

MEMORANDUM OF ASSOCIATION
OF
"THE BENGAL ACADEMY OF FORENSIC MEDICINE"

1. NAME : The name of the Society shall be "THE BENGAL ACADEMY OF FORENSIC MEDICINE".
2. REGISTERED OFFICE : The Registered Office of the Society shall be situated at C/o. Prof. (Dr.) Sobhan Kumar Das, Nirranjan Apartment, Flat - 2A, 146, Juglpara Road, Kolkata - 700 028 in the State of West Bengal.
3. AIMS & OBJECTS : The objects for which the society is established are :
 - a) To encourage the study, improve the practice, elevate the standards and promote the progress of Forensic Medicine & Toxicology ;
 - b) To highlight the importance and raise the standard of medico legal work in relation to administration of justice ;
 - c) To co-operate with other related scientific association ;
 - d) To encourage and publish important research in all branches of Forensic medicine and Toxicology ;
 - e) To represent nationally and internationally the research work carried out in Forensic medicine and Toxicology in West Bengal ;
 - f) To give necessary advices to any Governmental bodies on the matters pertaining to Forensic Medicine & Toxicology ;
 - g) To arrange and organize meetings, discussions, seminars and symposia on Forensic Medicine and allied subjects from time to time for the diffusion of knowledge ;
 - h) To establish and maintain a Library based on Forensic medicine and allied subjects for the benefit of the members of the society and also a free reading room for their studies ;
 - i) To help the needy students of all communities for the prosecution of their studies and to help the aged, sick, helpless and indigent persons ;
 - j) To affiliate itself with such other recognized institutes, bodies, societies whose objects are fully or in part similar ;
 - k) To improve the social and cultural life of the members of the society by organizing various social and cultural programmes from time to time ;
 - l) To establish and maintain a modern and scientific Forensic medicine Laboratory for the research works of the members of the society.

The functions and objects of the society shall always remain restricted within the meaning of Section 4(2) irrespective of any object mentioned in the present document in agreement or opposed to the said section.

The incomes and properties of the society whatsoever derived or obtained shall be applied solely towards the promotion of the objects of the society and no portion thereof shall be paid to or divided amongst any of its members by way of profit.

4. The names, addresses and descriptions of the present members of the Executive Committee are :

<u>NAME</u>	<u>ADDRESS</u>	<u>DESCRIPTION</u>
1. Prof. (Dr.) A. K. Gupta	B2/19, Animikha Housing Complex, New Town, Kolkata - 700 156.	President
2. Prof.(Dr.) Sobhan Kumar Das	Niranjan Apartment, Flat - 2A, 146, Jugpara Road,	General Secretary
3. Dr. Somnath Das	S.B.I. Housing Complex, 56A/3A, Banerjee Para Road, Kolkata - 700 041.	Treasurer
4. Prof. (Dr.) Bhupal Majumder	256, Dum Dum Road, Kolkata - 700 074.	Member
5. Prof. (Dr.) D. Guharoy	Nabadiganta, Flat - F/1, 38, R. K. Chatterjee Road, Kolkata - 700 042.	Member
6. Prof. (Dr.) T. K. Bose	Ushasi, Flat - B/1, 245, Vivekananda Road, Kolkata - 700 006.	Member
7. Prof. (Dr.) Uday Basu Roychoudhury	HIG A-1, Flat - 2/11, Calcutta Greens, PH-II, 1050/2, Survey Park, Kolkata - 700 075.	Member
8. Dr. Abhijit Ghosal	75, A. P. C. Avenue, Dum Dum, Kolkata - 700 030.	Member

5. We, the undersigned are desirous of forming into a society in pursuance of this Memorandum of Association.

<u>SIGNATURE</u>	<u>ADDRESS</u>	<u>OCCUPATION</u>
1. Ajay Kumar Gupta	62/19, Ananda Housing Complex, New Town Kolkata - 700156	Professor of Forensic Medicine (Doctor)
2. Subhan U. Das	Nirajan Apartment, Flat 2A, 146, Jugesara Road Kolkata - 700028	Professor of Forensic Medicine (Doctor)
3. Goussalyar.	SBI Housing Complex 56A/3A, Banerjee Park Road Kolkata - 700041	Associate Professor of Forensic Medicine (Doctor)
4. Shripal Chandra Majumdar	256, Dum Dum Road Kolkata - 700074	Professor of Forensic Medicine (Doctor)
5. Bipankar Chatterjee	Nobdiganta, Flat-F/1 38, R.K. Chatterjee Road Kolkata - 700042	Professor of Forensic Medicine (Doctor)
6. Tapas Kumar Bose	Ushasi, Flat-B/1 245, Vivekananda Road Kolkata - 700006	Professor of Forensic Medicine (Doctor)
7. Anand Chandra	HIG A-1, Flat-2/11 Calcutta Greens, PH-II, 1050/2, Survey Park Kolkata - 700075	Professor of Forensic Medicine (Doctor)
8. Abhijit Ghosal.	75, A.P.C Avenue, Dum Dum Kolkata - 700030	Doctor

Witness to the above signatures: DR. DEBASISH SOM

Signature: Debasish Som

Address: AG-243, KRISHNAPUR, P.O. - KRISHNAPUR, KOL-702

Occupation: DEMONSTRATOR, DEPTT. OF FMT, R.G.KAR MEDICAL COLLEGE, KOL

Dated: 06/02/2014.

REGULATIONS
OF
"THE BENGAL ACADEMY OF FORENSIC MEDICINE"

1. MEMBERSHIP :

Any MBBS Graduate either working in the Forensic Medicine Department or pursuing Degree/Diploma in Forensic Medicine & Toxicology of working as Medico legal officer in any hospital, irrespective of caste, creed or religion and who agrees in writing to be bound by the Memorandum of Association and Regulations of the society, may be admitted as a member of the society, subject to the approval of the Executive Committee.

2. MEMBERSHIP SUBSCRIPTION :

Any MBBS Graduate either working in the Forensic Medicine Department or pursuing Degree/Diploma in Forensic Medicine & Toxicology of working as Medico legal officer in any hospital, qualified to be a member, by paying an ordinary membership fee per month along with an admission fee payable at the time of admission, which shall be determined by the Executive Committee from time to time, may be admitted as an Ordinary Member of the society.

3. CESSATION OF MEMBERSHIP : Any member of the society shall cease to be a member :

- a) On his/her resignation from membership by a letter addressed to the Secretary ;
- b) On his/her becoming insane or insolvent ;
- c) On his/her conviction for any offence in connection with the formation, promotion, management or conduct of affairs of a society or a body corporate or of any offence involving moral turpitude.

4. REGISTER OF MEMBERS :

The Society shall maintain a Register of Members containing the names, addresses and their occupations, the date of admission and the date of cessation. The Register will be kept open for inspection of the members of the society on requisition.

5. RIGHTS & OBLIGATIONS OF MEMBERS :

- a) Any member has the right to elect and to be elected in any election ;
- b) To submit suggestion for discussion to the Executive Committee and sub-committee on any matter ;
- c) To inspect the accounts of the society on appointment with the Secretary ;
- d) To forego his membership after due information in writing to the Executive Committee ;
- e) To pay his subscription within the prescribed time ;
- f) Defaulting members shall not be allowed to take part or vote at any meeting ; and
- g) Members shall have one vote each.

6. COMPOSITION & ELECTION OF THE EXECUTIVE COMMITTEE :

The Executive Committee shall be elected by the general members of the society in the annual general meeting and the members of the Executive Committee shall be not less than 7 members which shall be composed of President, Secretary, Treasurer and Members. The office bearers shall be elected by the Executive Committee from amongst themselves in the first meeting of the Executive Committee.

7. TERMINATION OF MEMBERSHIP : A member of the Executive Committee shall cease membership if :

- a) He/She resigns by a letter addressed to the Secretary ;
- b) He/She absents himself/herself from three consecutive meetings of the Executive Committee without any leave or without any reasonable grounds ;
- c) He/She is convicted of any offence in connection with the formation, promotion, management or conduct of affairs of a society or a body corporate or of any offence involving moral turpitude.

8. TERM OF ELECTION :

All members of the Executive Committee shall retire at the annual general meeting every interval of two years following their election when the new Executive Committee shall be formed.

9. MEETING :

The meeting of the Executive Committee shall be held at least once in three months at such time and place as the President or the Secretary shall determine. Any 5 members of the Executive Committee may requisition the meeting of the Executive Committee and the Secretary shall summon the same within 7 days and failing which the President or the requisitionists may do so provided no business other than the specified one in the notice shall be transacted at such a meeting.

10. NOTICE :

7 days' notice of the meeting specifying the place, time and the general nature of work and business to be transacted shall be given to every member of the Executive Committee. Emergency meeting may be called on 24 hours notice. 1/3rd members personally present shall constitute a quorum for the meeting and if a quorum is not present within 30 minutes of the time, the members present may adjourn the meeting.

11. PROCEDURE OF THE MEETING :

The President shall preside over all meetings of the Executive Committee and in his/her absence, the members present shall elect a Chairman of the meeting. All questions before the meeting will be decided by a majority of votes each member having one vote. The President or the Chairman shall have a 2nd or casting vote in addition to his/her own vote in case of equality of votes.

12. POWERS & DUTIES OF THE EXECUTIVE COMMITTEE :

The Executive Committee shall have the powers of supervision and conduct over all the affairs of the society and in particular shall discharge the following duties :

- a) To summon the annual general meeting of the society ;
- b) To appoint sub-committees with such powers and duties as may be considered necessary in the interest of the society ;
- c) To accept any gift, movable or immovable property for the use of the society ;
- d) To sell, lease, mortgage or otherwise dispose of and deal with all or any part of the property of the society as deemed necessary or expedient for the use of the society ;
- e) To keep proper accounts of the society and to open bank accounts in the name of the society in one or more banks ;
- f) To manage the affairs of the society and for each purpose to make such regulations may be appear to them conducive to the good administration of the society and the attainment of the objects of its foundation provided always that such regulations are not inconsistent with any thing contained in these rules, that they be reported to with any thing contained in these rules, that they be reported to the next Annual General Meeting for the information of the members & that they be subject to re-decision or alteration by the General meeting ;
- g) To consider in the first instance, all communications addressed to the society, to decide which of such communications shall be submitted to the General Meeting, and to determine the order and manner of such submission ;
- h) To superintend and direct all the publications of the society ;
- i) To appoint as may salaried officers, clerks and servants as they may deem necessary, to define their duties, allowances, salaries, gratitude and privileges and to suspend or dismiss them, or dispense with their services as the occasion may require and to report all such actions to the next General Meeting ;
- j) To prepare and submit to the Annual General Meeting a report on the general concerns of the society, such reports shall set forth the income and expenditure of the financial year of the society, the balance in hand, the debts and assets, the estimated income and expenditure of the financial year of the society, and future year and general progress of the society. The report shall also include an abstract of the proceedings of the committee during the year ;

13. BANK OPERATION :

The banking accounts of the society shall be operated by the President, Secretary and Treasurer, any two of them jointly.

14. SAFE CUSTODY OF FUNDS :

The Executive Committee of the society shall be responsible for the safe custody of the funds and assets of the society. The funds of the society shall be kept in bank/post office and be invested in any securities as specified u/s. 20 of the Indian Trust Act,1882.

15. ACCOUNTING YEAR :

The Accounting year of the society shall be from 1st day of April to 31st March of the following year.

16. BOOKS OF ACCOUNTS, INSPECTION OF & AUDIT :

The books of accounts and other statutory books shall be kept at the Registered Office of the society and shall be kept open for inspection of the members of the Executive Committee during usual office hours and the same shall be kept open for inspection by the members of the society at such time and place as the Executive Committee directs on a written request made by any member. The society shall maintain accounts which will be audited annually by a qualified auditor or auditors.

17. GENERAL MEETINGS :

There shall be three kinds of general meetings : (a) Ordinary General Meeting, (b) Annual General Meeting, and (c) Special General Meeting.

18. ORDINARY GENERAL MEETING :

The Society shall hold an ordinary general meeting as and when necessary. At least 7 to 14 days notice specifying the time, place, day and hour shall be given to every member of the society.

19. ANNUAL GENERAL MEETING :

The society shall hold an annual general meeting every year and not more than 15 months shall elapse between two successive annual general meetings. At least 14 days' notice specifying the time, place, day and hour shall be given for Annual General Meeting.

20. **QUORUM** : The quorum for transaction of any business in an ordinary general meeting and annual general meeting shall be $1/3^{\text{rd}}$ of the total number of members present personally.

21. The business to be transacted at the annual general meeting shall be :-

- a) To confirm the minutes of the last annual general meeting and of special general meeting, if any ;
- b) To adopt with or without modification the report of the working of the society for the previous year ended ;
- c) To pass audited accounts for the said year ;
- d) To appoint qualified auditor or auditors ; and
- e) To elect the Executive Committee members at the interval of two years.

22. **SPECIAL GENERAL MEETING** :

- a) A Special General Meeting may be convened by the Executive Committee at any time in view of urgency of the matter. At least 14 days' notice shall be given for special general meeting.
- b) A Special General Meeting shall be convened by the Secretary if $2/3^{\text{rd}}$ members of the society requisitioned such a meeting specifying the nature of the business to be transacted at the meeting. On receipt of such notice, the Secretary shall hold such a meeting within 21 days. In default by the Secretary the requisitionists shall hold such meeting provided no business other than that specified in the notice shall be transacted.

23. **DUTIES OF OFFICE BEARERS** :

a) **PRESIDENT** :

- i) Shall preside over all meetings of the society ;
- ii) shall take all disciplinary actions such as removal, dismissal etc. in consultation with the Executive Committee.

b) SECRETARY:

- i) Shall convene all meetings of the society ;
- ii) issue general circulars and notices ;
- iii) maintain minute books of all meetings ;
- iv) receive all applications for membership which shall be placed before the Executive Committee ;
- v) sign on behalf of the society all receipts for all sums received as subscriptions etc.;
- vi) sign and give pay order on all bills for payment ; and
- vii) transact all other business subject to the direction of the Executive Committee.

c) TREASURER :

- i) Shall collect and receive all sorts of subscriptions, donations etc. and deposit of money and grant receipts for money thereof ;
- ii) maintain and keep cash book and such other accounts as are necessary.

24. SUITS & LEGAL PROCEEDINGS :

All suits and legal proceedings by or against the Society shall be in the name of the Secretary or such person as shall be appointed by the Executive Committee.

25. ALTERATION OF REGULATIONS :

The Executive Committee shall have the power to make such bye-laws as may be considered necessary in the interest of the society. The regulations may be altered, modified, rescinded or added to only by resolutions passed by 3/4th majority of the members of the society present at a general meeting.

26. DISSOLUTION :

The society may be dissolved by a resolution to be passed by three-fourth members of the society at a general meeting subject to compliance of provisions of sections 24 and 27 of the Act.

If after the disposal and settlement of the property of the society and its claims and liabilities, there are surplus assets such assets shall not be paid to or distributed amongst the members of the society but shall be given to some other registered society to be determined by the votes of three-fourths of the members.