the demise and should forward the required documents along with the covering letter to the AOMSI Head office and the "AOMSI-SSRF" office to sss@aomsi.com.
- c. The signature, Aadhar ID and Bank account details of the Nominee as in the application form shall be attested by the Manager of the Bank in which the nominee is holding the account.
- d. The Benevolent fund payout of Rs. 20 Lakhs will be paid to the nominee only.
- f. If the Nominee is a Minor Benevolent fund payout amount shall be paid only to the Bank Account in the name of the Minor Nominee or to the Bank Account of the Guardian listed in the application form and the bank Account details produced during the claim shall be attested by the Bank Manager.
- e. If the nominee is not alive, the MC shall address the issue as per legal advice.
- f. If any member fails to pay the contribution due within the last date as stipulated in the bye laws under the Clause 7 - Defaulter, he/she shall not be eligible for the benefits of the "AOMSI-SSRF" in the unfortunate event of his/her death.

13. CLAIMS: DOCUMENTS

- a. Original Membership Certificate/Number.
- b. Attested copy of death certificate obtained from Panchayat, Municipality or Corporation.
- c. Requisition letter from the nominee to sanction the amount, which must be approved by the AOMSI State branch Secretary/President.
- d. All the documents should reach the office through the State branch Secretary only.
- e. No changes in the nominee shall be accepted at the time of claim.
- f. If any SSRF member needs to update the nominee name & details, he/she may send a request from the official Email address of the member as per the SSRF records to sss@aomsi.com.
- g. The nominee's bank account should be certified by the bank Manager concerned.

14. IF THE NOMINEE AND THE MEMBER DIES WHO WILL GET THE CLAIM?

- a. If the nominee is not alive, the MC shall address the issue as legal advice.
- b. Payment will be made to the Nominee's Legal heir.
- c. He / She should produce a legal heir Certificate obtained from the appropriate authority

15. MANAGEMENT OF AOMSI SSRF

- a. The general management of the "AOMSI - SSRF" shall be vested with the Managing committee of the "AOMSI-SSRF"
- b. Nobody in receipt of salary or an honorarium from the funds of the Association can be elected as an office bearer of the "AOMSI-SSRF".

16. COMPOSITION OF MANAGING COMMITTEE

Elected post	Term
1 Chairman	3 years
1 Coordinator	3 years
1 President AOMSI	Official Term as President AOMSI
1 Secretary AOMSI	Official Term as Secretary AOMSI
1 Treasurer AOMSI	Official Term as Treasurer AOMSI
2 Coopted Directors	3 years
State Chapter Secretaries or President	Official Term in the State Chapter
State Chapter Reps to National EC	Official Term as the Reps to National EC

Immediate Past Chairman, Coordinator & Treasurer shall be Ex-officio members of the Committee for 1 year.

None of the office bearers of the Managing committee shall contest for elections or be nominated in the consecutive period / term for the same post.

17. CORRESPONDENCES

- All Correspondences/Resolutions on any matters related to the "AOMSI-SSRF" shall be addressed to the Chairman AOMSI SSRF to the Email Address **sss@aomsi.com** with matter as Subject head.
- Correspondence from the Managing Committee shall be via Email/Letter/SMS/Social media Groups.
- The Chairman/Coordinator shall conduct all the correspondences on behalf of AOMSI SSRF.

18. CASUAL VACANCIES

- Any vacancy occurring during the year, from amongst office bearers due to some contingency such as resignation, demise etc, shall be filled from the MC by an MC meeting called within 30 days.
- In the event of the post of the Chairman falling vacant due to any reasons, the Coordinator shall succeed to the post of Chairman and in case of the Coordinator, the post shall be filled from the MC till the remaining term of that Coordinator post.
- The candidate should be present at the MC at the time of filling the casual vacancy to give his consent to accept the post or he should have sent his consent letter to the Coordinator/Chairman prior to the meeting or should send it through some member present at the time of the meeting.

19. FUNCTIONS AND POWERS OF THE MANAGING COMMITTEE

- a. To formulate, alter or modify guidelines/byelaws for the betterment of the "AOMSI-SSRF" and implement after the ratification of the General body meeting.
- b. To direct and regulate the over-all activities and affairs of the "AOMSI-SSRF".
- c. To revise the fraternity benevolent amount/Joining fees/Members contribution with the ratification of the General body meeting.
- d. To decide the policy regarding disbursement and investment of funds at the disposal of the Project in fixed deposits/investments from time to time.
- e. To appoint such sub committees found necessary for better and effective management of the affairs of the "AOMSI-SSRF".
- f. To appoint/dismiss employees, if found necessary for the administration of the Project.
- g. To raise money for the objectives of the "AOMSI-SSRF" in such a manner as the General Body may think fit and approve.
- h. To receive, discuss and amend or approve the reports and accounts by the Treasurer in Managing Committee meetings and pass the bills for payment.
- i. To fix the auditor and pay the remuneration payable to the auditor, Legal Consultants and other professionals whose services have been hired by the "AOMSI-SSRF".
- j. To initiate disciplinary action against any member if it is so decided by at least 2/3rd majority of the members present in the Managing Committee meeting and recommend to the General Body for action.

DUTIES OF OFFICE BEARERS

20. CHAIRMAN:

- a. The Chairman shall be the Chief Officer of the "AOMSI-SSRF", who is empowered to represent, institute, conduct, defend or compromise all legal proceedings on behalf of the "AOMSI-SSRF".
- b. He shall preside over all meetings of the "AOMSI-SSRF".
- c. He shall have the power to call such meetings in consultation with the coordinator.
- d. He shall be responsible to the General Body about the activities of the "AOMSI-SSRF".
- e. He shall be in overall charge of the membership enrolment, fee collection, routine administration besides other duties and functions as specified by the Managing Committee.

21. COORDINATOR:

- a. In the absence of the Chairman, the Coordinator shall exercise all the powers of the Chairman.
- b. He shall be responsible for coordinating the fraternity and benevolent contributions.
- c. He shall be in charge of the publications & Promotion of the "AOMSI-SSRF".
- d. He shall be responsible to carry out the general business of the "AOMSI-SSRF", keeping the minutes of the meetings, maintaining all the records of the "AOMSI-SSRF", calling up the meetings of the General Body (AGM/EOGM), Managing Committee, and along with the Chairman he shall implement the decisions taken by the Managing Committee and the General Body.

- e. Along with the Chairman he shall be in overall charge of the membership enrolment, fee collection, routine administration besides other duties and functions as specified by the Managing Committee.
- f. He shall at the end of the term hand over all the assets and properties of the "AOMSI-SSRF" to his successor along with an inventory, which shall be recorded acknowledged by the incoming Coordinator.
- g. He shall Succeed to the post of the Chairman of SSRF after having completed the 3 years in office as the Elected Coordinator.

22. THE TREASURER:

- a. The Treasurer of AOMSI shall be the Treasurer of the AOMSI SSRF.
- b. He shall maintain day-to-day accounts of the "AOMSI-SSRF" and remit all sums of money received in a nationalized / scheduled /private bank approved from time to time by the General Body.
- c. He shall submit the accounts for the approval to the Managing Committee and keep the Managing Committee up-to-date with the financial position of the "AOMSI-SSRF".
- d. He shall submit an audited statement of accounts to the General Body at the end of the year after the approval of the Managing committee.
- e. He shall operate the bank accounts for day-to-day activities jointly with the Chairman of the "AOMSI-SSRF".
- f. He shall do a budget presentation for the next year after the account's presentation in the Annual General Body Meeting every year. Payments of more than twenty-five thousand should be done by account payee cheque/Online transfer only.
- g. He should ensure that the proper accounting system is always maintained and see to it that payments are made only after thorough scrutiny and approved by the Chairman.

23. STATE CHAPTER SECRETARIES & PRESIDENTS:

- a. Either the President or Secretary as informed officially to the MC shall be a member of the MC
- b. He/She shall be a member of the "AOMSI-SSRF"
- c. He/She Shall act as a liaison officer between the Managing Committee and the "AOMSI-SSRF" members of his branch.
- d. When a demise occurs in his branch, He/She shall immediately inquire about the incident and report the details to the Chairman by Email.
- e. He/She shall be in charge of the duties entrusted to him by the Managing Committee of the "AOMSI-SSRF" from time to time.
- f. He/She shall keep a list of the members of his/her State branch.
- g. He/She shall inform the Communication from the Managing committee promptly to all the members of the "AOMSI-SSRF".
- h. He/She shall coordinate and mobilize the Fraternity contribution amounts from the "AOMSI-SSRF" members of his state branch.

- i. He/She should educate and convince the members of his branch regarding the importance and relevance of the “AOMSI-SSRF” and promote membership.

24. STATE CHAPTER REPS TO NATIONAL EC:

- a. He/She shall be a member of the “AOMSI-SSRF”.
- b. He/She shall assist the State President/Secretary and coordinate and mobilize the Fraternity contribution amounts from the “AOMSI-SSRF” members of his state branch.

25. THE GENERAL BODY

The General Body of the “AOMSI-SSRF” shall consist of all members of the “AOMSI-SSRF”.

Powers and Functions of the General Body

- a. To formulate the General Policy of the “AOMSI-SSRF” as recommended by the Managing Committee.
- b. To ratify /modify the working details of Projects within the “AOMSI-SSRF”.
- c. To ratify the Membership contribution and Fraternity Contribution and the Benevolent fund payout from time to time on recommendation from the Managing Committee.
- d. To decide on disciplinary action against any of its members or office bearers.
- e. To elect office bearers of the “AOMSI-SSRF” during the AGM.
- f. To pass & adopt the annual report by the Chairman after approval by the Managing Committee.
- g. To appoint auditors for the year and pass the audited annual statement of accounts and to pass the budget for the year.
- h. To amend/alter rules and bye laws of the “AOMSI-SSRF” on recommendation from the Managing Committee.
- i. To Consider resolutions which has been placed from the Management Committee

26. MEETINGS

Considering the geographical distribution of the members of the “AOMSI-SSRF” and the Managing committee, the MC meetings may be held Online or Offline.

27. MANAGING COMMITTEE MEETINGS

- a. The meeting shall be presided by the Chairman and in his absence by the coordinator.
- b. The Managing Committee shall ordinarily meet at least once in ninety days, out of which one meeting will be held preceding the Annual General Body meeting.
- c. If the Annual General Body meeting is not held along with the annual conference of AOMSI, then it is mandatory to have a managing committee along with the National conference.
- d. At least seven working days’ notice with the agenda shall be given to the members of the Managing Committee.
- e. At least 10 representatives from State Chapters/Secretaries excluding the office bearers shall form the quorum for the meeting. In the absence of a quorum within 30 minutes of the

appointed time, the meeting shall be adjourned. The adjourned meeting shall be held immediately at the same venue with the same agenda where quorum will not be necessary.

28. MINUTES & CORRECTIONS OF MC MEETINGS:

- a. Proceedings of the meetings of the MC shall be recorded in the form of typed minutes which after confirmation shall be permanently preserved. The Managing Committee minutes shall be sent to all Managing Committee members at least 2 weeks before the date of the meeting.
- b. Any corrections sought by the members should reach the Chairman/Coordinator preferably via email @ sss@aomsi.com at least 7 days prior to the date of the Meeting.
- c. If no correction is received by the Chairman/Coordinator, at least 7 days before the next MC, either by Reg. post / courier / Email, no correction shall be permitted at the meeting unless permitted by the Chairman. This register shall be kept in the office and shall be open to members of the Managing Committee for inspection.
- d. Any Member of the Managing Committee who fails to attend 2 consecutive meetings of the Committee without valid reasons for the absence acceptable to the Committee, shall be deemed to have resigned from the Committee.

29. EMERGENCY MEETING OF THE MANAGING COMMITTEE

In Special circumstances, the coordinator of the "AOMSI-SSRF" shall in consultation with the Chairman can convene the emergency meeting of the "AOMSI-SSRF" to transact any emergency matters. 24 hours' notice with specific agenda shall be given to the Managing Committee members for such a meeting. Quorum and rules, is the same as that of a regular Managing committee meeting.

30. REQUISITION MC MEETING

A special requisition meeting of the MC shall be called within 4 weeks, on receipt of the requisition signed by at least 12 members of the MC, stating the business for which a special meeting is required. Notice for such a meeting shall be given 14 days in advance and the quorum shall be 10 members of the MC, out of which at least 6 members shall be from amongst the members who had requested. In the absence of a quorum, within 30 minutes of the appointed time, the special requisition meeting shall be dissolved.

31. ANNUAL GENERAL BODY MEETING (AGM)

- a. There shall be an Annual General Body Meeting of the "AOMSI-SSRF" every year and the same shall be held preferably along with the annual conference of AOMSI.
- b. At least 15 days' notice should be send to all the "AOMSI-SSRF" members with the agenda by Email and posted in the website and the official social media groups.
- c. The quorum of the Annual general body meeting shall be not less than 30 other than office bearers. All the decisions shall be made by a simple majority except issues pertaining to the

constitutional amendments, constitutional changes and policy matters which shall require at least 2/3rd majority of members present on that day.

- d. A non-quorum meeting shall be adjourned for 30 minutes and subsequently reconvened and shall transact the business as per the agenda. All decisions in a non-quorum meeting shall be taken with at least 2/3rd majority of the present members on that day.
- e. Any resolution to the AGM has to be considered previously by the MC.
- f. Resolutions to AGM from State Chapter or any member of the "AOMSI-SSRF" must reach the chairman/Coordinator at least 10 days before the AGM.

32. The Agenda for the Annual General Body Meeting shall be:

- a. Address by the Chairman (Presiding officer)
- b. To adopt the order of business of the meeting.
- c. To confirm the minutes of the previous annual general body meeting and extraordinary general body meeting if any, during the year.
- d. To adopt the official annual report and audited statement of accounts as passed by the Managing committee.
- e. To elect the office bearers as required.
- f. To appoint auditor for the year
- g. To transact any other matter as may be brought before the meeting after due notice (15 days), or any urgent matter brought up with the permission of the chairman.
- h. Installation of new office bearers whenever applicable.
- i. Vote of Thanks by the Coordinator
- j. Any other matter with the permission of the Chairman

33. EXTRAORDINARY GENERAL BODY MEETINGS (EOGM)

- a. Extra Ordinary General Body meetings may be convened by the Managing Committee whenever it thinks fit or upon a written requisition specifying the reasons and signed by not less than 20% of the "AOMSI-SSRF" members.
- b. The members, while requisitioning, should state the objects of the meeting proposed to be called and sign legibly, giving their full name and address to the Chairman/Coordinator, who will call an EOGM within 1 month of the receipt of the requisition. If the meeting is not called within 2 months of the date on which notice is received by the Chairman/Coordinator, the concerned members themselves may convene a meeting of the EOGM, but such a meeting shall not be convened after 3 months of the date of the requisition notice and after that the requisition notice will be treated as cancelled.
- c. The EOGM Shall be only a single agenda and discuss only the matter for which it was called for.

34. NOTICE & QUORUM - EOGM:

- a. Notice of the EOGM shall be sent to the members at least 14 days before the date fixed for the meeting, giving the place, date and time of the meeting and the agenda of the business to be transacted at such a meeting.
- b. If the MC decides to convene an EOGM, the venue shall be decided by the MC. The EOGM, if on requisition, shall be convened only at the place of office of "AOMSI - SSRF".
- c. The quorum for the EOGM, convened by the MC, shall be at least 30 members. If there is no quorum at an EOGM called by the MC, within 30 minutes, it shall be adjourned and will be reconvened immediately at the same venue with the same agenda where quorum will not be necessary and shall be held as per the General rules of the General body meeting.
- d. The quorum for the requisition EOGM shall be 50% of the total number of members who had requisitioned the EOGM. If there is no quorum at the given time the meeting shall stand dissolved.

35. ELECTION OF OFFICE BEARERS

- a. The elections will be conducted by the Election Commission appointed by the MC for the purpose.
- b. The Office Bearers shall be elected only from the members of the AOMSI SSRF at the SSRF AGM.
- c. Only Good standing members of AOMSI SSRF members are eligible to contest for any post or attend the meetings or vote during elections of SSRF. Defaulter cannot.
- d. The elections may be conducted along with the election of AOMSI.
- e. The Nominations submission & election shall be done by online/Electronic Voting preferably.
- f. All the posts are for ONE term only. They are not eligible to contest again for the same post.
- g. All Good standing members of the General Body of SSRF shall have one vote each.
- h. The member has to be physically present for the meeting
- i. The Chairman shall have a casting vote in case there is a tie.
- j. If an office bearer resigns from the post before completing his term, he is barred from contesting elections for the next two years

36. ELIGIBILITY FOR ELECTIONS

37. CHAIRMAN "AOMSI -SSRF"

- a. Must be a member of AOMSI-"AOMSI -SSRF"
- b. Life Member for 5 years in AOMSI
- c. Membership in AOMSI-"AOMSI -SSRF" at least 3 years
- d. Must have served as the Coordinator of SSRF

38. COORDINATOR "AOMSI -SSRF"

- a. Must be a member of AOMSI-"AOMSI -SSRF"
- b. Life Member for 5 years in AOMSI
- c. Membership in AOMSI-"AOMSI -SSRF" at least 3 years

- d. Must have served as the Zone Coordinator of SSRF

39. REMOVAL OF OFFICE BEARERS

- a. Any office bearer can be removed from office before completing his / her tenure, only by following the procedure as laid down here under, for bringing a no confidence motion.
- b. The charges against any office bearer have to be enunciated in the form of a resolution signed by not less than 1/4th of the total number of members to the Secretary of AOMSI who shall circulate the same to all the members and convene a special EOGM of the AOMS SSRF to discuss the issue, within 60 days from the date of receipt.
- c. The MC has the right to enquire into the charges levied against the office bearer concerned and every opportunity has to be provided to him/her to appear or to represent his case at an enquiry.
- d. The whole matter shall then be placed before the an EOGM of the Project, giving ample opportunity to the office bearer to state his case, after which the resolution shall be moved, to remove him from office and if 2/3 Good standing members who are present at the meeting and vote in favour of the resolution, it shall be passed with immediate effect.
- e. The voting shall be by secret ballot.

40. FINANCE, ACCOUNTS AND AUDIT

- a. The finances of the "AOMSI-SSRF" shall be built up from Primary voluntary contributions, donations, grants sponsorships, etc.
- b. All sums received on behalf of the "AOMSI-SSRF" shall be deposited in the name of the "AOMSI-SSRF" in a nationalized / scheduled/ Private Bank recommended by the approved by the General body. The funds of the "AOMSI-SSRF" shall be operated by Chairman and Treasurer jointly. All expenses incurred in the activities of the "AOMSI-SSRF" shall be properly maintained and included in the account details under the relevant heads.
- c. Accounting year will be from 1st of April to 31st of March every year. Audited accounts up to 31st march along with un-audited accounts up to date should be presented in the next Annual General Body Meeting of the "AOMSI-SSRF". The audited accounts of "AOMSI - SSRF" should be provided to the Secretary of AOMSI for consolidation into the AOMSI Accounts by 30th June of every year.
- d. All the funds of the "AOMSI-SSRF" shall belong to the "AOMSI-SSRF", collectively and no individual member shall have any proprietary right over them. The funds of the "AOMSI-SSRF" shall solely be utilized towards the objects of the "AOMSI-SSRF" in accordance with the objectives of the AOMSI and AOMSI SSRF. Members shall not be paid any salaries or honorarium for the services offered.

41. RESERVE FUND:

A reserve fund of SSRF shall be generated and preserved for the prompt payouts to the beneficiaries to meet any unexpected spike in the numbers of contingencies. The Chairman and

the Treasurer of the "AOMSI-SSRF" shall operate the Corpus / Reserve fund jointly. Any amount received by contributions in excess of the payout to beneficiaries should be transferred to the corpus / reserve fund.

42. AMENDMENTS TO BYELAWS, RULES & REGULATIONS

- a. The By Laws of "AOMSI - SSRF" shall be provided to all the members of the "AOMSI-SSRF" and published in the website of AOMSI & "AOMSI-SSRF".
- b. Any proposals for amendment to the Rules and Regulations should be approved by the Managing committee and forwarded to all the members of the "AOMSI-SSRF" and then placed before the AGM / EOGM for approval. The approved amendments shall come into effect immediately after the meeting and the decision shall be intimated to all the members through E mail/WhatsApp/Social Media Group and posted in Website of the AOMSI & "AOMSI-SSRF".
- c. In all matters relating to interpretation, amendment, clarification and modifications of the Projects, policies and rules and regulations or for that matter any provision that is not envisaged in these Rules & Regulations the decision of the Managing committee of the "AOMSI-SSRF" is final and binding to all members of the "AOMSI-SSRF".

43. COMPLAINT REDRESSAL

- a. All disputes or grievances regarding a case / claim or functioning of the "AOMSI-SSRF" / Project should be brought to the notice of the Managing committee within thirty days directly or through the State Branch Secretary.
- b. If a member is aggrieved by the decision of the Managing Committee regarding a case / claim or functioning of the "AOMSI-SSRF" he can prefer an appeal before the appellate body, the AGM/EOGM of the "AOMSI-SSRF".
- c. Any unresolved dispute concerning regarding the Project shall be settled by the way of arbitration only, and the Managing Committee shall nominate the arbitrator, Arbitration Act,1940 will apply and the decision of the Sole Arbitrator shall be final and binding all the parties concerned and in all matters.
- d. Only after the internal mechanisms as stipulated in the By-laws are exhausted can a member avail legal measures.
- e. In case of any legal disputes, they are subject to the jurisdiction of courts at the chairman's Office where the office is situated.

44. DISSOLUTION

- a. In case it becomes impossible to achieve the objectives of the "AOMSI-SSRF" the general body of the "AOMSI-SSRF" shall be convened by the Chairman/Coordinator/Secretary AOMSI and such meeting if attended by the majority of the current members in the register of the day of notice decides by 2/3rd majority, the "AOMSI-SSRF" shall be dissolved subject to ratification by the Executive committee of AOMSI.

- b. If so decided another such extraordinary general body meeting of the current members shall be convened by the Chairman/Coordinator/Secretary AOMSI there upon to make final settlement of the liabilities and to collect the outstanding assets if any. Balance amount in the account shall be handed over to the respective members as per their percentage in their "AOMSI-SSRF"'s fund.

DR. EAPEN THOMAS
CHAIRMAN
AOMSI,SSRF

DR MANUKANDHAN, R
PRESIDENT
AOMSI

DR S. GIRISH RAO
SECRETARY
AOMSI

