



## WOMEN IN NEPHROLOGY - INDIA

Reg No. 355/2021

Registered office: Department of Nephrology, Gandhi Hospital, Hyderabad 500071

Mail: info@winindia.org | womennephrologyindia@gmail.com

### Patrons

Dr. Muthu Jayaraman

Dr. Anuradha Raman

Dr. A.Vimala

Dr. Nandita Chowdhary

Dr. Kumud Mehta

Dr. Neela Prasad

Dr. Tamilarasi

Dr. Urmila Anandh

President

Dr. Manisha Sahay

Vice President

Dr. Manjusha Yadla

General Secretary

Dr. Shruthi Tapiawala

Joint Secretary

Dr. Swarnalatha Guditi

Treasurer

### Executive Members

Dr. Arpana Iyengar

Dr. Anita Saxena

Dr. Arpita Roy

Dr. Sonal Dalal

Dr. Anupama YJ

Dr. Manjuri Sharma

Dr. Kalpana Mehta

Dr. Soumita Bagchi

### Women In Nephrology - India

#### Memorandum of Association

1. Name of the Society : Women In Nephrology –India
2. Location of Office : Department of Nephrology  
Gandhi Medical College and Hospital, Musheerabad  
Hyderabad, Telangana 500 072.
3. AIMS and Objective
  - I. To make non profit and non commercial Association of Women Professionals practicing in the field of Nephrology and allied basic and applied sciences.
  - II. To Advance the knowledge , the study and the practice of the discipline of Nephrology, including the subject of the Pediatric Nephrology, Interventional Nephrology, Preventive Nephrology etc in every possible way
  - III. To encourage Research in science of Nephrology.
  - IV. To hold Meetings, Conferences, Exhibitions, study circle or gathering for the study and discussion of problem relating to and allied with the science and practice of Nephrology
  - V. To hold Advocacy Meetings, Exhibition activities for Public education and awareness about Kidney disease through Women in Nephrology –India Kidney Foundation.
  - VI. To organise or participate in Medical Camps for early detection of Kidney Disease and work in the field of Preventive Nephrology
  - VII. To Institute awards for Young Nephrology for doing research and presenting their work at the Annual Meetings / other forums of the society.
  - VIII. To provide instructions and education to deserving persons in the science of Nephrology
  - IX. To make pecuniary by way of scholarship, donations, subscriptions, allowances gratuities and other means to and for the benefits of deserving students, scholars and other persons who are worthy of receiving such grants.
  - X. To make rules prescribing standards of professional conduct of members of the society and to suggest and help authorities for forming laws and code of conduct by Nephrology Professionals.
  - XI. To make eNewsletter, eJournals, eLibrary or any other education material in other media or any matter relating to the science or practice of Nephrology or the life work of eminent persons in the field available.
  - XII. To study, advise on, or to take part in the framing of laws affecting the science or the practice of Nephrology



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XIII. To cooperate with other association or individuals to promote the objects of the society

XIV. To maintain a Registry of Kidney diseases prevalent in India for update of science and Knowledge of practice in Nephrology

XV. To foster expertise –building relationships in the domain of clinical research between experienced nephrologists (Mentor) and young nephrologists (Mentee) through a mentorship program.

1. Certified that the association is formed with no profit motive and no commercial activities in its working
2. Certified that the bearers are not paid from the funds of association
3. Certified that the association would not engage in agitational activities to ventilate to grievances
4. Certified that the office bearer's signature are genuine

### Declaration

We undersigned persons in the memo have formed in to an Association and responsible to run the affairs of the Association are desirous of getting the Society registered under Public Societies Registration Act, 35 of 2001

Secretary Signature

President Signature

### Witnesses

S. No.	Name of the Office Bearers & S/O, D/O, W/O	Designation of their Local Standing in the Society	Occupation	Residential Address	Pan No.	Aadhar No.	Signature
01							
02							



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Dr. Soumita Bagchi

### Document No. – II

#### Memorandum of Association

1. Name of the Society : Women In Nephrology India
2. Location of the Office : Department of Nephrology  
Gandhi Medical College and Hospital  
Musheerabad, Hyderabad, Telangana 500072
3. Members : This Society is for Women Members ONLY

**3.1 Life Members:** A person who has obtained the degree of DM in Nephrology from a University recognized for this purpose by the National Medical Council (Medical Council of India), or the Diplomate in Nephrology of the National Board of Examinations, or a qualification in Nephrology from countries overseas recognized as equivalent by the Governing Body, or a qualified person (MD/MS/Diploma) engaged in teaching, research or the practice of other disciplines of medicines allied to Nephrology such as Pathology, Pharmacology, Physiology, Biochemistry, Surgery, Obstetrics & Gynaecology, Immunology, Nuclear Medicine, Genetics, Molecular Biology or Biotechnology and whose work has a bearing on Nephrology may be admitted to the Membership of the society. Qualified Paediatricians with an MD or the Diploma of the National Board of Examinations in Pediatrics and who have completed a minimum of one year working with a recognized Pediatric Nephrologist, and have thereafter completed one year in the practice of Pediatric Nephrology will also be eligible to apply for Membership of the society. Membership fee may be by a single payment, the quantum of which shall be laid down from time to time by the Executive Committee, be admitted as Life Member. And an annual subscription also needs to be paid to continue as Life Member, the quantum of which would be as laid down by the Executive committee

**3.2 Associate Members:** Any person who lacks the qualifications mentioned above, but is working in a department of Nephrology in some capacity, may be admitted as an Associate Member. Such membership would include Postgraduate students in Nephrology, Internal Medicine, Pediatrics, Technicians in Nephrology, Nurses and Administrators, and Transplant coordinators. Associate members may attend the conferences of the society and receive the education material of the society but will not be members of the general body and will not have the right to vote in the elections for Office bearers. There shall be no life membership for association members. Associate members have to pay amount, the quantum of which would be as per rules laid down by Executive committee. Associate members may choose the duration of membership and pay annual subscription fee as laid down by the Executive committee.

3.1.1 Applications for membership shall be in the form prescribed by the Executive Committee shall be proposed and seconded by Life Members of the Society and should be received by the General Secretary of the Society at least one month before the date of Annual Meeting of the Executive Committee and such as are considered by the Executive Committee and such as are considered suitable by the Governing Body shall be admitted to the Membership. The entry fees would be



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collected at the time of application for membership. Membership may be applied online in website as per the rules laid down by Executive committee.

3.1.2 Members will be enrolled to "Women In Nephrology –India " only after their membership is confirmed by the Executive Committee and on payment of membership fees as decided by the Executive Committee from time to time.

#### 3.2 Cessation of Membership:

Any member may resign her membership of the society by giving notice in writing to the Secretary. On receipt of such notice by the Secretary, she will cease to be member.

A member may take a complaint to the committee about conduct of any member which is not in keeping with norms of behaviour expected by the society. Executive Committee may enquire into such allegation, and, if it so decides, may recommend to the General Body that the accused member should be given the opportunity to present her case to the General Body in person or in writing and may be removed from the membership of the society only if two thirds of the members. A Member so expelled may be readmitted if the Executive Committee makes recommendation to that effect to the General Body and of two thirds of the members represent and voting are in favour of his or her readmission.

#### 3.3 Register of Members:

An online register of members containing their names and addresses shall be maintained and brought up to date as and when members are admitted or old members cease to be members. Change of address should be recorded which they are communicated to by the members concerned. A copy of the register shall be circulated to all the members of the society once in three years.

### 4. Privileges of Membership

All life members and other members of the association shall be entitled to participate in all activities of the Society and shall receive a copy of eNewsletter and eJournal, if started. The Life members shall be entitled to vote for the election of office bearers.

#### 4.1 Fellowship of the Women in Nephrology – India

Any member deemed by the Scientific Committee to have exceptionally distinguished herself in the academic field to have performed exceptional services to the Society may be nominated to the Fellowship of the society with approval of the General Body.

Fellowship is an honour awarded by the society, and does not carry with it any rights or privileges. Candidates should be proposed and seconded by Fellows. A fellowship fee shall be paid on one occasion only, on entry to the Fellowship.



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4.2 The affairs of the society shall be managed by the Executive Committee

4.3 Composition of the Executive Committee will be as under

President / Chairperson

Vice President/Vice–ChairPerson

Secretary

Joint Secretary

Treasurer

Executive Member

Executive Member

4.4 Term of Office

The President, Vice President, Secretary, Joint Secretary and Treasurer and Executive member shall hold the office for TWO years.

4.5 The President and the other office bearers will hold office TWO years. On completion of her term the President shall not offer herself for election to any post on the Executive Committee

4.6 All other members of Executive Council shall be elected for a term of TWO years. No member may serve in the same post for more than 2 terms.

4.7 The terms of office of the elected members of the executive committee shall be from the inaugural function of the annual conference at which the outgoing President shall formally hand over the Presidentship of the society, who will then introduce and induct the newly elected members of the Executive Committee, and deliver her address.

4.8 The term year shall apply to the period from the Inaugural function of one Annual Conference to the Inaugural Function of the next, although the period may be a few days or less than 365 days.

### 5. Powers of the Executive Committee

5.1 The Executive Committee shall manage the affairs of the society and so all facts as may be required in accordance with the constitution of the society.

### 6. Elections:

6.1 Elections shall be conducted by an electoral officer who shall be nominated by the Executive Committee at its Annual Meeting from among the members present at the Annual conference. Once nominated, the officer concerned shall liaise with the secretary to conduct the elections.

6.2 Nominations for the anticipated vacancies on the Executive Committee shall be called for



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by the Secretary in the month of January each years. Nominations should be received by the last day of February, and ballot papers should be dispatched to all members by the end of March. Completed ballot papers should be sent directly to the Electoral Officer and should be received by her before the end of April. The Electoral officer should announce the results in all letter to the secretary dated not later than May 7 of the year.

6.3 The nomination shall be signed by one Life member of the society as proposer any by another as secondary and should also be signed by the candidate.

6.4 Candidates shall be signed by one Life Member of the Society as proposer and by another as secondary and should also be signed by the candidate.

6.5 Candidates for election as President should have served at least one term of TWO years on the Executive Committee. For all other posts, only members who have been in the society for a minimum of one year may stand for election to the Executive Committee.

6.6 No candidates shall stand for election to more than one post at any one time.

6.7 Any member of the Executive Committee may resign her post by giving notice in writing to the President. The resignation shall take effect from the date of its acceptance by the Executive committee.

6.8 If a vacancy arises in the office of President otherwise than by due completion of the term of office the Vice President shall take over as President, and will complete the remainder of that term, and thereafter continue in her own term till its completion at the Inaugural Function of the next annual conference at which she will hand over to the President. A vacancy in the office Secretary shall be filled by the Joint secretary. If the post of the Treasurer falls vacant the General Secretary shall co-opt another member from his own city with the approval of the Executive Committee

### 7. Function of the Office Bearers.

7.1 The President shall be in overall charge of the policies and direction of the society. She shall preside over all the ordinary and extraordinary meetings of the executive committee and the General body and over the Inaugural and Valedictory functions of the annual conference. She shall chair all Guest lecturers and Orations of the society at the annual. She shall deliver a Presidential address at the Inaugural function of each conference. At the Inaugural session of Annual conference at the end of her term she shall induct her successor.

7.2 The President shall be member of the Executive committee and shall take part in all its deliberations

7.3 In the absence of the President at any meeting the Vice-President will preside over the meetings

7.4 The Secretary shall be subject to the directions and the regulation of the Executive Committee. She shall and will maintain the correspondence of the society and will be in all meetings, and perform all the tasks incidental to the office.



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*Joint Secretary*

**Dr. Swarnalatha Guditi**

*Treasurer*

### Executive Members

**Dr. Arpana Iyengar**

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**Dr. Sonal Dalal**

**Dr. Anupama YJ**

**Dr. Manjuri Sharma**

**Dr. Kalpana Mehta**

**Dr. Soumita Bagchi**

7.5 The Treasurer shall maintain the accounts and finances of the society.

7.6 All cheques shall be signed by any two of the following the President, the Secretary and the Treasurer

7.7 The Executive committee may appoint committees consisting of members.

7.8 To borrow or raise money from time to time in such amounts and in manner upon each as the Executive Committee may think fit, either without the security or upon the security of the whole or any part of the assets of the society, and for this purpose the society may authorize such number of persons by passing a suitable resolution in the meeting of the Executive Committee.

7.9 The funds of the Forum can be invested only in forms and modes prescribed in section 11(5) of the Income Tax Act 1961.

### 8. Accounts

The Treasurer shall cause compilation and completion of true and complete accounts of the transactions of the forum and shall cause such accounts to be balanced as on 31st day march, every year.

8.1 A balance sheet shall be prepared as on the 31st day march every year as well as revenue and expenditure accounts for the twelve months ending with 31st march.

8.2 The accounts of the Forum shall be audited by an auditor i.e. Chartered Accountant duly appointed for the purpose who shall make a report thereon to the General Body.

8.3 (I) Executive Committee shall consist of seven members out of them the following office bearers shall be elected by the E.C. viz 1. President 2. Vice – President 3. Secretary 4. Joint Secretary 5. Treasurer 6. Executive Member 7. Executive Member and the remaining persons all the Executive Committee Members.

(II) The members of the Executive Committee (Governing Body) shall be duly founded to at least the signatures of the Outgoing Government Body tally with the annual list as filed with the registrar of societies before 15 days the succeeding month in which elections were held.

#### 8.4 Audit

Auditors of the Forum shall be appointed and their remuneration shall be fixed by the Executive Committee

The auditor so appointed shall be a chartered accountant within the meaning of the chartered accountant act.



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### 9. Meeting

- 9.1 General Body: The annual general body meeting shall be held each year during the annual conference of the society. The President shall preside over the meeting. In her absence, the meeting will be chaired by the Vice-President, and in her absence the immediate Past President, and in her absence by one of the other members of the executive committee, who shall be selected by show of hands among the members present, the notice of the meeting, and the agenda thereof, shall be posted to all the members at least 30 days before the date of the meeting
- 9.2 The secretary shall present the minutes of the previous meeting of the General Body, a report of the activities of the society in the preceding year and a summary of the deliberations of the governing body.
- 9.3 The Treasurer shall present an audited report of the accounts of the society
- 9.4 On receipt of the request signed by at least 25 members of the society, the President may convene an Extraordinary General Body meeting at such place and time as she may decide. Any requisition for an extraordinary meeting shall the objects for which the meeting is requested. The quorum for such a meeting shall be 25 members.

### 10. Executive Committee

The Executive Committee shall meet during the annual conference prior to the annual general body meeting. Notice of such meeting shall be posted to the members of the Executive Committee at least 30 days before the scheduled date of the meeting.

- 10.1 In addition to the annual meeting of the Executive Committee held during the annual conference of the society, the President may at her discretion call for any other meetings at any other places. The quorum for such a meeting shall be 6 members.
- 10.2 If the Chairman and Executive Committee so please, any business of the Executive Committee may be transacted by post Instead of at a meeting.

### 11. Annual Conference of the Society

Members of the Society may request the President or the secretary in writing to have the privilege of the Organizing the Annual Conference. The final decision of where to hold the conference shall vest with the General Body. In the absence of a suitable offer, the General Body may request an individual member to undertake the responsibility. At the annual meeting of the General Body the venue and the organizing secretary of the conference two years in advance may be decided.





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### 12. The Scientific Committee

While the physical organization of the conference will be in hand of the organizing Secretary, the Executive Committee shall nominate five members of the society in a scientific committee, whose term will be 2 years and which will decide which of the free communications shall be accepted for presentation. In consultation with the Organizing Secretary, the Scientific Committee will decide on the list of speakers at the CME Programme. The Committee will also be responsible for choosing candidates for oration awards and for training fellowships

- 12.1 The Scientific Committee shall select suitable candidates from among those nominated for the fellowship of the society and shall present these names to the Executive Committee for approval after which they may be admitted to his Fellowship.
- 12.2 As far as possible, the members of the Scientific Committee may be from different areas of the Country.
- 12.3 The Organizing Secretary shall remit to the society 50% of the sums saved from the moneys collected for the conduct of the Annual Conference.

### 13. Amendment and Repeal of the Constitution

The members of the society shall have the right and the power to add, amend alter or repeal any of the provisions of the constitution of the society. Any member desirous of thus modifying the constitution should give notice of such intention in the form of a resolution which should be proposed by one life member and seconded by another. The notice should reach the President at least 90 days before the annual general body meeting of the society and the full text of the resolution should be circulated to all the members of the society, being posted at least two thirds of the members present and voting are in favour.

- 13.1 Any proposal which has been discussed after due notice and has been rejected by the General body, having obtained assent from less than two thirds of the members present and voting, may not be brought up for discussion again for the next 2 years.
- 13.2 In case the Forum is registered under section 12A of the Income Tax Act 1961, then any amendments will not have effect unless the same are approved by Director of Income Tax (Exemption).
- 13.3 None of the office – bearers of the society shall be allowed to use the funds or the assets of the society, or allowed to derive any benefit either directly or indirectly from the society as stipulated U/s. 13(1) of IT Act.
- 13.4 The Women in Nephrology –India can be dissolved if the 3/4th of the members present at the meeting convened for the purpose decides so if on the dissolution of the society there shall remain after satisfaction of the debts and liabilities any property, whatsoever, the same shall not be paid or distributed amongst the members of the society it shall be given to some other society or Association having similar objects and the same should be registered under section 12A of the Income Tax 1961.



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### 14. Amendment

No amendment or alteration shall be made in the purpose of the society unless it is voted by 2/3 of its members present at a special meeting convened for the purpose and confirmed by 2/3 of the members present at a second special meeting and without the prior written approval of the Director of exemptions, specified for this purpose Under IT Act 1961

### 15. Winding Up

In case of the society has to be wind up the property and funds of the society that remain after discharge the liabilities, if any shall be transferred or paid to some other institutions with similar aims and objects and which is registered under section 12A of Income Tax Act, 1961

**16.** The accounts or society shall be maintained or caused to be maintained by the Executive Committee member of the society for recording all the in flows and the out flows of the society. Presenting the same before the general body for their adoption or approval

**17.** None of the office / bearers of the society shall be allowed to use the funds or the assets of the society, or allowed to derive any benefit either directly or indirectly from the society as stipulated u/s 13(1) of IT.