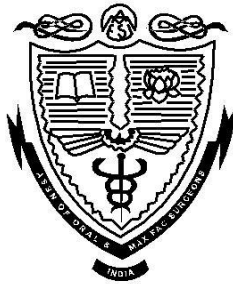


**ASSOCIATION OF  
ORAL & MAXILLOFACIAL SURGEONS OF INDIA**

Reg. No. Mah / 154/01 Pune Registrar of Societies, Pune.



**CONSTITUTION**

Association Secretariat:

Rai Dental Speciality Clinic, K. S. Rao Road, Mangalore-575001, Karnataka



## **ARTICLE-I**

**(1) NAME**

The Name of the Association shall be **“ASSOCIATION OF ORAL AND MAXILLOFACIAL SURGEONS OF INDIA”**

**(2) OBJECTS**

- (a) To endeavor to attain higher oral and maxillofacial surgical standards.
- (b) To promote research in oral and maxillofacial surgery.
- (c) To undertake measures for the improvement of public health.
- (d) To maintain the dignity and Honor of oral and maxillofacial surgeons and to protect the interest and rights of the members of the Association and implement well formulated schemes for the social security of its members.
- (e) To disseminate scientific knowledge among members and other associated organizations by holding periodical meetings, one midterm convention, and an annual conference.
- (f) To publish and circulate a journal which shall be the official organ of the Association and which shall undertake publicity and propaganda work of the Association through its columns.
- (g) To maintain an Association office(s) as herein afterwards provided.
- (h) To publish from time to time papers embodying oral and maxillofacial researches conducted by members independently or under the Association.
- (i) To encourage research and continuing education in oral and maxillofacial sciences with grants out of the funds of the Association, by establishment of scholarships prizes or awards and in such other manners from time to time be determined by the Association.
- (j) To maintain contact with National and International Associations having similar objectives.

- (k) To encourage and assist formation of local or state Associations and societies of Oral Surgeons.
- (l) To consider and express views on all questions pertaining to Indian legislation affecting public health, Dental profession and Dental education with particular reference to oral and maxillofacial surgery and take such steps from time to time regarding the same as shall be deemed expedient a necessary.
- (m) To do all other things as are cognate to the objects of the Association or are incidental or conducive to the attainment of the above objects.
- (n) To safeguard the professional interest, social security and individual member as a Consumer
- (o) To form a trust to further the objectives of the Association.
- (p) To secure for its members the privilege of practicing all areas of maxillofacial surgery.

### **(3) CONSTITUTION**

This is the constitution, Bye-laws and ethics to be followed by the Association and its members.

No proposal for change of constitution shall be considered at any general body meeting unless the proposed alteration/addition has been circulated to the members for opinion and unless due notice of it has been given in the agenda of the general of the body meeting.

An amendment to the constitution will be valid only when approved by two third majority of the members present, by voting at the annual or extra ordinary general body meeting of the Association and shall come into effect immediately after it passed unless otherwise specified. \*Any ambiguity in reading of the constitution shall be resolved by subjecting it to interpretation of the Constitutional Committee appointed by the national executive from time to time.

#### **(4) DEFINITION**

In this constitution, unless the context requires otherwise, the following words shall mean

- (a) “Association” / AOMSI means Association of Oral and Maxillofacial Surgeons of India.
- (b) “Members” means all classes of members.
- (c) “Committee/E.C” means Executive Committee.
- (d) “H.G.S” means Honorary General Secretary.
- (e) “A.G.M”/”General Body” means Annual General Body meeting.
- (f) ”E.O.G.M” means Extra Ordinary General body Meeting.

#### **(5) REGISTERED OFFICE**

\* The registered office of the Association shall be at Pune (Maharashtra), India and the registration number is 154/2001/Pune.

#### **(6) REGISTER OF MEMBERS**

The Hon. General Secretary shall maintain a register of all classes of members with membership number, name, qualification and current address.

#### **(7) THE ASSOCIATION YEAR**

The year of the Association shall be from 1<sup>st</sup> January to 31<sup>st</sup> December.

#### **(8) AREA OF OPERATION**

The jurisdiction of the Association is territory of Republic of India.

#### **(9) RECORDS**

Annual general body minutes, Executive committee meeting minutes, membership register, attendance registers and important correspondence as decided by the HGS shall be retained forever. Correspondence beyond five years shall be destroyed at the discretion of the HGS. Account books, ledgers, cashbooks of Association shall be retained for up to eight years after which they shall be destroyed. The Audited balance sheet of all the years shall be retained forever.

## ARTICLE-II

### (10) ELIGIBILITY TO JOIN AS MEMBER OF ASSOCIATION

An Oral and Maxillofacial surgeon may become member of the Association provided he/she has applied for becoming a member in the prescribed form with the following qualification:

- (a) Dental practitioners registered under Part A of Indian Dentists Act 1948, and possessing a post graduate qualification in the specialty of Oral and Maxillofacial surgery from the University/Institution recognized by Dental Council of India.
- (b) An application should not be convicted by any criminal offence. He should not be of unsound mind or insolvent.

### (11) CLASSIFICATION OF MEMBERS

(a) **Life Member:** Persons who are eligible to become annual members as per rule 10 shall join as Life Members on payment of life membership subscription.

(b) **Annual Member:** Persons possessing required qualification mentioned in rule 10 and who pay annual subscription

(c) **Student Life Member:**

Post Graduate Students in Department of Oral and Maxillofacial Surgery of a Dental Institution recognized by the Dental Council of India and registered under Part A(BDS) of Indian Dentists Act 1948 shall be admitted as Student Life members after collecting a payment of subscription fee. Such members shall have the right to present papers / posters and attend scientific meetings, lectures, conventions and conferences receive journals but have no right in the working of the Association including the voting. Once they finish post graduation and after furnishing the necessary documents their status would be converted to regular Life member.

• **AMEDMENT- AGM 2011, 25th DEC 2011, NEW DELHI**

**\*(d) Associate Member:** Persons possessing basic dental or medical qualifications and who have a special interest in maxillofacial surgery are eligible to become associate members on payment of annual/life membership. Associate members are not eligible to participate in the business of the General Body, vote or contest in any election.

**(e) Affiliate Member:** Non-resident or foreign Oral and Maxillofacial practitioner having Dental qualifications are eligible to become affiliate members subject approval of the Executive Committee. He\She should be a member of his/her National Oral and Maxillofacial Association/Society.

**(f) Honorary Member:** Persons of high scientific or literary attainment or persons who have rendered outstanding services to the Association, if willing to be made as Honorary members, and so recommended by the Executive committee by majority and approved by the General Body according to rules as hereinafter laid down. At any given time there shall not be more than 5 Honorary Members on the roll of the Association. Proposal for the election to the Honorary Membership shall be made by and shall be vouched by the personal knowledge of the proposer who shall submit a curriculum vitae of his nominee while making the proposal. Honorary members will not participate in the working of the Association and shall not vote or contest in any elections. No subscription shall be collected from honorary members.

## **ARTICLE-III**

### **(12) SUBSCRIPTION**

(a) Rate of subscription:

Entrance fee	-	Rs. 100/-(only for Annual Members)
Life Member	-	Rs. 7,500/-
Annual Member	-	Rs. 500/-per annum
Student Life Member	-	Rs. 7,500/- (for Life Time)
Affiliate Member	-	US\$ 300 (for life)
Associate Member	-	Rs.600/- (for annual membership)
		Rs. 7,500/- (for life membership)

(b) An Annual Member shall be considered a member in good standing only if his subscription is received on or before 31<sup>st</sup> January of that Calendar Year.

(c) The rates of subscription for membership as prescribed shall be reviewed from time to time as recommended by Executive Committee and approved by AGM.

### **#(13) DISTRIBUTION OF SUBSCRIPTION**

A finance Committee consisting of the treasurer as Chairman, the President and Hon. General Secretary as ex-officio members with 3 members nominated by the EC will be constituted. The Finance Committee will be reconstituted every year by the EC at first meeting. The Treasurer/ Chairman Finance Committee will present a Budget before the 31<sup>st</sup> of March every year. Allocation of funds under various heads will be done by the finance committee subject to approval of the EC. The Finance Committee can after scrutiny authorize extra expenditure that may arise over and above the budgeted allocation.



#### **(14) ADMISSION OF MEMBERS**

Membership of the Association is not a matter of right to anyone. Membership is granted on the basis application in the prescribed form along with relevant particulars/documents. The decision of admission in either admitting or rejecting an application of Membership by Executive committee/AGM cannot be canvassed in any court of law as Association is a voluntary admissions are reserved.

#### **(15) PRIVILEGES OF MEMBERS**

- (a) All members shall be supplied with a copy of the Constitution and journal of AOMSI, free.
- (b) All the members shall have the right to attend and take part in discussions at all general meetings of the Association.
- (c) Only Life members and Annual members have the right to attend General Body Meetings and vote on all resolutions put forward.
- (d) All members shall have the right to attend conferences/conventions organized by the Association on such terms and conditions as hereunder laid down by the Association.
- (e) Only annual and life members shall be eligible to contest or hold offices/members of Executive committee provided they are members in good standing.

#### **(16) TERMINATION OF MEMBERSHIP**

- (a) By removal of name on account of non-payment of subscription: A member whose subscription is unpaid one month after due date(31<sup>st</sup> Jan) shall be informed about the same writing by H.G.S. One month after the letter if the subscription still remains unpaid the privileges of the member shall be cancelled.
- (b) By removal of name on the ground of undesirable conduct: Member of Association can be expelled from the Association by the Executive committee if in their opinion his/her

conduct is prejudicial to the interest of the association or brings disrepute to the dignity of the Profession.

- (c) By removal of name for want of qualification: Any member who is not qualified but secured admission on misrepresentation shall automatically cease to be a member

### **(17) READMISSION**

- (a) Member who have ceased to be members under Rule 16A can be readmitted on fresh application being made by them and on payment of any dues outstanding against them on the date when they had ceased to be members.
- (b) Members, whose names have been removed under Rule 16A may be readmitted on the expiry of three years or thereafter, provided their application is supported by ten life/annual members of the Association testifying to their good conduct during the intervening period and on submitting a written apology acceptable to the Executive committee.

### **(18) GENERAL RULES**

- (a) In case of difference of opinion on any matter including election of office bearers an aggrieved member/party shall appeal to the Executive Committee. The EC shall enquire into it and the decision of the EC shall be final and binding.
- (b) Considering the well being of the Association as a whole, it shall not in order for any member and individuals to approach the court, in case of dispute, doubt or grievance of any member of the Association including the conduct of conferences/mid-term convention.

All decisions of EC as to any action or order passed against any member or individual or matter of grievance raised by any member shall be referred to an Arbitration Committee consisting of ruling President, Hon. General Secretary, Immediate Past President, President/Elect and Convener of constitution Committee who shall hear and

decide the issue. Such Arbitration shall be governed by the Provisions and Procedures of Indian Arbitration Act.

(c) In view of the arbitration clause for all disputes and grievances by a member or an individual the remedy to approach for a degree in civil court is barred. All such dispute and grievance shall be decided only by Arbitration. If any member or individual still persists in filing suit, which can questioned as to its jurisdiction and maintainability, shall be filed against the Association of Oral and Maxillofacial Surgeons of India represented by the Hon. General Secretary in the city , where his office is situated and not in any other place in India.

## **ARTICLE –IV**

### **(19) MANAGEMENT OF THE ASSOCIATION**

#### **(a) Executive Committee:**

The general management of the Association shall be vested with E.C.

<b>Composition of the Exec. Committee</b>	<b>Term of office</b>
One President	One year
One President Elect	One year
One Imm.Past President	One year
One Vice-President	One year
# One General Secretary	Four years
One Joint Secretary	One year
# One Treasurer	Four years
# One Editor	Four years
One Representative to IAOMS	Two year
# One Representative to AAOMS	Two year
Ten members of Executive Committee (Elected by AGM)	One year
Immediate past HGS	One year

**(b) Functions and powers of EC:**

- (a) To frame, alter or repeal rules, bye-laws of the Association subject to the approval of the annual general body meeting of the association.
- (b) To appoint sub-committees such as Continuing Education Committee, Curriculum Committees and other committees as deemed necessary.
- (c) To represent to Government, public bodies or any constituent authority any matter in which the interests of the Association or the Oral and Maxillofacial surgeons are affected.
- (d) To consider and recommend the applications for membership, the removal of members for want of qualification and the question of taking disciplinary action against any members.
- (e) To borrow or raise money in such manner as the association may think fit and collect subscriptions and donations for the purpose of the Association.
- (f) To invest any money of the Association not immediately required for any of its objects in such manner as may from time to time be determined.
- (g) To appoint one conference Secretary for Annual National Conference. The Conference Secretary shall be a liaison between executive Committee and the Organizing Committee.
- (h) To approve Chairman, Organizing Committee, Organizing Secretary, Treasurer and Scientific Chairman for National Conferences.
- (i) To invite applications for hosting of Annual National Conference, scrutinize the same and recommend to the AGM the appropriate venue.
- (j) To undertake any measure to further the objectives of the Association.
- (k) To Executive Committee will meet at least thrice a year or more often as circumstances require.
- (l) To nominate one member each from amongst the EC members as convener, Continuing Education Committee, and convener Curriculum Committee.
- (m) The proceeding of the E.C. meetings shall be recorded in the form of typed minutes and after confirmation shall be preserved permanently. This register shall be kept at the secretariat and shall be open to members for inspection.

- (n) The business of Executive Committee shall be conducted by corresponding during the intervening periods between meetings.

**# (c) Conduct of E C Meetings:**

- (i) The EC meeting shall be held at least 3(three) times in a year, two during the AGM and one at the time of the midterm meet. Notice for the EC meeting shall be given to all the EC members at least 21 days in advance with details of place, time and the agenda of business to be held. Emergency EC can be held at short notice to address matters of urgency. The decision for calling the same can be taken by the President and Hon. General Secretary at the secretariat or other convenient location.

**# The business of the EC shall be in the following order**

- i) The election if necessary (in the absence of President and Vice President) of a Chairman
- ii) Welcome by the President/Chairman
- iii) Confirmation of minute of the previous EC meeting.
- iv) Action taken on the previous minutes.
- v) Any motion change in the order of business.
- vi) Resolution to be brought forward to the AGM or EOGM.
- vii) To scrutinize the application for the next annual conference and midterm convention and forward it to AGM.
- viii) Reports from the Editor, IAOMS Representative, education committee and curriculum committee.
- ix) Any other matter with permission of the chair.

## **(20) DUTIES, POWER AND QUALIFICATION TO CONTEST FOR THE**

### **POST OFFICE BEARERS:**

#### **(a) The President Elect:**

I. The President Elect of the Association will be elected from among the Annual/Life members of the Association and should have been a member in good standing for 10 preceding years and a member of the Executive Committee for at least 4 years with 50% attendance at its meetings.

II. He shall be a member of the Executive Committee and shall assist the President in the performance of his duties and shall succeed to the office of the President at the end of the annual general body meeting in the year following his election as President Elect. He shall ceremoniously be installed as the President at the Annual Banquet.

#### **(b) The President:**

I. Shall have the privilege of presiding over the Executive Committee meetings and General Body Meetings.

II. Shall be ex-officio member of all sub committees to be formed.

III. Shall preside at the Annual Conference.

IV. Shall guide and conduct activities of the Association.

V. Shall regulate the proceedings of the meetings and Conferences, interpret the rules and regulations & decide doubtful points.

VI. If during voting, the house is divided equally, the President will have a casting vote, other than his usual vote as a member.

VII. No one fellow can hold the office of the President for more than one term.

#### **(c) Vice President:**

i. Shall be elected from among the Annual/Life Members of the Association and should have been a Member in good standing for five preceding years and a member of the Executive Committee for two years with 50% attendance at its meetings.

ii. Shall have the privilege of presiding over the Executive Committee Meetings, General Body in the absence of the President.

# iii. Shall not hold for post for more than one term.

**(d) General Secretary:**

- i. Shall be elected from among the Annual/Life members of the Association and should have been a member in good standing for five preceding years and a member of the Executive Committee for 2 years, with 50% attendance at its meetings.
- ii. Shall be responsible for the administration of the Association.
- iii. Shall conduct all correspondence.
- iv. Shall prepare a budget and get it passed at the first E.C. Meeting after the Annual General Meeting in consultation with the Treasurer.
- v. Shall get prepared by the Treasurer, annual statement of accounts, duly audited by the auditor, for presentation before the Executive Committee and at AGM.
- vi. Shall organize and arrange meetings.
- vii. Shall maintain a correct and up to date register of all types of members of the Association.
- viii. Meetings.
- ix. Shall have general supervision of accounts; pass all bills for payments and cheques in concurrence with the Treasurer.
- x. Shall be ex-officio member of all Committee.
- xi. Shall hold the post for not more than one term.

**(e) Joint Secretary:**

- i. Shall be elected from among the Annual/Life members of the Association and should have been a member in good standing for three preceding years and a member of the Executive Committee for 2 years, with 50% attendance at its meetings.



- ii. Shall help and assist the General Secretary during the tenure of the office and will act in the absence of the General Secretary.
- iii. Shall not hold the post for more than two consecutive terms.

**(f) Treasurer:**

- i. Shall be elected from among the Annual/Life members and should have been a member in good standing for five preceding years and a member of the Executive Committee for 2 years, with 50% attendance at its meetings.
- ii. Shall be responsible for collection of subscription from members.
- iii. Shall receive all money of the Association and deposit them in a nationalized bank approved by the Executive Committee to the credit of the Association and operate jointly with General Secretary.
- iv. He shall maintain head of account for journal and any other office requiring handling of funds and credit it in that Head of Account. He shall issue cheques /DD, wherever the Editor, HGS or other office requires it & debit it in that Head of Accounts.
- v. The treasurer will discharge the expenses of the Association in concurrence with the General Secretary with all bills and vouchers counter signed by the General Secretary.
- vi. Shall have the right to point out any error or discrepancy in the order back to him with his remarks. In the event of disagreement still persisting the matter shall be referred to the President for final decision.
- vii. Shall be responsible for keeping up to date, the accounts of the Association.
- viii. Shall get the accounts audited at the end of every financial year (1<sup>st</sup> April to 31<sup>st</sup> March) and put it for adopting before the Association General Meeting through the Executive Committee.
- ix. Shall not hold the post for more than one term.

**(g) Editor:**

- i. Shall be elected from among the Annual/Life members of the Association and should have been a member in good standing for five preceding years and a member of the Executive Committee for 2 years, with 50% attendance at its meetings.
- ii. Should be in charge of the Journal of AOMSI and should have four publications to his credit as first author in National/ International Scientific Journal.
- iii. Shall be chairman of the journal committee and be responsible for the publication and management of the journal.
- iv. Shall open an account with a Nationalized bank and shall submit the statements of accounts to the treasurer half yearly and yearly
- v. Shall not hold the post for more than one term.

**# (h) Representative of IAOMS:**

- i. Shall be elected from among the past office bearers of the Association and should have been a member in good standing for five preceding years and a member of the EC for at least two years with 50% attendance at its meetings.
- ii. Should have attended at least one conference of IAOMS.
- iii. Shall attend the international conference without any financial assistance from the Association. In case he/she is unable to attend the international conference he/she should inform the H.G.S who in turn will depute another member (in his her place) and will ask him/her to attend the International Conference.
- iv. Shall attend the EC meetings of AOMSI and shall present a report in writing.
- v. Shall not hold the post for more than two consecutive terms.

**# (i) Representative to the Asian of Oral and Maxillofacial Surgeons.(AAOMS)**

i. Shall be elected from among the past office bearers of the Association and should have been a fellow in good standing for five preceding years and a member of the EC for at least 2 years with 50% attendance at its meetings.

ii. The election of representative to AAOMS shall alternate with IAOMS whenever possible

**(21) CASUAL VACANCIES:**

Any vacancy occurring during the year from amongst office bearers as mentioned in this chapter except that of the President and Vice President shall be filled by the Executive Committee. Such office bearers shall hold for the remaining term of the year until the next Annual General Meeting.

**(22) REMOVAL OF OFFICE BEARERS BY NO-CONFIDENCE MOTION:**

The changes against any office bearers have to be enunciated in the form of a resolution signed by not less than  $\frac{1}{4}$  of the total number of members of the Association as on 1<sup>st</sup> January, to the President and the General Secretary, who shall circulate the same to all the members and convene a special general meeting to discuss the same within a period of forty five days from the date of receipt. In case they fail to do so, the members signing the resolution can themselves commence a special meeting.

**(23) PROCEDURE FOR ELECTION OF OFFICE BEARERS & MEMBERS OF EXECUTIVE COMMITTEE:**

# (1) a) At the time of announcing the election (60 days in advance) the HGS will issue a voting card to all persons who are members on that day. The cards will bear the name membership number and other relevant details. The members should produce the cards on entering the AGM. The cards will be tallied against votes cast and the destroyed. Any eligible person who has not received the cards may contact the HGS or his representative until the day before the election. No cards will be issued on the day of election.

- b) The Hon. General Secretary shall on or before 1<sup>st</sup> of October every year invite applications for the post of Office bearers and Executive committee Members. (or 60 days before the date of the AGM)
- (2) The applicants should be Members in good standing and their application shall have to be proposed and seconded by Annual/Life members in good standing.
- (3) Members shall be eligible to stand for only one post/office bearer during the same year. Otherwise his/her nomination becomes null and void.
- (4) The applications should reach the office of the Hon. General Secretary not later than 15<sup>th</sup> of November. Applications received after that date shall not be considered.
- (5) The eligible candidates as declared by the Hon. General Secretary/Executive Committee all be intimated immediately and also shall be informed of the names of their fellow contestants for the post they to contest.
- (6) Candidates shall be allowed to withdraw their candidature by the 30<sup>th</sup> of November (or 15 days prior to the date of the AGM) whichever is later.
- (7) The voting by ballot shall be according to the procedure laid down by the AGM. From time to time.
- (8) The candidate contesting for the post must be present at the AGM.
- (9) The counting of votes shall be done by two scrutinizers appointed by the President in the presence of the Secretary and candidates, if present.
- (10) The person getting the largest number of votes shall be declared elected by the AGM.
- (11) In case of any dispute regarding the process of election or if there is a tie, the matter will be referred to the EC which will hold an emergency EC as soon as possible and deliberate on the issue. (ref Art. IV 18 (a))
- (12) In case of indecision the matter will be covered by the provisions of Art. IV (18) (b) and sent for arbitration which will be governed by the provisions and procedures of the Indian Act.

## **ARTICLE-V**

### **# (24) FUNDS OF THE ASSOCIATION:**

All funds of the Association including the Corpus Fund shall be received and operated by the elected Treasurer. He/she shall credit it to respective heads maintained with him. He/she shall pay a maximum of Rs. 5000/- by cash/cheque/DD to any office bearer as approved by the Executive Committee on reimbursement basis on receipt of vouchers or as an advance. Larger payments as in case of journal printing shall be made by demand draft only.

The Corpus fund consisting of life memberships shall remain in fixed Deposits or any scheme authorized by the EC and the General Body in any scheduled but preferably a Nationalized Bank with an all India service and operations facility. The Fund will be operated by the elected treasurer for the duration of his term and transferred to his successor at the termination of his period.

### **Reserve Funds:**

There shall be a reserve fund of the Association. 25% of the net surplus every year should be credited to this fund. The reserve fund shall only be drawn upon by a special resolution of a meeting of the Executive Committee in which  $\frac{3}{4}$  of the members present vote in favor of the resolution of withdrawal and the same needs to be endorsed by  $\frac{3}{4}$ th of the members present at an AGM/EOGM.

### **Accounts/Accounting year:**

The Annual Statements of accounts and Balance Sheet, for the period starting from 1<sup>st</sup> April and 31<sup>st</sup> March every year after auditing, shall be submitted to the Executive by the Treasurer and Hon. General Secretary.

### **(25) APPOINTMENT OF AN AUDITOR:**

A Chartered Accountant shall be appointed as auditor of the AGM of the Association every year for

- (1) Auditing the accounts and certify to their corrections.
- (2) Giving suggestions for the proper keeping of accounts as required.

## **ARTICLE: VI**

### **(26) THE JOURNAL OF THE AOMSI**

Shall be under the charge of the Editor as the Chairman and shall be assisted by the Journal Committee.

#### **(A) The Journal Committee**

1. Ex-Office Members:

- (i) The President
- (ii) The Hon. General Secretary

2. Nominated Members:

- (i) One Assistant Editor as recommended by the Editor belonging to same city/town.
- (ii) One Business Manager belonging from the same city/town and nominated by Executive committee.
- (iii) Two other members as nominated by the Executive Committee.
- (iv) One representative from among the armed forces as nominated by the Executive Committee.

#### **(B) FUNCTIONS AND POWERS OF THE JOURNAL COMMITTEE:**

- (a) Shall be responsible for the quarterly publication of the journal.
- (b) Shall scrutinize all the articles submitted for publication and select them for publication.
- (c) Shall be responsible for the management of the whole business of the journal, its Printing, the securing of the advertisements, distribution of the journal amongst the members etc.
- (d) Shall have power to form a Board of advisors.
- (e) Shall reserve 2 pages in each issue of the journal for news of the Association to be at the disposal of the Hon. Gen. Secretary. In the absence of such matter this space can be utilized by the journal Committee for other purposes.

- (f) Shall prepare a budget and put it for consideration and sanction at the time of meeting of the Executive Committee.
- (g) Shall prepare a yearly statement of accounts & submit it to the Hon. General Secretary 2 months prior to the AGM.
- (h) Shall have the power to incur expenses related to the journal up to the amount sanctioned in the budget estimate for the year by the Executive Committee. Beyond this limit the journal committee shall have to obtain special sanction of the E.C.

## **ARTICLE: VII**

### **(27)GENERAL BODY MEETING OF THE ASSOCIATION:**

#### **(A) THE ANNUAL GENERAL BODY MEETING:**

Shall be held once every year (ordinary) in month of December/January, during the Annual Conference. Notice of the annual general body meeting of the Association shall be sent to the members at least 21 days before the date fixed for it, giving the place, date and time of the meeting and the agenda of all the business to be brought up before it. Quorum for the AGM shall be 25 Annual/Life members in good standing.

#### **(B) THE BUSINESS TO BE TRANSACTED AT THE AGM SHALL BE IN THE AGM SHALL BE IN THE FOLLOWING ORDER:**

1. The election if necessary (in the absence of the President and the Vice-President) of a Chairman.
2. Welcome by the Vice-President/Chairman.
3. Confirmation of minutes of the previous AGM and EOGM if any.
4. Any other motion for change in order of business.
5. Adoption of annual report of the Association presented by the HGS, for the year ending 31st December.
6. Adoption of audited statements of accounts and balance sheet (including that of the journal) for the year ending the previous 31<sup>st</sup> March.
7. Resolutions brought forward by the EC and individual members.
8. Election of the office bearers and members of the Executive Committee.
9. To decide the venue of the next Annual Conference and Mid Term Convention.
10. Appointment of an Auditor.
11. Reports from the Editor, IOAMS representative, Education Committee and Curriculum Committee.
12. Any other matter with the permission of the chairman.



13. Handing over of charge to the new President and Executive Committee.

**(C) GENERAL RULES ABOUT THE AGM:**

1. No resolution shall be placed before the AGM that has not been previously considered by the AGM that has been previously considered by the Executive Committees. However the President and the HGS shall together have powers to place before the AGM certain very important resolutions as decided by them without prior consideration by the EC.
2. Notice of the resolution to be moved at the AGM shall reach the Hon. Gen. Secretary not later than 15 days before the date of AGM.
3. The Hon. General Secretary shall issue with the notice of the AGM, the preliminary agenda paper showing the business to be brought before the meeting, the terms of all motions to be moved of which notice in writing has previously reached him and the names of the mover.
4. The Hon. General Secretary shall make available to all members, attending the meeting, a list of all amendments of which notice had been given.
5. Any resolution of the Executive Committee may be considered at the AGM without notice being given.

**(28)** (a) Any amendment to the constitution should be forwarded to the HGS, 2 months prior to the AGM, for prior consideration and deliberation at the EC Meeting, which shall then be placed at the Annual Meeting.

(b) All resolutions/amendments to be moved at the Annual General Meeting shall be circulated to all Annual/Life members along with the notice of the Annual General Meeting.

(c) Any amendment to the constitution shall have to be passed by  $\frac{3}{4}$  majority of votes of members present at the meeting. The amendments will be inserted in the regulation further and will bear the date of ratification by General Body.

**(29) (A) GENERAL RULES OF PROCEDURE AT MEETINGS:**

- (a) Minutes of all meetings shall be correctly kept and shall be confirmed by the President/Chairman of the AGM and Executive Committee Meetings.
- (b) No resolution adopted or negative shall be reconsidered unless either six months have elapsed or 50% of the members of the Ex. Comm. Sign a requisition for such reconsideration.
- (c) The President/Chairman shall, in case of equality of votes, have a casting vote.
- (d) No business shall be transacted at a special at a special meeting/E.O.G.M other than for which the meeting is called.
- (e) The proceedings of any meetings shall not be invalid by reason of there being any vacancy or any invalid appointment or election of any member or accidental omission to give notice of such meeting to any member.

**\*(B) EOGM- Extra ordinary meeting of head office.**

The EC whenever it thinks fit or on requisition made in writing by at least 25 annual or life members shall call an Extra Ordinary General Body Meeting at the head office or any other suitable venue. The requisitions must state the object of the meeting giving their full name and address. Notice of EOGM should be given 21 days in advance to all members with the date, time, venue and agenda for the meeting.

The quorum for an EOGM shall be 25 members. If the quorum is not achieved at the given time it shall be adjourned and reconvened after 30 minutes. No quorum is required. The EOGM shall discuss no matter other than for which it was convened.

## **ARTICLE: VIII**

### **(30) THE ANNUAL CONFERENCE/MIDTERM CONFERENCE**

#### **(A) Selection of Venue:**

- i. AOMSI shall organize an Annual Conference of AOMSI every year at a suitable place and time (dec. /Jan) as recommended by the Executive Committee, and ratified by the AGM.
- ii. Proposals/Bids to host the Annual Conference shall be received by the HGS not later than 30 days prior to the AGM in the prescribed format.
- iii. Invitation to host the Annual Conference must be supported (signed) by at least 50% or 10 Annual/Life members of the Association belonging to the same city or Town or State from where the request has come. The same shall also apply to a local body of Oral and maxillofacial Surgeons if any.
- iv. Only one application/invitation from a particular City/Town shall be accepted.
- v. Invitations to host the Annual Conference must be accompanied by details regarding proposed conference venue, facilities available at the venue and accommodation facilities and tentative budget.
- vi. Probable dates for the Conference will be suggested by the General Body /Executive Committee, and the local organizing committee shall have the power to finalize the amongst those suggested.
- vii. Two consecutive venues shall be decided at the first instance and one every year thereafter at the Annual General Meeting.
- viii. Members inviting for the conference must be present at the Annual General Meeting and provide any further information that may be required.

#### **(B) ORGANIZING COMMITTEE:**

- i. Shall be a sub-committee of the AOMSI
- ii. The Organizing Committee shall be formed from amongst the Annual/Life Members of the Association from the City/State to which the conference has been awarded.

- iii. The Organizing Committee shall be formed by the 1<sup>st</sup> March of the year of the conference and the same shall be forwarded to the Executive Committee for approval.
- iv. Organizing Committee shall elect amongst themselves one Chairman, one Organizing Secretary and one Treasurer. For Sub-Committees, and Conveners may be elected. Chairman of all the Sub-Committees and Organizing Secretary shall be the Ex. Officio members of all Sub-Committees.
- v. The Immediate Past President shall be the Conference Secretary. He shall be responsible for the liaison between the organizing Committee and the Executive Committee.

**(C) DELEGATES:**

- i. All members of the AOMSI can attend the conference as delegates.
- ii. Delegates fees of the Conference shall be recommended by the Organizing Committee and approved by the Executive Committee.
- iii. Any other fees may be charged only with the prior approval of the E.C.
- iv. Non- members shall be permitted to attend the conference only on payment to higher delegate fee decide by organizing committee and approved by Executive Committee.

**(D) PRIVILEGE OF THE PRESIDENT**

The President of the AOMSI for the year shall be the President of the Conference. He and his spouse shall not be charged any registration fee for the conference, and shall be provided complimentary lodging and transport during the period of the Conference by the Organizing Committee.

**(E) PRIVILEGE OF HON. GENERAL SECRETARY**

Hon. General Secretary and his spouse shall not be charged any registration fees for the Conference and shall be provided complimentary lodging, boarding and transport during the period of the Conference and also make other arrangements as directed by the Conferences Secretary.

**(F) BOARDING AND LODGING ARRANGEMENTS**

- # (1) The conference Committee will arrange appropriate lodging for the AOMSI office secretary for the period of the conference.
- (2) The Conference Committee shall arrange suitable Venues for the EC meeting and the AGM with the required furniture, stationary and refreshments.
- (3) The Conference Committee will provide space for an AOMSI Desk/office with computer and other office furniture as requested by the HGS.
- (4) The Organizing committee shall make arrangement for the Boarding and Lodging of those attending the conference if so desired by them on previous intimation and on payment for the same, at the rate given by the Organizing committee and also make other arrangements as directed by the Conference Secretary.

**(G) FUNDS**

- i. The Organizing Committee will be responsible for the all the expenses of the Conference which they can raise through delegate fees, sponsors, trade exhibition and Souvenir.
- ii. The Organizing Committee of the conference shall maintain a separate account of the conference to be operated by the Treasurer jointly with the Chairman or the Organizing Secretary.
- iii. The Organizing Committee shall submit the audited accounts to the executive committee within a period of ten months from the last day of Conference for its approval. HGS shall circulate these accounts to all the member and shall present them to AGM for the approval.

**\*(H) CONTRBUTION TO GENERAL FUNDS UTILISATION OF FUNDS**

A sum of Rs.100/- for every delegate attending the Annual conference and Rs. 50/- per delegate attending midterm conference must be paid by the organizing committee to the AOMSI, irrespective of whether the conference made a profit or not. The sum shall be paid to the secretary/treasurer before the AGM or EC in case of mid-term meeting. This amount shall be utilized as per the advice of the Finance Committee subject to approval of EC.

**(I) CONDUCT OF BUSINESS AT THE ANNUAL CONFERENCE**

(Ref. Guideline of Conference of AOMSI)

- # a) The scientific programme of Annual conference shall have one Oration lecture namely “the Dr. MSN Ginwala Oration” which should be scheduled immediately after the inaugural function or the next morning. It should be delivered by an Indian National. He/she should be a member of the AOMSI if he /she is a maxillofacial surgeon. A non-member or a foreigner may be chosen if no other suitable person is available. The host committee may choose a speaker for the ‘Ginwala Oration’ subject to the approval of the EC. A typed copy of the Oration may be circulated to the audience whenever possible.
- b) The guest lecturer and Pre-Conference faculty will be chosen by the host Committee. The list of guest speakers should be sent to the Secretariat for verification of their membership status. Non Maxillofacial speakers and foreign speakers need not be members of AOMSI.
- i. The formal installation ceremony of the incoming President shall take place during the official banquet of the Conference.
  - ii. Any event other than as laid down in the Constitution/Guidelines shall require prior approval of the Executive Committee.