

MAHARASHTRA ORTHOPAEDIC ASSOCIATION

CONSTITUTION AND MEMORANDUM OF ARTICLES

1. **NAME**
The name of the Association shall be 'MAHARASHTRA ORTHOPAEDIC ASSOCIATION'.
2. **JURISDICTION & AREA OF OPERATION**
India
3. **ADDRESS**
The address of the Association shall be situated in the state of Maharashtra at the address of the Secretary-cum-Treasurer.
4. **AIMS AND OBJECTIVES OF THE ASSOCIATION**
 - a) To hold the scientific meetings, conferences, discussion, and disseminate and further the art and science of Orthopedics.
 - b) To establish and maintain MOA website relating to orthopedics.
 - c) To watch and to advise on legislation affecting orthopedics surgery and allied subjects.
 - d) To establish contact with other Societies or Associations and exchange scientific information and collaborate with them in progress of common interest.
 - e) To receive donations and subscriptions and to hold the funds in trust for any particular purpose for the advancement of orthopedic surgery and also for social and charitable purposes.
 - f) To initiate any other programme which may be decided on from time to time by the Association for the advancement of orthopedic surgery and for public at large?
 - g) To organize various seminars on Orthopedics' for the General Public in Maharashtra.
 - h) To donate reasonable funds for the purpose of education and cultural activities.
 - i) To donate reasonable amount for the needy persons in society, who victims of natural calamity are such as flood, earthquake etc.
5. **SURPLUS FUNDS**
The Association shall be a non-profit making organization. The surplus funds, if any, of the Association shall be utilized for the furtherance of all or any of the objects herein above mentioned and will not be distributed among the Members.
6. **MANAGEMENT**
The management of the Association shall be entrusted to the Elected Executive Committee as provided in the rules and regulations.
Executive Committee will comprise of
 - 1) President
 - 2) Vice President
 - 3) President Elect
 - 4) Honorary Secretary
 - 5) Immediate Past President
 - 6) NINE Executive Members and
 - 7) Past Secretary (for One year)
 - 8) Five Nominated Members (Tenure: One year)
7. **MEMBERSHIP**
The benefits of the Association shall be open and available to all Members fulfilling the criteria of membership as laid down in clause 3 of rules and regulations of this Association and shall not be limited or restricted to any particular Class, Cast, Community, Gender or Creed of people.

RULES AND REGULATIONS

1. DEFINITIONS & REFERENCE WORDS

- a) Association: means an establishment formed by authority of individuals for promotion of same objects especially one of public or general utility, charitable education etc., here the Maharashtra Orthopedics Association.
- b) Meeting: means assembly or coming together of the members due to prior notice for discussion or taking decisions on subject matters of Association.
- c) Orthopedics: means branch of medicine dealing with the Locomotion of a person & correction of diseased, deformed or injured bones or muscles.
- d) Constitution: means the Memorandum of the Association and the Rules and Regulations including annexure and schedules if any annexed to Rules and Regulations.
- e) Words imparting masculine gender and singular number shall respectively include feminine gender and plural number and vice versa.
- f) Member: means the person admitted to the Association as per eligibility criteria and has become part of the Association.
- g) Seminar: means and includes small arranged discussions or short intensive course of study.
- h) Conference: means series of meetings for scientific discussions or consultations.
- i) Year: means the financial year of the Association commencing from the first day of April and ending on the last day of the March of succeeding year (both days inclusive).
- j) Office Bearers shall mean the Members of the Executive Committee.

2. OFFICE

Office of the Association will be the address of the Honorary Secretary-cum-Treasurer

3. MEMBERSHIP

- a) The Association shall consist of Members whose names are on the Register of Members of the Association at the time when these Rules and Regulations came into operation and of subsequent Members who being eligible shall be duly admitted in such manner and on such conditions as may be prescribed from time to time in the Articles of Association.
- b) There shall be Register of Member in which the names of all Members of the Association shall be entered with their qualification, date of joining, addresses and photographs be kept in such a manner as laid down by the Executive Committee.
- c) Any person possessing Allopathic Orthopedics qualification recognized by MCI OR the state Medical Council is eligible for the membership of the Association.
- d) A Member should pay Rs. 3,000/- being Life Membership Fees or such subscription fixed by the Association in the General Meeting of the Members from time to time.
- e) The General Body has right to decide the amount of subscription fee from time to time, to be paid by Members.
- f) Membership shall be conferred after prior application to and approval by the Executive Committee and subsequent ratification by the Annual General Body.

4. KINDS OF MEMBERSHIP

- a) Ordinary Membership / Life Member: Ordinary Membership shall be restricted to those in practice of Orthopedics or its super-specialty. Application for Ordinary Membership shall be proposed and seconded by Ordinary Members only. The application will be screened by the Executive Committee and the authority to admit new Ordinary Members will be the Executive Committee.
- b) Honorary Membership: Honorary Membership may be conferred upon outstanding individuals who have taken deep interest and have promoted and contributed the growth and dissemination of the knowledge of Orthopaedics. However, except authorized or approved by the Executive Committee, such Honorary Members will not have any right as of Ordinary Member, such as right to attend the Annual General Meeting or a right to vote or to contest the election of Executive Committee etc.

5. RIGHTS OF THE MEMBERS

- a) A Member shall be entitled to all privileges of the membership of the Association.
- b) A Member shall have right to attend all the meetings and conferences and discussions conducted by the Association on payment of additional fees fixed, if any.
- c) A Member has got right to attend Annual General Meeting or such other General Meetings of the Association. Further he has the right to vote, discuss functions of the Association, Annual Accounts, Balance Sheet and future policy and planning of the Association, provided he has paid subscription dues, to the Association, if any.
- d) Member has the right to contest the elections to the Executive Committee of Association as per the procedure laid down in clause (11).

6. TERMINATION / SUSPENSION OF MEMBERSHIP

Membership may be terminated or suspended by:

- a) Resignation by the Member.
- b) If the Member is convicted of any offence of moral disrepute or any criminal offence.
- c) Removal on account of misbehavior, misconduct by passing a suitable resolution in the General Body Meeting of the Members by simple majority. It will be only suspension.
- d) On account of death of Member.

7. DISCIPLINARY ACTION

Disciplinary action including termination will be taken in General Body Meeting as suspension / termination against Member of MOA found in any act prejudicial to the aims and objects of the Association, on giving opportunity of personal hearing in the meeting called for the purpose, may pass an appropriate Resolution for such removal, which will be confirmed in GBM by simple majority. However, before passing such Resolution, the concerned Member will be served with the show cause notice of 15 days by Registered Post / Surface Mail / calling upon him to explain about the charges / acts leading to suspension / removal / termination. On receipt of any such reply or if no reply is received within 15 days from receipt of notice from the concerned Member, an appropriate resolution of Suspension / Termination / Removal will be passed. The concerned Member shall cease to be a Member from the date of passing of such resolution. Any Member aggrieved by such termination / removal can make appeal to Arbitrator/s, appointed by the Executive Committee, with his/her consultation. After filing an appeal either online or personally to the Arbitrator/s, the Arbitrator/s shall decide the matter within 7 days thereof, by giving notice by electronic mode / Surface mail to such Member and the Executive Committee, and decision of the Arbitrator shall be final.

8. RE-ADMISSION OF MEMBER

- a) As per provision of Article 4 stated above after paying the dues, if any.
- b) Members removed under Clause 6 (b) cannot be readmitted to the Membership of Association. However, this will not apply to Member that is removed except under Clause 6(b) subject to recommendation by General Body.

9. ACCOUNTING YEAR

The Financial year of the Association for the accounting purpose shall start from 1st April of every year and shall end on 31st March of the following year (both days inclusive).

The tenure of incoming President & Executive Committee Members will start immediately once they take over the charge in GBM.

Thus, the tenure of office bearers will be from conference to conference. Executives elected earlier than 2017 will continue till they complete the years. The Immediate Past President will be the signing authority till 31st March, i.e., till end of financial year.

If the MOA annual meeting does not take place in any particular year, then the next tenure of the President / Secretary / EC Members should start from the next January of the coming year.

10. EXECUTIVE COMMITTEE

The Executive Committee shall be a continuous body and will consist of 15 Members, constituted as follows:

1. President
2. President Elect
3. Vice President
4. Past President
5. Honorary Secretary-cum-Treasurer
6. Past Secretary (for One year)
7. Nine Executive Members (tenure three years) and
8. Five Nominated Members (Tenure: One year)

All Executive Committee Members shall work on honorary basis, but will be entitled for travelling charges and accommodation charges as would be agreed by the Executive Committee.

11. ELECTION PROCEDURE

- a) Election officer: A Past President who is not a Member of the Executive Committee will be the Election Officer.
- b) Election Officer will declare the election and send the notice to all Members who are the voters, on the basis of Members' list as on date submitted by Secretary as also stating the posts to be filled in with eligibility criteria for each declared post as mentioned in Constitution. The Voters list would be displayed on website of the Association. Election Officer shall form an Election Sub-committee including him and two EC Members, who are not contesting elections, to carry out election process.
- c) Election Process: Nomination
 - 1) The Election Officer shall invite nominations through a Letter for the various posts for which elections are to be held in a prescribed form to be sent with Secretary report.
 - 2) Nominations shall be received on or before six weeks before election or on or before any exact date declared by the Election Officer, after which all the nomination forms shall be scrutinized by the Election Officer.
 - 3) Last date for withdrawal of application shall be on or before four weeks before election or on or before any exact date declared by the Election Officer.
 - 4) Members who desire to contest the elections of Executive Committee should submit their application duly signed by the proposer and seconded from the Members of the Association to the Election Officer.
 - 5) Election Officer will open the envelopes containing application forms, at 5.00 pm on last date of application receipt declared in Election programme, in presence of candidate/s or his/her authorized representative.
 - 6) He will validate or invalidate the forms after due scrutiny, on the same day and will reject forms which are incomplete, improperly filled or states any wrong information on the part of the candidate. Election Officer as far as possible will clear all doubts and grievances about the form on the same day.
 - 7) Election Officer will prepare tentative list of candidates and inform the same to MOA office-Secretary and to candidates. Then Election Officer will confirm eligibility of the candidates regarding any unpaid dues, validity of membership issues for any reason, reported known criminal cases against candidate. After due scrutiny and satisfying himself about the eligibility of the candidate, he will prepare final list of candidates and inform the same to MOA Office, Executive Committee and to candidates. The Election Officer will also publish the list of candidates on website after about 10 days from last date of acceptance of applications.

Any Member aggrieved by rejection of nomination shall prefer an appeal to the Arbitrator within 4 days from the date of rejection. An appeal can be filed online or personally to the Arbitrator, which shall be decided by him within 7 days thereof, by giving notice by electronic mode / surface mail to the candidate and Election Officer, against whom appeal is filed and decision of the Arbitrator shall be final. The name of Arbitrator will be decided by Executive Committee in consultation with the concerned Member/s.
 - 8) If no or less number of applications are received than the number of vacancies to Executive Committee, then the applications for remaining posts will be invited in A.G.M. If applications received are more than the number of vacancies, then the elections will be carried out.

- 9) A Member should fulfill the eligibility criteria at the time he applies for any post of Executive Committee.
- 10) A Member shall not contest more than one post.
- 11) Date of Election: If election is to be conducted on spot during AGM / Conference following are the guidelines for such procedure:
 - 1)
 - i) The Election Officer shall fix a date and time to hold elections.
 - ii) The Elections shall be held from 1st Oct-15 Oct every year
 - iii) Only online elections will be held from 1st October to 15th October i.e. 15 days only.
 - 2) Only online voting, no ballot papers or onsite voting will be there.
 - 3) As soon as online voting is over. The agency will inform the result to election officer and the same will be declared and oath taking will be done in GBM at MOACON
 - 4) Sufficiency of Notice: All notices, notifications and other communications by the Election Officer for information of Members shall be held proper and sufficient if the same are displayed on the notice board or published on Website of the Association.
 - 5) Appointment of Editor of JMOA and Web Master: For appointment of Editor of JMOA and the Web Master, applications will be invited from the Members. No election will be conducted for these posts. Executive Committee will nominate candidates for these two posts. Two Executive Committee members will be given charge of Journal and Website respectively; they will work in association with nominated Editor of JMOA and Web Master and will represent them in Executive Committee. If needed, both, Editor of JMOA and Web Master can be invited to Executive Committee meeting and will be given remuneration for that meeting. However, such Editor of JMOA and Web Master will have no voting right.

12. TENURE OF THE OFFICE BEARERS

- a) President: Shall hold the office for one year.
- b) President Elect: Shall hold the office for one year and becomes President for next year.
- c) Vice President: Shall hold the office for one year.
- d) Past President: Shall hold the office for one year consecutive to his tenure as President.
- e) Past Secretary: Shall hold the office for one year consecutive to his tenure as Secretary. And will remain as Ex-officio Member of the Executive Committee for an additional one year without any voting rights.
- f) Honorary Secretary / Treasurer: Shall hold the office for three years.
- g) Nine Members: Each will hold the office for three years and three Members will retire every year and three new Members will be elected in their place.
- h) Five Nominated Members will hold the post for one year. Nobody shall hold two posts at same time. Nobody shall hold the same post for more than two consecutive terms.

13. ELIGIBILITY CRITERIA

- a) President / President Elect: He should be a Life Member of the Association for at least 10 consecutive years. He should not have any objectionable matter pending against him before any Competent Court, Authority and or Medical Council of India and State Medical Council as decided by EC. He should have completed one term as EC Member of MOA at the time of applying for the post, and or at the time of assuming the office.
- b) Vice President: He should be a Life Member of the Association for at least 10 consecutive years. He should not have any objectionable matter pending against him as decided by EC. He should have completed one term as EC Member of MOA at the time of applying for the post, and or at the time of assuming the office.
- c) Honorary Secretary / Treasurer: He should be a Life Member of the Association for at least 10 consecutive years. He should not have any objectionable matter pending against him as decided by EC. He should have completed one term as EC member of MOA at the time of applying for the post, and or at the time of assuming the office.
- d) Executive Council Members: He should be Life Member of the Association for at least 5 consecutive years. He should not have any objectionable matter pending against him as decided by EC.

If an elected person resigns from his post without any justifiable cause, explained to Executive Committee and accepted by Executive Committee, will not be eligible to contest any post for next 5 years from such resignation.

14. POWERS AND FUNCTIONS OF EXECUTIVE COMMITTEE

The Executive Committee shall be the Executive Authority in administration and as such shall have the power to carry into effect the policy and programme of the Association, as also in implementation of the GB and EC Resolution passed from time to time.

- a) To regulate and issue instructions for the proper working of the Association and for maintenance and administration of the Association, building, library and properties of the organization.
- b) To appoint Committee, Sub-committees as and when necessary.
- c) To appoint and remove salaried officers and servants of the Association.
- d) To represent any matter to safeguard the interest of the Association or the medical profession before Government or other public bodies or any properly constituted authority.
- e) To consider application for new membership.
- f) To decide and approve day-to-day management, expenses, capital expenditure during the course of the activities of the Association.
- g) To Co-opt Members to the Executive Committee in case of casual vacancy caused as per clause No. 29.
- h) To appoint an Arbitrator/s as and when required for any specific issue with consultation of the aggrieved Member/s. The Arbitrator/s could be any senior from MOA Member/s, Past President/s, or any expert/s, of law, from outside Association or any other learned person/s, expert/s in the field as per the need and will be nominated by Executive Committee. The decision of Arbitrator will be final.
- i) Every year FIVE Members will be nominated from Members of the Association. The nominated members will be decided by president and secretary and will be chosen from areas where elected member is not there in that particular year. It will be done immediately after MOACON and informed to executive, so that the nominated members can attend January meeting.. The Nominated Member will not have voting rights and will be paid remunerations as Executive Member for attending a meeting. Such appointment of a Member cannot be challenged by any Member in any court of law. It will not be mandatory for the Executive Committee to Co-opt Member every year. Eligibility criteria applicable to Executive Member will be applicable to Nominated Members(flexible for nominated members). Following guidelines will be utilized while Nominating Members. A Member with interest in academics, capable, willing to spend required time for MOA activities, with obvious willingness for the betterment of Association, having more than adequate degree of professional skills and academic excellence.

15. MEETINGS

- a) Executive Committee shall ordinarily meet once in every 3 months and also before the General Body Meeting and if required, after the General Body Meeting.
- b) Newly elected Executive Body Members are to be invited for the last Executive Committee Meeting every year and should be administered the oath of office & secrecy.
- c) The Executive Committee may invite a Member or a Non-member expert for deliberation on a specific issue, but the invitee shall have no voting right.

16. POWERS AND FUNCTIONS OF THE OFFICE BEARERS OF THE EXECUTIVE COMMITTEE

- A) President
 - a) He shall be the Chairman of all the Executive Committee and General Body Meetings of the Association.
 - b) He has to conduct Meetings.
 - c) He shall guide and control the activities of the Association.
 - d) He shall have casting vote in case of equality of votes in the Executive Committee and General Body Meetings.

- B) Honorary Secretary & Treasurer
- a) He shall be in-charge of the office and Record.
 - b) He shall conduct all correspondence.
 - c) He shall have general supervision over accounts; pass all bills for payments as directed by Executive Committee and to sign cheques along with signing authorities / President.
 - d) He shall arrange meetings, lectures and discussions.
 - e) He shall maintain a correct and up-to-date Register of all Members of the Association.
 - f) He shall prepare Annual Report to be presented to Annual General Meeting after approval from Executive Committee.
 - g) He shall receive all money of the Association and shall deposit them in a Nationalized Bank approved by Executive Committee to the Credit of Association.
 - h) He shall be responsible for collection of subscription from all the Members of the Association.
 - i) He shall be responsible for keeping up to date the accounts of the Association.
 - j) He shall get all the accounts audited by Auditor appointed by the Executive Committee.
 - k) He shall prepare the Annual Statement of the Accounts and Balance Sheet showing the financial position of the Association and put it before the Annual General Meeting of the Association.
 - l) He shall present the names of applicants as new members first in the EC meeting and after its approval shall present the list in GBM for ratification.
 - m) Audited accounts of previous financial year should be distributed to all.
- C) Vice-President
He will be deputized for the President on all occasions when President is absent. If the President ceases to hold the office during his term due to whatever reason, he shall work as a President for the remaining term.
- D) President Elect
President Elect will hold office for One year as a Member of Executive Committee and become President for next year.

17. GENERAL MEETINGS

- a) Executive Committee shall call and convene every year, a meeting called Annual General Meeting of the Members of the Association preferably to be held during annual conference of the Association.
- b) Written Notice of Annual General Meeting must be given to reach the members not less than one month before the date of Annual General Meeting to every Member of the Association by surface mail.
- c) Members may call for Extra Ordinary General Meeting by giving requisition notice to the President of the Association. Such notice must be signed at least by 1/5 Members from and out of total Members of the Association, who will convene the same within 2 months from receipt of the requisition notice.
- d) If the President fails to call such meeting within two months of receiving such notice, then the Members themselves shall call the meeting of the Association or request the Secretary to do so.
- e) Any proposal for the amendment to Memorandum and Articles of Association shall be submitted to Honorary Secretary at least 2 months before the Annual General Meeting. Honorary Secretary shall forward a copy of the same to Executive Committee. A copy of proposed amendment and the recommendation of the Executive Committee shall be forwarded to reach every member of Association at least 15 days before the Annual General Meeting. The Honorary Secretary shall present at the Annual General Meeting, the opinions on the proposals communicated to him in writing, by the members.
- f) If there is amendment to the Memorandum and Articles of Association, then it must be stated in the notice of the meeting and such amendment can be effected only by majority of the Members in the meeting.

18. BUSINESS AT THE GENERAL BODY MEETING

Following business is to be transacted at General Meeting:

Obituary if any

- a) To approve minutes of the last meeting.
- b) To approve Annual Report, Annual Audited Accounts.
- c) To appoint Auditor for next year and fix his remuneration.
- d) To approve amendments to Memorandum and Articles of Association.
- e) To give prior permission to sale / purchase of any property of the Association.
- f) To discuss objects and working results of the Association.
- g) To ratify the induction of new Members recommended by Executive Committee.
- h) To declare the results of the election to EC and administer the Oath.
- i) To discuss any other business with the permission of the Chairman.
- ii) The spouses of incoming & outgoing Presidents will be given honor of attending the ceremony of handing over the charges during the GBM.

19. ASSOCIATION'S FUND AND INVESTMENTS

Funds can be invested according to the restrictions of Bombay Public Trust Act.1950.

20. CHAIRMAN FOR THE MEETINGS

President of the Association shall be the Chairman for all the Meetings of the Association. In absence of President, Vice President shall be the Chairman of the Meeting. If both are absent, then the Members of the meeting will appoint Chairman for that meeting.

21. QUORUM FOR MEETING

Quorum for Annual General Meeting shall be 10% of total strength of the Association. Quorum for all other meetings should be 1/3rd of the body of that meeting. If Quorum is not present at the meeting at the appointed time, then the meeting will be adjourned for half an hour. If the Quorum is not present after half an hour, then the Members present shall form the quorum.

22. DISSOLUTION OF THE ASSOCIATION

Association can be dissolved in accordance with the 'provisions of the Indian Societies Act, 1860 under Sections 13 &14'.

23. EXTRA ORDINARY GENERAL MEETING

- a) Can be called when Executive Committee is of the opinion to call Extra Ordinary General Meeting for urgent decisions to be obtained from General Body of Members, whenever required.
- b) A draft notice of the meeting stating business to be transacted must be approved by the Executive Committee in their meeting.
- c) Members may call Extra Ordinary General Meeting in accordance with the provisions clause (17) sub-clauses (c) & (d) of this Articles of Association.
- d) Such notice must be sent to all Members to reach atleast 15 days before the meeting, by surface mail stating business to be transacted in the meeting together with explanatory statement to be attached wherever necessary.
- e) Only the subject matter for which the Extra Ordinary General Body Meeting is called will be discussed and no other business shall be transacted in such meeting unless the same shall be incidental.
- f) President, Secretary and all office bearers of MOA including Organizing Secretary / Organizing Chairman of Conference should discharge their duties according to constitution and guidelines laid down from time to time. If they fail to do so, the Executive Committee can appoint an Enquiry Committee consisting of 2 Members, who are experts and Senior Members of Association. Such Enquiry Committee will do enquiry about the issue and give its report to the Executive Committee within 10 days. After receiving Enquiry committee's report, the Executive Committee will decide to take action of either suspension of post or membership of Association or otherwise against such President, Secretary and/or any Office bearers of MOA including Organizing Secretary / Organizing Chairman of Conference in its GBM by 2/3rd majority after giving opportunity to such office bearer

to submit this reply in writing or orally in the said meeting. The decision of GB will be final and will come into effect on passing of said resolution.

24. REQUISITION FOR EXECUTIVE MEETING

- a) Executive Committee members may call meeting by giving notice to President of the Association. Such notice must be signed by at least 5 (Five) Members of Executive Committee.
- b) If President fails to call such meeting within one month of receiving such notice, then the Executive Committee Members themselves shall call the meeting.
- d) In this meeting, only that business will be transacted for which this meeting is called for.

25. FUNDS OF ASSOCIATION, INCOME & ITS UTILIZATION

- A) Funds of Association, Income consists of:
 - a) Subscription from Members.
 - b) Donations from Members & Patrons of Association.
 - c) Government Grants for activities of Association.
 - d) Interest and dividends received on investment by Association.
 - e) Website advertisement
 - f) Donations from Pharma Company
 - g) Donations by its affiliated chapters as surplus of events, CME/Conferences
- B) Income of the Association is to be utilized for the objects of the Association with the approval of Executive Committee.

26. PURCHASE AND OR SALE OF IMMOVABLE PROPERTIES

Purchase of immovable property can be effected with prior approval of Members in the General body Meeting and Charity Commissioner on the terms and conditions imposed by him.

27. BANK ACCOUNT

Bank Accounts of the Association can be opened with Nationalized Banks only. It is to be operated by President and Hon. Secretary-cum-Treasurer only. But in case of any extraordinary or genuine difficulties and if the President and Hon. Secretary-cum-Treasurer does not have any written objection and if the Executive Committee approves, such bank Account can be managed by Hon. Secretary-cum-Treasurer along with any member of Executive Committee as Co-Signatory. (President, President Elect and Hon. Secretary will be authorized signatories and Two signatories are mandatory out of three).

28. CHANGE IN THE NAME OF ASSOCIATION AND CHANGE IN OBJECTS OF ASSOCIATION.

These can be done in accordance with the provisions of clause (1) and its sub clauses of Articles of Association. In such contingencies provisions of Societies Registration Act 1860 U/S 12 or 12-A shall be applied.

29. VACANCY TO THE EXECUTIVE COMMITTEE

Vacancy caused by any reason including resignation, death or otherwise shall be filled in the meeting of Executive Committee by passing necessary resolution by simple majority in the Executive Committee meeting for the remaining period till the next elections; however, such Co-Option cannot be made during the remaining period of last 6 months of Executive Committee.

30. LIST OF MEMBERS

A list of Members shall be maintained by Hon. Secretary of the Association. Any additions and deletions are to be approved by the Executive Committee in their meeting and these additions and deletion are to be incorporated in the list of Members and are to be signed by the President or Secretary of the Association.

31. CHANGE IN RULES AND REGULATIONS

If any change in the rules and regulations is proposed by Members or Body, it can be approved in General Meeting by majority of the Members present.

32. POWER TO REMOVE DIFFICULTIES

- a) If any difficulty or any doubt arises in giving effect to Rule and / or regulation to meet or resolve situation, the Executive Body is hereby empowered and authorized to resolve such day-to-day difficulty (and / or supplement such omission) and the decision of the Executive Committee on such day-to-day issue shall be binding on the Association. However, if such difficulty or doubt is regarding any policy decision and if it is affecting interest of the Association, and such decision if it involves interest of any Executive Member /any Member in person, then such decision of the Executive Committee shall be verified / confirmed by the GB.

33. AFFILIATION OF THE DISTRICT / REGIONAL ASSOCIATIONS

Prescribed form has to be signed by Office Bearers of District Branch. Executive Committee will decide the Affiliation, which will be confirmed by the GBM. Any city Ortho Chapter/ Ortho Association in the same district, fulfilling all the criteria for affiliation can apply for affiliation of MOA. Such an affiliated Association will have all rights of affiliated chapter and will work as any other district, affiliated chapter. However, such a chapter must involve the district chapter while conducting MOA activity.

34. CONFERENCE - MOACON I.E., ANNUAL CONFERENCE OF THE MOA AND OTHER MOA ACTIVITIES

Annual Conference shall be held by an affiliated chapter only. The applications will be invited 2 years in advance. The place/city shall be approved by Executive Committee first and then by AGM. The venue will be approved by Venue Approval Committee of MOA. MOACON shall be held in the state of MAHARASHTRA and GOA only. A Regional conference shall be held in the particular region as and when it is feasible, every year by the affiliated chapter/ association.

A Memorandum of Understanding, Bipartite or Tripartite if an event manager is appointed, at the time of signing the MOU, shall be signed by the President and Secretary of affiliated chapter holding the conference, Organizing Chairman & Secretary of MOACON on one side and event manager (if any) as second party with President and Secretary of MOA as per the format decided by Executive Committee.

All MOA activities can be arranged in State of Maharashtra or Goa. Such activity can be arranged by any affiliated chapter of MOA. Any Ortho specialty Association can conduct MOA activity, only with prior approval from MOA Executive Committee. In absence of affiliated chapter in the district or city, any MOA Member or group of MOA Members can conduct MOA activity only after prior approval from MOA. If any Member, group of Member's or specialty association wants to conduct MOA activity, where there is local affiliated MOA chapter, then it is mandatory for them to conduct the activity involving the affiliated chapter in the activity. Non-MOA Member cannot conduct such activity and cannot hold any key position / important position in any Organizing Committee of such activity.

PROTOCOL AND GUIDELINES

A) PROCEDURE FOR BIDS

Only affiliated chapters can apply for conference 2 years in advance. The Hon. Secretary shall invite bids for the conference from affiliated chapters, in his Secretarial report in the month of August. Bids have to be on a standard Proforma & sent to Hon. Secretary at least two months ahead of the Annual Conference, which is scheduled after 1 year. Venue shall be selected by simple majority in GBM during the conference. The host chapter should be registered under Registration of Society's Act 1860, is affiliated to MOA & have a PAN No. / GIR No. / Tan No / GST number with Income Tax Department. The bid will be 2 years in advance.

B) PROCEDURE FOR SELECTION OF VENUE BASIC REQUIREMENTS

I. Choice of City

- i) Accommodation available: There should be adequate accommodation available for around 1,000 persons. Some 3 to 5-star hotels in city are expected.

- ii) Connection by Air, Rail & Road: The city preferably connected by Air to Metro Cities at least. It should have a major rail head with good connections all over state.
 - iii) Tourist Spot: Although being major tourist destination is not a must, but it certainly attracts a bigger participation & is of definite advantages.
- II. Choice of Venue
- i) Central Auditorium: The main Auditorium should have capacity of 400 to 500 Hall should be good & it should preferably be air-conditioned with proper sound and acoustics.
 - ii) Satellite Halls:
 - a. Minimum One satellite hall having capacity of 300 persons.
 - b. Two Board Rooms with capacity for 25 persons.
 - c. Storage space for conference office.
 - iii) Dining Hall: An area adjacent to the main hall (within 100 meters of main Auditorium). An area of approx. 25,000 - 30,000 Sq. Feet would be required.
 - iv) Trade Exhibition: Another area of similar size or 2-3 long rectangular halls / Open space & adjacent to (100-150 meters) from Auditorium will be required for the trade exhibition.
 - v) Location: The venue shall be preferably located centrally in the city or within 5KM. If more distance, then continuous transport facilities to the central point in the staying area, city area is expected.
 - vi) Parking: Adequate parking space should be available around the venue.
 - vii) Lounge Space: The venue should also have some area for children & spouses.
 - viii) Registration Counters: Adequate space & persons should be provided.
 - ix) Security: The venue should be such that it can be cordoned off from general public & is safe.
 - x) Toilets: Enough toilets - for males & females are required. Banners / Signage need to be displayed for information of delegates.

C) DATES AND DURATION OF MOACON

The conference should be for minimum 3 days. The dates for the conference will be preferably one week, previous or after Diwali but can be changed under extra ordinary circumstances. The CME shall be on 1st conference day & rest ALL programs shall be planned accordingly. The team organizing the conference should be experienced & a short bio-data of the key persons should be submitted with the bid. The Organizing Secretary especially should fulfill the following criteria.

- i) Should have attended MOACON at the time of bid.
- ii) Should have preferably been Organizing Secretary / Chairman of Organizing Committee of at least one symposium or he should have organized at least one major State / National workshop / scientific activity.

D) FINANCE OF CONFERENCE

Number of available registrations to be declared initially and update about registrations published on website of MOA and officially informed to MOA Office by Organizing Secretary every 15 days. Non-MOA Members will be charged double delegate fees from the beginning.

- (i) Budget proposals including registration fees tariffs, collection from stalls etc., will be presented to Executive Committee during MOACON meeting.
- (a) Registration fees for main conference: The registration fee for members of MOA for MOACON should be just reasonable; it can be increased by 10% each year & rounded off to nearest 100 as per need depending upon local factors but only after sanction from MOA Executive Committee well in advance, during previous MOACON meeting. The registration fees for non-members will be twice the registration fees for Members, late fees will be 25% of registration fees after one month of last date of regular registration & 50% after 2.5 months from last date of regular registration. Spot registration will be double the registration fees. Registration fees for Post Graduate Students will be 60% of normal

registration fees. Provision of spot registration can be offered after consultation with Executive Committee.

- (b) Incidental Charges: The incidental charges of MOACON will be decided by Local Organizing Committee. If CME charges are shown separately may get more credit hours by MMC. Refund policy need to be declared after consultation with MOA. GST & such other taxes will be decided & dealt with by Local Organizing Committee.
- (c) Registration fees for CME program should be included in MOACON fees and no separate registration for CME.
- (d) Registration fees for spouses & children over 8 years of age / Accompanying Person. 80% of delegate fees, and should not be registered as delegate, as it increases the number of false registration while actual ortho delegates are less. (For Spouses / Children's of Non-Members, it will be proportionately more)
- (e) Registration fees for children below 5 years: Nil. 5-12 years (or height below 4 ft) 50% and above 12 years (or 4 Ft) regular fees.
- (f) Complimentary free registration: The following have to be given Complimentary Free Registration.
 - (i) President of IOA
 - (ii) Hon. Secretary of IOA
 - (iii) All Hon. Fellows of MOA (List to be obtained from Hon. Secretary /Treasurer)
 - (iv) All Foreign Guest Speakers (Only faculty, no delegate)
 - (v) All Indian Guest Speakers who are not member of MOA.
 - (vi) Spouses of Foreign Guest Speakers if they are accompanying them.
 - (vii) Invited Dignitaries.
 - (viii) MOA Members over 70 years of age.

E) TARIFFS: STALLS, SOUVENIR SPONSORSHIPS & MISCELLANEOUS RECEIPT

- (a) Local Organizing Committee can decide the tariffs for unit stalls. The decisions must be conveyed to MOA Executive Committee during MOACON Executive Committee meeting in previous year.
- (b) Tariffs for special stalls are at discretion of the Local Organizing Committee.
- (c) Concession for multiple stall is also at discretion of Local Organizing Committee.
- (d) Sponsorships for various activities is at the discretion of Local Organizing Committee. However, all sponsorships have to be with approval of Local Budget Committee.
- (e) Tariff for Souvenir: Rates for advertisements is at the discretion of Local Organizing Committee.
- (f) Miscellaneous receipts like donations from local medical fraternity in the form of member of reception committee etc. is at discretion of Local Organizing Committee.

F) SCIENTIFIC PROGRAM OF CONFERENCE

Local Scientific Committee along with Organizing Committee and Executive Committee of MOA draw up scientific program for the conference and will get final programme approved during July meet of MOA Executive Committee.

1. Local body will decide theme of conference if any and scientific programme. Scientific Chairman should be in touch with Executive Committee.
2. Two sessions of Free Papers and one Best Paper Session are mandatory.
3. Free Papers should be 6 min +2 min and Best Paper should be 8 min + 2 min.
4. Full text submissions for best paper are mandatory. Rest abstracts are ok
5. Transparent marking systems will be needed, methodology given below.

Criterion (marks allocated for criterion)

1. Originality (5)
2. Clarity of statement of aims of study (3)
3. Clarity of definition of methods (5)
4. Statistical methods (2)
5. Relevance of discussion (3)
6. Appropriateness of conclusions (3)
7. Quality & Clarity of slides (3)

8. Clarity of presentation (3)
9. Appropriateness of responses to questions (3)

TOTAL MARKS = 30

6. 30 min to research methodology should be allotted
7. Breakfast/Evening Sessions on interesting cases can be included.
8. Innovations in technology and industry may be given 30 min by way of asking for their papers and ppts... Allow them to make podium presentations of 4 min + 2 min...They should be having stall at conference.
9. Posters are to be displayed in electronic format to save the costs... No restriction on numbers...
It is advisable to text on web site that author/s agree that submitted papers are allowed to publish in publication of MOA – journal / Souvenir.
10. All papers and posters can be published in JMOA.
11. Have a Veteran Surgeon's Forum and Young Surgeon's Forum with presentations. Give them 10 min +3 min slot. Call for abstracts separately for these papers. Age criteria above 50 and less than 50 years and choose from them.
12. Quiz programme is to be incorporated in scientific session.
MOA Executive Committee will decide everything about MOA activities like Orations / Presidential Guest Lecturers / Time Slot (if requested by MOA office) and it will be mandatory for Local Organizing Committee to arrange for it. No other concurrent sessions should be arranged during MOACON with such activities.
 - i) Orations: There are at present two orations of MOA & they should be given prime time during the conference. Ideally, they should be slotted between 10.00 am to 12.00 noon on days of main conference. There shall be no concurrent session during the orations. The Chairpersons of both orations shall be President & Secretary of MOA. Executive Committee will decide Orators in consultation with Scientific Committee. Hon. Secretary will invite Orators, ask for their bio data and detail regarding day, date & time of oration. Chairperson will introduce orator and orator will speak about person in the name of which the oration is given. Secretary will provide short CV of person in whose name oration is. Secretary will provide this information to orator in advance. After oration, orator is felicitated by MOA President & Secretary. Secretary of MOA shall prepare & keep ready couple of gold medals for the orations. Guest delivering oration / lectures. EC to decide alternative arrangement.
 - a) 1st Oration - Saturday. Preferably Immediate Past President of MOA who is not Member of Executive Committee or MOA Member approved by MOA Executive Committee.
 - b) 2nd Oration – Sunday. Preferably IOA President/Non MOA Member approved by MOA Executive Committee.
 - c) Presidential Guest Lecture will be decided by MOA Executive Committee and the President, MOA.
 - ii) Free Papers: Free papers will be invited from Members / Non-members of MOA for presentation during the conference; each member can present only one paper as the first author. Presenter should be a registered delegate. Presentation will be under following heads:
 - (a) **Oral Presentation:** The Central Committee shall meet preferably in 4th week of August for selection of papers for oral presentation. Approximately 1/3rd of paper selected for presentation in conference shall be for oral presentation. Rest of them shall be for poster presentation. Criteria of selection of papers shall be circulated in the final announcement brochures of the conference. The oral presentations shall be preferably grouped into scientific sessions according to regions/special techniques, special diseases etc. The duration of individual scientific session shall not exceed 120 minutes, preferably 60-90 minutes. There shall preferably be 5 presentations for a 1 hour session. Each oral presentation shall be of 8 minutes with discussion 2 minutes & strict control shall be kept on time taken for presentation. Best Paper session

containing 8-10 papers will be conducted in all MOACON and MOA will give cash prize of Rs. 5000, to the Best Paper.

(b) **Poster Presentation:** Extra free papers selected for presentation will be invited to be presented as posters. The Central Committee reserves the right to recommend any paper for poster instead of oral presentation, & representation against this shall not be accepted. The Organizing Secretary shall make adequate arrangement for display of posters as well as for interaction of the author with delegates interested in discussing the posters. The Organizing Secretary shall make basic arrangement for display of electronic presentation. The Best posters receives Best Poster Award. The judge for the competition shall be selected by EC MOA. The authors of posters shall be present in the hall during the visit of judge - Time/Date of which shall be properly announced by Local Organizing Secretary.

Chairpersons for Scientific Session: There shall be two chairpersons and one reporter for each scientific session. The Central Committee shall select these from amongst delegates of the MOA interest/experience in the field for which the session is devoted. A broad consideration for representation from all over the state shall be ensured for selecting the Chairpersons. The Organizing Secretary shall give a list of Members from host chapter (included) in the list of Chairpersons. Guidelines to follow during the onstage activity, for Chairpersons, shall be notified, by Local Organizing Committee in writing. No time should be wasted in felicitations of any Faculty and Chairpersons. Memento should be given on one particular stall / in a gift wrap / box.

(c) **Best Poster MOACON:** President / Hon. Secretary shall nominate a committee of 5 amongst Senior Members attending MOACON for judging the posters. The timing of the visit of the panel of judges to the venue of poster exhibition shall be notified to all authors of posters. Awards shall be declared during the GBM of the same conference.

The award may not be given to any Member in case no papers / posters are found to be of a quality befitting the award. The judges shall testify to this effect. Award for Best Paper published in JMOA: Most commonly visited first three articles on web, online JMOA will be given cash prize of Rs. 3,000 / Rs. 2,000 / Rs. 1,000. Awards shall be declared during the GBM of the same conference.

iii) CME of MOA

Continuing Medical Educational Programme: This programme shall be held on the first day of the conference. The format of the CME shall be as follows:

Registration: 08:00 am onwards

Inauguration: 09:00 am

- (a) Dignitaries on Dais
- (i) President of MOA
 - ii) Hon. Secretary of MOA
 - iii) President of City / District
 - iv) Hon. Secretary of City / District
 - v) Organizing Secretary
 - vi) Co-coordinator
 - vii) Organizing Chairman

Programme:

- i) Welcome of Dignitaries
- ii) Inauguration by President
- iii) Introduction of topic by the coordinator
- iv) Welcome of faculty members
- v) President's address
- vi) Vote of thanks

Main Programme: 09:30 am to 05:00 pm (including lunch break)

Local Organizing Committee decides about CME programme only in consultation with MOA Executive Committee.

1. Avoid repetition of speakers over the year & topics in next sessions.

2. Encourage fresh talent from amongst younger members
 3. A wide state spectrum.
 4. Buffer time is advisable in each session of about 5-10 min. to take care of electricity & computer problems.
 5. Should avoid topic to be covered during the next two days.
- iv) State Orthopedic Quiz: Orthopedic Quiz during MOACON is open for post graduate students only. Teams of 2 post graduates each shall be nominated by the individual Medical College and informed through respective Hon. Secretaries' to the Local Organizing Secretary at least one month before the conference. The format for the quiz shall be decided by the Local Organizing Committee and MOA Executive Committee. This responsibility of conducting quiz will be taken by one of the Executive Committee Members.
- a) Best teams will be selected for the National Quiz.
 - b) A team will be shown visuals and asked questions by rotation. Direct questions may also be asked without visuals. The exact format may be changed each year by the Chairman to promote interest. Medical Colleges / Teaching Institutes selected team will go to National Ortho Quiz on IOACON.

The conduct of the scientific programme of the conference is the most important aspect of conference. The Local Organizing Committee shall ensure that the facilities for proper audio-visuals, with UPS & Generator facilities seating arrangements / drinking water / rest rooms, etc. are made available depending upon the projected number of participants for each event. Overcrowding at various venues leading to dissent amongst delegates should be avoided.

H) Pre-Conference Workshops (Optional)

The venue selected for workshop should be clean, have proper ventilation / air-conditioning, proper space for registration, catering, lectures, hands-on-workshop, demonstrations, etc. The venue should preferably be close to the venue of main conference.

Total number of participants: There should be a limit to the total number of participants. Although this may vary according to requirements of workshop the maximum limit should be hundred. Participants should be given a choice and allotment should be on "first-cum-first-served" basis. For hands-on workshops, there should not be more than 5 participants per table. For demonstrations by Faculty Members, the number should ideally be less than fifteen on a table. Proper and adequate number of equipment should accordingly be arranged for demonstration / hands-on. Course literature / hand-out goes a long way in encouraging participants to revise their knowledge afterwards and these should routinely form a major item of the delegate kit. Certificates for participation should be given at the end of the workshop. A copy of the video-recording of live demonstrations shall be submitted by the organizers for keeping in MOA Library, which can be made available on net of MOA website.

i) Main Conference

- a) CME / Orations / Conference Lectures are organized in plenary sessions. Main auditorium with a capacity of 600 - 800 and another about 250 with audio-visual facilities for projection. A podium with MOA emblem displayed on it. Green, Yellow, Red and reading light may be required. A stand mike + a collar mike, laser pointer, clicker is essential for the speaker. A Chairman's table with 3-4 chairs, a table mike, light, file / sheet with the programme for 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 lime to the speakers or timer on screen.
- b) Mementos should be given in gift bag or on a separate stall. No time should be wasted during academic sessions to give memento to anyone except for Orations and Presidential Guest Lecture.
For felicitation: Two senior members of Local Scientific Programme Committee along with few Volunteers for felicitation.

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

- d) At least two stand mikes and two cordless mikes be placed in strategic position in the hall for questions from audience. Concurrent Sessions may be held simultaneously in another

hall. Proper audio-visual facilities as for plenary sessions should be ensured. Proper signage should be placed at strategic places to help in location of various halls. Color coding of halls makes identification easier.

- e) Hospitality for dignitaries
- i) Office Bearers of IOA
For the Conference: The President & Hon. Secretary shall be offered travelling allowance for attending the Conference. To and fro AC II Sleeper if the journey is overnight, air fare if longer. This will be from the MOACON account. They will be given best of the local hospitality by Local Organizing Committee on behalf of MOA.
 - (ii) Guest Speakers
 - a) Foreign: No Foreign Guest Speaker shall be paid International air fare from the accounts of the conference. They are given along with spouse if accompanying best of the local transport facilities available, preferably by air and all kind of local hospitality by Local Organizing Committee.
 - b) Speakers of Oration: are offered travelling allowance and local hospitality.

G) GENERAL HOSPITALITY

- (i) Reception at Airport / Railway Platform: Reception counters with visible banners shall be put up on airport Arrival area / Railway Platform for delegates. The counters should have information regarding hotel / other accommodation. Basic facilities for transport to hotels / conference venue should be arranged by the organizer.
- (ii) Transport: Transport for all delegates from various officially designated hotels to the venue for main conference, workshops, banquet should preferably be arranged by the local organizer. Proper information of bus routes and timings should be made available to delegates.
- (iii) Catering: Undue lavishness on this has to be avoided, working lunch & lavish dinners should be the practice, warm simple lunches on day of the conference should be arranged for the registered delegates, and families if registered. Arrangements for "round-the-clock" supply of tea / coffee either free or on payment may be made. Safe drinking water at easily accessible spots should be placed outside each hall for scientific deliberations. A complimentary conference dinner will be arranged following the inaugural function. Conference banquet shall be arranged on the main evening (Saturday) of the conference. This may be on payment and by prior registration.
- (iv) 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-serve 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 hotels. Services of a travel agent may be utilized to organize accommodation.
- (v) Social Event: An orchestra may be arranged during banquet.
- (vi) Sightseeing: Local sightseeing one / two day tours outside the city may be arranged in consultation with State Tourism Corporation. Local sightseeing especially for spouses / children, may be arranged. Complimentary packages for other tour at subsidized cost may be arranged through the Tourism Department / Travel agent.

H) REGISTRATION

- (a) A stall shall be allotted in Trade Exhibition in the previous year's conference for announcement, distribution of pamphlets and display of posters banners of the conference.
- (b) Final announcement brochure containing the following information:
 1. Number of the Conference in Roman Letters
 2. City & Venue
 3. Dates of the Conference
 4. Host Chapter
 5. Letter from President of Host Chapter.
 6. Letter from Local Organizing President & Secretary, MOA President and Secretary.

7. List of Executive Committee of MOA & IOA President & Secretary names.
8. List of main Organizing Committee
9. Proposed format of the conference
10. Details of registration fees
11. Information regarding Free Papers /Poster Presentation / Video Presentation
12. Information of the CME programme including topic, names of faculty.
13. Information of accommodation available with tariffs.
14. Details of pre-conference workshop.
15. Information (including photographs) of tourist attractions in and around the city, various tours being planned etc.
16. Information of Air, Rail and Road connections.
17. Addresses / Phone no. / Fax No. / E-mail addresses of Key Members of Organizing Committee.
18. Information of reception and transport arrangements.
19. Information regarding programme for spouses / children / social events.
20. Registration form, form for abstract, accommodation, return reservation, sightseeing tours, subspecialty meetings, pre-conference workshop etc. Important dates and deadline.
21. Miscellaneous information.
22. Disclaimer
 - (i) Change of venue / programme etc., rights reserved with MOA.
 - (ii) Important dates / deadlines: Assuring that the date for the annual conferences would be fixed for prior or later week of Diwali.
 1. Dispatch of first announcement brochure: June. Brochures must have mention of MOA website, mention of MOA Executive Committee and MOA President and Secretary as invitee along with Organizing President and Secretary.
 2. Last date for receipt of Abstracts: Last date for receipt of Full Papers / Registration without late fees. Last date for informing members regarding acceptance of papers for presentation. Last date for registration with late fees. These dates will be decided by Local Organizing Committee.
 3. Last date for dispatch of final programme to all members in about 3rd week of October
 4. All this information is conveyed to MOA Office and webmaster every week by Local Organizing Secretary and is updated on MOA website by web master.
 - (iii) Methodology of Registration: The registration will be fully computerized. Organizers are free to allot registration numbers according to alphabets or to categorize them District wise. Whatever method 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 queries during peak registration hours at conference venue. Enough space should therefore be allotted for this purpose. The reply for registration, accommodation, sightseeing tours and receipts of abstract form should be sent within a fortnight of their confirmation by the Conference Secretary. The information for acceptance/non-acceptance of the scientific paper should be sent on time. 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
 - b) Meal coupons / Breakfast coupons
 - c) Invitation to the inaugural function
 - d) Details of registration
 - e) Writing pad & Jotting Pen

- f) Invitation to the banquet (if registered)
- g) Delegate name badge
- h) Information brochure of facilities like transport arrangements, spot map of the venue, other miscellaneous information.
- i) Conference Souvenir other complimentary are optional.
- vi) Certificates: Participation certificates for delegates should preferably be distributed from the afternoon on the last day of the conference on getting feedback form. These shall be separate for the CME and the main conference. Those for the CME shall be given at the venue of the CME.
- vii) Certificates to Faculty Members / Guest Speakers / Chairpersons should be handed over immediately after the scientific session. The Chairpersons shall also give certificates for Oral Presentation to all speakers at the end of the session. Certificates for Poster Presentations to be distributed in the hall for Poster Presentations. Scanned copy of the certificate is stored with Local Organizing Committee and is provided in case of dispute.
- 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 / Hon. Secretary of MOA.
 - (b) Presidential Address
 - (c) Secretary's Annual Report
 - (d) List of Executive Committee Members of IOA + MOA
 - (e) List of Organizing Committee of the Conference
 - (f) Final programme of the conference
 - (g) Articles from various sources on Orthopaedics and general topics of interest.
 - (h) List of donors
 - (i) List of exhibitors
 - (j) List of advertisers
 - (k) Advertisements
 - (l) Anecdotes / Jokes etc. (optional)
 - (m) List of Past Presidents & Secretaries
- I) **FINANCIAL CONSIDERATIONS**
 The projected budgetary requirements for the conference have to be put under the following heads:
 - (i) Approximate percentage of total Budget
 1. Venue arrangements + establishment expenses including pandals, trade exhibition stalls, registration counters, etc.: 20%
 2. Catering: 20%
 3. Audiovisual facilities: 10%
 4. Printing / Stationary: 10%
 5. Communication (Telephone / Fax / E-mail / Letters): 5%
 6. Accommodation + Transport (Dignitaries & others): 5%
 7. Inaugural functions and other miscellaneous expenditure like gifts / mementoes: 5%
 8. Entertainment / sightseeing / ladies programme: 5%.
 9. Administration: Salary to staff / office setup etc.: 2.5%
 10. Miscellaneous contingency expenses: 2.5%
 11. Contribution to MOA: 30% of profit or 3 lakhs whichever is more
 12. Savings: 5%
 - (ii) Committee for Monitoring of Collections / Expenditure: A committee consisting of the Local Organizing Members will monitor the collections / expenditure of the conference. The Hon. Secretary, MOA along with the Treasurer of conference, Local Organizing Committee shall monitor the collections and see that accounts are properly maintained. One of the signatories for the bank account will be Secretary, MOA. Along with registration charges, stall charges are also informed to MOA Executive Committee.
 - (iii) Auditing & Submission of Account: An auditor appointed shall audit the accounts. The Bank accounts of the Conference shall be closed within 6 months or in April of next calendar year

whichever is earlier, from the date of the conference and will be published in Secretary's report in the month of August.

Saving for the Conference: It is mandatory for the Local Organizing Committee, to donate the approved percent of profit to the Association (Minimum of Rs. 3 Lakh or 30% of the profit, whichever is more). The "Total Collection" shall also include the fund spent directly / indirectly on sponsorship of all activities related to the staging of the conference. This donation is in recognition of the Authorization to the host chapter by the State Body to stage the conference, use of its logo, its name, and for advice and professional guidance given for two years in arranging for academic and other activities of the conference. Any savings over and above the mandatory donation may be donated to the MOA if the host chapter so desires. It may however be divided equally between the District Chapter and the City Club for use for academic purposes only to benefit their members. It may also be used for building up assets of the Host Chapter / City Club in furtherance of the objects of the Host Chapter / City Club.

J) INAUGURAL FUNCTION

The inaugural function of the Annual meeting of the MOA is an official function and will be conducted under the supervision of President / Secretary of MOA & Organizing Committee.

- (i) Venue and General Arrangements: The venue should preferably be a hall with a capacity of about 300 to 500 (main hall). If hall being used for the CME. It should be vacated at least by 5:00pm so that necessary arrangement for inauguration may be made. 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 awards. The same should be aesthetic. Wasteful expenditure should be avoided.
- (ii) Time: Minute-to-minute agenda is prepared meticulously. The inaugural function should usually commence at 6:00pm and the total duration of the main inaugural programme should not exceed 1 hour. A 60-90 minute cultural programme to highlight the culture of the host district may follow the inaugural function, but is not mandatory.
- (iii) Dignitaries on the Dias: The total number of chairs will be 7 or 9 with following dignitaries being present:
 1. President of MOA & Secretary of MOA
 2. Chief Guest
 3. Guest of Honor
 4. President of IOA
 5. Hon. Secretary of IOA
 6. Organizing Secretary and Organizing Chairman

The number of chairs may be increased to 9 to accommodate the following:

 1. Additional Guest of Honor.
 2. Head of the Teaching Institution, if the conference is being held in a Medical College.
 3. President / Secretary District Chapter holding the conference.
- (iv) Seating arrangements in the hall:
 - a) Front row on the side of the hall on the side of the podium to be reserved to Past Presidents & Senior Members of MOA.
 - b) Award winners for that year including Hon. Members of MOA. Fellows to be seated immediately being them.
 - c) Centre front rows to be earmarked for VIP Guests including Chief Guest / President of MOA and spouse, etc. Foreign Faculty (if any)
 - d) If the venue of conference is a Medical College, few rows behind (C) to be kept reserved for Heads of various departments in the Medical College. If not, they can be reserved for Senior Members of MOA.
 - e) Front rows opposite the podium to be reserved for Media Persons / Organizing Committee.

- v) Master of Ceremonies / Conduct of Proceedings: The master of ceremonies for this solemn function should be a senior person (male and / 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 business like.
- vi) Speeches/activities and their sequence: The following will be the sequence.
- a) Delegates/Guests are requested to take their seats by 5:45pm (To be mentioned on the invitation card for the function)
 - b) The President and Hon. Secretary of MOA along with IOA President and Secretary will be received the Chief Guest at the entrance and escort him/her to the hall.
 - c) The master of ceremonies will request dignitaries to take their seats on the dais (to be escorted by Members of Organizing Committee) in following order:
 - (i) President of MOA
 - (ii) Chief Guest
 - (iii) Guests of Honor
 - (iv) President Elect of MOA
 - (v) Hon. Secretary of MOA
 - a) Proceedings:
 - (I) Welcome to dignitaries by floral bouquets (2 minutes).
 - (II) Welcome Speech: Chairman, Organizing Committee or Organizing Secretary (5 minutes)
 - (III) Inauguration of Conference: Lighting of Lamp (5 minutes)
 - (IV) Hon. Secretary's Annual Report (7 minutes)
 - (V) Presidential Address (5 Minutes)
 - (VI) Release of Souvenir by Guest of Honor + speech (5 minutes)
 - (VII) Speech by the Chief Guest (10 minutes)
 - (VIII) Votes of thanks by Organizing Secretary /Jt. Secretary (3 minutes)
 - (IX) National Anthem (5 minutes) vocal standard one (Preferably a team of singer to lead) Recorded standard one, vocal only. The main function may be followed by short cultural programme to be followed by High Tea/Conference Dinner.
- K) MOA AWARDS
The following awards will be presented during the GBM and in the same order.
1. Lifetime Achievement Award (if any)
 2. Honorary Fellowship of MOA (if any)
 3. Certificates for
 - a) Fellowships
 - b) Best Chapter Dr. Jog Award
 - c) Dr. Steve Rocha Best Paper Award
 - d) MOA Quiz Awards
 - e) Most commonly visited articles on JMOA
 - f) Dr. Vikram Marwah Best Poster Award
 4. Modifications Permissible
 - a) Timing may be changed to 6:30pm depending upon local factors.
 - b) One or Two Guests of Honor may be added.
 - c) Mementoes to dignitaries may be given before the vote of thanks, but the same is not mandatory.
 - d) Any other modification in consultation with President/Hon. Secretary of MOA.
- L) VALEDICTORY FUNCTION
The valedictory function is also an official function of MOA and will be conducted by the President of MOA/ Hon. Secretary of MOA. The duration of the function should be kept as short as possible. (Preferably 30-45 minutes)
- (I) Venue and general arrangements: The venue will be the main hall of the conference. The dais will have seats for the following:

- (a) President of MOA
- (b) Hon. Secretary
- (c) Org. Committee

Proper public address system is essential. A podium will also be required.

- (II) Time: It will be from 11.00 am to 11.30 am on the last day of the conference. No special seating arrangements are required. An interesting scientific/non-scientific programme should be arranged before and after that so that it will help to improve attendance
- (III) Conduct and sequence of proceedings: A representative from the Organizing Committee will invite the dignitaries to the dais. The President & Secretary MOA shall conduct the proceedings in the following order:
 - (a) Declaration of results of Best Papers / Awards
 - (b) President gives his comments regarding the conference and its organization.
 - (c) President & Secretary MOA invite delegates to speak on their experience during the conference.
 - (d) Reply to the feelings of delegates by the Organizing Secretary.
 - (e) The President announces the end of the conference with an invitation for the next annual conference.
- (IV) Modifications: Some changes may be made in this format to suit local circumstances, only after prior intimation and permission of MOA Executive Committee.

M) TRADE EXHIBITION

A trade exhibition will be organized during the conference, which will usually consist of unit stalls of 3 mts X 3 mts. A brochure with details of sponsorship may be brought out by the organizers giving details of the various stalls on offer, their configuration and the tariffs. Special categories of stalls may be charged extra and concession given for multiple stalls. Complimentary stalls to sponsors of other major activities of the conference may be given. Proper lighting arrangements, ventilation, adequate walking space, fans, etc. should be ensured. One power point, tables and chairs will have to be provided in each stall. The Local Organizing Committee should appoint one person who will help the stall members to deal with. GST will be responsibility of local organizers. No concern of MOA. Provision of lunch coupons (2 complimentary per stall and extra on payment should be the usual norm). Companies/Firms hiring stalls should give an undertaking that there will be no liability to local organizers. Dinner coupons (maximum of 2), after full payment of banquet fees, to the Owner /MD/ CEO of the company who has purchased stall in trade exhibition with name of that person, which will be strictly non-transferable. In case of loss of property/injury/insurance of life due to any accident in the trade exhibition - Local Organizers responsibility. Safety against theft / accidents, etc. should however be ensured by local organizer. A short-term insurance policy covering the period of 10 days prior to 10 days after the Conference for any such eventuality will have to be made by local organizers to ensure against litigation. The venue of the trade exhibition should ideally be adjacent to either the scientific halls or the dining pedal to enable delegates to visit the same. Serving of beverages, etc. inside the trade exhibition should be preferable banned. Similar unethical, improper activities should also be banned. Sale of products should not be permitted as the same is governed by GST etc. The trade exhibition should also offer complimentary stall for the organizers of next year's conference for providing information about progress of preparations. Locker Room: It is desirable to have a facility for the companies to keep their valuable equipment safely for the night. General Insurance policy may be considered by Organizing Committee to cover mishaps & damage due to natural calamities & from other causes.

Arrangements be made to treat any emergency during event by making available ambulance & resuscitation facilities with emergency drugs & MO.

(N) MOA OFFICE AT MOACON

A big room should be provided at a convenient and prominent area within the conference premises for establishing the MOA office where members can carry out their business & election with MOA office staff. The following facilities are to be provided by organizers in this office.

1. Table and Chairs of 5 to 10 people.
2. Full size steel cupboard to keep important documents / certificates / articles etc.
3. Computer with printer along with Computer Operator
4. 3-4 Volunteers

5. Basic office stationery.
6. Drinking water
7. Notice Boards
8. Two Boxes to put ballot papers (if required)

Notice boards at other prominent places, like entrance to various halls may be required for display of MOA notices.

(O) OTHER OFFICIAL PROGRAMMES OF MOA DURING MOACON

- (I) Executive Committee Meeting (MOACON Meeting): The Executive Committee meeting shall be held either on the day of the Pre-Conference Workshop or on the day of the CME Programme from 2:00pm onwards.

Arrangements for Executive Committee Meeting during MOACON: A room big enough to accommodate 15 persons preferably in a "round table fashion" with tables / chairs arranged accordingly. A public address system with drinking water shall be arranged. If circumstances require, lunch / tea etc. may be served at the site of the meeting.

- (II) General Body Meeting - Arrangements: The meeting will be conducted on the 1st day of main conference-Saturday, from 6:00pm onwards. Venue will be the main hall. A dais to seat President, Vice President, and Hon. 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. Volunteers should be present. If requested by the MOA Office Bearers, a computer with LCD Projector, Tape Recorder may be arranged for instant projection of resolutions being put. Protocols for these may have to be framed as and when the need arises.

Protocols for other Scientific Activities of MOA: The President may obtain concurrence from Executive Committee Members. Protocol for appointment of office staff:

- a) Procedure for selection: The clerk will be appointed after an interview by Secretary. Job/appoint shall be on contract basis & not employee relationship. Salary shall be fixed and revised as per labor laws.

(P) PROTOCOL FOR FUNCTIONING OF THE MOA OFFICE

- a) Maintenance of Records: All records of the Association will be under the custody of the Hon. Secretary. He will supervise their maintenance situated at Secretary with clerk. Proper numbering and storing shall be ensured for easy retrieval as and when required. While all files concerned with the term of the current Hon. Secretary may be maintained at his residence for convenience all important documents and files related to previous Secretarial terms shall be kept in the MOA Office.

- b) Correspondence: While correspondence on important policy matters and decisions to be taken shall be carried out by the Hon. Secretary, routine correspondence like change of address, non-receipt of Secretarial Report /Journal Membership dues, etc. will be done by the clerk with fortnightly / monthly reports to the Hon. Secretary. In case of any difficulty, clerk may consult Hon. Secretary before replying. A copy of all letters sent out by clerk may be sent to President. In case of any difficulty, Members may write to the President directly also. All correspondence for the Secretarial Report /Executive Committee Meetings / General Body Meetings, suggestion, etc. shall be addressed to Hon. Secretary. All correspondence for fellowships shall be addressed to Hon. Secretary.

- c) Accounts: The Secretary 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 and 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. The office clerk under the supervision of Hon. Secretary shall be responsible for maintaining all records concerning accounts. The accounts will be operated as per constitution

- d) Membership lists and updating of same: The clerk shall maintain and update the list of Life Members of the Association and their updated addresses.

A list of change of addresses of members shall be notified every month by the clerk to the Hon. Secretary/Editors of the journal to enable proper receipt of letters/Journals by the members.

- e) Maintenance of memorabilia of the MOA: All important memorabilia of the Association including photographs of events, photographs of Past Presidents, gifts to the Association, important documents, etc. will be kept with Secretary Office. All running trophies shall also be returned to Secretary Office for safe keeping and brought back to the venue of Annual Conference. The memorabilia may be properly displayed for benefit of visitors to Secretary Office. Secretary will maintain website of MOA and will update it from time to time. Protocol for maintenance of assets / Securities of the Association and continuity in transfer of records/ assets to incoming office bearers following elections.
- All assets of the Association as mentioned in 8(a) shall be under custody of the Secretary. All records for accounts of the Association as well as details of accounts of Annual / Conferences shall also be with the Secretary. These shall be handed over to the next incoming Secretary within 20 days of new Secretary taking over the office. Proper record of such taking over charge shall be maintained in a register. In 1st week of April, all files pertaining to the three-year term of the Hon. Secretary shall be transferred to new Secretary Office on the completion of the term of office of outgoing Hon. Secretary and charge given to Administrative Officer. The incoming Hon. Secretary shall study all such files within one month 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 from the Secretary office shall also be returned to new Secretary after the term of the Secretary and stored year wise in the Secretary office for information and guidance of future Secretary within 3weeks, failing to do so the Secretary will be barred for holding any post in office of MOA for 3 years, starting on 15thApril, when next Secretary starts his tenure.
- f) Funds for the journal:
- i) The editors shall prepare a tentative budget for the forthcoming year and get it approved by the Executive Committee and General Body. Major portion of the funds shall be raised from advertisements. The Editors /Co-editor / Editorial Board Members shall be responsible for raising funds through advertisements.
 - ii) Function of the Editorial Board with duties of Editors/Co-editor/Editorial Board Members
 - iii) Meetings of Editorial Board: Online meeting of editorial board. Webmaster and Editor invited to Executive Meeting if required. coordinator will represent them in Executive Committee.
 - iv) Collection of Advertisements: The Executive Committee in consultation with Webmaster and Editor will decide about charges for advt. on website and journal MOA.

Q) EXECUTIVE COMMITTEE MEETINGS

Every member of Executive Committee is expected to host one EC Meeting in his tenure.

- (a) Drawing up an agenda: The Hon. Secretary shall draw up the agenda for the meeting and may 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. Hon. Secretary's Report
 4. Financial report (interim or final) of previous conference by Organizing Secretary who shall be a special invitee to the meeting during conference.
 5. Budget proposals for next Conference & preparations. Report by Organizing Secretary who shall also be a special invitee (In case conference venue is already decided in last AGM).
 6. Reports of the Fellowship.
 7. Report of forthcoming events in collaboration of MOA.
 8. Report of editor or Co-ordinator
 9. Report of Web Master
 10. Affiliation & Best Chapter Awards

11. All other important matters requiring concurrence of Executive Committee for running of the Association.
 12. Important issues raised by Executive Members / other Members, which the President / Hon. Secretary feel important for discussion.
 13. Progress report of all programmes undertaken.
 14. Report of website
 15. Finalization of speakers for orations in next MOACON.
 16. Preparation of MOACON.
 17. Letters received by Secretary & action taken.
- (b) Frequency of Executive Committee Meetings
- (i) January Meeting: New Committee takes over, new President takes over and starts his functioning.
 - (ii) July Meeting: Audited accounts. Agenda for GBM Secretary Report, Election programme is finalized.
 - (iii) MOACON Meeting: On CME day, 2.00 pm onwards as important issues related with GBM and other urgent issues are discussed.
 - (iv) January Meeting: Venue visit, venue confirmation, welcome to new Members, farewell to retiring Members and MOU signing between MOA and Local Organizing Chapter/Organizing Committee.
- (c) Venue, Date and Time
Decided by Secretary in consultation with host, informed to all Executive Committee Members and invitees if any.
- (i) Adequate seating arrangement (Approx. 20)
 - (ii) Display of agenda / Agenda notes on notice board. Adequate photocopy of agenda / agenda notes for the members.
 - (iii) Photocopies of other documents, if required.
 - (iv) Public address system along with and extra cordless mike (optional), Tape Recorder.
 - (v) Notepads / ball point pens for all Members.
 - (vi) Arrangement for lunch for all Members.
 - (vii) Punctuality shall be maintained for commencing the meeting.
 - (viii) Attendance shall be maintained in a register and report with the Hon. Secretary.
 - (ix) The President of the MOA shall conduct the meeting with assistance from Hon. Secretary who shall advise him on all issues.
 - (x) Each item shall be discussed for 5-10 minutes according to importance. In case of difference of opinion, the Hon. Secretary shall formulate a resolution on which there shall be voting by raise of hands. The resolution may be carried or defeated by a simple majority.
 - (xi) 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.
 - (xii) The minutes of the meeting shall be written by one of the Executive Committee Members. Where ever possible, exact language of the resolution shall be taken down. The proceeding of the meeting shall also be audio and or video recorded for future reference and clarifications.
- (d) Follow-up action after the Executive Committee Meeting
1. The minutes of the meeting shall be properly finalized by Hon. Secretary and these shall be circulated to all members in the Secretarial Report of The Hon. Secretary, who shall write to all concerned, shall carry out action on all decisions taken in the committee. Work delegated to Executive Committee Members by President/Hon. Secretary should be completed and "action taken" report submitted within a certain time frame.
 2. The minutes of Executive Committee and AGM shall be properly finalized by Hon. Secretary before the General Body Meeting and shall be duly approved by Executive Committee before presentation in the General Body Meeting.
- (e) Extra-Ordinary Executive Committee Meeting

May be called by President at any time preferably with a minimum 15 days' notice. This shall be for urgent matters, which cannot be put off till time for regular meeting. Honorarium may be given to Members attending the meeting.

(f) General Body Meeting:

(a) Drawing up an agenda

1. Obituaries.
2. Confirmation of Minutes of previous General Body Meeting.
3. Confirmation of minutes of Extra-ordinary GBM
4. Hon. Secretary's Report
5. Audited accounts of MOA.
6. Honorary Fellowship of MOA.
7. Ratification of membership of new applicants.
8. Confirmation of Best Chapter Award.
9. Venue of MOACON to be held.
10. Report of progress of next MOACON if decided in last AGM.
11. Report of previous conference.
12. Declaration of result of election, administration of Oath and hand over of jewels by Presidents.
13. Any other matter with the permission of the chair.

(b) Venue, Date & Time

The main Hall, at MOACON venue. On the second day of Main Conference i.e. Saturday usually from 06:00 pm onwards. Procedure for informing members: The Hon. Secretary shall circulate the agenda in the month of August in the News Letter. Spouse of the President, President Elect and Hon. Secretary will be called for the handing of charge and exchange of jewels ceremony.