



INDIAN SOCIETY OF TELEDERMATOLOGY

**Address: No. 110, MS Koil Street, Royapuram, Chennai 600013,
Tamil Nadu, INDIA**

Society Registration No.106/2007

Memorandum of Association

and

Bye-Laws

MEMORANDUM OF ASSOCIATION

- I.** The name of the Society is “**INDIAN SOCIETY OF TELEDERMATOLOGY (INSTED)**” hereinafter referred to as Society.
- II.** The registered office of the Society shall be No. 110, MS Koil Street, Royapuram, Chennai 600013, Tamil Nadu, India.
- III.** The objects for which the Society is established are:
1. To utilize the income as well as the assets of the said society for public charitable purposes especially dissemination of knowledge and expertise in Dermatology and Allied Specialties without discrimination of caste, creed, religion, colour or sex and without profit motive.
 2. To utilize modern telecommunication technology to exchange expert medical information in dermatology and allied specialties.
 3. To promote the delivery of dermatologic services.
 4. To provide a well-defined channel for interaction with experts in dermatology from various parts of the country and abroad.
 5. To impart correct information regarding dermatological diseases to the lay public.
 6. To create a platform for direct access of the public to the experts in the field.
 7. To offer assistance in diagnosis and treatment of patients from remote areas with difficult disorders.
 8. To organize scientific meetings on Tele dermatology.
 9. To co-operate, affiliate with other bodies and also to engage in such other forms of activities as may be decided upon by the Society from time to time for the purpose of carrying out all or any of the objects of the Society.
 10. To do all such other things as may be necessary, incidental, conducive or convenient to the attainment of the above objects or any of them

IV GENERAL

- a) The activities would be purely of charitable nature and not motivate for profit.

- b) The fund of the society would be utilized only towards the objects and no portion of it would be distributed in any manner to the members or persons defined in Sec. 13(1)(c) of the Income Tax Act.
- c) The benefit of objects would be available to the general public irrespective of caste, creed, religion, colour or sex.
- d) The society shall utilize the funds solely towards the objects herein contained and no portion of it shall be utilized for payment to the members by way of profit, interest, dividend or otherwise.
- e) Any amendment to the Memorandum of Association of the Society shall be carried out only with the approval of Director of Income Tax (Exemptions) / I.T. Authorities
- f) The Society shall not alienate the immovable properties except with the approval of the Income Tax Authorities.
- g) In case of winding up / dissolution, the net funds would be transferred to institutions having similar objects and enjoying exemption U/s. 11 and 80G of the Income Tax Act.
- h) The Society shall confine its activities only within the territories of India and no activity of the Society shall be carried out outside India.

V The first office bearers and the founder members of the Executive Committee of the Society shall be:

Name and Designation	Address	Occupation
1. Dr. Jayakar Thomas President	69, East Mada Church Road, Royapuram, Chennai – 600 013. Mobi: 98410 38484, Email: jayakarthomas@gmail.com	Dermatologist
2. Dr. B. Parveen Vice-President	18, Coastal Road, Kalashetra Colony, Besant Nagar, Chennai – 600 090. Mobi: 98402 54112, Email: bparveen_akbar@yahoo.co.in	Dermatologist
3. Dr. A. M. Jayaraaman Vice-President	S-7, TNHB Flats, 4, Luz Church Road, Mylapore, Chennai 600 004. Mobi: 9444119274 Email: jayaraamana@gmail.com	Dermatologist

4. Dr. S. Anandan Vice-President	11, Parvathi Avenue 1 st Street, Sakthi Nagar, Porur, Chennai -600116. Mobi: 9444150373 Email: anandan_subbu@yahoo.co.in	Dermatologist
5. Dr. Parimalam Kumar Secretary	33, East Ellaiamman Koil Street, Radhakrishnan Nagar, Tiruvottiyur, Chennai – 600019. Mobi: 9841159279 Email: drparimalam@gmail.com	Dermatologist
6. Dr. V. Anandan Joint Secretary	223,L Block, 21 st Street, Annanagar East, Chennai – 600 102. Mobi: 98410 43213 Email: dranandan@rediffmail.com	Dermatologist
7. Dr. R. Madhu Treasurer	Ganesh Flats, New No. 15, School Road, Perambur, Chennai – 600 011. Mobi: 94442 65300. Email: renmadhu@eth.net	Dermatologist
8. Dr. M. Amudha Executive Committee Member	93, 4 th Street, Senthil Nagar, Seevaram, Perungudi, Chennai 600096 Mobi: 94442 29230 Email: mailto:amuderm@gmail.com	Dermatologist
9. Dr. U. R. Dhanalakshmi Executive Committee Member	5, First Madley Street, T'Nagar, Chennai- 600 017. Mobi: 98410 92452 Email: drdhdhana@yahoo.co.in	Dermatologist
10. Dr. Frederick Manuel Executive Committee Member	Plot No.2729,First Floor, Y Block,7 th Street, 12 th Main Road, AnnaNagar, Chennai–600 040. Mobi: 98404 00419 Email: skinfred@gmail.com	Dermatologist
11. Dr. D. Prabhavathy Executive Committee Member	1656, 21stMainRoad, AnnaNagar West, Chennai – 600 040. Mobi: 94440 10694 Email: drprabhavathy@gmail.com	Dermatologist

12. Dr. Rashmi Mittal Executive Committee Member	B5, Staff Quarters, Sri Ramachandra Medical College, Porur, Chennai -600116. Mobi: 98409 58553 Email: saresh15@hotmail.com	Dermatologist
13. Dr. S. Shobana Executive Committee Member	99, Rajaram Street, Vivekananda Nagar, Nesapakkam, Chennai-600078. Mobi: 93810 22373 Email: shobana.subramanyam@gmail.com	Dermatologist
14. Dr. P. Sukumar Executive Committee Member	5, 16 th Avenue, Harrington Road, Chetput, Chennai – 600 031. Mobi: 99400 61880 Email: drsukumar@gmail.com	Dermatologist

BYE-LAWS

Name of the Society : INDIAN SOCIETY OF TELEDERMATOLOGY

Address : No. 110, MS Koil Street, Royapuram,
Chennai 600 013.

Date of Formation : April 6, 2007

Jurisdiction of Registrar
of Society : Registrar of Society, North Chennai, Chennai – 1

Working Hours : From 10.00 am to 12.00 pm and 06.00 pm to 08.00 pm.

1. The Indian Society of Teledermatology (hereinafter referred to as the Society) has been established for the objects specified in the Memorandum of Association. The activities furtherance of the objects are also stated therein.
2. The activities of the Society shall be conducted through registered office and /or Secretary's office.
3. The fiscal year of the Society shall be from April 1 to March 31st next.

4. At all places hereinafter “he / him / himself” shall be taken to mean “she / her / herself” as well. Act refers to “The Tamil Nadu Societies Registration Act, 1975”
5. The affairs of the Society shall be managed by a team of office bearers numbering seven and a duly constituted Executive Committee of seven members, comprising a total of 14 members representing the Society.
6. The subscription for membership of the Society shall be a one time payment of Rs.10,000/- (Rupees Ten Thousand only). For overseas members USD 500 (US Dollars five hundred only) subject to laws for the time being in force. For all members the validity of subscription would be for lifetime.
7. The Secretary shall keep a register and / or computerized record in which the names and last known addresses of members shall be entered with the dates of their election and cessation of membership, if any. Any entry in the register and / or computerized record of members shall be deemed final as regards to admission or cessation of membership and their respective addresses.
8. A member may resign his membership by giving notice in writing and the resignation shall take effect from the date on which the notice is received in the office of the Secretary, provided that in case of resignation by Office Bearer / Executive Committee member, one calendar month’s notice of the resignation will be necessary and that the concerned Office Bearer / Executive Committee member shall continue to serve till a successor is elected / selected or appointed.
9. A member shall be entitled to the following privileges:-
 - a) To enter the academic section of the site only with a password.
 - b) To attend meetings and conferences arranged or organized by the Society by paying the prescribed fees (lesser than that charged for non-members)
 - c) To participate in live video chats with experts in the fields periodically as organized by the Society.
 - d) To gain access to journals as and when negotiated with their Publishers.
- 10 a) The election of the office bearers and the members of the Executive Committee of the Society shall be held by secret ballot as per the guidelines supplied by the Executive Committee from time to time.
 - b) Any member who has any complaint about the election shall give the same in writing addressed to the Secretary within 21 days of the declaration of the result.
 - c) An election tribunal consisting of the President and two of the past Presidents shall be constituted to go into the complaint and the decision of the tribunal shall be final. In case a member of the tribunal is involved himself in any way in such dispute, he shall not be a member of that tribunal. This clause is not applicable for the first two complete calendar years.

- d) Any dispute shall be subject to jurisdiction where the Society is registered.

11. MEMBERS:

- a) The membership of the Society shall be open only to qualified Dermatologists/Venereologists with a post graduate qualification (Diploma or Degree) recognized by a competent authority.
- b) The membership of the Society shall be only of one category namely, Life Membership.
- c) If any of the residential Indian citizen member moves out of India, all the correspondence shall be sent only to the latest local Indian address as on records with the Society unless he pays extra charges as applicable for the postage at any other address.

12. OFFICE BEARERS:

The Society shall have the following Office Bearers:-

- President - One
Vice-Presidents - Three
Secretary - One
Treasurer - One
Joint Secretary - One
Executive Committee Members – Seven

- 13 a) The term of the Office Bearers shall be for two years, (eligible for re-election subsequently, subject to ratification by the executive board), In case of resignation, the concerned office bearers or Executive Committee member shall continue in office till a successor is elected or selected or appointed as the case may be.
- b) The member contesting for the posts of President, Vice-Presidents, Secretary, Joint Secretary, and Treasurer should have been a member of the Society for two complete years as on or before 1st January to be eligible to contest for the ensuing election and should have served in the Executive Committee or as Office Bearer or both for a period of one complete year before contesting for the post. The restriction as to previous membership or office bearer ship shall not be applicable for 3 complete calendar years from the date of formation of the society.
- c) The member contesting for the post of Executive Committee member should have been a member of the Society for one complete year as on or before 1st January to be eligible to contest for the ensuing election. The term of the elected members to the Executive Committee shall be of a period of two years. The restriction as to

- previous membership ship shall not be applicable for 2 complete calendar years from the date of formation of the society.
- d) All terms of office and Executive Committee shall be from January 1 to December 31.
- 14a) The management of the affairs of the Society shall be vested in the Executive Committee which shall consist of elected Executive Members and the elected Office Bearers.
- b) All the office bearers shall be also members of the Executive Committee.
 - c) The President, three Vice-Presidents, the Secretary, the Joint Secretary, the Treasurer and the seven Members shall be elected by all the members of the Society from amongst themselves.
 - d) The filling up of Casual Vacancy of the Executive Committee members shall be as follows:
 - i) If any vacancy, except that of Office Bearers occurs during the year other than by efflux of time, such vacancy shall be filled up by co-option by the Executive Committee of the Society. The term of the office of such co-opted member shall be for the period for which the original member would have continued in office had the vacancy not occurred. However, this residual term will not be counted as a term for purpose of re-election or eligibility for any election in future.
 - ii) In case of vacancies of Office Bearers, the same shall be filled up by election which shall be held within a period of three months from the date of occurrence of the vacancy, provided in case of the vacancy is the office of Secretary, the Joint Secretary shall assume charge of the office of the Secretary and new Joint Secretary will be elected.
 - iii) The term of such elected / selected office bearer shall expire on the date when the term of the original office bearer would have expired but for the vacancy. However, this residual term will not be counted as a term for the purpose of re-election or eligibility for any election in future.

POWERS AND RESPONSIBILITIES OF THE PRESIDENT

15. The President may when he thinks fit, or on a resolution of the Executive Committee or on receipt of a requisition of not less than 10% of members, stating the object of the meeting addressed to the Secretary, call a requisition special General Body meeting of the members of the Society. Three weeks notice shall

be given to the members of such meeting and notice should specifically mention the objects for which the meeting has been requisitioned. In the case of requisition, the meeting shall be held within 45 days of receipt of the requisition. Only the points raised in the requisition shall be discussed at such meetings. The power to decide the date and venue shall be with the President and the Secretary.

16. At all General Meetings, 10% of members shall form a quorum. If there be no quorum within half an hour of time fixed for the meeting, the meeting shall be adjourned to a later time on the same day and same place. No quorum is needed for the adjourned meeting.
17. At all requisitioned meetings, 10% of members shall form a quorum. If there be no quorum within half an hour of time fixed for the meeting, the meeting shall be dissolved.
18. A question may be submitted to a meeting of the members present and voting may occur. In case of a tie, the President of the meeting shall have a casting vote in addition to his own.
 - a) Subject to any law for the time being in force and subject to the powers vested in the Executive Committee, the Executive Committee shall give effect to the resolutions passed at the Annual General Meeting, General Meeting or requisitioned meeting.
 - b) All statutory notice required to be sent to the members under these rules shall be sent by post under certificate of posting to the last known addresses recorded in the register of members. A notice sent by post shall be deemed to have been served at the time when the letter containing the same would be delivered in the ordinary course of post.
 - c) The Executive Committee shall provide common seal for the purpose of the Society and shall provide for the safe custody of the seal and it shall not be used except by the authority of the Executive Committee and in the presence of the President and the Executive Committee.
 - d i) Every deed or other document to which the seal of the Society is required to be affixed shall be by the Secretary in the presence of the President and in token of its having been so affixed, shall be signed by the President and by the Secretary.
 - ii) Every deed or other document so sealed with the common seal of the Society and signed by the President and by the Secretary shall be deemed to be duly executed.

19. The Office Bearers and the members of the Executive Committee will be elected from amongst the members of the Society at the Annual General Body Meeting of the Society or by secret postal ballots as decided by the Society.
20. The Society will be allowed to raise funds by way of subscription, advertisements, and registration fees for programmes and by any such means permissible under ethical code for their activities.

POWERS AND RESPONSIBILITIES OF THE VICE-PRESIDENTS

21. Will assist the President in all administrative affairs and functioning.
22. One of the three shall officiate as President in his absence, as decided by the Executive Committee.

THE POWER AND FUNCTIONS OF SECRETARY

23. In all important matters pertaining to the working of the Society and the organization of conferences, seminars etc. the Secretary shall consult the President before taking a decision except in case of emergency.
24. The Secretary shall keep the President informed about all important matters relating to the Society and shall send a copy of all correspondence to the President for his perusal and comments.
25. The Secretary can write to Government and National / International bodies and individuals on important issues.
26. All notices, communications, memoranda and other papers shall be signed or authenticated by the President and Secretary and when so signed or authorized shall be conclusive. The secretary shall be the person who will sue and be sued for and on behalf of the Society.
27. Subject to the control and regulations, if any, of the Executive Committee, the Secretary shall be responsible for carrying out the directions and decisions of the Executive Committee and in particular he shall:
 - a) Convene meetings of the Society and the Executive Committee whenever necessary or called upon to do so,
 - b) Have administrative control over all the affairs of the Society,
 - c) Have charge of correspondence in relation to the Society,

- d) Keep accurate minutes of all the meetings of Society, Executive Committee, thereof.
- e) Prepare Annual Report of the Society,
- f) Have charge of the furniture, library, and all documents and assets of the Society.
- g) Collect all dues of the Society and deposit all amounts of the Society ,
- h) Pass all bills for payment on behalf of the Society ,
- i) Have powers to incur expenses for any of the purposes of the Society up to a limit of Rs.15000/- at a time subject to ratification by the Executive Committee.
- j) Be an ex-officio member of all committees.
- k) Preparation and filing with the concerned Registrar of Societies of such records, annual or other statements which are specified in The Tamilnadu Societies Registration Act, 1975 and rules made there under. And also ensuring payment of the prescribed fee under the act.
- l) Issuing copy of Memorandum and bye-laws and financial statement to the members on request.
- m) Arranging to exhibit the register of members, the books containing minutes and books of account at the registered office of the society during the business hours for inspection by its members at free of charge. Giving copy of it as requested by members after obtaining fees prescribed by the Executive Committee.
- n) As per Rule 20 of the act, it is duty of the secretary; as to verification of the accounts, return and register of society, the following declaration shall be endorsed by the secretary in token of such verification, namely “I declare that the particulars furnished above are true and correct to the best of my knowledge and belief”.
- o) Perform all such other duties as are incidental to the office.

THE POWERS AND FUNCTIONS OF THE JOINT SECRETARY

28. Will assist the secretary in all administrative affairs and functioning.
29. Shall officiate as Secretary in his absence.

THE POWERS AND FUNCTIONS OF THE TREASURER:

The Treasurer:

- 30a) Shall be responsible for keeping up-to-date accounts of the Society with all the account books posted up-to-date and ensuring maintenance of books of account in accordance with law for the time being in force.
 - b) Shall dispose off the bills for payment as sanctioned by the Secretary and only on his written instruction.
 - c) Shall have the right to point out any error or discrepancy in the order of payment of the Secretary and refer the order back to him with his remarks. In the event of disagreement still persisting between the Secretary and the Treasurer, the matter shall be referred to the President for final decision.
 - d) Shall, in consultation with the Secretary, prepare a budget of the estimated receipts and expenditure of the Society for each year and present the same for approval of the Executive Committee.
 - e) Shall get the accounts of the Society audited every year by the qualified auditor (Chartered Accountant).
 - f) Shall prepare an annual Statement of Accounts and Balance Sheet showing the financial position of the Society, get it audited by the auditors appointed at the Annual General Meeting of the Society and submit it for adoption by the Executive Committee and shall be jointly responsible with the Secretary for all financial affairs of the Society. The first auditor will be appointed within two months from the date of formation by the executive committee.
31. No expenditure shall be incurred unless the same has been included in the annual or supplementary budget and approved by the Executive Committee except by Secretary as defined in rule (39) (i) and except in cases of emergency when it will be allowed after approval by the President .

ANNUAL GENERAL MEETING

32. An Annual General Meeting of the Society shall be held not later than 30th September of every year. Twenty One clear days notice will be given as to the meeting. It will be conducted in accordance with Sec. 26 of the act.
33. At the Annual General Meeting, the following business shall be transacted:
 - a) Confirmation of the minutes of the last Annual General Body Meeting.
 - b) Consideration and adoption of the Annual Report of the Society.
 - c) Consideration and adoption of the audited Statement of Accounts.
 - d) Appointment of auditors and fixing their remuneration.
 - e) Appointment of web master and fixing his remuneration.
 - f) Appointment of honorary legal advisor.
 - g) Any other business notice of which has been circulated with the agenda.
 - h) Any other business of which 30 days notice has been given to the Secretary in writing.
 - i) Any other business with permission of the Chair.
- 34a) No business shall be transacted at any Annual General Meeting unless a quorum is present at the commencement of the meeting.
- b) 10% of members present shall form a quorum for the Annual General Meeting. If within half an hour of the time fixed for the meeting, a quorum is not present, the meeting shall stand adjourned to a later time on the same day at the same place. A quorum shall not be needed for an adjourned meeting.

THE POWERS AND FUNCTIONS OF THE EXECUTIVE COMMITTEE:

35. The Executive Committee shall, subject to these rules exercise all such powers and do all such acts and things as may be exercised or done by the Society. The executive committee by itself and delegation will look after day to day administration work. They are not eligible to claim any remuneration for their services. It is treated as honorary. If need arises staff may be appointed and their terms of employment will be decided by the executive committee.

36. The Executive Committee may appoint Conveners of Committee from amongst the members of the Society and delegate to them such powers and duties as it may think fit.
37. The Executive Committee may frame regulation not inconsistent with these rules for regulating the procedure of the meeting of the Executive Committee or its committee election of the members of the committee and the conduct of the affairs of the Society.
- 38a) The Executive Committee shall meet at such time and place as may be necessary for the transaction of the business of the Society as directed by the President, and ordinarily it shall meet not less than twice in a year.
 - b) Meeting of the Executive Committee shall be convened by the Secretary in consultation with the President.
 - c) Ordinarily fourteen days notice shall be given of all meetings to the members of the Executive Committee, except in case of emergency when a meeting may be called at seven days notice at the express direction of the President .
- 39) A special requisition meeting of the Executive Committee may be requisitioned by not less than three members of the committee asking for it in writing to the Secretary who shall call a special meeting to consider the requisition, within three weeks of the receipt of such requisition by the Secretary. The power to decide date and place of such meeting will be with the President and the Secretary.
- 40) The quorum for a meeting of the Executive Committee shall be $1/3^{\text{rd}}$ (one third) of members. If there be no quorum within 15 minutes of the time fixed for the meeting, the meeting shall be adjourned to a later time on the same day and place. No quorum will be needed for the adjourned meeting. If there be no quorum for a requisitioned meeting, the meeting shall be dissolved.
- 41a) The President shall preside at the meeting of the Executive Committee, but in his absence the Executive members present shall elect one from amongst them to preside over the meeting.
 - b) Every question / problem / dispute submitted to a meeting of the Executive Committee shall be ordinarily decided according to the majority of votes casted by the members present and voting at succeeding meeting. In the case of equality of votes, the President shall have a second or casting vote in addition to his vote as a member. Such decision will be final and binding on all the members of the Society and the concerned parties.
- 42) In the event that the Secretary considers a decision is required urgently, he may circulate a proposal to all Executive Committee members and if he receives signed approval for this proposal from a majority of members responding within

stipulate time limit given, this shall constitute a resolution as effective as one passed at a meeting duly convened and held.

- 43) The Executive Committee may act notwithstanding any vacancy in its body provided that if the number of members falls below the necessary quorum, it shall not act except for co-option.
- 44) The Executive Committee shall have the power to terminate the appointment of its member(s) and or any committee(s) or the Secretary appointed by it, if in the opinion of its three fourths majorities of the members present, for continuation of such appointment is not in the interest of the Society.

PROPERTY AND MONEY:

45. All the property movable or immovable, belonging to the Society shall be vested in the Executive Committee.
46. All money received by or on behalf of the Society shall be deposited forthwith in a schedule bank or scheduled banks selected by the Executive Committee and shall not be withdrawn from bank or banks except under the authority of and in the manner prescribed by the Executive Committee.
47. Any money not immediately required for the purpose of Society may be invested by the Executive committee in such manner as it may deem fit and according to the provisions of the Income Tax Act.
48. Without prejudice to the generality of the foregoing powers the Executive Committee shall have powers:
 - a) To acquire by purchase, lease, gift or otherwise, with or without conditions, any property movable or immovable and whether subject to any special trust or not, for any one or more of the objects of the Society.
 - b) To borrow or raise money in such manner or on such terms as the Society may think fit and according to the laws for the time being in force.
 - c) To invest money of the Society not immediately required for any of its objects in such manner as may from time to time be determined by the Executive Committee and according to the provisions of the Income Tax Act.
 - d) To act as trustees and to undertake or execute any trust or agency which may directly or indirectly be conducive to any of the objects of the Society.

OPERATION OF BANK ACCOUNT

49. All banking operations including opening and closing of account will be jointly done by any of the two officer bearers namely president, secretary and treasurer.

SPECIAL RESOLUTION

50. Special resolution means a resolution passed by a majority of not less than three-fourths of members of the society present at a general meeting. Notice of the meeting will be given with 21 clear days and it should state the resolution(s) to be passed. Special resolution is required to pass for amending any of the clauses of Memorandum of Association.

REMOVAL OF A MEMBER

51. The executive committee of the society shall have powers to remove a member on the following grounds:
- a) on death;
 - b) on resignation;
 - c) if he disregards the memorandum of association and bye-laws or disobeys the decisions of society.

The member to be removed will be given an opportunity of being heard.

ALTERATION OF RULES

52. The rules shall not be altered, amended or added to except by a resolution duly notified and passed at a Special General Body meeting of the Society (at which no other business shall be discussed) by a three fourths majority of the members present.