

## **CONSTITUTION OF THE SOCIETY**

Name of the Society: TELANGANA ORTHOPAEDIC SURGEONS ASSOCIATION

**Aims & Objectives:** The objects shall be the advancement of the sciences and art of Orthopaedic surgery and with a view inter alia to do the following:

1. To encourage scientific research and experimental work in Orthopaedic Surgery.
  2. To hold scientific discussions and present papers in Orthopaedics and allied subjects.
  3. To provide for the delivery and holding of lectures, meetings and CMEs for medical practitioners and others for the purpose of directly or indirectly advancing the cause of Orthopaedic surgery.
  4. To watch and advise on legislations affecting the Orthopaedic Surgery and subjects.
  5. To advise other associations, voluntary bodies, government agencies on matters affecting the interest, developments of Orthopaedic surgery including standardization of instruments, implants, orthotic and prosthetic appliances, problems in rehabilitation and resettlement of the Specially abled. To advise matter concerning teaching and research in Orthopaedic Surgery and to suggest ways and means for improving the training of the paraclinical personnel.
  6. To establish and affiliate with other societies or associations, for exchange of scientific information and collaborate with them in the progress of common interest.
  7. To promote social and professional relations among surgeons in India and abroad.
  8. To do encourage exhibition of instruments, implants, tools, appliances, etc., connected with or pertaining to Orthopaedic surgery and to attempt to improve such instruments and appliances for the special needs of country.
  9. To frame rules, regulations and byelaws of the association and to delete or change or add to the same as and when necessary, conducive to the attainment of all or any of the objectives of the association.
- To. initiate any other programme which may be decided from time to time by the association for the advancement of Orthopaedic surgery.

### **Certificates:**

“Certified that the association is formed with no profit motive and no commercial activity is involved in its working”.

“Certified that the association would not engage in any agitational activities to ventilate their grievances.”

“Certified that the office bearers are not paid from the funds of the association; Their services being honorary.

**Declaration:**

We the undersigned persons in the memo have formed into an association and or responsible to run the affairs of the association and desirous of getting the society registered under Public Societies Registration Act., 1950 Fasali

**TELANGANA ORTHOPAEDIC SURGEONS ASSOCIATION****ARTICLES OF THE ASSOCIATION****ARTICLE 1****TITLE**

The name of the association shall be “Telangana Orthopaedic Surgeons Association’ here in after called as TOSA in these rules and regulations.

**ARTICLE 2****OFFICE**

The registered office shall be located in Hno:8-2-293/82/A, Plot No 1005, Road no 50, jubilee hills, Hyderabad - 500033, Telangana, till the association procures a piece of land/buildings for the office, failing which the office will be located in any of the major towns of Telangana or where the secretary resides.

(a) The TOSA shall operate throughout the TELANGANA state and INDIA.

(b) The TOSA will operate directly or through the branches established and affiliated in furtherance of the objectives of the association.

**ARTICLE 3****AIMS & OBJECTIVES**

The objectives shall be the advancement of the sciences and art of Orthopaedic surgery and with a view inter alia to do the following.

To encourage scientific research and experimental work in Orthopaedic surgery.

To hold scientific discussions and present papers in Orthopaedics and allied subjects.

To provide for the delivery and holding of lectures, meetings and CMEs for medical practitioners and others for the purpose of directly or indirectly advancing the cause of Orthopaedic surgery,

To watch and advise on legislations affecting the Orthopaedic surgery and allied subjects.

To advise other associations, voluntary bodies, government agencies on matters affecting the interest and development of orthopaedic surgery including standardization of instruments, implants and orthotic & prosthetic appliances, problems of rehabilitation and resettlement of the Specially abled.

To advise on matters concerning teaching and training of medical students, research in orthopaedic surgery and to suggest ways and means for improving the training of the Para Medical personnel.

To establish contact and affiliate with other societies or associations for exchange of scientific information and collaborate with them in the progress of common interest.

To publish journals, proceedings, brochures, periodicals and abstracts pertaining to Orthopaedic Surgery and allied subjects.

To promote social and professional relations among Orthopaedic surgeons in India and abroad.

To encourage exhibition of instruments, implants, tools, appliances, etc., connected with or pertaining to Orthopaedic surgery and to attempt to improve such instruments and appliances for the special needs of this country.

To frame rules, regulations and byelaws of the association and to delete or change or add to the same as and when necessary conducive to the attainment of all or any of the objectives of the association.

To initiate any other programme which may be decided from time to time by the association for the advancement of Orthopaedic surgery.

#### **ARTICLE 4**

##### **MEMBERSHIP**

Membership of a TOSA shall comprise the following categories.

- a) Life Members                      b) Associate Members

a) Life Member : Members of the association who contribute a minimum of Rs. 5,000/- (Five Thousand Rupees only) to the funds of TOSA may be enrolled as Life Members of the association. Members may be from those 1) who have completed training in Orthopaedic Surgery like MS Orthopaedics or DNB Orthopaedics. The Life Member should be a Resident of Telangana or one practicing in the region of Telangana with required registration. In case none of this criteria is met and still a Life membership is approved by EC and General Body, it may be considered without voting rights. The list of such members is maintained separately by the Secretary.

The application for Life Member ship will be made to the secretary who will place it before the executive committee for scrutiny and ratification of the general body.

The Life Membership contribution includes the additional amount to be paid towards the Membership of OASIS (Orthopaedic Association of South Indian States). This amount depends on the OASIS guidelines which might change from time to time. The amount to be contributed will be sent to the General Secretary of OASIS for enrollment as Life Member of OASIS through the secretary of TOSA.

The Life members are required to give the information and documents as required, such as, Name, Present working place, Phone no, Email Id, Address, MBBS Degree, TSMC Registration, Postgraduation Degree, Additional qualifications, Aadhar Card, Passport size photo.

The Life Members are eligible to attend the business meetings, scientific meetings, social events, and can take part in the election and can be elected for executive committee of the TOSA as per guidelines.

b) Associate members: Members may be from those who are getting training in Orthopaedic Surgery either degree or diploma. Bonafide certificate from HOD is mandatory.

The Associate members are required to give the information and documents as required, such as, Name, present working place, Phone no, Email Id, Address, MBBS Degree, TSMC Registration, Aadhar Card, Passport size photo, and Bonafide certificate by HOD.

All the life members and associate members shall have the right to attend the scientific meetings, social events and engage in all scientific discussions.

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Associate members shall not attend the business meeting and they cannot take part in the elections. They can neither compete for the executive posts nor can vote.

The subscription for the associate membership is three thousand rupees only. Those members who have joined as associate members once they complete their qualifying degree (Master of Surgery in Orthopaedics), Diploma in National Board of Examination or Diploma in Orthopaedics and on successful completion of three or two years as the case of associate member can get enrolled as Life Members. They should pay another 2,000/- and should once again apply for the Life membership, with all required documents and information for Life membership. The amount to be contributed to OASIS, will be sent to the General Secretary of OASIS for enrollment as LIFE Member of OASIS through the secretary of TOSA.

#### **Application for Membership:**

Application for the life membership and associate membership must be made on the official application form with a recommendation from a TOSA member and to be forwarded to the secretary with the requisite amount of fee. The Secretary will place it before the executive committee for scrutiny and consideration. The right of admission of a member shall rest with decision of the executive committee to be ratified by general body.

#### **Cessation of Membership:**

- a) On Resignation: Any member wishing to withdraw his life membership from the association shall give notice in writing to the Secretary which will be ratified by ensuing general body with no refund of membership fees.
- b) On the death of the member or dissolution of the association.
- c) On the adjudication as an insolvent- is this clause relevant to continue as member?
- d) On being declared as insane by court or a mental hospital.

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- e) On the recommendation of subcommittee consisting of five persons appointed by the executive committee to enquire in to the activities of the member and finds that the actions are against the interests

of the association and the committee recommends that the continuation of such member is detrimental to the interests of the association to be ratified by general body.

f) A member who deceives the association in anyway or drives the association to the court shall for that reason be expelled from the membership.

The communication to the member from the TOSA will be stopped

a) If he has any substantial arrears to the association.

b) Repeated return of mail / nonresponsive to email / non responsive to phone, mobile or other methods of communication / trials to contact through other members, is taken as untraced members. The addresses of such members shall be deleted after 3-4 consecutive trials to communicate, as “untraced” mentioned against their names in mailing list. However, the communication will be immediately restored if he / she represents the executive committee by a written request or by e-mail.

c) The members who expired are noted and hidden from the members list. The membership number will not be allotted any others.

## ARTICLE V

### **DISTRICT CHAPTERS**

a) There may be regional or district chapters of the association as is thought feasible by the executive committee, however they will be guided by the TOSA.

b) All the existing chapters shall be constituted and shall function in accordance with the rules of the TOSA.

c) Such chapters may hold scientific meetings during the year at any place in the state. The activities of these chapters shall be communicated well in advance to the TOSA.

d) The President & Secretary of the TOSA shall be invited as guests for all the academic activities of the chapters.

e) There are two mid-term CME programmes to be conducted by these Chapters. One will be conducted by a District Chapter, which will be proposed to the Executive Committee by the district chapter President or Secretary and ratified by the General Body. In case of more than one contestant, the same will be kept for voting in General Body. The other CME programme is conducted by TCOS (Twin Cities Orthopaedic Society). The Organising team for this CME is selected by TCOS Executive, as passed in General Body meeting on 2<sup>nd</sup> July 2022 at Warangal.

## ARTICLE VI

### **FUNDS**

Membership Subscription Funds: The Membership subscription shall be kept in fixed deposits in nationalised banks only and the interest shall be utilised for day to day expenditure and management of association.

Accounts and Finances:

a) The association financial year shall extend from 1st April to 31 March, both days inclusive.

- b) The accounts of the association shall be maintained in the name of association in a nationalized bank.
- c) The Treasurer will be in charge of all the income and assets of the association.
- d) All property and money shall be vested in the name of association.

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- e) Payment of subscriptions and / or donations / contributions shall be made to the Treasurer in the name of the association.
- f) No member of any committee or subcommittee shall incur any expenses on behalf of the association except with the prior written permission of the President/Secretary.
- g) The association account will be jointly operated by secretary and treasurer.

#### ARTICLE VI

##### **AUDIT**

The accounts of the TOSA shall be audited annually.

- a) An annual Internal Audit is to be done by a member of the TOSA- nominated for that purpose. The President will nominate a life member in consultation with the Secretary. He will go through every detail of transactions and will inform any discrepancies to the executive committee in writing.
- b) The audit of accounts should be done by a chartered accountant who will be appointed for that purpose by the executive committee from time to time. The tenure of the appointed auditor shall be two years and it can be renewed.
- c) The audited accounts of the TOSA should be duly signed by the treasurer and auditor will be submitted to the executive committee before the annual general body meeting and to the income tax authorities also.
- d) All the expenditure and payments of more than ten thousand rupees (Rs.10,000/-) must be made by a cheque only. The accounts of the TOSA shall be carried out solely by the treasurer but all the expenditure of more than Rs.10,000/- must be with the prior approval of the Secretary or President.

#### ARTICLE VIII

##### **EXECUTIVE COMMITTEE ADMINISTRATION AND MANAGEMENT**

1. The administrative, direction and management of the affairs of the TOSA shall be entrusted to the executive committee. The executive committee shall consist of following members, President, President elect, Secretary, Joint Secretary, Treasurer and Executive Committee members nominated by President to represent unrepresented Regions and Lady members. The immediate past President shall be a member of the Executive Committee. The IOA representatives of TOSA will be the executive members of TOSA.

2. Vice President, OASIS shall be a member of the Executive Committee.

3. The Members of the Executive Committee will be elected by the life members in general body and shall hold the office until their successors shall have been elected and assume the office.
4. The Executive Committee shall be elected from the Life Members, who have the voting right.

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5. Not more than one of the offices of the President, President elect, Secretary, Treasurer, Joint Secretary shall be held by the same individual.
6. The post of President, President Elect will be for a period of one year only.
7. The post of Joint Secretary and the Executive Committee members of TOSA will be for a period of 3 years only. However they are eligible for reelection for another term of three years only.
8. The Secretary / Treasurer will hold the office for a term of three years and will be elected every fourth year by the Life members of the association. They are eligible for re-election for another term only.

If the Secretary / Treasurer resigns from the post or in the event of demise or dismissal from the post, the President may nominate a member of the executive committee to exercise the powers and to perform the duties of the Secretary / Treasurer. The joint secretary will resume the responsibility of the secretary in the event of absence of Secretary.

#### **The Executive Committee Meeting:**

The Executive Committee shall meet at least once in six months to review the activities and for transacting the business. One meeting should be during the annual conference and one meeting shall be a pre conference meeting to supervise and to guide the local Organising secretary. The hospitality of the executives of TOSA will rest on the organising Secretary of the conference.

### **ARTICLE IX**

#### **ELECTION OF THE MEMBERS OF THE EXECUTIVE COMMITTEE**

At least 12 weeks before the Annual General Body Meeting the Secretary shall send to each life member who are eligible to vote, a notice of election accompanied by a list of vacancies to be filled in for nomination. All the nominations must be received by the President Elect within the stipulated time in the election notification, which will be announced by the President Elect. If there is more than one nomination for any vacancy, the election shall be on the basis of majority vote. One member can contest for one post only. Any candidate may withdraw his nomination as per the date mentioned in the election notification. The election process shall be Online, secret voting or as per the methodology available at that period of time maintaining secrecy of voting. The election officer for conduction of election will be the President Elect of that term.

The Executive Committee as constituted in according with these rules shall continue the office not with standing their period of service which has expired until their successors have been duly elected

and resume the office. The post of The President Elect shall be elected annually from the life members of the TOSA and the Life Members of the association who are eligible to vote in a manner stipulated in the rules. If any one of the executive member desires to contest for the second term or for any other post, he should resign the post he is holding and can contest for the elections. He should submit his resignation to the President of TOSA.

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## ARTICLE X

### **POWERS, FUNCTION AND DUTIES OF THE EXECUTIVE COMMITTEE**

- a) The management of the association shall vest in the Executive committee of the association.
- b) The executive Committee shall have the power to fill up casual vacancies amongst the officers and other members of the committee subject to confirmation at the next business meeting.
- c) The Executive Committee shall control the affairs of the association, its funds and assets. The income and the property of the association, however derived shall be spent solely towards the objects of the association and no portion there of shall be paid or transferred directly or indirectly for any other purpose except for
  - I) Providing scholarships and fellowship to be offered for competition amongst the Life Members of the Association and Associate members.
  - II) A gift to the charitable, education and other trusts of the association.
- d) The Executive Committee shall have power to request the resignation of a member deemed to be working contrary to the interest of the association or to have ceased to take interest in the objects of the association or to have been disobedient to the rules or guilty of unprofessional act of public misdemeanor, provided the person concerned shall be notified of the proposed action not less than eight weeks before the next business meeting.
- e) The Executive Committee shall have power to remit, reduce or suspend the subscription of any Life Member or Associate Member at its discretion.
- f) Without prejudice to the power of the general body of the Association the Executive Committee may exercise powers, functions and duties as under.
  - (i) To appoint committees, commissions and subcommittees and assign functions and powers to them as it may deem necessary.
  - (ii) To co-opt Life Member / associate or any other person to any Committee.
  - (iii) To appoint delegates to represent the association at conference in the state, India and abroad.
  - (iv) To purchase, build or otherwise and hold land, buildings, machineries, plants, furniture, vehicles, books and other equipment and materials that may be found necessary in furtherance of the functions and duties of the association for and in the name of the Association.
  - (v) To receive donations and benefactions for and in the name of the Association.



(vi) To constitute trusts and foundations for specific activities of the Association, e.g. Education trust.

(vii) To arrange scholarships and fellowships.

(viii) To appoint an Auditor and fix his remuneration.

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

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(x) To do all such and exercise all such powers as may be necessary in furtherance of the objects of the Association.

**A) President:**

(i) He shall preside over the meetings of the executive committee and all other scientific and business meetings, functions, seminars, symposia etc. convened by or on behalf of the association. He shall deliver a Presidential address.

(ii) The President shall be ex-officio member of all committees and sub committees.

(iii) The President may co-opt a Life Member in the Executive Committee from regions unrepresented in the Executive Committee, in consultation with the President Elect. Their tenure of service shall be two years. The President may co-opt a Lady Life Member in the Executive Committee to represent the Lady members.

(iv) The President shall submit his resignation to the Executive Committee.

(v) The President shall deliver Oration in the annual general body meeting /annual conference after the completion of his tenure as a President (Immediate Past Presidents' Oration).

**B) President elect:**

(i) The President Elect shall deputize for the President on all occasions when the President is absent or ceases to hold office during his term. He shall succeed as President for the rest of the term.

(ii) He shall submit his resignation to the President.

(iii) He will be presiding / returning officer for the elections during his term.

(iv) Along with Treasurer, shall monitor the collection and expenses of the conference maintained by the organisers of the conference.

**C) Secretary:**

(i) The Secretary shall be responsible for the organization and execution of all policies and programmes of the association and shall submit reports at the meeting of the Executive Committee regarding thereto. He shall also present the annual report at the annual meeting of the Executive Committee giving a general review of the work of the association in the preceding year.

(ii) He shall prepare and record the minutes of all the business meeting of the association and meeting of the Executive Committee and see that all notices are duly given in accordance with the provision of rules and bye-laws. He will circulate the accounts for the year along with the minutes of the last annual general body meeting.

(iii) He shall be the custodian of the seal of the association and other associated items.

(iv) He shall be the custodian of all the documents and the papers of the association.

(v) He shall make the appointment of all vacancies in the association to be approved by the executive Committee in its next meeting.

(vi) He shall have the power to suspend, punish and otherwise control or regulate the employees of the association.

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(vii) He will sign and execute all contracts or other instruments in name of association and shall exercise general supervision over all the affairs of the association.

(viii) He shall be an ex-officio member of all committees and subcommittees of the association.

(ix) He shall prepare a current voters list of all Life Members of the association within the first quarter of each year.

(x) He shall submit his resignation to the President.

(xi) He shall communicate all the information received from the Secretary General of OASIS /IOA to all the Executive Committee Members.

**D) Joint Secretary:**

(i) He shall look after the day-to-day working of the office, working under the direction of the Secretary.

(ii) He shall hold the office for a term of 3 years. He is eligible for reelection for one more term of 3 years.

**E) Treasurer:**

(i) He will maintain the book of accounts of the association.

(ii) All the receipt books must be printed under his supervision, should be serially machine numbered and both the original & counter foil should contain the TOSA emblem.

(iii) The voucher books must be also serially machine numbered and should contain the TOSA emblem.

(iv) All the receipts issued by him should be documented in the account books should contain all the details. Serial number of the receipt / voucher / date / name of the person or company / purpose of payment/ amount should be noted down meticulously.

(v) All the books /numbers must be recorded in the stock register book and should be well maintained.

(vi) He shall present the annual accounts of the previous year and unaudited accounts of the current year at the annual general body meeting.

(vii) He shall present a budget for the next year at the annual general body meeting.

(viii) During his absence due to illness or visit abroad or any other reason the President will delegate in writing his duties to the Joint Secretary or any other member of the executive Committee.

(ix) All cheques and other negotiable instruments (those that were approved by the executive Committee) shall be signed by the Treasurer.

(x) He will submit his resignation to the President.

(xi) If the savings of the association are more than Rs. 1,00,000/- in the account, the excess amount of more than one lakh, may be invested in a fixed deposit in a Nationalised Bank in the name of association and this should get prior approval in the Executive Committee meeting.

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The Secretary and Treasurer may incur petty expenses for smooth running of the Association works not exceeding ten thousand rupees for one single item and get it reimbursed on production of proper receipt and vouchers. Expenditure of more than Rs. 20,000/- or more should get prior approval from Executive Committee.

**F) Executive Members:**

(i) Each district as at the time of formation of TOSA, has to be represented by an executive member. If there is no elected member in the office bearers belonging to any of these districts, they are nominated by the President TOSA.

(ii) They shall act in furtherance of the functions and duties of association in their region.

(iii) They should motivate the Orthopaedic Surgeons in their region to enroll as life members of TOSA.

**G) OASIS OFFICE BEARERS:**

(i) The post of vice president or secretary general of OASIS, when the turn of the Telangana state comes, will be discussed and elected in executive body meeting, which will be ratified in the general body.

ARTICLE XI

**SUBCOMMITTEES:**

a) The Executive Committee shall have the power to appoint committees and can nominate members of Subcommittees.

b) The Subcommittees shall have power to co-opt anyone who may assist their work without reference to Executive Committee provided the name of these co-opted members are recorded in the written report of the Subcommittee to be presented annually to the Executive Committee.

c) A written report of the proceedings of each Subcommittee shall be presented annually to the Executive Committee.

- d) The Following Subcommittees shall be appointed as under. The Committee shall consist of
- a) The President of the Association.
  - b) Two immediate Past Presidents of the Association.
  - c) Secretary
  - d) Three more members nominated by the president from the life members of the association.

The Programme Committee shall decide the arrangements for scientific meetings and select the papers to be presented at the Annual Conference. The central scientific committee will coordinate with the local organising committee.

## **Article XII**

### **AMENDMENTS**

Any article of the constitution or any provision of the Bylaws may be amended or altered by vote of at least three fifths of the members present at a meeting. The Secretary will circulate a notice of such proposed alteration to every eligible member to vote at least 21 days in advance during general body meeting. The final decision will be taken by one sixth of Life members attended, who shall form a quorum of that meeting convened to alter the constitution. In situations where sufficient quorum is not present, the meeting is adjourned for half an hour and reconducted with the members present, who shall be taken as adequate quorum.

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## **Article XIII**

### **DISSOLUTION:**

No less than three fifths of the life members of the association may determine that it shall be dissolved and there upon it shall be dissolved forth with. All the necessary steps will be taken by the Executive Committee for the disposal and settlement of the property of the association or may be transferred to any other institution having similar aims and objects or may be settled as per the resolution of the general body specially called for to transact such business.

## **GUIDELINES AND PROTOCOLS**

### **Chapter – I**

#### **ANNUAL CONFERENCE OF TOSA BID:**

The Honorary Secretary shall invite for the conference from the teaching medical college of the state or Orthopaedic Club of the town about 1 years in advance. The Club / College who wishes to conduct the State Conference should apply to the general secretary two months ahead of the Annual Conference which is scheduled 2 years prior to the conference for which the bids are being made.

The venue of the conference will be decided by the general body by simple majority during the general body business meeting during the conference.

The College / Club / group of Surgeons should keep the following things in mind for applying for the conduct of the conference.

- a) Accommodation: Accommodation should be for about 500 to 1000 persons.
- b) Transport: The town should be well connected by all the modes of transport.
- c) Tourism: Should be a place of tourism or near a tourist spot for the recreation of accompanying persons, spouses as well to the delegates.

The Main Venue “The Auditorium” must be sufficient to accommodate 500 to 1000 delegates with well-equipped acoustics.

There should be 2 to 3 mini halls or satellite halls to accommodate 150 to 200 delegates.

There should be two rooms adjoining the meeting hall for the preview and the meetings accommodating 10 to 20 persons.

The venue should be located within reach to the town with a parking space and lounge space for the spouses / children.

d) Date of TOSA Conference: The dates for conference will be usually in the month of February / March for 2 1/2 days, preferably on the second Saturday and Sunday. The C.M.E will be held on Friday. The workshop can be on Thursday or Monday as a pre or post conference session.

e) Registration: The Registration fee to the Delegate is Rs.2,000/- and for the Postgraduate was Rs.1,000/- earlier. The amount can be increased as per the increase in expenses likely to be incurred, including the taxes and incidental expenses. However, the fee pattern will be determined by the local Organising Secretary with the prior approval by the Executive Committee.

Registration fee for the C.M.E: So far the C.M.E is not being separately charged, however if the organising committee wishes, they can fix the fee as 100 to 200/-.

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The proposed slots of fee for the conference earlier are as under: (To be modified in subsequent years as per the increase in expenses likely to be incurred, including the taxes and incidental expenses)

	Delegate 2 months before the conference	1 month before the Conference	10 days before the Conference	Spot
Life Member				
Post Graduate				
Spouse & Children above 10 years				

C.M.E.				
Incidental Charges (Optional)				

The following have to be given complimentary free registration

- a) The President of I.O.A / Secretary of I.O.A.
- b) The President of OASIS / Secretary of OASIS.
- c) The President / Secretary / Treasurer of TOSA.
- d) All the guest speakers from outside the state.
- e) TOSA Member more than 70 years Age.
- f) Invited dignitaries.

Spouse and children above 10 years or as per existing regulations of venue, will be charged even in the complimentary category.

Delegate kits can be given at the discretion of local organising secretary.

Tariffs for the stalls: The stall dimensions are made as per feasibility in the conference area and the tariff was Rs. 50,000/- earlier. This amount may be raised or revised by the local Organising Secretary.

**Sponsorship:** Negotiable at the discretion of the local organising committee.

**f) Scientific Programme of the Conference:**

The Scientific Programmes will be drawn up by a Central Committee, formed by the following members.

- a) President
- b) President elect
- c) Secretary
- d) Treasurer
- e) Two Past Presidents
- f) Organising Chairman
- g) Organising Secretary
- h) Scientific Committee Chairman of the local organising committee.

This meeting must be held at least 6 months prior to the conference dates. The Annual Conference shall include an oration by a distinguished Medical Scientist to be invited by the Association on any topic in Orthopaedics or allied subject. The Executive Committee shall

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select a panel of speakers. The Secretary shall correspond with the invitee. The Orator will be paid honorarium, shawl and a memento. Past President will not be given the honorarium. The orations of TOSA will be decided by the Executive committee, and they should be given the prime time during the conference. Ideally, they should be in the morning session of the 1st day of the main conference. There should be no concurrent session during the oration. The chairpersons for the orations shall be the President and the Secretary of TOSA. The duration of the oration shall be forty-five minutes out of which actual presentation shall be 30 minutes. The President of TOSA will introduce the orator and invite him for the presentation (10 minutes). At the end of the presentation, the Secretary shall assist the President in awarding the shawl and memento to the orator (5 minutes).

## **CHAPTER II**

### **ORATIONS**

**1) Dr. V.S.N. MURTHY MEMORIAL ORATION:** This will be presented by eminent Orthopaedic surgeon. The orator will be decided by Organising secretary of the conference and Secretary of the TOSA. The oration will be for about 45 minutes, in which first 10 minutes will be about the bio data of DR V S N MURTHY and garlanding of DR V S N MURTHY photo. At the end of the presentation, the Secretary shall assist the President in awarding the shawl and memento to the orator (5 minutes).

**2) PAST PRESIDENT'S ORATION:** This will be presented by the immediate Past President of the association. The Secretary will inform the orator at least 6 months in advance seeking the topic of his presentation, which will be subsequently informed to the organising Secretary of the conference. The oration will be for about 45 minutes. Past President will not be given the honorarium. A Silver Medal (Past President's Medal) will be awarded by the President after the Oration.

The text of all the orations will be published in the TOSA journal or conference Souvenir of the subsequent year.

### **CONFERENCE LECTURES**

**A. Guest Lectures:** The Guest lectures shall be selected by the central committee. They may be from members of I.O.A or outside the country with significant work in a particular field or from other disciplines who have made a significant contribution to the art and practice of medicine.

**B. Invited Lectures:** They will be from the members of TOSA with a significant work in a particular field of Orthopaedics eg. : Spine Surgeon, Hand Surgeon.

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## **CHAPTER III**

## **FREE PAPERS AND MEDALS**

Free papers will be invited from the Life members or Associate members of TOSA as well as non members of TOSA for presentation during the conference. Each member can present only one paper as the first author. Registered delegates can only present free papers during the TOSA Conference.

All the scrutiny of the free papers will be done by the scientific committee of the organising team. They can be either poster presentation or Podium presentation.

**Podium presentation:** They can be grouped in the scientific session according to region / special techniques / specific diseases etc. Each session will be of one hour duration or as time permits. Each paper will be given specific fixed time as per the existing pattern at the time of conference including time for discussion. In each session the certificate of presentation will be awarded by the chairperson of the session to the first author who presented the paper, or it may be modified by existing methods.

Poster Presentation: Standard size of posters shall be 175 cm x 85 cm inclusive of the title subject matter and photographs. The organising secretary shall make adequate arrangements for proper display of posters. Poster Presentation can be modified as per the technology available like on computer and presenter may be given time to present his poster in given time slot either at the site of poster presentation or in the hall, in front of judges.

Judges for the poster / free paper presentation: There shall be two or three Judges, usually among the Past Presidents of TOSA / Senior Orthopaedic Surgeons / Professors of Orthopaedics. The President and Secretary will finalize the names of the Judges from those who are attending the conference. They are required to maintain strict secrecy of their appointment.

The format for the judges shall be provided by the organising secretary.

The judges are required to judge all the free papers on the following points and award marks for each paper.

- a) Review of Literature - 10
- b) Subject - 10
- c) Quality of Presentation - 5
- d) Time management - 5
- e) Discussion - 10
- f) Message/Practical Application - 10

TOTAL 50

Marks for Poster presentation is also made on similar lines by the Central Committee.

The judges in consultation with each other will decide the best paper to award the medal and will convey the title of the paper and name of the author after the completion of the sessions to the Secretary.

A TOSA Gold Medal will be awarded to the first author of the best paper for the original work in the field of Orthopaedics. He should be an Orthopaedic Surgeon who is rendering his services in Telangana



and should be below the age of 45 years. The Gold Medal can be given not more than two occasions to the same individual. The recipient must be a life member and registered delegate.

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A TOSA Gold Medal is also awarded to the best scientific paper presented by a Post Graduate student in Orthopaedics. The recipient must be an associate member and registered delegate.

A TOSA Gold Medal is also awarded for the Best Poster presented in Orthopaedics. The recipient must be an associate member and registered delegate.

The results shall be announced during the valedictory function of the conference. The medals shall be presented during the inaugural function of the next conference. The text of the best papers and the poster will be published in the TOSA Journal or Souvenir of the next conference.

## **CHAPTER IV**

### **WORKSHOPS & LIVE DEMONSTRATION**

**Pre conference Workshops:** They can be arranged on Thursday or on Monday as pre or post conference session at the convenience of the local organising committee. There can be any number of workshops at different places or online with technological advances, with limited participants for better impact. Live demonstration should be included as a part of the programme wherever feasible. Participants should be given the choice of workshop and the allotment should be on “First-cum-first-served” basis. For hands on workshop the number of participants should be limited per table. Proper and adequate arrangements must be made to full fill the criteria. Course literature and handouts are to be provided to all the participants in the beginning and certificates of participation at the end of the session.

## **CHAPTER V**

### **CONTINUING ORTHOPAEDIC EDUCATION PROGRAMME**

#### **Dr. METTU RANGA REDDY MEMORIAL C.M.E**

This programme will be held on the first day of the conference i.e. on the Friday. The programme, the topics and guest speakers will be drawn up by the President of TOSA, Secretary, organising secretary and scientific committee chairman of the conference.

The format shall be as follows:

Registration 8.00 a.m. onwards

Inauguration 9.00 a.m. to 9.30 a.m.

Dignitaries on the dais

- 1) President of TOSA.
- 2) Secretary of TOSA.

- 3) Organising Chairman
- 4) Organising Secretary.
- 5) Scientific Committee Chairman.

Programme (should be restricted to half an hour)

- 1) Welcome the dignitaries on to the dais by the scientific committee chairman.
- 2) Prayer or silent invocation.
- 3) Inauguration of the C.M.E by the President by lighting the lamp.
- 4) Introduction of the topic by the Scientific committee chairman.
- 5) Welcome of faculty members by the Secretary.
- 6) Presidential Address.
- 7) Vote of thanks by the Organising Secretary.

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Main programme should be from 9.30 a.m. to 5.00 p.m. without a lunch break. There shall be didactic lectures of 25 min duration with 5 min discussion.

#### **CHAIRPERSONS FOR THE SCIENTIFIC SESSION**

There shall be two chairpersons and one rapporteur for each scientific session. They will be selected by the central committee from amongst members of the TOSA with interest and experience in the field for which the session is devoted. Out of the two one must be a senior Orthopaedic Surgeon. The rapporteur must have an electronic timer, control switches of the lights of the podium and a buzzer. The chairpersons should be provided with the details of the session and the certificates to be awarded to the presenters.

The guidelines in selecting the guest speakers.

- a) Avoid repetition of teacher over the years
- b) Encourage fresh talent from amongst younger members.

#### **CHAPTER VI**

##### **ORTHOPAEDIC QUIZ**

This Orthopaedic Quiz is for the Post Graduate students of Telangana state only. All the post graduate students nominated by the medical colleges and the DNB students are also eligible to compete. A certificate from the head of the department and the Head of the Institution is essential for participating in the Quiz.

A Chairman, a Co-chairman and two members will form a team to conduct the quiz. They will be nominated by the executive committee which will function for a period of 3 years. They have to prepare a Question Bank and improve the bank every year. The question bank will be the property of the association.

The Format for the Quiz shall be

- 1) Written test: 100 Multiple Choice Questions should be answered in 1 1/2 hrs. by all the contestants from each Medical College individually.
- 2) Visual round: All the teams will be questioned by rotation.
- 3) Rapid fire round: Each team will be asked 10 questions in this round. The total of the all the rounds will be considered for the final score. The winner will be awarded a certificate and a gift hamper. All runner - ups will be given certificate of appreciation. The type of format may be changed each year by the chairman to promote interest in the participants.

## **CHAPTER VII**

### **FACILITIES FOR THE SCIENTIFIC PROGRAMME**

a) The Main Auditorium with a capacity of 500 to 1000 delegates along with audio visual facilities, two adjacent satellite halls of 200 accommodation each. Adequate arrangements and modifications are done as per number of registrations and Scientific programmes.

b) A podium with TOSA emblem displayed on it with Green, Yellow, Red and White lights. A stand mike and a collar mike, laser pointer, clicker are essential for the speaker. LCD Projector for Multimedia projection shall be arranged. If the hall is big two wide screens of 6' x 9' may be arranged. The arrangements may be modified as per the technological developments.

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c) A Chairman's table with 3 to 4 chairs, a table mike, buzzer, programme sheet of the session, to be announced by the Chairperson, short bio-data of guest speaker, if any in that session. A torch may sometimes be a handy addition. Switches with light controls for the podium green/ yellow/red light to indicate time to the speakers. The arrangements may be modified as per the technological developments.

d) Mementoes, if any, to be given to guest speakers.

e) Two senior members of Local Scientific Programme Committee along with few volunteers.

Important: Arrangements for generators in case of load shedding is mandatory and should be so arranged as to minimize time loss.

f) At least two stand mikes and two cordless mikes are to be placed in strategic position in the hall for the questions from the audience.

## **CHAPTER VIII**

### **HOSPITALITY FOR THE DIGINITARIES**

## **1) OFFICE BEARERS OF TOSA**

a) No TA, DA is paid to the TOSA Executive committee members.

b) Guest Speakers, Invited Speakers and Others:

1) Foreign: No foreign guest speaker shall be paid International air fare from the accounts of the conference. However local accommodation and free registration shall be provided by Organising Secretary. Local sight-seeing, if requested will be arranged and shall not be charged.

2) Nonmember of I.O.A. / TOSA:

For C.M.E./Workshop/Main Conference: Free registration and Accommodation is provided as feasible, by the Organising Secretary, in consultation with Central Committee.

3) Members of I.O.A. / TOSA:

For C.M.E./Workshop/Main Conference: Free registration and Accommodation is provided as feasible, by the Organising Secretary, in consultation with Central Committee.

Mementoes/ certificates, on behalf of local organising committee may be given to all categories of guest speakers/ faculty members.

4) Senior Members of TOSA : No registration fees shall be charged from members of TOSA who are more than 65 years of age. To avoid confusion senior members shall send their registration forms duly filled at least one month before the conference, but preferably before last date of registration without late fees. Incidental charges if any may be collected.

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5) Awardees: Recipients of B.N. Sinha Memorial Meritorious Award, National Awards like Padma Sri, Padma Bhushan may be given free registration by the local organising committee but no travelling allowance.

6) Other Dignitaries: The local organising committee may give complimentary registration to other dignitaries. The total number of such complimentary registrations shall not exceed 10 numbers.

## **GENERAL HOSPITALITY**

1) Reception: Proper reception and guidance has to be provided to the delegates regarding available distant and local transport and accommodation. Local transport may be arranged as per feasibility by the organisers. Visible banners and directions are put at reception.

2) Transport: Transport for all the delegates from various places of accommodation to the venue of the conference / workshops / banquet and other social programmes should preferably be arranged by the local organizers. Proper information of transport route timings should be made available to delegates and announcements may be made.

3) Catering: Arrangements for round the clock supply of Coffee / Tea either free or payment may be made. Safe drinking water should be placed at easily accessible spots outside each hall of scientific deliberations.

4) Accommodation: The conference brochure shall carry information regarding availability of various categories of accommodation. The local organizers shall reserve adequate hotel rooms well in advance to avoid difficulty to the delegates. Allotment will be subject to requests received before deadline on first come first served basis, and advance payment of one day tariff. Allotment, of course, shall be subject to availability of hotel rooms. in that category. Proper liaison of accommodation committee with various hotels is essential to avoid inconvenience to delegates and over charging by the hotels. Services of a travel agent may be utilised to organise accommodation.

5) (a) Social Events: A short cultural programme not exceeding one hour may be arranged immediately following the inaugural function but is not mandatory. The programme should ideally reflect the cultural heritage of the state and the host district. An orchestra may be an addition during the banquet.

b) Sight-Seeing: Local sight-seeing/or one/two day tours outside the city may be arranged in consultation with State Tourism. Special programs for spouses/children may be arranged. Complimentary packages for other tours at subsidized prices may be arranged through the Tourism Department/Travel agent.

#### **REGISTRATION:**

(i) Announcements for the Conference

(a) First letter sent by local Organising Secretary as a “thank you” note within 6 months of the venue being decided in the business meeting (optional)

(b) A stall shall be allotted in Trade Exhibition in the previous years conference for announcement, distribution of pamphlets and display of posters banners of the conference.

(c) Final announcement brochure should contain the following information:

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1. Number of the Conference in Roman letters.
2. City and Venue.
3. Dates of the Conference.
4. Host College /Club /Association.
5. Letter from President of TOSA.
6. Letter from local organising secretary.
7. List of Executive Committee of TOSA.
8. List of main organising committee.
9. Proposed format of the conference.
10. Details of registration fees.
11. Information of the C.M.E programme including topic, coordinators and speakers.

12. Information of accommodation available with tariffs.
13. Information (including photographs) of tourist attractions in and around the city, various tours being planned etc.
14. Information of air, rail and road connections.
15. Addresses/Phone No./Fax No./e-mail addresses of key members of the Organising Committee.
16. Information of reception and transport arrangements.
17. Information regarding programmes for spouse /children/social events.
18. Registration form, form for abstract, accommodation, sightseeing tours, sub-speciality meetings, etc.
19. Important dates and deadlines.
20. Miscellaneous information.

**(ii) Important dates/deadlines**

Assuming that the date for the annual conferences would be fixed for 2nd week of February each year the important deadlines will be

1. Dispatch of final announcement brochure. - 1st November
2. Last date for receipt of Abstracts - 30th November
3. Last date for receipt of full papers/Registration- 1st December without late fees
4. Last date for registration with late fees - 31st January
5. Last date for dispatch of final programme - 31st January to all members.

**(iii) Methodology of Registration:**

The registration will be fully computerised. Organizers are free to allot registration numbers according to alphabets or to categorize them district wise or college wise. Whatever method meeting is adopted, it should be reflected in a streamlined way on registration counters. The registration process should be so managed to enable fast processing and avoid unnecessary queues during peak registration hours at conference venue. Enough space should therefore be allotted for this purpose. The reply for registration, accommodation, sightseeing tours and receipts of abstract form should be sent within a fortnight of their receipt by the Conference Secretariat. The information

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for acceptance / non acceptance of the scientific paper should be sent latest by 15th November. Delegates should be requested to quote registration number for all correspondence. Spouses/ children should be registered under same registration numbers to avoid confusion.

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

**(v) Delegate kit:**

It is left to the local organizers to decide on the quality/size of delegate bags. The purpose is only to provide a handy bag to contain the following essential items. Some of them may be replaced by software technology.

- (a) Copy of the final programme with details of scientific session.
- (b) Meal coupons
- (c) Invitation to the inaugural function
- (d) Details of registration
- (e) Writing pad
- (f) Jotting pen
- (g) Invitation to the banquet
- (h) Delegate name badge
- (i) Information brochure of facilities like transport arrangements, spot map of the venue, other miscellaneous information.
- (j) Conference Souvenir
- (k) Other complementaries are optional.

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

**(VII) Certificates** to faculty members/guest speakers/chairpersons should be handed over immediately after the scientific session. Certificates for podium presentations shall also be given by the chairpersons to all speakers at the end of the session. Certificates for poster presentation to be distributed in the hall for poster presentations.

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

- (a) Messages from various dignitaries including the President/ President Elect/Secretary of TOSA.
- (b) Presidential address.
- (c) Secretarys' annual report.
- (d) List of executive committee members of TOSA.
- (e) List of Organising Committee of the Conference.
- (f) Final programme of the conference.
- (g) Award winning papers of last conference, Past President's Oration.

(h) Income and expenditure statement by the Treasurer of TOSA and Auditors report.

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(i) Articles from various sources on Orthopaedics and general topics of interest.

(j) List of Donors.

(k) List of Exhibitors.

(l) List of Advertisers.

(m) Advertisements.

(n) Anecdotes/jokes etc. (optional).

(o) List of past award winners of Medals (optional).

EXPENDITURE: (To be slotted under “financial considerations”)

The projected budgetary requirements for the conference has to be put under the following heads:-  
Approximate % of total Budget

1. Venue arrangements and establishment expenses. including pandals, trade exhibition stalls, registration counters, etc. 20%

2. Catering 20%

3 Audio visual facilities 10%

4. Printing and Stationery 10%

5. Communication (Telephone/Fax, e-mail, Letters) 5%

6. Accommodation and Transport (Dignitaries & others) 5%

7. Inaugural function and other miscellaneous expenditure like gifts/mementoes 5%

8. Entertainments/sight seeing/ladies programme 5%

9. Administration: Salary to staff/office setup/etc 2.5%

10. Miscellaneous contingency expenses 2.5%

11. Contribution to TOSA 10%

12. Savings 5%

Total 100%

**(ii) Committee for Monitoring of Collections/Expenditure:**

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



1. President.
2. President Elect.
3. Secretary.
4. Treasurer.
5. Any other member of the Executive Committee co-opted for that purpose.

The local Organising Secretary should submit a written statement of collections/expenditure at Quarterly intervals to the Treasurer starting from January of the year of the Conference, till the closure of accounts or till the accounts are finally audited. The committee will meet at the venue of

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the conference along with the central programme committee one month prior to the conference to assess collections and make budgetary allocations accordingly. The President-Elect along with the Treasurer shall monitor the collections and expenses and see that accounts are properly maintained.

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

The Bank Accounts of the Conference shall normally be closed within 11/2 years of the conference but under extraordinary circumstances within two years.

**(iv) Savings from the Conference:** It is mandatory for the local organising committee to donate ten percentage of total collections of the Conference to the Academic fund of the Association. The “total collection” shall also include the fund spent directly/indirectly on sponsorship of the activities related to the staging of the Conference. This donation is in recognition of the authorization to the host by the TOSA to stage the conference, use of its logo, its name, and its advice and professional guidance given for two years in arranging for academic and other activities of the conference. The remaining amount after all the expenditures incurred and tax deduction if any, shall be utilised for academic events only and should be informed to TOSA on how it is spent. The audited accounts of the conference should be submitted to the executive body during next conference which will be ratified by general body. If the TOSA conference is clubbed with I.O.A National conference or with OASIS conference in that year, the savings are to be proportionally provided to TOSA also in addition to the I.O.A / OASIS respectively.

**Combined Conferences:** If the National Conference of I.O.A is to be hosted by the TELANGANA Chapter or if the OASIS conference is to be held in the state, in that year there will not be a separate annual conference of TOSA during that year. The president of TOSA will be on the dais in all the official functions of I.O.A/OASIS. The A.G.M. will be conducted separately by the life members of TOSA to transact the business and to award the medals and the Past Presidents oration will be held in the subsequent year. If the General body wishes to separate the State Conference with the other conferences (National IOA/OASIS), it will be decided in the Annual General body meeting.

## **CHAPTER IX**

### **INAUGURAL FUNCTION**

The inaugural function of the Annual meeting of the TOSA is an official function and will be conducted under the supervision of President/Secretary/Joint Secretary of TOSA.

#### **(i) Venue and General Arrangements:**

The venue should preferably be a hall with a capacity of at least 500-1000 with projection facilities in adjacent satellite halls for another 200 delegates/guests. In the absence of an open area/ pandal with capacity for seating at least 250 persons may arranged. The backdrop of the stage should carry the Emblem of the Association. Another emblem should also be used in front of the podium. These are mandatory requirements. The conference logo can also be used on the backdrop. Decoration on the stage is left to the discretion of local organizers but proper stage lighting and good public address system should be arranged. Tables are to be kept on sides for placing various TOSA awards. The same should be aesthetic. Wasteful expenditure should be avoided.

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**(ii) Time:** The inaugural function should usually commence at 6.00 P.M. on the evening of CME day and the total duration of the main inaugural programme will be for one to one and half hour. A cultural programme to highlight the local culture may follow the inaugural function but it is not mandatory.

**(iii) Dignitaries on the dais:** The total number of chairs will be 7 or 9 with the following dignitaries being present:

1. President of TOSA.
2. Chief Guest.
3. Guest of honour.
4. President Elect of TOSA.
5. Chairman Organising Committee.
6. Secretary of TOSA.
7. Organising Secretary.
8. Head of the Teaching Institution, Dean / Principal of Medical College.
9. Superintendent of the Teaching Hospital.
10. Two more chairs may be increased accommodate additional guests of honour (optional).

#### **(iv) Master of Ceremonies/Conduct of Proceedings: (optional)**

The master of ceremonies for this solemn function should be a senior person (male or female) who has experience of conducting such functions. He or she must realize the importance of time and that it is an

official function. Unnecessary anecdotes, fanfare should be avoided and the conduct of proceedings should be professional.

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

(a) Delegates/Guests are requested to take their seats by 5.45 p.m (To be mentioned in the invitation card for the function).

(b) The President and Secretary of TOSA along with Chairman Organising Committee and Organising Secretary will receive the Chief Guest at the entrance and escort him/ her to the hall.

(c) The master of ceremonies or one of the organising committee members will request dignitaries to take their seats on the dais (to be escorted by members of organising committee) in the following order.

(i) President of TOSA.

(ii) Chief Guest.

(iii) Guests of honour.

(iv) President Elect of TOSA.

(v) Secretary of TOSA.

(vi) Head of the institution (Dean / Principal).

(vii) Superintendent of the teaching hospital.

(viii) Chairman Organising Committee

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(ix) Organising Secretary	3 min.
(d) Welcoming the dignitaries by floral bouquets.	2 min.
(e) Prayer	2 min.
(f) Welcome address: Chairman Organising Committee or Organising Secretary	5 min.
(g) Inauguration of Conference: Lighting the Lamp	5 min.
(h) Secretaries' Annual report	3 min.
(i) Presentation of TOSA awards by President of TOSA (Award presentation to be assisted by the Secretary and Joint Secretary of TOSA )	5 min.
(j) Presidential address (The speech is to be printed and distributed to the guests and delegates at the commencement of the function - optional).	10 min.
(k) Release of Souvenir by the Guest and his address	7 min.
(l) Speech by the Chief Guest	10 min.

- (m) Presentation of mementos to the dignitaries on the dais. 10 min.
- (n) Vote of thanks by Organising secretary/ Joint. Organising secretary. 3 min.
- (o) National Anthem (preferably a team of singers to lead). 3 min.s

The main function may be followed short cultural programme to be followed by High Tea/Conference Dinner. The following awards will be presented during the inaugural function and in the same order.

1. LIFE TIME ACHIEVEMENT AWARD (IF ANY).
2. GOLD MEDAL FOR CONSULTANTS.
3. GOLD MEDAL FOR POSTGRADUATES.
4. BEST POSTER AWARD.

## **CHAPTER X**

### **EXECUTIVE COMMITTEE MEETINGS**

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

1. Obituaries, if any
2. Confirmation of minutes of last Executive Committee meeting.
3. Secretarys' report for the term.
4. Treasurers' report.
5. Financial report (interim or final) of previous Conference by Organising Secretary who shall be a special invitee to the meeting.
6. Budget proposals for next conference & preparations report by Organising Secretary who shall also be a special invitee.

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7. Report of other Subcommittees (if any) of TOSA by Chairman of the Committee or his representative.
8. All other important matters requiring concurrence of Executive Committee for running of the Association.
9. Important issues raised by Executive members / other members which the President Secretary feel important for discussion.
10. Progress report of all the programmes undertaken.

**(b) Frequency of Executive Committee Meetings:**

Three a year at least.

1. Before the annual conference on the C.M.E. day, at the venue of the conference with the organising Secretary and other various committee chairmen.
2. Summer meeting three months after the first meeting
3. Third meeting 3 to 4 months before the Annual Conference.

**(c) Venue, date and time:** They will be decided in consultation with the President, Treasurer, President Elect and Organising Secretary if required, by the Secretary of TOSA and will be communicated at least 3 to 4 weeks in advance to all the members of executive committee.

Adequate Photocopy of agenda/agenda notes for the members Photocopies of other documents will be provided by the secretary.

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

The minutes of the meetings shall be properly finalised by the Secretary and shall be sent to the President for approval. Action on all decisions taken in the committee shall be carried out by the Secretary, who shall write to all the concerned. Work delegated to Executive Committee members by President/Secretary should be completed and “action taken” report submitted within a certain time frame. The minutes of all the Executive Committee meetings shall be presented in the Annual General Body Meeting for approval.

**(e) Extra-Ordinary Executive Committee Meeting:** May be called by President at any time preferably with a minimum 10 day notice. This shall be for urgent matters which cannot be put off till time for regular meeting.

**CHAPTER XI**

**GENERAL BODY MEETING**

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

Arrangements: The meeting will be conducted on the 1st day of main conference from 5 P.M. onwards. Venue will be the main hall. A dais to seat President, President Elect, Secretary, Treasurer, Joint Secretary will be required. A public address system with table mike on Dais, 2 stand mikes in the aisle and 2 cordless mikes in the hall will be required. Arrangement for drinking water outside the hall should be kept. At least 4 volunteers should be present. If requested by the TOSA office bearers a computer with projector should be arranged for instant projection of resolutions being put to vote.

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**(a) Drawing up an agenda:**

1. Obituaries.

2. Confirmation of minutes of previous General Body Meeting
3. Confirmation of minutes of Executive Committee meeting held on the last day of previous conference.
4. Confirmation of minutes of all the previous Executive Committee meetings prior to the G.B.M.
5. Secretarys' report.
6. Treasurers' report.
7. Report of other committees (if any) by the respective Chairman
8. Financial report of previous conference by the Organising Secretary.
9. Next years Budget
10. Progress report of TOSA conference.
11. Decision about the venue of TOSA next conference.
12. Any other matter with the permission of the Chairman.
13. Ratification of the membership of new applicants for Life / Associate membership.
14. Declaration of Election results by the President Elect.
15. OASIS/IOA matters.

**b) Time and Venue:**

In the main hall of the TOSA conference venue on the 1st day of the main conference usually from 5 P.M. on wards. A computer with computer operator, an L.C.D. projector with screen shall be used for display of resolutions. An electronic timer, if possible shall be made available in the Hall.

**c) The Conduct of the meeting:**

- (i) Punctuality shall be maintained for commencing the meeting.
- (ii) Attendance shall be maintained in a register or on specially prepared sheets which shall be pasted in the register after the meeting.
- (iii) The President of the TOSA shall conduct the meeting with assistance from Secretary who shall advise him on all the issues raised.
- (iv) Each item shall be discussed for 5-10 minutes according to the importance. In case of difference of opinion the Secretary shall formulate a resolution on which there shall be voting by raising of hands. The resolution may be carried or defeated by a simple majority.
- (v) The President shall have the authority to invite any member to present his views or debar any member from further discussions in case of failure to maintain decorum in the meeting.

(vi) The minutes of the meeting shall be recorded by the Joint Secretary under direction of Secretary. The proceedings may also be recorded on audio tapes for future reference. The descent note must also be recorded in the minute book.

**(d) Follow-up after the meeting:** The Secretary shall finalize the minutes and send to the President for approval immediately after the TOSA conference. Action on decision taken shall be carried out by Secretary and other members of Executive Committee as the case may be.

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## **CHAPTER XII**

### **PROTOCOL FOR FUNCTIONING OF THE TOSA OFFICE**

**a) Maintenance of Records:** All records of the Association will be under the custody of the Secretary. Proper numbering and storing shall be ensured for easy retrieval as and when required for both soft and hard copies. While all files concerned with the term of the current Secretary may be maintained at his residence for convenience all important documents and files related to previous Secretarial terms shall be handed over to present Secretary and kept in the safe custody by him. The Treasurer shall be responsible for keeping all records pertaining to the assets of the association which include all records related to the TOSA fixed deposit building e.g. acquisition of land, TOSA I.T. Paper permissions, etc. All records of fixed deposits and other assets shall also be maintained by the treasurer and a list of all such documents shall be produced on demand. They will be handed over to the next term Treasurer, in case of change of Treasurer.

**(b) Correspondence :** While correspondence on important policy matters decisions to be taken shall be carried out by the President/Secretary, routine correspondence like change of address, non receipt of letters/Journal, membership dues, etc. will be done by the Secretary or a clerk appointed for that purpose under the supervision of the secretary. All correspondence for the Newsletter/Executive Committee Meetings/General Body Meetings, suggestion, etc. shall be addressed to Secretary.

**(c) Accounts:** The Treasurer shall maintain all accounts of the association and get the same audited annually. He shall present the accounts every 6 months in the Executive Committee meetings as also the Annual General Body meeting for approval. He shall prepare a budget for the forthcoming year and get it approved by the Executive Committee.

**(d) Membership lists and updating of same:** The Treasurer and Joint Secretary of the Association shall maintain and update the list of life and full members of the Association and their updated addresses. President Elect and Secretary shall supervise this function. A voters list of all eligible life members shall be supplied to the election officer (president elect) in advance to forth coming election.

**(e) Maintenance of Memorable of the TOSA:**

All important memorable of the Association including Photographs of events, Photographs of Past Presidents, gifts to the Association, important documents, etc., will be kept with the Secretary of TOSA till the TOSA acquires a permanent building. They will be handed over the next incumbent in case of change of Secretary.

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

All assets of the Association as mentioned in “Maintenance of Records” shall be under custody of the Treasurer. All records for accounts of the Association as well as details of accounts of Annual Conferences shall also be with the Treasurer. These shall be handed over to the next incumbent Treasurer within one month of his taking over the office. Proper record of such taking over charge shall be maintained in a register. All files pertaining to the three year term of the Secretary shall be returned to the incoming secretary of TOSA on the completion of the term of office. The incoming Secretary shall study all such files within 2 months of his assuming the office. All such records are to be properly catalogued, numbered and stored for easy retrieval as and when needed. All correspondence and files of the President’s office shall be returned to the Secretary’s safe custody after the term of the President and stored year wise in the office for information and guidance of future Presidents.

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## **CHAPTER XIII**

### **APPLICATION FOR MEMBERSHIP**

#### **(a) Subscription for members.**

Life membership: Rs. 5,000/-

Associate Membership: Rs.3000/-

#### **(b) Eligibility for Membership.** (As given in Constitution)

**(c) Method of Application:** Persons desirous of becoming members of the Association shall submit a standard application form to the Secretary. The demand draft for the subscription amount and a photocopy of application form shall be sent to the Treasurer. All required documents to be enclosed.

**(d) Action taken by Secretary/Treasurer:** These officials shall prepare a list of all applicants for any given year in consultation with each other and send to President for acceptance. The same will be kept for ratification in the General Body Meeting during TOSA Conference.

**(e) Date from which membership is affected:** The membership shall come into effect from the day of acceptance by the President and Secretary. However it should be ratified by the General Body Meeting.

**(f) Allotment of Membership number:** The number shall be allotted only after verification of all documents. The Secretary shall inform the member of such acceptance along with a membership certificated mentioning his membership number. The number should be mentioned by the member in all correspondence with TOSA office bearers. The life membership number of deceased members shall not be re allotted to new applicant.

**(g) Action regarding updating of Membership:** Treasurer shall update the membership/mailling list by following actions:

1. Applications for change of address from members.



2. The address of deceased members shall be deleted from mailing list. However their membership number and name shall continue on the list.

3. Associate members changing to life members shall mention this fact so that their names shall be deleted from list of Associate members.

4. Repeated return of mail from untraced members: The addresses of such members shall be deleted after 3-4 consecutive return of mail and “Untraced” mentioned against their names in mailing list. New address as and when received shall be reinserted whenever it is received by TOSA office bearers. The responsibility of updating the list shall be of the Treasurer and Joint Secretary in consultation with Secretary.

**(h) Status of those who have applied for membership but waiting for ratification in next Annual General Body Meeting:**

They shall not be eligible to contest for any post, appointment to any office/committee of TOSA. They shall also not be eligible for any awards/fellowships of the Association till such time that their membership is ratified in the A.G.M. Thus they shall not be eligible for any of the above for the whole duration of TOSA conference in the year of their application. They can present papers in TOSA conference pending ratification.

**CHAPTER XIV**

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**PROTOCOL FOR FUNCTIONING OF OFFICE BEARERS**

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

(a) President:

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

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

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

(iv) Attend Conference and CME. Send messages with passport size photograph for souvenir of conferences/C.M.E's/ Workshops/symposia when requested.

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

(vi) Call for and approve the agenda for Executive Committee meeting. This should be done in consultation with Secretary.

(vii) Preside over the Executive Committee meeting and approval of the minutes.

- (viii) Preside over the TOSA conference.
- (a) Visit venue of all the workshops to see arrangement and greet the participants and thank the faculty.
- (b) Preside over the Inaugural function of C.M.E. Programme.
- (c) Preside over and conduct the Executive Committee meeting.
- (d) Preside over the Inaugural function of TOSA conference and present the Presidential address during the Inaugural function.
- (e) Award the Gold Medal for Consultants, Gold Medal for Postgraduates and Best Poster Awards to the recipients.
- (f) Chair the Orations, Chair the session of Past Presidents Lecture, introduce the orators and present the medallion/ shawl after the oration.
- (g) Preside over and conduct the Annual General Body Meeting.
- (h) Preside over the Valedictory Function.
- (xii) Govern the functioning of the office bearers and of all the committees of TOSA.
- (xiii) Approve the Annual Budget of TOSA submitted by Treasurer and also sanction any funds necessary for the day to day functioning of TOSA office / Secretarys' office / other committees.
- (xiv) On all issues the verdict of the President shall be final. He shall have the privilege to continue a discussion or ask for a majority vote.

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**(b) President Elect:**

- (i) He shall deputize for the President in his absence.
- (ii) He shall be the election officer for the TOSA elections for that year and shall obtain the full list of members of TOSA eligible to vote, from the Secretary. He shall draw up a schedule for elections and get it printed along with information of all vacant posts for which elections shall be due, notice of elections and nomination forms. He shall thereon be responsible for scrutiny of nominations, finalization of names of contestants, short listing and selecting vendors for Online Voting with the help of Secretary and EC. He will form the Election Coordination Committee with President and Secretary. He will announce the results as per notification after the election process. He shall subsequently declare the results in the Annual General Body Meeting.
- (iii) He shall advise the President on matters of importance in running the affairs of the Association.
- (iv) Prepare a list of activities to be pursued during his forthcoming term as President to maintain continuity.
- (v) If requested by the President or if separately invited, he shall attend the CME/ workshop / symposia.

(vi) He may be requested by the President to directly govern the activities of some of the committees of TOSA.

(vii) Along with Treasurer he shall monitor the collection and expenses of the conference maintained by the organizers of the conference.

(viii) He shall be present during valedictory function of TOSA conference to take over charge from the President as the next incoming President, by exchanging the Jewels.

**(c) Secretary:**

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

(i) Arrange for all meetings of the Executive Committee If it is his first year of office, he shall seek guidance from the incoming President and outgoing Secretary on the agenda for the meeting. While assuming the charge, he should collect all the corresponding materials, files, ledgers minutes book and all other records pertaining to the TOSA and should sign in the registers. Two copies of list of documents handed over should be prepared by the outgoing secretary and they both (outgoing and incoming) should sign in presence of the President, and the President should countersign their change of duties.

(ii) Shall direct the Joint Secretary to record the minutes of the meeting which he shall later finalise, get it approved by the President.

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

(iv) Correspond with all the Chairpersons of Committees / all others concerned regarding implementation of all the resolutions carried in the Executive and General Body Meetings.

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

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(vi) Attend CME / Workshop / Symposia if invited / send messages for their Souvenirs.

(vii) Prepare a list of all the members of the TOSA. Finalise a list of Life Members and send the same to President Elect as the Electoral roll for that year TOSA elections and for the Organising Secretary of the TOSA conference for the next year.

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

(ix) Draw up an agenda / get approval of President and circulate to all members of Executive Committee. To attach “agenda notes” if possible.

(x) Prepare all files / papers for the executive committee meeting.

(xi) Receive and maintain a directory of all new applications for membership, letters from members for change of address, correction of misspelt names etc., and provide certificates to life members.

(xii) Attend all meetings along with President/President Elect and maintain proper minutes for future reference and for publication (if needed).

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

(xiv) Give written directions regarding all aspects of the conduct of TOSA conference to local coordinator/ Organising Secretary to avoid confusions (during the Pre-Conference Executive Committee meeting).

(xv) Should correspond with the Secretary of I.O.A. and OASIS and communicate the information received from them to the executive members of TOSA as and when required.

(xvi) Prepare final minutes, get the same approved and publish (if needed).

(xvii) Publish the Notice of Elections and Nomination form at the appropriate time and post before the stipulated date with approval from the President Elect.

(xix) Coordinate and arrange for a meeting of Central Committee for TOSA CON for finalization of Venue, Scientific Programme etc.

(xx) Draw up a list of Award winners for that year including Fellowships and inform the winners, that they would receive the award during the Inaugural function of the ensuing TOSA CON.

(xxi) Invite President, Secretary IOA and OASIS and Guest speakers from outside the state with free registration and TOSA CON organizers for free registration of them.

(xxii) Monitor, preparations for TOSA CON of the same year as well as early preparations of TOSA CON of subsequent year

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

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

Send the following to the organizers of the conference

(a) Recent passport size photograph.

(b) Message for Souvenir.

(c) Secretary’s Annual Report for Souvenir

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

(e) Details of various official functions of TOSA during TOSA conference along with requirements for the same.

These are as follows: -

1. C.M.E. programme Inauguration.
2. Counting of Votes on online method and revealing the results.
3. Executive Committee meeting.
4. Inauguration of Main Conference.
5. Orations.
6. Valedictory function.
7. Executive Committee meeting
8. Arrange for and carry out all functions noted above during TOSA conference. The Secretary should remain for maximum period in TOSA Camp Office to enable members to register their problems during TOSA conference.
9. He has to prepare final minutes of the Executive Committee meeting, get the same approved by the President and present the same in the AGM. During the inaugural function he shall have to coordinate with local organisers and the Joint Secretary especially during the presentation of awards along with the above he shall govern the TOSA office.
10. To supervise the preparation of the gold medals and awards, to be awarded during that year.

**(d) Treasurer:**

His duties are enshrined in the constitution. Based on these the following shall be his calendar of activities.

(i) To attend the Executive Committee meeting, study the proposed budget for the next year and get approval of the President for disbursement of funds for the next quarter. This shall include the following:-

1. Instalment for running of Secretary's office and printing of the News Letter (if any).
2. Other miscellaneous expenditure.

(i) To keep an account for all subscriptions received for Life Membership and Associate Membership. To interact with Secretary and prepare a list of all new applications for membership for ratification in next A.G.M. (Throughout the year.)

(ii) Prepare the accounts of the Association and get the same audited. The duly audited accounts should be presented in Executive Committee meeting.

(iii) Submit the Income Tax returns on behalf of the Association after the accounts are audited. (Make recommendation for the appointment of auditors as the case may be).

(iv) A copy of the auditor's report and the accounts of the association should be sent to the Organizing Secretary of the next TOSA conference for printing in the souvenir of the conference or in the newsletter (if published separately).

(v) Provide funds to the President Elect for the conduct of TOSA elections.

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(vi) Write to all office bearers and chairpersons seeking budgetary requirements for the next year.

(vii) Prepare a tentative budget for the next year for presentation in Executive Committee meeting during TOSA conference as well as the AGM, and also submit a report of expenditure during the year.

(viii) To ensure that the audited accounts of previous year are published in the Souvenir or Newsletter (if any)

(ix) To carry out any other duty that may be assigned to him by the President/Secretary.

(x) Along with President Elect shall monitor the collection and expenses of the conference maintained by the organisers of the conference.

**e) Joint Secretary:** The Joint Secretary shall function with directions from the Secretary. He shall be responsible for day to day functioning of the TOSA office. His duties shall include the following:

(i) Control over the duties of the Executive Secretary (when appointed) other office staff, librarian, attender etc.

(ii) To record the minutes of all executive and general body meetings.

(iii) The minutes of the meeting shall be written by the Joint Secretary under direction of Secretary. Wherever possible exact language of the resolution shall be taken down. The proceedings of the meeting shall also be tape-recorded for future reference and clarifications.

(iv) To maintain a record of all awards of TOSA. To get various medals, mementoes, certificates prepared for TOSA awards during TOSA conference Inaugural function and to supervise the same during the function along with the Secretary.

(v) To help the Secretary with maintenance of all TOSA records and retrieve them as and when required.

**(f) Executive Members of TOSA:** The Executive Committee members representing various zones shall be responsible for informing the secretary of activities in their zone, help in enrolling TOSA members from their zone and render advise and suggestions to the Secretary for better functioning of the TOSA. They will hold the office for term of 3 years they are eligible for reelection for one more term only.

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**CHAPTER XV**

## **ELECTIONS**

### **(a) Election Officer:**

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

### **(b) Schedule of Elections:**

The President Elect shall build up a schedule of elections in consultation with President and Secretary.

(i) Last date for nomination forms to be sent along with announcement of election - 20th October

(ii) Last date for receipt of nomination papers by election officer - 15th November

(iii) Last date for informing list of contestants - 1st December

(iv) Last date for withdrawal - 15th December

(v) Last date for informing the final list of nominations – 20th December.

(vi) Last date for announcement of dates and time for online voting procedure - 10th January

(vii) Last date for completion of online voting process and announcement of results- 25th January

The contestants should be a life member of TOSA and his nomination should be seconded by two life members of the association. The contestants should give an undertaking that he will abide all the rules framed by the election officer. Online voting process is detailed repeatedly to all voting members by President Elect and whole process of election is also kept on website.

The Representation of disputes regarding election process shall be entertained only within one month of the official declaration of results and in the Annual General Body Meeting Only.

If any executive member desires to contest for the second term or for any other post, he should resign the post he is holding and can contest for the elections. He should submit his resignation to the President of TOSA.

ELIGIBILITY CRITERIA: One member can contest for one post only.

1. President elect- 1 post --- He should have 10 years of life membership in previous association, OSSAP and now life member of TOSA.

2. Secretary - 1post --- He should have 5 years of life membership in previous association. OSSAP and now life member of TOSA.

3. Joint Secretary - 1post --- He should have 3 years of life membership in previous association. OSSAP and now life member of TOSA.

4. Treasurer - 1post --- He should have 3 years of life membership in previous association OSSAP and now life member of TOSA.

The term of president elect is 1 year, and the term of other posts is 3years

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Telangana Orthopaedic Surgeons Association

(TELANGANA Chapter of Indian Orthopaedic Association)

NOMINATION FORM

Contestant

I, Dr..... bearing the permanent Life Member Ship ..... wish to contest for the post of ..... for the year 20\_\_\_. My date of birth is ..... as per the records. The nomination is proposed by two Life Member of TOSA. Kindly accept my nomination. I will abide by the rules as given in the bylaws and framed by the election officer.

Date

Signature

The proposer and seconder should not propose or second any other contestant otherwise the nomination will be disqualified and rejected.

Proposer

I, Dr. .... Life Member of TOSA (Life Member Ship No. ....) propose the name of Dr. .... for the post of ..... for the year 20\_\_.



Name of Address of the proposer

Signature

Date:

Secunder

I Dr. .... Life Member of TOSA (Life Member Ship No. ....) second the name of Dr. .... for the post of ..... for the year 20\_\_.

Name of Address of the proposer

Signature

Date : .....

FOR OFFICE USE ONLY

Returning Officer

Certified that the contestant, proposer and seconder are Life Members of TOSA, and the nomination was filed with in the stipulated time. The nomination of Dr. .... of ..... town has been accepted for the post ..... of TOSA for the year 20\_\_.

The nomination is rejected. The reasons for rejection are

Date

Signature of Returning Officer

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**Guidelines for voting are prepared as per online voting methodology by the Election Coordination Committee by President Elect, President and Secretary.**

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**CHAPTER- XVI**

**PROTOCOL FOR ACCEPTANCE OF DONATIONS FOR STARTING FELLOWSHIPS / AWARDS etc.**

Donations may be accepted for starting academic and other activities aimed at furthering the professional knowledge/skills of members of the Association.

(a) Naming of activity: The activity shall bear the name of the Association along with that of the sponsor along with the specific nature of the activity.

(b) Donations: Donations shall be received towards the academic fund of the Association and shall be put under fixed deposit in the name of the activity. The duration of the award and meeting the expenditure is based on the mode decided by the EC and General Body, which will be informed to the Sponsor. If EC and General body approves and the Donation is of significant amount, 75% of interest from the corpus fund shall be utilised for the activity each year while the rest shall be added to the corpus. This interest amount may be awarded to one member or split between 2 or more members. No award may be given if no suitable application is received for that year.

(c) Amount of Donations: Donations for any one activity like fellowships/awards/orations/etc. under normal circumstances shall be at calculated depending on the activity and shall be approved by EC and General Body, for starting a new activity.

(d) Purpose of Donation: Donations shall be accepted only for academic purposes with no commercial liabilities for the Association.

## **CHAPTER XVII**

### **PROTOCOL FOR ACCOUNTS OF THE ASSOCIATION**

(a) Sources of income and revenues for increasing the same: The following shall be the sources of income for the Association for its activities.

(i) Interest from Fixed Deposits.

(ii) Subscription from Life Members and Associate Members. Subscription from life member shall be put in F.D.R and only interest shall be utilized.

(iii) Payment from Savings of TOSA conference (10% of the total collections).

(iv) Donations from life members and philanthropic organizations for academic purposes and building fund.

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(b) The Secretary shall submit a tentative budget to the Treasurer for the full year. This shall include expenditure on all correspondence, the Secretary's stationary, Internet and telephone, postage and other expenses in running the office. This shall be passed by the President and dispersed to the Secretary in 3 monthly instalments.

The Chairpersons of various subcommittees shall also submit similar budget proposals to the Treasurer at least one month before the TOSA conference. The Treasurer shall submit a consolidated budget for the coming year in the Executive Committee meetings during TOSA conference for discussion and acceptance. Allotment of funds under various heads shall be made in the Executive Committee meeting.

(c) Expenditure statements: It is mandatory for all officials of the Association to maintain proper account of all expenditure made by them in the name of TOSA. These shall be submitted along with original receipts for payments made for TOSA activities.

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

## **CHAPTER – XVIII**

### **PROTOCOL FOR APPOINTING OF NEW COMMITTEES FOR VARIOUS ACTIVITIES**

Selection of Activity:

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

Appointment of Chairperson of the Committee:

The Executive Committee, on approval of constituting a committee shall appoint a Chairperson. The Chairperson of a committee should ideally be a member of the Association.

Term of committee:

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

Specification of activity and presentation of regular reports of progress of the activity:

Chairperson shall delegate duties to the members of the Committee. Quarterly report of each Committee shall be sent by the chairperson to the Secretary. Such reports shall also be presented by the Chairpersons in Executive Committee meeting whenever requested to do so.

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## **CHAPTER - XIX**

### **PROTOCOL FOR TOSA AND ZONE RELATIONS**

The TOSA shall have duly recognised and affiliated local chapters. The local chapter shall be recognised and will function under the rules of affiliation. The affiliation shall be granted after the chapter applies through President and Secretary on a standard form. A list of all members of the local Chapter shall accompany, such application. The duly completed application shall be submitted to Secretary who shall put the application before Executive Committee for approval following which a certificate of affiliation shall be awarded to the chapter. Such affiliation shall be for a period of 10 years following which a formal application for continuation of affiliation shall be submitted. The Executive Committee shall have the power to withdraw affiliation if the local chapter has not been following the rules of affiliation. On resolution passed by the Executive Committee the Secretary shall issue a notice to the President and Secretary of the chapter to fulfill all obligations of affiliation with intimation to him within 3 months of issuance of such notice. A chapter not complying with such a notice shall stand to be de-affiliated by a resolution in the next meeting of the Executive Committee.

Criteria for Affiliation / Formation of New chapters / City Clubs of TOSA.

A. Existing Chapters – For affiliation.

Formal Applications to be made to the TOSA President.

- i) List of members of chapter At least 75% should be TOSA members.
- ii) Copy of the constitution to be enclosed with the application

iii) Registration of the Chapter with the registrar of societies is essential.

iv) The Chapter should have a minimum of 20 members.

iv) The Chapter should have a PAN No. of Income Tax.

#### B. Formation of New Chapters

i) Formal application to TOSA President.

ii) Minimal number of 20 members, 75% being TOSA members.

iii) Constitute an ad hoc Committee.

iv) A copy of the proposed constitution which must confirm to the TOSA constitution should be enclosed with the application.

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