

Central Zone of Indian Orthopaedic Association

(Bihar, Chattisgarh, Jharkhand, Madhya Pradesh, Rajasthan & Uttar Pradesh)

Rules & Regulations

1. **Name** : The name of the Association shall be “Central Zone of Indian Orthopaedic Association”. hereafter called as Association.
2. **Objects** : The aims and objects of the Association are given in the memorandum of the Association.
3. **Logo** : The logo of Indian Orthopaedic Association will be used. Below the Indian Orthopaedic Association the word “Central Zone of IOA” will be used in the logo.
4. **Office & Scope** : The Association shall operate throughout the Central Zone comprising the existing of Bihar, Chattisgarh, Jharkhand, Madhya Pradesh , Rajasthan & Uttarpradesh. Office of the association shall be at **Varanasi**.
5. **Membership** : Membership of the Association shall comprise of the following categories:
 - a. **Honorary Fellows** : Honoary fellows may be elected from men or women of distinction including laymen residing in Zone or in any part of the country or abroad, who have made outstanding contribution to the advancement of Orthopaedic Surgery.
 - b. **Life Members** : Members of the Association who contribute a minimum of Rs. 3000/- (Rupees three thousand only) towards the funds of the Association may be elected as Life members of the Association. The whole contribution amount from life member will kept in fixed deposit and only its annual interest will be treated as annual income.
 - c. Life Members shall be elected from persons who possess a Post graduate degree, Diploma, qualification in orthopaedic surgery and are engaged in the practice of Orthopaedics.
 - d. Association members : Associate members may be elected from:
 - i. Doctors engaged in training in Orthopaedics or allied subjects.
 - ii. Doctors pursuing research in orthopaedic surgery or allied subjects.

Office of the association shall be at Patna

Members of the Association who contribute the specified fee

Diploma, DNB, Ph.D....

6. Election of Members :

- i. Honorary Fellow : The names of Honorary fellow will be prepared by the Executive Committee and approval at a Business Meeting by majority votes in **General Body Meeting**.
- ii. Application for enrolment for membership in other categories of members shall be made to the Secretary of the Association on an official form and supported by two life members of the association. The Executive committee shall appoint a membership Scrutiny Committee of three persons who shall scrutinize all applications for membership and recommend to the Executive committee the names that are eligible for acceptance. Eligible names will be admitted by next general body meeting by a majority votes on the advice of the Executive Committee.

General Body Meeting

7. **Register of Members** – The association shall maintain, at its registered office, a register of its member and shall enter therein within 15 days after the admission of a member or a cessation of this membership as the case may be, the following particulars:
 - a. The name and address of the members.
 - b. The date on which the members was admitted
 - c. The date on which a member ceased to be such member.

8. Membership subscription

- i. The subscription shall be determined from time to time by the Executive Committee and approved by a simple majority vote at a Business meeting.
- ii. The subscription shall be charged at the following rates:
 - a) Life Member – Rs. 3000/-
 - b) Associate Member– Rs. 500/- per year
- iii. All categories of members may be requested to contribute to any other existing funds or Trust or special activities of the Association.

9. Right of Member:

- i. Each life member shall have one vote at every meeting.

- ii. All ordinary member and Associate members of the society shall be entitled to participate in meeting.
- iii. All life members shall have right to inspect the books of account, book containing minutes of proceeding of general meeting and register of members of association on any working day during business hours by giving reasonable notice.
- iv. All the life members and associate members of the Association shall be bound by the rules and regulation and /or by laws framed from time to time.

10. Termination of members:

- i. Any category of member wishing to withdraw from the Association shall give notice in writing to the Secretary at least three months prior to the end of the financial year.
- ii. Any member whose resignation is demanded by the Executive Committee for misconduct which may go against the interest of the Association shall have the right to appeal to the next Business Meeting and shall make a written application to the Secretary within 14 days of receiving the demand.

11. Accounts and Financial :

- i. The Association's Financial year shall extend from 1st April to 31st of March
- ii. The accounts of the Association shall be maintained in the name of the Association either in the State Bank of India or in any scheduled Bank authorized by the Executive Committee.
- iii. The treasurer shall be charge of all money and assets of the Association.
- iv. All property and money shall be invested in the name of the Association.
- v. The payment of subscription and /or donations shall be payable to the Treasurer of the Association.
- vi. The account of the Association shall be audited annually by a Chartered Accountant approved by the Executive Committee.

iii. Treasurer & Secretary shall be incharge of all money and assets of the Association

v. The payment of subscription and /or donations shall be payable to Central Zone of IOA

- vii. Bank Account of the Association shall be operated jointly by the Secretary and the Treasurer of the Association.
- viii. All payments are to be made either by cash or crossed cheque or draft or postal order in the name of the Association and an official receipt shall be granted by the Treasurer.

12. Scientific meetings:

- i. The scientific meetings shall be held at least once a year in August/September along with the annual conference of the Association. The venue and date of the Annual Conference of the Association shall be decided one year advance by a majority vote at a Business meeting of the Association held during an annual meeting. The venue shall rotate among member states alphabetically.
- ii. The Association will prepare a “GUIDE LINE for holding annual conference” it will be amended, when ever required, by simple majority vote of General Body Meeting.
- iii. Members desirous to hold Annual Conference in his/her place will apply to the Secretary, Central Zone of IOA in writing at least one month before the annual conference of the previous year with the detailed plan and facilities.
- iv. The Association at its annual Business Meeting shall elect one Organising Secretary to organize the annual conference by majority vote. The organizing Secretary shall be a member of the Association and preferably of the place of the venue decided.
- v. The annual conference shall be of two days duration. Workshops may be organized one day prior. Inaugural program may be held on workshop day. The first day shall be devoted to Dr. B.N.Sinha Oration, Dr. B.Mukhopadhyay Oration , Dr. S.C.Goel Oration, Guest Lectures, Scientific session, Executive committee meeting and general body meeting. The second day shall be devoted to Ghaziabad Lecture and scientific

The scientific meetings shall be held at least once a year

Mid term symposium - April

Annual conference -August /Sept

The venue and date of the Annual Conference of the Association shall be decided one year advance by the **President Elect**

Members bidding to hold the Annual Conference shall apply on the stipulated form and send it to the Secretary of the CZ of IOA at least one month before the GBM with detailed plan and facilities.

session. The Valedictory function shall be held during Banquet.

- vi. The Programme of each Annual Conference shall be decided by the local organizing Committee in consultation with the President and Secretary of the Association. The organizing Secretary shall communicate the tentative programme of the Conference to the members of the Association under certificate of posting at least three months prior to the commencement of the Annual Conference.

Protocol for the Inaugural Function

Inaugural function should preferably finish in one hour

Persons of eminence in the field of Orthopaedics should preferably be invited as the Chief Guest to inaugurate the conference.

Other important personalities depending on the choice of the organizing Secretary may be invited as the Guest of Honour.

Not more than 7 persons, preferably 5 should be sitting on the dais during the inaugural function

Master of the Ceremony should be nominated by the Organising Secretary to conduct the inaugural function.

Master of Ceremony will conduct the inaugural function in the following manner

- Invocation
- Lighting of lamp banquet and floral presentation
- Welcome address by Chairman Organising Committee
- Secretary's Report and prize distribution by the Chief Guest
- Presidential Address
- Release of Souvenir by the Guest of Honour
- Inaugural address by the Chief Guest
- Vote of Thanks by Organising Secretary
- National Anthem

Total duration should not be more than one hour

The organizing Secretary shall communicate the tentative programme of the Conference to the members of the Association at least three months prior to the commencement of the Annual Conference

Not more than 9 person should be sitting on the dias during inaugural function. The President & Secretary of the Host Chapter should be given seat on the dias.

- vii. Any member wishing to present a paper shall furnish three typed copies of the abstract of the paper to the Organising Secretary at least six weeks prior to the date of the conference. The programme committee consisting of President, Secretary and Organising Secretary shall scrutinize each paper and shall have the right to either accept or reject any paper.
- viii. The organizing Committee may invite one or more person of eminence in the field of orthopaedics or allied subject from outside the zone to deliver lecture etc. and the committee is empowered to correspond with outside guests speakers and finalise their programme in consultation with President and Secretary of Central Zone. At least 50% specialist should be from Central Zone.
- ix. The Organising Secretary shall as far as practicable obtain papers from member of Central Zone of IOA. Paper from Orthopaedic Surgeons outside the zone of IOA shall be accepted only with the prior approval of President and Secretary of the Association and they will not be considered for any award.
- x. Every paper presented at the Scientific meetings becomes the property of the Association which shall have the right to publish in the official publication of the Association.
- xi. Funds required for holding the conference shall be raised by the Organising Committee
- xii. The Executive Committee will authorize the Organising Secretary and the treasurer of the conference to open the account in any schedule bank.
- xiii. Organising committee will prepare a budget and get it approved by Executive committee of Central Zone of IOA.
- xiv. Organising Secretary shall

Any member wishing to present a paper shall furnish three **Email/typed** copies of the abstract of the paper

x. deleted

- Organise the conference programme in consultation with President and Secretary at the meeting of the programme committee at least two month before the conference. The President and the Secretary shall be provided travelling and hospitality by the Organising Committee.
- The Organising Secretary shall take care of the expenses of the Guest speakers with reference to travel expenses, stay and registration.
- President, Secretary and all orators shall be entitled for free registration , stay and hospitality
- President Elect and other office bearers shall have the same status as any life member.
- President or Secretary IOA if invited by the organizing Secretary should be given the same privileges as the Guest Speaker.
- Issue certificate of attendance, paper presentation to the Registered delegate and speakers under signature of the Organising Secretary and Organising Secretary.
- If funds permit, the Organising Secretary shall present a memento to the office bearers , guest speakers and the chair persons.

xv. After the conference is over the account will be audited the Chartered Accountant . The audited account will be presented to Executive Committee and to next business meeting for approval. Half of the saving of the conference will go to the Central zone of IOA.

Mid Term Symposium :

Mid term symposium shall be held in the March/April every year. It will be held in a place decided by the members during General body meeting. The venue shall rotate among member states alphabetically. It shall be of one day duration and shall consists of workshop/Symposium guest lectures /free time for panel discussion. The topic of the symposium shall be decided in the general body meeting.

1. A meeting of the executive committee shall be held on the day of symposium.
2. Organising Secretary of the symposium shall be responsible for

After the conference is over the account shall be audited by the Chartered Accountant and the audited account shall be presented to the Executive Committee and to next business meeting for approval. Half of the saving of the conference shall go to the Central zone of IOA and half of the saving shall go to the host/City branch.

Members bidding to hold the Mid Term Symposium shall apply on the stipulated form and send it to the Secretary of the CZ of IOA at least one month before the GBM.

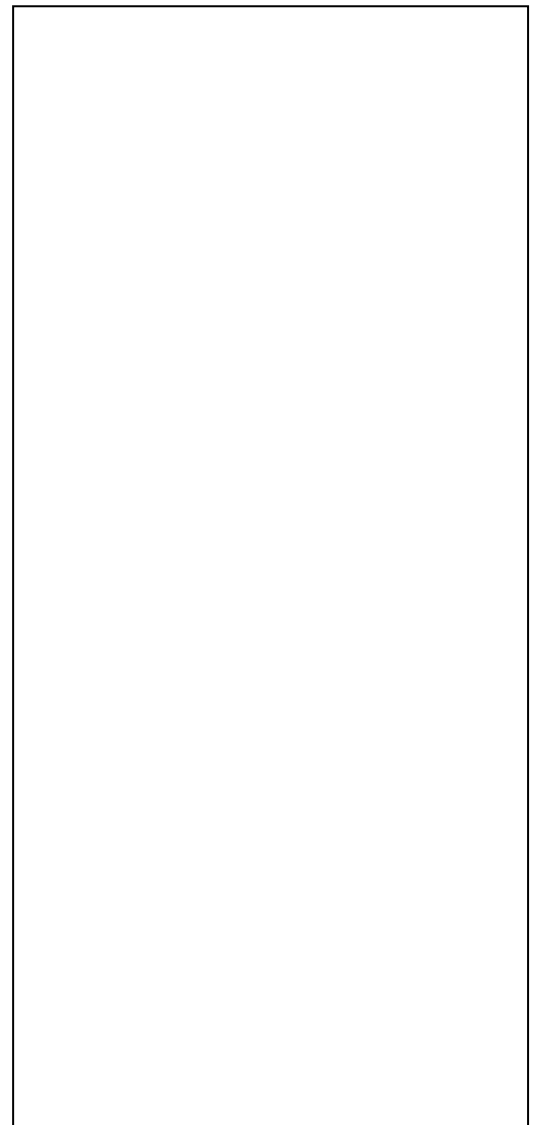
- The guest speakers and President and Secretary of Central Zone shall be provided with free registration, stay and travelling expenses.
- Issue of certificate of attendance to the registered delegates and paper presentation to speakers under signature with President, Secretary and Organising Secretary.
- Shall submit audited account of the symposium to the Secretary and Treasurer within two months from the date of symposium.

Utilization of savings with conference /Symposium

The Organising Secretaries are authorized to take registration fee as decided in the general body meeting for the annual conference and symposium. The organizing Secretary is also authorized to collect donations or charge fee for providing facilities for scientific exhibition to different organizations. Fifty percent (50%) of the savings shall be utilized by the Organising Committee for its activities for the development of the speciality (in case of the conference/symposium being organized by the teaching institutional it shall be shared equally between the Department of the teaching institution and the local orthopaedic club). Fifty percent (50%) of the saving shall go to the association.

Awards /Orations/Medals (to be given by the Central Zone)

1. Dr. B.N.Sinha Oration : An oration will be established for annual conference which will be delivered by the eminent Orthopaedic surgeon of India selected by the Executive Committee , who will be presented a memento and travelling expenses for this purpose. Organising Secretary will provide local hospitality.
2. Dr. B.Mukhopadhaya Oration: An oration will be established for annual conference which will be delivered by the immediate past president of the association who will be presented a memento and travelling expenses for this purpose. Organising Secretary will provide local hospitality.



3. Dr. S.C.Goel Oration : An oration will be established for annual conference which will be delivered by the eminent orthopaedic surgeon from the central zone selected by the Executive Committee , who will be presented a memento and travelling for this purpose. Organising Secretary will provide local hospitality.
4. MP Chapter Medal : This medal will be awarded to best paper presented by a member in the medal session . For this session six papers will be chosen by the scientific committee comprising of President, Secretary and Organizing Secretary.
5. Dr. T.P.Srivastava Medal : This medal will be awarded to best paper presented by a bonafide post graduate student of the Zone in the Medial Session. For this session six papers will be chosen by the scientific committee comprising of President, Secretary and Organising Secretary.
6. Dr. V.S.Singh Medal : The medal will be awarded to the best poster put up in the poster session by a member.
7. Ghaziabad Lecture : This lecture will be delivered by a member whose research work is found best by a committee comprising of President, President Elect, 2. Immediate Past President and Secretary. For this submissions will be invited by the Secretary.

Judges for the medal sessions will be appointed by the Secretary, Central Zone preferably from Guest speakers coming from outside the Zone.

13. Business Meetings :

- i. A Business meeting shall be held once a year during the Annual Conference on the opening day.
- ii. All categories of members are entitled to attend.
- iii. 1/10th of members shall from the quorum and associated members shall not have the voting rights.
- iv. An extra ordinary business meeting can be summoned by the President within six weeks, if at least 50% members have made a written request specifying the nature of the business.
- v. Functions of General Body :

- a. Condolence , if any
 - b. Confirmation of the minutes of last meeting and business arising out of that.
 - c. Annual report by the Secretary
 - d. Finance Report by the Honorary Treasurer (Association, Journal , CME, Seminar, Workshop etc) by Chartered accountant.
 - e. Budget for coming financial year of association and journal
 - f. Official resolutions proposed by the Executive Committee
 - g. Non Official resolution proposed by the Members
 - h. Any other business with the permission of the Chair.
- vi. The resolutions shall be received by the Secretary of the Association at least 15 days prior to the date of commencement of Business meeting.
 - vii. The President shall have the powers to reject any non official resolution and his decision in the matter shall be final.

14. Publications

- A. The official publications of the Association shall be “Journal of Central Zone of Indian Orthopedic Association”/News Letters. At least two issue of the journal will be published every year. The officer bearers of the Editorial Board shall be :
 - a. Editor – One
 - b. Member – six (one from each state)
 - 1. Editor shall be elected by electoral process every three years.
 - 2. Two member shall be elected by the electoral process every year.
 - 3. Editorial board will meet at least once a year.
- B. News Letter : The association may publish its own news letter which will be known as Central Zone of IOA News Extract. Hon.Secretary , Central Zone shall be the Editor or Executive Committee may appoint any member to act as editor, two issues shall be published every year.

15. Office Bearers:

The Association shall have the following office bearers who will be honorary:-

- a. President - One
- b. President Elect - One
- c. Vice President - One
- d. Secretary - One
- e. Joint Secretary - Three
- f. Treasurer - One

16. Executive Committee :

The Executive Committee shall constitute of:-

- a. President - One
- b. Immediate Past President - One
- c. President Elect - One
- d. Vice President - One
- e. Secretary - One
- f. Joint Secretary - Three
- g. Treasurer - One
- h. Editor - One
- i. Members - Twelve (two from each states)
- j. All Past President of Central Zone
- k. All the Presidents & Secretaries of the State Chapter under Central Zone are Ex-Officio members.
- iii. Five Members shall form a quorum of the Executive Committee.
Only members working in the territory of Central Zone of IOA shall be eligible for Election of office bearer of Central Zone of IOA.

Eligibility for election of the Office Bearers:

President, President Elect & Vice President shall be a man of eminence in the field of orthopaedics and his minimum age shall be not less than 50 years. The election of the President Elect and Vice President shall be in clock wise manner (Bihar, Chhatisgarh, Jharkhand, Madhya Pradesh, Rajasthan & Uttar Pradesh) of the Central Zone of the Indian Orthopaedic Association and only the members of that state shall contest for the elections.

Secretary shall be elected for a term of three years.

President Elect & Vice President shall be a person of eminence

Secretary, Treasurer & Editor shall be elected for a term of two years

Joint Secretaries : There shall be three joint Secretaries.

Member Executive Committee : Two members each from all six states.

17. Election of office bearer and Members of Executive Committee :

- i. The Secretary , Treasurer and Editor shall hold office for a term of **three years.**
- ii. President Elect, Vice President, twelve executive committee members and two members of Editorial Board shall be elected annually by electoral process. After holding office for one year, the President elect will automatically succeed and will take over charge as the President from the outgoing President and hold office of the President for one year.
- iii. Executive Committee will prepare a guideline for holding election on the basis of constitution. The guideline may be amended by simple majority vote in the general body meeting association.
- iv. Nomination Fee : The following nomination fee will be paid by A/c payee bank draft in the name of “Central Zone of Indian Orthopaedic Association”
 - a. President Elect : Rs. 500/-
 - b. Vice President, Secretary, Editor – Rs. 300/-
 - c. Other – Rs. 200/-

As and when required this amount may be changed with simple majority vote in the annual general body meeting.
- v. Calendar for election : to be decided by general body
- vi. Treasurer and one joint Secretary shall be nominated by the Executive Committee among the members from Varanasi where the office of the association is based. Other 2 joint Secretaries shall be nominated by President (one) and Secretary (one) . These appointments have to be ratified by the Executive committee.

There shall be three joint Secretaries for the term of two years.

Term of the executive members two years

- Two years

Treasurer and one joint Secretary shall be elected by the Executive Committee among the members from **Patna** where the office of the association is based. Other 2 joint Secretaries shall be nominated by President (one) and Secretary (one)

18. Duties & power of the Officers:

a. President

i. The President will preside over the meeting, Business meeting, Executive Committee meetings and all other Scientific meetings, Seminars, symposia etc. He shall deliver a Presidential address.

ii. The President shall be the Ex-Officio Chairman of all committees and sub committees.

b. President Elect

i. He shall submit his resignation to the President

ii. He will be the returning officer for the election of the office bearers of the Association and declaration of the results.

c. Vice President:

i. The Vice President shall deputize in all the occasion when the President is absent or if the president ceases to hold office during the term.

ii. He/She submit his/her resignation to the President. IN the absence of President, President elect and Vice President the Executive Committee shall elect Chairman for any particularly meeting or for remaining term of office.

d. Secretary

i. The Secretary shall be responsible for organisation and execution 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 an annual report at the annual meeting of the Executive Committee giving a general review of the work of the Association in the proceeding year.

ii. He shall prepare and keep the minutes of all the Business meetings of the Association and meetings of the Executive Committee and see that all notices are duly circulated amongst members in accordance with the provisions of rules and bye-laws. He will circulate the audited accounts for the year along with the minutes of the last general body meeting of the annual general body meeting of the Association where they will be adopted.

iii. He/She shall be the custodian of the seal of the Association and other associated items.

iv. He/She will be responsible for all return needed under Society Registration act.

v. He/She shall be the custodian of all the documents and papers of the Association. All the records of the association shall be kept at the registered office where any member can inspect with the permission of Secy.

vi. He/She will sign and execute with approval of the Executive committee all contracts or other instruments in the name of the Association and shall exercise a general supervision over the affairs of the Association.

vii. He/She shall be ex-office member of all committees and sub committees of the Association.

viii. He/She shall have the power to suspend , punish and otherwise control or regulate the employees of the Association if any.

ix. He/She will submit his/her resignation to the President.

e. Joint Secretary

i. He/she shall assist in all the function of the Secretary like managing office work, conducting correspondences, preparation of agenda of Executive and Business Meetings.

ii. In the absence of Secretary and Joint Secretary by seniority will deputise.

f. Treasurer :

i. He /she will be responsible for preparation of the annual budget and getting it passed by the General body at annual conference each year.

ii. He/she shall deposit all money in the authorized bank to the credit of the Association.

iii. All Payment, sanctioned by the Executive Committee shall be made by him under the written instruction of the Secretary.

iv. He/She shall be responsible for keeping up to date account of income and expenditure in properly maintained cash

book and acquaintance rolls. He/She shall present a yearly statement of account of the Executive Committee.

- v. He/She shall submit an audited statement of annual account and balance sheet before the Annual General Meeting . Accounts will audited by a Chartered Accountant appointed Secretary.
- vi. He/She shall keep a temporary advance of Rs. 500/- to meet the emergent expenses and contingencies.
- vii. He/She shall be responsible for filling IT returns, exemption under IT rules & an exemption of Central Zone of IOA assets from tax.

g. Editor

- i. He /She shall publish circulate half yearly journal/ news letter which shall be the official organ of the Association.
 - ii. The journal will cater the needs of the profession and shall also undertake publicity and propaganda work of the Association through its column.
 - iii. The Editor will nominate one or two Assistant Editor of his own choice from the members of association to render help in the publication of journals , hand bills etc.
 - iv. He/She shall be responsible for publication, circulation, registration and recognition of journal.
- h. Editorial Board will meet at least once in a year and will send its recommendation regarding, publication, circulation, registration and recognition of the journal to executive committee for approval.**

i. Funds of the Journal

1. Incidental Charges of the annual conference shall be given to the journal fund.
2. The editorial staff shall raise funds from advertisement , donations and any other resources which are deemed fit.
3. Under special circumstances , the Executive Committee may sanction some money from Association fund needed for publication of journals as loan which shall be payable in easy installments.

4. The Executive Committee shall have the powers to waive off the loan if, it is convinced that the Editorial staff is not in a position to meet the deficit.

j. The editorial board shall have the first right of refusal of any article and shall be communicated to the author within six months of the publications of journals.

19. Sources of Income of Association

The fund or income of the Association shall be derived from the following sources.

i. Subscription from members

ii. Special contribution in donation raised by the Association

iii. Profits made by the publication of the journal

iv. Saving of each annual conference, CME, seminar, Scientific talks and workshop etc held under banner of the Association.

20. Amendment of constitution and rules:

The rules and regulations shall be altered by the vote of at least three fourths of the members present at an extra ordinary meeting specially convened for the purpose. The Secretary shall dispatched a notice of such meeting and of every proposed alteration by post **under certificate of posting** to every member not less than 30 days before the date of the meeting to ascertain views of members and members have to mention clearly 'Yes' or 'No' in respect of proposed amendments. If no such reply is received within 30 days after dispatched of the letter, from any member and he is not present in the general body meeting then it will be presumed that the members approve the proposed amendment.

If more than $\frac{1}{4}$ of total members in the Registrar or Members of Central Zone of IOA oppose any amendments by post or vote against it then that particular proposed amendment will not be considered in that meeting.

Quorum for the extra ordinary meeting for amendment of constitution shall be one third of the member of association . If the quorum is not complete within half an hour of the time

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appointed for a meeting, the meeting shall stand adjourned for one hour at the same place. After one hour the meeting will be called in order and if half an hour the quorum is not complete, the member present shall constitute the quorum.

21. Suit & Dispute :

All disputes are subject to exclusive jurisdiction of competent courts and forum only from the place of Secretary. Any suit for or against the Association will be filed in the name of the Secretary of the Association.

22. Indemnity :

Every member of the Executive Committee or any sub committee, editor or employee of the Central Zone of IOA shall be identified against all liabilities arising out of acts and things done by him in performance of the duties entrusted, by way of damages or otherwise, and all those charges and expenses which he may incur or become liable by a reason or any contract into or any act or deed done of him as such member, auditor, office bearer or employee in anyway or about the discharge of his duties.

23. Dissolution of the Association and distribution of properties:

The Association shall not be dissolved unless two third of the members shall have expressed for dissolution by their votes delivered in person at a general body meeting convened for the purpose.

IN the even of the Association being dissolved the surplus assets, if any shall not be paid or distributed among the members of the Association but shall be handed over to the Indian Orthopaedic Association.

24. All provisions of the Societies and Registration Act (1860) as amended from time to time shall apply to the Association.

We certify that this is the correct copy of the Memorandum and rules & regulations.