



ASSOCIATION OF ORAL & MAXILLOFACIAL SURGEONS OF INDIA (AOMSI)

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O/N: AOMSIHO2023-24/182

26th November 2024

Subject: Align our Constitution with the evolving structure and functions of AOMSI

Message from AOMSI Head Office

Dear Members,

Over the past few years, minor amendments to the AOMSI Constitution have been implemented. However, as our Association has grown significantly in various spheres—academics, scientific research, advanced training, and more—it has become necessary to align our Constitution with the evolving structure and functions of AOMSI. This includes incorporating the work and recommendations of various committees established to enhance these activities.

The Constitutional Committee, after thoroughly assessing the current and future needs of the Association, has prepared a detailed report that was presented during the 3rd Executive Committee (EC) meeting. **Upon review, it was evident that the proposed changes amount to an extensive restructuring of the Constitution. Additionally, following discussions in the EC, further amendments and inclusions were suggested to address crucial aspects for the smooth functioning of AOMSI.**

Currently, the report presented to the EC has been uploaded on the AOMSI website for members to review. We assure you **that all other important amendments and inclusions will also be shared in due course.** Members will have an opportunity to provide feedback on these suggestions, with input being gathered until 25th February 2025.

As only a **small percentage of members typically attend the General Body Meeting (GBM), this approach aims to ensure broader participation and engagement in shaping the future of AOMSI's governance.** We encourage all members to review the proposed changes on the website and share their valuable suggestions.

Jai Hind

Warm regards,

Dr. Bhagavandas Rai A
President, AOMSI

Dr. S Girish Rao
Hon. General Secretary, AOMSI



Proposed changes in the constitution- National

Article	Present	Proposed change	Justification
ARTICLE- I			
I.7	<p>Association Year</p> <p>The year of the Association shall be from 1st January to 31st December.</p>	<ul style="list-style-type: none"> • From the AGM to AGM. • With year mentioned in which majority of the term of the elected body falls. • EC term will be completed at the AGM, after new EC takes charge. 	<ol style="list-style-type: none"> 1. Every year conference is held on different dates. 2. Ease of understating the year the term of elected body.
I.9	<p>Records</p> <p>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</p>	<ul style="list-style-type: none"> • All records to be retained in a digital format in a cloud and back up hard disc • Should be made available to members as required. 	<ul style="list-style-type: none"> • Important to have records for ease of governance and any future disputes
ARTICLE- II			
II.10.a	Dental practitioners registered under Part A of Indian Dentists Act 1948, and possessing a post graduate qualification in the specialty of Oral and	Indian nationals having oral & Maxillofacial surgery degrees other than MDS will be eligible to become members only after	<ul style="list-style-type: none"> • Important to align with rules and regulations of



	Maxillofacial surgery from the University/Institution recognized by Dental Council of India.	equalization exam and registration of degree as per prevalent rules and regulations of DCI. (Dental Council of India Screening Test Regulations, 2009 or any other regulation of NDC)	a statutory body laying down regulations
II.10.b	Annual Members: Persons possessing required qualification mentioned in rule 10 and who pay annual subscription	Delete this category	<ul style="list-style-type: none"> • At present majority of members are life members, hence ease of maintaining member register, this category to be deleted
II.10.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.	Affiliate members are not eligible to participate in the business of the General Body, vote or contest in any election.	<ul style="list-style-type: none"> • Similar clause exists for associate and honorary members
ARTICLE- III			
III.12.a	This category annual members gets deleted if II.10.b approved, and the term annual members should be deleted wherever mentioned in the constitution.		Self-explanatory
III.15.a	All members shall be supplied with a copy of the Constitution and journal of AOMSI, free	All members shall be supplied with a copy of the soft copy of the Constitution and journal of AOMSI, free	Journal is available as soft copy and also constitution can be given in soft copy



			form only as an environment issue.																																		
III.16.a	Termination of membership; By removal of name on account of non-payment of subscription: A member whose subscription is unpaid one month after due date(31 st 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.	This category annual members gets deleted if II.10.b approved	Self-explanatory																																		
ARTICLE- IV																																					
IV.19.a	<p>Executive Committee: The general management of the Association shall be vested with E.C.</p> <p>Composition of the Exec. Committee: Term of office</p> <table border="0"> <tr> <td>One President</td> <td>One year</td> </tr> <tr> <td>One President Elect</td> <td>One year</td> </tr> <tr> <td>One Imm. Past President</td> <td>One year</td> </tr> <tr> <td>One Vice-President</td> <td>One year</td> </tr> <tr> <td>One General Secretary</td> <td>Four years</td> </tr> <tr> <td>One Joint Secretary</td> <td>One year</td> </tr> <tr> <td>One Treasurer</td> <td>Four years</td> </tr> <tr> <td>One Joint treasurer</td> <td>Two years</td> </tr> <tr> <td>One Editor</td> <td>Four Years</td> </tr> <tr> <td>Joint Editor</td> <td>Two years</td> </tr> <tr> <td>One Representative to IAOMS</td> <td>Two years</td> </tr> </table>	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 Joint treasurer	Two years	One Editor	Four Years	Joint Editor	Two years	One Representative to IAOMS	Two years	<p>Duration of term changed</p> <table border="0"> <tr> <td>1. One General Secretary</td> <td>Three years</td> </tr> <tr> <td>2. One Treasurer</td> <td>Three years</td> </tr> <tr> <td>3. One Editor</td> <td>Three years</td> </tr> </table> <p>Posts to be added</p> <table border="0"> <tr> <td>1. Chairperson IBOMS:</td> <td>One year</td> </tr> <tr> <td>2. Chairperson Fellowship Committee:</td> <td>Two years*</td> </tr> <tr> <td>3. Chairperson Social Security Scheme:</td> <td>Two years*</td> </tr> </table>	1. One General Secretary	Three years	2. One Treasurer	Three years	3. One Editor	Three years	1. Chairperson IBOMS:	One year	2. Chairperson Fellowship Committee:	Two years*	3. Chairperson Social Security Scheme:	Two years*	<p>1. Reduce term for three posts as there is one year addition as elect representative. In effect total term is still 4 years.</p> <p>2. Additional post added for integrating the subcommittees and aligning them with the functioning of national body.</p>
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																																				
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	One Representative to AAOMS Two years Ten members of Executive Committee One year	4. Chairperson research committee: Two years* 5. Chairperson Education/foundation committee: Two years* *Duration of the post is for 2 years however only one year will be considered for as an EC member for eligibility of higher posts	
IV.19.b(i)	To nominate one member each from amongst the EC members as convener, Continuing Education Committee, and convener Curriculum Committee.	All subcommittees should be formed and approved at the first EC meeting	Subcommittees should be approved in the first EC; this gives clarity of role of members
IV.20.d.V	General Secretary Shall prepare a budget and get it passed at the first E.C. Meeting after the Annual General Meeting in consultation with the Treasurer	Annual budget for the next financial year should be presented and approved at the AGM. President Elect will head the budget committee with President, secretary and treasurer as members.	Budget is passed in the AGM.
IV.20.e.III	Joint Secretary Shall not hold the post for more than two consecutive terms	Shall not hold the post for more than one term only.	Higher post should be held for only one term to give opportunity to other members.
IV.20.h.V	Representative to IAOMS Shall not hold the post for more than two consecutive terms	Shall not hold the post for more than one term only.	Higher post should be held for only one term to give opportunity to other members.



IV.20.i	Representative to AAOMS	Shall not hold the post for more than one term only	Higher post should be held for only one term to give opportunity to other members.
(23) PROCEDURE FOR ELECTION OF OFFICE BEARERS & MEMBERS OF EXECUTIVE COMMITTEE			
IV.23.1.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.	Verification and publication of eligible voters should be done 75 days before the AGM. This list can be updated till the elections are announced. Verification of emails and mobile numbers should be done which will be kept confidential.	It is important to have an eligible voter list before elections are announced.
IV.23.1.b	The Hon. General Secretary shall on or before 1 st of October or 60 days before the AGM every year invite applications for the post of Office bearers and Executive committee Members. (or 60 days before the date of the AGM)	The Hon. General Secretary invite applications for the post of Office bearers and Executive committee Members 60 days before the AGM	Gives clarity on the date election process starts
IV.23.4	The applications should reach the office of the Hon. General Secretary not later than 15 th of November. Applications received after that date shall not be considered.	<ul style="list-style-type: none"> • The applications should reach the office of the HGS within 30 days of announcement of elections. • Applications received after that date shall not be considered. 	<p>Gives clarity on the date election process</p> <p>Not allowing chairperson to stand in subsequent</p>



		<ul style="list-style-type: none"> • An eligibility criterion for the post applied should be met on the day application is submitted. • Elected chairpersons cannot contest election in the subsequent year. 	year avoids any conflict of interest.
IV.23.5	The eligible candidates as declared by the Hon. General Secretary/Executive Committee all be intimated immediately and shall be informed of the names of their fellow contestants for the post they to contest.	The eligible candidates as declared by the HGS/Executive Committee all be intimated within 7 days of receiving applications and shall be informed of the names of their fellow contestants for the post they to contest.	Gives clarity on the date election process
IV.23.6	Candidates shall be allowed to withdraw their candidature by the 30 th of November (or 15 days prior to the date of the AGM) whichever is later	Candidates can withdraw within 7 days of announcement of candidate list	Gives clarity on the date election process
IV.23.7	The voting by ballot shall be according to the procedure laid down by the AGM. From time to time.	The voting shall be according to the online electronic without a physical booth. Procedure shall be laid down by the AGM from time to time.	Defines a shift from physical ballot/booth based to electronic ballot online platform.

Timeline for elections

1.	Publication of electoral rolls with email IDs	75 days before AGM
2.	Correction of electoral rolls	60 days before AGM
3.	Call for nominations	60 days before AGM
4.	Last date for submission of nominations	30 days after calling for nominations
5.	Scrutiny and publication of eligible candidates	07 days from Last date for submission of nominations



	6.	Withdrawal of nominations	07 days from Scrutiny and publication of eligible candidates
	7.	Election	At the AGM
	8.	Announcement of results	1 hour after voting closes
	9.	Challenge results	Before end of AGM

ARTICLE- V

V.24	<p>Funds of the association</p> <p>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</p>	<p>Funds of the association</p> <p>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/electronic transfer 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/ electronic transfer 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</p>	<p>Word Electronic transfer to be included in mode of payment keeping with present times</p>
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	of his term and transferred to his successor at the termination of his period.	transferred to his successor at the termination of his period.	
V.26		Annual budget should be approved by AGM. Expenditure power of EC above the budget approved should be defined.	All budgetary expenses should be in approval of AGM. In case of emergencies EC should have the power to make an expenditure but limit should be defined by AGM.
ARTICLE- VII			
VII.27 A	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	Shall be held once every year (ordinary) 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	Timing of AGM defined
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.	The Editor in chief should form an Editorial committee in consultation with EC comprising of members:	For betterment of the journal and transparency in appointment of its



	<p>(A) The Journal Committee</p> <p>1. Ex-Office Members:</p> <p>(i) The President</p> <p>(ii) The Hon. General Secretary</p> <p>2. Nominated Members:</p> <p>(i) One Assistant Editor as recommended by the Editor belonging to same city/town.</p> <p>(ii) One Business Manager belonging from the same city/town and nominated by Executive committee.</p> <p>(iii) Two other members as nominated by the Executive Committee.</p> <p>(iv) One representative from among the armed forces as nominated by the Executive Committee.</p> <p>(B) Functions and Powers of the Journal Committee:</p> <p>(a) Shall be responsible for the quarterly publication of the journal.</p> <p>(b) Shall scrutinize all the articles submitted for publication and select them for publication.</p> <p>(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.</p>	<ol style="list-style-type: none"> 1. Editor in Chief 2. Previous 2 Editors 3. One associate editor 4. Editor Elect (whenever elected) 5. President AOMSI 6. Hon Gen Secretary AOMSI 7. Treasurer AOMSI 8. Two nominated members from the EC <p>Functions of editorial committee</p> <p>The editorial committee will assist and guide the Editor in chief in smooth functioning of the journal. The committee along with editor in chief will do discussions regarding making financial decisions, making SOP for the journal functioning, framing guidelines for recruitment of associate editors, section editors, assistant editors and reviewers.</p>	<p>editors, section editors and reviewers.</p>
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	<p>(d) Shall have power to form a Board of advisors.</p> <p>(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.</p> <p>(f) Shall prepare a budget and put it for consideration and sanction at the time of meeting of the Executive Committee.</p> <p>(g) Shall prepare a yearly statement of accounts & submit it to the Hon. General Secretary 2 months prior to the AGM.</p> <p>(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.</p>		
VII.27.B.5	Adoption of annual report of the Association presented by the HGS, for the year ending 31st December.	Adoption of annual report of the Association presented by the HGS, for the term ending at AGM.	Defines the term of EC



STATE CHAPTER CONSTITUTION

Amendment to the constitution: The new provisions governing state/ regional chapters is included in the constitution and will be inserted under Annexure D following Annexure C of the Constitution under the heading of “State/ Regional Branches of the AOMSI. The draft of material to be inserted is given below.

The State Branch of AOMSI shall be referred to as State Branch” Officers of State Branches shall be referred to specifically as” Officers of the State Branch”.

STATE CHAPTER

C.a	<p>TERM OF OFFICE:</p> <p>The State EC shall enter upon its duties at the close of the AGM of the state branch and shall hold office till the next AGM of the state branch or till 15th of October, whichever is earlier. The new members shall function forthwith after election and shall continue as members till the end of the next AGM of State branch which must be conducted between July1st & 30 days before National AGM. (AMENDMENT – AGM 2022, INDORE)</p>	<p>The State EC shall enter upon its duties at the close of the AGM of the state branch and shall hold office till the next AGM of the state branch or till 15th of October, whichever is earlier. The new members shall function forthwith after election and shall continue as members till the end of the next AGM of State branch. However, term of the state representative to the national AOMSI should coincide with the term of the national body.</p>	<p>Term of EC defined from AGM to AGM. Term of state representative will coincide with the National AOMSI.</p>
B.	The President – Elect:	<p>Shall not hold the post for more than one term</p>	<p>Higher post should be held for only one term to give opportunity to other members.</p>



C.	The Vice-President:	Shall not hold the post for more than one term	Higher post should be held for only one term to give opportunity to other members.
D.	Honorary State Secretary:	Shall not hold the post for more than one term	Higher post should be held for only one term to give opportunity to other members.
E.	The Hon. Joint Secretary	Shall not hold the post for more than one term	Higher post should be held for only one term to give opportunity to other members.
F.	The Hon. Treasurer:	Shall not hold the post for more than one term	Higher post should be held for only one term to give opportunity to other members.
H.	Editor of the Journal:	Shall not hold the post for more than one term	Higher post should be held for only one term to give opportunity to other members.
J.	One representative to the National AOMSI	Shall not hold the post for more than two terms, however only one term will be counted for national EC	Gives opportunity at national level



ARTICLE-IX INDIAN BOARD OF ORAL & MAXILLOFACIAL SURGEONS

1. Name

The name of the body shall be 'Indian Board of Oral and Maxillofacial Surgery'.

2. Definition of terms

- a. Indian Board of Oral and Maxillofacial Surgery referred to as the Board
- b. Association of Oral and Maxillofacial Surgery (AOMSI - Parent Body) shall be referred to as the Association
- c. Management Committee of IBOMS – Director Board *or* Board of Directors (BoD)
- d. Members of IBOMS Director Board – Directors
- e. EC of Association of AOMSI – Executive Committee.
- f. Annual General Body Meeting of the IBOMS – Board AGM
- g. Annual General Body Meeting of AOMSI – Association AGM
- h. Any person who has received Fellowship of the IBOMS by conferment on or before 2005 or by subsequent examination – Fellow. A fellow of IBOMS is automatically considered as ‘Board Member’.
- i. Any person who is a Fellow by virtue of conferment after 2005 – Honorary Fellow
- j. Ad-hoc Fellow by virtue of office – Ex-officio Fellow
- k. The Chairman of IBOMS - for convenience, the name shall refer to both male and female persons without prejudice to either.
- l. President - shall refer to AOMSI President

3. Aims and Objectives

- a. To recognize professional excellence among the members of the AOMSI after proper evaluation by awarding fellowship of the Indian Board of Oral and Maxillofacial Surgery.
- b. To foster professional quality among the Oral and Maxillofacial Surgeons of India
- c. To work for the advancement in Oral and Maxillofacial Surgery.



- d. To stimulate self-improvement among Maxillofacial Surgeons.
- e. To encourage contribution to the profession by way of publications continuing educational programs, research etc.
- f. To function within the framework of the AOMSI.
- g. To cater to the interest and to uphold the esteem of the profession.

4. Eligibility requirements to become a fellow of the Board

- A. Should be a Life Member of the AOMSI in good standing.
- B. Should have been conferred the one-time fellowship in 2005 or earlier based on the prescribed minimum points criteria for admission to the Board at that time. or
- C. Should have passed a duly conducted examination by the Board after fulfilling the required eligibility to appear for the same.
- D. Non-resident Indians who are Life members of the AOMSI may apply for the fellowship through examinations and become fellows provided they fulfill the criteria for eligibility as per IBOMS norms.
- E. Foreign nationals with a valid qualification in Oral and Maxillofacial Surgery and who are members in good standing in their national association may be permitted to become fellows through examination if approved by the Board of Directors, IBOMS.
- F. Should have paid the prescribed fee for the examination and the subscription fee for the fellowship prior to the time of convocation as per norms of IBOMS.

5. Honorary Fellows

- a. Honorary Life fellowships may be conferred on all Past Presidents of AOMSI if they have not already been conferred a fellowship as a one-time fellow in 2005 or if they have not achieved it through subsequent examinations. If they subsequently attain fellowship through examinations, they will be made regular fellows.
- b. Honorary Fellowships may also be conferred on non-AOMSI members who have significantly contributed to the specialty and/or the association. These may be maxillofacial surgeons who are not Indian citizens or non -maxillofacial surgeons from India or abroad. The decision to confer Honorary Fellowships will be taken by the Board on a set criterion.
- c. Except the past Presidents of AOMSI, no other maxillofacial surgeon who is a member of AOMSI or eligible to be members of AOMSI can be awarded Honorary Fellowships without due examination.



- d. Honorary Fellows can attend meetings, become speakers and participate in academic activities. However, they shall have no voting rights and shall not be included in forming a quorum for a meeting or become eligible to be board members.
- e. No convocation fees shall be levied on Honorary Fellows.

6. BOARD OF DIRECTORS

Requisites for Board of Directors:

- a. The Directors of the Board shall be elected every year from amongst the Board members.
- b. They should have completed at least one year as a fellow before being nominated.
- c. The term of office is for a period of one full year.
- d. Any Board member is permitted to be re-elected for the post of Director.
- e. No Honorary member can be a director of the Board
- f. Ex-officio membership shall be counted as membership in Board while calculating 'terms served' if he/she is otherwise a full fellow of IBOMS
- g. The Complete Board of Directors shall be
 - i. One Chairman – 1 Year
 - ii. One Vice-chairman – 1 year
 - iii. One Secretary – 3 Years
 - iv. One Joint Secretary – 1 Year
 - v. One Controller of Examination – 2 years
 - vi. Six Directors of Board– 1 Year
 - vii. Two Ex -officio members – President and Secretary of AOMSI (during the tenure of their office)

There shall be 13 members with voting rights.

7. OFFICERS OF THE BOARD

A. Officers



The Chairman, Vice Chairman, Secretary, Joint Secretary and Controller of Examination shall be the principal officers of the Board. There will be 8 other members including the Ex Officio members.

B. Ex-officio Members of the Board

The President and Honorary Secretary of the AOMSI shall be ex-officio members of Board. The President and the Secretary of AOMSI, shall have the right to vote on all policy decisions of the Board, while in office. However, they shall in no way be involved as examiners or in examination matters unless they are full members of IBOMS and duly entrusted with the conduct of examinations.

8. ELECTIONS

Every year, corresponding to the AGM of IBOMS, all posts, whose terms ends, shall be elected by the AGM. The Secretary shall announce the election 40 days in advance with specified dates for withdrawal and election dates, including the mode of election, which shall be determined by the Board of Directors.

a. Eligibility for Election to the Director Board

- I. All members of the Director Board except the Ex-officio members shall be elected by the members
- II. The Chairman should have served for 3 years on the Board of Directors and attended more than 50% of the meetings (Physical or Virtual) or He/ She should have served as the Vice Chairman of IBOMS.
- III. The Vice Chairman should have served 3 years on the Board of Directors with more than 50 % of attendance at the meeting.
- IV. The Secretary should have served for 2 Years on the Board of Directors with more than 50% attendance
- V. The Joint Secretary should have served for one year on the Board of Directors
- VI. The Controller of Examinations should have served for at least one year on the Board of Directors with 50% attendance.
- VII. 6 Board of Directors should be members in good standing having passed the examination and received certificate through convocation or by mail or should have been given a one-time conferred fellowship in 2005 or earlier.



9. Duties and function of Board members

A. Chairperson

- a. Shall be the titular head of the IBOMS for a period of one year from election.
- b. Shall preside over the Board and the AGM.
- c. Will have a casting vote in the event of an equal division by ballot on any matter pertaining to the board or the AGM of IBOMS.
- d. Shall have the right to assume duties or give assignments when requested by the Board.
- e. Shall be part of the National EC of AOMSI.
- f. Shall not stand for election at national/state bodies in the subsequent year.

B. Vice Chairperson

- a. Shall officiate and perform the duties of the Chairman when He/ She is absent.
- b. Shall succeed to the office of the Chairman, at the annual general body meeting or in the event of a vacancy of Chairman, due to death, resignation or other circumstances warranting such a succession.

C. Secretary cum Treasurer:

- a. Shall serve for a period of three years during which time cannot hold any other office.
- b. The secretary shall also serve as treasurer and shall be the designated signatory for all notices, memos, election notifications
- c. Shall serve as the returning officer in case of balloting and issue notices for any vacancy arising in the board. He/ She shall appoint scrutinizers/ election officers in consultation with the board, in the event of an election.
- d. Shall record the minutes of all meeting and circulate the same within 3 weeks of a board meeting or AGM. A copy of the same shall be recorded and maintained on file along with the list of IBOMS Fellows.



- e. Shall keep an accurate account of such funds, make deposits in a bank, acceptable to all Directors of Board, and issue cheques against such accounts signed by him and the Chairman of the Board or such other officers as may be authorized.
- f. Shall be liaising agent on behalf of the board with the AOMSI and the organizing committee.
- g. Shall oversee the conduct of the Board Certification and convocation and liaise with the AOMSI whenever required.
- h. Shall prepare the agenda for the annual meeting and make arrangements for the convocation along with the controller of examinations.
- i. Secretary/ Treasurer shall prepare and send to each new director after his election, a Director's Certificate signed by the retiring chairman and the secretary.
- j. Shall hold joint responsibility with the controller of examinations in the preparation of the IBOMS examination. In pursuance of which, he/ she shall arrange for setting of question banks/ papers, examiners, examination venue, evaluation and convocation.
- k. Shall not stand for election at national/state bodies in the subsequent year.

D. Joint Secretary:

- a. The Joint Secretary shall assist the Secretary in all his/ her duties
- b. The Joint Secretary shall function as the interim secretary in his/ her temporary absence and will continue until a new secretary is elected to serve the remaining part of the tenure.

E. Controller of Examination

A competent person will be nominated by the Board as the Controller of Examinations. He/she will be a member of the **Examination Committee** along with the Chairman, Secretary and outgoing Controller of examination.

- I. Shall receive the question bank from the outgoing controller of examination and shall set the theory paper in line with the existing norms.
- II. The question paper shall be anonymized for all persons through a mechanism outlined by the examination committee.



- III. The Controller of examination will be responsible for sending out notice for examinations as per the decision of the committee.
- IV. The committee shall finalize the list of examiners and communicate with them through the Controller regarding the exams and brief them on the methodology and other guidelines.
- V. The Controller shall make all physical arrangements for the exam taking help from the previous controller if necessary.
- VI. The Controller shall receive all complaints and suggestions pertaining to the examinations and take appropriate action in conjunction with the examination committee.
- VII. The Controller shall be part of the finalization of results and shall officially communicate the results of the examination to the candidates in the form recommended in the guidelines.
- VIII. The Controller shall be responsible for implementing the guidelines prepared by the board.

F. Elected Directors other than Officers

There shall be 6 directors in addition to the Chairman, Vice Chairman, Secretary, Joint Secretary and Controller of Examination. The sum of the BoD shall be thirteen members, including principal officers, Directors and Ex- Officio members with full voting rights.

Requisite:

- I. Should be a Fellow of the IBOMS (except the Ex Officio members)
- II. Should attend the meeting of the board of directors held from time to time as online or physical meetings.
- III. Failure to attend 50% of meeting shall result in the period of directorship being null and void. The other members of the BoD shall have the powers to condone absence if it finds the reasons justifiable.

Duties and Powers of a Director

- I. Will be a part of the management committee that makes policy decisions.
- II. A director may be appointed to any of the nominated post by the Chairman.



- III. A director who resigns or loses his/ her post due to other reasons cannot claim the served period as completed but may apply for election to the post afresh
- IV. The Board of Directors shall make all the necessary rules and regulations for their own governance., subject to approval by the AGM of the Board.
- V. The Board of Directors shall establish and recommend the conduct of examination, testing procedures, policy, resolutions and fees for certification.
- VI. In case of a vacancy arising on the Board, the same rule shall apply as in the election of new board member. In case the vacancy occurs in between the Annual General Body meetings, the remaining Directors of the Board shall have the power to appoint an ad hoc director who shall serve only until the next AGM of the IBOMS. The period will not be counted as a year of service.

10. Annual Meeting

- a. The Board of directors shall have at least two regular meetings per year (Physical or Virtual). Due notice for the same should be given at least 21 days in advance.
- b. Special meetings may be called by the Secretary of the Board, or on the directions of the Chairman, or upon being authorized by most of the Directors by notice to each Director prior to the time fixed for the said meeting setting forth the time, place, and object of the meeting.

11. Quorum

Three Directors of the Board shall constitute a quorum for the transaction of the business.

12. Finances

- a. The IBOMS shall generate its own financial resources through examination fee or any money generated as donation or grant.
- b. The examiners shall be provided board and local transport which may be fixed from time to time by the IBOMS and shall be limited to the day of examination.
- c. All expenses for the examination and convocation shall be paid from the funds of the IBOMS
- d. The funds shall be maintained under a separate head in the AOMSI.



e. The Treasurer shall present a statement of accounts at the Annual AGM. The funds shall be audited as part of the annual AOMSI audit

13. Board Member's Expenses

The Board member's expenses will have to be borne by themselves until such time that the funds can provide partial or full reimbursement for travel or stay. Special Invitees or experts called for specific purposes maybe compensated as per schema prepared from time to time.

14. Indemnification:

The Board shall indemnify to the full extent authorized or permitted by laws prevailing in the Union of India, any person made or threatened to be made, a party to an action, suit or proceeding (whether civil, criminal, administrative, or investigative) by reason of the fact that he is or was a director of, officer of, employee of, or a member elected or appointed to any position or responsibility within the Board.

15. Amendments

This Constitution and by-laws may be amended at any meeting of the AGM by a 2/3 vote of the recognized quorum of 10 fellows, if notice for such proposed amendment be given to each fellow, not less than thirty (30) days in advance of such meeting; The quorum can be modified from time to time depending on the number of fellows.

16. Examination- General Rules

- a. Invitation to apply for fellowship of IBOMS should be given at least 40 days in advance with all the pre-requisite and guidelines clearly explained.
- b. The last date of application should be not less than 14 days before examination.
- c. The method of examination will be a separate document that can be altered or modified as deemed fit by the Board which shall compulsorily consist of the Chairman, Secretary and the board member deputed as Controller of Examination.



- d. The examination should be conducted with no scope for leak of questions and in a pattern that is objective, fair and without bias.
- e. Any breach of trust, malpractice or irregularity in the examination would be viewed seriously. Any person including examiners, examinee or other persons found to violate the guidelines can be penalized with suspension, expulsion or debarment from examiner ship or the IBOMS as the case in question.
- f. Any complaint to the designated authority will be whetted by the Board and placed before a 3 -person committee to look into the matter and make recommendations to the Board of Directors.
- g. A separate document for guidelines for the board examination shall be maintained and implemented by the Controller of examination based on the decisions of the board.
- h. The examiners shall be from the Fellows of the IBOMS and the selection of the examiners shall be the responsibility of the Controller of examinations.
- i. An examiner who is not a fellow can be appointed only if no suitable person/s can be recruited from amongst the fellows.
- j. The controller of examinations shall hold a meeting of the examination committee board after receiving the results from the examiners. The results and moderations if any should be done only after the approval of this committee. The communication of results to the candidates shall be the responsibility of the controller after approval of the board.
- k. For all exams, there will be two observers; one nominated by the board and second by national EC. Allowances will be funded by the board

17. Eligibility for appearing for the examination

The candidates appearing for the examination should have fulfilled the following requirements: -

- I. Experience of not less than **three years** in clinical practice/teaching/research after completion of MDS in Oral and Maxillofacial Surgery or equivalent qualification that is registrable by the DCI.
- II. Should have **attained 30 points in an evaluation scale prepared by the Board**. These points shall reflect competence of safety in general OMFS or in any field of sub-specialization that the candidate specializes in.



- III. The eligibility criteria and guidelines maybe modified from time to time after being proposed by the Board of Directors and approved by the AGM by simple vote.

18. Convocation and conferring of fellowship

- a. The successful candidates shall be conferred the fellowship at a specified event during the next annual conference of the AOMSI or during a convocation specially planned for this purpose for the matter.
- b. The candidate must pay a convocation fee of Rs.10000/-. This amount may be modified from time to time with the consent of the AGM. The Convocation shall be Presided over by the Chairman of IBOMS.
- c. If the candidate is unable to attend the convocation due to unavoidable reasons, the fellowship certificate/scroll may be mailed to him/her after payment of the prescribed fee plus additional for postage and handling. The convocation will be under the purview of the chairman who will chair the meeting.
- d. The Convocation shall be held before the AGM of the AOMSI in the same hall or whichever area is designated by the organizing committee of the AOMSI conference.
- e. The President of the AOMSI or any other person agreed upon by the board will the Chief Guest of the event.
- f. The chairman at his discretion may invite other guests of honour for the event.

19. Standard of Conduct

The Code of Professional Conduct and Ethics of the Indian Board of Oral and Maxillofacial Surgery for candidate certification is a set of expectations and guidelines that supplement those of the AOMSI. These guidelines are designed to insure that, as a health Professional, each individual shares the responsibility for maintaining the highest ethical Standards during all phases of the certification process. The final responsibility for adherence to this code ultimately rests with each individual during the testing process. Therefore, each person must:

- a. Maintain the highest standards of academic and professional honesty and integrity.
- b. Know and comply the rules, regulations, and ethical standards of the Indian Board of Oral and Maxillofacial Surgery.



Unethical behaviour, misconduct and dishonesty. The code of professional conduct and ethics of the IBOMS is neither complete nor exhaustive but provides guidelines.

The following are examples of conduct deemed unethical by the Board.

- i. Altering one's work to reflect results other than what is actual.
- ii. Falsifying applications, qualifications, case reports and/or supplying information or data known by the candidate to be misleading or false.
- iii. Presenting the work of another as one's own without identification/plagiarism.
- iv. Cheating and/or completing assignments or exercises in a manner contrary to that which represents the candidates or own knowledge and work according to the rules established by The Indian Board of Oral and Maxillofacial Surgery.
- v. Deceptive advertising. Section 3: Enforcement of the code of professional conduct and ethics of the Indian Board of Oral and Maxillofacial Surgery.

20. Jurisdiction

The Jurisdiction for any legal remedy shall be the place of residence of the Secretary. Resolution of any differences should be through arbitration as far as possible. The President and Secretary of AOMSI (as ex-officio members) shall be a part of any mediation pertaining to any conflict or violation of the bylaws.

21. Disciplinary Action

Disciplinary action for any violation by a fellow or member of the Board of Directors shall be initiated by the Chairman and Board of Directors. A Disciplinary committee shall be formed for the same.

22. Winding up of the Board



The IBOMS can be wound up only if two thirds of all fellows vote for its dissolution through a process that is inclusive. In the unlikely event that the IBOMS is irrevocably wound up, the AOMSI should be immediately informed of the same. The funds of the board shall be transferred to the AOMSI, which shall try to form a society with similar objectives.

ARTICLE –X FELLOWSHIP PROGRAM

1. Aim and objectives:

- a. To train young oral and maxillofacial surgeons in the various sub-specialties of Oral and maxillofacial surgeons.
- b. Provide extensive clinical and surgical training in the chosen field in a centre approved by AOMSI.

2. Duration:

12 to 24 months (Based on specialty chosen)

3. Eligibility criteria:

- a. The applicant must be an AOMSI member.
- b. Should have a registrable degree of Masters in Oral and Maxillofacial Surgery.
- c. Also meets requirements of each sub-specialty as mentioned in annexure.
- d. NOC from current employer

4. Selection criteria:

- a. Entrance examination
- b. Interview



5. Entry Examination and Interview:

- a. The candidate must appear for entry examination conducted by Fellowship Committee, the dates of which will be announced every year on the AOMSI website.
- b. An examination fee will be charged.
- c. The results of the written examination will be declared within a week of the examination.
- d. Successful candidates will be ranked as per the marks obtained.
- e. Thrice the number of seats available in each sub-speciality will be called for an interview with the Selection Board and subject directors prior to the AOMSI National conference.
- f. To the written marks, the interview marks will be added to form the final merit list

6. Allotment of centre

- a. Assessment by the director of the centre based on letter of recommendation from MDS guide, Curriculum Vitae and the MDS logbook for the candidate.
- b. Selection and Rejection Criteria
 - i. The director can change only one candidate during the interview process, and valid reason needs to be offered while skipping a candidate.
 - ii. After seat allocation, a candidate may forfeit his/her seat within 10 days, after which the candidate has to abide by the tripartite agreement. However, the candidate will not be eligible to appear for the next year AOMSI fellowship examination.
 - iii. A fellow who has attained an AOMSI fellowship in one sub-specialty of oral and maxillofacial surgery will not be selected for the fellowship in other specialty again

7. Tripartite Agreement:



A Tripartite agreement between the candidate, Fellowship Director and AOMSI will need to be signed prior to commencement of the fellowship program (Annexure).

8. Review of fellow

- a. The candidate's performance will be reviewed periodically to improve the scope of inclusion and to work in hospital settings.
- b. A candidate not adhering to the code of conduct and work ethics laid down by the AOMSI and Centre Director will be asked to discontinue their fellowship with no further grant payment.
- c. Candidates are expected to maintain a daily log of their work and preferably have a research project during their fellowship completion.
- d. A standardized format for the logbook will be provided to the candidate which will have to be maintained, as it will be scrutinised during the exit examination.

9. Grant:

A grant (of 25000 removed from the original) will be provided to the candidate during the fellowship period. There is no provision for indulging in private practice during the duration of the fellowship.

10. Biweekly academic activity:

The candidate will have to compulsorily participate in study groups namely

- a. Oncology Study Group
- b. Orthognathic Study Group
- c. Trauma Study Group
- d. Cleft Study Group
- e. Implantology study group



f. Facial aesthetics group

11. The Exit examination:

The exam format would comprise a written exam followed by a clinical examination and viva voce. The centre for the exit exam is decided based on the mutual discussion among program directors and convenience. It is preferable to have each centre be an exam centre in rotation. No travel allowance is payable to the candidates for travelling for the exam.

- I. **Theory paper: (3 hours).** There would be 20 MCQs of 20 marks and 8 subjective questions of 10 marks each. There is no negative marking. **Total: 100 marks**
- II. **Practical exam** would have one long case, and 2 short cases followed by a theory viva. 1. Long case would be of 60 marks (30 Minutes)
2. Short cases of 40 marks each (15 minutes for each short case) **Total: 140 marks**
- III. **Theory Viva: 60 marks**
- IV. **Total: 300 marks**

Candidates need to secure 50 % marks in theory and practical separately to have passed the examination.

12. Inability of fellow to complete the program:

Based on the agreement with the director, fellow and AOMSI, necessary action will be taken

13. Fellowship Centre:

- a. The centre can be in a single unit or in multiple centres where the director is attached as a consultant and can permit training of the fellowship candidate.
- b. The director is expected to fulfil the guidelines set by the AOMSI head office and Fellowship committee.



- c. These guidelines will be periodically revised and amended to improve the standard of training and benefit both the center and the candidate.
- d. Advisory board and the committee will review the curriculum for the fellowship and recommend teaching programs for the fellows.
- e. The Program director is responsible for nurturing the young oral and maxillofacial surgeon and will ensure he or she blossoms under the director's leadership abilities.
- f. The fellows are not assigned to the centres as duty doctors but as trainees who will benefit from the vast experience of the mentor.
- g. The goal of a fellowship is to improve the standards of care and train future talents.
- h. The centre's facilities for fellowship program should be displayed in the AOMSI website.

14. Proposal for new centres:

- a. The head office will release a call for new fellowship centres along with copies of the guidelines for the centre and curriculum.
- b. Interested experienced maxillofacial surgeons shall apply through the portal.
- c. The committee will conduct a formal inspection of the centre.
- d. The chairman will appraise the Centre Director regarding the AOMSI guidelines and the minimum grant amount to be paid to the fellow for the duration of fellowship.
- e. All applications to start fellowship should be received before 30th June.
- f. The inspection will be completed within 15 days of receiving the application prior to the announcement of dates for the written examination.
- g. An official mail will be sent to a member of AOMSI appointed by Chairman to inspect the centre. He should be in active teaching and preferably from a place near to the proposed centre.
- h. A copy of the mail will also be sent to the Centre Director regarding the inspection, requirements and approval of AOMSI.

15. Governing Committee:



A. Fellowship Core Committee:

Will ensure smooth unbiased functioning of the AOMSI fellowship program. Governing committee will have following members

Composition

- i. Chairperson- 01 (1 term of 3 years elected)
- ii. Members- 10 (1 term of 2 years)
- iii. Observers- 05 (1 term of 1 year elected)
- iv. Ex officio members –
 - President AOMSI 1
 - Secretary AOMSI 1
 - Treasurer AOMSI 1

- B. Review Board** 3 (2-year term nominated)
- C. Grievance Board** 3 (2-year term nominated)
- D. Selection Board** 3 (2-year term nominated)
- E. Curriculum development Board** 2 Nominated members based on requirement of each subspeciality

16. Function and powers-

I. Chairperson:

- a. Ensure the smooth functioning of the program and maintain the credibility of the AOMSI fellowship program.
- b. Shall preside over all the meetings of fellowship core committee and various boards.



- c. Will assign responsibilities to the members of the core committee and the concerned members will report to the Chairman of the committee.
- d. Shall take inputs from various boards
- e. Shall represent the fellowship committee at the AOMSI EC meetings.
- f. Shall form various panels for development of subspecialty.
- g. Shall endeavour to mobilize funds under CSR for the program.
- h. Shall not stand for any elections of AOMSI during his/her tenure as chairperson.
- i. Will hold the post for maximum of one term of two years.
- j. Shall be member of the national executive. (However; two-year term will be considered as 1 year term of the national body).
- k. Shall not stand for election in national/state bodies in the subsequent year.

II. Member Secretary

- a. One of the members will be nominated as the member secretary.
- b. Will help the chairperson in smooth functioning of fellowship program.
- c. Shall organize, arrange and convene meetings.
- d. Maintain all the correspondence.
- e. Shall coordinate with treasurer AOMSI for all financial matters.
- f. Shall not stand for any elections of AOMSI during his/her tenure as chairperson

III. Members/Observers

- a. Shall aid the Chairperson in smooth functioning of the fellowship program.
- b. Shall carry out the responsibilities entrusted to them by the Chairperson.
- c. Shall not stand for any elections of AOMSI during his/her tenure as chairperson

IV. Review Board



- a. Shall comprise senior members who have previously held high positions in the fellowship committee or the head office.
- b. The board members must also have at least 30 years of post-MDS experience. (Both criteria mandatory to be fulfilled).
- c. This board will periodically review Fellowship centres and their directors and take feedback from past fellows.
- d. The Review Board will review the centre's every 2 years or any Centre which has not been reviewed for more than 2 yrs.
- e. Normally, board members will function for a duration of 3 yrs. The Review Board members will be special invitee for the fellowship committee meetings.
- f. Nominated by core committee in consultation with EC of AOMSI.

V. Grievance Board:

- a. Any complaint about fellowship program by the fellow or the directors will be addressed to the Grievance Committee.
- b. Nominated by core committee in consultation with EC of AOMSI
- c. **Sexual Harassment** or mental disturbances – Any complaints received by the Grievance Committee which falls under the category of sexual harassment or mental depression will be referred to **AOMSI POSH Committee**.

VI. Curriculum board:

- a. This panel will help build the curriculum, question bank for the entry and exit exams, conduct oral exams, and also help in teaching programs for the fellowship candidates.
- b. Help identify new centres fulfilling the criteria laid down by the committee and the head office and conduct a periodic audit of the old centres.
- c. The Advisory Committee members can be special invitee for the fellowship committee meetings.
- d. Nominated by core committee in consultation with EC of AOMSI.

VII. Selection Board:

- a. Will consist of members of the Core Committee and Advisory



b. Committee who will allot the candidates to the centres according to the selection criteria.

VIII. Filling of casual vacancy:

In case of any casual vacancy Chairman, President AOMSI and Secretary AOMSI will nominate a member for the remaining term.

17. Eligibility for the posts:

i. Chairperson-

- a. Shall be a member of good standing of AOMSI.
- b. Should have completed one year as Chairperson elect in fellowship committee.

ii. Chairperson elect

- a. Shall be a member of good standing of AOMSI.
- b. Shall have been a member of fellowship committee or have had administrative experience of the post of President/Secretary of AOMSI.
- c. Shall have a MDS teaching experience for minimum 15 years or has been a fellowship director for 20 years.
- d. Shall hold the post for only one term.
- e. Election shall be held along with the national AOMSI elections.

iii. Members-

- a. Shall be a member of good standing of AOMSI.
- b. Shall become a member after completion of 1 year as observer.
- c. 50 % of members will complete their term every year.



iv. Observer-

- a. Shall be a member of good standing of AOMSI.
- b. Shall have a post MDS teaching experience of 10 years.
- c. Shall have administrative experience in AOMSI. (EC member)
- d. Shall hold the post for only one term.
- e. Election shall be held along with the national AOMSI elections.

18. Responsibilities of fellowship directors

To be added

NOTE: Various agreement/guidelines will be in form of annexures which can be modified as per the requirements of the program.

Annexures:

- 1. **Tripartite Agreement**
- 2. **Guidelines for sub-specialties**
- 3. **Guidelines for centres**
- 4. **Curriculum for Fellows including case expectation**

ARTICLE-XI SOCIAL SECURITY RELIEF FUND

1. VISION AND MISSION:

To give security to all AOMSI life members which gives financial comfort to their families in their absence.



2. DEFINITIONS:

“Beneficiary” or “Beneficiaries” shall mean the nominee of the family member of the Doctor who is a life member of the Association of Oral and Maxillofacial Surgeons of India (AOMSI) and also enrolled himself/herself as a member of the AOMSI Social Security Relief Fund & has paid the subscription without any outstanding dues. The non-payment of outstanding dues will make the beneficiary/beneficiaries lose the privileges of the scheme and will not be called Beneficiary / Beneficiaries. “Scheme” means the Social Security Relief Fund and the “Society” means the organization of Social Security Relief Fund.

3. AIMS & OBJECTIVES OF THE SCHEME

- A. To promote SSRF with life membership of AOMSI
- B. To provide immediate substantial financial aid to the family of the members of the AOMSI SSRF on his / her demise iii. The Scheme is for the members, by the members, for the deceased members’ family.

4. ELIGIBILITY FOR MEMBERSHIP / CLAIM

- i. Any Life Member of the AOMSI is eligible to join the Scheme.
- ii. Members would have to join the scheme with variable fees depending on the age group.
- iii. Couple members should join the Scheme separately.
- iv. Eligibility for claim:-
 - a. A member’s nominee attains the eligibility to claim the benefit following a lock in period specific to the age group [Special offers: The lock-in period may vary]
 - i. Members below 60 years of age will have a lock-in period of 1 year
 - ii. Members above 60 years of age will have a lock-in period of 3 years
 - b. Membership comes into effect only when the AOMSI SSRF policy documents are approved by the current acting committee and intimated to the member.

5. ADVANTAGE OF AOMSI SSRF



- A. Premium is very minimal compared to any insurance scheme
- B. Mental satisfaction of helping one of our deceased members' families
- C. No medical certificate is needed for joining the scheme.
- D. Easy settlement of death claim with minimum formalities.

6. ONLINE MEDIUM

The AOMSI SSRF can be accessed through www.sss.aomsi.com

7. CRITERIA FOR LIFE MEMBERS TO JOIN THE SCHEME

- i. Up to 30 years of age – all AOMSI members are eligible Scheme membership amount: Rs. 10,000/-
- ii. 30-45 years of age- pre-requisite 3years of AOMSI membership Scheme membership amount: Rs. 12,500/-
- iii. 45-60years of age- pre-requisite 5years of AOMSI membership Scheme membership amount: Rs. 15,000/-
- iv. 60-65years of age- pre-requisite 10years of AOMSI membership Scheme membership amount: Rs. 17,500/-

8. ENROLMENT PROCESS

- A. Submission of the online application form along with the required documents and payment for the scheme.
- B. The processing of the form shall be completed within 1-month following which a confirmation will be sent to the member.

9. MEMBERS RIGHTS

- A. In the event of the death of a member, his nominee is entitled to receive the fraternity contribution from the remaining members, calculated @ Rs. 2,500/- per member.



- B. All the members will be notified regarding the death of any member after the completion of the required formalities and would be expected to make the subsequent top-up payment of Rs.2,500/- within 2 week's period of notice.
- C. In case a member fails to pay the amount of Rs. 2,500/-in time, the amount will be deducted from his corpus amount. A maximum of Rs. 5,000/-can be deducted from the corpus amount i.e. 2 deaths. Member will be given a legitimate time of 1 month to repay the complete corpus amount. Failure to do so shall terminate his/her membership from the scheme
- D. If any member fails to top-up the contribution following two consecutive demises of the fellow members, such member shall not be eligible for the benefits of SSRF in the unfortunate event of his/her death. [Its wise top-up the corpus as soon as the notification arises to avoid such a situation]
- E. The fraternity contribution amount could be increased or decreased based on the decisions taken by the executive committee of the society.

10. VOLUNTARY RETIREMENT

Any member can voluntarily retire from the membership by giving a written request to the AOMSI SSRF Committee. His/her membership will be terminated and he/she will get the membership amount. [Except for those who enrolled during the launch offer period]

11. TERMINATION OF MEMBERSHIP

The membership in the scheme will be terminated on the following grounds.

- i. If any member has furnished wrong information in his/her application form or at any time during the period of subsistence of his/her membership by which he/she violates any provision of this Scheme and thus tries to obtain an unfair advantage under this Scheme, then after giving him/her an opportunity of being heard, the managing Committee of the Scheme shall terminate his/her membership of the Scheme by passing a resolution by majority members of the managing committee.
- ii. If a member fails to pay his/her share within 30 days of the demand by the coordinator he/she shall be treated as a defaulter and he/she shall pay the penalty of Rs.100/- per month as a late fee along with his contribution. If a member does not clear his/her dues within 3 months after the intimation sent by the co-ordinator, His/her membership shall automatically stand terminated and the membership fees shall deem to have been forfeited.



iii. If a member at any time, for any reason ceases to be a member of AOMSI his/her membership of this scheme also shall automatically stand terminated. But if such a member revives his/her membership of AOMSI within 6 months, he/ she will get his/her membership of the Scheme revived by paying a revival amount of Rs. 1000/- and contribution payable by him during the period he was not a member. If he/she does not get his/her membership revived within the stipulated period, he/ she will be treated as a voluntarily retired member

12. REJOINING OF MEMBER

After termination, the member can re-join in the Scheme as a new member by paying the admission fee/caution deposit and submitting a fresh application form provided he/she is not barred by the arrears of contribution if any, at the time of termination. The member has to obtain membership of AOMSI before applying for re-joining. Members who have re-joined as fresh members will have to pay the contribution amount and administrative fee from the date of re-joining.

13. CLAIMS: PROCEDURE

- A. In the event of the death of a member, the nominee of the beneficiary should contact the respective AOMSI State President / Secretary. The AOMSI state president/secretary should verify and confirm the demise and should forward the required document along with the covering letter to the AOMSI Head office and the social security Relief Fund office.
- B. The signature of the Nominee shall be attested by the Manager of the Bank in which the nominee is holding the account. The entire claim amount will be paid to the nominee only. If the nominee is not alive, the society will form a committee to address the issue as per legal advice.
- C. Computation of contribution benefit payment: The contribution amount is calculated according to the number of members who contributed to the success of the scheme. iv. If any member fails to top-up the contribution following two consecutive demises of the fellow members, such member shall not be eligible for the benefits of SSS in the unfortunate event of his/her death before the top-up payment.

14. MANAGEMENT OF THE SOCIAL SECURITY SCHEME



The management of this Social Security Relief Fund vests with the Management Committee of the Scheme.

15. MANAGEMENT COMMITTEE

The management committee shall consist of the following office bearers. The founding committee will run the scheme for the first three years following which the new committee shall be formed as follows.

a. Members

- Chairman - One post/Three-year term
- AOMSI President- Official term of presidency
- AOMSI Secretary- Official term of Secretary
- AOMSI Treasurer- Official term of Treasurer
- Coordinator- One post/Three-year term
- Executive Members-Secretaries of all state chapters [For the term in office]
- Co-opted directors: Two posts/Three-year term

b. The founder Chairman, founder Co-opted directors of the Scheme will be invited members of the Scheme for two more terms.

c. Immediate past Chairman, coordinator, and Treasurer of AOMSI-SSRF are ex-Officio Members.

d. The office of the Scheme will be located at a convenient location until a permanent headquarter of the society is established.

16. FUNCTIONS

i. The managing Committee shall be overall in charge of the management of the Scheme.

ii. It shall receive, discuss and approve for the period between two consecutive meetings of the Managing Committee.

iii. The managing committee shall decide the policy regarding disbursement and investment of funds at the disposal of the Scheme in fixed deposits/investments from time to time.

iv. The managing committee is the final authority to decide. A sub-committee may be appointed to assist.



17. MEETINGS

- i. The Managing Committee shall meet Two times a year.
- ii. The Quorum of the Managing Committee shall be 30% of the members.
- iii. If any member fails to attend two consecutive meetings of the Managing Committee without giving prior intimation in writing to the Chairman/coordinator of the Scheme without 'reasonable cause, he will automatically cease to be a member of the Managing Committee from the date of the third meeting.
- iv. The notice of the meeting of the Managing Committee shall be sent ten days before the meeting by email or SMS.
- v. Emergency Meeting: The coordinator of AOMSI SSS shall in consultation with the Chairman, convene an emergency meeting of the managing committee to transact any urgent business with a notice of three days.

18. ELECTION OF OFFICE-BEARERS

- i. The elections will be conducted by the Election Commission appointed for the purpose.
- ii. The Office Bearers shall be elected only from the members of the AOMSI SSRF
- iii. Only the AOMSI SSRF members are eligible to vote.
- iv. The elections may be conducted along with the election of AOMSI.
- v. The election shall be by online/Electronic Voting only.
- vi. Election notification will be given by the “coordinator AOMSI SSRF” with the required time frame to AOMSI Head Office to call for the election along with the national election.
- vii. All the posts are for ONE term only. They are not eligible for contesting again for the same post.

19. ELIGIBILITY OF THE CANDIDATES

- A. Chairperson AOMSI-SSRF
 - (I) Must be a member of AOMSI-SSRF
 - (II) Life Member for 5 years in AOMSI
 - (III) Membership in AOMSI-SSRF at least 2 years



B. Coordinator AOMSI-SSRF

- (I) Must be a member of AOMSI-SSRF
- (II) Life Member for 5 years in AOMSI
- (III) Membership in AOMSI-SSRF at least 3 years

20. GENERAL BODY

A. Composition

- i. The General Body consists of all the members who joined the Scheme.
- ii. It shall be the supreme authority of the Society, and its decision in all matters is final.

B. Function

There shall be an Annual General Body Meeting once a year and will be convened preferably along with the annual national conference of AOMSI wherein the audited Statement of accounts of the previous accounting year and report of the activities of the previous year will have to be submitted. The General Body shall meet in extraordinary circumstances and the meetings shall be called with a notice of 10 days in advance.

C. Meeting:

The quorum for the meeting shall be 30% of the members of the Scheme or 30 members whichever is less. If there is no quorum, the meeting shall be adjourned and subsequently convened to transact the business on the agenda and at such adjourned meeting there is no need for a quorum. The General Body shall take decisions by a simple majority of the members present. Requisition meeting of the General Body shall be called for requisition signed by 30% of the members of the register as on that date or by 30 members. If there is no quorum at such meeting, the same shall be cancelled.

21. PROCEDURE FOR AMENDMENTS TO CONSTITUTION

- 1. The resolutions/amendments to the constitution of the Scheme duly proposed and seconded by two individual members of the Scheme.
- 2. The resolutions/amendments to the constitution must be duly circulated to all the members of the Scheme by email.



3. The resolutions/amendments to the constitution must be first considered by the Managing Committee at its meeting preceding the Annual Meeting.
4. The resolutions/amendments to the constitution must be considered and accepted as passed, provided two-thirds of the members that are present and voting at the meeting in favour of the resolutions/amendments to the constitution.
5. The amendment passed by the General Body shall be final and take effect from the date of resolution notified.

22. ACCOUNTS AND AUDIT

1. Separate bank Account shall be opened in any nationalized banks decided by the Managing Committee from time to time. The accounts shall be operated and maintained jointly by Chairman and Treasurer.
2. The financial year of the society shall be from 1st April to 31st March of the succeeding year.
3. The budget and the accounts audited by a chartered accountant should be first submitted and passed by the managing committee before being presented at the annual general body meeting.
4. The accounts shall be audited half-yearly by internal audit, if necessary.
5. Audited accounts of the Scheme and the budget have to be ratified and passed at the annual general body meeting.
6. The ultimate authority for investment utility and disbursement of the funds shall entirely vest with the Managing Committee.
7. The Chairman and the Treasurer will jointly operate all the accounts.

23. DUTIES AND PRIVILEGES OF OFFICE BEARERS

1. Chairman:

- I. The Chairman of the Scheme shall preside over all the meetings of the Managing Committee and General Body. In absence of the Chairman, AOMSI President will preside.
- II. The Chairman shall have a casting vote in addition to his/her regular vote, in case of there being a tie of votes whenever there is voting either in the Managing Committee or General Body.
- III. The Chairman is the Executive Head of the Scheme.



- IV. Shall attend the EC meetings of the AOMSI as a member of the national EC (Only one year will be considered as a national EC).
- V. Shall not stand for election in national/state bodies in the subsequent year.

2. AOMSI President

- I. In the absence of the Chairman, the president of AOMSI will preside over the meetings.
- II. He/ She shall supervise the functioning of the Scheme office.

3. Co-ordinator:

The co-ordinator shall carry on the day-to-day functions of the society, shall and implement the decisions taken by the Managing Committee. He /She shall be overall in charge of the membership besides other duties and functions that are specified by the Managing Committee.

4. Treasurer [AOMSI/SSRF]

The Treasurer [AOMSI/SSRF] shall look after the maintenance of the day-to-day accounts of the scheme till the treasurer for SSRF is appointed. He/she shall submit the statement audited Accounts and the budget estimate for the succeeding year annually to the Managing Committee and general body for approval.

24. ALLOWANCE TO THE OFFICE BEARERS

The managing committee in consultation with EC of AOMSI will decide the allowance of the office bearers from time to time.

25. MISCELLANEOUS

- I. Every member shall specify his nominee for obtaining benefits under this Scheme or in the absence of such specification the application will be rejected.
- II. Any income derived from the property of the Scheme will be utilized only for the objects of this Scheme.
- III. Under no circumstances the amount can be diverted for any other purposes



- IV. The Co-ordinator of the Scheme will submit periodical reports of the Scheme at the meeting of the General Body of AOMSI.
- V. All notices for the meetings under this Scheme shall be kept on the website or sent by email.
- VI. Any dispute concerning membership, claims or any matter relating with the rules of the constitution shall be settled by the way of arbitration only, and the Managing Committee shall nominate the arbitrator, Arbitration Act, 1940 will apply and the decision of the Sole Arbitrator shall be final and binding all the parties concerned and in all matters.
- VII. In case of any legal disputes, they are subject to the jurisdiction of courts at the chairman's Office where the office is situated.

26. CERTIFICATES

1. Certified that the association is formed with no profit motive and no commercial activities are involved in its working
2. Certified that the association is not engaged in agitation activities to ventilate grievances.
3. Certified that the office bearer's signature is genuine and correct.

27. DOCUMENTS TO BE PRODUCED IN CASE OF DEATH OF A MEMBER

- I. Original Membership Certificate/Number.
- II. Attested copy of death certificate obtained from Panchayat, Municipality or Corporation.
- III. Requisition letter from the nominee to sanction the amount, which must be approved by the local branch Secretary/State . branch secretary of AOMSI.
- IV. All the documents should reach the office through the local branch Secretary/State branch secretary only.
- V. The nominee details should be updated if there are any changes. No changes shall be accepted at the time of claim
- VI. The nominee's bank account should be certified by the concerned bank Manager.
- VII. IF THE NOMINEE AND THE MEMBER DIES WHO WILL GET THE CLAIM?
 - Payment will be made to the Nominee's Legal heir.
 - He / She should produce a legal heir Certificate obtained from the appropriate authority



28. WINDING-UP

If it is impossible to carry out the objective of the Scheme, the society shall be, by a decision taken at an extra-ordinary General Body Meeting of the members of the society convened by the coordinator and attended by 2/3 majority of members as on rolls as on the day of notice. The decision is taken by the vote of 3/4 of the members who attend the meeting and another such extraordinary General Body Meeting of the members of the Scheme shall thereupon decide the final disbursement of the corpus fund, after meeting the liabilities and debts and recovering the assets, keeping in view, the objectives of the Scheme, that is of mutual benefit and charitable purpose to the members concerned in proportion to their contribution to the Scheme and this decision taken by the second extraordinary General Body Meeting shall be final, legal and binding on all members of the Society.

ARTICLE –XII FOUNDATION/EDUCATION- BOARD

1. Aim and objectives

- A. To promote training and education in oral and maxillofacial surgery.
- A. To undertake educational programs like foundation course, masterclass, skill development courses for student members of AOMSI.
- A. Carry out public awareness programs.
- A. Formulate course curriculum.
- A. Identify future challenges for the Oral & Maxillofacial Surgeons.

2. Composition of the board

- A. Chairperson- 01 (1 term of 2 years elected)
- B. Chairperson Elect- 01 (Elected during alternate year at the national AOMSI EC elections)
- C. Members- 04 (Nominated 2 years term)
- D. Secretary One of the nominated members will be the secretary
- E. Ex officio members –



I.	President AOMSI	1
II.	Secretary AOMSI	1
III.	Treasurer AOMSI	1

3. Chairperson:

- I. Shall conduct regular meetings of the foundation.
- II. Shall present an outline of all activities to be carried out at the first EC.
- III. Shall identify resource person for programs to be carried out during the year.
- IV. Shall plan and execute the programs like masterclass, foundation and skill development courses.
- V. Shall carry out any other responsibility entrusted by the President.
- VI. Shall attend the EC meetings of the AOMSI as a member of the national EC (Only one year will be considered as a national EC)
- VII. Shall not stand for election in national/state bodies in the subsequent year.

4. Chairperson Elect:

- I. Shall be elected from among the Life Members of the Association
- II. Should have been a member in good standing for five preceding years
- III. Member of the Executive Committee for two years with above 50% attendance at its meetings.
- IV. Should have published 10 years teaching experience as post-graduate teacher.
- V. Must have done at least 5 presentations in the national conference of AOMSI.
- VI. Will assist the chairperson and attend all the meeting for the research grant scheme.

5. Members:



- I. Will be nominated by the EC.
- II. Will assist the chairperson and attend all the meeting for the research grant scheme
- III. Will carry out the responsibilities given by chairperson

6. Budget:

A budget must be prepared by the chairperson in consultation with the president, secretary and treasurer of AOMSI and placed at the AGM for approval. All accounts will be maintained by the Treasurer of AOMSI.

7. Guidelines for activity to be carried out:

- A detailed program to presented and approved at the first EC.

ARTICLE – XIII RESEARCH GRANT SCHEME

1 Aim and objectives

- a. To promote research and Innovations in oral and maxillofacial surgery. To undertake measures for the improvement of public health through research projects.
- b. To disseminate scientific knowledge among members and other associated organizations by holding periodical meetings, workshops, training programs on research.
- c. To financially support the members for the selected research projects.
- d. 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.

2 Composition of the committee

- | | |
|-----------------------|---|
| A. Chairperson- | 01 (1 term of 2 years elected) |
| B. Chairperson Elect- | 01 (Elected during alternate year at the national AOMSI EC elections) |



C. Members-	04 (Nominated 2 years term)
D. Secretary	One of the nominated members will be the secretary
E. Ex officio members –	
i. President AOMSI	1
ii. Secretary AOMSI	1
iii. Treasurer AOMSI	1

3. Chairperson:

- A. Shall organize and arrange research related meetings.
- B. Shall maintain a record of all types of activities and transactions, approvals of the research committee.
- C. Shall be chairman of the research committee and be responsible for the identification of thrust areas of research areas, follow up of grants and management of the other mentioned activities. Shall hold the post for three years and not more than one term.
- D. Shall be responsible for mobilizing funds for research activities.
- E. Shall attend the EC meetings of the AOMSI as a member of the national EC (Only one year will be considered as a national EC).
- F. Shall not stand for election in national/state bodies in the subsequent year.

4. Chairperson Elect:

- A. Shall be elected from among the Life Members of the Association
- B. Should have been a member in good standing for five preceding years
- C. Member of the Executive Committee for two year with above 50% attendance at its meetings.
- D. Should have published 5 pubmed articles.
- E. Must have one or more funded projects.
- F. Will assist the chairperson and attend all the meeting for the research grant scheme.



5. Member

- A. Will be nominated by the EC
- B.** Will assist the chairperson and attend all the meeting for the research grant scheme
- C.** Will carry out the responsibilities given by chairperson

6. Budget

A budget must be prepared by the chairperson in consultation with the president, secretary and treasurer of AOMSI and placed at the AGM for approval. All accounts will be maintained by the Treasurer of AOMSI

7. Guidelines for research activity:

- Will be in form of a published annexure which after the approval of EC and AGM can be amended based on the need to foster research.

LIFETIME ACHIEVEMENT AWARDS AND ORATION LECTURE

Composition of Committee

1. President
2. Vice President
3. Secretary
4. Treasurer



5. One past President
6. Two EC members

Number of Lifetime achievement awards

1. AOMSI member academic- 2
2. AOMSI member Clinical- 2
3. Indian non AOMSI member- 1
4. International - 1

