

CONSTITUTION
BYE-LAWS
AND
CODE OF ETHICS
OF

**INDIAN ASSOCIATION OF
ORAL & MAXILLO-FACIAL
PATHOLOGISTS**

Formerly known as
**INDIAN ACADEMY
OF
ORAL PATHOLOGISTS**

CONSTITUTION, BYE-LAWS
AND
CODE OF ETHICS
OF

**INDIAN ASSOCIATION OF ORAL
& MAXILLO-FACIAL
PATHOLOGISTS**

Regn. No. 115/1993 GBBSD

Registered at BOMBAY

Dated: 15th February, 1993

with the Assistant Registrar of Societies,
Greater Mumbai Region.

AMENDED & PRINTED

NOV, 2002

INDIAN ASSOCIATION OF ORAL & MAXILLO FACIAL PATHOLOGISTS CONSTITUTION, BYE-LAWS AND CODE OF ETHICS

1. NAME

The name of this Association shall be "INDIAN ASSOCIATION OF ORAL& MAXILLO-FACIAL PATHOLOGISTS" (Registered), (here in after referred to as Association). It includes Microbiology, Histochemistry, Immunology Genetics, Biochemistry, Molecular Biology, Forensic Odontology, etc. (here in after referred to as Oral Pathology, etc.)

2. HEAD QUARTERS

HEAD OFFICE & ADMINISTRATIVE OFFICE

The Head Office of the Association shall be at Mumbai (Since the Association is registered with the Income-Tax & Charity Commissioner at Mumbai). However the Administrative Office shall be where the Hon. Secretary of the association resides/works.

3. AIMS AND OBJECTIVES

Oral Pathology is a confluence of basic Sciences and clinical dentistry and deals with the nature of diseases, malformations, etc. of teeth, mouth and associated structures. The Association is a scientific body, concerned chiefly with the advancement of arts, science and practice of Oral Pathology, etc. and fulfillment of the following aims and objectives:-

- a) To promote the co-operative efforts of its members with regard to the advancement of science and practice of Oral Pathology, etc.
- b) To convene scientific meetings / seminars etc. by the executive committee / working committee.
- c) To communicate and publicise the transactions / proceedings of the above to the members of the Association and general dental practitioners through the media, journals, newsletters, etc. with a view to contribute to the developments of Oral Health Services.
- d) To promote academic activities through the voluntary help of various dental and allied institutions in India and abroad.
- e) To propagate and work for suitable public health measures for the prevention of Oro facial diseases.
- f) To arouse interest and consciousness and impart knowledge to the public about Oro facial diseases particularly Oral Cancer and Precancer.
- g) To promote such other activities in an attempt to secure better appreciation and furtherance of the aims and objectives.
- h) To print and publish journals, periodicals, articles, other literature and video tapes relating to problems, practice, methods and other matter related to Oral pathology etc.
- i) To be member of similar associations in other parts of the world.
- j) To represent officially the views of the members of the Association on all matters affecting or likely to affect the study and practice of Oral Pathology in India to the Govt. of India, Dental Council of India, different State Governments and Union territories, Foreign Govts.,

Municipalities, Local Boards, Universities or any other public or private Institutions.

- k) To assist the members of the Association in procuring for them the necessary raw materials and other chemicals and equipments required in the field of Oral Pathology.
- l) To accept any gifts, donations, subscriptions and contributions for furthering the purposes of the Association.
- m) To invest or otherwise deal with any money of the Association in such a manner as may from time to time be determined by the Executive Committee and to open and operate savings, cash, safe deposit or fixed deposit account or accounts with any bank or banks.

4 **CONSTITUTION**

- a) The Association shall consist of Life, Associate and Student members who shall abide by the Constitution of the Association in force and as amended from time to time.
- b) An amendment to the Constitution will be valid only when approved by 2/3rd majority of the Ordinary Life Members present and entitled to vote at the Extra-Ordinary General Meeting. (E.G.M.) and shall come into force immediately it is passed unless otherwise specified.

5. **ELIGIBILITY OF MEMBERS:**

- a) Those holding post-graduate qualifications in Oral Pathology from any University in India or abroad and registered in Part A of Indian Dentists Register.

- b) Those holding undergraduate/post graduate qualification in any Dental / Medical Specialties other than in 5 (a) from India or abroad, subject to rules and bye-laws of the Academy (Rule 6 (b) & (c))

6. **CLASSIFICATION OF MEMBERS :**

- a) Student Members:

Those who are registered as post-graduate students in Oral Pathology etc. in a recognized Dental College shall be eligible to become student members but will not have any contesting or voting rights.

- b) Associate Members :

Any person qualifying rule 5 (b) of the Association bye-laws, on approval/ratification of the Executive Committee shall be eligible to become an Associate Member. Such members shall be eligible to attend Annual General I Extra Ordinary General Meetings but will not have any contesting or voting rights.

- c) Honorary Members :

The executive committee may nominate any person / persons to be Honorary Members of the Association for such period as may be stipulated by the Executive Committee. Such member will not have any voting or contesting rights.

- d) Life Members: 2 types

1. Ordinary Life Members :

Any person registered in Part A of the Indian Dentists Register and Possessing Post Graduate qualification in Oral Pathology & ratified by the

Executive Committee and willing to pay the membership subscription as in article 8 (d), shall be eligible to become an Ordinary Life Member of the Association and shall have contesting & voting rights. Such members shall enjoy all the right and privileges as mentioned in article 12.

Associate Life Members :

Any person qualifying article 6 (b) and willing to pay the membership subscription as in article 8 (d). Such members shall have the same privileges as that of Associate Members.

7. **MODE OF BECOMING A MEMBER :**

- a) Any person with requisite eligibility shall apply in writing in a prescribed form to the Hon. Secretary of the Association accompanied by the entrance and fees as determined from time to time for the whole of the financial year concerned at the time of application even if a part of the financial year is over when the membership is sought.
- b) Every application will be submitted by the Hon. Secretary to the Executive Committee. The Executive Committee shall have the absolute discretion to accept or reject any application without giving any reasons for the same.
- c) In case the application is not accepted, the entrance fee and the annual subscription, if any, shall be refunded to the applicant.
- d) Any change in the fees for membership shall be decided upon by the Executive Committee but subject to approval by the General Body at the Annual General meeting by 2/3rd majority of the members eligible and present at the Annual General Meeting.

8. **ENTRANCE FEE AND ANNUAL SUBSCRIPTION FEE :**

The entrance fees and annual subscription fee payable by different classes of members shall be as follows :-

<u>Class of membership</u>	<u>Entrance Fee</u>	<u>Annual Subscription</u>
a) Student	Rs. 100/-	Rs. 100/-
b) Honorary	NIL	NIL
c) Associate	Rs. 100/-	Rs.200/-
d) Life Member. (Ordinary/Associate)	Rs. 100/-	Rs.2200/-

9. **THE ASSOCIATION YEAR :**

a) **THE FINANCIAL YEAR**

The financial year of the Association shall be from 1st April to 31st March.

b) **ADMINISTRATIVE YEAR**

The Administrative year of the Association shall be from AGM to the immediate next AGM.

10. **REGISTER OF MEMBERS :**

The Hon. Secretary on behalf of the Association shall maintain a Register in which shall be entered the name, address class of membership and qualification of each member. Every member shall forthwith notify the Hon. Secretary of any change in name, address or qualification, etc.

11. **GENERAL RULES ABOUT SUBSCRIPTIONS :**

- a) All subscriptions are payable strictly in advance from the 1st of January every year. The last date of receipt of subscription shall be 31st March, every year.
- b) If the subscription of any member is in arrears, action may be taken as laid down under Rule 13 (b).

12. **PRIVILEGES OF MEMBERS :**

- a) All members shall be supplied with a copy of the Journal of the Association free.
- b) All members shall be supplied with a copy of all the publications of the Association free or at such charges as the Executive Committee may fix from time to time.
- c) All members shall be entitled to the use of the library and other amenities if any, set apart for the use of members.
- d) All members shall have the right to attend and take part in discussions/ seminars organized by the Association.
- e) Ordinary Life Members shall have the right to vote on all resolutions put forward at any of the meetings of the Association
- f) All members shall have the right to attend conferences organized by the Association on such terms as are laid down by the Association.
- g) All members shall enjoy any other privileges that may hereinafter be conferred by the Executive Committee or the Association.

- h) Only Ordinary Life Members shall be eligible to contest or hold office of Executive Committee.

13. **TERMINATION OF MEMBERSHIP :**

A) By Resignation:

A member wishing to resign his! Her member ship may do so by tendering the resignation in writing to the Hon. Secretary.

The resignation shall take effect immediately and as such member ipso facto ceases to be a member of the Association. No such member shall be entitled to ask for any refund of the membership fees either in whole or part thereof provided, however, the Executive Committee may if it so decides to write to the member concerned to reconsider the letter of resignation and if such a member is willing to do so he/she may be permitted to withdraw the letter of resignation. However, if the member owes any dues that are not settled along with the letter of resignation he/she shall be considered a defaulter.

B) By removal of name on account of non-payment of subscription after due notice as follows:

Members whose subscription remains unpaid one month after the due date shall be notified.in writing about their dues by the Hon. Secretary. Even after one month of the notification if the subscription remains unpaid, a reminder shall be sent either by registered post or recorded delivery stating that if within 30 days of the notice the dues remain unpaid all the privileges of membership shall be suspended. If the dues still remain unpaid all the privileges of membership shall be withdrawn and the case shall be put up before the Executive Committee for any action it may decide to take which shall be final.

C) By removal of name on the ground of undesirable conduct :

If the conduct of any member shall be deemed by the Executive Committee prejudicial to the interests of the Association or calculated to bring the dental profession into disrepute he/she shall be asked to submit a written explanation of his/her conduct. In the event of the explanation being found unsatisfactory, the member may be asked either to apologize or to resign from the Association. If the member is agreeable his/her apology or resignation shall be accepted. In the event of the said member refusing either to apologize or to resign when asked to do so, an Executive Committee meeting shall be called to consider the case and at least 7 days' notice of the meeting shall be given to the member concerned and he/she shall be given an opportunity to explain his/her conduct, if he/she desires to do so. If at the meeting 60% of the total strength of members present record their votes for the removal of his /her name from membership, his /her name shall be removed from the register of members.

14. RE-ADMISSION :

Members who have ceased to be members under Rule 13A and B can be re-admitted on fresh application being made by them and on payment of any dues outstanding against them on the date when they had ceased to be members. The Executive Committee shall have the power to waive a part or whole of any outstanding dues against such member.

Member whose names have been removed under Rule 13C may be re-admitted on expiry of two years or thereafter provided their application for re-enrolment is supported by Ten Life Members of the Association testifying to their good conduct during the intervening period.

15. MANAGEMENT OF THE ASSOCIATION :

A. The Management of the Association shall be vested in the Executive Committee which shall consist of the following:-

a) Office Bearers:

- i) The President
- ii) The Immediate Past President
- iii) The President-Elect
- iv) Two Vice Presidents
- v) Hon. Secretary
- vi) Hon. Joint secretary
- vii) Hon. Treasurer
- viii) Hon. Editor

b) Six members of the Executive Committee
(Excluding office bearers)

Note :

1) Only those members are eligible to vote or contest any elections whose dues have been received by the Head Office before 31st March of that year.

2) The date of receipt issued by the Hon. Treasurer will be considered as proof of payment of subscription. In case the subscription is sent by Regd. A.D. or by messenger service the date of receipt of the same by the Treasurer will be considered as the date of receipt of subscription.

B. CASUAL VACANCIES :Any vacancy occurring during the year in the Executive Committee shall be filled by the Executive Committee and such members shall hold office for the remaining period.

C. FUNCTIONS AND POWERS

The Executive Committee shall direct and regulate the general affairs of the Association and have power:-

- a) To suggest changes in rules and bye-laws for the benefit of the Association.
- b) To appoint committees, sub-committees, working I standing committees, finance committees and other committees as deemed necessary.
- c) To represent to the government or other local/public bodies or any properly constituted authority any matter in which the interest of the Association or of the dental profession is involved.
- d) To consider and decide applications for membership, the resignation of members and the question of taking disciplinary action against any member.
- e) To write off the whole or part of the arrears against any individual member or other out standings if considered desirable.
- f) To delegate all or some of its powers to a working committee, if and when appointed, except the power of altering rules and bye laws.
- g) To borrow or raise money in such manner as the Executive Committee may think fit and collect subscriptions and donations for the purpose of the Association.
- h) To invest any moneys not immediately required for any of it's object in such manner as may from time to time be determined by the Executive Committee.
- i) Having regard to the well being of the association as a whole, it shall not be in order for members to submit cases to the jurisdiction of the Law Courts. In case of any dispute, it shall be referred to a Tribunal appointed by the Executive Committee. The Tribunal shall consist of three members who shall be Ordinary Life Members of the Association. One member to be nominated by each of the

parties in dispute and a third member acceptable to both contending parties. In case the parties cannot agree to the choice of the third member, the Executive Committee shall appoint the third member. The award of the Tribunal shall be binding on the parties in dispute.

j) To co-opt if required, the Imm. Past Hon. Secretary, Imm. Past Hon. Treasurer, Imm. Past Hon. Editor or any member of good standing of IAOP for a period of one Administrative year as members in the Executive Committee, so as to facilitate the smooth functioning of the Executive Committee.

NOTE :

The decision of the Executive Committee in all matters shall be final, subject to ratification by General Body, if required.

D. TERMS OF OFFICE OF THE EXECUTIVE COMMITTEE :

a) The elected members of the Executive Committee shall not serve for a term of more than one year or till the next election except that the Hon. Secretary, Hon. Treasurer and Hon. Editor shall hold office for two years or till the next election.

b) Any member of the Executive Committee who may be absent from three consecutive meetings of the Executive Committee without assigning a valid reason in writing shall be considered to have retired from the Executive Committee.

E. MEETINGS OF THE EXECUTIVE COMMITTEE :

a) The exact day, date, time and place of the Executive Committee shall be fixed by the Hon. Secretary in consultation with the President.

b) NOTICE: Notice of at least 15 days shall be given to all the members giving the day, date, time and place of the meeting and the agenda of business to be transacted thereat. In emergencies, a shorter notice shall be allowed at the discretion of the Hon. Secretary in consultation with the President. But in no case it shall be less than seven days.

c) A special meeting of the Executive Committee shall be called within two weeks on receipt of the requisition signed by at least 50% of the members of the Executive Committee stating the business for which it is required. At such a meeting only the business for which it is called shall be considered. If within 30 minutes of the appointed time there is no quorum, the meeting shall stand lapsed.

d) During the First Executive Committee Meeting of the administrative year the Immediate past Hon. secretary, Immediate Past Hon. Treasurer and Immediate Past Hon. Editor must be invited to attend the meeting. This is to facilitate smooth transfer of and take over by the new Executive Committee of I.A.O.P.

F. QUORUM :

a) 40% of the Members of the Executive Committee of whom at least two shall be other than office-bearers, shall form a quorum. In the absence of quorum within 30 minutes of the appointed time, the adjourned meeting shall meet on the same day and place immediately. No quorum shall be required for the transaction of the business as on the agenda at such adjourned meeting.

b) The proceedings of the meetings of the Executive Committee shall be recorded in the form of hand-written minutes and after confirmation shall be permanently preserved. This register shall be kept in the office and shall

be open to members of the Executive Committee for inspection.

16. **FUNDS OF THE ASSOCIATION** :

A.**INCOME** :

a) The fund or the income of the Association shall be derived from the following sources:-

- i) Entrance and Subscription fee of members.
- ii) Special contribution or donations raised by the Association.
- iii) Bequests received by legacies from Institutions and persons who desire to benefit the Association
- iv) Contribution received on account of organizing the Conference of Indian Association of Oral & Maxillofacial Pathologists.
- v) Such other sources as may be authorized by the Executive Committee.

b) There shall be a reserve fund of the Association. Half the amount of surplus on 31. 12. 94 shall initially form the Reserve fund. At least 25% of the surplus each year shall be credited to this fund. The money from Reserve Fund shall only be drawn in case of emergency or for a special purpose by a special resolution of a meeting of the Executive Committee in which 3/4th of the members present vote in favour of the resolution of withdrawal.

B.**EXPENDITURE** :

The Executive Committee shall, out of the funds of the Association defray all ordinary expense and shall pay rents, salaries, wages and such other charges as may be necessary for carrying on the work of the Association. It shall be

empowered to spend money on scientific investigations, conferences, prizes, scholarships and such other purposes as it may consider advisable in furtherance of the objects of the Association.

17. **MODE OF ELECTION OF THE EXECUTIVE COMMITTEE :**

a) The Executive Committee shall invite nominations from members of good standing of the Association for election of Office Bearers and members of the Executive Committee. These nominations duly proposed and Seconded by Ordinary Life Members shall reach the Hon. Secretarial Election Officer as appointed by the Executive Committee. No fresh nominations shall be received at the Annual General Meeting. However, if the requisite number of applications has not been received for the various posts, the new Executive Committee in its first meeting shall co-opt the same. No member shall stand for two offices simultaneously; otherwise his/her candidature shall become null and void.

b) A Committee of two scrutinizers comprising of Hon. Treasurer and President / Hon. Secretary of the Association shall scrutinize the validity of Dominations.

c) The officer bearers and members of the Executive Committee shall be elected at the Annual General Meeting of the Association in the order mentioned in Rule 15-A.

d) Should there be more than one candidate for any office, the voting shall be by secret ballot.

e) In case of tie, the President shall give his / her casting vote.

f) No member shall be eligible to be elected as President Elect., Hon. Secretary, Hon. Treasurer and Hon. Editor unless he/ she has been a member of the

Executive Committee for a period of two full terms and has attended minimum 50% of the meetings of the Executive Committee.

Note : The above rule 17(f) shall not be applicable for the post of President-Elect for the first five years, starting from the year of adoption of the Constitution of Indian Academy of Oral Pathologists (1993) Le. it will be applicable for the elections (to be held during 6th A.G.M. of LA.D.P.) for the year 1998 and onwards.

18.DUTIES AND POWERS OF OFFICE-BEARERS :

a) The President:

i) Shall be the Chairman of all meetings of the Executive Committee and the Working Committee, if any, when appointed. He/ She shall be an ex- officio member of all the Committees.

ii) Shall guide and control the activities of the Association.

iii) Shall regulate the proceedings of the meetings and interpret the rules and regulations and decide doubtful points.

iv) Shall in addition to his/her ordinary vote, have a casting vote in case of equality of votes. If he/she fails to his/her casting vote, the election shall be declared invalid.

b) The President-Elect :

Shall be a member of the Executive Committee and shall assist the President in performance of his duties and shall succeed to the office of President at the Annual General Meeting in the year following his election as President-Elect.

c) The Vice-President :

One who gets the highest number of votes shall be termed First Vice-President and shall preside at all meetings in the absence of the President. When both the President and the First Vice-President are absent, the second Vice-President shall take the chair.

When all the above three are absent, the Executive Committee shall choose its President from amongst the Executive Committee Members present for that particular meeting.

When there are only two valid nominations, the Executive Committee shall decide who should be the First Vice - President.

d) Hon. Secretary :

i) Shall be in charge of the Association.

ii) Shall conduct all correspondence.

iii) Shall have general supervision of accounts, pass all bills for payment and sign cheques (together with the Hon. Treasurer)

iv) Shall obtain from the Hon. Treasurer an annual statement of accounts duly audited by the Auditor, for presentation before the Executive Committee and Annual General Meeting.

v) Shall in consultation with Hon. Treasurer prepare a budget and present it for approval at the First Executive Committee Meeting after the Annual General Meeting.

vi) Shall organize, arrange and convene meetings and conferences, lectures and demonstrations.

vii) Shall attend meetings of the Executive Committee and Working Committee, if one exists, and keep proceedings thereof.

viii) Shall be ex-officio member of all committees.

ix) Shall maintain a correct and an up to date register of all members of the Association.

x) Shall maintain a property register, if any

e) The Hon. Joint Secretary:

Shall help the Hon. Secretary in his work, in looking after office, in conducting correspondence, in preparation of agenda of meetings, in preparing budget, etc. The Hon. Joint Secretary shall act as Hon. Secretary in his absence.

f) The Hon. Treasurer:

i) Shall receive all moneys of the Association and deposit them in a bank approved by the Executive Committee to the credit of the Association. The account shall be operated jointly by the Hon. Treasurer and anyone of the following-President! Hon. Secretary. These moneys or a part of them may, if approved, by the Executive Committee be deposited in the Post Office, Savings Bank, Fixed Deposit, etc.

ii) Shall be responsible for the collection of subscription and issue receipts.

iii) Shall dispose of the bills for payment as sanctioned by the Hon. Secretary.

iv) Shall have the right to point out any error or discrepancy in the order of payment of the Hon. Secretary and refer the order back to him with his remarks. In the event of disagreement still persisting between the Hon. Secretary and the Hon. Treasurer, the matter shall be referred to the President for final decision.

v) Shall be responsible for keeping up-to-date the accounts of the Association with all the account books posted up-to-date.

vi) Shall get all the accounts audited by the Auditor of the Association.

vii) Shall prepare an Annual Statement of accounts and a balance sheet showing the financial position of the Association, get it audited by the registered Auditor appointed at the Annual General Meeting through the Hon. Secretary.

g) The Editor:

i) Shall supervise the official publication of the Association with the assistance of the Editorial Committee. The President and Hon. Secretary shall be ex-officio members of this committee and render the necessary help for the smooth functioning.

ii) Shall maintain an account in the name of Journal of Indian Association of Oral & Maxillofacial Pathologists and maintain the accounts up-to-date. He shall submit the detailed and complete account to the Hon. Treasurer half yearly.

iii) Shall publish the journal of the Academy as decided by the Executive Committee and send a copy free to each member of the Association by post.

iv) The Hon. Editor shall receive from the Association Funds 10% of the Contribution received as Membership Subscriptions every year towards "JOURNAL FUND."

In addition, the interest received from the Fixed Deposit of the Corpus Fund for the Journal shall be given to the Editor. The Editor shall also raise funds for the Journal.

19. A. APPOINTMENT OF AUDITOR:

An Hon. Auditor shall be appointed at the Annual General Meeting of the Association every year for auditing the accounts of the Association. He shall be a Registered Chartered Accountant.

B. DUTIES OF AUDITORS :

- i) Shall audit accounts at the end of the year and certify to their correctness.
- ii) Shall give suggestions for the proper keeping of accounts as required.

20. REPORTS OF COMMITTEE

The Executive Committee shall consider the Reports of the Working Committee and any other Committee appointed by it and shall submit the same to the General Body with its recommendations.

21 MEETINGS

- a) The Association shall hold a General meeting of its members called the Annual General Meeting annually, as may be determined by the Executive Committee. The notice shall be of 15 days.
- b) All General Meetings other than Annual General Meeting shall be called Extra-Ordinary General Meeting.

22 ANNUAL GENERAL METING

A)The Annual General Meeting shall be held not later than 31st. December each year and notice thereof shall be given at least two weeks before the date fixed for the meeting, together with a copy of the Annual Report, Audited Statement of accounts and Balance Sheet of the Academy.

B) AGENDA

The business to be transacted at the Annual General Meeting shall be in the following order or unless otherwise determined at the meeting.

- 1) To confirm minutes of the last Annual General Meeting or any other General Body Meeting during that year.
- 2) Any motion for any change in the order of business.
- 3) To adopt the Annual Report of the Executive Committee covering all the activities of the Association.
- 4) To adopt the Audited Statement of Accounts and Balance Sheet.
- 5) To elect the Office-Bearers and members of the Executive Committee.
- 6) To appoint certified Auditor, for the coming year to audit the accounts of the Association and fix their remuneration.
- 7) To consider resolutions brought forward by individual members.
- 8) To consider resolutions brought forward by the Executive Committee.
- 9) Any other business with the permission of the chair.

N.B. Questions arising out of the Annual Report of the Association should be submitted in writing to the Hon. Secretary at least Seven clear days prior to the Annual

General-Meeting. Such procedure is meant to facilitate the work of the meeting.

C. GENERAL RULES ABOUT THE ANNUAL GENERAL MEETING :

a) Except with the permission of the President, no resolution shall be placed before the Annual General Meeting of the Association that has not been previously considered by the Executive Committee.

b) Notice of resolution to be moved at the Annual General Meeting shall reach the Hon. Secretary 30 days prior to the A.G.M.

c) The Hon. Secretary shall not less than 15 days before the date of the meeting, issue, with the notice of the Annual General Meeting, the preliminary agenda papers showing the business to be brought before the meeting, the terms of all motions to be moved of which notice in writing has previously reached him and the name of the mover.

d) A member who wishes to make motion to change any item included in the agenda, shall give notice in writing to the Hon. Secretary not less than 7 clear days before the date fixed for the meeting.

e) Members however, have the right to propose amendments to any motion when it is before the house.

f) 40% of the Ordinary Life Members shall form a quorum.

g) No quorum shall be necessary for the transaction of any business at an adjourned meeting.

23. GENERAL RULES OF PROCEDURE AT MEETINGS :

A. The minutes of all the meetings whether of the General Body or of the Executive Committee shall be confirmed at the subsequent meeting and duly signed by the Chairman of the Meeting.

- B. i) The chairman of a meeting may adjourn a meeting and shall do so if more than half the members present are for adjournment. At the adjourned meeting only the unfinished business of the meeting shall be transacted.
- ii) Questions submitted to a meeting shall be decided by a majority of votes except in cases where a particular majority is provided, and which requires Constitution amendment. Voting shall be done by a show of hands ordinarily except in cases where ballot is provided for. Also voting may be done by ballot if Chairman so decides or at least 1/3rd of the members present demand it.
- iii) The Chairman shall, in case of equality of votes have a casting vote.
- iv) No business shall be transacted at an Extra-Ordinary General Meeting other than for which the meeting is called.
- v) No amendment of the constitution shall be considered at a requisitioned Extra- Ordinary General Meeting.
- vi) The proceedings of any meeting shall not be invalid by reason of there being any vacancy or accidental omission to give notice of such a meeting to any member.
- vii) A notice may be served on any member either personally, through a servant of the Association or by post.
- viii) No member shall be entitled to be present or to vote at any General Meeting either personally or by ballot or be reckoned in quorum unless the Annual Subscription and other money payable

by him or her have been paid by 31st. March (Refer Rule 15, Notes: (1).

24. **REQUISITION OF EXTRA-ORDINARY GENERAL MEETING :**

a) The Executive Committee shall have the power to call Extra Ordinary General Meeting of the Association for any amendments to the Constitution.

b) The Executive Committee shall on the requisition made in writing, by not less than 20% of the total strength of the members of the Association as at that date carries right of voting, call an Extra-Ordinary General Meeting of the Academy.

c) The requisition shall set out the matters for the consideration of which the meeting is to be called and shall be signed by the requisitionists and shall be deposited at the Head Office of the Association.

d) If the Executive Committee does not within 21 days from the date of the deposit of a valid requisition in regard to any matters proceed duly to call a meeting for the consideration of those matters on a day not later than 45 days from the deposit of the requisition the meeting may be called by the requisitionists.

e) 20% of the Members with voting right shall form a quorum.

f) A meeting called under sub-clause (d) above by the requisitionists shall be called in the same manners as that in which meetings are to be called by the Executive Committee. The meeting shall not be held after the expiration of 3 months from the date of deposit of the requisitions.

g) At the requisition meeting only the business on the agenda shall be discussed.

h) Any reasonable expense incurred by the requisitionists by reason of the failure of the Executive Committee to call a meeting shall be paid to the requisitionists by the Academy.

25. **VISITORS** :

Any person may be invited by the members as their guests at any meeting of the Association with the permission of the President. Such visitors may be invited by the President to take part in the discussion. Prominent members of the profession and the lay public may be invited with the sanction of the Executive Committee to address the Association on the subjects within the preview of the aims and objects to the Association. Under urgent circumstances the President's sanction for invitation will suffice.

26. **PAPERS (SCIENTIFIC)** :

All papers read at the conferences of the Association shall be the property of the Association and the same cannot be published without the previous sanction of the Executive Committee except in any publications of the Association or the Journal of the Indian Association of Oral & Maxillo Facial Pathologists.

27. **CONFERENCES** :

a) Conference may be organized during the month of December every year under the auspices of I.A.O.P.

The venue of the conference shall be decided by the Executive Committee of I.A.O.P. The Executive Committee shall have the privilege of receiving invitations along with the prescribed proforma duly filled from various places of the country for holding the National Conference. From the invitations received, the Executive Committee shall select the Conference Venue. Such invitations should reach the Hon. Secretary of IAOP by 1st. February, preferably two years before the Conference is to be held.

e.g. For the National Conference to be held in December, 1996 the invitations should reach the Hon. Secretary of IAOP by 1st. February, 1995.

However, if no one invites the conference, the Head Office shall do the needful to organize the conference.

b) All members of the Association shall be entitled to join the Conferences.

c) President :

The President of the Association for the administrative year shall be the President of the Conference. Arrangements for his accommodation and hospitality shall be made by the Conference Committee with all due respect, dignity and honour.

d) Conference Secretary :

1) Shall be nominated every year by the Executive Committee.

2) Shall be from the same place as the office of the Hon. Secretary of LAO.P. is situated or as recommended by the Executive Committee.

3) Shall be Ordinary Life member of I.A.O.P.

4) Shall look after the smooth functioning of the Conference activities.

5) Shall keep the Hon. Secretary of I.A.O.P. informed about the developments regarding the Conference.

6) Shall visit the Conference Venue at least twice or as required.

7) Shall be entitled to reimbursement of expenses incurred in official work.

8) Shall be entitled to travel by 1st. Class! 2nd. A.C. by train and hospitality taken care by the Conference Committee during visits to Conference Venue.

B. The expenses incurred as in 6, 7 & 8 above by the Conference Secretary shall be borne by the conference Committee from the profit accrued out of the Conference. However, if no profit is accrued, the said expenses shall be borne by the Central body of I.A.O.P.

e) Profit:

The profit accrued out of the National Conference shall be transferred to the funds of I.A.O.P. along with a copy of the audited accounts of the conference.

28. **AMENDMENTS** :

This constitution may be amended by a 2/3rd majority votes of Ordinary Life Members present and entitled to vote at an Extra-Ordinary General Meeting and shall come into force immediately unless otherwise specified.

DISSOLUTION:

This Association is a non-profit Association organized under the State Laws. If this Association is dissolved at any time, no part of its funds or property may be distributed to or among its members. After meeting all the liabilities of this Association, the remaining funds or properties shall be used to foster the art and science of Oral & Maxillo Facial Pathology in a manner to be determined by the then Executive Committee of the Association.

PROFORMA

To be filled and sent along with the invitation for
holding the National Conference :

1. Name of the person Inviting the Conference
2. Institution attached to or private Practice, etc.
3. Manpower at his/her disposal
 - a) No. of persons
 - b) Life Members
 - c) Student Members
4. Details in brief of
 - a) venue
 - b) Accommodation
 - c) Arrangement for scientific deliberations
 - d) Annual General Meeting
 - e) Travel link to other places in India
6. Any other information

PROTOCOL FOR ANNUAL NATIONAL CONFERENCE OF INDIAN ASSOCIATION OF ORAL & MAXILLO-FACIAL PATHOLOGISTS

Every Professional Organization arranges Seminars, Symposia and Conferences for its members. Organizing them needs lot of organizational capacities, co-ordination with the head office and smooth execution. After reviewing the

previous seven annual conferences, it was decided to design a protocol for the Annual National Conferences & Seminars of IAOMP at the General Body Meeting held at Nagpur on 28th November 1998.

The Protocol is subdivided into three parts - 1) Pre-Conference, 2) During the Conference & 3) Post-Conference.

1) **Pre-Conference Guidelines** :

A) *The Annual Conference*

- a) These shall be organized as "National Conferences of Indian Association of Oral & Maxillo-Facial Pathologists".
- b) The President, Hon. Secretary & Hon. Treasurer of IAOMP will always be ex-officio members of the Conference Committee.
- c) Host IAOMP members from an area must extend written invitation to the General Body/ Executive Committee and take sanction to organize.
- d) Date, Venue, Charges, etc. for the Conference require formal sanction of the Executive Committee.
- e) Minimum 3 months advance intimation is desirable, for members to attend the Conference.
- f) Members who are not of good standing (who have not paid their dues) will be treated as non-members and charged accordingly until they clear the dues before registration at the Conference. The head office of IAOMP will liaise on this with Organizing Committee.
- g) Organizing Secretary to get Presidential Address and Hon. Secretary's report / notes / other matters along with their photographs to publish in the souvenir.
- h) It is suggested that some local health educational program for local public be organized following the conference, if possible. However this program should not clash with the main conference.
- i) The conference shall be preceded by a day's pre-conference course.

B) Organizing Committee

Oral Pathologists of the place holding the conference shall form the organizing Committee of the conference.

a) Membership of the Organizing committee shall be open to the following:

i) To all the members of the IAOMP.

ii) To Associate Members.

b) Organizing Committee shall nominate amongst themselves one Chairman, one Organizing Secretary and one Hon. Treasurer, for sub-committee-convenors maybe nominated. Chairman of the Organizing Committee shall be the ex-officio member of all the sub-committees.

C) Delegates

a) All categories of members of IAOMP can attend the conference as delegates.

b) Delegate fee, Hospitality & other charges shall be fixed by the Organizing Committee of the hosting place and approved by the E.C. of IAOMP.

D) Privileges of the President

The President of IAOMP for the year shall be the President of the Conference. He & his / her spouse shall not be charged any fee for the conference. They shall be provided with free accommodation, hospitality & conveyance with respect, dignity & honor.

E) Privileges of Hon. Secretary

Hon. Secretary of IAOMP and his/ her spouse shall not pay any fee for the conference. They shall be provided with free accommodation, hospitality & conveyance with respect, dignity & honor.

F) Conference Secretary

Executive Committee of IAOMP shall nominate the Conference Secretary who will be a liaison between E.C. of IAOMP & the Organizing Committee of the

Conference. Conference Secretary should be a Life member of IAOMP. Other requirements as per the constitution.

G) Duties of the Conference Secretary

- i) Shall look after the smooth functioning of the conference..
- ii) Shall keep the Hon. Secretary of IAOMP informed about the developments of the conference.
- iii) Shall visit the conference venue at least twice or as when required.

H) Privileges of Conference Secretary

- i) Shall be entitled to reimbursement of expenses incurred in the official work.
- ii) Shall be entitled to travel by II AC by train. Hospitality & stay to be taken care by the Conference Committee during the visits as well during the Conference.

N.B. Expenses of travelling during the visits by the Conference

Secretary shall be borne by the Conference Committee from the profit of the conference. However if no profit is occurred; the said expenses shall be borne by the Central body of IAOMP.

I) Accounts of the Conference

- i) The organizing Committee of the Conference shall maintain a separate account of the conference and submit the audited statement of the account within four months to the Hon. Secretary of IAOMP who will present it to the Executive Committee for adoption.
- ii) All the accounts of Conference shall be operated by the Hon. Treasurer of the Conference either with Chairman or Organizing Secretary of the conference.

2) During the Conference - Guidelines :

A) Sitting Arrangements on the Dais

Dignitaries facing the audience on stage

7 Hon. Secretary IAOMP

5 President Elect

3 Chairman Organizing Committee

1 Chief Guest

2 President IAOMP - He is the one to be called first on the dais.

4 Conference Secretary

6 Organizing Secretary

N.B. Sitting of any other dignitaries is optional according to the status.

B) Business at the Inauguration

At the Inauguration of the Conference, the business shall be in the following order -

i) Invocation.

ii) Welcome address by the Chairman organizing Committee.

iii) Report of the Hon. Secretary.

iv) Address by the Conference Secretary.

v) Address by the President IAOMP.

vi) Introduction of the President Elect.

vii) Release of the Souvenir.

viii) Introduction of the Chief Guest followed by the Address by the Chief Guest.

ix) Vote of Thanks by the Organizing Secretary.

C) Certificates

Merit Certificates and other certificates to be prepared and brought by the office of the Hon. Secretary IAOMP signed by President & Hon. Secretary IAOMP. Attendance & Scientific Paper Presentation

Certificates to be prepared by the Organizing Committee but to be signed by President IAOMP, Chairman & Org. Secretary of the Conference.

D) Paper Presentations/Demonstrations·

Person presenting the scientific papers, demonstration during the scientific sessions may please be given due regard.as to the time allotment so that they are not let down. Encouragement should be given to the younger members.

E) Valedictory Function

There will be a valedictory function - the privilege of the President and the Hon. Secretary of IAQMP at the end of the Conference.

F) A.G.M. & E.C. Meetings

The annual General Body meeting should be held during the conference. Time & date for the meeting to be decided by the office of IAOMP with the organizers of the conference.

H) Boarding & Lodging Arrangements

The Organizing Committee shall make arrangements for the Boarding & Lodging of those attending the conference, if so desired by them on previous intimation and on payment for the same, when required at the rate given by the Organizing Committee and also make other arrangements as directed by the Organizing secretary.

3) Post-Conference Guidelines :

- a) All the income accruing from the fees from delegates and from other sources shall be credited to the IAOMP conference funds.
- b) The expenses of the conference shall be borne wholly from the conference funds.

- c) Net profit from the conference shall be credited to the IAOMP account.
- d) Audited accounts of the conference to be submitted to the Hon. Treasurer of IAOMP within four months following the conference.
- e) A set of photographs of the conference to be sent to the office of Hon. Secretary IAOMP immediately following the conference.
- t) Scientific Chairman to submit copies of scientific paper read out at the conference to the Hon. Editor, Journal of IAOMP for consideration of publication, immediately following the conference.
- g) A few copies of the Souvenir to be sent to the IAOMP office following the conference.

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