

Neuro-Otological & Equilibrimetric Society of India

Regd. No 5/9155, dt 23rd March 1978

Rules and Regulations

(As amended and approved unanimously in the General Body Meeting held on 17th August 2024 at Lucknow)

Founding Members

1. Dr Homi Dastur
2. Dr Joe V De Sa
3. Dr Anil D Desai
4. Dr Menino De Souza
5. Dr Ajit Dhariwal
6. Dr H Ganapathy
7. Dr P Ghosh
8. Dr N L Hiranandani
9. Dr S L Jaiswal
10. Dr S K Kacker
11. Dr S Kameswaran
12. Dr P P Karnik
13. Dr M V Kirtane
14. Dr Y N Mehra
15. Dr V P Mondkar
16. Dr Unnikrishnan Nair
17. Dr P V Rajendra Kumar
18. Dr H C Samant
19. Dr K L Shah
20. Dr K U Shah
21. Dr J T Shah
22. Dr M L Sharma
23. Dr Gajindra Sinh
24. Dr (Mrs) Sandra De Sa Souza
25. Dr H S Trehan



Aims and Objectives

(As amended and approved unanimously in the Governing Body and General Body meetings held at Madras on 2nd January 1986)

1. To undertake scientific research in the area of Neuro-otology and related areas such as neurophysiology, neuroanatomy, engineering, and audiological aspects.
2. To establish, operate, promote, run, maintain, and manage institution(s) engaged in the advancement of research pertaining to Neuro-otology and Equilibrimetry.
3. To provide research facilities for carrying out basic and applied research in concerned systems and disciplines such as Neuro-otology, Audiology, and Neuro-physiology.
4. To conduct experiments and undertake research, experiments, and tests related to Neuro-otology/Equilibrimetry.
5. To establish, provide, maintain, and conduct or assist research laboratories and experimental institutions for scientific research when sufficient funds are available. Until then, research laboratories in recognized medical colleges and hospitals will be utilized.
6. To advise on, publish, and promote the utilization of research results in the field of Neuro-otology and allied subjects.
7. To promote, develop, and improve scientific exchange of knowledge and technical cooperation between similar research institutions in India and abroad.
8. To conduct conferences, refresher courses, lectures, seminars, demonstrations, and exhibitions relating to research done and results obtained. An annual meeting with a scientific program will be held.
9. To make available to others techniques and materials developed as a result of research by individual or group members of the Society.
10. To do all acts, matters, and things incidental or conducive to the attainment of the above aims and objectives.



Other Objectives

1. To print, publish, exhibit, subscribe, and subsidize periodicals, books, pamphlets, or posters desirable for the promotion of the Society's objectives. Efforts will be made to publish a newsletter and, in the future, a journal.
2. To acquire, build, hire, maintain, and run research laboratories and related facilities, equipping them with necessary amenities when sufficient funds are available.
3. To borrow or raise money or security for the purposes of the Society upon terms and conditions deemed reasonable.
4. To provide, award, institute fellowships, scholarships, stipends, remuneration, or similar payments to students and research scholars to facilitate scientific research in areas of interest to the Society.
5. To cooperate with the Association of Otolaryngologists of India and other national and international bodies.

Article I: Objects

1. To promote clinical Neuro-otology in practice and in the field of clinical research.
2. To train doctors and paramedical personnel interested in this field in making Neuro-otological diagnoses, with special attention to tests of functional equilibrium.
3. To standardize clinical methods of research and research equipment.
4. To create functional anthropometric standards (normal and pathological values).
5. To prepare expert opinions on clinically objectifiable Neuro-otological malfunctions, according to instructions.
6. To develop selection principles for employer recruitment in fields where functional strain particularly affects Neuro-otological functions of



the senses.

7. To enable participation, with the help of Neuro-otological and medical viewpoints, in the development of new transport technology and other technologies where disorientation strain occurs.

8. To cooperate with the Association of Otolaryngologists of India and other national and international bodies connected with this specialty.

Article II: Name, Scope, and Office

1. Name: The name of the Society shall be "The Neuro-Otological and Equilibrimetric Society of India."

2. Scope and Office: The Society will operate throughout the Republic of India, either directly or through branches established and affiliated for this purpose. The head office/secretariat will be located with the current Secretary of the Society and will change every three years unless the Secretary declines to accept this responsibility. The registered office will remain in the Union Territory of Delhi.

3. Interpretation: Unless repugnant to the context, the singular shall include the plural, the masculine the feminine, and vice versa, and writing shall include printing, lithography, or other substitutes for writing.

Article III: Eligibility Criteria for Patrons and Memberships

(As amended in 2024)

1. Patrons: Individuals who donate Rs. 500,000/- or above will be Patrons of the Society. Patrons shall not be entitled to vote unless they are also eligible to be Ordinary/Life Members.

2. Membership Classes:

- **Life Members (LM):**

- All Founding Members.



- Registered Medical Practitioners with/pursuing postgraduate specialization in Otology and/or Vestibular Medicine, especially interested in Neuro-otology and measurement of equilibrium.

- Eligible individuals may become Life Members by paying an admission fee of Rs. 3,500/-. Life Members have the right to vote and hold office.

- Honorary Members:

- Any person deemed fit by the Governing Body for rendering outstanding services to the Society may be elected as an Honorary Member. Honorary Members shall not have the right to vote or hold office.

- Associate Life Members (ALM):

- Individuals from allied medical, paramedical, biomedical, engineering, or other disciplines showing special interest in Neuro-otology and equilibrium may become Associate Life Members by paying an admission fee of Rs. 3,000/-.

- Institutions or organizations may become Associate Life Members by paying an affiliation fee of Rs. 15,000/- and an annual subscription of Rs. 1,500/-. They may send one nominee to attend meetings after informing the Secretary in writing one week prior.

- Associate Life Members shall not have the right to vote or hold office.

3. Application Process: All applications for membership will be placed before the General Body at its next meeting for approval. Membership request is to be sent to the Hon. Secretary who shall present it at the GBM on the applicant's behalf.

4. Cessation of Membership: Membership will cease:

- By voluntary resignation with one month's notice, accepted only after clearing all dues.

- By default of payment of membership fees for three consecutive years, where applicable.

- If a member is of unsound mind, indicted for infamous acts, or violates the Society's objectives, bringing disrepute to the Society. This will be decided



by the General Body on the recommendation of the Governing Body after giving the member an opportunity for explanation.

Article IV: Branches

1. The Governing Body may affiliate any association in India with the same objectives as the Society.
2. The Society may open State Branches, which will follow the Central Constitution and frame their own rules and bylaws, subject to approval by the Central Office.
3. Affiliated bodies' rules and bylaws must not contradict the Society's rules. Copies of their rules, annual reports, and audited accounts must be sent to the Central Office annually.

Article V: General Body

(As amended in 2024)

1. Meetings: The General Body shall meet once every year. Eligible attendees include:
 - Life Members: Eligible to attend, vote, and stand for office.
 - Patrons, Honorary Members, and Associate Life Members: Eligible to attend but not to vote or hold office.
2. Business Transacted:
 - Election of the Governing Body.
 - Election of the Executive Body.
 - Presentation of the Annual Report and Financial Statement as approved by the Governing Council.
 - Appointment of an auditor.
 - Any other matter brought by the Governing Body or the President.



3. Extraordinary Meetings: An extraordinary meeting may be convened by the President for any purpose connected with the Society.

Article VI: Office Bearers

(As amended in 2024)

1. Composition: The office bearers, elected by the General Body, shall be:

- President
- President Elect
- Vice President
- Secretary
- Treasurer
- Eight Executive Members

All office bearers serve honorarily.

2. Consultative Committee: A committee of up to five immediate past Presidents may be constituted to advise on the Society's future course or matters lacking consensus.

3. Duties:

- President: Presides over all meetings of the General Body, Governing Body, and Executive Committee. Signs and executes contracts, exercises general supervision, and has a casting vote in case of a tie.

- President Elect: Acts as the returning officer for elections, ensuring fair and transparent nominations and elections for Governing Body posts.

- Vice President: Acts in the President's absence or at their request, with all presidential powers, and performs duties assigned by the Governing Body or Executive Committee.

- Secretary: Acts as the general executive officer, directs employees, appoints or terminates staff, accepts contributions, signs cheques with



the Treasurer, certifies bills, manages finances, supervises programs, keeps minutes, maintains the seal, conducts correspondence, and submits annual reports.

- Treasurer: Collects funds, manages custody of funds and securities, deposits moneys, issues receipts, signs cheques with the Secretary, and provides financial statements when requested.

- Executive Members: Support the Governing Body's functions as assigned.

4. Terms of Office:

- President, President Elect, Vice President, and Executive Members: One year.

- Secretary and Treasurer: Three years.

- All are eligible for re-election. Executive Members may serve a maximum of three consecutive terms and can be re-elected after a one-year gap.

- Casual vacancies may be filled for the remaining term by election.

5. Resignation and Removal:

- Office bearers may resign in writing, effective upon acceptance by the Governing Body.

- Office bearers cease to hold office:

- When their term expires.

- If removed by a 3/5 majority resolution of the General Body.

Article VII: Governing Body

(As amended in 2024)

1. Composition and Terms:

- President: 1 year

- President Elect: 1 year



- Vice President: 1 year
- Secretary: 3 years
- Treasurer: 3 years
- Eight Executive Members: 1 year

2. Powers, Functions, and Duties:

- The Vice President chairs meetings in the President's absence.
- No individual may hold multiple offices simultaneously.
- The Governing Body meets at least once a year before the General Body meeting.
- If a meeting is inconvenient, the Secretary may obtain opinions by post or telecommunication, acting per the majority view.
- Propose amendments or new articles for General Body consideration.
- Represent the Society with third parties, with General Body approval required for purchases, sales, mortgages, real estate transactions, or loans exceeding Rs. 1,000/-.
- Select subjects for investigations, studies, research, teaching, and field operations.
- Correspond and cooperate with foreign scholars, institutions, and organizations.
- Perform necessary acts and duties to manage the Society's affairs, subject to General Body direction.
- Make rules on discipline and professional conduct, subject to General Body sanction.
- The President Elect serves as the returning officer for elections.



Article VIII: Meetings

1. General Body Meetings:

- An ordinary General Body meeting is held annually with 30 days' clear notice.
- An extraordinary General Body meeting may be called for special business with 14 days' clear notice.
- An emergent General Body meeting may be called by the President on written requisition by at least 1/3 of the Society's members.

2. Governing Body Meetings:

- Held at least once a year before the General Body meeting.
- 14 days' clear notice for in-person meetings; 2 days' clear notice for virtual meetings.
- All reasonable attempts will be made to accommodate the majority's convenience.

3. Venue:

- The first General Body meeting was held in Delhi. Subsequent venues are decided by the General Body.
- Executive Committee meetings are held at a place fixed by the President.

4. Quorum:

- General Body: 20 Life Members.
- Governing Body: Any 5 members.
- No business shall be transacted without a quorum at the meeting's commencement.



Article IX: Income and Property

The income and property of the Society shall be applied solely toward promoting its objectives. No portion shall be paid as dividends, bonuses, or otherwise to members or their representatives, except for:

- Remuneration in good faith to employees or officers for services rendered.
- Interest on money borrowed for Society purposes from members or others.

Article X: Management of Funds

(As amended in 1990 and 2024)

1. Sources of Funds:

- Membership and admission fees.
- Donations from individuals, institutions, or firms.
- Interest on fixed deposits in banks.
- Other sources, including funding agencies.

2. Management:

- All income shall be deposited in a nationalized bank.
- Funds for daily operations shall be withdrawn from a savings account.
- Other income shall be kept in fixed deposits.

3. Research and Development Funds:

- The Executive Body shall allocate funds annually for research and development in Neuro-otology, based on available funds.
- These funds shall be kept and operated through a nationalized bank.

4. Financial Year:

- The financial year shall be from 1st April to 31st March, as per Indian Tax Laws (resolved at the 12th General Body Meeting, Mumbai, 1990).



5. Audit:

- Accounts shall be audited by a person nominated by the General Body.
- Audited accounts must be circulated to members before the annual meeting.

Article XI: Voting and Decision at Meetings

1. Every General Body meeting convened per the bylaws has decision-making authority.
2. Voting is by show of hands unless at least five members request a secret ballot.
3. Decisions are reached by majority vote unless otherwise specified in the bylaws.

Article XII: Publications

1. The Society may publish a journal under the direction of an Editorial Board consisting of a Chairman, Editor (both ex-officio members of the Governing Body), an Editorial Secretary, and a Journal Treasurer.

Article XIII: Amendments to Rules and Bylaws

1. Changing the Society's objectives requires the approval of all members, with absent members providing written consent.
2. Amending the bylaws requires a 3/4 majority of votes cast.
3. All amendments shall comply with Sections 12 and 12A of the Societies Registration Act.



Article XIV: Legal Proceedings

The Society shall sue or be sued in the name of the President or, in their absence, a person appointed by the Governing Body. Any person with a claim against the Society may sue the President or another nominated officer.

Article XV: Annual Reporting

As per Section 4 of the Societies Registration Act, a list of the Managing Committee, including names, addresses, occupations, and designations of office bearers and members, shall be filed annually with the Registrar of Societies.

Article XVI: Dissolution

1. Dissolution requires a 3/5 majority of the General Body.
2. After clearing all debts and credits, any remaining property shall not be distributed among members but transferred to another institution with similar objectives, as per Sections 13 and 14 of the Societies Registration Act.

Article XVII: Applicability of Societies Registration Act

All provisions of the Societies Registration Act of 1860 (Punjab Amendment Act, 1957), as extended to the Union Territory of Delhi, shall apply to this Society.

Certified: This is the correct copy of the Rules and Regulations of the Neuro-Otological & Equilibrimetric Society of India, as amended and approved on 17th August 2024.

