

CONSTITUTION OF THE INDIAN ORTHOPAEDIC ASSOCIATION

Amendments of the Rules and Regulations of the Indian Orthopaedic
Association corrected upto 01.01.1997

Rules and Regulations

1. **Name:** The name of the Society shall be "The Indian Orthopaedic Association" hereinafter called the Association in these rules and regulations.
2. **The objects:** The objects of the Association are given in the Memorandum of Association.
3. **Office and scope:**
 - a. The Principal Office of the Association shall be located in Delhi till the Annual General Meeting in 90/91 by which time a piece of land/building is procured in Delhi for permanent office accommodation failing which any of the Metropolitan cities of India may be considered for location of Association headquarters.
 - b. The Association shall operate throughout the Republic of India and in foreign countries wherever deemed necessary.
 - c. It will operate directly or through branches established and affiliated in furtherance of the objects of the Association.
4. **Membership:** Membership of the Association shall comprise of the following categories:
 - (a) Honorary Fellows (b) Corresponding Members
 - (c) Life Members (d) Full Members (e) Associate Members
5.
 - (a) **Honorary fellows:** Honorary Fellows may be elected from men or women of distinction, including laymen residing in India or abroad, who have made outstanding contribution to the progress of Orthopaedic Surgery.
 - (b) **Corresponding Members:** May be elected from distinguished Orthopaedic Surgeons resident abroad.
 - (c) **Life Members:** Members of the Association who contribute a minimum of Rs. 3000/- (three thousand only) to the funds of the Association may be elected to Life Membership of the Association.
 - (d) **Full Members:**
 - I. Members may be elected from Surgeons of high academic and professional standing, and Associates of the Association who have completed an acceptable training in Orthopaedic Surgery and have acquired postgraduate degree/diploma in the specialty.
 - II. Members may be elected from those (1) who have completed an acceptable training in Orthopaedic Surgery and (2) are engaged in practice of Orthopaedic Surgery or (3) related subjects or (4) who are engaged in practice of allied subjects closely related to Orthopaedic Surgery.

The application for membership of category (c) & (d) will be made to the Secretary who will place it before the Executive Committee for scrutiny and acceptance

(e) Associate Members:

- (i) Associate Members may be elected from those who are trained in Orthopaedic Surgery and from Physicians and Surgeons in this or other countries who are interested in Orthopaedic Surgery or allied branches of Medicine.
- (ii) Associate Members may also be elected from those who are qualified physiotherapists, occupational therapists and other paramedical personnel of at least five years standing in their respective professions and interested in rehabilitation of the Orthopaedically Handicapped.
- (iii) Associate Members of Association shall have the right of attending scientific meetings and social events and engaging in all scientific discussions but they shall not attend business meetings and take part in elections.

Applications for Membership and Associate Membership must be made on an official form and supported by two members of the Association and forwarded to the Secretary, who will place it before the Executive Committee for consideration. Life Members and Full Members may also submit names for consideration for election to any category of membership to the Secretary.

Election for all categories of membership shall be by a majority vote at a business meeting.

6. Subscription

- a. The annual subscription for Members and Associates will be due on the 1st of April each year and is payable in advance.
- b. Fifty per cent of the total subscription shall be made payable to the Treasurer of the Indian Orthopaedic Association and the remaining fifty per cent to the Managing Editor of the Indian Journal of Orthopaedics.
- c. The annual subscription shall be determined from time to time by the Executive Committee and approved by a simple majority at a business meeting.
- d. Associates who are elected as Full members shall pay the appropriate subscription on the 1st April next following year.
- e. Honorary Fellows, Life Members and Full Members may be invited to make periodical or annual contribution to any of the existing Funds and Trusts and other special activities of the Association.

- f. All persons attending scientific meeting may be required to pay a registration fee should that be considered necessary, if and when it is considered necessary, for enhancement of contribution for Life Membership.

7. Cessation of Membership

- a. No Member or Associate will be entitled to any of the privileges of the Association if his or her subscription to the Association and / or the Indian Journal of Orthopaedics is in arrears for more than three years and in the event of its remaining unpaid even after a reminder under Registered Post, he or she shall automatically cease to be a Member or Associate of the Association. Re election may be granted by the Executive Committee if all the arrears are paid and an application in writing is made to the Secretary.
- b. Any member or Associate wishing to withdraw his or her membership from the Association shall give notice in writing to the Secretary not less than three months before the end of the financial year.
- c. Any Member or Associate whose resignation is requested under Rule 16(d) shall have the right to appeal to the next business meeting of the Executive Committee provided he or she makes a written application to the Secretary within 14 days of receiving the request.

8. Chapters:

- a. There may be Regional or State Chapters of the Association in each State or Region, as is thought feasible by the Executive Committee. Within the Region or State any District or City may have a Local Branch, which shall be guided by the Regional or the State Chapter.
- b. All Chapters shall be constituted and shall function in accordance with the Rules of the Association.
- c. Such Chapters may hold scientific meetings during the year at any place in India, as arranged by the Regional and/or State Chapter.

9. Accounts and Finances:

- a. The Association's financial year shall extend from 1st April to 31st March, both days inclusive
- b. The accounts of the Association shall be maintained in the name of the Association at a bank or banks authorised by the Executive Committee.
- c. The Treasurer shall have charge of all money and assets of the Association.
- d. All property and money shall be vested in the name of the Association.
- e. The payment of subscription and/or donations shall be made to the Treasurer of the Association. Fifty per cent of the Subscription shall be made payable to the Managing Editor of Indian Journal of Orthopaedics.
- f. No member of any Committee or Sub-Committee shall incur any expenses on behalf of the Association except with the written permission of the Secretary and the Treasurer.
- g. The accounts of the Association shall be audited annually.
- h. The accounts of the Association shall be operated jointly by the Treasurer and any of the following members of the Executive Committee.
(i) President (ii) Secretary (iii) Joint Secretary

10. Scientific Meetings:

- a. The Scientific Meetings shall be held every year. The venue and the dates of the meeting called the Annual Meeting of the Indian Orthopaedic Association shall be decided by the vote of majority at a business meeting of the Association, but the Executive Committee may alter these arrangements under extraordinary circumstances.
- b. The Local Secretary for the Scientific Meeting will be elected at a business meeting from amongst members of the Association at the venue of the proposed conference.
- c. The programme for each meeting shall be settled by the Programme Committee and suitably notified by the Secretary.
- d. Any member or an Associate of the Association or any other person wishing to present a communication shall furnish three copies of the abstract to the Secretary at least 12 weeks before the date of the meeting.
- e. No communication presented to the Association that has been published/unless specially requested by the programme committee.
- f. Every communication presented to the Association becomes the property of the Association which has the right to publish it in the official publication of the Association or else where to be determined in agreement with the author.
- g. Every person presenting a communication shall supply to the Editor of the Indian Journal of Orthopaedics an abstract four weeks before the meeting and if requested he shall also supply a full typescript with illustrations within a reasonable time in form suitable for publication.

11. Business Meeting

- a. A business meeting shall be held at least once during the course of each Scientific Meeting and on such other occasions as may be decided by the Executive Committee.
- b. Only Life Members and Full Members of the Association shall be entitled to attend and vote at business meetings and twenty-five shall form a quorum.
- c. The President shall call a business meeting within twenty-eight days of receiving a request signed by not less than one quarter of the members eligible to vote specifying the nature of the business.

12. Publications

- a. The main official publication of the Association shall be the Indian Journal of Orthopaedics.
- b. The office bearers of the Editorial Board who have served continuously for three years shall retire and three members be elected from amongst the members eligible to vote in the Annual General Body Meeting.

13. Officers:

- a. The officers of the Association shall be President, President-Elect, two Vice-Presidents, Secretary, Joint Secretary and Treasurer.
- b. All officers except the Secretary, Joint Secretary and Treasurer shall be elected annually.
- c. All the officers shall be honorary.

14. Executive Committee:

- a. The Executive Committee shall consist of the President, two immediate Past Presidents, President-Elect, two Vice-Presidents, Secretary, Joint Secretary, Treasurer and Members elected from approved State Chapters according to their I.O.A. membership strength as on 31st December of the previous year, in the following ratios.

1 to 74 ...nil

75 to 149 ...one

150 to 249... two

250 and above three

Not more than three Executive Members shall be elected from any State Chapter. Each of these members shall hold office for three years but may contest for re-election for one more term.

A group of State Chapters may join together for the purpose of eligibility to elect Executive Committee member.

Only Life Member and Full Members who are not defaulters are eligible to contest.

- b. The two Editors of the Indian Journal of Orthopaedics and two Secretaries of the Fellowship Committees shall be ex-officio members of the Executive committee and serve for three years. They may be elected for another term of three years.
- c. Five shall form a quorum at a meeting of the Executive Committee.
- d. No member of the Executive Committee shall serve for more than six years.

15. Election of the Officers and Members of the Executive

- a. The President, President-Elect, two Vice-Presidents shall be elected annually, from amongst Life Members and Full Members of the Association who are eligible to vote in a manner stipulated in Rule 15(c)

The Secretary, two Editors of the Indian Journal of Orthopaedics and members from the approved State Chapters shall be elected every fourth year in a manner stipulated in Rule 15(c)

The Secretary, Joint Secretary, Treasurer, two Fellowship Secretaries, two Editors of the Indian Journal of Orthopaedics and members elected from approved State Chapters shall hold office for a term of three years and shall be eligible for re-election for another term.

The Treasurer and the Joint Secretary shall be elected by the Executive from such members of the I.O.A. who are resident and working in the Union Territory of Delhi to facilitate smooth day-to-day running of the registered office at Delhi.

- b. At least 12 weeks before the Annual General Body Meeting, the Secretary shall send to each Life Member and Full member eligible to vote, a notice of the election accompanied by a list of vacancies to be filled in for nomination. All nominations must be received by the Secretary within 28 days of the dispatch of the notice convening the election. If there is more than one nomination for any vacancy, election shall be on the basis of a majority vote. Any candidate may withdraw his name at least two weeks before posting of ballot papers. The manner of election shall be secret ballot only.
- c. The Executive Committee as constituted in accordance with these Rules shall continue in office not withstanding their period of service, which has expired until their successors have been duly elected.

16. Powers, Functions and Duties of the Executive Committee

- a. The management of the Association shall vest in the Executive Committee of the Association.
- b. The Executive Committee shall have the power to fill up casual vacancies amongst the officers (except the President) and other members of the committee subject to confirmation at the next business meeting.
- c. The Executive Committee shall control the affairs of the Association, its funds and assets. The income and the property of the Association, howsoever derived shall be spent solely towards the objects of the Association and no portion thereof shall be paid or transferred directly or indirectly for any other purpose except for (a) the purpose of providing scholarships and fellowships to be offered for competition amongst the Life Members, Full

Members and Associates of the Association (b) as gift to the Orthopaedic Charitable, Education and other trusts of the Association.

- d. The Executive Committee shall have power to request the resignation of member deemed to be working contrary to the interest of Association or to have ceased to take interest in the objects of the Association or to have been disobedient to the Rules or guilty of unprofessional act of public misdemeanor, provided that the person concerned shall be notified of the proposed action not less than eight weeks before the next business meeting.
- e. The Executive Committee shall have power to remit, reduce or suspend the subscription of any Life Member, Full Member or Associate at its discretion.
- f. Without prejudice to the power of the general body of the Association the Executive Committee may exercise powers, function and duties as under:
 - i. To appoint committees, commissions and sub-committees and delegate such of the functions and powers to them as it may deem necessary.
 - ii. To co-opt Life Member, Full Member, Associate or any other person to any Committee.
 - iii. To appoint delegates to represent the Association at conferences in India and abroad.
 - iv. To purchase, build or otherwise and hold land, buildings, machineries, plants, furniture, vehicles books and other equipments that may be found necessary in furtherance of the functions and duties of the association for and in the name of the Association.
 - v. To receive donations and benefactions for and in the name of the Association.
 - vi. To constitute trusts and foundations for specific activities of the Association, e.g. Education trusts.
 - vii. To arrange scholarship and fellowships.
 - viii. To appoint an Auditor and fix his remuneration.
 - ix. The Executive Committee may appoint a full time Administrative Officer who will not be a member of I.O.A. for better management of day to day office work. His remuneration and specific duties shall be fixed by the Executive Committee and approved by the General Body.
 - x. To do all such acts and exercise all such powers as may be necessary in furtherance of the objects of the Association.

17. (a) President:

- a. He shall preside over the meetings of the executive committee and all other scientific and business meetings, functions, seminars symposia etc. convened by or on behalf of the Association. He shall deliver a Presidential address.
- b. The President shall be ex-officio member of all committees and sub-committees.
- c. The President may co-opt a Life Member or Full Member in the Executive Committee from regions/ states unrepresented in the Executive Committee. The number of co-opted members shall not exceed three and the President shall determine their tenure of service.
- d. The President shall submit his resignation to the Executive Committee.

(b) President-Elect:

- a. The President -Elect shall deputize for the President on all occasions when the President is absent or ceases to hold office during his term. He shall succeed as President for the rest of the term.
- b. He shall submit his resignation to the President.

(c) Vice Presidents:

- a. In the absence of the President or President-Elect, one of the Vice Presidents shall deputize for all functions of the President.
- b. He shall submit his resignation to the President.

In the absence of the President, President-Elect and Vice-Presidents, the Executive Committee shall elect a Chairman for any particular meeting or for the remaining term of office.

(d) Secretary:

- (i) The Secretary shall be responsible for the organization and exaction of all policies and programmes of the Association and shall submit reports at the meeting of the Executive Committee regarding thereto. He shall also present the annual report at the annual meeting of the Executive Committee giving a general review of the work of the Association in the preceeding year.
- (ii) He shall prepare and keep the minutes of all the business meeting of the Association and meeting of the Executive Committee and see that all notices are duly given in accordance with the provisions of rules and bye-laws. He will circulate the accounts for the year along with the minutes of the last Annual General Body Meeting.
- (iii) He shall be the custodian of the seal of the Association and other associated items.
- (iv) He shall be the custodian of all the documents and the papers of the Association.
- (v) He shall be the Returning Officer for all the elections except where he is a contesting candidate.
- (vi) He shall make the appointment of all vacancies in the Association starting with a basic monthly
- (vii) salary of less than rupees four hundred to be approved by the Executive Committee in its next meeting.

- (viii) He shall have the power to suspend, punish and otherwise control or regulate the employees of the Association whose monthly salary is less than rupees four hundred by the Executive Committee in its next meeting.
- (ix) He will sign and execute all contracts or other instruments in name of Association and shall exercise general supervision over all the affairs of the Association.
- (x) He shall be an ex-officio member of all committees and sub-committees of the Association.
- (xi) He shall inform the Managing Editor of the Indian Journal of Orthopaedics the arrears of the subscription of the Full Members and Associates of the Association with the first month of the commencements of the new year.
- (xii) He shall prepare a current voters list of all Life Members and Full members of the Association within the first quarter of each year.
- (xiii) He shall submit his resignation to the President.

(e) Joint Secretary:

He shall look after the day-to-day working of the head office being a resident and working in the Union Territory of Delhi, under the direction of the Secretary.

(f) Treasurer:

- (i) He will keep accounts of the Association.
- (ii) He shall present the Annual Audited Accounts of the previous year and unaudited accounts of the current year at the Annual General Body Meeting.
- (iii) He shall present a Budget for the next year at the Annual General Body Meeting.
- (iv) During his absence due to illness or visit abroad, the President will delegate in writing his duties to any other member of the Executive Committee.
- (v) All cheques and other negotiable instruments shall be signed jointly by the Treasurer and anyone of the following: the Secretary or the President.
- (vi) He will submit his resignation to the President.

The Secretary and Treasurer may incur petty expenses for smooth running of the Association work not exceeding five hundred rupees for one single item and get it reimbursed on production of proper receipts and vouchers.

18. Sub-Committees:

- a. In accordance with the Rule 16-f (i), the Executive Committee shall have power to appoint subcommittees for such other purposes as it may decide and appoint members of Sub-Committees.
- b. The Sub-Committees shall have the power to co-opt anyone who may assist their work without reference to Executive Committee provided the name of these co-opted members are recorded in the written report of the Sub-Committee to be presented annually to the Executive Committee.
- c. A written report of the proceedings of each Sub-Committee shall be presented annually to the Executive Committee.
- d. The following permanent Sub- Committees shall also be appointed as under.

(i) Fellowship Committee shall consist of The President of the Association.

Two immediate Past Presidents of the Association.

Secretary of the Association.

Two Secretaries, Fellowship Committee-Foreign & Indian.

Two Editors of the Indian Journal of Orthopaedics.

The Secretary of the Fellowship Committee shall be elected by the Executive Committee for a term of three years which may be extended for another term. At least three shall form a quorum

(ii) Programme committee shall consist of

The President of the Association

The Secretary of the Association

The Local Secretary

Any other member elected by the Executive Committee.

The Programme Committee shall decide the arrangements for scientific meetings and select the papers to be presented at the annual Conference

19. Alteration of Constitution and Rules

The rules and regulations shall be altered only by the vote of at least three-fourths of the members (Life and Full) present at a meeting specially convened for the purpose. The Secretary shall dispatch a notice of such meeting and of every proposed alteration by post to every member eligible to vote, not less than 30 days before the date of the meeting and no rule shall be altered unless such notice has been given. ; One-sixth of life members and full members in the register of Association shall form a quorum at a meeting convened to alter the constitution.

20. Indemnity

Neither the office bearers nor the members of the General and / or Business Executive authorities nor members of the association shall be answerable for any act done in good faith by them for the sake of conformity only, for the monies of the Association other than such as shall come into their own hands or for

any collections or receiver of monies appointed by the Central Executive/Council Branch Executive Committee concerned for any misfortune, loss or damage happening to the Association by reason of any deed executed by them as an office bearer or a member of the Central Executive Council / Branch Executive Committee or member of the Association or any reason of any error in judgments or mere indiscretion on their part in the performance of their duties or otherwise on account except for willful negligence or fraud. Every person being an office bearer or a member of the Central Executive Council/Branch Executive Committee or a member of the Association, his heirs, Executors and administration shall at all times be indemnified out of the funds of the association/against all costs, losses, damage and / or expenses whatsoever incurred or sustained by him in the execution of his powers or duties and every person having been and/or being an office bearer or a member of the Central Executive Council/Branch /Executive Committee or a member of the Association, his heirs, executors and administrations shall be indemnified and saved harmless out of the funds of the Association against all action, suits, claims and demands whatsoever brought/made against him or them either singly or jointly in respect of any engagement of the Association such as may be incurred by his own personal willful neglect or fraud.

21. Dissolution

No less than three-fifth of the Life Members and Full Members of the Association may determine that it shall be dissolved, and thereupon it shall be dissolved forth with, or at any time agreed upon, and all necessary steps shall be taken by the Executive Committee for the disposal and settlement of the property of tile Association, the claims and liabilities, according to the Rules of the Association.

**RESOLUTION FOR CONSTITUTIONAL AMENDMENTS CARRIED AND ACCEPTED IN
SPECIAL GENERAL BODY MEETING ON 21st DECEMBER 2001 FROM 5.00pm -
7.30pm AND CONTINUED ON 22nd DECEMBER 2001 FROM 8.30am ONWARDS IN
KARNAVATI CLUB AHMEDABAD.**

**(All resolutions not carried are mentioned separately others are all
carried) (These have to ratified in A.G.M. of Patna on 16-11-
2002)**

I OBJECTS

2(a) To hold scientific meeting separately or alongwith the Association of Surgeons of India or such other Associations or Societies.

Amendment to read as follows :

2(a) To hold scientific meetings separately or alongwith other Associations or Societies.

II 2(b) To encourage the formation of state and regional branches of Orthopaedic Surgeons. To

include the following:

(Explanation : where the Orthopaedic Surgeons in Central Government Service may not be able to become members of state or regional chapters, such other chapters of services like Railways/Armed Forces may also be affiliated to the Association.)

III 2(i) To advise other association voluntary bodies/Government agencies on matters affecting the

interest and development of orthopaedic surgery including standardization of instruments, implants and orthotic & prosthetic appliances, problems of rehabilitation of physically handicapped, to advice on matters concerning teaching and training of medical students (Under graduates and Post-graduates) and research in Orthopaedic Surgery and to suggest ways and means for improving the training of the paramedical personnel.

2. and to advise Government agencies regarding legislations affecting the art and practice of Orthopaedic Surgery in India.

IV 2(d) To publish journals, proceedings, brochures, periodicals and abstracts pertaining to orthopaedic

surgery and allied subjects.

Amendment to read as follows :

To publish singly or in association with other Association and Societies, Indian or Foreign, Journals proceedings, brochures, periodicals news letters and abstracts pertaining to orthopaedic surgery and allied subjects.

CONSTITUTION

Rules & Regulations

V 3. Office & Scope -

I 3 (a) to be deleted -

II Address of permanent office to be mentioned

VI 3. Office and Scope:

(a) The principal office of the association shall be located in Delhi, till the Annual General meeting in 90/91 by which time a piece of land/building is procured in Delhi for permanent office accommodation failing which any of the Metropolitan cities of Indian may be considered for location of Association head quarters.

To be changed to read:

The Principal Office of the Association shall be located in the I.O.A. House, Plot No. 69, Tughlaqabad Institutional Area M.B. Road Behind Batra Hospital, New Delhi.

VII 4. Membership (should be through state chapters)

(d) Full members to be deleted

Amendment to include: New Membership w.e.f. 1.1.2003 will be through State Chapters The Secretary of State Chapter will send proposals for membership of the Association Only members of State Chapters will be enrolled as members of I.O.A.

Resolution not carried

1. Clause 4 (d) Full members

(e) Associate members

To be deleted VIII 5.

Membership details : Eligibility

Membership through State chapter

Membership No. to include Local/State

Central No.

Membership subscription increased automatically every 3 years by a fixed percentage

Resolution not carried

XI 5(c) Life members

Orthopaedic Surgeon with proper training in the speciality with D.Orth./M.S. (ortho), Mch (Ortho) DNB (Ortho), FRCS (Ortho)

5(c) Life members of the association who contribute a minimum of Rs. 3000/- (three thousand only) to the funds of the Association may be elected to life membership of the association.

Amendment to read as follows:

Life Members : Members of the Association who contribute a minimum of **Rs. 5000/- (Rs. five thousand only) to the funds of the Association. The life membership contribution is to be revised every 3 years by 25% and rounded off to the nearest 500 if necessary.**

(Resolution not carried)

X 5(d) **Full membership to be deleted.**

5(d) Full Members:

To include : Full members have to pay an annual subscription of **Rs. 500/-** which has to be paid before 1 st of April of the same year. Full members in arrears for 3 years (1 st April being the cut off date) **will automatically cease to be members of the Association).**

(Change of Subscription not carried second part carried)

5(d)II Members may be elected from those (1) who have completed an acceptable training in orthopaedic surgery and (2) are engaged in practice of Orthopaedic Surgery or (3) related subject of (4) who are engaged in practice of allied subjects closely related to orthopaedic surgery.

Amendment proposed

(d) II **Members may be elected from those (1) who have completed an acceptable training in orthopaedic surgery and have acquired a post graduate degree or diploma in the subject and (2) are engaged in practice of orthopaedic surgery or (3) related subject or (4) who are engaged in practice of allied subjects closely related to orthopaedic surgery.**

(e)(i) Associate members may be elected from those who are trained in orthopaedic surgery and from physicians and surgeons in this or other countries who are interested in Orthopaedic Surgery or allied branches of medicine.

Amendment proposed

(i) Associate members may be elected from those who are **training** in Orthopaedic Surgery and from physicians and surgeons in this or other countries who are interested in Orthopaedic Surgery or allied branches of medicine.

Note :- Title of Clause 5:

XI 5(e) I **Associate membership open to those undergoing training in Ortho. Surgery.**
II **to be deleted.**

P.G. Students as P.G. life members (not carried)
When does the membership of an applicant come into effect.

(Clear guideline to be mentioned.) (From the day after the Annual General Body Meeting)

Eligibility for membership should be included.

XII6. Subscription.

6 (a) The annual subscription for members of the Association will be due on the 1 st of April each year and is payable in advance.

To read:

"The annual subscription for **full members and Associate members** of the Association will be due on 1st of April each year and is payable in advance".

XII 6 (b) Fifty percent of the total subscription shall be made payable to the Treasurer of the Indian Orthopaedic Association and the remaining fifty percent to the Managing Editor of the Indian Journal of Orthopaedics.

Amendment proposed

Fifty percent of the total **annual subscription of Full and Associate members** shall be made payable to the Treasurer of the Indian Orthopaedic Association and the remaining fifty percent to the Managing Editor of the Indian Journal of Orthopaedics.

XIV 6 (c) The annual subscription shall be determined from time to time by the executive committee and approved by a simple majority at a business meeting.

Amendment Proposed

6 (c) The annual subscription shall be increased by 25% **and rounded off to the nearest 100 after every 3 years. (Resolution not carried)**

Clause 6 (e) **AMENDMENTS :**

1. **Total number of honorary fellows at any time should not exceed one for every three hundred members of the Association.**

3. **Associate Members :**

Delete associate membership, (not carried)

XV (7) Cessation of Membership :

(a) No member or associate will be entitled to any of the privileges of the Association if his or her subscription to the association and/or the Indian Journal of Orthopaedics is in arrear for more than three years and in the event of its remaining unpaid even after a reminder under Registered post^{*}. he or she shall automatically cease to be a Member or Associate of the Association. Re-election may be granted by the Executive Committee if all the arrears are paid and an application in writing is made to the Secretary.

Amendment proposed :

No member or associate will be entitled to any of the privileges of the Association with his or her subscription to the association and/or the Indian Journal of Orthopaedics is in arrear for more than **two years** and in the event of its remaining unpaid even after a reminder under Registered post **after 3 years, he or she shall automatically cease to be a Member or Associate of the Association.** Re-election may be granted by the Executive Committee if all the arrears are paid and an application in writing is made to the Hon. Secretary.

(8) Chapters :

(8) (b) All Chapters shall be constituted and shall function in accordance with the Rules of the Association. **Amendment proposed:**

All chapters shall be constituted and shall function in accordance with the Rules of the Association and directives given from time to time by the office of the Association. A **Centre State Relationship Committee consisting of a chairman nominated by the executive committee, the President, Hon. Secretary, Immediate Past President and President-elect of the I.O.A. along with elected Presidents & Hon. Secretaries of all affiliated chapters will monitor the functioning of state chapters.**

Affiliation : For a state chapter to be affiliated to the Association, the state chapter will apply to the Hon. Secretary through the State *E.on.* Secretary agreeing to adopt the constitution of the Association with modifications accepted by the executive committee of the Association. They will also send regular report of activities to the Hon. Secretary. The affiliated state chapter shall agree to follow the directive given from time to time by the Executive Committee of the Association.

XVI Clause 8. Chapters :

(b)and directive given by Executive Committee of the Association from time to time.

(d) **Affiliation: State Chapters have to apply in writing for affiliation through their Secretary. At least 75% of the members of the chapter should be members of the Association** and an undertaking with respect to Clause a (b) to be given.

(e) **Affiliation of State Chapters shall be renewed once in every 10 years. Application for renewal of affiliation should be sent to secretary at least 6 months before expiry of affiliation.**

Cessation of Affiliation: The Executive Committee shall have the right to cancel the affiliation of a State Chapter if it is deemed to be working against the rules of the Association/directives of the Executive Committee. Prior notice of this shall be given to the concerned State Chapter at least 3 months before cessation of affiliation. If no reply is received within 3 months the affiliation will automatically cease and a new application will be required for reaffiliation.

2. Clause 8 (b) The Chapters shall be constituted and shall function in accordance with the **rules of affiliation** of the Association.

Chapter.

- I. **Central Government Organizations with more- than 50 serving Orthopaedic Surgeons will be allowed to have one executive committee member and to have status of Chapter.**

(Resolution: Number of members to be 75 for representation)

XVII 8. (c)

To include

Dates of such meetings are to be confirmed by the Executive Committee

XVIII (9)

Accounts & Finances

- (a) The Association FINANCIAL YEAR shall extend from 1st April to 31st March, both days inclusive.

Amendment proposed:

The Association FINANCIAL YEAR shall extend from 1st April of one year to 31st March of the following year, both days inclusive.

XIX (9)

One clause to be included as

All assets, movable/immovable property shall be held on behalf of the Association by the Treasurer.

XX 10.

Scientific Meetings.

- I **Details of Calling of Annual Conference Procedure, guidelines of same protocol to be observed finances and savings to be mentioned. (These shall be governed by guidelines/protocols of I.O.A. drawn up and updated from time to time.)**
- II The arrangements, dates and venue of the Annual Conference may be changed under extraordinary circumstances by the Executive Committee.

What are these circumstances?

The circumstances are

1. Withdrawal by local organising committee.
2. Act of omission /commission of a serious nature by senior member of organising committee grievous enough to effect the conference or name of the Association.
3. Illness Death of the Organising Secretary.
4. Lack of followup of directives from I.O. A. executive regarding programme/ guideline protocol for I.O. A. meeting by Organising Committee.
5. Falsification of **in** information of facilities at venue at time of bid.
6. Any other condition which the Executive Committee feels is of serious nature and will adversely affect the staging of the conference or the name of the Association.
 - (a) **Local Organising Secretary is to be selected by state Chapter before bidding and ratified in AGM.**
 - (b) **Programme Committee to decide the full Progn mime of the conference at least 3 months in advance. This includes arrangements for scientific deliberations, guest speakers, orators, seminars, symposia, workshops and selection of free papers for Presentation at the Annual Conference.**

XXI

Scientific Meetings.

XXI 10 (a) The Scientific meetings shall be held every year The venue and the dates of the meeting called the Annual Meeting of the Indian Orthopaedic Association shall be decided by the vote of majority at a business meeting of the Association, but the Executive Committee may alter these arrangements under extraordinary circumstances.

Amendment proposed:

The scientific meetings shall be held every year. The venue and the dates of the meeting called the Annual Conference of the Indian Orthopaedic Association shall be decided by a majority vote.

1. Clause 10 (a) **Scientific Meetings: -**

- (a) The Scientific Meetings shall be held every year. The venue and the dates of the meeting called the Annual Meeting of the Indian Orthopaedic Association, shall be decided by the vote of majority at a business meeting of the Association, but the Executive Committee may alter these arrangements under extraordinary circumstances.

AMENDMENT PROPOSED

To include.....

Formal bids for venue of Annual meetings will be invited two years in advance. **They should be submitted at least one month before the Annual Meeting on a standard proforma. The local organizers and State Chapter Officers will have to give an undertaking to abide by the directives of the Executive Committee and Programme Committee.**

XXII (10) (b) The Local Secretary for the Scientific Meeting will be elected preferably at a business meeting

of the Association, or from amongst members of the Association residing at the proposed venue of the conference.

XXIII (10) (c) The Programme for each meeting shall be settled by the programme committee and suitably

notified by the secretary.

& (d) Any member or an Associate of the Association or any other person wishing to present a communication shall submit three copies of the abstract to the Secretary at least 12 weeks before the date of the meeting.

Clause 10 (a):

Applications for hosting the annual meeting shall be called from interested State Chapters on Standard proforma fulfilling criteria laid down from time to time by Executive Committee. The intending host State Chapter shall be a registered body. All financial responsibilities for conducting the conference shall rest with the State Chapter.

10 (b) : **The Local Secretary for the Scientific Meeting shall be nominated by State Chapter and ratified at the business meeting of the association. He shall also be responsible for all finances pertaining to the conference.**

10 (d): **.....to the Local Secretary.**

3. Clause 10 (b) The Local Secretary to be called **local co-ordinator**

4. Clause 10 (c) Programme committee to be replaced by **Central Committee.**

5. Clause 10 (h) To be added: The **Central Committee** shall have **academic/financial** control over scientific meetings.

Amendment proposed:

Instead of "Secretary" it should read "**local organising secretary**".

XXIV (10) (g) Every person presenting a communication shall supply to the Editor of the Indian Journal of Orthopaedics an abstract four weeks before the meeting and if requested he shall also supply a full typescript with illustrations within a reasonable time in a form suitable for publication.

(10)(g) **The clause may require amendment as there is no prevalence of this currently.(Clause to deleted)**

(11) Business Meetings.

I To be called Annual General Body Meeting to be held during Annual Conference.

To add that if quorum is not complete (25 to be changed to 100) then after adjournment it may meet again after 15 minutes.

6. Clause 11 (b) Full members will be deleted if also deleted in clause 4 & clause 5.

(12) Publications

clause 12:

(a) Publication : The official publication of the Association shall be the Indian Journal of Orthopaedics and the news letters of the Association.

(b) The office bearers of the Editorial Board shall be one Editor, Two Associate Editors and Nine members. Three members of the Editorial Board who have served continuously for three years shall retire and three members be elect from amongst the member eligible to vote. The election for all posts will be by secret ballot.

13. Officers:

14. Executive Committee:

I (b) Editor + 2 Secretaries of Fellowship Committee + Chairmen of all committees will be part of Executive Committee.

II. Association of serving doctors registered as separate chapter will have same pattern of representation in executive committee as State Chapters.

XXVI 14 (a) After : only Life Members and Full Members who are not defaulters are eligible to contest or vote.

To add :

Eligibility for voting : **Defaulters are not eligible to vote.**

(Explanation : **Defaulter is a Full Member who has not paid his dues by 1st of April of the year of the election).**

XXVII 14 (d) **No member of the Executive Committee shall serve for more than six years on any one post.**

15. Election of the officers & member of the Executive

I. Elections of President-elect not of President

II. If the Hon. Secretary is from Delhi then the Joint Secretary may be nominated from outside Delhi, (not carried)

III. 2 Posts of Jt. Secretary one from Delhi and one from same city as Hon. Secretary, (carried)

XXVIII 15 (a) The President, President-Elect, Two Vice-Presidents shall be elected annually, from amongst Life Member and Full Members of the Association who are eligible to vote in a manner stipulated in Rule 1 (c)

Amendment proposed :

The President-elect and two Vice-Presidents shall be elected annually, Rule-C, Their Tenure shall be for one year and they cannot seek re-election to same office.

XXIX 15 (a) The Treasurer and the Joint Secretary shall be elected by the Executive from such members of the I.O.A. who are resident and working in the Union territory of Delhi to facilitate smooth day-to-day running of the registered office at Delhi.

Amendment proposed:

15 (a) The Treasurer and Jt. Secretaries shall be **nominated** by the Executive Committee. Powers, function and duties of the Executive Committee.

XXX 16 (c) **for the purpose of building a permanent office in New Delhi and such other institutions as thought necessary in fulfillment of the objects of the association.**

XXXI (16) (d) The Executive Committee shall have power to request the resignation of member deemed to be working contrary to the interest of the Association or to have ceased to take interest in the objects of the Association or to have been disobedient to the Rules or guilty of unprofessional act of public misdemeanour, provide that the person concerned shall be notified of the proposed action not less than eight weeks before the next business meeting. To appoint an auditor and fix his remuneration. II Clause 16 (f) (ix)

(ix) The Executive Committee may appoint a full time Administrative Officer who will not be members of I.O.A. for better management of day to day office work. His remuneration and specific duties shall be fixed by the Executive Committee and approved by the General Body.

Amendment proposed :

The Executive Committee may appoint a full time Executive Secretary and an Administrative Officer who will not be members of I.O.A. for better management of day to day office work. Their remuneration and specific duties shall be fixed by the Executive Committee and approved by the General Body. They will both work directly under orders from the President, Hon. Secretary, Jt. Secretary and Treasurer of the Association.

XXXII (16) (f) (x) To be changed to :

To build up protocols of the Association for its smooth functioning. These may be modified from time to time.

XXXIII (16) (f)(xi) To be changed to :

(16) (f) (xi) To do all such acts and exercise all such powers as maybe necessary in furtherance of the object of the association.

XXXIV 17. Duties & Powers of the Officers.

I. (b) (i) Instead of President-elect

(c) (i) **having power, these to be given to Senior Vice-President. (not carried)**

II. Duties of Vice-President/Executive Committee members to be defined. (As per protocols)

III. (b) (i) To be deleted.

(c) In the absence of President, Senior Vice President (by seniority in the Association) shall deputise in all functions of President. (not carried)

IV (a) **President should be provided with a seal of the: Association.**

V (b) President-elect.

(iii) **President-elect should be member of all committees and sub-committees.**

(iv) **President-elect should be returning officer when Secretary is contesting for Election of I.O. A.**

III. Clause 17 (b) President Elect.

Amendment proposed:

(iii) **He shall be the returning officer for the elections being held in the year for which he is President Elect.**

(Clause 17 (d) (v).....**to be deleted. Subsequently other sub-clauses to be renumbered under clause 17 (d).**

9. Clause 17 (b) **President -Elect:** He shall be the **returning officer** for the I.O.A. elections during his term of office.

(d) **V to be deleted and other sub-clause to be renumbered.**

XXXV (17) (d) (vii) He shall have the power to suspend, punish and otherwise control or regulate the employees of the association whose monthly salary is less than rupees four hundred to be ratified by the executive committee in its meeting.

Amendment proposed:

He shall have the power to suspend, punish and otherwise control or regulate the employees of the association whose monthly salary is less than **rupees two thousand** to be ratified by the executive committee in its next meeting.

XXVI(17)(f) Treasurer

XXXV11 (17) (f) (vi) Proposed inclusion

He will hold charge of all assets (movable and immovable property) on behalf of the Association and shall hand over the same to his successor.

XXX VI11 (17) (0 (vi) He shall submit his resignation to the President.

Amendment proposed :

The secretary & treasurer may incur petty expenses for smooth running of the Association work not exceeding **Rupees Five Thousand** on one single item and get it reimbursed on production of proper receipts and vouchers.

XXXIX The **programme committee** shall decide the arrangement for scientific meeting and select the papers to be presented at the Annual Conference.

Amendment proposed :

The programme committee (central committee) shall decide the arrangement for scientific meeting and **select the papers/Conference Lectures** to be presented at the Annual Conference.

XXXX 18. Sub-Committees.

I. I(d)(ii) Programme Committee shall consist of President, Secretary, **President-elect, Treasurer** and Organising Secretary.

10. Clause 18 (d) (ii) "**Programme Committee**" to be replaced by "**Central Committee**"

consisting of President

President-Elect. Hon.

Secretary Treasurer

Local Co-ordinator

and any two co-opted members

II. 18 (d) Permanent sub-committee.

(i) Fellowship Committee should include **President elect** as one of the members.

XXXXI 19. Alteration of Constitution and rules.

11. Clause 19 : **500 members shall form a quorum for a meeting convened to alter the constitution.**

RECOMMENDATIONS FOR THE GUIDELINES AND MODIFICATIONS IN PRE-CONFERENCE WORKSHOPS AT IOACON

1. **FACULTY:** Chairman or Convenor of each workshop (Hence forth called PCW) e.g. one for Arthroplasty, one for JESS etc. be appointed for three years as is done for CME. He/she should select the faculty for the workshop on the basis of criteria laid down below. The academic material and quality success or failure of the PCW should be borne by him/her.
 2. **Concerned subspecialty of IOA** should be involved in the PCW especially Chairman and Secretary of the subspecialty.
 3. **Pre-requisites for being appointed Faculty:**
 - a) Surgeon should have carried out a minimum number of said procedure (100), must give it in writing preferably testified by the Head of the Hospital.
 - b) Minimum number of publications on the same subject in IJO (2) or other indexed national or international journal (1) of repute.
 - c) Presentations at National (5) and International (2) level on the same subject.
 - d) Total work experience should be given due consideration.
 - e) Fellowships won by the surgeon on the said subject are given due weightage.
 - f) Must be a member of subspecialty and IOA (only exception can be a foreign faculty).
 4. The implant companies should be invited to sponsor the PCW by Organising Secretary for the financial and organisational part. The sponsors can recommend only two (2) faculty members out of a total of 5-6 required for the PCW. These faculty members must meet the criteria laid down by the IOA and in no case a violation will be allowed.
 5. The PCW being organised according on the IOA guidelines should be given accreditation Points.
 6. Weightage should be given to the accreditation points in deciding for the fellowships of IOA.
 7. Minimum number of accreditation points should be made necessary for a surgeon to be eligible to become a member of Sub-specialty.
 8. The surgeon taken, as faculty should be given credit in deciding the fellowships of IOA.
 9. The chapter and regional conferences must follow the guidelines of the IOA for the PCW conducted by them to be accredited.
 10. If any member of IOA is organising a PCW it should be must for the member to get it accredited and advertised it as accredited.
 11. No member of IOA should be organising secretary of a non-accredited PCW.
 12. Live demonstration should be included as part of curriculum of PCW.
 13. IOA should grade the PCW; this grading should be mentioned in the announcement brochure.
 14. Criteria for the grading should be on the basis of faculty, course material, live demonstration etc.
 15. The faculty should send the notes of their lectures to the organising secretary atleast one month before the commencement of the PCW.
 16. The course material in the form of the lecture notes of the faculty and technique in detail should be sent to the participants atleast two weeks in advance so that they come prepared and are able to clarify their doubts during the proceedings.
 17. The participants must evaluate the proceedings in confidence vis a vis, academic content, presentation, discussion etc. and the copy of same be communicated in original to the coordinator, organising secretary, Hon. secretary and the President of IOA for future reference and action.
- (Prepared by Dr. G.N. Khare & Dr. H.S. Sethi).

PROTOCOL OF IOA FOR ANNUAL CONFERENCES (IOACON)

A. Procedure for bids: The Hon. Secretary shall invite bids for the conference from State Chapters about 3 Years in advance (January News Letter) Bids have to be on a standard proforma (Annexure 1) & sent to Hon. Secretary at least 2 months ahead of the Annual Conference which is scheduled 2 years prior to the conference for which bids are being made. Venue shall be selected by simple majority in a business meeting during the conference. The host chapter should be registered under Registration of Society's Act 1860 and have a PAN No./GIRNo. with Income Tax Department.

B. Procedure for selection of venue:

Basic requirements:

I. Choice of City:

(i) Accommodation available: There should be adequate accommodation available for around 4000-4500 persons. The ideal break-up should be:

- (a) Five Star accommodation for 400 persons
- (b) Four Star accommodation for 1200 persons
- (c) Three Star accommodation for 1000 persons
- (d) Two Star and below accommodation for 1500-2000 Persons.

This accommodation facility should ideally be less than 50-60% of the total hotel/guest rooms/ rest house accommodation available in the city as many rooms are occupied by regular hotel guests/tourists.

(ii) Connection by Air, Rail, Road: The city should be well connected by air to the metro cities atleast. It should have a major Rail head with good connections all over the country.

(iii) Tourist Spot: Although being a major tourist destination is not a must, but it certainly attracts a bigger participation and is of definite advantage.

II. Choice of Venue:

(i) Central Auditorium: The main auditorium should have a capacity of minimum 1200. If this can be increased to 1500 it would be better. The acoustics of the hall should be good and it should preferably be air-conditioned.

(ii) Satellite halls:

- (a) A minimum of two satellite halls with minimum capacity of 300 each.
- (b) Minimum 4 more satellite halls with capacity of 100-150.
- (c) 2-3 "Board rooms" with capacity for 40-50 persons.
- (d) Storage space for conference office of minimum 600 sq. feet.

(iii) An area adjacent to the main hall (within 100 sq. yard of main auditorium) for the dining hall.

(An area of approximately 25,000 - 30,000 sq. feet would be required).

(iv) Another area of similar size/or 23 long rectangular halls of 68,000 sq. feet and adjacent to (within 100-150 yds) of the auditorium will be required for the trade exhibition.

(v) The venue shall be preferably located centrally in the city, or within 10 kms.

(vi) Adequate parking space should be available around the venue:

(vii) The venue should also have some area for providing "lounge space" for spouses/children

(viii) Adequate space should be provided for registration counters,

(ix) The venue should be such that it can be cordoned off from general public and is safe from security point of view,

(C) Dates of IOACONS:

The dates for the conference will be in 1st week of December but can change under extraordinary circumstances. (The CME shall be on the first Thursday of December & the rest of the programme shall be planned accordingly)

Local Organising Committee:

The team organising the conference should be experienced and a short biodata of the key persons should be submitted with the bid. The Organising Secretary, especially, should fulfill the following criteria:

1. Should have attended atleast 6 IOACONS at the time of the bid.
2. Should have preferably been Organising Secretary/C Chairman of organising committee/Chairman of Scientific Committee, of atleast one State Chapter Conference, or he should have organised at least one major State/National Workshop/Scientific activity.

(E) Finances of Conference:

- (i) Budget proposals including registration fees, tariffs for stalls etc.

I. RECEIPTS:

- (a) Registration fees for main conference: The registration fees for members of IOA for IOACON 2001 is Rs. 1000/-. It can be increased by 10% each year and rounded off to the nearest 100. The registration fees for non-members will be 50% more than the registration fees for members. Late fees will be 25% of registration fees after one month of last date of regular registration and 50% after 2V2 months from last date of regular registration. Spot registration will be double the normal registration fees. Registration fees for Post-graduate students will be 60% of normal registration fees.

This fee structure will be maintained irrespective of the city hosting the conference and will not be a subject for discussion in GBM except for extra ordinary circumstances.

- (b) Incidental charges: The incidental charges for IOACON 2001 is Rs. 150/-. It will be increased by Rs. 50/- every 3 years.
- (c) Registration fees for C.M.E. programme: The registration fees for C.M.E. programme will be Rs. 300/- for the Ahmedabad IOACON 2001 and will be increased by Rs. 100/- after every 2 years.
- (d) Registration fees for workshops: The registration fees for workshops in IOACON 2000 Ahmedabad is Rs. 350/-. It can be increased by Rs. 507- each year.
- (e) Registration fees for spouses and children over 8 years of age/Accompanying persons. 60-75% of registration fees for the delegate (For spouses/children of non-members it will be proportionately more).
- (f) Registration fees for children below 8 years- Nil.
- (g) Complimentary free registration:
The following have to be given Complimentary free registration:
 - (i) President of IOA and his wife
 - (ii) Hon. Secretary of IOA and his wife
 - (iii) Hon. Treasurer of IOA
 - (iv) Administrative Officer of IOA
 - (v) L.D.C. of the IOA office
 - (vi) All Honorary Fellows of IOA (list to be obtained from Hon. Secretary / Hony Treasurer)
 - (vii) All foreign guest speakers
 - (viii) All Indian guest speakers who are not members of IOA
 - (ix) Spouses of foreign guest speakers if they arc accompanying them
 - (x) Invited dignitaries
 - (xi) IOA members over 70 year of age.

TARIFFS FOR STALLS:

- (1) Tariffs for unit stall of 3 metres X 3 metres is Rs. 50,0007- for the duration of the conference at Ahmedabad. This should be maintained for three years and may require revision after this period.
- (2) Tariffs for special stalls arc at discretion of the local organising committee.
- (3) Concession for multiple stalls is also at discretion of local organising committee.

SPONSORSHIPS:

These are negotiable for various activities and at the discretion of local organising

committee. However all sponsorships have to be with approval of budget committee.

TARIFFS FOR SOUVENIR:

Tariff at the discretion of the local organising committee.

MISCELLANEOUS RECEIPTS:

Like donations from local medical fraternity in the form of member of reception committee etc. At discretion of local organising committee.

F. SCIENTIFIC PROGRAMME OF CONFERENCE :

The scientific programme for the conference will be drawn up by a central committee consisting of the following:

1. President
2. President-elect
3. Secretary
4. Treasurer
5. Two past Presidents
6. Any other co-opted member

(i) **ORATIONS:** There are at present two orations of the I.O. A. and they should be given prime time during the conference. Ideally they should be slated between 10.00 am. to 12.00 noon on the first day of main conference. There shall be no concurrent session during the orations. The chairpersons for both orations shall be the President and Secretary of I.O.A.

- (a) **KIM MEMORIAL ORATION:** This will be presented by the immediate past President of the Association. The Secretary will inform the Orator at least 8 months in advance seeking the topic of his presentation which shall subsequently be informed to local Organising Secretary.
The oration will always be presented before the Silver Jubilee Lecture.

The duration of the oration shall be of one hour out of which the actual presentation shall be of 45 minutes. The President of I.O.A. will introduce the orator and invite him for the presentation (10 minutes). The Secretary shall assist the President in the award of the Medallion for the oration. The orator shall wear the medallion during the oration. The Kim Memorial oration shall be printed in the April issue of I. J.O. in subsequent year.

- (b) **Silver Jubilee Commemoration Lecture:** Application for manuscripts for the Silver Jubilee Commemoration Lecture will be invited by the Secretary in the January issue of the News Letter. The last date for submission of abstracts to the Secretary shall be 30th June of the year of presentation.

Rules and Regulations: The Silver Jubilee Oration was instituted in 1980 to commemorate the 25 years of our association. It is a mark of recognition to a member whose original, unpublished work is worthy of this prestigious award.

The lecture shall be at the Annual Conference.

The Association invites papers from intending lectures for selection of the lecturer.

The Award carries a silver salver and cash award for an amount of Rs. 5,000/- (Rupees Five thousand only) No traveling or other allowance shall be paid.

Conditions:

1. The lectures shall be a Life/Full Member of the Association without arrears.
2. It shall be his personal work, preferably done in India.

The subject of lecture should not have been published or presented in its present form elsewhere. He should certify to that effect.

4. Six copies of his work as full paper, which will not exceed 45 minutes reading time with six copies of his Bio-Data shall be submitted to the Secretary, before a stipulated date announced by the Secretary'. (30th June each year)

5. A Committee of five shall screen the papers submitted and the committee's decision is final.

The referees for the award shall consist of the President, President-Elect and immediate three Past-Presidents. The Secretary shall send a copy of all the manuscripts/Bio-data received to all the referees in 1st week of July. Last date of receipt of the judgement by Secretary shall be 15th August.

For uniformity of tabulation, manuscripts shall be judged according to following format:

1.	Literature review	10 marks
2.	Subject matter	10 marks
3.	Discussion	10 marks
4.	Message	10 marks
5.	Practical application	10 marks
	Total	50 marks

The referees may recommend that none of the manuscripts were found to fulfill the criteria. If three out of five judges send this recommendation, the oration will not be presented that year. The President of I.O. A. will introduce the orator (10 minutes). At the end of the presentation the Secretary will assist him in presentation of the Silver Salver and a cheque for (Rs. Five Thousand Only).

The selected manuscript shall become the property of the Association and shall be printed in original or modified form in the July issue of I. J.O. in the subsequent year. All such manuscripts shall be kept in I.O. A. Library in New Delhi Office.

CONFERENCE LECTURES:

- (ii) There shall be 12 Conference Guest Lectures out of which 6 shall be named after the following:

Dr. P.K. Duraiswamy, Dr. A.K. Saha, Dr. Mukhopadhyaya, Dr. A.K. Talwalkar, Dr. M. Natrajanand Dr.K.S.Grewal.

The guest lecturers shall be selected by the Central Committee mentioned earlier. They may be from outside the country, or members of the I.O. A. with significant work in a particular field, or from other disciplines who have made significant contributions to the art and practice of Medicine.

In addition to the Conference lectures there shall be a "President's invited Guest Lecture". The President shall have the privilege of inviting a leading personality from the Medical world or otherwise whom he feels has made significant contribution to society at large.

The guest lectures will be of 25 minutes duration with 5 minutes for discussion. The Presidents guest lecture shall be of 30 minutes duration with no discussion.

- (iii) **FREE PAPERS:** Free papers will be invited from members/non-members of I.O. A. for presentation during the conference. Each member can present only one free paper as the first author.

Presentations will be under following heads:

- (a) Oral presentation
- (b) Poster presentation

- (a) **Oral Presentation:** The Central Committee shall meet preferably in 4th week of August for selection of the papers for oral presentation. Approximately one-third of papers selected for presentation in the conference shall be for oral presentations. Rest of them shall be for poster presentation. Criteria for selection of papers shall be circulated in the final announcement brochure for the conference.

The oral presentations shall be preferably grouped into scientific sessions according to regions/ special techniques, specific diseases etc. The duration of individual scientific sessions shall not exceed 120 minutes (preferably 60-90 minutes). There shall preferably be 5 presentations (for a 1 hr. session). Each oral presentation shall be of

8 minutes with 2 minutes for discussion. Strict control shall be kept on time taken for presentations.

A. A. MEHTA GOLD MEDAL COMPETITION: A special session of 2 hours (10 presentations) shall be kept reserved for this prestigious competition:

Members desirous of participating in this shall mark on their abstract form that the presentation is for consideration for the competition. The competition is open to only IOA members below 40 years of age on 31st December of year of conference. Proofs of membership and age are essential. The central committee in its August meeting shall screen all such papers and select a maximum of 10 papers for the competition (less, if sufficient number are not found to be suitable). Selection shall be based on same format as for judgement during the competition. There shall be 5 judges from amongst Past-Presidents of I.O.A./Senior Professors of Orthopaedics, preferably one to represent each region, from amongst those attending the conference. The Secretary will finalise the list in consultation with the President and inform the judges preferably a day before the competition. The Judges/President/Secretary are required to maintain strict secrecy of appointment. The judges are requested to hand over the judgements to the Secretary immediately after the competition. The judges, in consultation with each other, may decide not to award the gold medal if no presentation is found to be of a standard befitting the competition.

The result of the competition shall be announced during the Valedictory Function of the Conference. The medal shall be presented in the inaugural function of the subsequent conference.

- (b) **Poster Presentation:** Approximately two-third of free papers selected for presentation will be invited to be presented as posters. The Central Committee reserves the right to recommend any paper for poster instead of oral presentation, and representations against this shall not be accepted. The Organising Secretary shall make adequate arrangements for proper display of the posters as well as for interaction of the author with delegates interested in discussing the poster. The standard size of posters shall be 175 cms vertical height and 85 cms across inclusive of the title, subject matter, photographs. Posters in non-conforming formats are likely to be taken down. The Organising Secretary shall make basic arrangements for putting up the posters.

The best poster shall receive the Dr. K.P. Shrivastava Best Poster award. The judges for the competition shall be selected as for A.A. Mehta Gold Medal Competition. The authors of posters shall be present in the hall during the visit of judges - the time/date of which shall be properly announced by local Organising Secretary. The format of judgement shall be similar to the A.A. Mehta Gold Medal Competition.

- (iv) **Chairpersons for Scientific Session:** There shall be two chairpersons and one rapporteur for each scientific session. These shall be selected by the Central Committee from amongst members of the I.O. A. with interest/experience in the field for which the session is devoted. A broad consideration for representation from all over the country shall be ensured for selecting the chairpersons/rapporteurs. The organising secretary shall give a list of members from host chapter for inclusion in the list of chairpersons. Guidelines for chairpersons shall be notified.
- (v) **Sub-speciality meetings:** The Indian Orthopaedic Association strives to have a close bond with various sub-speciality organizations by offering to have a 1/2 day devoted to sub-speciality meetings either concurrently on one afternoon or on different days as the situation demands. 4-5 hr. slots have to be reserved for the sub-specialities. Basic audiovisual facilities/halls will be provided by the Organising Secretary. No separate registration fees shall be charged from the delegates. However, to streamline the participation prior registration may be requested by the sub-specialities concerned.

The Hon. Secretary/Local Organising Secretary shall write to the Hon. Secretary of the various sub-specialities inviting them for a half-day programme, preferably before March of the same year. Confirmation from sub-speciality regarding participation must be received by 30th April to enable announcement in the conference brochure. The time/day allotments for various sub-specialities will be done by the central committee. The full programme including

guest lectures, symposia, free papers/GBM shall be drawn up by the concerned sub-speciality. The abstract form for free papers in sub-speciality meeting may be included in the conference brochure with delegates advised to correspond with Hon. Secretary of concerned sub-speciality.

The final programme for the sub-speciality should be received by Local Organising Secretary preferably by 21 August to enable the same to be discussed in meeting of Central Committee in late August.

Oncology /Hand/Implant Sections of I.O.A.:

All free papers received on oncology, hand implant shall be reviewed and selected by Chairman, Hand/Oncology/Implant Sessions of I.O.A. Oncology/Hand/Implant Sessions shall be arranged and shall be conducted by the Chairpersons of respective sections. There is an I.O.A. M/s Sushrut Surgical Award for best paper in Implants Section. Announcement for this shall be carried in conference brochure to encourage participation.

(vi) Pre-Conference Workshops : The general guidelines are as made up and circulated, (annexure-2)

(vii) Continuing Medical (Orthopaedic) Education Programme: This programme shall be held on the first day of the main conference. The host chapter of I.CX A. to organise the C.M.E. shall be selected once in three years in the business meeting of the Association. The host chapter shall appoint one or more co-ordinators to organise the C.M.E. for three years. The topic, guest speakers and programme will be drawn-up in consultation with President/Hon. Secretary of the Association each year.

The format of the C.M.E. shall be as follows:

Registration: 8.00 a.m. onwards

Inauguration: 9-9.30 a.m.

(a) Dignitaries on Dais:

- (i) President of I.O.A.
- (ii) Hon. Secretary of I.O.A.
- (iii) President of State Chapter organising the CME.
- (iv) Hon. Secretary of State Chapter
- (v) Local Organising Secretary
- (vi) Co-ordinator

(b) Programme:

- (i) Welcome of Dignitaries
- (ii) Inauguration by President
- (iii) Introduction of topic by the Co-ordinator
- (iv) Welcome of Faculty members
- (v) Presidents address
- (vii) Vote of thanks

Main Programme: 9.30 a.m. - 5.00 p.m. (without any lunch break)

This shall consist of didactic lectures of 25 minutes with 5 minutes extra for discussions, short symposia, panel discussion etc. Number of Foreign Guest Speakers shall be limited to a maximum of 4. Guest Speakers from India who are not members of I.O.A. may also be included but their number shall not exceed two. In selecting guest speakers from amongst members proper consideration shall be given to the following:

1. Avoid repetition of speakers over the years.
2. Encourage fresh talent from amongst younger members
3. A wide national spectrum.

(viii) National Orthopaedic Quiz: The National Orthopaedic Quiz during IOACON is open for postgraduate students only. Teams of 2 postgraduates each shall be nominated by the

individual state chapters and informed through respective Hon. Secretaries to the Local Organising Secretary at least one month before the conference. (One team per State Chapter). The quiz shall be conducted during the conference by the Chairman of the Committee for the Quiz co-opted by the Executive Committee. The Chairman shall function for three years and shall appoint 45 members to assist him in developing the question bank.

The format for the quiz shall be

- (a) A written test (on the 2nd day of the conference consisting of 100 questions to be individually answered by all contestants from each state chapter. Marks obtained by both contestants of each chapter shall be added to determine final score. The four best teams will be selected for the final round.
 - (b) Finals : 4 teams will be shown visuals and asked questions by rotation. Direct questions may also be asked without visuals. The exact format may be changed each year by the Chairman to promote interest.
- (ix) Video Presentations: A separate hall shall be reserved for video presentations. To encourage participation in this, members shall be invited to make presentations even if they are presenting a free paper. Each member can make only one video presentation. This rule may be relaxed if the number of video presentations is less. The duration of each presentation shall be 12 minutes with 3 minutes for discussion.

G. FACILITIES FOR SCIENTIFIC DELIBERATIONS:

The conduct of the scientific programme of the conference is the most important aspect of organising a conference. The local Organising Committee shall ensure that the facilities for proper audio-visuals, seating arrangements/drinking water/rest rooms, etc. are made available depending upon the projected number of participants for each event. Over crowding at various venues leading to dissent amongst delegates should be avoided.

(i) Pre-Conference Workshops:

The venue selected for each workshop should be clean, have proper ventilation/air-conditioning, proper space for registration, catering, lectures, hands-on-workshop, demonstrations, etc. The venue should preferably be close to the venue of main conference.

Total number of participants: There should be a limit to the total number of participants per workshop. Although this may vary according to requirements < if each workshop the maximum limit should be hundred per workshop. Participants should be given a choice of workshops and allotment should be on "first-cum-first-served" basis.

For Hands-on workshops there should not be more than 68 participants per table. For demonstrations by faculty members the number should ideally be less than fifteen on a table. Proper and adequate number of equipment should accordingly be arranged for demonstration/hands-on.

Course literature/hand-outs go a long way in encouraging participants to revise their knowledge afterwards and these should routinely form a major item of the delegate kit.

Certificates for participation should be given at the end of the workshop. A copy of the video recording of live demonstrations shall be submitted by the organizers for keeping in I.O. A. library.

(ii) Main Conference:

C.M.E./Orations/Conference Lectures if organised in plenary sessions.

- (a) Main auditorium with a capacity of 1200-1500 along with audio-visual facilities for projection in two satellite halls of capacity of 300 each.

- (b) A podium with I.O.A. emblem displayed on it. Green, Yellow, Red+reading light. A stand mike + a collar mike, laser pointer, clicker are essential for the speaker.
 - (c) A chairman's table with 3 -4 chairs, a table mike, sheet with the programme for the session to be announced by the chairperson, short bio-data of guest speaker, if any, in that session; a torch may sometimes be a handy addition. Switches with light controls for the podium green/yellow/red light to indicate time to the speakers.
 - (d) Mementoes, if any, to be given to guest speakers.
 - (e) Two senior members of Local Scientific Programme Committee along with few Volunteers.
- IMPORTANT:** Arrangements for generators in case of load shedding is mandatory and should be so arranged as to minimize time loss.
- (f) Atleast two stand mikes and two cordless mikes be placed in strategic position in the hall for questions from audience.
- (iii) Concurrent Sessions, as far as possible shall not exceed four. Sub-speciality meetings may, if required, be held simultaneously in six halls.

Proper audio-visual facilities as for plenary sessions should be ensured. Proper signages should be placed at strategic places to help in location of various halls. Colour coding of halls makes identification easier.

I. HOSPITALITY FOR DIGNITARIES : (i)

Office Bearers of I.O.A. :

For the Central Committee Meetings :

The President, President-elect, Hon. Secretary, Treasurer shall be paid Travelling allowance for attending the meeting: To and fro AC II sleeper if the journey is overnight, air fare if longer. This will be from the IOACON account.

In case the President/Secretary/Treasurer are required to make extra visits similar allowance shall be paid.

For the Annual Conference:

1. President + his wife.
2. Hon. Secretary + his wife
3. Treasurer shall be paid travelling allowance as mentioned.
4. I.O.A. office clerk: II AC sleeper to & fro fare paid from IOACON account.

Proper decent accommodation, preferably at same shall be place for all office bearers of I.O.A., shall be arranged by the local organizers for the I.O.A. officials for all the visits.

The above-mentioned personnel shall also be given complimentary registration for the conference.

There shall be a car kept at the disposal of the President for the duration of the conference. Another car shall be placed for use by the other I.O.A. officials for the office work.

(ii) Guest Speakers :

- (a) Foreign: No foreign guest speaker shall be paid International airfare from the accounts of the conference. However, to & fro travel from port of entry to the venue of the conference, stay at hotels during transit, local accommodation and free registration shall be provided. Domestic air fare for the guest's wife, if accompanying if the guest, may not be paid, but accommodation and free registration shall be provided. Local sightseeing, if requested/arranged shall not be charged.

(b) Indian Guest Speakers:

- (1) Non-members of I.O.A. : AC II sleeper to & fro travelling allowances shall be paid.

- For C.M.E./Workshop: Free registration and maximum two days free accommodation to be provided.
- For Main Conference: Free registration and maximum four days free accommodation to be provided.
- (2) Members of I.O. A.: For C.M.E./Workshop: Free registration for C.M.E./Workshop alone.
For Main Conference: No free registration. No free accommodation shall be provided. Mementoes/Certificates, on behalf of local organising committee may be given to all categories of guest speakers/faculty members.
- (3) Honorary Fellows of I.O. A.: Free registration shall be given to all honorary fellows of I.O.A. A list of honorary fellows shall be supplied by Treasurer to the local Organising Secretary who shall invite honorary fellows to attend the conference.
- (4) Senior Members: No registration fees shall be charged from members of I.O.A. who are more than 70 years of age. To avoid confusion senior members shall send their registration forms duly filled in at least 2 months before the conference, but preferably before last for registration without late fees.
- (5) Awardees: Recipients of B.N. Sinha Memorial Meritorious Award, Honorary Fellowship of I.O.A. maybe given free registration by the local organising committee but no travelling allowance, local accommodation shall be provided. The recipient of other awards including Silver Jubilee oration and A. A. Mehta Gold Medal shall register for the conference.
- (6) Johnson & Johnson, & Robert Roaf Travelling Fellows: Being guests of the local organising committee, they shall be provided free decent accommodation and free registration for the C.M.E. and main conference. They shall however have to pay registration fees for the Pre-Conference workshop if they desire to attend one.
- (7) Other Dignitaries: The local organising committee may give complimentary registration to other dignitaries. The total number of such complimentary registrations shall not exceed 10.

J. General Hospitality:

(i) Reception at Airport/Railway platform :

Reception counters with visible banners shall be put up on Airport Arrival area/Railway Platform for delegates. The counters should have information on regarding hotel/other accommodation of all guests. Basic facilities for transport to hotels/conference venue should be arranged by the organizers either free or on payment.

(ii) Transport: Transport for all delegates from various officially designated hotels to the various venue for main conference, workshops, banquet should preferably be arranged by the local organizers. Proper information of bus routes, timings should be made available to delegates.

(iii) CATERING: Undue lavishness on this has to be avoided. However, warm simple lunches on all four days of the conference should be arranged for the registered delegates, and families if registered. Breakfast should not be arranged by the local organising committee. Arrangements for "round the clock" supply of tea/coffee either free or on payment may be made. Safe drinking water at easily accessible spots should be placed outside each hall for scientific deliberations.

A complimentary conference dinner shall be arranged to follow the inaugural function. Conference banquet shall be arranged on the penultimate evening of the conference. This shall be on payment and by prior registration.

(iv) Accommodation : The conference brochure shall carry information regarding availability of various categories of accommodation. The local organizers shall reserve adequate hotel rooms well in advance to avoid difficulty to the delegates. Allotment will be subject to requests received before deadline, on first come first served basis, and advance payment of one day tariff. Allotment, of

course, shall be subject to availability of hotel rooms in that category. Proper liaison of accommodation committee with various hotels is essential to avoid inconvenience to delegates and over charging by hotels. Services of a travel agent may be utilised to organise accommodation.

- (v) Social Events/Sight Seeing: A short cultural programme not exceeding one hour may be arranged immediately following the inaugural function but is not mandatory. The programme should ideally reflect the cultural heritage of India and the host state. An orchestra maybe in attendance during the banquet.

Sightseeing: Local Development sight-seeing/or one/two day tours outside the city maybe arranged in consultation with State Tourism Corporation. Local sightseeing especially programmes for spouses/children may be arranged. Complimentary packages for other tours at subsidised cost may be arranged through the Tourism Department/Travel agent.

REGISTRATION

- (i) Announcements for the Conference.
- (a) First letter sent by local Organising Secretary as a "thank you" note within 6 months of the venue being decided in the business meeting (optional).
 - (b) A stall shall be allotted in Trade Exhibition in the previous years conference for announcement, distribution of pamphlets and display of posters banners of the conference.
 - (c) Final announcement brochure containing the following information:
 - 1. Number of the Conference in Roman letters.
 - 2. City and Venue
 - 3. Dates of the Conference
 - 4. Host Chapter
 - 5. Letter from President of I.O.A.
 - 6. Letter from local organising secretary
 - 7. List of Executive Committee of I.O.A.
 - 8. List of main organising committee
 - 9. Proposed format of the conference
 - 10. Details of registration fees
 - 11. Information regarding free papers/poster presentation/video presentation. Rules and regulation for Silver Jubilee Commemoration Lecture, Dr. A.A. Mehta and Dr. K.P. Shrivastava Gold Medal awards, and acceptance of free papers. M/s Sushrut Surgicals Gold Medal for best paper in Implants section, Oncology section. Hand section.
 - 12. Information of the C.M.E. programme including topic, name of host chapter and co-ordinator(s).
 - 13. Information of accommodation available with tariffs.
 - 14. Details of various sub-speciality meetings with names and addresses of Presidents/ Secretaries of the sub-specialities.
 - 15. Information (including photographs) of tourist attractions in and around the city, various tours being planned etc.
 - 16. Information of air, rail and road connections.
 - 17. Addresses/phone No./Fax No./e-mail addresses of key members of organising committee.
 - 18. Information of reception and transport arrangements.
 - 19. Information regarding programmes for spouses/children/social events.
 - 20. Registration form, form for abstract, accommodation, return reservation, sight seeing tours, sub-speciality meetings, etc.

21. Important dates and deadlines.
22. Miscellaneous information.

(ii) Important dates/deadlines.

Assuming that the date for the annual conferences would be fixed for 1st week of December each year the important deadlines will be

1. Dispatch of final announcement brochure - 31st May
2. Last date for submission of Silver Jubilee Commemoration Lecture manuscripts (to be sent to Hon. Secretary of IO A). - 30th June
3. Last date for receipt of Abstracts - 31st July
4. Last date for receipt of full papers/Registration without late fees - 15th August
5. Last date for receipt of abstracts for sub-speciality meetings (To be sent directly to Hon. Secretary of concerned sub-speciality) - 31st July
6. Last date for informing members regarding acceptance of papers for presentation. - 15th September
7. Last date for registration with late fees - 31st October
8. Last date for dispatch of final programme to all members - 31st October

(iii) Methodology of Registration: The registration will be fully computerized. Organizers are free to allot registration numbers according to alphabets or to categorize them state wise. Whatever method is adopted, it should be reflected in a streamlined way on registration counters. The registration process should be so managed to enable fast processing and avoid unnecessary queues during peak registration hours at conference venue. Enough space should therefore be allotted for this purpose. The reply for registration, accommodation, sight seeing tours and receipts of abstract form should be sent within a fortnight of their receipt by the conference Secretariat. The information for acceptance/ non-acceptance of the scientific paper should be sent latest by 15th September. Delegates should be requested to quote registration number for all correspondence. Spouses/children should be registered under same registration numbers to avoid confusion.

(iv) Registration fee structure: This has already been covered under receipts of conference.

(v) Delegate kit: It is left to the local organizers to decide on the quality/size of delegate bags. The purpose is only to provide a handy bag to contain the following essential items.

- (a) Copy of the final programme
- (b) Meal coupons
- (c) Invitation to the inaugural function
- (d) Details of registration
- (e) Writing pad
- (f) Jotting pen
- (g) Invitation to the banquet (if registered)
- (h) Delegate name badge
- (i) Information brochures of facilities like transporting arrangements, spotting map of the venue, other miscellaneous information.
- (j) Conference Souvenir Other complimentaries are optional.

(vi) Certificates: Participation certificates for delegates should preferably be distributed from the afternoon on the penultimate day of the conference. These shall be separate for the CME and the main conference. Those for the workshop shall be given at the venue of the workshops.

(vii) Certificates to faculty members/guest speakers/chairpersons should be handed over immediately after the scientific session. Certificates for oral presentations shall also be given by the chairpersons to all speakers at the end of the session. Certificates for poster presentations to be

distributed in the hall for poster presentations.

(viii) Souvenir: A Souvenir shall be brought out to commemorate the conference. The following information shall be included.

- (a) Messages from various dignitaries including the President/President-Elect/Hon. Secretary of I.O.A.
- (b) Presidential address
- (c) Secretary's annual report
- (d) List of executive committee members of I.O.A.
- (e) List of Organising Committee of the Conference.
- (f) Final programme of the conference
- (g) Articles from various sources on Orthopaedics and general topics of interest,
- (h) List of donors
- (i) List of exhibitors
- (j) List of advertisers
- (k) Advertisements
- (l) Anecdotes/jokes/etc. (optional)
- (m) List of past award winners of I.O.A. optional

EXPENDITURE: (To be slotted under "financial considerations")

The projected budgetary requirements for the conference has to be put under the following heads

	Approximate percentage of total Budget
(1) Venue arrangements + establishment expenses including pandals, trade exhibition stalls, registration counters, etc.	20%
(2) Catering	20%
(3) Audio visual facilities	10%
(4) Printing/Stationery	10%
(5) Communication (telephone/fax, e-mail, letters)	5%
(6) Accommodation + Transport (dignitaries & others)	5%
(7) Inaugural function and other miscellaneous expenditure like gifts/mementoes	5%
(8) Entertainment/sight seeing/ladies programme	5%
(9) Administration: Salary to staff/office set-up/etc.	2.5%
(10) Miscellaneous contingency expenses	2.5%
(11) Contribution to I.O.A.	10%
(12) Savings	5%
Total	100%

(ii) Committee for Monitoring of Collections/Expenditure:

A committee consisting of the following members will monitor the collections/expenditure of the conference.

1. President
2. President-Elect
3. Hon. Secretary
4. Hon. Treasurer
5. Any other member of executive committee co-opted for the purpose.

The local Organising Secretary should submit a written statement of collections/expenditure at 2 monthly intervals to the Treasurer starting from January of the year of the Conference. From August onwards a monthly statement has to be submitted. The committee will meet at the venue of the conference along with the central programme committee in last week of August to assess collections and make budgetary allocations accordingly.

The President-Elect along with the Treasurer shall monitor the collections and expenses from September to December and see that accounts are properly maintained.

(iii) Auditing and Submission of Accounts :

The accounts shall be audited by an auditor appointed by the central office. The auditor will visit the venue at least once within 3 months after the conference. It will be mandatory for a preliminary report to be presented by local organising secretary in the summer meeting of Executive Committee. A final audited account will be presented in the winter executive committee meeting during the subsequent IOACON.

The Bank Accounts of the Conference shall normally be closed within 1^{1/2} years of the conference but under extraordinary' circumstances within two years.

(iv) Savings from the Conference: It is mandatory for the local organising committee to donate Tens percent of total collections for the Conference to the Building/Academic fund of the Association. The "total collection" shall also include the fund-spent directly/indirectly on sponsorship of all activities related to the staging of the Conference. This donation is in recognition of the Authorization to the host chapter by the Central body to stage the conference, use of its logo, its name, and for advise and professional guidance given for two years in arranging for academic and other activities) of the conference.

Any savings over and above the mandatory Ten percent donation to Building/Academic fund may be donated to the I.O.A. if the host chapter so desires. It may, however, be divided equally between the host chapter and the city club for use for academic purposes only to benefit their members It may also be used for building up assets of the host chapter/city club in furtherance of the objects of the host chapter/city club.

L. Inaugural Function:

The inaugural function of the Annual meeting of the IO.A. is an official function and will be conducted under the supervision of President/Secretary/Jt. Secretary of I.O. A.

(i) Venue and General Arrangements :

The venue should preferably be a hall with a capacity of at least 1500-2000 with projection facilities in adjacent satellite halls for another 1000 delegates/guests. In the absence of this an open area/pendal with capacity for seating at least 2500 persons may be used. If the hall is being used for the C.M.E. it should be vacated at least by 5.00 pm so that necessary arrangement for inauguration may be made.

The backdrop of the stage should carry the Emblem of the Association. Another emblem should also be used in front of the podium. These are mandatory requirements. The conference logo can also be used on the backdrop. Decoration on the stage is left to the discretion of local organizers but proper stage lighting and good public address system should be arranged. Tables are to be kept on sides for placing various IOA awards. The same should be aesthetic. Wasteful expenditure should be avoided.

(ii) Time:

The inaugural function should usually commence at 6.00 pm and the total duration of the main inaugural programme should not exceed 1 hour. A 60-90 minute cultural programme to highlight the culture of the host state may follow the inaugural function but is not mandatory.

(iii) Dignitaries on the dais :

The total number of chairs will be 7 or 9 with the following dignitaries being present:

1. President of I.O.A.
2. Chief Guest
3. Guest of honour
4. President Elect of I.O.A.
5. Chairman Organising Committee
6. Hon. Secretary of I.O.A.
7. Organising Secretary

The number of chairs may be increased to 9 to accommodate the following: -

1. Additional guest of honour.
2. Head of the Teaching Institution if the conference is being held in a Medical College,

(iv) Seating arrangements in the hall:

- (a) Front row on the side of the hall on the side of the podium to be reserved for 20-25 Past Presidents of I.O.A.
- (b) Award winners for that year including J&J & Robert Roaf Fellows to be seated immediately behind them.
- (c) Centre front rows to be earmarked for V.I.P. guests including Chief Guest/President of IOA and spouse, etc. Foreign Faculty (if any)
- (d) If the venue of conference is a Medical College few rows behind (c) to be kept reserved for heads of various departments in the Medical College. If not, they can be reserved for senior members of I.O.A.
- (e) Front rows opposite the podium to be reserved for media persons/organising committee

(v) Master of Ceremonies/Conduct of Proceedings :

The master of ceremonies for this solemn function should be a senior person (male or female) who has experience of conducting such functions. He or she must realise the importance of time and that it is an official function. Unnecessary anecdotes, fanfare should be avoided and the conduct of proceedings should be business like.

(vi) Speeches/activities and their sequence : The following will be the sequence.

- (a) Delegates/Guests are requested to take their seats by 5.45 pm (To be mentioned on the invitation card for the function.
- (b) The President and Hon. Secretary of I.O.A. along with Chairman Organising Committee and Organising Secretary will receive the Chief Guest at the entrance and escort him/ her to the hall.
- (c) The master of ceremonies will request dignitaries to take their seats on the dais (to be escorted by members of organising committee) in following order:
 - (i) President of I.O.A.
 - (ii) Chief Guest
 - (iii) Guests of honour
 - (iv) President-elect of I.O.A.
 - (v) Hon. Secretary of I.O.A.
 - (vi) Chairman Organising Committee
 - (vii) Organising Secretary - 3 minutes

- (d) Welcome to dignitaries by floral bouquets. 2 minutes.
- (e) Welcome Speech: Chairman Organising Committee or Organising Secretary - 5 minutes.
- (f) Inauguration of Conference: Lighting of Lamp - 5 minutes
- (g) Hon. Secretary's Annual report - 7 minutes.
- (h) Presentation of IO A awards by President of IO A (Award presentation to be managed by Hon. Secretary and Joint Secretary of IOA - 5 minutes.
- (i) Presidential address -10 minutes.
(The speech is to be printed and distributed to the guests/delegates at the commencement of the function).
- (j) Release of Souvenir by Guest of honour + speech - 5 minutes
- (k) Speech by the Chief Guest -10 minutes
- (l) Votes of thanks by Organising secretary / Jt. Organising secretary - 3 minutes.
- (m) National Anthem
(Preferably a team of singers to lead) - 5 minutes)

The main function may be followed by short cultural programme to be followed by High Tea/Conference Dinner.

(vii) IOA Awards:

The following awards will be presented during the inaugural function and in the same order.

1. Life time achievement award, (if any)
2. Dr. B.N. Sinha Memorial Meritorious Award.
3. Honorary Fellowship of I.O.A. (if any)
4. Dr. A. A. Mehta Gold Medal of I.O.A.
5. Dr. K.P. Shrivastava Gold Medal of I.O.A.
6. Dr. S.N. Baksi Gold Medal
7. M/s. Sushrut award for best paper in implants section
8. Certificates for
 - (a) Foreign Fellowships
 - (b) Inland Fellowships
 (The Joint Secretary of IOA will help Hon. Secretary for the awards)

(viii) Modifications permissible:

- (a) Timing may be changed to 6.30 pm depending upon local factors.
- (b) One or two guests of honour may be added.
- (c) Mementoes to dignitaries may be given before the vote of thanks but the same is not mandatory.
- (d) Any other modification in consultation with President/Hon. Secretary of I.O. A.

M. Valedictory Function :

The valedictory function is also an official function of IOA and will be conducted by the President of IOA/Hon. Secretary of IOA. The duration of the function should be kept as short as possible.

Preferably - 30-45 minutes.

(i) Venue and general arrangements :

The venue will preferably be the main hall of the conference. The dais will have seats for the following: -

- (a) President
- (b) President - Elect
- (c) 2 Vice-Presidents

- (d) Hon. Secretary
- (e) Jt. Secretary
- (f) Treasurer
- (g) Organising Secretary

Proper Public address system is essential.

A podium will also be required.

(ii) Time: It will be from 1.00 pm (or 1.30 pm) onwards on the last day of the conference after all scientific sessions are over.

(iii) No special seating arrangements are required.

(iv) Conduct and sequence of proceedings:

A representative from the organising committee will invite the dignitaries to the dais.

The President shall conduct the proceedings in the following order:

- (a) Declaration of results of
 1. A. A. Mehta Gold Medal Competition.
 2. K.P. Shrivastava Gold Medal
 3. M/s Sushrut Surgicals Award for best paper in implants section.
- (b) President gives his comments regarding the conference and its Organization.
- (c) President invites delegates (one from 5 zones) to speak on their experience during the conference.
- (d) Reply to the feelings of delegates by the Organising Secretary.
- (e) The President gives a short summary of his term after which he exchanges his jewel, of office and invites the President-elect (now to exchange seats).
The incoming President presents the medallion of Past President to the outgoing President.
- (f) Speech of the newly installed President regarding his plans for the IOA activities during his term of office.
- (g) The immediate Past-President announces the end of the conference with an invitation for the next annual conference.

(v) **Modifications:** Some changes may be made in this format to suit local circumstances.

N. Trade Exhibition:

A trade exhibition will be organised during the conference, which will usually consist of unit stalls of 3 mts x 3 mts. A brochure with details of sponsorship may be brought out by the organizers giving details of the various stalls on offer, their configuration and the tariffs. The unit stalls should cost Rs. 50,000/- as in year 2001 for the duration of the conference. This shall remain static for 3 year and a 10% escalation is permissible each year subsequently. Special categories of stalls may be charged extra and concession given for multiple stalls. Complimentary stalls to sponsors of other major activities of the conference may be given.

Proper lighting arrangements, ventilation, adequate walking space, fans, etc should be ensured. One or two power points, tables and chairs will have to be provided in each stall.

Provision of meal coupons (2 complimentary per stall and extra on payment should be the usual norm). All Companies/firms hiring stalls should give an undertaking that there will be no liability to local organizers or IOA in case of loss of property/injury/loss of life due to any accident in the trade exhibition. Safety against theft/accidents, etc. should however be ensured by local organizers. A short term insurance policy covering the period of 10 days prior to 10 days after the Conference for any such eventuality will have to be made by local organizers to ensure against litigation.

The venue of the trade exhibition should ideally be adjacent to either the scientific halls or the dining pandal to enable delegates to visit the same.

Serving of beverages, etc inside the trade exhibition should be strictly banned. Similarly unethical, improper activities should also be banned. Sale of products should not be permitted as the same is governed by sales tax laws. An IT PO clearance should be obtained by organizers well in advance of conference to enable companies to import products from abroad for display in their stalls.

The trade exhibition should also offer complimentary stall for the organizers of next years conference for providing information about progress of preparations.

"Locker room":

It is desirable to have a facility for the companies to keep their valuable equipment safely for the night.

O. IOA OFFICE:

A space of around 300-350 sq. ft. should be provided at a convenient and prominent area within the conference premises for establishing the IOA office where members can carry out their business with IOA officials / office staff.

The following facilities are to be provided by organizers in this office.

1. Table and Chairs for 20 people.
2. Full size steel Almira to keep important documents/certificates, articles, etc.
3. Computer with printer along with computer operator.
4. 3-4 Volunteers.
5. Basic office stationery.
6. Drinking water.
7. Notice Boards.

Notice boards at other prominent places, like entrance to various halls will be required for display of IOA notices.

P. OTHER OFFICIAL PROGRAMMES OF IOA DURING IOACON

- (i) Executive Committee Meeting:

The executive committee meeting shall be held either on the day of the Pre-Conference Workshop or on the day of the CME Programme.

Timings : 10 am to 4 pm.

A notice for the meeting along with agenda will be circulated by the Hon. Secretary to all members well in advance.

Arrangements for executive meeting during IOACON:

A hall big enough to accommodate 60 people preferably in a "round-table fashion" with tables/ chairs arranged accordingly. A public address system with 2-3 extra mikes. 2-3 volunteers, drinking water shall be arranged. If circumstances require, lunch/tea/etc may be served at the site of the meeting.

(ii) General Body Meeting: Arrangements: The meeting will be conducted on the 2nd day of main conference from 4 pm onwards. Venue will be the main hall. A dais to seat President, President-elect two Vice-Presidents. Hon. Secretary, Treasurer, Joint Secretary will be required. A public address system with table mike on Dais, 2 stand mikes in the aisle and 2 cordless mikes in the hall will be required. Arrangement for drinking water outside the hall should be kept. At least 4 volunteers should be present. If requested by the IOA office bearers a computer with projector should be arranged for instant projection of resolutions being put to vote.

- (iii) Counting of ballot papers :

The counting of ballot papers will be carried out under the supervision of election officer on the day of the CME programme. The following facilities will be required

- (a) A large hall to seat 25-30 persons.

- (b) A long big table space of approximately 80-100 sq. ft. area.
- (c) Large Cardboard cartons - 5 Nos.
- (d) Deep rectangular plastic trays 10-15 Nos or as per requirement.
- (e) Pair of scissors - 4 Nos.
- (f) Flat metallic rulers - 4 Nos.
- (g) Medium sized writing pads 10-15 as per requirement.

Drinking water/tea/coffee/snacks, etc. will be provided by organizers. Depending on circumstances lunch may have to be served as leaving the premises would be difficult for participants in the counting.

(iv) **Meeting of Editorial Board.**

The meeting will be held on the 1st day of main conference. A small room with a table and 10 chairs will be required. The meeting would usually take not more than two hours.

(v) **Implants Committee:**

The same room can be utilised for a meeting on the same day at a different time.

(vi) **Meeting of Centre-State Relations Committee :**

The meeting shall be held on the 1st day of main conference in the afternoon. A room with a seating capacity of 25-30 persons will be required for the meeting.

(vii) **Other Committee Meetings:**

Meetings of other Committees can be held in the IOA office any time during the 1 st or 2nd day of main conference. Timings to be decided in consultation with Hon. Secretary.

(viii) **Official meeting of sub-specialities/other organizations on request:**

The official meetings of various sub-speciality organizations usually follow the sub-speciality programmes and in the same hall. No extra arrangement has to be made.

Other Organizations like W.O.C.-India may also hold their meeting on request for which a hall with a capacity of 100 or more will have to be provided. The time and date is to be finalized by organizers in consultation with secretary of the organization and ensuring the programme does not clash with the activities of the conference.

Q. Miscellaneous Matters:

Protocols for these may have to be framed as and when the need arises.

2. **Protocol For IOAICL**

A. Procedure for bids: Bids will be made 1^{1/2} years in advance before the Annual Conferences e.g. The bid for April 2004 IOAICL has to be made before Patna Conference in November 2002. Bids will be made by Teaching Institutions through the Head of Institution (Director/Dean/Principal and the Organising Secretary will be a Faculty member from Orthopaedics Department. Bids from State Chapters will also be accepted through their President/Hon. Secretary and should have the signature of both along with nominated Organising Secretary. A proforma similar to IOACON shall be used for the bids and is to be obtained on request from Hon. Secretary of IOA.

The Scientific and financial control of the IOAICL will be done by a programme committee consisting of the following:

1. President of IOA
2. President elect
3. Hon. Secretary
4. Chairman. IOAICL Committee
5. Organising Secretary of IOAICL

This will include finalization of the topic, scientific programme, faculty, etc. The programme committee shall also monitor budgetary proposals, income, expenditure and savings.

An all India representation should be ensured for selection of Faculty as far as possible.

The programme committee may add a one day pre-course workshop wherever feasible.

3. Protocol for other Scientific Activities of IOA:

A permanent committee consisting of the President, President-elect, Hon. Secretary and 2 co-opted members shall govern all other scientific activities including starting of new courses, programmes, Fellowships, Workshops, Publication etc. Concurrence of executive committee members will be taken by President before starting any new activity.

4. Protocol for scientific activities of IOA in collaboration with other organizations:

The permanent committee may also initiate activities in collaboration with other organizations. Concurrence from executive committee members may be obtained by the President.

5. Protocol for IOA Building:

(a) **Address:** IOA House

69, Tughlaquabad Institutional
Area, Behind Batra Hospital MB.
Road, New Delhi Tel. : 6061434

(b) **Earmarking of rooms of IOA building.**

(i) Basement: This may be used initially for storage and for catering during executive committee and others meetings.

(ii) Ground Floor:

1. Reception area
2. Large hall will be rented out in the future the terms and conditions of which will be negotiable with concerned party. As far as possible the hall will be rented out for office purpose / banks etc.

(iii) First floor:

1. One room with attached toilet has been earmarked for the President of the Association.
2. Second adjacent room has been earmarked for the Hon. Secretary along with the Treasurer.
3. The office will be housed outside the 2nd room and will have a counter with almirahs, a computer with printer and other office equipment.
4. Library: A large room in the front on this floor will house the Library.

(iv) Second Floor:

1. A large conference hall for all summer executive committee meetings of IOA. It is fully furnished. It may be given on hire to any Company for their meetings. The tariff for such meetings shall be Rs. 5000/- per day.
2. The rooms on the front shall be a dormitory with 2 beds and a sofa cum bed, which can sleep 2 persons.

(v) Third Floor:

1. Presidential suite consisting of a double bed room and attached toilet.
 2. Adjacent double room without toilet for the Hon. Secretary during his visit to Delhi Office.
 3. Single room without toilet.
 4. Toilet for use for rooms 2 & 3.
 5. Pantry cum kitchen.
 6. Dining room.
- a. All rooms are air conditioned from 1st to 3rd floors.

The dormitory on 2nd floor and all rooms on 3rd floor can be used for stay by members of IOA by prior reservation. Reservation may be done well in advance

through letter/ phone call mentioning membership number. Phone call should be followed by letter of confirmation. The President suite/Secretary's room shall be reserved for them during their visits to Delhi. Allotment of Presidential Suites to members will be done after confirmation from President.

- b. Office Timing: The office timing of IOA House shall be from 10.00 am to 5.00 pm.
- c. Library timing: the library timing shall also be from 10.00 am to 5.00 p.m.
- d. Security: Preferably one guard for 8 hourly shift (total of 3 guards) will be essential for security of the IOA House. These shall be appointed through an agency by the Jt. Secretary and Treasurer.

Protocol for appointment of office staff:

- a. Procedure for selection: The Administrative officer and other Class II staff will be appointed after an interview by a committee consisting of the President, Hon. Secretary and Jt. Secretary. The post shall be advertised in news papers from Delhi. Preference shall be given to candidates hailing from Delhi and preferably residing in a radius of 8 km from the IOA House. The salary will be negotiable depending upon the competence of the candidate.

Concurrence of Executive Committee members shall be obtained before final appointment.

Selection of Class III & IV employees shall be done by a committee consisting of the Chairman, Building Committee, Treasurer and the Joint Secretary.

Salary shall be fixed and revised as per labour laws.

- (b) Appointing Officer: Letter of appointment shall be issued to all categories of staff by the Hon. Secretary. All staff shall be appointed on probation for 6 months and subsequent appointment will be continued as per labour laws. The letter of appointment shall contain all conditions of service including salary, hours of duty, nature of work, period for which appointment is given and conditions under which he/she may be dismissed.
- (c) Fixation of duties of various categories of staff.

Administrative Officer:

- (i) He shall be responsible for the overall day to today functioning of the IOA House and the office.
- (ii) He shall scrutinize all dak received and make suitable replies in consultation with Hon. Secretary, Jt. Secretary.
- (iii) He shall maintain and keep updated the list of members and their addresses. He shall be responsible for making corrections in mailing list of members as and when requested by members.
- (iv) He shall maintain all office records and stock registers of all office equipment, furniture, IOA memorabilia and assets including the library.
- (v) He shall be in charge of IOA library and loaning of books to members.
- (vi) He shall submit a fortnightly report of the office activities to the Hon. Secretary and President.
- (vii) He shall be responsible for printing and posting of ballot paper for IOA elections and maintenance of records regarding their postage.
- (viii) He shall be responsible for getting the accounts of the office audited each year and submission of same to Income Tax authorities and Registrar of Societies. New Delhi.
- (ix) Help Central committee in its functions.
- (x) Answering calls of members from Delhi and outside.
- (xi) Any other work assigned to him by office bearers of the Association.

Office Clerk: He shall function under the supervision of the Administrative officer. He shall carry out the following: -

- (i) Typing of all letters.
- (ii) Filing and proper maintenance of all correspondence.
- (iii) Maintenance of all accounts under supervision of the Treasurer.
- (iv) Updating of list of full members who have paid their dues.
- (v) Arranging for the visits of the President/President Elect/Hon. Secretary to Delhi.
- (vi) All market requirements for purchase of office equipments/stationery etc.
- (vii) Allotment of room to members in consultation with Administrative Officer.
- (viii) Any other job assigned to him by Hon. secretary/Jt. Secretary/Treasurer.

Caretaker:

- (i) Basic maintenance of facilities of IOA House like electrical connections water supply, cleanliness of all rooms and toilets, provision of clean linen in the rooms
- (ii) Maintenance of the kitchen.
- (iii) Providing drinking water/bed tea/breakfast to the members staying in the IOA House
- (iv) Making arrangements for meals on request from members.
- (v) Looking after the maintenance of the garden and trees.
- (vi) Maintenance of generator.
- (vii) Ushering in all visitors to IOA House.

Other class IV Staff: Depending on nature of work for which they are hired.

(d) Monitoring of functioning: The Jt. Secretary will be responsible for monitoring the routine functioning of the IOA House. The Treasurer will also supervise the functioning from time to time over and above maintenance of accounts of the Association.

All payment to staff will be done by cheque through joint signatures of Treasurer and Jt. Secretary.

(e) Procedures for disciplinary action/suspensions/termination of services.

In case of gross negligence of duties/gross misconduct a show cause notice will be issued for reply within 7 days by the Hon. Secretary. If no satisfactory explanation is forthcoming a one-month notice of termination of services shall be issued. Further action shall be as per labour laws.

Protocol For Functioning of the IOA Office :

(a) Maintenance of Records: All records of the Association will be under the custody of the Hon. Secretary. He will supervise their maintenance in the IOA house along with Administrative Officer. Proper numbering and storing shall be ensured for easy retrieval as and when required. While all files concerned with the term of the current Hon. Secretary may be maintained at his residence for convenience all important documents and files related to previous Secretarial terms shall be kept in the IOA house.

The Treasurer shall be responsible for keeping all records pertaining to the assets of the association which include all records related to the IOA building e.g. acquisition of land, building of the IOA House, Electrical and water supply, DDA permission, etc. All records of fixed deposits and other assets shall also be maintained by the treasurer and a list of all such documents shall be produced on demand.

(b) Correspondence: While correspondence on important policy matters and decisions to be taken shall be carried out by the President/Hon. Secretary, routine correspondence like change of address, non-receipt of Newsletters/Journal, membership dues, etc. will be done by the Administrative officer with fortnightly /monthly reports to the President/ Hon. Secretary. In case of any difficulty, Administrative Officer may consult Hon. Secretary before replying. A copy of all

letters sent out by Administrative officer shall be sent to President and Hon. Secretary. In case of any difficulty members may write to the Hon. Secretary directly also.

All correspondence for the Newsletter/Executive Committee Meetings/General Body Meetings, suggestion, etc. shall be addressed to Hon. Secretary. All correspondence for IOA dues shall be addressed to the treasurer. All correspondence for fellowships shall be addressed to respective Fellowship Secretaries.

(c) Accounts : The Treasurer shall maintain all accounts of the association and get the same audited annually. He shall present the accounts every 6 months in the executive committee meetings as also the Annual General Body meeting for approval. He shall prepare a budget for the forthcoming year and get it approved by the executive committee. The office clerk under the supervision of administrative officer shall be responsible for maintaining all records concerning accounts.

(d) Membership lists and updating of same: The administrative officer shall maintain and update the list of life and full members of the Association and their updated addresses.

The Treasurer and joint secretary of the Association shall supervise this function. A voters list of all eligible full members along with a list of life members shall be supplied to the election officer by 30th April each year. Full members in arrears for 2 years shall be requested to pay their dues or their names shall not be on the voters list.

A list of change of addresses of members shall be notified every month by the Administrative officer to the Hon. Secretary/Editors of the journal to enable proper receipt of News Letters/Journals by the members.

(e) Maintenance of Memorabilia of the IOA:

All important memorabilia of the Association including photographs of events, photographs of Past-Presidents, gifts to the Association, important documents, etc. will be kept in the IOA House. All running trophies shall also be returned to IOA House for safekeeping and brought by Administrative officer/office clerk to the venue of Annual Conference. The memorabilia may be properly displayed for benefit of visitors to IOA House.

(f) Hiring of any portion (or portions) of IOA building: As and when decided, and as per rules of the D.D.A., a portion of the IOA building may be hired out. The conference room and other rooms may be offered on rent if deemed necessary in the interest of the Association. The Treasurer/Joint Secretary shall monitor this in consultation with the President and Hon. Secretary.

(g) Use of guest rooms by IOA members from outside Delhi. The various guest rooms shall be offered to IOA members from outside Delhi for their stay during their visits to the city on a first come first serve basis. However, the Presidential suite/Secretary's room shall be reserved for them during their visits to Delhi.

9. Protocol for maintenance of assets of the Association and continuity in transfer of records/ assets to incoming office bearers following elections:

All assets of the Association as mentioned in 8 (a) shall be under custody of the Treasurer. All records for accounts of the Association as well as details of accounts of Annual Conferences shall also be with the treasurer. These shall be handed over to the next incumbent Treasurer within one month of his taking over the office. Proper record of such taking over charge shall be maintained in a register.

All files pertaining to the three-year term of the Hon. Secretary shall be returned to the IOA House on the completion of the term of office of outgoing Hon. Secretary and charge given to Administrative Officer. The incoming Hon. Secretary shall study all such files in his first visit to IOA House within 2 months of his assuming the office. All such records are to be properly catalogued, numbered and stored for easy retrieval as and when needed.

All correspondence and files from the Presidents office shall also be returned to the IOA House after the term of the President and stored year wise in the President's office for information and guidance of future Presidents.

10. Protocol for overseas co-ordination with organizations and personnel:

(a) Appointment of overseas co-ordinators:

To encourage interaction of I.O. A. with similar organizations from around the globe overseas co-ordinators may be appointed to represent various regions. The co-ordinators may be Orthopaedic Surgeons with interest in Indian Orthopaedics and who are willing to act as coordinators. Nominations for the post of co-ordinators shall be made in the executive committee meetings. After approval the name(s) shall be approved by the General Body. The term of office shall be of 3 years and may be extended for one more term.

(b) Nature of co-ordination: Overseas co-ordinators shall co-ordinate the following activities.

(i) Arranging foreign faculty for IOA Annual Conference/Workshops.

(ii) Provision of information regarding important courses/meetings/conferences/workshops for benefit of IOA members.

(iii) Helping young members to seek further training abroad.

(iv) Publication of Indian edition of foreign journals by negotiating the same with Editors/Publishers.

(v) Any other activity in the interest of the Association and its members.

11. Protocol for publication of I. J.O-:

Protocols for publication of IJO have already been printed in the July 2001 issue of Newsletter as minutes of meetings of President/Hon. Secretary with editors. Suggestions for improvement are welcome.

(a) Funds for the journal:

The editor(s) shall prepare a tentative budget for the forthcoming year and get it approved by the executive committee and General Body. 60% of the funds shall be provided by the Association whereas at least 40% shall be raised from advertisements. The editors/ co-editor/editorial board members shall be responsible for raising funds through advertisements.

(b) Functioning of the Editorial Board with duties of Editors/Co-editor/Editorial Board Members:

(c) Meetings of Editorial Board :

The editorial board shall meet at least twice a year like the executive committee of the Association.

1. Summer meeting-in IOA House.

2. During Annual Conference of the Association.

The editorial board members shall be paid to and fro 2nd class A.C. fare from the funds allotted for the journal for attending the summer meeting. No travelling allowance shall be paid to attend the meeting during Annual Conference.

(d) Collection of Advertisements:

The editorial board shall decide the tariff to be charged for various categories of advertisements. These should be constant for all issues in one year and shall be revised from time to time as per requirement.

(e) Criteria for selection of Best Paper published in one year:

A committee consisting of the President, President-elect, Hon. Secretary, editor, associate editors and members of the editorial board shall select the best paper. The managing editor shall send a proforma with list of titles of articles/names of authors to the members of the committee in first week of

January each year. The list shall contain all articles published in the 4 issues of the journal of the previous year. The marking shall be according to basic format for A. A. Mehta Gold Medal.

The managing editor shall compile all replies and present the result in the summer executive committee meeting.

12. Awards of I.O.A.:

All awards of the Association are for life members of the Association and full members without dues. This may not apply to awards 9a) and (b) In Constitution.

(a) Life Time Achievement award: For a senior Orthopaedic Surgeon who has given yeomen service to the development of Orthopaedic Surgery in the country.

(b) B.N. Sinha Memorial Meritorious Award:

This prestigious award will be given to the senior most living past President of I.O. A. It will be presented annually during Inaugural' Function of the Annual Conference. No. TA/DA will be paid to recipient but local hospitality may be extended by organizers of the conference, along with free registration.

It shall carry cash award of Rs. 15,000/- (Rupees Fifteen thousand only).

(c) Honorary Fellowship of I.O. A.:

(Criteria to be decided by President/President elect/Immediate Past President.

(d) Silver Jubilee Commemoration Lecture: The Silver Jubilee Oration was instituted in 1980 to commemorate the 25 years of our association. It is a mark of recognition to a member whose original, unpublished work is worthy of this prestigious award. The lecture shall be at the Annual Conference.

The Association invites papers from intending lecturers for selection of the lecturer. The Award carries a silver salver and a cash award for an amount of Rs. 5000/- (Rupees five thousand only) No travelling, or other allowance shall be paid.

Conditions

1. The lecturer shall be a Life/Full Member of the Association without arrears.
2. It shall be his personal work, preferably done in India.
3. The subject of lecture should not have been published or presented in its present form elsewhere. He should certify to that effect.
4. Six copies of his work as full paper, which will not exceed 45 minutes reading time with six copies of his Bio-data shall be submitted to the Hon. Secretary, before a stipulated date announced by the Secretary.
5. A committee of five shall screen the papers submitted and the committee's decision in final.

Hony Secretary's Note: The application for this award along with all documents should reach by 30th June of same year. The awardee will have to deliver the lecture during IOACON in same year. He will be informed regarding the selection well in advance.

e. A. A. MEHTA GOLD MEDAL

For the best paper presented at the Annual Conference of Indian Orthopaedic Association

This award was instituted with the objectives of promotion of original work, and improvement in the standards of scientific research among the members of the Indian Orthopaedic Association.

Late Dr. A. A. Mehta was a very young promising Orthopaedic Surgeon who qualified from B.J. Medical College, Ahmedabad in October 1965. He worked in various capacities in Ahmedabad and then proceeded to England. After

having risen to a job as Registrar in U.K. he returned to India, a very sick man. He had a carcinoma of the lung and he expired on 7th June 1970 at a very young age of 31 years. His father Dr. Ashwinkumar Mehta who retired as Superintendent of Tuberculosis Hospital near Bhavnagar, instituted this medal and it was accepted at August meeting at Viskhapatnam on 11.08.1971 when given and put in fixed deposit in the Bank of India, Ellis Bridge; Branch, Ellis Bridge, Ahmedabad.(Now transferred to Delhi) Out of the interest received on the above, a gold medal for the best paper has been given every year. It used to be twice a year before and now it is once a year.

FORMAT FOR EVALUATION

Each paper should be evaluated for

- | | | |
|----|-------------------------|-----------|
| 1. | Content | 10 points |
| 2. | Quality of Presentation | 5 points. |
| 3. | Originality | 5 points |

In evaluating content please consider whether the material presented was factual, whether data collection was meticulous with attention to detail, whether the analysis was objective and the discussion was rational.

Under quality, consider quality of slides, the style and effectiveness of presentation and maintenance of time.

Under originality, consider in addition whether additional light has been thrown on established knowledge.

For e.g.

	Author	Content	Quality	Originality
		10	5	5
1. Radiological evaluation in CTEV	Mr. X	7	3	2

Signature: Name of judge:

- (e) K.P. Shrivastava Gold Medal for best poster in IOACON :

A committee of 5 shall be nominated by President/ Hon. Secretary from amongst senior members attending IOACON for judging the papers.

The timing of the visit of the panel of judges to the venue of poster exhibition shall be notified to all authors of posters. The criteria for marking shall be same as that for A. A. Mehta Gold Medal.

Awards (e) & (f) shall be declared during the valedictory function of the same conference. The award may not be given to any member in case no papers are found to be of a quality befitting the award. The judges shall testify to this effect.

(g) S.N. Baksi Award for best paper published in IJO: Criteria and method of selection are given under 11 e)

(h) M/s Sushrut Surgical Awards for Best paper in Implant Section of IOA during IOACONS.

13. **FELLOWSHIP OF I.O.A.:** Foreign fellowship given in attached pages. Inland fellowship : Attached papers

LAST DATE FOR APPLICATION:

The announcement for all Inland Fellowships of I.O.A. shall be made in the January issue of IOA News letter by the Hon. Secretary. All applications should be received by the Secretary Inland Fellowship Committee by 31st March of same year. He shall send a set of application forms to each of the members of the Fellowship Committee consisting of:

1. President
2. President-Elect
3. Hon. Secretary

4. Inland Fellowship Secretary
5. Foreign Fellowship Secretary
6. Two editors of I. JO.
7. Two past-Presidents of I.O.A.

The committee members should screen the applications and submit that report by 30th April. The Inland Fellowship Secretary shall tabulate the result and present the same during the summer executive committee meeting of I.O.A. in New Delhi. The approved results shall be announced and intimated to all applicants through post by the Inland Fellowship Secretary. For all the Inland Fellowships, the Inland Fellowship Secretary shall be responsible for arranging the visit of Fellow to various centres. For the Johnson & Johnson & Robert Roaf Fellowship the funds obtained from the Company shall be utilised for the travelling expenses of the fellows. If funds permit a "pocket money" of upto Rs. 2000/- each may be made available to the fellows.

The fellowship shall usually start from the venue of the IOACON & shall be for 4-6 weeks duration. The fellows shall be entitled to free registration and stay during the conference.

On successful completion of the Fellowship the Fellows shall have to submit an official report to the Hon. Secretary, Secretary Inland Fellowship Committee and Editors of I.J.O. The same shall be published in the I. J.O.

Foreign Fellowships: The announcement for all foreign fellowships shall be made in the July issue of the Newsletter. Applications should be received by the Fellowship Secretary by 15th September. The Fellowship Secretary shall send a set of all application forms to each of the members of Fellowship Committee mentioned above who should return the same after screening by 15th October. The tabulated result should be presented by the Foreign Fellowship Secretary in the Executive Committee meeting during IOACON after which the results would be announced and all applicants informed by post. The Fellows shall present a short report after availing the Fellowship to the Hon. Secretary, Fellowship Secretary and Editors of I. J.O. This shall be published in the I. J.O.

Criteria for starting New Fellowships:

For any new Fellowship to be started, proposals shall be received by the Hon. Secretary and put on the agenda for discussion. A sum of Rs. 2 lacs as donation for forming the corpus fund for the fellowship shall be required from the sponsor. This may however be relaxed by executive committee under extra ordinary circumstances.

Discontinuation of Fellowship: If a corpus fund is available, fellowship would not be discontinued. However, the fellowships for which corpus fund is not available and a yearly grant is obtained from a Company/firm in case the Company/firm decides to discontinue the same efforts maybe made for it to be continued.

FOREIGN FELLOWSHIPS, IOA

Indian Orthopaedic Association has a very long history, of having served the members, by number of excellent activities, for the upliftment of the profession and its members. Organising travelling Foreign Fellowships is one of the important activities. Many senior members worked hard, to get them sponsored, by well-wishers of the Association.

Presently two Foreign Fellowships are available:

1. INOR Fellowship,
2. I.O.A.- R.L. Mittal fellowship for SICOT Conference

INOR Fellowship:

This fellowship is sponsored by INOR Orthopaedics of Mumbai. Fellow attends BOA annual meeting in UK. The fellowship covers the exact cost of to and fro Airfare for the travel of the fellow from Mumbai to London and back to Mumbai. He has to register for the BOA annual Meeting and manage himself in UK on his own.

Guide Lines To The Applicant

1. Only Life and Full members of IOA, without any dues, are eligible.
2. Eight sets of copies of the Curriculum Vitae, Bio-data, application and the relevant authenticated Xerox copies of the documents must reach the Fellowship Secretary before September 15th each year. Authenticated Xerox copy of Birth Certificate, School Leaving Certificate or Passport must be attached for age verification of the applicant.
3. Original Certificates must not be submitted, as they will not be returned.
4. Member selected in past for any overseas / foreign fellowship of IOA is not eligible to apply.
5. Applicant must apply for only one fellowship.
6. Any change in address / phone no. must be immediately informed to the fellowship secretary.
7. Any wrong information or canvassing will disqualify the applicant.
8. Only written communication will be entertained.
9. Only selected candidate will be informed.
10. Application must be sent by registered A. D. post only, and no receipt will be sent.
11. Authentication must be by a Gazetted officer, Head of the institute, Current President or Secretary of the State Chapter to which the applicant belongs to.
12. Applicant must have a valid passport and shall obtain Visa to travel in proper time.

Criteria for Selection for Foreign Fellowships

Authenticated Xerox copies of all the certificates from the certifying authorities must accompany the application for the marks claimed by the applicant.

Selection will be according to the following marking system:

1. Basic qualification required is M. S. (Orth) / D. N. B. (Orth) / F. R. C.S. (Orth).
Qualification - Total 5 mark
M.S. (Orth)-1 marks
D.N.B. -1 mark
F.R.C.S. (Orth) -1 mark
M. Ch. -1 mark
Any recognised super speciality degree qualification -1 mark
(Authenticated Xerox copy of the degree certificates must be attached)
2. Experience - Total 10 marks
 - a. 1 Mark for every completed three years, after five years of Orthopaedic qualification, but not more than 7 must be attached.
 - b. Teaching experience - Total 3 marks
As Assistant Professor, senior lecturer, Reader and / or equivalent for at least 5 years -1 mark. As Professor and / or Associate professor for at least 5 years - 2 marks (Certificate from the head of the institute required)
3. Publications - Total 40 marks
(Publication / Presentation on the same subject will be considered for marking only once)
 - a. Publications in IJO - Total -13 marks
As Original Author (Validation from the head of the institute required) 2 marks for each publication, maximum 8 marks.
(submit only your choice articles and not more than 4.)
As main Co-author (Validation from the Head of the institute / Main Author required)
1 mark for each publication, maximum 5 marks
(submit only your choice articles and not more than 5.)
 - b. Publications in International Journals - Total 12 marks
As main author (Certificate from the head of the institute required)
2 marks for each publication, maximum 10 marks
(submit only your choice articles and not more than 5)
As co-author. 1 mark for each publication. Maximum 2 marks (submit your choice articles and not more than 2).
 - c. Original Published Orthopaedic Research Work (Validation from Head of the institute required). - Recognized Internationally or Nationally (Validation from three IOA President required) (submit the work in complete or resume) - Total 5 marks
 1. Publications in Book (Orthopaedic) - Total 8 marks
(Authenticated Xerox Copy of the title of the book, Chapter / Article required for Validation)
 - a. Only Author / Editor of book - Total 5 marks
2.5 marks for a publication, maximum 5 marks
 - b. Contributor of a chapter or more in an Orthopaedic Book - Total 3
1 mark for each book but not more than 3 marks
 2. Publications in Medical Science related book or journal - Total 1 mark
(Authenticated Xerox Copy of the title of the book 'journal / chapter / Article required for validation) 0.5 Mark per article. Maximum 1 mark.
 3. Publications in IOA State Chapter Journal - Total 1 mark. 0.5 Mark per article.
Maximum 1 mark.
(Authenticated Xerox Copy of the title of the journal & Article required for validation)
 - 4 a. Presentations - Total 30 marks
(Validation from certifying authority required)
C.M.E. Lecturer (Validation required) - Total 5 marks

CME lecturer - IOA - Total 3 marks
Each lecture 1 marks, maximum 3 marks
C.M.E. Lecturer - State Chapter - Total 2 marks
Each lecture 0.5 mark, maximum 3 marks
Presentation of Paper - (Validation required)
Total 20 marks
Only presenter will get the credit IOACON / International
Annual Meet - Total 10 mark IOACON / International
Meet in India - Each paper 1 mark
(Submit the Summary of each presentation of your choice but not more than 10
marks
International Meet out side India - Each paper 2 marks maximum 10 marks
(Submit the Summary of each presentation of your choice, but not more than 5)
IOA State Chapter Annual conference Total 5 marks
Each paper 1 mark, maximum 5 marks
(Submit the Summary of each presentation of your choice, but not more than 5)

4. b. Presentations Total 5 Marks

Sub Speciality National / International annual meet Total 5 marks National Meet /
International Meet in India - Each paper 1 mark (Submit the Summary of each
presentation of your choice, but not more than 5)
International Meet out side India - Each Paper 2 marks
(Submit the Summary of each presentation of your choice, but not more than 3)
Maximum 5 marks

5. Special Marks (Validation required)

Total 10 marks
Guest lecturer for IOACON, IOA state chapters, Award winner. Medal winner.
Social work, convener of National and State Chapter meets, Convener of
Orthopaedic related workshops, Faculty member for different IOA and State
chapter activities may be considered for giving marks in this category. Due
weightage may be given considering this aspect.

Application (Format) For Foreign Fellowship, IOA

(Please mention the name of the fellowship applied for)

1. Name....

Age Sex

IOA Membership number (No dues to IOA)

Membership in years.

Postal Address.....

.....

City. Pin.....

Phone No. (). ().....

Fax No. ().

2. Qualification (With month & Year of Qualifying)

3. Present Appointment

a. Nature and date of appointment and Leaving/ retiring

b. Number of Orthopaedic beds.

c. Teaching work done

5. Professional Experience

Date of joining the Orthopaedic profession.

(Authenticated Xerox copy of state medical council certificate must be attached.)

6. Articles published in journals and papers presented in conferences

a. Papers Published

b. Books Published

c. CME Lectures and papers presented

7. Have you been abroad in the last three years? if yes where and when and the purpose of visit.

8. Have you availed of foreign fellowship any time?

9. Can you leave for fellowship at the scheduled time?

10. Are you willing to meet all your expenses abroad incurred in excess of the fellowship Award money?

11. Do you propose to visit any other centre or work of interest in country to be visited?

12. What research project you have under taken recently?

13. Will you be available for interview by Overseas fellowship committee at your own expense at the time of IOACON.

14. State briefly how the fellowship will benefit you and the institute where you are working. Complete application with Xerox copies of all the authenticated certificates must be received by Secretary Foreign fellowship Committee, IOA.

BEFORE

September 15, of year of application

Please send your application by Registered A. D. Post Parcel only

Rules for "IOA Dr. R.L. Mittal Travelling Fellowship for SICOT"

1. Only full/life members of IOA are eligible to apply, who are not more than 45 year of age on the day prior to the start of SICOT Congress. An authenticated proof of age has to be submitted by the applicants.
2. The applicants must possess postgraduate degree as M.S. or any other equivalent qualification as recognised by M.C.I.
3. Members selected in the past for any other foreign fellowship will not be considered and are not eligible to apply.
4. Acceptance of a Lecture or an oral Free Paper will be essential for selection for this fellowship and proof of its acceptance has to be submitted by the applicant for this award.
5. Format of application can be the same as for INOR Fellowship with requisite modifications.
6. A panel of 3 names will be prepared and the most eligible will be finally selected.
7. Merit list will be prepared by a marking system as already being followed for other foreign fellowships.
8. A committee of a members consisting of: President, President-elect, Immediate Past President, Hon. Secretary of IOA, Foreign Fellowship secretary Inland fellowship Secretary editor of IJO and Dr. R.L. Mittal (Sponsorer of Fellowship) will be constituted to make the selection. The foreign fellowship secretary will start the process of selection at least one year in advance so as to finish it in time.
9. Ten copies of the application, duly completed, along with all the requisite documents (attested by a gazetted officer or a past President of IOA) i.e. degrees, professional experience, list of National & International publications including books along with reprints of his/her 10 best publications, presentations at regional, national & international conferences - oral (lecture or free paper), poster, video etc. with proofs should be submitted by the applicant by registered post only.
10. Application for one International conference only will be considered.
11. A lump sum grant of Rs. 50,000/- will be given by IOA as partial financial assistance to the select candidate, who will himself be responsible to arrange for his passport, visa, registration for the conference, travel, stay and maintenance during the conference, Rs 25,000/- shall given before the conference & Rs. 25,000/- on return from SICOT and presentation of a report to Foreign Fellowship Secretary.
12. A certificate will be awarded to the fellow at the next IOA annual conference after the SICOT meet.
13. The fellow will submit a report, within a month of his return from this conference, about the benefit derived from activities of this conference as well as his contribution. This will be published in the Indian Journal of Orthopaedics.

INLAND FELLOWSHIPS OF THE INDIAN ORTHOPAEDIC ASSOCIATION

The Johnson & Johnson/Robert Roaf Travelling Fellowship. The Dr. S.S. Babhulkar Fellowship

I. The Johnson & Johnson/Robert Roaf Travelling Fellowship

OBJECTIVES

To expose young orthopaedic surgeons to different orthopaedic problems and their solutions in different situations and facilities.

To expose young surgeons to senior orthopaedic surgeons with a view to interact, gain knowledge of attitudes and philosophy of work, skills, organization of department and clinics etc.

Establish rapport with orthopaedic surgeons for future interaction and to make lasting friendships along the way.

HOW FULFILLED?

The fellowship committee selects four young surgeons from applicants <40 years of age by the deadline of application. Two surgeons for the three J & J fellowships are selected from the teaching stream, one from the non-teaching stream. The Robert Roaf fellow is essentially a non teaching fellow. The four fellows travel for a period between 4-6 weeks starting from the Venue of the IOACON. They visit the four metro cities viz. Mumbai, Chennai, Calcutta and New Delhi and atleast two other smaller centres, decided by rotation, during their travel.

FINANCES

Currently M/S Johnson & Johnson Ltd. sponsor the J & J Fellowship by an annual fund of Rs. Forty thousand. The Robert Roaf fellowship gives an annual amount of Rs. . The available sum of money is enough to cover the travelling expenses of the fellows from their places, through the fellowship centres and back, and to cover some miscellaneous expenses. The centres visited finance the fellows visit on their own.

APPLICATION FORMAT AND CRITERIA OF SELECTION

These are detailed separately.

SELECTION

The points earned by an applicant are tabulated by the inland fellowship Secretary and passed on to members of the fellowship committee for final selection. The fellowship committee comprises of

- President of IO A
- President elect of IOA
- Two Immediate Past Presidents of the IOA
- Hon. Secretary of IOA
- Inland and Foreign fellowship Secretaries.
- Editors of the Indian Journal of Orthopaedics.

HOW TO APPLY AND TIME SCHEDULES

Nine sets of applications properly formatted as per format given and with the required certification should be submitted to the Inland fellowship Secretary by 31st March of the year of application. The application will be scrutinized and passed on to the fellowship committee for final selection and applicants intimated by 30th June of the year of application.

2. The Dr. S.S. Babhulkar Fellowship

OBJECTIVE

To expose selected young orthopaedic surgeons to subspecialist centre in Orthopaedics for a period of 4-6 weeks.

HOW FULFILLED?

Orthopaedic surgeons younger than 40 year of age can apply by the deadline of application 31 st March of each year. The selected applicant indicates the subspecialist/centre where he wishes to work. The Inland Fellowship Secretary coordinates the arrangement.

FINANCES

A corpus fund of 2 lakhs exists. 60-75% of the accrued annual interest (approximately Rs. Thirteen Thousand) will be spent on the fellowship to support the fellows travel and other expenses. The remaining interest shall be deposited towards the corpus fund.

APPLICATION FORMAT, CRITERIA FOR SELECTION, SELECTION AND TIME SCHEDULES

These are the same as for the J & J/ Robert Roaf Fellowship

OBLIGATIONS OF INLAND FELLOWS OF IOA

To complete the full tenure of the fellowship responsibly. To follow the guidelines provided by the Inland Fellowship Secretary and all local fellowship coordinators of the centres visited.

To submit a completion report to the Inland Fellowship Secretary within a month of completion of the fellowship

APPLICATION FORMAT FOR INLAND FELLOWSHIP OF IOA

Please tick the fellowship you are applying for and make the application in the prescribed format as it will be graded as such, (see Part II.) Applications not in the prescribed format or without proof of documentation will be rejected. Please send nine copies the application

The Johnson & Johnson/Robert Roaf Travelling Fellowship

The Dr. S.S. Babhulkar Fellowship

PERSONAL PARTICULARS

Name
Age/Date of Birth
Address
Phone No.
Fax.
Email Address
IOA membership No. Since when
(these fellowships are open to IOA members only)

REFERENCES

Please arrange for two senior colleagues with whom you have worked in the last three years to write independently to the Inland fellowship Secretary

SUMMARY OF BIO-DATA

Please provide nine copies of a short summary of your bio-data.

(This is for transmission to the host centres for your introduction if selected for the fellowship)

CERTIFICATION

Please certify that all information given by you is correct. Please attach one set of all necessary documentation.

POST GRADUATE QUALIFICATIONS 5 marks

IN ORTHOPAEDICS

Qualification Date of obtaining

EXPERIENCE 10 marks

Present appointment

Nature and date of appointment
Number of orthopaedic beds
Teaching/non teaching
Specialized work
Research work

Past appointments

Nature and dates of appointment and leaving
Number of orthopaedic beds
Teaching/non teaching
Specialized work
Research work

PUBLICATIONS 40 marks

One photocopy of each publication required. Please tabulate your publications under the following headings:

Indexed Journals/Indian Journal Of Orthopaedics

Non-indexed Journals

Books/Monograph/Book chapter

PAPERS/POSTERS PRESENTED PERSONALLY 10 marks

BY APPLICANT

International conferences abroad
International conferences in India/IOACON
Subspeciality/state chapter conferences

GUEST LECTURES/LECTURES AT CME/10 marks

WORKSHOPS

International conferences abroad
International conferences in India

IOACON

Subspeciality/State Chapter conferences

6. RESEARCH PROJECTS COMPLETED 10 marks

Please submit details
Title. Funding agency
Principal and other investigators
Submitted to:

7. CONFERENCES ATTENDED 5 marks

International conferences abroad
International conferences in India/IOACON
Subspeciality/state chapter conferences

8. ORGANIZATIONAL 5 marks

Convenor/Organizing secretary of International/National/Subspeciality/State level meetings. (Please specify) Office bearer of National/State level organisation
(This includes the President, Vice President, Secretary, Jt. Secretary, Editor of Journal and Chairman of sub committees. Executive committee members are not included)

9. MEDALS, PRIZES, AND AWARDS 5 marks

In Orthopaedics

Others (to be used in case of tie up of marks)
Place
Date Signature of Applicant
PART 2

GRADING SYSTEM FOR INLAND FELLOWSHIPS

MAXIMUM MARKS = 100

1. POST GRADUATE QUALIFICATIONS 5 marks

IN ORTHOPAEDICS

Recognised qualifications: (2 marks/qualification)
M.S.Orth.
D.N.B. Orth.
Other qualifications/degrees (1 mark)
F.C.P.S.Orth.
F.C.P.S. Orth.
M.Ch. Orth.
PhD. Orth.

2. EXPERIENCE 10 marks

I. One mark per completed year of seniority after post graduate qualifications Maximum 3 marks

3. PUBLICATION 40 marks

Indexed Journal/IJO Maximum 20 marks

5 marks per publication as main author 3 marks per publication as co-author

II. Non Indexed Journal Maximum 10 marks

2 marks per publication as main author
1 marks per publication as co-author

III. Books Maximum 10 marks

10 marks per book as main author
5 marks per book as associate author
10 marks per book as editor/author of monograph
5 marks per book chapter as contributing author
3 marks per book chapter as co-author

4. PAPERS/POSTERS PRESENTED PERSONALLY 10 marks

International conferences abroad

3 marks per paper/poster

International conferences in India/IOACON

2 marks per paper/1 mark per poster

Subspeciality/state chapter conferences

1 mark per paper/ 1/2 mark per poster

5. GUEST LECTURES/LECTURES AT CME/10 MARKS

WORKSHOPS

International conferences abroad

5 marks per lecture

International conferences in India

5 marks per lecture

III. IOACON

3 marks per lecture

Subspecialty/state chapter conferences

3 marks per lecture

6. RESEARCH PROJECTS COMPLETED 10 marks

Funded by an International/National agency, government organization or University 5 marks per completed project

7. CONFERENCES ATTENDED 5 marks

I. International conferences abroad

2 mark per conference

H. International conferences in India/IOACON

1 mark per conference

III. Subspecialty/state chapter conferences 1/2 mark per conference

8. ORGANIZATIONAL 5 marks

Convenor or Organizing secretary of International or National meetings or workshops/Office bearer of National organization

2 marks / post held

ii Convenor or Organizing secretary of Sub speciality /State level meeting/Office bearer of National organization

1 mark / post held

9. MEDALS, PRIZES, AND AWARDS 5 marks

In Orthopaedics

IO A 2 marks / medal, prize or award

Subspecialty

University

National organization

International organization

Others

(To be used in case of tie up of marks)

(In case of dispute of interpretation under any heading, the decision of the fellowship committee will be final)

THE DR. ASHOKE SENGUPTA VISITING PROFESSORSHIP OF IOA

I. OBJECTIVES

To avail the services of experienced and eminent Orthopaedic surgeons for upgrading the standards of Orthopaedic Knowledge and care at the host centre.

II. FUNDS AVAILABLE

A corpus of Rs. 2 lakhs exists and the interest accruing there from would be utilized for the expenses of the visiting professor. This would amount to approximately Rs. 19 - 20 thousand annually.

(70% of interest is to be utilized: see newsletter of IOA Secretary July 2000 pg. 10, item 10)

SELECTION OF CENTER

The centers desirous of availing a visiting professor must apply to the Inland fellowship Committee of the IOA. The application will state the following: Whether the institution is run by Government/Local Body/trustor is a private institution.

Is it a teaching or non teaching institution number of beds for Orthopaedics and Traumatology.

Department Structure and hierarchy.

Number of professors / associate professors / assistant professors and residents.

Specialized work being carried out in the department, if any. Research project being carried out, if any.

*7. Desired field of expertise of the visiting professor.

8. Duration of stay desired (one week / 2 weeks)

*9. Can you make arrangements for the reception and comfortable stay of a visiting professor ?

*10. Suggest three names of visiting professors.

11. Why do you require services of a visiting professor ?

*** EXPLANATIONS**

*7. Fields of expertise available

Arthroplasty Arthroscopy
General Orthopaedics Hand /
Microsurgery

Ilizarov

Oncology

Orthopaedic Research

Paediatric Orthopaedics

Spine Surgery - Adult / Paediatrics

Sports Medicine Traumatology

*9. The responsibility of making arrangements for stay and food for the visiting professor solely rests with the inviting department. IOA has no funds to sanction on this account.

*10. The fellowship committee is not bound by these suggestions. These are purely recommendatory in nature.

SELECTION OF THE VISITING PROFESSOR

Those desirous of offering their services as a visiting professor on this scheme need to apply to the fellowship committee with detailed curriculum vitae

Designation : Professor / Associate Professor with more than 5 year experience in this post / Consultant of more than 10 years standing.

Field of specialization if Orthopaedics

Duration of stay desired (one week / 2 weeks)

Suggest three centres, which you feel will benefit by your visit.

1. Process of selection

In the selection of a visiting professor, preference will be given to the needs of a deserving centre. The process would be to

Identify the centre likely to benefit most by the visit of a professor.

Identify the visiting professor most suited for the need of such a centre.

2. IOA will pay only the travel expenses of the visiting professor by air /1st AC from the place of Residence / work of the visiting professor to the institution visited and back. Air travel is subject to the budgetary allocation or sanctions made by the IOA.

3. The centres will have to specify the facilities for stay of the visiting professor.

4. The visiting professor and the head of department of the selected centre will communicate with each other regarding the visiting professors programme. This can be organized under the following headings

Teaching during:

Clinics (OPD) and ward rounds

Surgery

Lectures and non didactic teaching e.g. Videos, technique discussion etc.

Case presentation

Journal club / presentation by staff

Pre and post operative conferences.

Discussion of research projects / publications etc.

5. The visiting professor and the head of department of the institute visited will submit a report to the Inland Fellowship Committee. This would cover the benefits accruing from such a programme and suggestions as to how this can be made more effective.

The visiting professor will send in his report an assessment of the visited department and the HOD of the visited department will give a feed back on the utility and effectiveness of the visiting professor.

HOW TO APPLY AND TIME SCHEDULES

Eight sets of applications by the desirous institute / department and by Orthopaedic surgeons willing to offer their services as visiting professors must be made to

Dr. Ashok N. Johari

Chairman, Inland Fellowship Committee, IOA

Johari Nursing Home

C.S.No. 993, Dr. Raikar Marg,

Near Ram Mandir, Mahim,

Bombay - 400 016

Tel.: (022) 4454040/ 7070/9090

Fax: (022) 4445599

Email: drashokjohari@hotmail.com

The deadline for application will be 31st March of the year of application. (30April 2002 this year) Short listing of centres and short listing of likely visiting professors will be made and forwarded to the fellowship committee by the Inland Fellowship Secretary.

Final selections and intimation of the respective center and visiting professor will be made by 30th June of the year application.

The visiting professor will visit the selected centre in the second half of the year of application.

The visiting professor and the HOD of the host institute will submit their reports within a month of completion of the visit

14. Application for Membership

- (a) Subscription for life/full members
 - Life membership: Rs. 3000/-
 - Full membership: Rs. 300/- per annum
- (b) Eligibility for Membership. (As given in Constitution).
- (c) Method of Application: Persons desirous of becoming members of the Association shall submit a standard application form duly proposed and seconded by two members of the Association to the Hon. Secretary. The demand draft for the subscription amount and a photocopy of application form shall be sent to the Hon. Treasurer.
- (d) Action taken by Hon. Secretary/Hon. Treasurer:

These officials shall prepare a list of all applicants for any given year in consultation with each other and present the same for approval in the General Body Meeting during IOACON.
- (e) Date from which membership is affected: The membership shall come into effect from the day following the date of the General Body Meeting. The membership for full members shall be from this date till the 31st December of following year. Subsequent subscription shall be due before 1st April of each year.
- (f) Membership number shall be allotted only after approval of membership by the general body. The Hon. Secretary shall inform the member of such acceptance along with a membership certificate mentioning his membership number. The number should be mentioned by the member in all correspondence with I.O. A. office bearers. The life membership number of deceased members shall not be reallocated to new applicant.
- (g) Action regarding updating of Membership/Hon. Treasurer shall update the membership/ mailing list by following actions:
 1. Applications for change of address from members.
 2. The address of deceased members shall be deleted from mailing list. However their membership number and name shall continue on the list.
 3. Full members changing to life members shall mention this fact so that their names shall be deleted from list of full members.
 4. Repeated return of mail from untraced members: The addresses of such members shall be deleted after 3-4 consecutive return of mail and "untraced" mentioned against their names in mailing list. New address, as and when received, shall be reinserted whenever it is received by I.O. A. office.

The responsibility of updating the list shall be of the Hon. Treasurer and Joint Secretary in consultation with Hon. Secretary.
- (h) Status of those who have applied for membership but waiting for ratification in next Annual General Body Meeting:
 - (i) Registration fees for IOACON/IOAICL/other scientific activities: Person who have applied for life membership of IOA till at least 2 months before commencement of the scientific activity shall be eligible for registration at same fees as members of I.O. A.
 - (ii) They shall receive the IOA Newsletter/Journal after 4 months of their application having been received by I.O.A. office.
 - (iii) They shall not be eligible to contest for any post, appointment to any office/committee of I.O.A. They shall also not be eligible for any awards/fellowships of the Association till such time that their membership is ratified by the AGM. Thus they shall not be eligible for any of the above for the whole duration of IOACON in the year of their application.
 - (iv) I.O.A. Ties/Identity Cards/Lapel pins/etc.: Efforts shall be made to get these IOA articles prepared for the members and distributed free of cost or put up for sale on subsidized costs.

15. Executive Committee Meetings :

(a) Drawing up an agenda: The Hon. Secretary shall draw up the agenda for the summer meeting by 31st March and for winter meeting at least 1^{1/2} months before IOACON and send it to the President for approval. After approval the final agenda shall be circulated by post along with announcement for the meeting to all members of executive Committee. "Agenda notes" or short background regarding various items on the agenda may also be sent for first hand information of members so that they come prepared for discussion. The agenda should consist of:

1. Obituaries, if any
2. Confirmation of minutes or last executive committee meeting.
3. Hon. Secretary's report for the term.
4. Treasurer's report.
5. Financial report (interim or final) of previous Conference by Organising Secretary who shall be a special invitee to the meeting.
6. Budget proposals for next Conference & preparations. Report by Organising Secretary who shall also be a special invitee.
7. Report of building committee and all other Sub-Committees of I.O. A., by Chairman of the Committee, or his representative.
8. Reports of the Fellowship Secretaries.
9. Report of preparations for IOAICL by Organising Secretary.
10. Report of Hand, Implant. Oncology Sections.
11. I.O.A Awards for the year.
12. All other important matters requiring concurrence of Executive Committee for running of the Association.
13. Important issues raised by Executive members/other members which the President/Hon. Secretary feel important for discussion.
14. Progress report of all programmes undertaken.

(b) Frequency of Executive Committee Meetings:

At least three a year.

1. Summer meeting
2. Winter meeting
3. Meeting after IOACON valedictory function.

(c) Venue, date and time:

1. Summer meeting: I.O. A. House. Usually on 3rd Sunday of May (may be changed according to circumstances)

From 10.00am to 4.00pm with a short break for lunch.

2. Winter meeting: Venue of IOACON: On the day-of C.M.E. programme. From 10:00 am to 4.00pm with short break for lunch.

(b) Arrangement to be made:

1. Summer meeting: Responsibility Joint Secretary of Association.

Board room preparations:

- (i) Adequate seating arrangement (Approx. 60)
- (ii) Display of agenda/ Agenda notes on notice board
- (iii) Adequate photocopy of agenda/agenda notes for the members. Photocopies of other documents if required e.g. Treasurer's report, budgetary proposals.

- (iv) Public address system along with an extra cordless mike.
- (v) Note pads/ball point pens for all members.
- (vi) Arrangement for lunch for all members in the basement or Hall on ground floor,
- (vii) 2nd class AC to & fro fare shall be paid to all members attending the meeting from outside Delhi. For Delhi members, this fare shall be paid for attending the winter meeting.

2. Winter meeting: Responsibility Organising Secretary of IOACON. Same arrangement as above shall be made. 4 volunteers shall be arranged to assist in the meeting. Lunch may have be provided at venue of meeting.

(e) Conduct of the meeting :

- (i) Punctuality shall be maintained for commencing the meeting.
- (ii) Attendance shall be maintained in a register and report with the Hon. Secretary.
- (iii) The President of the I.O. A. shall conduct the meeting with assistance from Hon. Secretary who shall advise him on all issues raised.
- (iv) Each item shall be discussed for 5 -10 minutes according to importance. In case of difference of opinion the Hon. Secretary shall formulate a resolution on wich there shall be voting by raise of hands. The resolution may be carried or defeated by a simple majority.
- (v) On all issues the verdict of the President shall be final. He shall have the privilege to continue a discussion or ask for a majority vote.
- (vi) The minutes of the meeting shall be written by the Joint Secretary under direction of Hon. Secretary. Wherever possible exact language of the resolution shall be taken down. The pro ceedings of the meeting shall also be tape-recorded for future reference and clarifications.

(f) Follow-up action after the Executive Committee Meeting:

- (1) Summer Meeting: The minutes of the meeting shall be properly finalised by Hon. Secretary and sent to President for approval in June. These shall be circulated to all members in the July News Letter. Action on all decisions taken in the committee shall be carried out by the Hon. Secretary, who shall write to all concerned. Work delegated to Executive Committee members by President/Hon. Secretary should be completed and "action taken" report submitted within a certain time frame.
- (2) Winter Meeting: The minutes shall be properly finali sed by Hon. Secretary before the General Body meeting and shall be duly approved by President before presentation in the General Body Meeting.

The minutes of both the executive committee meetings shall be presented in the G.B.M. for approval,

(g) Extra-Ordinary Executive Committee Meeting:

May be called by President at any time preferably with a minimum 10 day notice. This shall be for urgent matters, which cannot be put off till time for regular meeting.

16. General Body Meeting:

(a) Drawing up an agenda :

1. Obituaries.
2. Confirmation of Minutes of previous General Body Meeting.
3. Confirmation of minutes of Executive Committee meeting held on last day of previous conference.
4. Confirmation of minutes of summer Executive Committee meeting Confirmation of minutes of Executive Committee meeting held at venue of conference prior to the GBM.
5. Confirmation of minutes of Extra-ordinary executive Committee meeting (if any were held).
6. Hon. Secretary's report.
7. Treasurer's report.
8. Report of various committees and business arising from it.
9. Financial report of previous conference.
10. Interim budget and accounts of current conference.
11. Report of progress of IOAICL.
12. Report of progress of next IOACON.
13. Honorary Fellowships of I. O. A. if any.
14. Confirmation of other awards of I.O. A.
15. Venue for IO AICL to be held after 1 ^{1/2} years.
16. Venue of IOACON to be held after 2 years.
17. Any other matter deemed essential to be discussed and ratified by the G.B.M.
18. Ratification of membership of new applicants for life find full membership.
19. Any other matter with the permission of the chair.

(b) Venue, date & time:

The Main Hall, at IOACON venue. On the second day of Main Conference i.e. two days after C.M.E. usually from 4.00 pm onwards.

(c) Procedure for informing members:

The Hon. Secretary shall circulate the agenda in the October/November issue of the News Letter.

(d) Arrangements to be made :

Responsibility : Organising Secretary of IOACON: The main hall of IOACON shall be the venue of the meeting with capacity for seating 1200 persons. 8 chairs with a podium for IOA officials shall be required on the stage. Extra tables will be required for documents. A public address system with table mike on podium, two stand mikes in aisle and at least 2 cordless mikes will be required.

A computer with computer operator, an LCD projector with screen shall be used for display of resolutions.

4-6 volunteers shall be in attendance for helping the Hon. Secretary. Drinking Water outside the hall shall be made available.

An electronic timer, if possible shall be made available in the Hall.

(e) Conduct of the Meeting :

(i) Punctuality shall be ensured whenever possible.

(ii) Attendance shall be taken in the Register or on specially prepared sheets, which shall be pasted on the register after the meeting.

(iii) The President shall conduct the meeting with assistance from Hon. Secretary.

(iv) Discussion on any particular matter shall under ordinary circumstances be allowed for a maximum period of 10 minutes after which the President shall frame a resolution which shall be put to vote by raise of hands. The resolution may be carried by a simple majority. The President may allow a longer discussion on crucial issues. However, no issue may be discussed for longer than 20 minutes.

(v) The President shall have the authority to invite any member to present his views, or debar any member from further discussions in case of failure to maintain decorum in the meeting.

(vi) The minutes of the meeting shall be recorded by the Joint Secretary under direction of Hon. Secretary. The proceedings may also be recorded on audio tapes for future reference.

(f) Follow-up after the meeting:

The Hon. Secretary shall finalise the minutes and send to the President for approval immediately after the IOACON. These shall be published in the January News Letter along with minutes of Executive Committee meeting and of meetings of all other committees.

Action on decision taken shall be carried out by Hon. Secretary and other members of Executive Committee as the case may be.

(g) Extra Ordinary General Body Meeting:

The criteria for convening the meeting are as enshrined in the Constitution and rules of the Association.

17. Protocol for functioning of office bearers: The functions of all the office bearers are well enshrined in the constitution. Based on these the Calendar of activities of the office bearers shall be as follows:

(a) President:

(i) Take over as President during **valedictory** function of IOACON. Present a **brief summary** of activities he plans to undertake in his term.

(ii) Preside over the executive committee meeting immediately following the valedictory function. Nominate members to vacant posts of Executive Committee and plan activities for next year. Approve minutes of the meeting.

(iii) Preside over the meeting of the central committee for subsequent year's IOACON

(iv) Visit IOA office in Delhi to take stock of affairs

(v) Issue instructions and follow-up preparations for IOAICL.

(vi) Attend State Chapter Conferences and nominate Hon. Secretary, President-Elect or other office bearers to represent the I.O.A in such meetings. Send messages with passport size photograph for souvenir of state chapter conferences

(vii) Preside over the IOAICL in April.

(viii) Closely monitor the preparations for the IOACON including nomination of foreign and Indian Faculty, Scientific programme, budgets, venue arrangements, workshops, CME programme etc. His word shall be final on matters of dispute..

(ix) Call for and approve the agenda for the summer executive committee meeting. This should be done by end of March in consultation with Hon. Secretary.

(x) Preside over the executive committee meeting in May. Approve of the minutes for publication in the July issue of News Letter.

(xi) Preside over any workshop/seminar/symposia held under banner of the I.O.A.

(xii) Attend the Central Committee meeting for IOACON to approval of the final scientific programme, selection of free papers, finalization of faculty, approval of venue and arrangements for the conference, etc. Shall be one of the signatories for accounts of IOACON (Sponsorship account) .Any fund to be withdrawn from this shall have to be with his approval. Submit President address for IOACON, passport size photo, message for souvenir.

(xiii) Preside over the IOACON:

(a) Visit venue of all the workshops to see arrangement and greet the participants and thank the faculty.

- (b) Preside over the inaugural function of C.M.E. Programme.
- (c) Preside over and conduct the Executive Committee meeting.
- (d) Preside over the Inaugural Function of IOACON. Present the Presidential address during inaugural function.
- (e) Chair the session of Kim Memorial oration and Silver Jubilee commemoration lecture. Introduce the orators and present the medallion/silver salver after the oration.
- (f) Preside over and conduct the Annual General Body Meeting.
- (g) Preside over the Valedictory Function.
- (xiv) Govern the functioning of the office bearers and of all the committees of I.O. A.
- (xv) Approve the Annual Budget of I.O. A submitted by Treasurer and also sanction any funds necessary for the day to day functioning of IOA office/Hon. Secretary's office/other committees.

(b) President-Elect:

- (i) He shall deputize for the President in his absence.
- (ii) He shall be the election officer for the I.O.A elections for that year and shall obtain the full list of members of I.O.A from the Hon. Secretary. He shall draw up a schedule for elections and get it printed in January and July issues of News Letter along with information of all vacant posts for which elections shall be due. The July issue shall also carry the notice of Elections and Nomination forms. He shall thereon be responsible for scrutiny of nominations, finalization of names of contestants, printing, distribution, collection of ballot papers and counting of votes. He shall subsequently declare the results in the Annual General Body Meeting.
- (iii) He shall be a member of the Central Committee for IOACON and attend its meetings
- (iv) He shall advise the President on matters of importance in miming the affairs of the Association,
- (v) Prepare a list of activities to be pursued during his forthcoming term as President to maintain continuity.
- (vi) If requested by the President or if separately invited, he shall attend the Annual Conferences of State Chapters.
- (vii) He may be requested by the President to directly govern the activities of some of the committees of I.O.A.
- (viii) He shall be present during valedictory function of IOACON to take over charge from the President as the next incoming President.

(c) Vice-Presidents:

- (i) Shall deputize for official functions of I.O.A in absence of President/President-elect.
- (ii) Shall be given responsibility of co-ordinating activities of the various committees, and to govern their functioning. Various committees shall be put under their charge by the President.
- (iii) They shall co-ordinate efforts for membership drive of the Association.
- (iv) The President may nominate one or both Vice-Presidents to co-ordinate activities on behalf of I.O.A in times of major calamities/disasters.

(d) Hon. Secretary:

There are a number of functions enshrined in the constitution for the Hon. Secretary, which are not repeated here. The following shall be his usual calendar of activities in a year as a fulfillment of the above functions/ powers.

- (i) Arrange for a meeting of the executive committee immediately after the valedictory function If it is his first year of office he shall seek guidance from the incoming President and outgoing Hon. Secretary on the agenda for the meeting.
- (ii) Shall direct the Joint Secretary to record the minutes of the meeting which he shall later finalise, get it approved by the President and publish in January News Letter.
- (iii) Arrange for a meeting of Central Committee for subsequent years' IO ACON immediately after

the above-mentioned executive committee meeting. Make note of all decisions taken for future reference.

(iv) If it is the first year of office get the minutes of the previous executive committee and General Body meetings for implementation of resolutions carried thereon. Even in 2nd and 3rd year of office this is an important function.

(v) Publish the January issue of News Letter and circulate to all members by 15th of February. The standard format of contents being followed since 2000 is satisfactory.

(vi) Write to all Chairpersons of Committees/all others concerned regarding implementation of all the resolutions carried in Executive and General Body Meetings.

(vii) If it is his first year of office: Ensure that all documents are properly collected and charge is taken over by him from previous Hon. Secretary. These documents may either be deposited in IOA office (if not required for day to day functioning) or shifted to the residence of Hon. Secretary for future reference for his functioning.

(viii) Attend Annual Conferences of State Chapters if so invited/ send messages for their Souvenirs.

(ix) Prepare a list of all members of the I.O.A including Life Members/Full Members without arrears or those in arrears for one/two/three years. Advise the Treasurer to write to all members with arrears to submit subscription fees. Finalise a list of Life members and Full Members who are not in arrears by first of April each year and send the same to President Elect as the Electoral roll for that years I.O.A elections.

(x) Monitor preparations for IOAICL (January to April).

(xi) Enquire from Inland Fellowship Secretary regarding application received for that year's fellowship and to finalise and send to all members of the committee.

(xii) Maintain separate files for all activities of I.O.A and duly file all correspondence for easy retrieval on demand by President/other office bearers.

(xiii) Draw up an agenda/ get approval of the President and circulate to all members of executive committee giving notice for the May meeting (end of March) .To attach "agenda notes" if possible.

(xiv) Prepare all files/papers for the executive committee meeting (April/early May).

(xv) Attend the IOAICL and discuss with President regarding the I.O. A executive committee meeting (April).

(xvi) Correspond with Chairman of Centre State Relations Committee, Co-ordinator of C.M.E., Editors, Organising Secretary/Local co-ordinator of IO ACON to arrange meetings on the day preceeding the executive committee meeting in Delhi (April).

(xvii) During these 4 months and subsequently receive and maintain a directory of all new applications for membership letters from members for change of address, correction of mis-spelt names, etc. And provide certificates to life members.

(xviii) Attend all meetings mentioned in (xvi) along with President/President-elect and maintain proper minutes for future reference and for publication in July News Letter if required (May).

(xix) Attend the Executive Committee meeting, assist the President to conduct the same, make available all relevant documents according to the agenda and direct the Jt. Secretary to record the minutes.

(xx) Give written directions regarding all aspects of the conduct of IOACON to local co-ordinator/ organising secretary to avoid confusions. (During Executive Committee meeting in May)

(xxi) Prepare final minutes, get the same approved and publish all minutes in July News Letter. (June-July).

(xxii) Publish the Notice of Elections + Nomination form in July Newsletter and post before stipulated date.

(xxiii) Co-ordinate and arrange for a meeting of Central Committee for IOACON in late August for finalization of Venue, Scientific programme etc.

(xxiv) Draw up a list of Award winners for that year including Fellowships and inform the winners that they would receive the award during inaugural function of IOACON (September).

(xxv) Inform Hon.Fellows and IOACON organizers of free registration for the former (September).

(xxvi) Monitor, preparations for IOACON of same year as well as early preparations of IOACON for subsequent year (September-December).

(xxvii) Draw up agenda for Executive Committee meeting/Annual General Body meeting and get approval of President (October).

(xxviii) Publish the October-November issue of news letter and post by 15th November. News letter to include notice and agenda of the AGM and statement of audited accounts of previous year received from the Treasurer.

(xxix) Circulate the notice, agenda and agenda notes to all executive committee members (November).

(xxx) Send following to the organizers of the Conference:

(a)Recent passport size photograph.

(b)Message for Souvenir.

(c)Secretary's Annual Report for Souvenir.

(d)Request for setting up a temporary I.O.A office in prominent place in venue of conference along with details of requirements.

(e)Details of various official functions of I.O.A during IOACON along with requirements for the same.

These are as follows :-

1. C.M.E. programme inauguration.

2. Counting of ballot papers.

3.Executive Committee meeting.

4.Inauguration of Main Conference.

5.Orations: Kini and Silver Jubilee Commemoration Lecture.

6.Meetings of Centre State Relations Committee, Editorial Board, Implants Committee, Inland / Foreign Fellowship Committee, etc.

7.Annual General Body Meeting.

8.Valedictory function.

9.Executive Committee meeting.

10. Central Committee meeting for subsequent years IOACON (November).

(xxxi) Arrange for and carry out all functions noted above during IOACON. The Hon. Secretary should remain for maximum period in IOA office to enable members to register their problems in person. (During IOACON).

He shall have to prepare final minutes of the executive committee meeting, get the same approved by President and present the same in the AGM. During the inaugural function he shall have to coordinate the full function with local organizers and the Joint Secretary especially the presentation of Awards. Along with the above he shall govern the IOA office with regular visits to Delhi and maintain all-important records in order.

(e) Treasurer : His duties are enshrined in the constitution. Based on these the following shall be his calendar of activities.

(i) Attend the executive committee meeting after Valedictory function, study the proposed budget for the next year and get approval of the President for disbursement of funds for the next quarter. This shall include the following: -

1. Funds for I. J.O. If possible 50% of Funds sanctioned from IOA office for printing of I.J.O. next year should be given. (This does not include funds to be raised through advertisements).

2. Installment for running of Hon. Secretary's office and printing of the News Letter.

3. Send money for the next Annual conference of I.O.A.
4. Other miscellaneous expenditure.
- (ii) Attend the meeting of Central Committee for IOACON after the above mentioned executive committee meeting. Draw up budgetary proposals for the next years IOACON in consultation with other members of the committee and draw up a plan for generation of funds for the conference and nature of foreseen expenditure under different heads. Create an account in the name of IOACON Sponsorship Account for that year with himself, the President, Local co-ordinator/ organising secretary. He shall be responsible for disbursement of funds from this account and monitor all expenditure in connection with conference.
- (iii) Keep an account for all subscriptions received for membership life membership and Full membership, to interact with Hon. Secretary and build up a list of all new applications for membership for ratification in next A.G. M. (Throughout the year.)
- (vi) To maintain a list of full members subscription and of all full members who are in arrears. To provide a list of full members without arrears to the Hon. Secretary and President -Elect for IOA elections up to 31st March (Early April).
- (vii) To keep an account of all expenditure on IOA Building in consultation with President, Hon. Secretary Jt. Secretary and Chairman, Building Committee of I.O.A.
- (viii) Prepare the accounts of the Association and get the same audited in March/April. The duly audited accounts should be presented in summer executive committee meeting.
- (ix) Submit the Income Tax returns on behalf of the Association after the accounts are audited. (Make recommendation for the appointment of auditors as the case may be).
- (x) Provide funds to the President-elect for the conduct of I.O.A. elections (July).
- (xi) Attend the meeting of Central Committee for IOACON and review position of income/ Expenditure. Disburse funds required for the next 3-4 months in connection with the conference (late August.)
- (xii) Write to all office bearers and chairpersons seeking budgetary requirements for next year (September)
- (xiii) Prepare a tentative budget for next year for presentation in executive committee meeting during IOACON as well as the AGM. To also submit a report of expenditure during the year.
- (xiv) To ensure that the audited accounts of previous year are published in the July or October -November issues of the News Letter.
- (xv) To Maintain an account of all receipts from hiring of rooms/halls of I.O.A. House and expenditure thereof.
- xvi) To carry out any other duty that may be assigned to him by the President/Hon. Secretary.

(f) Joint secretary: The Joint Secretary shall function with directions from the Hon. Secretary. He shall be responsible for day-to-day functioning of the I.O. A. office. His duties shall include the following:

- (i) Control over the duties of the Executive Secretary (when appointed), other Office staff, caretaker, librarian etc.
- (ii) To see that all facilities in I.O. A. House including electricity supply, water supply, etc are in working order for stay of IOA officials and members.
- (iii) To control the allotment of rooms in I.O. A. House to members.
- (iv) To record the minutes of all executive and general body meetings.
- (v) To maintain a record of all awards of I.O.A. To get various medals, silver salver, mementoes, certificates prepared for I.O. A. awards during IOACON inaugural function and to supervise the same during the function along with the Hon. Secretary.
- (vi) To scrutinize the day to day incoming correspondence to I.O. A. office and reply to them in consultation with the Hon. secretary.
- (vii) To help the Hon. Secretary with maintenance of till I.O. A. records in I.O. A. House and

retrieve them as and when required.

- (g) **Executive Members:** The executive committee members representing various states shall be responsible for informing the Hon. secretary of activities in their state, help in enrolling I.O.A. members from their state and render advise and suggestions to Hon. secretary for better functioning of the I.O.A.

On election each executive committee member shall be allotted membership of a Sub-committee. His tenure shall be for 3 years in the committee. The tenure shall not be dependant on the tenure of the chairman of the committee unless the committee itself is dissolved.

18. Protocol for Elections :

(a) **Election Officer:**

The President-elect shall be the election officer for the year of his office. He shall maintain the highest degree of integrity in the conduct of this solemn duty.

(b) **Schedule of Elections:**

The President-elect shall build up a schedule of elections in consultation with President and Hon. Secretary'. The schedule shall ideally be published in both the January and July issues of the News Letter along with the posts for which elections are to be held. The allotment of Executive members from each State Chapter depends upon the following formula.

0	74 members	NIL
75	149 members	1
150	249 members	2
250 and above members		3 (maximum)

The schedule for elections should be the following if IOACON is in 1st week of December.

- | | |
|--------------------------------------------------------------------------------------------------------|-------------------------------------------------|
| (i) Last date for nomination forms to be sent along with announcement of election in July News Letter. | 10th August |
| (ii) Last date for receipt of nomination papers by election officer | 31st August |
| (iii) Last date for informing list of contestants. | 10th September |
| (iv) Last date for withdrawal | 20th September |
| (v) Last date for sending sample ballot papers to all contestants (by courier) | 30th September |
| (vi) Last Date of receipt of approved ballot papers | 10th October |
| (vii) Last Date for dispatch of Ballot Papers | 20th October |
| (viii) Last Date for request for Duplicate Ballot Papers | 10th November |
| (ix) Last Date for receipt of Ballot Papers | 25th November |
| (x) Counting of Ballot Papers | From 8:00 am on the day of C.M.E. during IOACON |

(Representatives of contestants should be present and give an undertaking to abide by all the rules formed by the election officer)

Representation of Disputes regarding election process shall be entertained within one month of the official declaration of results in the Annual General Body Meeting.

(c) Standard Proforma of the Ballot Paper and various other paraphernalia sent to all the members.

(i) Main Ballot Paper

**THE INDIAN ORTHOPAEDIC ASSOCIATION
ELECTION 2001**

No.
Name of Election Officer

Signature of
Election Officer

PRESIDENT (ONE POST)

Put (x) against the Candidate

Name of Contestants

Place

1.....

2.....

3.....

VICE-PRESIDENT (2 POST)

Put (x) against the 2

1.....

2.....

3.....

4.....

5.....

HON. SECRETARY (ONE POST)

(EVERY THREE YEARS)

EDITOR(S)

ASSOCIATE EDITOR(S)

EDITORIAL BOARD MEMBERS

Do not put any other mark on this paper. Do not sign.

(ii) Proforma for Ballot paper for Executive Committee members.

(To be distributed only to members of state for which election is being held.)

(The ballot papers for different states should ideally be in different colours to avoid confusion during counting).

THE INDIAN ORTHOPAEDIC ASSOCIATION
ELECTIONS 2001

No.

Name of Election Officer

Signature of

Election officer

Name of State (No. Of vacancies)

Put (x) in one (or more

S.No.

Name of Contestants

Place

depending on vacant Posts)

1.			<input type="checkbox"/>
2.			<input type="checkbox"/>
3.			<input type="checkbox"/>
4.			<input type="checkbox"/>
5.			<input type="checkbox"/>

Please do not put any other mark on this paper. Do not sign.

[iii] General instructions for casting of votes

PROCEDURE FOR VOTING

You have a numbered ballot paper, an identity slip and 2 envelopes, a larger envelope marked A and a smaller envelope marked B.

Please follow the under mentioned procedures carefully to avoid cancellation of your valuable vote.

1. Put 'X' mark against the name of your choice in the box provided against the name of the candidate in the ballot paper. The ballot should not earn any other mark. Put 'X' mark for only the candidates you wish to elect as mentioned depending upon number of posts.
2. Keep this paper in the smaller envelope marked 'B' and seal it. Only the ballot paper is kept in this envelope and nothing else.
3. Fill the identity slip. (Absolutely essential)
4. Keep this identity slip and the smaller envelope marked 'B' containing the ballot paper in the bigger envelope marked A.
5. Seal the envelope marked 'A' and affix the required postal stamp preferably under registered post or under postal certificate and post it to my address given above. **After sealing envelope 'A' please put your signature across the flap.**
6. Please mention your name membership number and state on the envelope marked A. (Absolutely essential). Last date of receipt of the ballot paper at my residence is.....
7. Collection of ballot papers by candidates or their representatives should be strongly discouraged. Please post the ballot yourself for free use of your franchise.
8. Request for duplicate ballot papers should be sent only by members (not by contestants) by fax, e-mail to Election officer.. ... by... ... date...
9. Use of two or more ballot papers by same member will invalidate all of them.

(iv) Proforma for Identity Slip

THE INDIAN ORTHOPAEDIC ASSOCIATION

IDENTITY SLIP

I, the undersigned member of The Indian Orthopaedic Association hereby declare that the enclosed voting paper is my sole ballot paper for this election of The Indian Orthopaedic Association to be held in October-December (year of election)

Life / Full Membership No.:

Name:

Permanent Address:

(With pin code & telephone Nos.)

(Signature)

(v) Proforma for main envelope.

THE INDIAN ORTHOPAEDIC ASSOCIATION

ELECTIONS 2001

UPC

No.

To,

.....
.....
.....

From:

Name & Address of

President Elect & Election Officer

(vi) Proforma for Envelope 'A'

THE INDIAN ORTHOPAEDIC ASSOCIATION

To,

.....
.....
.....

From:

Name

Membership No. LM/FM

State of Membership

(size of envelope 'A' to be slightly smaller than main envelope)

(vii) Proforma for Envelope 'B'

THE INDIAN ORTHOPAEDIC ASSOCIATION

BALLOT PAPER ONLY

Please do not put any paper/letter/cheque/identity slip inside

(Size is roughly postcard size)

- (d) Ballot papers shall be sent under certificate of posting to all life members including those residing in foreign countries and to full members who are not in arrears for more than 2 years. Proper state wise/ membership number wise record of this shall be maintained by election officer and produced on demand as proof of such posting.

The record of number of the ballot paper sent to individual member shall also be maintained alongside. (The top of the ballot paper bearing the number shall however be torn off before final counting of votes to maintain secrecy of the elections. During this period the record books shall not be opened.

- (e) Circumstances for invalidation of votes.

- (i) A member who has used more than one ballot paper.
- (ii) Putting a signature on ballot paper.
- (iii) Putting any mark on ballot paper apart from mandatory (✓) in the box provided.
- (iv) Putting more (x) marks than number of vacancies against each post.
- (v) If no identity slip accompanies the Envelope 'B'
- (vi) If identity slip does not bear authentic signature of the member.
- (vii) If the Envelope 'A' does not carry signature of member across the flap after being sealed.
- (viii) If envelope 'A' does not carry Name, Membership Number and Name of State to which member belongs.

- (f) Procedure for receipt of ballot papers by election officer:

The election officer shall maintain a date wise record of all ballot papers received by him. Ballot papers shall be received only by post or courier services. Only ballot papers of members from same city as Election Officer shall be entertained by hand delivery.

The election officer should be in a position to detect any duplicate voting by a member by use of original and duplicate ballot papers. He should also be able to provide state wise statistics of votes polled.

- (g) Procedure for counting of ballot papers:

Procedure for counting of Ballot Papers

1 The Election Officer shall request a few senior I.O. A. members to help in the counting process to maintain discipline.

2 He will read out the rules of counting of ballot papers and invalidation of votes to all contestants shall sign an agreement to abide by the rules declared prior to counting of votes to avoid unnecessary disputes while counting.

3 He will give the statistics of ballot papers sent, the state wise ballot papers received, number of undelivered ballot papers received, etc.

4 The Envelope "A" shall be opened with help of volunteers confirming name, members signature, membership no. + envelope "B" in it. Identify slip with Envelope "A" shall be kept in separate box and all envelope "B" shall be put together.

5 The envelope "B" shall be opened and all the ballot papers collected in one box. Separate

boxes to be used for ballot papers for executive members from difference states.

6 The top portion of the ballot papers bearing election officer's verified signature and ballot number shall be noted and torn, off.

7 Separate slips for various posts like President/Vice -President/Hon. Secretary /Editor/Assoc. Editor shall be torn off and kept in separate boxes meant for ballot papers for each post.

8 Teams shall be divided for counting of ballot papers for each post. Each team shall be headed by one senior I.O. A. member nominated by election officer. Small boxes/trays for separation of ballots polled by each candidate (depending upon number of candidates for each post) shall be kept with each table for each post. The box containing all valid votes for that post shall be taken by the senior member who shall drop the ballot paper in the trays according to name of candidate after calling his name from the ballot paper for benefit of the representatives and an official counter of votes (Volunteer). Counting shall be maintained against each candidates name by one vertical stroke. Four vertical adjacent strokes+ one strokes across crossing the previous four shall make up 5 votes. The total number of votes polled shall then be counted. The senior member shall make a note of all votes polled on a sheet of paper supplied, seal it in a envelope after putting his signature and hand it over to the Election Officer. All documents (envelopes.) identity slips ballot papers, slips carrying ballot paper number shall be preserved and kept in locked suitcases by senior members conducting the elections and handed over to election officer.

The election officer shall oversee all these arrangements and get signature of all representatives that they are satisfied with the procedure for counting of votes.

19. Protocol for acceptance of donations for starting Fellowships/Awards etc.: Donations may be accepted for starting academic and other activities aimed at furthering the professional knowledge/skills of members of the Association.

- (a) Naming of activity: The activity shall bear the name of the Association along with that of the sponsor along with the specific nature of the activity.
- (b) Donations: Donations shall be received towards the academic fund of the Association and shall be put under fixed deposit in the name of the activity. 75% of interest from the corpus fund shall be utilised for the activity each year while the rest shall be added to the corpus. This interest amount may be awarded to one member or split between 2 or more members. No awards may be given if no suitable application is received for that year.
- (c) Amount of Donations: Donations for any one activity like fellowships / awards / orations etc under normal circumstances should be at least Rs. 2 lacs for starting a new activity. This shall however be subject to modification under exceptional circumstances.
- (d) Donations shall be accepted only for academic purposes with no commercial liabilities for the Association.

20. Protocol for accounts of the Association.

- (a) Sources of income and avenues for increasing the same: The following shall be the sources of income for the Association for its activities.
 - (i) Interest, from Fixed Deposits.
 - (ii) Subscription from Full Members.
 - (iii) Payment from Savings of IOACON (10% of the total collections).
 - (iv) Subscription from life member shall be put in FDR and only interest shall be utilised.
 - (v) Donations from life members and philanthropic organisations. For academic proposes and for building fund.
- (b) Allotment of funds under various heads: The President shall be allocated a sum of Rs. 50,000/- for his expenses during his term of office. This shall include all expenditures on correspondence and his trip to attend the AAOS meeting. Any extra expenditure over and above Rs. 50,000/- shall

be borne by him.

The Hon. Secretary shall submit a tentative budget to the Treasurer for the full year. This shall include expenditure on all correspondence, the Secretary's office staff, stationary, Internet and telephone expenditure, Newsletters expenditure and other expenses in running the office. This shall be passed by the President and dispersed to the Hon. Secretary in 3 monthly installments. The Editors of I. J. O. shall also get a tentative budget passed for a full year. The Chairpersons of various sub-committees shall also submit similar budget proposals to the Treasurer at least one month before the IOACON. The Treasurer shall submit a consolidated budget for the coming year in the Executive committee meetings during IOACON for discussion and acceptance. Allotment of funds under various heads shall be made in the winter executive committee meeting.

(c) Expenditure statements:-

It is mandatory for all officials of the Association to maintain proper account of all expenditure made by them in the name of I.O.A. These shall be submitted along with original receipts for payments made for I.O.A. Activities.

(d) Appointment of auditors: -

Auditors shall be appointed by the executive committee on the recommendation of a committee consisting of the President, Hon. Secretary, Jt. Secretary and Treasurer for a period of 3 years. Their term shall commence from 1st of April of one year to the 31st of March next year (Financial Year of the Association) Audit meeting shall be carried out in April. The certified audited accounts shall be presented in the summer executive committee meeting in May by the Hon. Treasurer.

21. Protocol for appointing of new committees for various activities:

(a) Selection of Activity:

Proposals for any new activity may be brought up for discussion and approval in the Executive Committee by the members of the Executive committee or by members of the Association through letters to the Hon. Secretary'. The Hon. Secretary, in consultation with President, President-Elect and immediate two Past Presidents shall short-list such proposals for discussion and acceptance in the Executive Committee meeting.

(b) Appointment of Chairperson of the Committees. The executive committee, on approval of constituting a committee shall appoint a Chairperson. The Chairperson of a committee should ideally be a member of the Association (Including members of Executive Committee) who is known to have knowledge, experience and interest in the field of the activity concerned.

Members shall be appointed to the various sub-committees of the Association, from amongst executive committee members, to help the chairperson of the sub-Committees

(c) Term of committee:

The term of each Committee shall be for 3year which can be extended for one more term. No chairperson shall function in same post for longer than 6 years.

(d) Specification of activity and presentation of regular reports of progress of the activity:

While appointing a new committee the specific roles of the Committee shall be established. The Chairperson shall relegate duties to the members of the Committee. Quarterly report of each Committee shall be sent by the chairperson to the Hon. Secretary. Such reports shall also be presented by the Chairpersons in executive Committee meeting whenever requested to do so.

22. Protocol for Centre State Relations:

The I.O.A. shall have duly recognised and affiliated state chapters. The state chapter shall be recognised and will function under the rules of affiliation. The affiliation shall be granted after the chapter applies through President and Secretary on a standard form. A list of all members of the state Chapter shall accompany, such application. The duly completed application shall be submitted to Hon. Secretary who shall put the application before Executive Committee for approval following which a certificate of affiliation shall be awarded to the chapter. Such affiliation

shall be for period of 10 years following which a formal application for continuation of affiliation shall be submitted. The executive committee shall have the power to withdraw affiliation if the state chapter has not been following the rules of affiliation. On a resolution passed by the executive committee the Hon. Secretary shall issue a notice to the President and Secretary of the chapter to fulfill all obligations of affiliation with intimation to him within 3 months of issuance of such notice. A chapter not complying with such a notice shall stand to be de-affiliated by a resolution in the next meeting of the executive committee.

Criteria for Affiliation/Formation of New State/Zonal Chapters/City Clubs of IOA.

A. Existing Chapters - For affiliation.

Formal Applications to be made to the IOA through the Chairman Centre State Relations Committee.

I. List of members of chapter At least 75% should be IOA members also.

II. Copy of the constitution to be enclosed with the application

III: Registration of the Chapter with the registrar of societies is essential.

IV: The Chapter should have a minimum of 50 members.

V. The Chapter should have a PAN/GIR No. of Income Tax.

B. Formation of New Chapters.

I. Formal application to IOA through Chairman CSR Committee of IOA.

II. Minimal number of 50 members, 15% being IOA members.

III. Constitute an ad hoc Committee.

IV. A copy of the proposed constitution which must conform to the IOA constitution should be enclosed with the application.

It shall be stipulated that failure to get affiliation to IOA or failure to follow rules of affiliation will entail the following.

a. Cannot claim representation of Executive Committee member from the State Chapter.

b. Cannot be considered for Dr. A.K. Gupta Trophy for Best Chapter award.

c. President/Secretary/IOA representative may not attend chapter scientific meetings.

d. IOA newsletter would not include news of their activities.

Such New Chapters will get temporary affiliation for one year. Confirmation will be after submitting proof of (a) Registration under societies act. (b) PAN/GIR No. of Income Tax.

As far as groups out side the State or Zone such as Railway, Defence and other Central Services in Orthopaedics are concerned:

they shall not have status of State Chapters but they can be affiliated to 1.0. A.

(A) The Center-State Relations Committee: This committee shall consist of the President, President-Elect, Hon. Secretary, Chairman of Centre State Relations Committee and President/Secretaries of the State Chapters. This committee shall meet twice in a year preferably a day before executive committee meeting in May and during the IOACON. State Chapters shall pay the travelling and other allowances for President/Secretary to attend the May meeting. They may, however, nominate two executive committee members of I.O.A. from their in State to represent the chapter, since they would be attending the executive committee meeting. No travelling or other allowance shall be payable to attend meeting during IOACON.

(B) Membership of I.O.A Help from State Chapters: The office bearers of the State Chapters as well as state executive committee members shall be responsible for enrolling new members from their state.

In recognition of maximum membership motivation special awards may be instituted and presented each year.

(c) Constitution of State Chapter of I.O.A.:- The Constitution of the State Chapter shall closely follow that of the parent Association. Minor changes in rules are permissible depending on local circumstances.

(d) Criteria for establishing of State Chapters:- The State Chapters shall be according to the

geographical boundaries of each State. Smaller states can join together and form a state chapter for recognition. A state chapter shall have a minimum number of 50 members with at least 75% IOA members. City clubs/societies/ associations shall not be recognised as State Chapters.

(e) Creation of new chapter of I.O.A:- This shall become necessary on the formation of new state or a fresh application having been received after de-affiliation of a state chapter. For a new chapter a minimum number of 50 members shall be enrolled as life member of the chapter and 75% as members of the IOA. The procedure of affiliation of new chapter shall be same as mentioned earlier.

(f) Funds of State Chapter and donations to parent body from savings from state chapter meetings:

At least twenty percent of savings from the state chapter meetings shall be donated to the I.O.A building fund. The rest may be split by State Chapter/Local city club for academic activities.

(g) Prompt reporting of elections of office bearers of state chapter to parent body :

The Hon. Secretary of State Chapter shall inform the Hon. Secretary of I.O.A regarding the new team of office bearers within one month of the election result being declared. The Hon. Secretary of the Association shall publish the same in the IOA News Letter.

(h) Reporting of Calendar of activities of State Chapter to parent body: The Hon. Secretary of State Chapter shall send a report of the calendar of activities of the chapter to the Hon. Secretary of the Association. Whenever, requested by the President/ Hon. Secretary, State Chapters should be prepared to alter dates of scientific activities to prevent clubbing of meetings on same dates by various chapters.

(i) Participation of office bearers of IOA in State Chapter Conferences/other activities: It is mandatory for all affiliated chapters to have a representative of the Association for their annual meetings. This should usually be the President, President-Elect or Hon. Secretary'. In case these officials cannot attend, the President may nominate another office bearer or Chairman, Centre State Relations Committee to attend. Travelling allowance, free registration, lodging and boarding shall be provided to IOA representative by the host chapter/local organising committee.

(j) Criteria for Best Chapter Award (A.K. Gupta) rolling Trophy).

NEW FORMAT FOR A.K. GUPTA TROPHY FOR BEST CHAPTER AWARD OF IOA.

(To include the period from 1st October of previous year to 30th. Sept. of the year of reckoning)

1. Increase in number of members	06
1 point for every 3% increase in members (maximum up to 6 points)	
2 point for every 2% increase in life members of IOA. (maximum of 10 points)	10
3. Academic Activities	10
(a) National Conferences	
(b) Regular State Conferences	
(c) C.M.E. Programmes	
(d) Instructional Courses	
(e) Hands on work shop	
(f) P.O. Crash Courses	
(g) Seminars	
(h) Clinical Meetings	
(i) Quiz Programmes	
(j) Orthopaedic update programme (maximum 10 points taking into account the importance. duration and no. of delegates who attended)	
4. Achievement of Individual Members.	05

- (a) Paper presentation in National and International Conferences.
- (b) Awards and Honours.
- (c) Elected to any high posts
- (d) Inventing new technique and Instruments to, Improve Orthopaedic surgery in India.
- (e) Writing, editing or translating any literature of academic interest.
(maximum 5 points taking into account the place, duration. Importance and the magnitude of honour.)
5. Members participation in International National and State Conferences. 03
6. Journals/Newsletters/Books/Posters/Pamphlets. 03
7. Formation of legal cell and Redressal of Injustice to members 03
8. Regular Election of Office Bearers and calendar of activities of the Chapter. 02
9. Any other activities not covered. 04
- (a) Forming City Ortho Clubs.
- (b) Exchange Fellowship with other chapters.
- (c) Possession of own building with good library.
- (d) Any welfare Programmes for the public.
- (e) Having own slide projectors, overhead Projectors, Laser Pointer
10. Chapter contribution to IOA 04

Total 50 Marks

23. Protocol for members to submit complaints/objections of functioning of IOA/suggestions/etc.

- (a) Submission: Complaints/suggestions may be submitted to the Hon. Secretary by any member. All related documents shall also be provided along with letter. A copy of the same may also be sent directly to the President.
- (b) The Hon. Secretary shall compile all such letters from members and list the same in the agenda for meeting of executive committee after approval from the President. The President shall have the authority to include or delete any representation so received. Matters requiring urgent action may require a Special Executive Committee meeting. The President and Hon. Secretary in consultation with each other shall decide if such a meeting is necessary. All other matters shall be taken up in the Summer/Winter Executive Committee meetings.
- (c) Procedure for deciding line of action/implementation. The executive committee shall decide on the course of action. If the matter pertains to a major change in policy the same shall have to be ratified by the General Body before implementation. Routine matters may be implemented after ratification in executive committee meeting. The Hon. Secretary shall carry out action on this in a manner similar to all resolutions passed in the executive committee meetings.

24. Protocol for a legal cell/members grievances/Ethics Committee

- (a) Legal Consultation: The Association shall engage a lawyer as a retainer on annual basis on payment of a fee to be mutually decided. The lawyer shall be from Delhi and all legal matters shall be under jurisdiction of Delhi High Court the appointment shall be made by a committee consisting of President, President-elect. Hon. Secretary, Treasurer and Joint Secretary. The lawyer shall advise the Chairman of the legal cell regarding all legal issues concerning the Association and all issues regarding grievances of a legal nature received from members. The term of the lawyer shall be for 3 year & appointment may be continued for terms of 3 years. The

appointment may be terminated after due notice of one month if found necessary in the interest of the Association. The Committee shall have the power for this.

(b) Procedure for law suits, if any: Legal proceedings may be required at any time to safeguard the interests of the Association.

Such proceedings shall be initiated only after authorization by the executive committee in its routine meetings. In matters of urgency a special executive committee meeting may be convened by the President.

The Joint Secretary along with Treasurer shall be responsible to pursue all legal proceedings along with the lawyer retained by the Association in Delhi. The President/Hon. Secretary may be required to appear if need arises for which they shall be paid AC 2nd class to & from fare. The Chairman legal cell shall also be responsible for liaising with the lawyer regarding such matters. If need arises other members from Delhi may also be appointed to coordinate such functions

25. Protocol for nomination of a member to represent the I.O.A on any committee/to attend conferences in India or abroad: The President in consultation with President-Elect, Vice-Presidents, Hon. Secretary, Hon. Treasurer and Joint Secretary may nominate any member of IOA for such a role, provided that such a member has not previously enjoyed the privilege of such representation earlier/ or who has not availed of a foreign fellowship of I.O.A earlier.

26. Miscellaneous protocols not covered under clauses 1-24. Protocols for miscellaneous activities of the I.O.A which have not been covered in clauses 1-24 may also be framed in the future and a supplement to these protocols published at suitable time. Activities introduced in the future shall also be governed by protocols so developed and published.

27. Procedure for change of protocols: Like the constitution, these protocols shall also be subject to change by ratification in the General Body meeting convened for the purpose. Quorum of 5 percent of members of the association shall be necessary for changing the protocols.