

THE ASSOCIATION OF MEDICAL WOMEN IN INDIA

(Mumbai Branch)

Public Charitable Trust, Mumbai Reg. No. E6358 (BOM).

IMA Building. Keshavrao Khadye Marg, Haji Ali, Mumbai - 400 034.



RULES AND REGULATIONS

2013

**12th Board of Trustees of
Association of Medical Women in India (AMWI)
Mumbai Branch (2010-2013)**

Dr. Suvarna Khadilkar
President in Charge &
Vice-President

Dr. Sarita Bhalerao
Hon. Secretary

Dr. Geetha Balsarkar
Treasurer

Dr. Purnima Satoskar
Jt. Secretary

Dr. Kamal Hazari
Member

Dr. Bakhtawar Vajifdar
Jt. Secretary

Dr. Pervin Meherji
Member



Dr. Suvarna Khadilkar

President in-charge &
Vice-President

I am extremely happy to present to you this memorandum of rules and regulations of AMWI, Mumbai branch, a hundred and six years old organisation. The constitution which we were following was laid down in 1979. The first board of trustees was installed in 1979 and comprised of three visionaries Late Mrs. Dr. W. Fernandes, Miss Dr. A. Billimoria and Miss Dr. M. Pardiwalla. Thereafter this organisation was led by illustrious chairpersons like Dr. Jyotiben Trivedi, Dr. Manju Matalia, Late Dr. Dinoo Dalal, Dr. Usha Saraiya, Dr. Vandana Walvekar, Dr. Mandakini Megh, Dr. Dipti Dongaonkar, Late Dr. Jayashree Jhaveri.

As times change we also need to update ourselves. We have to keep up with the ever advancing technology. We the 12th board of trustees felt the need to update the constitution. A constitution review committee was formed under the chairmanship of Dr. Usha Saraiya, president of central council of AMWI. The three members appointed were, Dr. Vandana Valwekar, vice president of central council, Dr. Suvarna Khadilkar, and Dr. Sarita Bhalerao. Amendments suggested by the committee were then adopted after general body approved the same. All the formalities are complete and now we present this newly amended constitution.

It is going to be difficult to live up to the standards that my predecessors have set, but I will do my best to serve the organisation to fulfil the objectives of this prestigious organisation.

I sincerely hope that these amendments do help us serve you better.

Thanking you,

Yours truly

Dr. Suvarna Khadilkar

President in charge AMWI Mumbai branch
12th Board of Trustees
April 2013



Dr. Usha Saraiya

President AMWI, 2010 - 2013

Central Asia Vice President MWIA, 2013 - 2016

It is a privilege for me to send this message for the new revised Constitution of AMWI, Mumbai Branch.

Our Association was formed way back in 1907. At that time Constitution was a short document of 2 pages with very limited clauses. It was meant to start off an organisation. Over the years, throughout the 20th Century, momentous changes occurred. To mention just a few which affected our organisation were that India gained its Independence & with it came its own rules about Registration of organisation & funds that can be raised. The status of Women Doctors rose rapidly & many more joined the organisation. With this came the rapid increase in its activities & broadening of its aims & objectives. It was found necessary to modify our Memorandum of Rules & Regulations to accommodate the changing trends.

Mumbai's rules of Charity Commissioner necessitated the formation of an independent Mumbai Branch with its own Constitution, Registration Certificate, Income tax Returns & Pan Card. All this was efficiently done. Dr. Winifred Fernandes, Dr. Aloo Billimoria & Dr. Mehru Pardiwalla spear headed completion of this gigantic task. I was privileged to be a part of this group. We used to meet on Saturday afternoons & painstakingly wrote everything down. There were no typewriters leave alone computers or Secretaries. But we enjoyed doing it & also gained a lot of knowledge & experience. My husband used to jokingly refer to it as "Ambedkar group". Once it was finalized & registered, we started looking at the Constitution of the Central council. It had now to include other branches. By that time we had lost Dr. Winifred Fernandes & Dr. Aptekar had left for Israel. Dr. Dinoo Dalal was an enthusiastic contributor & Dr. Aloo Billimoria's expertise was of immense value. We completed this assignment by the end of 2000 & presented the 21st Century constitution & got it registered with Charity Commissioner in 2004. It was a great assignment & to see it through & completed by our small group of dedicated workers, gave us a sense of elation & achievement. The "Ambedkar Group" celebrated it & heaved a sigh of relief.

Later on when I was FOGSI President in 2002, I had the privilege of revising that constitution & including the amendments carried out over the years & compiling & publishing the booklet. Similarly I was deeply involved with the formation of the constitution of ICOG as a founder Member & later Chairman.

Constitutions are sacred & sacrosanct. Any proposed change must go through stringent procedures. Usually a duly appointed Constitution Review Committee is entrusted with this task & it can be passed only by direct approval of all Members. Too frequent a change augurs ill for an organisation. It is important that Office Bearers respect the Rules & Regulations & work within its frame work. Amendments are permitted provided they do not destroy the basic structure.

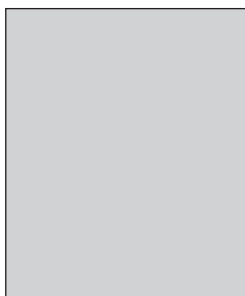
Finally, I would like to end with a quote from Abraham Lincoln, an authority on the Constitution of USA & its President.

"Do not interfere with the Constitution. That must be maintained for it is the only safeguard of our liberties."

With warm personal regards to all Members of AMWI – Mumbai Branch.

Usha Saraiya

Dr. Usha Saraiya



Dr. Vandana Walvekar
Vice President, Central Council, AMWI

Our Association of Medical Women in India is the oldest medical association in India. We celebrated the centenary in 2007. Over the decades, it has grown and has three chapters each in Mumbai, Kolkata and Nagpur.

AMWI has stood the test of time primarily because of its thoughtful and far-reaching clauses in its original constitution. Times change and so do the needs of an organization.

Thus, the constitution committee under the chairpersonship of Dr. Usha Saraiya, took this into account and the necessary changes were made to suit the financial and organizational needs of AMWI Mumbai branch.

As a member of the Committee and the Vice President central council, AMWI, I do wish these also shall stand the test of time and make AMWI stronger and an example to other societies

Dr. Vandana Walvekar

**BEFORE THE DEPUTY CHARITY COMMISSIONER,
WITH APPELLATE POWERS,
MAHARASHTRA STATE, BOMBAY.**

APPLICATION No. 35 OF 1978

In the matter of Association of
Medical Women in India
(Bombay Branch) Bombay

P.T.R. No. E-6358 (Bombay)

Mrs. Dr. W. Fernandes and another
APPEARANCE :-Applicants in person

.....Applicants.

J U D G M E N T

THIS IS an application under Section 50A(1) of the Bombay Public Trusts Act, 1950 to settle a scheme in respect of the trust known and designated as Association of Medical Women in India (Bombay Branch) at Bombay and registered at No. E-6358 (Bombay).

2. The Association in question is duly registered as a Public Trust on the application filed in that behalf under Section 18 of the Act by one Dr. Mrs. W. Fernandes. The Applicant gave the necessary details in respect of the trust in question and mentioned the names of 3 persons and the objects were described as charitable that is to give medical help to the women and also to provide and circulate medical literature. The said inquiry was disposed of by the Learned Deputy Charity Commissioner, Greater Bombay Region, Bombay on 18.08.1976 who ordered the said Association to be registered as a Public Trust and also gave his findings on the other statutory issues as per the particulars supplied in the application. Hence the said 3 persons viz. Mrs. Dr. W. Fernandes, Miss Dr. A. Billimoria and Miss Dr. M. Pardiwalla were declared as the trustees of the said trust and they are at present in the management of the said Association.

3. Now the present application is filed by the said trustees requesting to settle a scheme for the management of the said trust. The applicants state in their application that there are no separate rules and regulations of this Association and therefore a scheme be settled. They also state that there is no document creating the trust and therefore a scheme is necessary for the smooth working of the Association. The Applicants have also submitted a draft scheme for Charity Commissioner's approval.

4. Hence the issues for my determinations are as follows :-
i. Whether it is necessary, expedient and in the interest of the trust to settle a scheme ?
ii. What scheme should be settled ?

5. My findings are as follows :-
i. Yes.
ii. Yes, as per Ex. A annexed to the Judgment.

6. On going through the record and proceedings of this trust, I find that there is no scheme, nor any Rules and Regulations of this Association for want of which it is rather difficult to carry out the affairs and activities of any Public Trust. It further appears that when this trust was registered as a Public Trust in the year 1976 no document was produced as the document creating the trust. Further it appears that the mode of succession is declared by way of election. Now when the mode is by way of election it is necessary to specify detailed rules in that behalf and there-fore to lay down these Rules a scheme is necessary. I therefore give my finding in the affirmative on issue No.1.

7. The next point is as to what scheme should be settled? Two points will have to be considered in this behalf. One is mode of succession and other is the appointment of trustees under the scheme. I shall first discuss the question of mode of succession. Now when this trust was registered as a Public Trust the mode was declared by way of election to be held after every 3 years by the General Body. I accept the said mode of succession because this is an Association and in case of such Association it is necessary that the trustees be elected periodically. I therefore hold that the mode shall be by way of election to be held after every 3 years by the General Body. Now once we decide the mode by way of election it is necessary to prescribe the membership of the General Body. Now applicants in their draft scheme have submitted in clause No.7 that there shall be 4 types of memberships viz. Associate members, Life members, Ordinary members, and Affiliated Bodies. They have also prescribed the membership, that Life members who pay Rs.500/-, Ordinary members who shall pay Rs. 30/- annually and Associate members who shall pay Rs. 15 annually. I therefore accept the said membership and hold that there shall be 3 types of memberships, Life members paying Rs.500/- in lump sum, Ordinary members paying Rs.30/- annually and Associate members paying Rs.15/- annually. Further there shall be also other type of members and they shall be Affiliated Bodies. This may include any Medical Association, Society or Scientific Body in India or abroad and so far their membership is concerned the same shall be decided by the Board of Trustees. Therefore those who pay the subscription as mentioned above and fill in the form of membership shall be eligible to become the member. I prescribe the form of membership at Schedule A. These forms of membership shall be scrutinised and approved by the Board of Trustees they shall become the member. However, if any application form of membership is rejected by the Board of Trustees, such decision shall be confirmed by the General Body by simple majority. The next point is regarding the holding of election. For the said purpose I prescribe the form at Schedule B. These nomination forms shall be filled in by those who desire to contest the election. These forms shall again be scrutinised by the Board of Trustees and the same shall be accepted by the trustees by simple majority. If any such nomination form is rejected by the Board of Trustees such decision shall be confirmed by the General Body by simple majority. After these nomination forms are approved by the Board of Trustees they shall prepare the list of candidates who are eligible to contest the election and affix the same on the premises of the office of the trust. Thereafter the Secretary shall fix the date, time and place of election and give intimation of the same to each member who is eligible to vote at the time of election. If possible the Secretary may announce the same in the local newspaper for the information of the members of the trust. Thereafter the election shall be held under the supervision of the President of the trust who may be assisted by two or three trustees at the time of holding of the election.

The election shall be by ballot system and each member shall be eligible to cast one vote. After the election is held the President shall announce the names of the candidates who get the highest number of votes. After the election it shall be for the Board of Trustees to elect one President, one Vice President, one Secretary, one Joint Secretary and one Treasurer. Thereafter the Secretary shall submit a Change Report under Section 22 of the Act to bring on record the names of newly elected Board of Trustees. I accordingly incorporate all these provisions in the scheme that is settled.

8. I shall then refer to the number of Board of Trustees their qualification and duration. So far the duration is concerned as already mentioned above the same shall be for the period of 3 years. As regards the number of trustees I hold that the Board of Trustees shall consist of 7 members. As regards the qualification of membership I hold that any female adult person belonging to any community irrespective of caste, creed and religion but who is a Doctor and connected with medical profession shall be eligible to become the member of the said trust. So far the qualification of trustee is concerned I hold that any person who is the member of the trust for the period of not less than 2 years and who is not in arrears of subscription shall be eligible to contest the election. I accordingly incorporate all these provisions in the scheme that is settled.

9. I shall then refer to the number of Board of Trustees. Now it is seen that there are already 3 trustees on the record of the P.T. Register maintained under Section 17 of the Act. I therefore hold the said three trustees as the first Board of Trustees under the scheme. I, however, direct that this Board of Trustees shall continue in power till 31st December, 1979. One month prior to the expiration of their tenure they shall take steps to hold fresh election of the Board of Trustees as per the provisions of the scheme and the new Board of Trustees shall

come in force with effect from 1st January, 1980. The present Board of Trustees shall then cease to exist and handover the books of accounts and all other documents to the newly elected Board of Trustees. During the intervening period they shall take steps to enroll new members as per the provisions of the scheme and they shall keep the register of membership intact I further hold that those who are held the members of the Association as per the previous Rules shall continue to be the members but from the date of sanction of the scheme the membership shall be as per the provisions of the scheme. So far the first election to be held in December, 1979 is concerned I hold that those persons who have become the members till 30th November, 1979 shall be eligible to contest the election and also to vote at the time of election. In that case the present Board of 3 Trustees to vote at the time of election. In case the present Board of 3 Trustees fail to hold election as directed then any 3 members of the trust shall approach Deputy Charity Commissioner, Greater Bombay Region, Bombay shall appoint the committee of 5 members and direct them to hold the election within the stipulated time. If that also fails then it shall be lawful for the Deputy Charity Commissioner, Greater Bombay Region, Bombay to appoint the Board of 7 trustees and this Board of Trustees shall continue till 31st December, 1980 whereupon the said Board of Trustees shall take steps to hold election and the same procedure shall continue in future.

10. I shall then refer to the objects of the trust. When this trust was registered as Public Trust was registered as a Public Trust the objects were briefly mentioned as holding meeting of medical women and providing and circulating medical literature. It is necessary to elaborate these objects so that they are properly followed by the trustees in their day to day management and administration of a Public Trust. In this behalf I refer to clause 6 of the draft scheme submitted by the Applicants where in they have enumerated all these objects. I find that the said objects enumerated in the said clause are quite in keeping with the objects of the trust and the purpose for which, the said Association is created. I therefore accept the said objects and incorporate them in the scheme that is settled with slight modification.

11. As regards the other clauses of the scheme I have carefully perused the draft scheme submitted by the applicants, but I do not approve the same as some of the important clauses are lacking in the said scheme. Moreover, the scheme submitted by the Applicants will have to be modified in view of the decision taken by me as regards the mode of succession, membership, appointment of Board of Trustees, mode and manner in which the election should be hold etc. Hence I settle a new scheme altogether incorporating all the relevant clauses which are necessary for the day to day management and administration of a Public Trust.

12. I therefore, give my findings as above and pass the following order :

ORDER

“I hereby settle a scheme in respect of the above Trust annexed at Scheduled “A” to the Judgment. The affairs of the said Trust shall henceforth be governed by the provisions of the said scheme. No order as to costs”

Bombay,

Dated : 8th February, 1979.

Sd/-.....

(M. G. MADAN)

Deputy Charity Commissioner

With Appellate Powers,

Maharashtra State, Bombay.

**SCHEME FOR THE MANAGEMENT AND ADMINISTRATION
OF
ASSOCIATION OF MEDICAL WOMEN IN INDIA
(MUMBAI BRANCH) AT MUMBAI
PUBLIC TRUSTS REGISTRATION NO. E-6358 (MUMBAI)**

1. NAME, REGISTRATION OFFICE AND REGISTERED NUMBER OF THE TRUST :

This public charitable trust shall be designated and known by the name of Association of Medical Women in India situated at Mumbai hereinafter referred to as the said trust and the same is registered at No. E-6358 at Public Trusts Registration Office, Greater Mumbai Region, Mumbai. The registered office of the said trust shall be situated at the premises of the Association at IMA Building, Keshavrao Khadye Marg, Haji Ali, Mumbai – 400034.

2. PROPERTIES OF THE TRUST :

The properties of the trust shall consist of immovable and movables mentioned in the Schedule hereto and such other properties which belong to the said trust which may through error, oversight or inadvertence have remained to be mentioned in the Schedule. All these properties and new accretions, thereto and acquisitions, donations received thereafter shall be called the trust properties.

3. VESTING OF THE PROPERTIES :

The trust properties shall vest in the trustees for the time being under this scheme and shall be administered and managed by them subject to and in conformity with the provisions of this scheme.

4. MEMBERSHIP :

Any female adult person belonging to any community irrespective of caste, creed and religion but who is a Doctor and connected with medical profession and residing anywhere in the Union of India shall be eligible to become the member of the said trust and can apply for trusteeship and can vote at the time of election and can attend the General Body meeting of the Association.

The membership of the trust shall be as follows:

- (i) Ordinary members paying Rs. 500- annually.
 - (ii) Life members paying Rs.2000/- in lump sum
 - (iii) Affiliated Bodies, that is Medical Associations or Society or Scientific Body in India or abroad. Their subscription shall be decided by the Board of Trustees.
 - (iv) These fees will be amended as per the discretion of the trustees every three years
- She shall be enrolled as a member of the trust on making payment as mentioned above along with the application form prescribed at Schedule 'A'. All those who have paid up their subscription up-to-date at least two months prior to the date of election or annual general body meeting shall have right to vote at the election of the trustees as well as general body meeting. A register shall be maintained by the Secretary showing the membership of the said up-to-date. The Board of Trustees shall scrutinise the applications received for the membership and accept the same. The decision of the Board of Trustees shall be final in this

behalf and shall be taken by the simple majority. However, in case of any application for membership is rejected then such decision of the trustees shall be confirmed by the general body by simple majority.

5. ***DISQUALIFICATION OF TRUSTEESHIP:***

A trustee of the said trust shall be disqualified if:

- i. She acts against the interest and objects of the said trust and chooses not to abide by this scheme and rules and regulations framed there under and debarred by the trustees after hearing the member, a decision of the trustees by 2/3rd majority shall be final in this behalf.
- ii. She is convicted of criminal offence involving moral turpitude or offence under the Bombay Public Trust Act, 1950.
- iii. She is in arrears of subscription for more than two years.

6. ***OBJECTS OF THE TRUST:***

The objects of the trust shall be as follows :

1. To promote professional fellowship and co-operation among its members.
2. To further the interests of women's medical work in Bombay
3. To advance medical and allied sciences in all their branches.
4. To hold meetings and conferences of members of the Trust and of the medical profession in general and at convenient centres.
5. To arrange from time to time congresses, lectures, discussions and demonstrations on any aspect of medical and allied sciences.
6. To publish from time to time translations and other papers embodying medical research, in medical and allied sciences with grants out of the funds of the trust by establishment of scholarships, prizes or rewards as may be determined by the trustees.
7. To organise medical camps for providing medical relief during times of emergency.
8. To consider and express their views on questions and laws of India or proposed legislations relating to public health, medical profession and Medical Education and to initiate or watch over or take such steps or adopt such measures from time to time regarding the same as may be deemed expedient or necessary.
9. To maintain the medical library and for that purpose purchase books, newspapers, periodicals and instruments.
10. To arrange and organise refresher courses in any branch of medicine for the benefit of members and others of the medical profession.
11. To open clinics for the benefit of the poor.
12. To collaborate with other medical or voluntary organisations to further the objects of the trust.

7. ***BOARD OF TRUSTEES, THEIR DURATION AND QUALIFICATION:***

There shall be Board of Trustees consisting of 7 members and their duration shall be for the period of three years. The person who is continuously the member of the Association for not less than two years and who is not in arrears of subscription shall be eligible to contest the election of trusteeship. Two of the members who in the opinion of board of trustees, shall be useful and/or beneficial to the trust may be co-opted by the board of board of trustees, in addition to the aforesaid 7 members.

8. ***FIRST TRUSTEES :***

The following shall be the first Board of Trustees of the trust under the scheme :

- i. Mrs. (Dr.) W. Fernandes.
- ii. Miss (Dr.) A. Billimoria.
- iii. Miss (Dr.) M. Pardiwalla.

The above Board of Trustees shall continue in power till 31st December, 1979. One month prior to the expiration of their tenure they shall take steps to hold fresh election of the Board of Trustees as per the provisions of the scheme and new trustees shall come in force with effect from 1st January, 1980. The present Board of Trustees shall then cease to exist and handover the books of accounts and all other documents to the newly elected Board of Trustees. During the intervening period it shall be the duty of the present Board of Trustees, to enrol new members and to get the new register intact. The persons who are already the members of the Association as per the provisions of the previous constitution shall continue to be the members. But from the date on which scheme is sanctioned the membership shall be as per the provisions of the said scheme.

the In case the above Board of Trustees fail to hold the election before 31st December, 1979, due to some reasons or otherwise or due to negligence of the trustees then in that case any five members of the trust shall approach the Deputy Charity Commissioner, Greater Bombay Region, Bombay and then the Deputy Charity Commissioner, Greater Bombay may appoint a committee of the five members and direct them to hold election within the stipulated time. If they also fail then it shall be lawful for Deputy Charity Commissioner Greater Bombay Region, Bombay Suo Moto to appoint Board of Trustees of seven persons which shall then continue in power till 31st December, 1982 whereupon fresh election shall be held.

9. ***ELECTION OF TRUSTEES :***

Board of trustees shall be elected after every three years in the special general body meeting to be convened by the retiring trustees one month before the expiration of their period.

Further two months before the date of election the Secretary shall circulate notice to all members and /or advertise on the website of the said trust and/or at the notice board of the office of the said trust inviting the nominations in the prescribed forms from desiring candidates within two weeks from the date of publication. A member desiring to stand for election shall submit her application to the Secretary in the form prescribed as Schedule 'B'. The said notice shall contain the detailed schedule of election such as nomination to be submitted by the prescribed date, scrutiny of the nominations, date by which list of candidates should be put up, the last date of withdrawal of nominations and the election date, timing and venue. The said form shall be scrutinised by the trustees whose decision shall be final in that behalf, and taken by the simple majority. List of the candidates who desire to stand for the election should be published by the Secretary and placed on the notice board or website of the office of the trust one week prior to the date of election. Nomination received after the prescribed time shall not be considered. A notice giving date, time and place of election shall also be published on the notice board or website at the office of the said trust 15 days before the date of election. A notice of date, time and place of election shall be sent to every member who is entitled to vote at the election. Election shall be by ballot system and each voter shall have one vote. After election of new Board a change report under Section 22 of the Bombay Public Trust Act, 1950 shall be filed for substitution of the retiring trustees.

- (B) Whenever any trustees either original or substituted under the Scheme shall during their tenure of trusteeship die or be absent for six consecutive months from India without leave of

absence from the Deputy Charity Commissioner, Greater Bombay Region, Bombay or be convicted of a criminal offence involving moral turpitude or designed to be discharged from or released or become unfit or incapable to act in the trust or to execute the powers in her reposed under this scheme or remain absent for six consecutive meetings of the trustees without the previous permission of the President, the surviving or continuing trustees for the time being may appoint any other person or persons to be trustees or trustee in the place of trustees or trustee dying or being convicted as aforesaid or desiring to be discharged or refusing or becoming unfit or incapable to act or remaining absent for six meetings of the trustees, as aforesaid, for the unexpired period of the term, so nevertheless, that the number of trustees shall not be more than 7. If any vacancy occurs and no appointment in writing of a new trustee or trustees shall be made within three months from the happening of such event it shall be lawful for the Deputy Charity Commissioner, Greater Bombay Region, Bombay at any time after the expiration of such period by writing to appoint a new trustee or new trustees of this trust as she may think fit and as circumstances may require, for the unexpired term.

10. ***ANNUAL GENERAL BODY MEETING:***

Annual General Body Meeting shall be held at least once in a year and in the said meeting the Secretary shall submit a report of the work done during the year. She shall also place the accounts of income and expenditure during the year with the balance amount paid. Any other work proposed by the President or any other member after it is sanctioned by the President.

11. ***VESTING OF PROPERTY IN NEW TRUSTEES:***

So often as any new trustees or trustee shall be appointed as aforesaid, the Trust properties which for the time being are vested in the surviving or continuing trustee or trustees shall with all convenient dispatch be conveyed, assigned or transferred so that the same may be legally and effectually vested in such new trustee or trustees either solely or jointly with the surviving or continuing trustee or trustees as the case may require.

12. ***CONSENT OF NEW TRUSTEES TO ACT AND THEIR POWERS:***

Every new trustee appointed as aforesaid with her consent previously obtained in writing shall have the same power, authorities and discretions and shall in all respects act and be liable as if she had been originally appointed as trustee under this scheme.

13. ***VALIDITY OF THE ACT:***

Notwithstanding anything herein contained no act done bonafide by the surviving trustees or continuing trustee or trustees in the usual course of the administration of the said trust and which is otherwise authorised under the provisions of this scheme, the Bombay Public Act, 1950 and the rules made there under shall be invalid merely by reason of the fact that there was not the requisite number of Trustees for the time being.

14. ***OFFICE BEARERS:***

- A. The board of Trustees shall elect among themselves one President, one Vice President, one Honorary Secretary and Joint Secretary and One Treasurer at the beginning of each year and the office bearers so elected will hold the office for one year and thereafter until a new office bearer is elected as aforesaid.
- B. In case of death, retirement of the office bearers during the year, vacancy shall be filled up by the Trustees by electing a new office bearer in her place up to the end of that year.

- C. The President should have necessarily completed two terms on Board of Trustees as office bearer [Vice President, Honorary Secretary, Joint Secretary and Treasurer]
- D. Two of the members who in the opinion of Board of Trustees, shall be useful and/or beneficial to the trust may be co-opted by the Board of Trustees, in addition to the aforesaid 7 members, for the unexpired term of the Board of Trustees and shall hold the office till the next general election

15. ***DUTIES OF OFFICE BEARERS:***

The following shall be the duties of the office bearers:

All the trustees shall work as a unit under the President

President

- i. To preside over the meeting of the trustees and of the General Body.
- ii. To fix the date, time and place of the meeting.
- iii. To look after the affairs of the trust.
- iv. To get the resolution passed by the Trustees and by the general body, implemented through the Secretary.

Vice-President

She shall do the work of the President in her absence and participate in the activities as required from time to time

Honorary Secretary

- i. To prepare the agenda of meeting of the Board of Trustees in consultation with the President
- ii. To prepare the agenda of meeting of the General Body in consultation with the President
- iii. To convene the meeting of the Trustees and the General Body with due consent of the President.
- iv. To write Minutes of all the Meetings and to read them out in the meeting.
- v. To maintain the proceedings book, including the roll of the trustees and the members present and to examine the receipt books and vouchers and then pass on to the trustees.
- vi. To look after correspondence.
- vii. To preserve the record of the Trust.
- viii. To maintain the register of members of the Trust.

Joint Secretary

She shall do the work of the Secretary in her absence and assist the Honorary Secretary as required.

Treasurer

- i. To write down the day-to-day accounts of the said trust under the directions and supervision of the trustees.
- ii. To maintain all the records pertaining to the accounts of the said trust.

In addition to the above duties, the office bearers shall do such other work allotted to them by the Board of Trustees.

16. ***ORDINARY AND SPECIAL MEETING:***

The trustees shall hold at least one meeting every two months and this meeting shall be called the ordinary meeting of Board of Trustees. The trustees may also hold additional meetings and such meeting shall be called Special Meeting of Board of Trustees. They shall convene the meeting of the General Body at least once in a year, such ordinary and special meeting of the trustees and General

Body will be held at such time and place as the President determine and shall be called by the President.

17. ***REQUISITION MEETING OF TRUSTEES:***

The President shall also call a Meeting of the Board of Trustees on requisition made to her in writing by any three of the trustees or any five members of the said trust specifying the purpose for which such meeting is desired to be held. In the event of no meeting being called and held by the President within two weeks from the receipt by her of such requisition, the requisitioners may themselves call meeting. In the event of there being no President any trustee may at any time call meeting. A meeting held under the provisions of this clause shall be held only at the office of the trust and during office hours.

18. ***NOTICE OF MEETING OF TRUSTEES:***

Notice in writing of every meeting of the Board of Trustees shall be delivered or sent through the post to each trustee at the address at least two clear days before the date of the meeting provided that in the event of the Trustees framing regulations and prescribing some other mode of giving notice, the notice shall be in accordance with such regulations.

19. ***QUORUM OF MEETING OF TRUSTEES:***

There shall be a quorum when at least five trustees are present at any meeting of the Trustees. If a quorum shall not have assembled within quarter of an hour after the time appointed for the meeting, the meeting shall be adjourned for 30 minutes After 30 minutes the adjourned meeting shall take place even if there is no quorum and same meeting will be valid. The quorum at the time of the General Body Meeting shall consist of 1/3rd of the members enrolled in the Register.

20. ***RESOLUTION BY MAJORITY:***

Every Resolution or Question submitted to a meeting of the Board of Trustees or the General Body shall be decided by a majority of votes of the trustees or the members present at such meeting and voting on the question. Each trustee or the member shall have one vote but in the event of an equality of votes, the President of such meeting shall have a second or casting vote whether or not she has previously voted on the question. Any resolution of the Trustees or the members may be rescinded or varied from time to time.

21. ***CIRCULAR:***

Any matter of business of routine or formal or urgent nature may be determined by Circular without meeting of the trustees provided that it is agreed to unanimously by all the trustees. In case of difference of opinion such question shall be dealt with at the next meeting.

22. ***MINUTE BOOK TO BE KEPT:***

- a. Separate Minute Books of the Meeting of the Trustees and the General Body shall be kept in which shall appear :
 - i. A clear report of the proceeding at each of the meeting.
 - ii. A copy of each notice convening the meeting of and of each Circular on which a decision has been arrived at.

- b. Minutes shall be read over to the trustees or the members as the case may be at the next meeting and when confirmed shall be signed by the President of such meeting.
- c. In case of difference of opinion at the time of confirmation of proceeding of a previous meeting the minutes shall be confirmed according to the sense of the majority of the trustees or the members present.

23. ***PAYMENT OF MANAGEMENT EXPENSES:***

The trustees shall out of the rents, profits, income and interest of the trust properties in the first instance pay all the taxes, rents, assessments and other necessary outgoing and in the next place all the proper costs, charges and expenses of incidental to the administration and management of the trust properties as well as the cost of current and ordinary repairs to and the upkeep of the immovable properties and thereafter set apart 2% of the total gross income as reserve fund for the purpose of heavy repairs, renovation, rebuilding of the immovable and spend the balance for the objects of the trust hereinbefore mentioned.

24. ***REPAIRS:***

The trustees shall keep in good and substantial repairs all immovable properties belonging to the Trust.

The trustees shall invite tenders for repairs, construction, alterations, modifications if such expenditure exceeds Rs.5,000/- provided the work is not done departmentally.

25. ***ACCOUNTS TO BE KEPT:***

The Trustees shall keep and maintain regular accounts of the trust properties and income and shall get the accounts audited and filed with the Deputy Charity Commissioner, Greater Bombay Region, Bombay in accordance with the provisions of the Bombay Public Trusts Act, 1950.

26. ***BANK ACCOUNT:***

- i. The trust funds and the moneys shall be invested in accordance with the provisions of Section 35 of the Bombay Public Trusts Act, 1950 and the trustees shall have also power to convert securities of one type into other subject to the said provision of the Act.
- ii. The Trustees shall not ordinarily keep in hand more than Rs. 5000/-.
- iii. All accounts in the Banks shall be maintained in the name of the Trust and if that is not possible or practicable in the name of the President, Secretary or Treasurer, such accounts shall be operated jointly at least by two of them one of them shall be the President.

27. ***POWER TO SELL, MORTGAGE:***

The trustees shall have power to sell, mortgage, exchange, gift or lease out any immovable property belonging to the trust subject to the conditions and restrictions as laid down by Section 36 of the Bombay Public Act, 1950.

28. ***REGISTER OF MOVABLE AND IMMOVABLES:***

The trustees shall maintain in a pacca bound book the list of movable and immovable properties of the trust, and keep it up to date by making additions to the same and when new properties are purchased or acquired or disposed of by the trust. Such first list or register shall be signed by all the trustees and by any new trustee when appointed. Trustees shall physically verify the list of register at least once in a year.

29. ***EMPLOYEES:***

The Trustees shall have power to appoint clerks, agents, and other servants or employees as they may require for the management of the trust on such terms and conditions as to salary, wages, dearness allowances etc. As trustees may consider proper for the purpose of carrying on the trust affairs and shall have power to dismiss any such employees as they think fit and proper in their discretion. The persons as aforesaid so appointed shall be paid in cash and not in kind.

30. ***RESIDENTIAL LICENCE TO THE EMPLOYEES:***

The trustees may allow any servant of the said trust appointed by them to occupy such room or rooms as their licence on such conditions as they may deem fit and proper.

31. ***RECEIVING OF SUBSCRIPTIONS OR DONATIONS:***

The Trustees shall be at liberty to accept either unconditionally or upon such conditions as they may approve of but shall not be inconsistent with or calculated to impede the due working of the scheme, any subscription and/or donation in money or in kind in aid or for the purpose of the said trust.

32. ***LIABILITY OF TRUSTEES:***

The trust shall be respectively chargeable only for such moneys and securities as they shall respectively, actually receive, notwithstanding, their respectively signing and receipt or cheque and shall not be responsible or answerable for the act, receipts, omissions, neglects and defaults of any banker, auctioneer or other person with whom or into whose hands any trust moneys or securities shall be deposited or for any other loss unless the same shall happen through their own negligence, default or omissions, breach of trust, misapplication or misconduct.

33. ***COLLECTION BOX:***

The Trustees shall install a collection box at Trust premises duly locked and sealed with some accessible board requesting the visitors to put up their donations in the said box. It shall be opened at least once in three months in the presence of at least 2 trustees.

34. ***REIMBURSEMENT OF TRUSTEES:***

The Trustees or Trustee for the time being may reimburse themselves or herself or pay and discharge out of the trust properties all expenses incurred in or about the execution of the trust or powers under this scheme or any of them. The trustees or trustee shall be also entitled to pay their co-trustees or trustee all costs, charges and expenses which they or any of them shall or may suffer or sustain on or about the execution of the said trust and powers or in relation thereto and also either before or after the appointment of any trustees or trustee as aforesaid to settle, adjust and allow the amount of any such trustees or trustee.

Provided however, that this right and/or power of reimbursement shall not be operative in case of trustees or trustee who are held liable for loss caused to be trust by their acts or omissions.

35. ***POWER TO FRAME RULES:***

The trustees shall have power from time to time to make such rules and regulations as they may think

fit and proper for the administration and carrying into effect all the provisions of this scheme and to provide for the management of the trust and the trust properties and also from time to time to alter any such rules and regulations or to repeal any of them and substitute other in place provided always no such rules and regulations as framed or subsequently amended shall in any manner be inconsistent with any of the provisions of this Scheme or the Bombay Public Trusts Act, 1950 of the Rules made there under.

Provided further that the rules or amendments thereto, framed by the trustees, under this clause shall not come into operation unless the same are placed before the General Body Meeting and passed by simple majority and thereafter a copy of it certified to be true copy by at least five of the trustees has been filed with the Deputy Charity Commissioner, Greater Bombay Region, Bombay and sanctioned by him.

36. ***REFERENCE TO CHARITY COMMISSIONER IN CASE OF DISPUTES:***

If any dispute arise about the interpretation or construction of any of the clauses or provisions of the Scheme the matter shall be referred to the Charity Commissioner, Bombay whose decision shall be final and conclusive.

SCHEDULE

(1)	Furniture	..	..	Rs. 02,500/-
(2)	Microscope	..	..	Rs. 12,600/-
(3)	Refrigerator	..	..	Rs. 02,600/-
(4)	Fixed Deposits	..	..	Rs. 2,49,000/-
(5)	Recurring Deposits:			
	(i)	..	..	Rs. 10,800/-
	(ii)	..	..	Rs. 02,080/-

SCHEDULE 'A'

AnnexureI covering letter for ordinary member

Residential Address :

Date :

To,
The Secretary,
Association of Medical Women in India (Mumbai Branch)
MUMBAI

Madam,

I wish to be a member of the above trust registered at No. 6358 (MUMBAI)

I have read the scheme of the trust and undertake to abide by the said scheme and rules and regulations framed there under :

I declare that :

1. My Name is :
2. My age is :
3. I have studied upto:
4. I am resident at the above address since :
5. I send herewith my Annual Subscription of Rs. _____ for the year _____
6. Life membership fees of Rs. _____
7. Other membership specify :
strike out whichever not applicable

Duly admitted on _____

Yours faithfully,
Sd/-

SCHEDULE 'A' - II

Association of Medical Women in India

Mumbai Branch

Public Charitable Trust, Mumbai Reg. No. E 6358

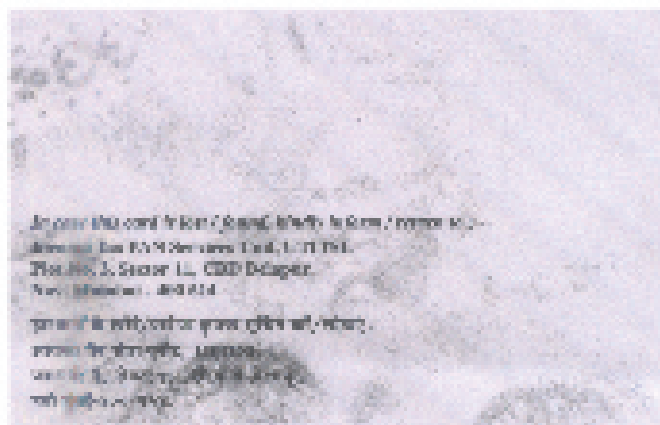
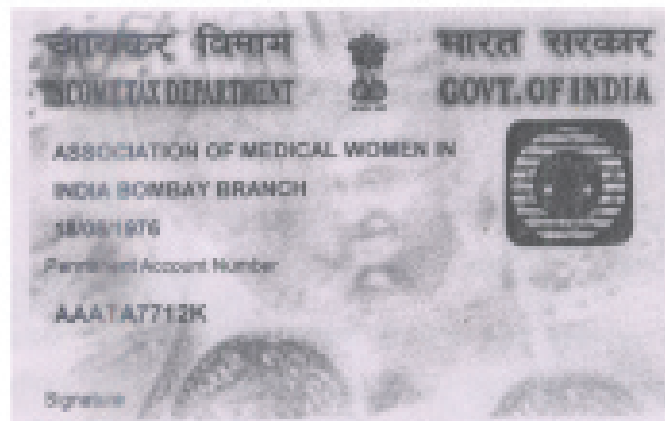
Regd. Office : IMA Building, 2nd Floor, Keshavrao Khadye Marg, Mumbai - 400 034.

Membership Form

Name	:			
Date of Birth	:			
Address	:			
Tel. No. (Landline)	:		Mobile :	
E-mail ID	:			
Degrees	:			
Hospital	:			
Proposed by :	:			
		(Name)	(Signature)	(Membership No.)
Seconded by :	:			
		(Name)	(Signature)	(Membership No.)
Date of receiving Application	:			
Payment Details	:	Cheque / DD / Cash (kindly circle as appropriate)		
Cheque No. & DD No.	:			
Issue on	:		Bank Details	
			Name & Branch	

Signature of Applicant

Kindly send cheque / DD favouring 'Association of Medical Women in India (Mumbai Branch)' for Rs. 2050/-. (Rupees Two Thousand Fifty Only) to
The Secretary, AMWI (Mumbai Branch),
2nd Floor, IMA Building, Keshavrao Khadye Marg, Mumbai-400034.

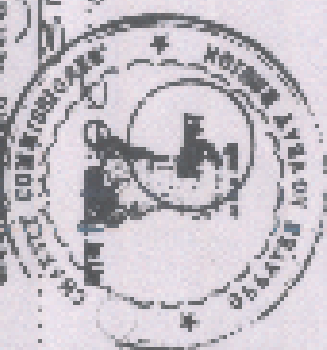


~~10/11/11~~

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कागारे प्रकाशना देण्डा येथे जी, काशी काँग्रेस फोरम, साह्यद्री विभाग, कागसा ही काढ, पुर्वी साह्यद्री विभाग
 कागसा अधिविभाग, १९५० (का १९५० या पुर्वी अधिविभाग कागस २५) कागसचे हस्तांतर (अनुमति) दि. २५/१२/५० येथे
 देवीस साह्यद्री विभाग कागसा नोंदली कागसापास देवीस (२५) येथे विभाग काशी काढे.

[Faint handwritten notes, possibly "The end of the world"]

[illegible]

10/10/2020

OFFICE OF THE DIRECTOR OF INCOME-TAX (EXEMPTION),
3RD FLOOR, PIRAMAL CHAMBERS, PAREL, MUMBAI-400 012.

ORDER NO. DIT(E)/HC/80G/1862/2010-11

Name & Address of the Trust/
Institution/Association

ASSOCIATION OF MEDICAL WOMEN IN
INDIA BOMBAY BRANCH
C/O, CAMA & ALBESS HOSPITAL,
MAHAPALIKA MARG,
MUMBAI- 400 001.

PAN

AAA TA 7712 K

12-A Registration No.

TR/4081 dated 24.10.1977

Date of filing

09.03.2010

Date of Order

21.06.2010

CERTIFICATE UNDER SECTION 80-G OF THE I. T. ACT
(INITIAL/RENEWAL)

On verification of the facts stated before me/hearing before me I have come to the conclusion that this organization has satisfied the conditions u/s.80-G of the I.T. Act, 1961. It shall henceforth satisfy the conditions u/s.80-G(5) as laid down below:

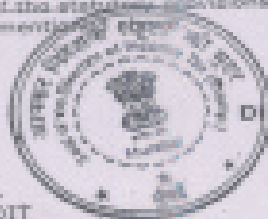
1. The Donor Institution shall forfeit this benefit provided under the law if any one of the conditions stated herein is not applied with/outletted/abused/whitened down or in any way violated.
2. This exemption is valid for the period from 09.03.2010 ONWARDS and subject to the following conditions:

CONDITIONS :

- i. You shall maintain your Accounts regularly and also get them audited to comply with section 80-G(5)(iv) read with section 12A(b) of the I. T. Act.
- ii. Every receipt issued to a Donor shall bear the number and date of this order and shall state the date upto which this certificate is valid.
- iii. No change in the Deed of the Trust/Association shall be effected without due procedure of law i.e. by the order of the Jurisdictional High Court and its intimation shall be given immediately to this office. Change in the address/trustees or any other changes in the Trust shall be intimated forthwith & approval would be sought from the Competent Authority/DIT(E), under the relevant rules & provisions.
- iv. Under the provisions to section 80-G if you are registered u/s.12A, u/s.13AA(1)(b) or approved u/s.10(23), 10(23C)(v)/(vi), etc., shall have to maintain separate books of accounts in respect of any business activity carried on u/s.80-G(5)(a) and shall intimate it within one month of commencement of such activity to this office.
- v. Under the provisions of section 80-G any donation received shall not be utilised for the purpose of any such business carried on whether directly/indirectly.
- vi. While issuing the certificate to the Donor the commitment made above should be honoured and it shall not be abused/used in any other purpose.
- vii. The Institution shall ensure that no Non-Charitable purpose shall be served or sought to be served by the Trust/Society/Non-Profit Company as is informed in terms of Yograj Trust reported in ITR 777 (8C).
- viii. It shall be ensured that at no time you shall utilise the Institution or its funds for the benefits of any particular Religious community or caste prohibited u/s.80G(5)(ii).
- ix. This office and the Assessing Officer shall also be informed about the Managing Trustee/Manager of your Trust/Society/Non Profit Company and the place where the activities of the Trust/Institution are undertaken/likely to be undertaken to satisfy the claimed objects.
- x. In case Renewal is not sought from this office the manner in which the Assets shall be used/the purposes for which they shall be used shall be immediately informed to this office.
- xi. Religious expenditure should not exceed more than 5% of its total income and in case of any contravention the same would be intimated forthwith in writing to the DIT(E), Mumbai.
- xii. The certificate u/s.80G of the I.T.Act 1961 does not automatically exempt the income of the Trust/Institution.
- xiii. This certificate u/s.80G of the I.T.Act would be liable to be recalled/review and may be withdrawn, in case of any contravention of the statutory provisions as contained in the Income Tax Act/Rules, 1961 or any of the conditions mentioned above.

Copy to :

1. The applicant as above.
2. Guard File, ITO(Tech)DIT



(R. K. SINHA)

Director of Income Tax (Exemption),
Mumbai.

(PANKAJ MEHTA)

Income Tax Officer (E)(Tech.)
For DIT(E), Mumbai.



MAHARASHTRA MEDICAL COUNCIL, MUMBAI

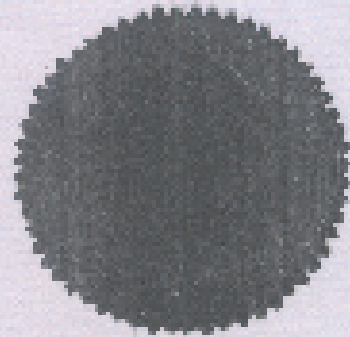
No. MMC / CME / Accred / 487 / 2011

Dated 29/08/2011

CERTIFICATE OF ACCREDITATION

This to certify that, ASSOCIATION OF MEDICAL
WOMEN IN INDIA

is accredited by Maharashtra Medical Council for conducting CME Programmes/
Workshops / Seminars / Short Courses / Conferences.



Dr. Shivendra
Registrar

Maharashtra Medical Council

This certificate is valid for 5 years from the date of issue.