

CONSTITUTION OF THE SOCIETY

Name of the Society: TELANGANA ORTHOPAEDIC SURGEONS ASSOCIATION

Aims & Objects : 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 cme's 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 physically handicapped. 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 :

- G "Certified that the association is formed with no profit motive and no commercial activity is involved in its working".
- G "Certified that the association would not engage in any agitational activities to ventilate their grievances."
- G "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 through out 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 & OBJECTS**

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

- G To encourage scientific research and experimental work in ortho-paedic surgery.
- G To hold scientific discussions and present papers in orthopaedics and allied subjects.
- G To provide for the delivery and holding of lectures, meetings and cme’s for medical practitioners and others for the purpose of directly or indirectly advancing the cause of orthopaedic surgery,
- G To watch and advise on legislations affecting the orthopaedic surgery and allied subjects.
- G 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 physically handicapped. 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.

- G 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.
- G To publish journals, proceedings, brochures, periodicals and abstracts pertaining to orthopaedic Surgery and allied subjects.
- G To promote social and professional relations among orthopaedic Surgeons in India and abroad.
- G 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.
- G 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.
- G 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) Honorary Members b) Life Members c) Associate Members

a) Honorary Member : May be nominated by the general body from among distinguished members from surgeons, physicians and specialists in other allied disciplines all over India and abroad who have made outstanding contribution to the progress of orthopaedics.

b) Life Member : Members of the association who contribute a minimum of Rs. 3000/- (Three Thousand Rupees only) to the funds of TOSA may be elected as Life Members of the association. Members may be elected from those 1) who have completed training in Orthopaedic Surgery like Diploma in orthopaedics, MS orthopaedics or DNB orthopaedics.

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

The Life Member has to contribute an additional amount of Rs.100/- (One Hundred Only) towards the Membership of OASIS (Orthopaedic Association of South Indian States). The amount so paid once 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 eligible to attend the business meetings, scientific meetings, social events, can take part in the election and can be elected for executive committee of the TOSA.

c) Associate members : Members may be elected from those who are getting training in Orthopaedic Surgery either degree or diploma.

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

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 two 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 1000/- and should once again apply for the Life membership. The Associate Member has to contribute an additional amount of Rs. 100/- (One Hundred Only) towards the Membership of OASIS. The amount paid 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.

Subscription :

- 1) Subscription for the life member is three thousand rupees to be paid in lumpsum.
- 2) Subscription for the associate member is rupees two thousand only to be paid in lump sum. The associate member who have completed an acceptable training in Orthopaedic Surgery after obtaining the diploma (D. Ortho), Degree (M.S. Ortho) or DNB Orthopaedics, is eligible to become a life member He has to submit a fresh application with an amount of Rs. 1000/- to the Secretary. The secretary will place it before the executive committee for consideration and approval.
- 3) Both the categories of members have to pay an additional amount of one hundred rupees towards the subscription fee for OASIS.
- 4) Honorary members, Life members and Associate members may be invited to make a periodical or annual contribution to any of existing funds and trusts and other special activities of the association.
- 5) All persons attending the scientific meeting may be required to pay a registration fee should that be considered necessary, If and when considered necessary, for the enhancement of contribution for the life membership.

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.
- d) On being declared as insane by court or a mental hospital.

- e) On the recommendation of sub committee 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 from untraced members. The addresses of such members shall be deleted after 3-4 consecutive return of mail 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.

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.

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's 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 incharge of all the income and assets of the association.
- d) All property and money shall be vested in the name of association.

- 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.
- a) All the expenditure and payments of more than ten thousand rupees (rs.10000/-) 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.10000/- 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 one Executive Committee member from each district of Telangana other than the districts represented by other office bearers. 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. There will be 3 more Executive Committee members for the OASIS. Who are solely responsible for the activities of the OASIS within the state.
- 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.

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 and OASIS 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 secretary within 15 days of the dispatch of the notice convening the election. If there is more than one nomination for any vacancy, the election shall be on the basis of majority vote. Any candidate may withdraw his nomination at least 10 days before posting the ballot papers. The manner of election shall be secret ballot only. 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.

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 thereof 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.
 - 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 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.

- (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, The number of co-opted members shall not exceed three and their tenure of service shall be determined by the President.
- (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.

- (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.

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 has to be represented by an executive member other than the district office bearers.
- (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 committee 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 By laws 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, shall form a quorum of that meeting convened to alter the constitution.

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 2000/- and for the Post Graduate is 1000/-. The amount can be increased by 10% in every 3 years. However the fee pattern will be determined by the local Organising Secretary with the prior approval by the Executive Committee.

Incidental Charges : The incidental charges will be Rs. 50 /- and they can be increased by 10% every 5 years.

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/-.

The proposed fee structure for the conference can be as under:

	Delegate 2 months before the conference	1 month before the Conference	10 days before the Conference	Spot
Life Member	2,000/-	2,500/-	3,000/-	3,500/-
Post Graduate	1,000/-	1,200/-	1,500/-	2,000/-
Spouse & Children above 10 years	500/-	500/-	600/-	600/-
C.M.E.	500/-	750/-	1,000/-	1,200/-
Incidental Charges (Optional)	200/-	200/-	200/-	200/-

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 Honorary Members of TOSA.
 - e) All the guest speakers from outside the state.
 - f) TOSA Member more than 70 years Age.
 - g) Invited dignitaries.
- G Spouse and children above 10 years will be charged even in the complimentary category.
- G Delegate kits can be given at the discretion of local organising secretary.

Tariffs for the stalls : The stall must be of 3 meters x 3 meters and the tariff is Rs. 50,000/-. 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 Secretary
- g) 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

select a panel of speakers, which shall be informed to the General body. 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 started in the morning session of the 1st day of the main conference. There should be no concurrent session during the oration. The chair persons 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 PRESIDENTS 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 : There will be 2 to 3 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 : There will be 2 to 3 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.

All the lectures will be of 30 minutes duration each. Short Bio-data of the speaker shall be given (2 min) before the lecture and on completion of his lecture a memento will be presented to the speaker (3 min).

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 with five free papers. Each paper will be given 8 minutes for presentation and 2 minutes for the discussion. At the end of each session the certificate will be awarded by the chairperson of the session to the first author who presented the paper.

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.

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 authors of poster shall be present in the hall during the visit of judge. The time and date of which shall be properly displayed and announced by the local organising secretary. 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	-
15 d) Time	-
15 e) Discussion	-
10 f) Message/Practical Application	-
10	

TOTAL	50
-------	----

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.

A Silver Medal has been instituted named as Dhanvantari Medal by Dr. K. Ranga Rao in the name of Grandfather late Hakim Ramakrishna who was a physician to H.E. the late Nizam of Hyderabad. The Medal should be awarded to the best scientific paper presented by a Post Graduate student 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 paper 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 two or three workshops at different places limiting the participants to 50 to 70. Hands on workshop is ideal. Live demonstration should be included as a part of the programme. 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 6-8 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 Secretary.
- 4) 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.

Main programme should be from 9.30 a.m. to 5.00 p.m. with out a lunch break. There shall be didactic lectures of 25 min duration with 5 min discussion.

CHAIR PERSONS FOR THE SCIENTIFIC SESSION

There shall be two chair persons 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 chair persons 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 800 delegates along with audio visual facilities, two adjacent satellite halls of 200 accommodation each.
- 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.

- c) A chairmans' 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.
- 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) For executive committeemeetings The President, the President Elect, Secretary, Joint Secretary, Treasurer shall be paid travelling allowance for attending the executive meetings. To and fro A.C. III Tier charges will be paid. The venue of the meeting will be decided by mutual consultation by the President and the Secretary. The T.A. will not be paid while attending the conference. T.A. will be paid for the Central Executive meeting of I.O.A, State Executive Committee meetings and TOSA meetings.

b) Guest Speakers :

- 1) Foreign : No foreign guest speaker shall be paid International air fare from the accounts of the conference. However to & fro travel from port of entry to the venue of the conference, stay at hotels during transit, local accommodation and free registration shall be provided. Local sight-seeing, if requested will be arranged and shall not be charged.

- 2) Non member of I.O.A. / TOSA: AC II sleeper to & fro travelling allowance shall be paid.

For C.M.E./Workshop : Free registration and maximum two days free accommodation to be provided.

For Main Conference : Free registration and maximum two days free accommodation to be provided.

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

For C.M.E./Workshop : Free registration for C.M.E./ Workshop alone.

For Main Conference : No free registration. No free accommodation shall be provided. Mementoes/ certificates, on behalf of local organising committee may be given to all categories of guest speakers/ faculty members.

- 4) Honorary Members of TOSA: Free registration shall be given to all Honorary Members of TOSA A list of honorary fellows shall be supplied by the Treasurer to the local Organising Secretary who shall invite honorary fellows to attend the conference.

- 5) Senior Members of TOSA : No registration fees shall be charged from members of TOSA who are more than 70 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.

- 6) 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.
- 7) 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 at the Air port / Railway Station / Bus Stations :

Reception counters with visible banners shall be put at the receiving points for the delegates. These counters should have all the detailed information regarding the accommodation of stay of the delegates at various places. Basic transportation to the hotels should be arranged by the organisers either free or on payment.

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 bus route timings should be made available to delegates and announcements must 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:

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. Despatch 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 despatch 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, sight seeing tours and receipts of abstract form should be sent within a fortnight of their receipt by the Conference Secretariat. The information

for acceptance / nonacceptance 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.

- (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 (if registered)
- (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 penultimate 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 Presidents Oration.
- (h) Income and expenditure statement by the Treasurer of TOSA and Auditors report.

- (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 pendals, 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

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 be 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 twenty 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 provided to the I.O.A / OASIS respectively and the TOSA will not get any share in the savings of the conference.

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 be 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.

(ii) Time : The inaugural function should usually commence at 9.00 A.M and the total duration of the main inaugural programme should not exceed 1 hour. The timing may be changed to the evening hours at the convenience of the host organisers depending on the local factors. If the programme is the evening hours 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 8.45 a.m (To be mentioned in the invitation card for the function).
- (b) The President and Hon. 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 followig 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

- (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) Secretarys' 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 10 min. (The speech is to be printed and distributed to the guests and delegates at the commencement of the function - optional).
 - (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 (Optional) 3 min. (preferably a team of singers to lead).
- The main function may be followed short cultural programme to be followed by High Tea/Conference Dinner, if the inaugural function is held in the evening hours. 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
3. DHANVANTHARI SILVER MEDAL

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.

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. One meeting must be at the ensuing venue of the conference with the organising Secretary and other various committee chairmen.

1. Before the annual conference on the C.M.E. day.
2. Summer meeting three months after the first meeting
3. Third meeting 3 to 4 months after the second meeting at venue of the conference.

(c) Venue, date and time : They will be decided in consultation with the President, Treasurer, President Elect and Organising Secretary 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 both 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 4 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.

(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. Secretaries' 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 4 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 finalise 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.

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. 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 kept in the safe custody. 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.

(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, nonreceipt 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 Memorables of the TOSA :**

All important memorables 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.

Protocol for maintenance of assets of the Association and continuity in transfer of records/as sets to incoming officebearers 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.

CHAPTER XIII

APPLICATION FOR MEMBERSHIP

(a) Subscription for life/full members

Life membership: Rs. 5000/-

Associate Membership : Rs.3500 /-

(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.

(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 present the same for approval in the General Body Meeting during TOSA Conference.

(e) Date from which membership is affected : The membership shall come into effect from the day following the date of the General Body Meeting.

(f) Allotment of Membership number: The number shall be allotted only after approval of membership by the general body. 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/ mailing 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

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 and Dhanvantari Medals 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.

(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 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, printing, distribution, collection of ballot papers and counting of votes. He shall subsequently declare the result 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 organisers 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 out going secretary and they both (out going 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.

- (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.
- (xix) Coordinate and arrange for a meeting of Central Committee for TOSA CON for finalisation 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) Inform Honorary members and TOSA CON organisers for free registration of the former.
- (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 organisers 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 ballot papers.
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 silver and gold medals 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.
- (ii) 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.)
- (iii) Prepare the accounts of the Association and get the same audited. The duly audited accounts should be presented in Executive Committee meeting.
- (iv) 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).
- (v) A copy of the auditor's report and the accounts of the association should be sent to the Organising Secretary of the next TOSA conference for printing in the souvenir of the conference or in the news letter (if published separately).
- (v) Provide funds to the President Elect for the conduct of TOSA elections.

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

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 - 15th November nomination papers by election officer
- (iii) Last date for informing - 1st December list of contestants
- (iv) Last date for withdrawal - 15th December
- (v) Last date for despatch of ballot papers - 31st December
- (vi) Last date for request for duplicate ballot - 10th January papers
- (vii) Last date for receipt of ballot papers - 25th January

- F 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 under taking that he will abide all the rules framed by the election officer.
- F The Representation of disputes regarding election process shall be entertained only within one month of the official declaration of results in the Annual General Body Meeting.
- F 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:

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

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
2006 - 2007. 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 by laws 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 2006-2007.

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 201 -201 .

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 201 - 201 .
The nomination is rejected. The reasons for rejection are

Date

Signature of Returning Officer

MODEL BALLOT PAPER

TELANGANA ORTHOPAEDIC SURGEONS ASSOCIATION ELECTIONS 201

Ballot No.

Name of Election Officer

Sig. of Election officer

“ Cut here ”

****TOSA ** ELECTIONS 201 ****

President Elect (one post every year) Put (X) against the Candidate
Name of Contestants Place

1.

2.

3.

Secretary (one post every 3 years)

Joint Secretary post (one post every 3 years)
(reserved for twin cities)

Treasurer (one post every 3 years)

Please do not put any other mark on this paper. Do not sign.

PROFORMA OF IDENTITY SLIP

TELANGANA ORTHOPAEDIC SURGEONS ASSOCIATION
IDENTITY SLIP ** ELECTIONS 201

I, the undersigned member of The TOSA hereby declare that the enclosed voting paper is my sole
ballot paper for this election of the

TOSA to be held in (year of election)

1. Life Membership No. :

2. Name :

3. Permanent Address:

(With pin code & telephone Nos.)

(Signature)

PROFORMA OF IDENTITY SLIP

TELANGANA ORTHOPAEDIC SURGEONS SOCIETY ELECTIONS - 201

Ballot No.

To

Name & address of President Elect & Election Officer

PROFORMA FOR ENVELOP 'A'

(Size of envelop 'A' should be smaller than main envelope)

TELANGANA ORTHOPAEDIC SURGEONS SOCIETY OF (A)

To

.....

From :

Name :

Life Membership No. :

PROFORMA FOR ENVELOP 'B'

(Size is roughly postcard size)

TELANGANA ORTHOPAEDIC SURGEONS SOCIETY OF (A)

TELANGANA ORTHOPAEDIC SURGEONS SOCIETY OF (B)

BALLOT PAPER ONLY

Please do not put any paper / letter / cheque / identity slip inside

Ballot papers shall be sent under certificate of posting to all life members (membership number wise) record of this shall be maintained by elections officer and produced on demand as proof of such posting. The record of number of the ballot paper sent to individual members shall also be maintained alongside (The top of the ballot paper bearing the number shall however be torn off before final counting of votes to maintain secrecy of the elections. During this period the record books shall not be opened.

PROCEDURE FOR VOTING

You have a numbered ballot paper, an identity slip and 2 envelopes, a larger envelope marked A and a smaller envelope marked B. Please follow the under mentioned procedures carefully to avoid cancellation of your valuable vote. Put 'X' mark against the name of your choice in the box provided against the name of the candidate in the ballot paper. The ballot should not carry any other mark. Put 'X' mark for only the candidates you wish to elect as mentioned depending upon number of posts. Keep this paper in the smaller envelope marked 'B' and seal it.

Only the ballot paper is to be kept in this envelope and nothing else.

Fill the identity slip (Absolutely essential)

Keep this identity slip and the smaller envelope marked 'B' containing the ballot paper in the bigger envelope marked A.

Seal the envelope marked 'A' and affix the required postal stamp preferably under registered post or under postal certificate and post it to the address given in the election broacher. After sealing envelope 'A' please put your signature across the flap.

Please mention your name, membership number on the envelope marked A. (Absolutely essential).

Last date of receipt of the ballot paper to the election (presiding) officer is

Collection of ballot papers by candidates or their representatives should be strongly discouraged.

Please post the ballot yourself for free use of your franchise.

Request for duplicate ballot papers should be sent only by members (not by contestants) by fax, e-mail to the Election Officer.

Use of two or more ballot papers by same member will invalidate all of them.

CIRCUMSTANCES FOR INVALIDATION OF VOTES

- (i) A member who has used more than one ballot paper.
- (ii) Putting a signature on ballot paper.
- (iii) Putting any mark on ballot paper apart from mandatory (X) in the box provided.
- (iv) Putting more (X) marks than number of vacancies against each post.
- (v) If no identity slip accompanies the Envelope 'B'
- (vi) If identity slip does not bear authentic signature of the member.
- (vii) If the Envelope 'A' does not carry signature of member across the flap after being sealed.
- (viii) If envelope 'A' does not carry Name, Membership Number.

Procedure for receipt of ballot papers by election officer

The election officer shall maintain a date wise record of all ballot papers received by him. Ballot papers shall be received only by post or courier services. Only ballot papers of members from same city as Election Officer shall be entertained by hand delivery.

The election officer should be in a position to detect any duplicate voting by a member by use of original and duplicate ballot papers. He should also be able to provide zone wise statistics of votes polled.

Procedure for counting of ballot papers :

The counting of ballot papers will be carried out under the supervision of election officer on the day of the CME programme.

The following facilities will be required.

- (a) A large hall to seat 5-10 persons.
- (b) A long big table.
- (c) Large Cardboard cottons - 5 Nos.
- (d) Deep rectangular plastic trays 10-15 Nos or as per requirement.
- (e) Pair of Scissors - 4 Nos.
- (f) Flat metallic rulers - 4 Nos.

Medium sized writing pads as per requirement. Drinking water/ tea/coffee/snacks, etc. will be provided by organizers, may have to be served as leaving the premises would be difficult for participants in the counting. All these arrangements and facilities are to be provided by the conference Organising Secretary on the day of CME in a hall near the main conference venue.

The Election Officer shall request few senior TOSA members to help in the counting process and to maintain discipline. Only one representative of each contestant will be permitted into the counting hall.

He will give the statistics of ballot papers sent, ballot papers received, number of undelivered ballot papers received, etc.

The Envelope "A" shall be opened with the help of volunteers confirming name, members signature, membership no., envelope "B" in it. Identity slip with Envelope "A" shall be kept in separate box and all envelope "B" shall be put together.

The envelope "B" shall be opened and all the ballot papers collected in one box. Separate boxes will be used for ballot papers for executive members from difference zones.

The top portion of the ballot papers bearing election officer's verified signature and ballot number shall be noted and torn, off.

Separate slips for various posts like President Elect / Secretary / Treasurer shall be torn off and kept in separate boxes meant for ballot papers for each post. Teams shall be divided for counting of ballot papers for each post.

Each team shall be headed by one senior TOSA member nominated by election officer. Small boxes/trays for separation of ballots polled by each candidate (depending upon number of candidates for each post) shall be kept with each table for each post. The box containing all valid votes for that post shall be taken by the senior member who shall drop the ballot paper in the trays according to

name of candidate after calling his name from the ballot paper for benefit of the representatives and an official counter of votes (Volunteer). Counting shall be maintained against each candidates name by one vertical stroke. Four vertical adjacent strokes and a pen stroke across, crossing the previous four shall make up 5 votes. The total numbers of votes polled shall then be counted. The senior member shall make a note of all votes polled on a sheet paper supplied, seal it in an envelope after putting his signature and hand it over to the Election Officer. All documents (envelopes) identity slips ballot papers, slips carrying ballot paper number shall be preserved and kept in locked suitcases by senior members conducting the elections and handed over to Election Officer.

The Election Officer shall oversee all these arrangements and get signature of all representatives that they are satisfied with the procedure for counting of votes.

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. 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 should be at least Rs. 1 Lakh for starting a new activity. This shall however be subject to modification under exceptional circumstances.

(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 utilised.

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

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

(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.

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. (optional)
- iv) The Chapter should have a minimum of 20 members.
- iv) The Chapter should have a PAN/G.I.R No. IncomeTax. (optional)

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 conform to the TOSA constitution should be enclosed with the application.

INDEX

I.	CONSTITUTION OF THE SOCIETY	1
II.	ARTICLES OF THE ASSOCIATION	2
	1) TITLE	
	2) OFFICE	
	3) AIMS & OBJECTS	3
	4) MEMBERSHIP	
	5) DISTRICT CHAPTERS	6
	6) FUNDS	
	7) AUDIT	
	8) EXECUTIVE COMMITTEE ADMINISTRATION AND MANAGEMENT	7
	9) ELECTION OF THE MEMBERS OF THE EXECUTIVE COMMITTEE	8
	10) POWER, FUNCTION AND DUTIES OF THE EXECUTIVES COMMITTEE	
	11) SUB COMMITTEES	12
	12) AMENDMENTS	13
	13) DISSOLUTION	
III	GUIDELINES AND PROTOCOLS	13
	1) ANNUAL CONFERENCE OF TOSA	
	2) ORATIONS	16
	3) FREE PAPERS AND MEDALS	17
	4) WORK SHOP & LIVE DEMONSTRATION	18
	5) CONTINUING ORTHOPAEDIC EDUCATION PROGRAMME	19
	6) ORTHOPAEDIC QUIZ	20
	7) FACILITIES FOR THE SCIENTIFIC PROGRAMME	
	8) HOSPITALITY FOR THE DIGINITARIES	21
	9) INAUGURAL FUNCTION	27
	10) EXECUTIVE COMMITTEE MEETINGS	29
	11) GENERAL BODY MEETING	30
	12) PROTOCOL FOR FUNCTIONING OF THE TOSA OFFICE	31
	13) APPLICATION FOR MEMBERSHIP	32
	14) PROTOCOL FOR FUNCTIONING OF OFFICE BEARERS	33
	15) ELECTIONS	38
	16) PROTOCOL FOR ACCEPTANCE OF DONATIONS FOR STRATING FELLOWSHIP /AWARDS Etc.	44
	17) PROTOCOL FOR ACCOUNTS OF THE ASSOCIATION	45
18)	PROTOCOL FOR APPOINTING OF NEW COMMITTEES FOR VARIOUS ACTIVITIES	46

19) PROTOCOL FOR TOSA AND ZONE RELATIONS

