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Indian Orthodontic Society

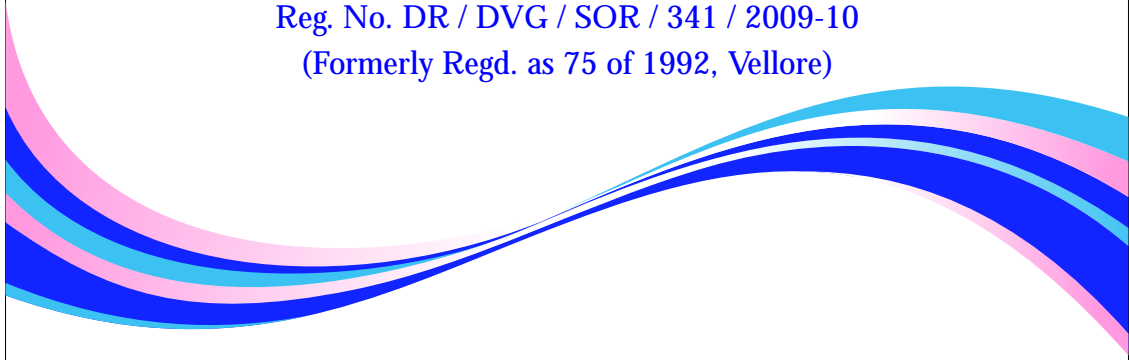
CONSTITUTION & CODE OF ETHICS

As amended on January 2008

(Updated till 20th December 2008)

Reg. No. DR / DVG / SOR / 341 / 2009-10

(Formerly Regd. as 75 of 1992, Vellore)



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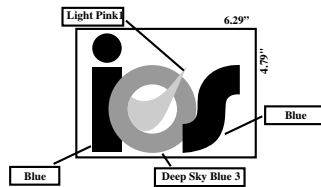
The Oath

- By Hippocrates

I SWEAR by Apollo the physician, and Aesculapius, and Health, and All-heal, and all the gods and goddesses, that, according to my ability and judgment, I will keep this Oath and this stipulation- to reckon him who taught me this Art equally dear to me as my parents, to share my substance with him, and relieve his necessities if required; to look upon his offspring in the same footing as my own brothers, and to teach them this art, if they shall wish to learn it, without fee or stipulation; and that by precept, lecture, and every other mode of instruction, I will impart a knowledge of the Art to my own sons, and those of my teachers, and to disciples bound by a stipulation and oath according to the law of medicine, but to none others. I will follow that system of regimen which, according to my ability and judgment, I consider for the benefit of my patients, and abstain from whatever is deleterious and mischievous. I will give no deadly medicine to any one if asked, nor suggest any such counsel; and in like manner I will not give to a woman a pessary to produce abortion. With purity and with holiness I will pass my life and practice my Art. I will not cut persons laboring under the stone, but will leave this to be done by men who are practitioners of this work. Into whatever houses I enter, I will go into them for the benefit of the sick, and will abstain from every voluntary act of mischief and corruption; and, further from the seduction of females or males, of freemen and slaves. Whatever, in connection with my professional practice or not, in connection with it, I see or hear, in the life of men, which ought not to be spoken of abroad, I will not divulge, as reckoning that all such should be kept secret. While I continue to keep this Oath unviolated, may it be granted to me to enjoy life and the practice of the art, respected by all men, in all times! But should I trespass and violate this Oath, may the reverse be my lot!

The Logo

1. The need to standardize the use of Indian Orthodontic Society logo cannot be overemphasized. It is necessary in order to avoid a variation in the design, shape, proportions and content of the logo used on the letter heads, banners etc., and at official functions.
2. Accordingly, conferences, conventions, all official functions and publications should follow the basic design, shape, and colour scheme as specified, though the size may be altered as required without disturbing the proportions.
3. The following is the significance and the rationale behind the logo design which projects the image of our society.

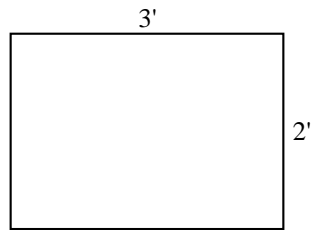


4. The letter “i” represents the nation and the rights of the individual, and recognizes that a free society is a safe society.
5. The letter “O” in the logo is perfectly round to denote a fullness, or wholeness of the society where all concepts and ideologies are accepted, and
6. The letter “S” has slight slant forwards, which denotes the dynamic nature of the society and also indicates that we are always moving forwards.
7. The “Tusk of the elephant” denotes the dental profession and was used as far back as the Egyptian culture period, to replace human teeth in the mouth with ivory. The tusks are the most expensive and beautiful “teeth” known to mankind and thus stand for dentistry. It also represents the smile arc.
8. The colours Blue, Deep Sky Blue and Light Pink denote prosperity, love and a cooling effect on the mind.
9. When the logo is printed or painted in more than one colour, the official colour scheme as given below should be strictly adhered to for the sake of uniformity. However in case of single colour printing, any one colour may be used throughout the logo.
10. The ratio of the length to the height of the Logo shall be 6.29”: 4.79”

	Colour	R	G	B	C	M	Y	K
Letters i, s	Blue 3	0	0	205	93	86	0	0
Letter o	Deep Sky Blue 3	0	154	205	77	24	5	0
Tusk	Light Pink 1	255	174	185	0	40	12	0

The Flag

1. The flag of Indian Orthodontic Society shall be of single colour panel and rectangular in shape.
2. The ratio of the length to the height of the flag shall be 3:2. Though the size of the flag may be altered as required, the proportion should not be changed.



3. The colour of the flag shall be white.
4. The centre of the flag shall bear the official logo screen printed or otherwise printed or stencilled or suitably embroidered and shall be completely visible on both sides of the flag.
5. The flag shall be used by the members, organizers of various Indian Orthodontic Society functions, approved study groups etc., after obtaining a written permission from the head office.
6. The Indian Orthodontic Society flag shall be displayed on the dais during all the Indian Orthodontic Society functions (inaugural function of Annual Conference, Post Graduate Student Convention, Mid-year Convention etc.).
7. Whenever the flag is displayed, it shall occupy a position of honour and be distinctly placed.
8. From a single masthead, the flag shall not be flown along with any other flag or flags.
9. The flag shall not be used to cover a desk or intentionally allowed to touch the ground or the floor or draped over the hood, top, sides or back of a vehicle, train, boat etc.
10. Disrespect to the flag shall be taken seriously and the decision regarding this by the Annual General body Meeting will be final.



Indian Orthodontic Society Constitution

Article	Division	Sub Division	
1			NAME
	a		The name of the Society here-in-after called the "Society or Association" shall be 'Indian Orthodontic Society'.
2			OBJECTIVES
			The objectives for which the Society is established are:
	a		To popularise and promote the study of Orthodontics in India.
	b		To popularise and spread the practice of Orthodontics in India.
	c		To educate the Indian Public about the importance of Orthodontics.
	d		To promote and safeguard the interest of the Orthodontists in India.
	e		To conduct examinations for recognition of clinical excellence in Orthodontics.
	f		To print and publish journals, periodicals, articles and other literatures relating to problems, practices, methods, improvements and other matters relating to Orthodontics.
	g		To exchange with Orthodontists in India as well as abroad the methods and improvement of and relating to the practice of Orthodontics.
	h		To be member of similar Societies in other parts of the world.
	i		To enter into any arrangements with the Government of India or with different State Governments in India or with any foreign Governments, Chambers of Commerce, Municipalities, Local Boards or with any other Public or Private Authorities that may further any of the objectives of the Society.

j	To represent officially the views of the members of the Society on all matters affecting or likely to affect the study and practice of Orthodontics in India, before the Government of India, different State Governments, foreign Governments, Chamber of Commerce, Municipalities, Local Boards, Universities or any other Public or Private Authorities.
k	To aid and help the members of the Society in procuring for them the necessary raw materials and other articles and equipment required in the practice of Orthodontics in India.
l	To purchase, take on lease or in exchange or otherwise acquire any movable or immovable property, rights or privileges which may be necessary or convenient for any of the interests of the Society.
m	To sell, improve, manage, develop, lease, mortgage, charge, hypothecate, dispose of or otherwise deal with all or any of the properties movable and/or immovable, rights and privileges of the Society.
n	To accept any gifts, donations, subscriptions and contributions whether subject to any trust or not, for furthering the interests of the Society.
o	To borrow or raise or secure the payments which may be required for the purposes of the Society in such manner as the Society may think fit and in particular by the issue of promissory notes, bonds, debentures or debenture stock, charges, bonds or any of the property and assets of the Society both present and future, and not to purchase, redeem and pay off such securities in such manner as the Society may think fit.
p	To invest or otherwise deal with any funds of the Society in accordance with the provisions of section 13(1)(d) read with 11(5) of the Income tax Act, as may from time to time be determined by the Executive Committee and to open and operate Current, Cash, Credit, Safe Deposit or Fixed Deposit or Overdraft Account or Accounts with any Nationalised / Scheduled Bank or Banks.

	q	To draw, make, accept, endorse, discount, execute and issue negotiable instruments, railway receipts, promissory notes, cheques, debentures or otherwise and generally to do all such acts, deeds and things.
	r	The Society shall not carry out activities outside India, unless Indian Orthodontic Society joins a recognised global body of which Indian Orthodontic Society is a member, jointly organising a function.
	s	The Society shall not carry out any activities with the intention of earning profit.
3		HEAD OFFICE
		The Head Office of the Society shall be at such place in the Union of India where the Honorary Secretary resides/practices or as may from time to time be determined by the Executive Committee of the Society.
4		OFFICIAL LANGUAGE
	a	The official language of the Society shall be English, and all correspondence or meetings of Indian Orthodontic Society shall be conducted in English.
	b	Conferences and Conventions shall be conducted in English. Simultaneous translations of scientific sessions to other languages as feasible are recommended.
5		CONSTITUTION
	a	This Constitution shall be followed by the Head Office & all Study Groups.
	b	No proposal for change of constitution shall be considered at any Annual General body Meeting unless the proposed alteration has been circulated to the members of the Executive Committee for opinion and unless due notice of it has been given in the agenda of the Executive Committee Meeting and Annual General body Meeting.

	c	An amendment to the Constitution will be valid only when approved by three-fourth majority of the members present and voting at the Annual General body meeting or Extraordinary General body Meeting of the Society and shall come into effect immediately after it is passed, unless otherwise specified.
	d	Any change with regard to the amendments shall be informed to the Commissioner of Income Tax and Society Registration Authority, for approval.
	e	No resolution for amendment to the Dentists Act, 1948 shall be forwarded to the Government of India unless approved at the Annual General body Meeting / Extraordinary General body Meeting of the Society.
	f	If at all there is a dispute in the interpretation of the articles of this constitution, the decision of the Executive Committee shall be final & binding.
6		DEFINITIONS
	a	In this Constitution, unless the context requires otherwise the following abbreviations shall mean:-
	b	"Association" / "Society" / "IOS" means Indian Orthodontic Society.
	c	"Hon. Secretary" means Honorary Secretary.
	d	"Members" means all classes of members.
	e	"Ex. Comm." / "E. C." means Executive Committee
	f	"H. O" means Head Office.
	g	"A. G. M." means Annual General body Meeting.
	h	"E. O. G. M." means Extra Ordinary General body Meeting.
	i	"IOC" means Indian Orthodontic Conference.
	j	"JIOS" means Journal of Indian Orthodontic Society.
7		CLASSES OF MEMBERS
		There shall be seven classes of Members.
	a	FOUNDER MEMBERS: Persons who have taken part in the formation of the society and promoted the Society shall be the Founder Members.

b	LIFE MEMBERS: Any person being registered in Part "A" of the Indian Dentists Register and possessing post graduate qualifications in orthodontics from an Institution or University which is recognized by the Dental Council of India and whose application is approved by the Executive Committee.
c	STUDENT MEMBERS: Any person registered in Part "A" of the Indian Dentists Register and who is enrolled in a post graduate course in Orthodontics as approved by the Executive Committee for this purpose shall be eligible to become a student member of the Society. Such membership shall be valid for three years or the students passing Master of Dental Surgery Course in Orthodontics, whichever is earlier. No student shall be enrolled after 05-01-2008 under this category. The existing members shall continue as per the above provision.
d	STUDENT-LIFE MEMBERS: Any person eligible to be a student member and wishes to be a life member after the successful completion of post graduate qualifications in orthodontics from an Institution or University which is recognized by the Dental Council of India and who shall fulfil all the requirements for becoming a life member and whose application is approved by the Executive Committee.
e	ASSOCIATE MEMBERS: Any person from abroad who is qualified to become a life member and whose application is approved by the Executive Committee shall be eligible to become an Associate Member.
f	AFFILIATE MEMBERS: Any person not being eligible to be enrolled as a life member but who is interested in the study of Orthodontics and is registered in Part "A" of the Indian Dentist's Register and who is approved by the Executive Committee of the Society for the same shall be eligible to become an Affiliate Member of the Society. No person shall be enrolled after 31-12-1982. The existing members shall continue.
g	HONORARY MEMBERS: The Executive Committee may nominate any person to be a Honorary Member of the Society

8		REGISTER OF MEMBERS
	a	Head Office shall maintain a register of members with Membership Number, Name, Qualification, Current Address, Pin code and Telephone number/s.
	b	There shall be separate registers for all classes of members.
	c	Every member shall forthwith notify the Honorary Secretary of any change in his / her name, address or added qualification.
9		WEB SITE
	a	The society shall operate a web site to publish its notices, to educate the public about Orthodontics and other official purposes.
	b	The honorary Secretary shall be in charge of the web site.
10		THE SOCIETY YEAR
	a	The year of the 'Indian Orthodontic Society' shall be between two Indian Orthodontic Society annual conferences. For Financial purposes and for purposes of auditing it shall be from 1st April to 31st March, every year.
11		APPLICATION OF INCOME
	a	The income of the Society, howsoever derived shall be applied solely towards the promotion of the objectives of the Society and no portion thereof shall be paid or transferred directly or indirectly by way of Dividend, Bonus, Profit or otherwise howsoever to the members of the Society, provided, however, that nothing herein contained shall prevent the Society from making payments in good faith of any remuneration or emolument to any member, officer, or any other person in return for any services actually rendered or to be rendered to the Society.
12		AREA OF OPERATION
	a	The Jurisdiction of the Head Office is the territory of the Republic of India.

13		RECORDS
	a	Account Books, Ledgers, Cash Books of the Society shall be retained up to eight years. Beyond eight years they may be destroyed. However, the Audited Balance Sheets of all the years shall be retained by Head Office.
	b	Correspondence beyond five years may be destroyed at the discretion of Honorary Secretary. Annual general body & Extra Ordinary General body Meeting minutes, Executive Committee minutes, attendance registers of Executive Committee / Annual General body Meeting & Membership Registers and important correspondence shall be retained in the Head Office.
14		ELIGIBILITY AND MODE OF BECOMING A MEMBER
	a	The Society is open to all, irrespective of caste, religion, sex, etc.,
	b	Any person desiring to be a member of the Society under one or the other class of membership and possessing the requisite eligibility shall make an application in writing in the form as may from time to time be prescribed by the Society, to the Honorary Secretary of the Society, setting out the particulars required and accompanied by the requisites entrance and subscription fees of the Society. In case of student membership, a bonafide certificate, certifying him/her as a postgraduate student from the Head of the Institution, where he/she is studying shall have to be submitted.
	c	Every application shall be submitted by the Honorary Secretary of the Society to the Executive Committee with the least possible delay. The Executive Committee shall have the absolute discretion to accept or reject any application without giving any reasons for the same.
	d	In case the application is not accepted, the entrance fee and the annual subscription, if any, forwarded therewith shall be refunded to the applicant concerned.

	e	An applicant should not have been convicted by any competent court of law for any cognizable offence. He should not be of unsound mind or insolvent. He/She should not have been engaged in any activity detrimental to the interest of any Society. While joining he/she should sign a declaration to that effect in the application form.
15		ENTRANCE AND SUBSCRIPTION FEES
		The Entrance and Subscription Fee payable by different class of members shall be as follows:
	a	FOUNDER MEMBERS -Renewals only. Rs. 500/- annually.
	b	LIFE MEMBERS - Entrance Fee Rs.200/- and Rs. 5000/- as subscription for life.
	c	STUDENT MEMBERS - Entrance Fee Rs.200/- and Rs. 1000/- as subscription for three years or passing MDS, whichever is earlier (No student shall be enrolled after 05-01-2008).
	d	STUDENT-LIFE MEMBER - Entrance Fee Rs.200/- and Rs. 6000/- as subscription for life.
	e	ASSOCIATE MEMBERS - US \$ 75 as entrance fee and US \$ 150 as subscription annually.
	f	AFFILIATE MEMBERS - Renewals only. Rs. 500/- annually.
	g	HONORARY MEMBERS - No entrance fee or annual fee.
16		DISTRIBUTION OF SUBSCRIPTION
	a	From the subscriptions received from life members, the Head Office shall contribute shares for the journal at the rate of Rs. 100/- per member every year.
	b	From the subscriptions received from Student members, the Head Office shall distribute shares of journal at the rate of Rs. 50/- per member every year.

17		NON-PAYMENT OF SUBSCRIPTION
	a	If any member fails to pay his or her annual subscription within two months from the commencement of the financial year of the Society, the Honorary Secretary shall send a registered notice to such member requesting him or her to pay such subscription within a prescribed period and if the payment of subscription is not made within such period his or her name shall at the discretion of the Executive Committee be liable to be removed from the membership.
18		CEASURE OF MEMBERSHIP
		A member shall cease to be a member of the Society if:
	a	The member tenders his resignation in writing to the Executive Committee giving three months notice.
	b	The member has his membership removed under article 14 hereof.
	c	If he / she is convicted of any offence involving moral turpitude or found to be guilty of professional misconduct by the court of law.
	d	If he / she is found acting against the constitution / interests / functioning of the Society or is found to be vilifying any member with malicious intent and the General body feels so.
	e	If any member who is not qualified (article 14 b) has secured admission on misrepresentation, such member shall automatically cease to be a member.
	f	Encouragement or connivance of a member to a non-orthodontist to do Orthodontic treatment and abatement of Orthodontic quackery shall also be considered as professional misconducts within the meaning of this article.
	g	In the matter of disqualification, the decision of General body shall be final.

19		LIABILITIES OF PERSONS CEASING TO BE MEMBERS
	a	Any member, so ceasing to be, shall forfeit all his or her rights to or claims upon or privileges of the Society, its properties and funds but shall however continue to be liable for and pay to the Society all dues which at the time of his or her ceasing to be a member of the Society be deemed from him or her to the association.
20		PRIVILEGES OF MEMBERSHIP
	a	All members shall be provided with a copy of the constitution of the Society, free of cost.
	b	All life members shall be supplied with a copy of all the publications of the Society, free of cost or at such rates as the Executive Committee may fix from time to time.
	c	All student members can avail themselves of the publications through the Indian Orthodontic Society website or at such rates as the Executive Committee may fix from time to time.
	d	All members shall be entitled to the use of the library and the Society rooms, if any, set apart for the use of the members.
	e	All members shall have the right to attend and take part in discussions in all general meetings, lectures and demonstrations organised by the Society, on paying the prescribed fee if any.
	f	Only founder and life members shall have the right to vote on resolutions put forward at the General body Meetings / Extra Ordinary General body Meetings.
	g	All members shall have the right to attend conferences / conventions organised by the Society on payment of the prescribed fee if any or on such terms as hereunder laid down by the Society.
	h	All members shall enjoy any other privileges that may hereafter be conferred by the Executive Committee.
	i	Only founder and life members shall be eligible to contest or hold offices provided they are members of good standing.

21		CONSTITUTION OF EXECUTIVE COMMITTEE
	a	The Executive Committee of the Society shall consist of the President, President-Elect, Immediate Past President, Vice-President, Honorary Secretary, Honorary Treasurer, Editor, Honorary Joint Secretary, Executive Committee Members and Chairman, Indian Board Orthodontics.
	b	The election of the President-elect and Vice President shall be held every year from amongst the Life members.
	c	The election of the Honorary Secretary shall be held every four years from amongst the Life Members. The Honorary Treasurer and Honorary Joint Secretary shall be nominated by the Honorary Secretary from the same town as that of the Secretary for the smooth functioning of the office.
	d	The election of the Editor shall be held every four years from amongst the Life Members.
	e	The Executive Committee Members shall be elected from amongst the Life Members every year at the ratio of one member for every 100 life members or part thereof.
	f	The election of the members of the Executive Committee as aforesaid shall be held at the Annual General body Meeting of the Society.
	g	The Chairman of Indian Board of Orthodontics and the outgoing Honorary Secretary of Indian Orthodontic Society shall be ex-officio members.
	h	All the meetings of the Executive Committee shall be called by at least 30 days notice by e-mail or in writing.
	i	The quorum for the meeting of the Executive Committee shall be 1/3 members of which at least one is an office-bearer (President, President-Elect, Immediate Past President, Vice-President, Honorary Secretary, Honorary Treasurer, Honorary Joint Secretary, Editor).
	j	Apologies shall not be accepted as a substitute for attendance.

22		ELECTION OF OFFICE BEARERS
	a	Eligibility
		i All Indian Orthodontic Society Life Members of good standing and whose subscription has been received in the Head Office 60 days before the Annual General body Meeting shall be eligible to vote in the forthcoming Annual General body Meeting
		ii No member shall hold the post of President for more than one term.
		iii No member shall hold the post of Vice-President, Honorary Secretary, Honorary Treasurer, Editor or Honorary Joint Secretary for more than two terms.
		iv Honorary Joint Secretary - Shall be nominated by the Honorary Secretary and reside at the city where the Head Office is located.
		v Honorary Treasurer - Shall be nominated by the Honorary Secretary and reside at the city where the Head Office is located.
		vi Members who have been debarred for shortage of attendance in the Executive Committee meetings shall not be eligible for contesting in the elections during the debarred period. (Three society years)
	b	Qualification for Candidates
		i President Elect - A member who has been an elected member of the Executive Committee for a minimum period of two years with minimum 60% of attendance .
		ii Vice-President - A member who has been an elected member of the Executive Committee for a minimum period of one year with minimum 60% attendance.
		iii Honorary Secretary - A member who has been an elected member of the Executive Committee for a minimum period of two years with minimum 60% attendance.
		iv Editor - A member who has been an elected member of the Executive Committee for a minimum period of one year with minimum 60% of attendance.

		v	Executive Committee Member - A member who has attended any two Indian Orthodontic Society Annual General body Meetings.
	c		Procedure for Election
		i	The Honorary Secretary shall notify the election in the official web site and shall call for nominations 60 days before the Annual General body Meeting, in a prescribed format.
		ii	Duly filled nominations (shall not keep any empty columns) to the Honorary Secretary in the prescribed format (published in the official website), to contest for a post, shall reach the head office on or before the last date prescribed, by registered post with acknowledgment.
		iii	A candidate is eligible to contest for one post only and the candidate shall be physically present at the time of election in the General body Meeting.
		iv	If a candidate / proposer / seconder is not in good standing at the time of filing the nominations, the candidate shall not be permitted to contest the election.
		v	Nomination for the post of Honorary Secretary should be accompanied by the nominations for the post of Honorary Joint Secretary and Honorary Treasurer which are proposed by the candidate for the post of Honorary Secretary and seconded by an Indian Orthodontic Society member of good standing.
		vi	Eligible candidates shall be informed of the names of contestants for the post they intend to contest by the Honorary Secretary after the Scrutinising Committee appointed by the Executive Committee has scrutinised and approved the nominations.
		vii	The Scrutinising Committee appointed by the Executive Committee shall not include any candidates.
		viii	Candidates shall be given ten days time from the publication of valid nominations, for withdrawal of their candidature if they desire to do so.

		ix	The polling and counting of votes shall be conducted by two scrutinisers appointed by the President, with the permission of the Annual General body Meeting and the Scrutinising Committee appointed by the Executive Committee shall help in the election procedure.
		x	Each candidate shall be given two minutes time for self introduction to the general body, before the election.
		xi	The person getting the maximum number of votes shall be declared elected by the President with the concurrence of the scrutinisers.
		xii	Floor nominations at the Annual General body Meeting shall be called for the posts where there are no valid nominations. This procedure is only for the posts remaining vacant without any election.
		xiii	Honorary Secretary shall issue a permanent photo identity card to every member at the time of taking membership and the same shall be produced for voting as identification.
	d		Casual Vacancies
		i	Any vacancy occurring during the society year from amongst office bearers as mentioned in this article except that of the President, President Elect, Vice President and Honorary Secretary shall be filled by the Executive Committee.
		ii	Such office-bearers shall hold the office for the remaining term of the vacated office-bearer.
		iii	If the term of such vacancy filled by the Executive Committee exceed beyond the next general body, that extended term should be approved by the general body.
		iv	Any vacancy for the post of President, President Elect, Vice President and Honorary Secretary shall be filled by the Annual General body Meeting through election.

	e		Removal of Office-Bearers
		i	Any office-bearer may be removed from the office before his / her tenure, provided the procedure as laid down hereunder is followed, by bringing a no-confidence motion. The charges against any office-bearer have to be enunciated in the form of a resolution signed by not less than 2/3 of the total number of members of the Society, submitted to the President and Honorary Secretary, who shall circulate the same to all the members and convene an Extra Ordinary General body Meeting to discuss the issue within sixty days from the date of receipt of the resolution.
		ii	The Executive Committee shall meet within the sixty days time provided, to discuss the issue. It will have the right to enquire into the charges levelled against the office-bearer concerned, and every opportunity has to be provided to the concerned office-bearer to appear or to represent his case at an enquiry.
		iii	In case the President and Honorary Secretary fail to convene the Executive Committee meeting and Extra Ordinary General body Meeting, the members signing the resolution can convene a special meeting themselves after the expiry of sixty days and within a period of two months there after, only for this purpose.
		iv	The entire matter shall be placed before the Extra Ordinary General body Meeting of the Society, giving ample opportunity for the office-bearer to state his case, after which the resolution may be moved to remove him from office.
		v	If 2/3 members present at the meeting vote in favour of the resolution, it shall deemed to have passed with immediate effect.
		vi	The voting shall be by secret ballot.
23			FUNCTIONS & POWERS OF EXECUTIVE COMMITTEE
	a		The Executive Committee shall direct and regulate the general affairs of the society and shall have the following powers:

b	For the conduct of business at meetings of the Executive Committee and for the maintenance and administration of the society, library, museum and properties and for the organization and direction of publications.
c	To monitor all Sub-Committees appointed by the President in consultation with the Honorary Secretary.
d	To appoint any other Sub-Committees as deemed necessary by the Executive Committee with the approval of the President.
e	To represent to the Government, public bodies or any constituent authority, any matter in which the interests of the Society or the profession are involved.
f	To consider and decide application for membership; resignation; to take disciplinary action against any member; removal of members for want of qualification.
g	To write off the whole or part of the arrears against any individual member or other outstanding dues, if considered desirable.
h	To appoint or remove salaried employees of the Head Office of the society.
i	To purchase / manage / lend / exchange movable properties and to buy utensils, books, newspapers, periodicals, instruments, fittings, appliances, apparatus and rent any accommodation when deemed necessary in the interest of the Society.
j	To invest any funds of the Society not immediately required, for any of its objects in such manner as may from time to time be determined by it.
k	To approve audited Balance Sheet before placing it before the Annual General body Meeting / Extra Ordinary General body Meeting & the proposed budget for the coming year.
l	To approve the nominations by the Honorary Secretary if any vacancy amongst Honorary Joint Secretary and Honorary Treasurer occurs during his term.

	m		To fill any vacancy that occurs during the Society Year, amongst office bearers excluding that of the President, President Elect, Vice President and Honorary Secretary.
	n		Invitees shall be allowed if the Executive Committee recommends and shall only be for the particular matter or agenda.
	o		Observer(s) shall be allowed if the Executive Committee unanimously agrees to it and the observer(s) shall not be allowed to join any discussions.
	p		Any urgent matter referred to it online shall be considered by the Executive Committee and it shall have 48 hours time to give a reply to the Honorary Secretary.
	q		The term of the Executive Committee shall be for one Society year.
24			DUTIES & POWERS OF THE OFFICE BEARERS
	a		The President
		i	Shall be the chairman of all the meetings of the Executive Committee and the Annual General body Meeting / Extra Ordinary General body Meetings and subcommittees appointed by him, and any other committee of which he may be a member for which no chairman has been appointed.
		ii	Shall preside at the Annual Conference, Mid year Convention and Indian Orthodontic Society Post Graduate Students' Convention.
		iii	Shall guide and control the activities of the Society.
		iv	Shall regulate the proceedings of the meetings and conferences, interpret the rules and regulations, and decide doubtful points.
		v	Shall have a casting vote, in case of equal votes. If he/she fails to give his/her casting vote, the motion shall be declared invalid.
		vi	Shall attend organizing committee meetings of Indian Orthodontic Conferences, Mid-year Conventions and Indian Orthodontic Society Post-Graduate Students' Conventions.

		vii	Shall make the funds available after consultation with the Executive Committee to defray the responsible expenses in connection with such activities undertaken on behalf of Indian Orthodontic Society.
		viii	Shall chair the Indian Orthodontic Society Oration during the annual Indian Orthodontic Society conference.
		ix	The term of the President shall be one Society year.
		x	Shall continue as a member (immediate Past-president) of the Executive Committee for one society year beginning with the end of his term of office as President.
		xi	The office of the President shall be held without a stipend.
	b		The President - Elect
		i	Shall be a member of the Executive Committee and shall assist the President in the performance of his duties and shall succeed to the office of the President at the end of the open session of the Conference.
		ii	The term of the President - Elect shall be for one Society year and then he shall continue as President for the next society year.
		iii	The office of the President - Elect shall be held without a stipend
	c		The Vice-President
		i	Shall assume the duties of the President either at the President's request or in the temporary absence of the President.
		ii	The term of the Vice-President shall be one Society year.
		iii	The office of the Vice-President shall be held without a stipend.
	d		The Honorary Secretary
		i	The Honorary Secretary shall be in charge of the Head Office and shall be the chief functionary of the society for all administrative purposes.

		ii	The Honorary Secretary shall be responsible for the secretariat and shall have the power to employ such secretarial assistance as he/she considers necessary, in consultation with the Executive Committee. The salaries of such staff and expenses incurred by the Honorary Secretary in connection with the business of the Indian Orthodontic Society shall be paid by Indian Orthodontic Society.
		iii	Shall conduct all correspondence.
		iv	Shall have general supervision of accounts, pass all bills for payments and sign cheques.
		v	Shall get an annual statement of accounts prepared by the Honorary Treasurer, duly audited by the auditor, for presentation before the Executive Committee / Annual General body Meeting / Extra Ordinary General body Meeting.
		vi	Shall prepare the budget and get it passed at the Annual General body Meeting / Extra Ordinary General body Meeting.
		vii	Shall be in charge of organising, arranging and convening meetings, conferences and lectures.
		viii	Shall attend meetings of the Executive Committee and Sub-Committees and keep proceeding thereof; and be a member of all Committees.
		ix	Shall attend organizing committee meetings of Indian Orthodontic Conferences, Mid-year Conventions and Indian Orthodontic Society Post-Graduate Students' Conventions.
		x	Shall assist the President in appointing Sub-Committees.
		xi	Shall maintain correct and up-to-date Registers of all types of members of the Society.
		xii	Shall encourage and organise the establishment of study groups where they do not exist, and support the activities of existing study groups.
		xiii	Shall keep a register regarding all the study groups, their conveners, their activities etc.
		xiv	Shall maintain a property register.

	xv	If the Honorary Secretary changes his personal head quarters to any other town after he is duly elected, the Head Office can be shifted to his new headquarters with the prior approval of the Executive Committee which shall be approved by the general body thereafter.
	xvi	Shall chair the Vasavi Memorial Oration during the annual Indian Orthodontic Society conference.
	xvii	Shall be responsible for the maintenance, updating and announcements of the official web site "www.iosweb.net".
	xviii	Shall nominate any other life member of good standing, if vacancy amongst Honorary Joint Secretary and Honorary Treasurer occurs during his term, with the permission of the Executive Committee.
	xix	The term of the Honorary Secretary shall be for four society years.
	xx	The office of the Honorary Secretary shall be held without a stipend.
	xxi	Shall continue as an ex-officio member of the Executive Committee for one society year beginning with the end of his term of office as Honorary Secretary.
	xxii	Shall operate the bank account jointly with the Honorary Treasurer.
	xxiii	Shall sanction the bills by written order.
e		The Honorary Joint-Secretary
	i	Shall help the Honorary Secretary in his work in looking after the office, in conducting correspondence, in preparing agenda of meetings, in preparing statements, etc. The Honorary Joint Secretary shall act for the Honorary Secretary in his absence.
	ii	The term of the Honorary Joint Secretary shall be for four Society years.
	iii	The office of the Honorary Joint Secretary shall be held without a stipend.

	f		The Honorary Treasurer
		i	Shall receive all funds of the Society and deposit them in a nationalized bank approved by the Executive Committee to the credit of the Society and operate the same jointly with the Honorary Secretary.
		ii	He shall maintain Head of Account for journal and any other office requiring handling of funds & credit it in that Head of account. He shall issue Cheques / Demand Drafts and debit them in that Head of Account.
		iii	Shall be responsible for the collection of subscription from all the members of the Society.
		iv	Shall dispose of the bills for payments as sanctioned by the Honorary Secretary and only on the Honorary Secretary's written order.
		v	Shall have the right to point out any error or discrepancy in the order of payment of the Honorary Secretary and refer the order back to him with his remarks. In the event of disagreement still persisting between the Honorary Secretary and the Honorary Treasurer, the matter shall be referred to the President for final decision.
		vi	Shall be responsible for keeping up-to date, the accounts of the Society with all the account books posted up-to-date.
		vii	Shall get all the accounts audited by the auditor of the Society.
		viii	Shall prepare an annual statement of accounts and a balance sheet showing the financial position of the Society, get it audited by the registered auditor elected at the Annual General body Meeting and place it for adoption before the Annual General body Meeting / Extra Ordinary General body Meeting, through the Honorary Secretary.
		ix	The term of the Honorary Treasurer shall be for four Society years.
		x	The office of the Honorary Treasurer shall be held without a stipend.

	g		Editor of the Journal
		i	Shall be in charge of the Journal of the Indian Orthodontic Society.
		ii	Shall, with the help of the Journal Committee, be responsible for the publication and management of the journal.
		iii	Shall be Chairman of the Journal committee.
		iv	Shall have the sole discretion of publishing or correcting any of the articles received for publication.
		v	Shall submit the statements of accounts to the Honorary Treasurer on a yearly basis.
		vi	The term of the Editor shall be for four Society years. (This will be applicable from 2006 onwards)
		vii	The office of the Editor shall be held without a stipend.
25			JOURNAL OF INDIAN ORTHODONTIC SOCIETY
	a	i	Shall be under the charge of an editor who shall be assisted by a Journal Committee.
		ii	The journal shall be the official publication of Indian Orthodontic Society. The Journal Editor shall publish only the views of the Society in his editorial.
	b		Functions and Powers of the Journal Committee
		i	Shall be responsible for the regular publication of the Journal.
		ii	Shall meet regularly and hold discussions.
		iii	Shall scrutinise all the articles to be published in the Journal and pass them for publication.
		iv	Shall be responsible for the management of the entire business of the Journal, its printing, securing advertisements, distribution of the journal amongst all members as decided by the Annual General body Meeting from time to time.
		v	Shall reserve five pages in each issue of the journal for propaganda, organisation and publicity, society's activities and announcements and other special news of the society to be at the disposal of the Honorary Secretary of the Society. In the absence of such matters, this space can be utilised by the Journal Committee for other purposes.

		vi	Shall prepare a budget and put it for consideration and sanction at the first meeting of the Executive Committee.
		vii	Shall prepare a yearly statement of accounts for the financial year and submit it to the Head Office Auditor of the Society and place it before the Annual General body Meeting of the Society through the Honorary Secretary.
		viii	Shall have power to spend money for various aspects connected with the Journal.
		ix	The term of the Journal Committee shall be for one Society year.
26			THE AUDITOR
	a		A chartered accountant shall be appointed as auditor at the Annual General body Meeting of the society every year for auditing the accounts of the Head Office.
	b		The auditor shall audit the accounts at the end of the financial year, and certify to their correctness.
	c		Shall give suggestions for the proper keeping of accounts as required.
	d		The term of the auditor shall be for one Society year.
27			ANNUAL GENERAL BODY MEETING
	a		The Society shall hold a General Meeting of its Members called the Annual General Meeting within ten months from the close of each financial year of the Society at such time and on such date and at such place as may be determined by the Executive Committee.
	b		Notice of General body Meetings
		i	A General body Meeting of the Society may be called by the Honorary Secretary giving not less than 45 days notice through the official web site of the Indian Orthodontic Society or in writing.

		ii	Notice of every meeting of the members of the Society shall be given in advance and it shall be forwarded by prepaid post to the member at his or her registered or last known address in India or through the official web site of Indian Orthodontic Society or E-mail. The accidental omission to give notice of any meeting to or of the non-receipt of any notice by a member shall not invalidate the proceedings at a meeting.
		iii	Every notice of the meeting of the Society shall specify the place, the date, and the hour of the meeting and shall contain the statement of business to be transacted thereat.
		iv	No General body Meeting shall be competent to enter upon, discuss or transact any business which has not been specifically mentioned in the notice or notices upon which it was convened.
	c		Quorum of General body Meetings
		i	One fourth of the number of Members entitled to vote and present in person shall be a quorum for General body Meeting and no business shall be transacted at any General body Meeting unless the quorum required is present at the commencement of the business.
		ii	If within fifteen minutes from the time appointed for holding a meeting, the quorum is not present, the meeting shall stand adjourned half an hour later on the same day at the same place. If at any adjourned meeting also, a quorum is not present, the members present, whatever their number, shall be the quorum and shall have the power to decide upon all matters which would properly have been disposed of at the meeting from which the adjournment took place.
	d		Entry to the General body Meetings
		i	Entry to the General body Meetings shall be strictly by the valid identity card issued by the Honorary Secretary.
		ii	Invitees shall be allowed if the General body feels so and shall be only for the particular matter or agenda and the invitees are not allowed to join any other discussions

		iii	Observer(s) shall be allowed if the General body unanimously agrees to it and the observer(s) are not allowed to join any discussions.
	e		Chairman of General body Meetings
		i	The President of the Society or in his absence the Vice-President or in his absence the Honorary Secretary shall be entitled to take the Chair at every General body Meeting or if there be no such President, Vice-President, or Honorary Secretary, or if at any meeting the President, Vice-President, or the Honorary Secretary is not present within 15 minutes after the time appointed for holding such meeting or is unwilling to act, the members of the Executive Committee present may choose a chairman and in default of their doing so, the members present shall choose one of the members of the Executive Committee to be the chairman and if no member of the Executive Committee present be willing to take the chair the members present shall choose one of the members to be the chairperson
	f		Business to be Transacted at Annual General body Meeting
		i	Every Annual General body Meeting shall amongst other business, transact business relating to the consideration of accounts and the report of the Executive Committee.
	g		Passing of Resolution at General body Meetings
		i	At any general body meeting, only the Founder, Life members shall be entitled to vote.
		ii	Voting shall be either by show of hands or by ballot or in such other manner as any as determined by the Executive committee from time to time.
		iii	A declaration by the Chairperson that a resolution has or has not been carried out either unanimously or by a particular majority shall be conclusive.

		iv	Before or on the declaration of the result of the voting on any resolution on a show of hands, a poll may be ordered to be taken by the Chairperson of the meeting on his/her own motion or on a demand made in that behalf by at least 2 members having the right to vote on the resolution and present in person. The demand for poll may be withdrawn at any time by a person or persons who made the demand.
		v	The Chairperson of the meeting shall have the power to regulate the manner in which the poll shall be taken and the result of the poll shall be deemed to be the decision of the meeting on the resolution on which the poll was taken.
		vi	In case of a tie of votes, whether on show of hands or on a poll, the Chairperson of the meeting at which the show of hands takes place or at which a poll is demanded shall be entitled to a casting vote.
		vii	No objection shall be made to the validity of any vote except at the meeting or poll at which such vote shall be tendered and every vote whether given personally or by any means hereby authorised and not disallowed at such meeting or poll shall be deemed valid for all purposes of such meeting or poll whatsoever.
		viii	No member shall be entitled to be present or to vote at any General body Meeting either personally or by ballot or be reckoned in quorum unless the annual subscription and any dues/amounts payable by him have been paid
28			EXTRA ORDINARY GENERAL BODY MEETING
	a		All General Meetings other than the Annual General body Meeting shall be termed Extra-Ordinary General body Meetings.
	b		Calling for Extra Ordinary General body Meeting
		i	The Executive Committee may, whenever it thinks fit, call an Extra Ordinary General body Meeting.

	c		Requisition for Extra-Ordinary General body Meeting
		i	The Executive Committee shall on the requisition of such number of members of the Society as held in regard to any matter at the date of deposit of the requisition by not less than one-fifth of the total strength of the members of the Society as at that date who carries right of voting in regard to the matter forthwith proceed with duly to call an Extra Ordinary General body Meeting of the Society.
		ii	The requisition shall set out the matters for the consideration of which the meeting is to be called and shall be signed by the requisitionists and shall be deposited at the headquarters of the Society.
		iii	Where two or more distinct matters are specified in the requisition, the proceedings of sub division (i) above shall apply separately in regard to each such matter and the requisition shall accordingly be valid only in respect of those matters in regard to which the condition specified in that sub clause is fulfilled.
		iv	If the Executive Committee does not within 21 days from the date of the deposit of a validrequisition in regard to any matters, proceed duly to call a meeting for the consideration of those matters on a day not later than 45 days from the deposit of the requisition, the meeting may be called by the requisitionists as represent either a majority of not less than one-fifth of such of the members of the Society as is referred to in sub division (i) above, whichever is less.
		v	A meeting called under sub-division (iv) above by the requisitionists or any of them shall be called in the same manner as nearly as possible as that in which meetings are to be called by the Executive Committee but shall not be held after the expiration of 90 days from the date of the deposit of the requisition. Nothing contained herein shall be deemed to prevent a meeting duly commenced before the expiry of 90 days aforesaid from being adjourned to some date after the expiry of that period.

		vi	Any reasonable expenses incurred by the requisitionists by reason of the failure of the Executive Committee to call a meeting shall be repaid to the requisitionists by the Society.
29			ACCOUNTS AND REPORT
	a		The Honorary Treasurer shall maintain proper books of account of the money, properties, income and expenditure of the Society, which shall be audited every year by a Chartered Accountant duly appointed for the purpose.
	b		At every Annual General body Meeting of the Society, there shall be laid before the members the annual accounts and Executive Committee's report thereon.
	c		From any profit that occurs from the conference, 50% shall be credited to the Journal Endowment Fund.
30			MANAGEMENT
	a	i	The management of the business and affairs of the Society shall be vested in the Executive Committee.
		ii	The Executive Committee shall have powers to appoint a member from amongst its Founder, Life members to fill in a casual vacancy.
	b		Meetings of the Executive Committee
		i	The Executive Committee members may meet for the dispatch of business from time to time and shall have a minimum of four Executive Committee meetings in a society year.
		ii	The period between any two Executive Committee meetings shall not be more than three calendar months and the Executive Committee may adjourn or otherwise regulate their meetings and proceedings as they may deem fit.
		iii	Executive Committee Members including Office Bearers who do not secure 60% of attendance in the Executive Committee meetings in that society year shall be debarred from contesting in the elections for the following three years
	c		Chairman of the Executive Committee Meetings
		i	The President, or in his absence, the Vice-President or the Hon. Secretary shall act as the Chairperson at the meetings.

	d		Entry to the Executive Committee Meetings
		i	Entry to the Executive Committee Meetings shall be strictly for the committee members only.
		ii	Invitees shall be allowed if there is any particular reason for the presence of such person and the presence shall be restricted to only that discussion.
		iii	Observers shall be allowed if the Executive Committee feels so.
	e		Decision at the Meetings of the Executive Committee
		i	The questions arising at any meeting of the Executive Committee shall be decided by a majority of votes and in case of a tie of votes the Chairperson of the meeting shall have a casting vote.
	f		Powers of Delegation
		i	The Executive Committee may delegate any of its powers to a committee consisting of such number of members of their body as they may think fit and they may from time to time revoke and discharge any such committee either wholly or in part and either as to persons and purposes, but every committee so formed shall, in the exercise of the powers so delegated, conform to any regulations that may, from time to time, be imposed on it by the Executive Committee. All acts done by such committee in conformity with such regulations and in fulfilment of the purposes of their appointment but not otherwise shall have the force and effect as if done by the Executive Committee.
	g		Circular Resolutions
		i	In case of urgency or hardship, a resolution may be passed through circular / email without the meeting of the Executive Committee or of a committee thereof and such resolution shall be as valid and effectual as a resolution duly passed at the meeting of the Executive Committee or a committee duly called and held.

31			MINUTES OF THE PROCEEDINGS OF EXECUTIVE COMMITTEE AND GENERAL BODY
	a		There shall be maintained minutes of all proceedings of the Executive Committee and of the General body Meetings in Minute Books which shall be so entered within 14 days of the conclusion of each such meeting. Any such minutes kept as aforesaid shall be evidence of the proceedings recorded therein. Such minute books shall be kept at the head quarters of the Society and shall be open for the inspection of the members subject to such reasonable restrictions as the Executive Committee may impose.
32			AMENDMENT TO THE CONSTITUTION
	a		Any amendment to the constitution of the Society shall be published in the Indian Orthodontic Society website and the same is to be informed to the members by email / post, forty-five days before the General body Meeting and shall be included in the agenda of the General body Meeting.
	b		Any amendment to the constitution of the Society shall be first approved by the Executive Committee and upon the same being approved at the General body Meeting by a majority of not less than, three-fourth number of the members (present in the meeting) having the right to vote, the same shall be deemed to have been passed.
	c		Any amendment to the Constitution shall be carried out with the prior approval of the Society Registering Authority and Commissioner of Income Tax.
33			THE ANNUAL CONFERENCE
	a	i	The Indian Orthodontic Society Head office shall organise an Indian Orthodontic Conference (IOC) every year after inviting offers to host it from its recognised orthodontic study groups for a particular year at a suitable place and time to be decided by the Executive Committee.
		ii	The time for the Indian Orthodontic Conference shall be kept in the month of November.
		iii	Care shall be taken that the dates for the conference do not coincide with that of conferences of other sister Associations / Societies.

		iv	No Indian Orthodontic Society member shall conduct, organise or get involved in the conduct of any kind of courses, workshops or lectures within 30 days prior to and 30 days after an Indian Orthodontic Society conference.
	b		Eligibility for Bidding Indian Orthodontic Conference
		i	An Indian Orthodontic Society Study Group which is registered with the Head Office and of good standing shall be eligible for bidding the Indian Orthodontic Society annual conference.
		ii	The suggested place shall have the entire infrastructure to hold a national conference and accommodate the delegates.
		iii	The bidding Indian Orthodontic Society Study Group shall have the experience of holding national level continuing dental education programmes and / or mid-year Indian Orthodontic Society Conventions.
		iv	The suggested place shall have sufficient air, rail and road transportation and accommodation facilities.
	c		Allotting The Indian Orthodontic Conference
		i	The allotment of Indian Orthodontic Conference shall be in such a way that the location is spread all over India so that every place gets a chance. Otherwise, allotment can be zonal wise.
		ii	The Executive Committee shall be satisfied with the application, experience and facilities available, and get the same approved by the General body.
		iii	The allotment of Indian Orthodontic Conference shall be five years in advance so as to allow sufficient time for the Organizing Committee to organize the conference properly.
		iv	Once the General body approves the recommendation of Executive Committee for allotting the Indian Orthodontic Conference, the Organizing Committee Chairperson / Secretary shall send a progress report to the Honorary Secretary, Indian Orthodontic Society, before each Executive Committee Meeting.

	d		Bidding for Indian Orthodontic Conference
		i	The bidding shall reach the Indian Orthodontic Society head office on or before the last date announced in the Indian Orthodontic Society web site by the Honorary Secretary for the same.
		ii	The application shall be in typed form explaining the experience and the facilities available at the proposed venue and duly signed by the conveners and members of the bidding Indian Orthodontic Society Study Group.
	e		The Organizing Committee
		i	The Study Group of the Indian Orthodontic Society holding the conference shall form the Organizing Committee and get it approved by the Executive Committee.
		ii	Every member of the Organizing Committee shall be a good standing member of Indian Orthodontic Society.
		iii	The President and the Honorary Secretary of Indian Orthodontic Society shall be members of the Organizing Committee and the same shall appear in the conference brochures, letter pads, souvenir etc.
		iv	The Organizing Committee shall elect from among themselves one chairman, secretary, treasurer, and conveners for the sub-committees.
		v	The Organizing Committee shall be provided with a copy of the Indian Orthodontic Society constitution by the Indian Orthodontic Society Head Office, and the Chairman of the Organizing Committee, Organizing Secretary and Treasurer should sign the conference guidelines (article 33-e, f, g, h, i, j, k, l, m, n and 36) and sent the same to the Indian Orthodontic Society Head Office.
		vi	The Chairman of the Organizing Committee and organizing secretary shall be members of all sub-committees.
		vii	The President / Honorary Secretary, Indian Orthodontic Society shall attend a minimum of two organizing committee meetings and the Organizing Committee shall inform the President and Honorary Secretary about the meetings and do necessary arrangements for the visit.

	f		Conference Guidelines
		i	The first announcement regarding the venue of the conference, probable time and the name of the conference Organising Secretary, shall usually be issued by the Honorary Secretary of Indian Orthodontic Society after the approval of the General body.
		ii	The Organising Secretary shall get the list of office bearers, conference name and logo, and budget, inclusive of registration charges approved by the Executive Committee, before releasing the first letter / brochure.
		iii	The Organising Secretary shall send the registration forms with all details inclusive of various charges, about 12 months before the conference, to all members of the society.
		iv	The Organising Secretary shall send reminders as needed.
		v	The scientific committee convener shall inform the speakers well in advance. All efforts should be made to collect the full paper from the speaker / presenter before the presentation, and to obtain his / her consent to publish the same in the Journal of Indian Orthodontic Society.
		vi	The necessary help needed for hotel accommodation and return journey reservations may be provided by the organisers on actual costs.
		vii	The Organising Secretary shall help the Honorary Secretary, Indian Orthodontic Society, by arranging for the Annual General body Meeting, an open session and two Executive Committee meetings at the conference venue.
		viii	The Organizing Secretary shall help the IBO Secretary by arranging for the IBO Primary / Final examinations and convocation along with the conference.
		ix	Pre-conference courses may be arranged, whenever possible, but shall not incur loss for the organisers. Expenses incurred towards a foreign speaker have to be met only out of the funds of the Organising Committee.

		x	On the inaugural day, the registration counter and trade fair stalls shall be closed 30 minutes before inauguration and can open 30 minutes after inauguration. The trade fair stall holders shall also be requested to open the stalls for sales only 30 minutes after inauguration.
		xi	There shall be an oration by the Society as "Indian Orthodontic Society Oration". The Executive Committee may name it as "in memory of" or "in honour of". There shall be no parallel session at the time of the oration. The orator shall be chosen by the Executive Committee. The registration and local hospitality charges for the orator shall be met by the Society. The oration session shall be chaired by the President of Indian Orthodontic Society.
		xii	There shall be a Vasavi Memorial Oration on the second day of the conference. There shall be no parallel session at the time of the oration. The orator shall be chosen by the Executive Committee. The Registration and local hospitality charges for the orator shall be met by the Society. The oration session shall be chaired by the Honorary Secretary of Indian Orthodontic Society.
		xiii	The orators / speakers shall not promote or endorse any commercial products during his oration.
		xiv	The organisers of the conference shall make all efforts to arrange the conference without incurring any loss to the organising committee. In the event of a surplus amount, the entire profit amount should be transferred to the Indian Orthodontic Society Head Office.
		xv	The organisers may be given an advance up to Rs.5,00,000/- by the Head Office, two years before the conference, if required, which shall be returned to the Head Office within 3 months after the conference.
		xvi	The conference accounts, after auditing, shall be submitted to the Indian Orthodontic Society head office within 10 months after the conference.

	g		Conference Registration
		i	The registration for the conference shall be open only for the members of Indian Orthodontic Society.
		ii	The Organising Committee shall have the responsibility of scrutinising the membership with the help of Honorary Secretary of Indian Orthodontic Society.
		iii	The Organising Committee shall take all measures to prevent non-member delegates from attending or presenting papers in the Conference.
		iv	All Indian Orthodontic Society programmes shall be open only for its members of good standing. However members from the other dental/medical specialities shall be allowed to attend only the scientific deliberations of the inter-disciplinary open session during an Indian Orthodontic Society programme, if such an open session (which shall be the last session of the last day of the programme) is being conducted by the organisers after getting permission from the executive committee. These delegates shall be registered (spot registration charges shall be applicable) following due certification from their parent speciality body, of which they should be members of good standing.
		v	The registration charges shall normally cover the entry to all scientific sessions, entry to the trade fair, hospitality and banquet charges. However the registration charges for other dental/medical specialities shall be only for the entry into inter-disciplinary open session.
		vi	The non-member spouse charges shall be the same or subsidised, as finances allow. Charges for members' accompanying children should be specified.
		vii	Guest charges shall be the same or exclusive of any subsidy, as finances allow.
		viii	The registration charges for the Past-Presidents and Secretaries of Indian Orthodontic Society and senior citizens among Indian Orthodontic Society members shall be the same or subsidised, as finances allow.

		ix	The Indian Orthodontic Society Student Members shall have a subsidised registration fee.																																				
		x	There shall be a delegate fee which allows the members access only to the scientific sessions and trade fair.																																				
		xi	The Organizing Committee shall issue colour coded / appropriate badges to all participants / delegates to restrict the entry to various programmes/facilities. These badges shall not be valid for entry to the Annual General body Meeting.																																				
		xii	Last date for registration, which shall not ordinarily be 15 days before the conference, may be encouraged.																																				
		xiii	The President and the Honorary Secretary of Indian Orthodontic Society shall be provided with free registration, accommodation, conveyance and hospitality.																																				
		xiv	The Office Secretary of Indian Orthodontic Society shall be provided with free hospitality and an office space which is accessible to all Indian Orthodontic Society members at the conference venue.																																				
		xv	The student members shall have to produce a certificate from the Head of the Institution / Department that he/she is a student at the time of the conference, both for registration as a delegate and for participation in Scientific Sessions.																																				
	h		Conference Speakers																																				
		i	The guest/keynote/invited speaker/s shall be without any commercial interest in the products discussed in their presentation.																																				
	i		Conference Programme of 3 Days																																				
		i	<table border="0"> <thead> <tr> <th>Day 1</th> <th>Day 2</th> <th>Day 3</th> </tr> </thead> <tbody> <tr> <td>Inaugural Function</td> <td>Scientific Session</td> <td>Scientific Session</td> </tr> <tr> <td>Coffee/Tea</td> <td>Coffee/Tea</td> <td>Coffee/Tea</td> </tr> <tr> <td>IOS Oration</td> <td>Vasavi Memorial Oration</td> <td>Scientific Session</td> </tr> <tr> <td>Scientific Session</td> <td>IBO Convocation</td> <td>Lunch</td> </tr> <tr> <td>Lunch</td> <td>Scientific Session</td> <td>Open Session</td> </tr> <tr> <td>Scientific Session</td> <td>Lunch</td> <td>Valedictory Function</td> </tr> <tr> <td>Coffee/Tea</td> <td>IOS. A. G. M.</td> <td>Coffee/ Tea</td> </tr> <tr> <td>Scientific Session</td> <td>Coffee/Tea</td> <td>IOS. Ex. Comm. Meeting</td> </tr> <tr> <td>IOS. Ex. Comm. Meeting</td> <td>Banquet</td> <td></td> </tr> <tr> <td>Entertainment (Optional)</td> <td></td> <td></td> </tr> <tr> <td>Alumni Dinner</td> <td></td> <td></td> </tr> </tbody> </table>	Day 1	Day 2	Day 3	Inaugural Function	Scientific Session	Scientific Session	Coffee/Tea	Coffee/Tea	Coffee/Tea	IOS Oration	Vasavi Memorial Oration	Scientific Session	Scientific Session	IBO Convocation	Lunch	Lunch	Scientific Session	Open Session	Scientific Session	Lunch	Valedictory Function	Coffee/Tea	IOS. A. G. M.	Coffee/ Tea	Scientific Session	Coffee/Tea	IOS. Ex. Comm. Meeting	IOS. Ex. Comm. Meeting	Banquet		Entertainment (Optional)			Alumni Dinner		
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Entertainment (Optional)																																							
Alumni Dinner																																							

		ii	Pre and post conference course/s shall be optional and can be conducted one or two days prior to or after the three days conference.
		iii	There shall be no parallel courses running during the paper presentations.
		iv	Time shall be allotted for presentation of the papers which secured the first two places in each category in the just previously concluded Indian Orthodontic Society PG Students' Convention.
		v	The banquet shall be preferably on the second day.
	j		Inaugural Function
		i	00.00 hrs. Prayer 00.05 hrs. Welcome Address - Chairman Reception Committee. 00.10 hrs. Presidential Address - President, IOS. 00.20 hrs. Award of certificates by Chief Guest - Honorary Secretary, IOS. 00.30 hrs. Inauguration of Scientific Session - Guest of Honour. 00.35 hrs. Inauguration of Trade Fair - President Elect, IOS. 00.40 hrs. Release of Souvenir - Vice-President, IOS. 00.45 hrs. Felicitation - (Optional). 00.50 hrs. Inauguration & Inaugural Address - Chief Guest. 01.05 hrs. Vote of Thanks - Organising Secretary. 01.10 hrs. National Anthem.
		ii	The total time for all programmes in the Inaugural Function shall not exceed 90 minutes.
		iii	There shall be no parallel programmes running during the inaugural function.

	k	Instructions for Paper / Poster / Table clinic Presentations (Life Members)
	i	One member is allowed to present a maximum of only one paper or one poster or one table clinic in a conference.
	ii	Papers shall be accepted in only three categories: Research, Clinical and Clinical Innovations. Review papers shall NOT be accepted.
	iii	Posters shall be accepted in only three categories: Research, Clinical, and General. Review posters shall NOT be accepted.
	iv	Table Clinic shall be accepted in only two categories: Research & Clinical.
	v	All papers and posters should be prepared and presented as per the guidelines given.
	vi	The complete presentation (including photos, tables and charts etc. if any) shall be submitted to the Indian Orthodontic Society Head Office 60 days before the presentation without any identification of the presenter / author / source and along with the completed application form.
	vii	The paper/ presentation shall be self certified in the application form.
	viii	The Indian Orthodontic Society Head Office shall hand over the manuscripts of the accepted papers to the editor, Journal of Indian Orthodontic Society for publication in the journal.
	ix	The papers submitted shall be screened and only 30 papers will be selected for presentation in each category.
	x	Screening shall be done by a peer review committee appointed by the Executive Committee with the help of conference organising scientific committee for screening the papers and their decision shall be final.
	xi	The presentation (paper/poster/table clinic) shall be code numbered and blinded before given for review.
	xii	Each presenter (paper/poster/table clinic) shall have a code number.

		xiii	In the presentation (paper/poster/table clinic), names (presenter / author / co-author / guide), college / clinic or any other identification shall not be allowed.
		xiv	In each category, awards shall be given for the first three places in the paper, poster and table clinic sections, provided there be sufficient number of entries. If the number of entries is only 10-15, only two awards will be presented. If the number of entries is less than ten, only one award will be presented.
		xv	Cash awards and fellowships shall be granted only where a sponsor is available.
		xvi	For paper presentations, a time of 12 minutes for presentation plus 3 minutes for discussion shall be allowed.
		xvii	All posters should be presented in the size of 2' x 3', in vertical format only. Posters which do not follow this guideline will not be allowed for presentation.
		xviii	Posters shall be made of only soft flex material.
		xix	All efforts shall be made by the scientific committee convener to collect the complete manuscript from all speakers / presenters before presentation and to obtain his / her consent to publish the same in the Journal of Indian Orthodontic Society.
		xx	Space shall be allotted for presentation of the posters / table clinics which secured the first two places in each category in the just previously concluded Indian Orthodontic Society Post Graduate Students' Convention.
		xxi	A non competitive paper presentation section may be included on organising scientific committee's discretion.
	1		Guidelines for Paper Presentations (Life Members)
		i	The papers and posters that are to be presented by students should follow one of the following categories: <ol style="list-style-type: none"> 1. Research 2. Clinical 3. Clinical Innovations The three categories are defined below with examples:

Research Category: These should be scientific studies which fulfil the following criteria (Example AJO-DO 2006;129: 520 - 527):

Should be undertaken with a proper research protocol

Should have a hypothesis

Should establish a need for this study because of lacunae in existing knowledge, citing relevant research

Should have a clear Materials and Methods category

Proper sample selection and sampling technique

Should follow a clearly laid-out method

Statistical analysis for the data including inter and intra-examiner variability where applicable

Ethical committee clearance where required

Follow a pattern of Results, Discussion, and Conclusion as in a published research paper

Should give guidelines for future research in the field

Papers which present a clinical innovation should NOT be sent for the Research category.

Clinical Category: The following types of papers may be included in this category:

Case reports (Example AJO-DO 2006;129:436-443) in the following categories:

Diagnosis and Etiology

Treatment Objectives

Treatment Plan

Treatment Progress

Long-term results

Discussion

		<p>In these presentations, pre-treatment and post treatment records (intra-oral and extra-oral photographs, models, cephalograms, OPG, and IOPAs) should be shown. For showing treatment progress, a set of mid-treatment photographs should be shown. Cephalometric superimposition should be shown where appropriate.</p> <p>Presentation of multiple cases (Example JCO 2006 ; XL : 485 - 492)</p> <p>Clinical Innovations: (Examples: JCO 2006;XL:150-151, JCO 2006;XL:161-170, JCO 2006;XL:171-174)</p> <p>These papers should be on modifications / new approaches to existing treatment methods / appliances</p> <p>New techniques / appliances which have been developed by the authors.</p>
	m	<p>Guidelines for Poster Presentations (Life Members)</p>
		<p>i The posters that are to be presented should follow one of the following categories:</p> <ol style="list-style-type: none"> 1. Research 2. Clinical 3. General <p>The three categories are defined below with examples:</p> <p>Research Category: These should be scientific studies which fulfils the following criteria (Example AJO-DO 2006;129:520-527):</p> <ul style="list-style-type: none"> Should be undertaken with a proper research protocol Should have a hypothesis Should establish a need for this study because of lacunae in existing knowledge, citing relevant research Should have a clear Materials and Methods category <ul style="list-style-type: none"> Proper sample selection and sampling technique Should follow a clearly laid-out method Statistical analysis for the data including inter and intra-examiner variability where applicable

		<p>Ethical committee clearance where required</p> <p>Follow a pattern of Results, Discussion, and Conclusion as in a published research paper</p> <p>Should give guidelines for future research in the field</p> <p>Papers which present a clinical innovation should NOT be sent for the Research category.</p> <p>Clinical Category: The following types of papers may be included in this category:</p> <p>Case reports (Example AJO-DO 2006;129:436-443) in the following categories:</p> <p style="padding-left: 40px;">Diagnosis and Etiology</p> <p style="padding-left: 40px;">Treatment Objectives</p> <p style="padding-left: 40px;">Treatment Plan</p> <p style="padding-left: 40px;">Treatment Progress</p> <p style="padding-left: 40px;">Long-term results</p> <p style="padding-left: 40px;">Discussion</p> <p>In these presentations, pre-treatment and post-treatment records (intra-oral and extra-oral photographs, models, cephalograms, OPG, and IOPAs) should be shown. For showing treatment progress, a set of mid-treatment photographs should be shown. Cephalometric superimposition should be shown where appropriate.</p> <p>Presentation of multiple cases (Example JCO 2006 ; XL : 485-492)</p> <p>General Category: This category is intended to cover the following types:</p> <ol style="list-style-type: none"> 1. Critical appraisal of a concept 2. Analytical evaluation of a treatment philosophy / technique
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		<p>3. Analytical evaluation of the evolution of a treatment philosophy / technique - how it evolved, the thinking process that went into the development of that philosophy / technique, how that technique works (the biomechanical aspects) etc.</p> <p>4. Analytical evaluation of the controversies in Orthodontics</p> <p>Example: AJO-DO 1998; 113:11-13 (Donald Woodside: Do Functional Appliances have an Orthopedic Effect?)</p>
	n	Judging the Papers / Posters / Table clinics
		i Papers / Posters / Table clinics shall be judged by a team of expert judges constituted of two or three members. The same (two or three) members of the team shall evaluate all the presentations in that category before deciding on the prize winning presentations, so that it is fair to all concerned.
		ii A separate team of judges shall be formed for each category of the presentations.
		iii The judges shall be appointed by the Indian Orthodontic Society Head Office, selected from the panel submitted by the organising scientific committee chairman of Indian Orthodontic Society conference/convention.
		iv The travelling allowance (3 tier A/C) for the judges shall be given by the organising committee as finances allow.
		v The names of the judges shall be kept confidential.
		vi The Indian Orthodontic Society Head Office shall provide a tabular sheet to each judge to standardize the assessment process.
		vii Average of the marks given by the different judges for that category shall be taken to decide on the prize winning presentations.
		viii The list of prize winning presentations along with the marks sheets shall be handed-over to the Honorary Secretary before the start of the next Executive Committee Meeting (which would be on the last day of the conference).
		ix The decision of the Executive Committee regarding the prizes shall be final.

		x	The Scientific Committee shall announce the results after the approval of the same by the Executive Committee.
34			THE INDIAN ORTHODONTIC SOCIETY MID-YEAR CONVENTION
	a		The Indian Orthodontic Society Head office shall organise a mid-year convention every year at a suitable place and time to be decided by the Executive Committee.
	b		The President Indian Orthodontic Society shall have the privilege of suggesting the place.
	c		The mid-year convention shall be more of entertainment and little of academic.
35			THE IOS POST GRADUATE STUDENTS' CONVENTION
	a	i	The Indian Orthodontic Society Head office shall organise an Indian Orthodontic Society Post Graduate Students' Convention every year after inviting offers to host it from the Orthodontic Post Graduate Teaching Institutions for a particular year at a suitable time to be decided by the Executive Committee.
		ii	The time for the Indian Orthodontic Society Post Graduate Students' Convention shall be kept in the month of January.
		iii	Care shall be taken that the dates for the conference do not coincide with that of conferences of other sister associations / societies.
		iv	No Indian Orthodontic Society member shall conduct, organise or get involved in the conduct of any kind of courses, workshops or lectures within 30 days prior to and 30 days after an Indian Orthodontic Society Post Graduate Students' convention.
	b		Eligibility for bidding the IOS Post Graduate Students' Convention
		i	All the orthodontic post-graduate teaching institutions in India (recognized by Dental Council of India) shall be eligible for bidding for the Indian Orthodontic Society Post Graduate Students' Convention.

		ii	The suggested Institution/s shall have the entire infrastructure to hold a national level convention and accommodate the delegates.
		iii	The bidding Orthodontic Post Graduate Teaching Institution shall have the experience of holding national level continuing dental education programmes.
		iv	The suggested place shall have sufficient air, rail and road transportation and accommodation facilities.
	c		Allotting the IOS Post Graduate Students' Convention
		i	The allotment of Indian Orthodontic Society Post Graduate Students' Convention shall be in such a way that it spreads all over India and every place gets a chance or other wise the allotment can be zonal wise.
		ii	The Executive Committee shall be satisfied with the application, experience and facilities available, and get the same approved by the General body.
		iii	The allotment of Indian Orthodontic Society Post Graduate Students' Convention shall be three years before the event so as to allow sufficient time for the Organizing Committee to work.
		iv	Once the General body approves the recommendation of Executive Committee for allotting the Indian Orthodontic Society Post Graduate Students' Convention, the Organizing Committee Chairperson / Secretary shall send a progress report to the Honorary Secretary, Indian Orthodontic Society, before each Executive Committee Meetings.
	d		Bidding IOS Post Graduate Students' Convention
		i	The bidding shall reach the Indian Orthodontic Society Head Office on or before the last date announced in the Indian Orthodontic Society web site.
		ii	The application shall be in typed form explaining the experience and facilities available at the proposed place and duly signed by the Head/s, Department/s of Orthodontics and Principal/s of the institution/s.

	e		The Organizing Committee
		i	The Orthodontic Department in the Institution/s holding the conference shall form the Organizing Committee and get the approval of the Executive Committee.
		ii	Every member of the Organizing Committee shall be a good standing member of Indian Orthodontic Society.
		iii	The President and the Honorary Secretary of Indian Orthodontic Society shall be members of the Organising Committee and the same shall appear in the conference brochures, letter pads, souvenir etc.
		iv	The Organizing Committee shall elect from among themselves one Chairman, Secretary, Treasurer, and Conveners for the sub-committees.
		v	The Organizing Committee shall be provided with a copy of the Indian Orthodontic Society constitution by the Indian Orthodontic Society head office, and the Chairman of the Organizing Committee, Organizing Secretary and Treasurer shall sign the convention guidelines (article 35-e, f, g, h, i, j, k, l, m, n and 36) and sent the same to the Indian Orthodontic Society Head Office.
		vi	The Chairman of the Organizing Committee and Organizing Secretary shall be members of all sub-committees.
		vii	The President / Honorary Secretary, Indian Orthodontic Society shall attend a minimum of two Organizing Committee meetings and the Organizing Committee shall inform the Honorary Secretary about the meetings and do necessary arrangements for his visit.
	f		Convention Guidelines
		i	The first announcement regarding the venue of the Convention, probable time and the name of the Convention Organizing Secretary, shall usually be issued by the Honorary Secretary of Indian Orthodontic Society after the approval of the General body.

	ii	The Organizing Secretary shall get the list of office bearers, Convention name and logo, and budget inclusive of registration charges approved by the Executive committee, before sending the first letter / brochure.
	iii	The Organizing Secretary shall send the registration forms with all details inclusive of various charges about 12 months before the convention to all members of the society.
	iv	The Organizing Secretary shall send reminders as needed.
	v	The scientific committee convener shall inform the speakers well in advance. All efforts should be made to collect the full paper from the speaker / presenter before presentation, and his / her consent to publish the same in the Journal of Indian Orthodontic Society.
	vi	The necessary help needed for the hotel accommodation and return journey reservation may be given by the organisers on actual costs.
	vii	The Organising Secretary shall help the Honorary Secretary Indian Orthodontic Society, by arranging for the Executive Committee Meeting at the convention venue.
	viii	The Organizing Secretary shall help the IBO Secretary by arranging for the IBO Directors Meeting.
	ix	Pre-conference courses may be arranged, whenever possible, but shall not incur loss. Expenses incurred towards a foreign speaker have to be met only out of the funds of the Organizing Committee.
	x	On the inaugural day, the registration counter and trade fair stalls shall be closed 30 minutes before inauguration and shall open 30 minutes after inauguration. The trade fair stall holders shall also be requested to open the stall for sales only 30 minutes after inauguration.
	xi	The speakers shall not promote or endorse any commercial products during his / her speech.
	xii	The organisers of the convention shall make all efforts to arrange the convention without incurring any loss. In the event of a profit, it should be used for the improvement of the host orthodontic department.

		xiii	The organisers may be given an advance up to Rs.1,00,000/- one year before the convention, if required, which shall be returned to the Head Office within 2 months after the convention.
		xiv	The convention accounts, after auditing, shall be submitted to the Indian Orthodontic Society head office within 10 months after the convention.
	g		Convention Registration
		i	The registration for the convention shall be open only for the members of Indian Orthodontic Society.
		ii	The organising committee shall have the responsibility of scrutinising the membership with the help of Honorary Secretary of Indian Orthodontic Society.
		iii	The organising committee shall take all measures to prevent non-member delegates from attending or presenting papers in the Conference.
		iv	All Indian Orthodontic Society programmes shall be open only for its members of good standing. However members from the other dental/medical specialities shall be allowed to attend only the scientific deliberations of the inter-disciplinary open session during an Indian Orthodontic Society programme, if such an open session (which shall be the last session of the last day of the programme) is being conducted by the organisers after getting permission from the executive committee. These delegates shall be registered (spot registration charges shall be applicable) following due certification from their parent speciality body, of which they should be members of good standing.
		v	The registration charges shall normally cover the hospitality and banquet charges. However the registration charges for other dental/medical specialities shall be only for the entry into inter-disciplinary open session.
		vi	The non-member spouse charges shall be same or subsidised, as finances allow. Charges for children should be specified.
		vii	Guest charges shall be the same or exclusive of any subsidy, as finances allow.

	viii	The registration charges for the Past-Presidents and Secretaries of Indian Orthodontic Society and senior citizens among Indian Orthodontic Society members shall be the same or subsidised, as finances allow.
	ix	The Indian Orthodontic Society Student Members shall have a subsidised registration fee.
	x	There shall be a delegate fee which allows the members access only to the scientific sessions and trade fair.
	xi	The Organizing Committee shall issue appropriate badges to all participants / delegates to restrict the entry to various programmes/facilities.
	xii	Last date for registration, which shall not ordinarily be 15 days before the convention, may be encouraged.
	xiii	The President and Honorary Secretary of the Indian Orthodontic Society shall be provided with free registration, accommodation, conveyance and hospitality.
	xiv	The Office Secretary of the Indian Orthodontic Society shall be provided with free hospitality and office space which is accessible to all members at the convention venue.
	xv	The student members shall have to produce a certificate from the Head of the Institution / Department that he/she is a student at the time of the Convention both for Registration as a delegate and for participation in Scientific Sessions.
	h	Convention Speakers
	i	The guest/keynote/invited speakers shall be without any commercial interest in the products discussed in their presentation.
	ii	The keynote/invited speaker/s shall have a minimum of three publications in Journal of Indian Orthodontic Society / any of the indexed journals.
	iii	The keynote/invited speaker/s shall have a minimum of three scientific presentations in any of the conferences or conventions organised by a reputed / sister body.
	iv	The keynote/invited speaker/s shall be a post-graduate teacher with a minimum of five years of teaching experience.

	i	Convention Programme of 3 Days																																	
	i	<table border="0"> <thead> <tr> <th>Day 1</th> <th>Day 2</th> <th>Day 3</th> </tr> </thead> <tbody> <tr> <td>Inaugural Function</td> <td>Scientific Session</td> <td>Scientific Session</td> </tr> <tr> <td>Coffee/Tea</td> <td>Coffee/Tea</td> <td>Coffee/Tea</td> </tr> <tr> <td>Student papers</td> <td>Scientific Session</td> <td>Scientific Session</td> </tr> <tr> <td>Lunch</td> <td>Lunch</td> <td>Lunch</td> </tr> <tr> <td>Student papers</td> <td>Scientific Session</td> <td>Scientific Session</td> </tr> <tr> <td>Coffee/Tea</td> <td>Coffee/Tea</td> <td>Valedictory Function</td> </tr> <tr> <td>Student papers</td> <td>Scientific Session</td> <td>Coffee/ Tea</td> </tr> <tr> <td>IBO Directors Meeting</td> <td>Ex. Comm. Meeting</td> <td></td> </tr> <tr> <td>Entertainment (Optional)</td> <td>Banquet</td> <td></td> </tr> <tr> <td>Alumni Dinner</td> <td></td> <td></td> </tr> </tbody> </table>	Day 1	Day 2	Day 3	Inaugural Function	Scientific Session	Scientific Session	Coffee/Tea	Coffee/Tea	Coffee/Tea	Student papers	Scientific Session	Scientific Session	Lunch	Lunch	Lunch	Student papers	Scientific Session	Scientific Session	Coffee/Tea	Coffee/Tea	Valedictory Function	Student papers	Scientific Session	Coffee/ Tea	IBO Directors Meeting	Ex. Comm. Meeting		Entertainment (Optional)	Banquet		Alumni Dinner		
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		iii	There shall be no parallel programmes running during the inaugural function.
	k		Instructions for Paper / Poster / Table clinic Presentations (Student Members)
		i	One member is allowed to present a maximum of only one paper or one poster or one table clinic in a conference.
		ii	Papers shall be accepted in only three categories: Research, Clinical and Clinical Innovations. Review papers shall NOT be accepted.
		iii	Posters shall be accepted in only three categories: Research, Clinical, and General. Review posters shall NOT be accepted.
		iv	Table Clinic shall be accepted in only two categories: Research & Clinical.
		v	All papers and posters should be prepared and presented as per the guidelines given.
		vi	The complete presentation (including photos, tables and charts etc. if any) shall be submitted to the Indian Orthodontic Society head office 60 days before the presentation without any identification of the presenter / author / source and along with the completed application form.
		vii	The paper/ presentation shall be certified by the head of the department in the application form.
		viii	The Indian Orthodontic Society head office shall hand over the manuscripts of the accepted papers to the editor, Journal of Indian Orthodontic Society for publication in the journal.
		ix	The papers submitted shall be screened and only 30 papers will be selected for presentation in each category. Screening shall be done by a peer review committee appointed by the Executive Committee with the help of convention organising scientific committee and their decision shall be final.
		x	The presentation (paper/poster/table clinic) shall be code numbered and blinded before given for review.
		xi	Each presenter (paper/poster/table clinic) shall have a code number.

		xii	In the presentation (paper/poster/table clinic), names (presenter/author/ co-author/guide), college/clinic or any other identification shall not be allowed.
		xiii	In each category, awards shall be given for the first three places in the paper, poster and table clinic sections, provided there be sufficient number of entries. If the number of entries is only 10-15, only two awards will be presented. If the number of entries is less than ten, only one award will be presented.
		xiv	Cash awards and fellowships shall be granted only where a sponsor is available.
		xv	For paper presentations, a time of 8 minutes for presentation plus 2 minutes for discussion shall be allowed.
		xvi	All posters should be presented in the size of 2' x 3', in vertical format only. Posters which do not follow this guideline will not be allowed for presentation.
		xvii	Posters shall be made of only soft flex material.
		xviii	The papers/posters/table clinics in each category which secured the first two places shall be presented in the next Indian Orthodontic Society Annual Conference.
		xix	The institutions shall restrict the entries in a post graduate student's convention to six numbers all together (paper / poster / table clinic).
		xx	A non competitive paper presentation section may be included on organising scientific committee's discretion.
	1		Guidelines for Paper Presentations (Student Members)
		i	<p>The papers and posters that are to be presented by students should follow one of the following categories:</p> <ol style="list-style-type: none"> 1. Research 2. Clinical 3. Clinical Innovations <p>The three categories are defined below with examples: Research Category: These should be scientific studies which fulfils the following criteria (Example AJO-DO 2006;129:520-527):</p>

		<p>Should be undertaken with a proper research protocol</p> <p>Should have a hypothesis</p> <p>Should establish a need for this study because of lacunae in existing knowledge, citing relevant research</p> <p>Should have a clear Materials and Methods category</p> <ul style="list-style-type: none"> Proper sample selection and sampling technique Should follow a clearly laid-out method Statistical analysis for the data including inter and intra-examiner variability where applicable Ethical committee clearance where required <p>Follow a pattern of Results, Discussion, and Conclusion as in a published research paper</p> <p>Should give guidelines for future research in the field</p> <p>Papers which present a clinical innovation should NOT be sent for the Research category.</p> <p>Clinical Category: The following types of papers may be included in this category:</p> <p>Case reports (Example AJO-DO 2006;129:436-443) in the following categories:</p> <ul style="list-style-type: none"> Diagnosis and Etiology Treatment Objectives Treatment Plan Treatment Progress Long-term results Discussion <p>In these presentations, pre-treatment and post-treatment records (intra-oral and extra-oral photographs, models, cephalograms, OPG, and IOPAs) should be shown. For showing treatment progress, a set of mid-treatment photographs should be shown. Cephalometric superimposition should be shown where appropriate.</p>
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		<p>Presentation of multiple cases (Example JCO 2006 ; XL : 485-492)</p> <p>Clinical Innovations: (Examples: JCO 2006 ; XL : 150 - 151, JCO 2006 ; XL : 161 - 170, JCO 2006 ; XL : 171 - 174)</p> <p>These papers should be on modifications / new approaches to existing treatment methods / appliances</p> <p>New techniques / appliances which have been developed by the authors.</p>
	m	<p>Guidelines for Poster Presentations (Student Members)</p>
		<p>i The posters that are to be presented should follow one of the following categories:</p> <ol style="list-style-type: none"> 1. Research 2. Clinical 3. General <p>The three categories are defined below with examples:</p> <p>Research Category: These should be scientific studies which fulfils the following criteria (Example AJO-DO 2006 ; 129 : 520 - 527):</p> <ul style="list-style-type: none"> Should be undertaken with a proper research protocol Should have a hypothesis Should establish a need for this study because of lacunae in existing knowledge, citing relevant research Should have a clear Materials and Methods category <ul style="list-style-type: none"> Proper sample selection and sampling technique Should follow a clearly laid-out method Statistical analysis for the data including inter and intra-examiner variability where applicable Ethical committee clearance where required Follow a pattern of Results, Discussion, and Conclusion as in a published research paper Should give guidelines for future research in the field <p>Papers which present a clinical innovation should NOT be sent for the Research category.</p>

Clinical Category: The following types of papers may be included in this category:

Case reports (Example AJO-DO 2006;129:436-443) in the following categories:

Diagnosis and Etiology

Treatment Objectives

Treatment Plan

Treatment Progress

Long-term results

Discussion

In these presentations, pre-treatment and post-treatment records (intra-oral and extra-oral photographs, models, cephalograms, OPG, and IOPAs) should be shown. For showing treatment progress, a set of mid-treatment photographs should be shown. Cephalometric superimposition should be shown where appropriate.

Presentation of multiple cases (Example JCO 2006 ; XL : 485 - 492)

General Category: This category is intended to cover the following types:

5. Critical appraisal of a concept
6. An analytical evaluation of a treatment philosophy / technique
7. Analytical evaluation of the evolution of a treatment philosophy / technique - how it evolved, the thinking process that went into the development of that philosophy / technique, how that technique works (the biomechanical aspects) etc.
8. Analytical evaluation of the controversies in Orthodontics

Example: AJO-DO 1998; 113:11-13 (Donald Woodside: Do Functional Appliances have an Orthopedic Effect?)

	n		Judging the Papers / Posters / Table clinics				
		i	Papers / Posters / Table clinics shall be judged by a team of expert judges constituted of two or three members. The same (two or three) members of the team should evaluate all the presentations in that category before deciding on the prize winning presentations, so that it is fair to all concerned.				
		ii	A separate team of judges shall be formed for each category of the presentations.				
		iii	The judges shall be appointed by the Indian Orthodontic Society head office, selected from the panel submitted by the organising scientific committee chairman of Indian Orthodontic Society conference/convention.				
		iv	The travelling allowance (3 tier A/C) for the judges shall be given by the organising committee as finances allow.				
		v	The names of the judges shall be kept confidential.				
		vi	The Indian Orthodontic Society head office shall provide a tabular sheet to each judge to standardize the assessment process.				
		vii	Average of the marks given by the different judges for that category shall be taken to decide on the prize winning presentations.				
		viii	The list of prize winning presentations along with the marks sheets shall be handed-over to the Honorary Secretary immediately.				
		ix	The decision of the Executive Committee regarding the prizes shall be final.				
		x	The Scientific Committee shall announce the results after the approval of the same by the Executive Committee.				
36			DAIS ARRANGEMENT FOR IOS FUNCTIONS				
	a	i	<table border="1" style="display: inline-table; vertical-align: middle;"> <tr> <td>1</td> <td>2</td> <td>3</td> </tr> </table> 1. Organising Secretary 2. President 3. Chairman-Organising Committee.	1	2	3	
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		ii	<table border="1" style="display: inline-table; vertical-align: middle;"> <tr> <td>1</td> <td>2</td> <td>3</td> <td>4</td> </tr> </table> 1. Organising Secretary 2. Chief Guest 3. President 4. Chairman-Organising Committee.	1	2	3	4
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	iii	1 2 3 4 5	1. Organising Secretary 2. Chairman-Scientific Committee 3. Chief Guest. 4. President 5. Chairman-Organising Committee.
	iv	1 2 3 4 5 6	1. Organising Secretary 2. Guest of Honour 3. Chief Guest 4. President 5. Chairman-Organising Committee. 6. Honorary Secretary / Vice-President.
	v	1 2 3 4 5 6 7	1. Organising Secretary 2. Chairman-Scientific Committee 3. Chief Guest 4. President 5. Chairman-Organising Committee 6. Vice-President 7. Honorary Secretary.
	vi	1 2 3 4 5 6 7 8	1. Organising Secretary 2. Chairman-Scientific Committee 3. Chief Guest 4. President 5. Chairman-Organising Committee. 6. Vice-President 7. President-Elect 8. Honorary Secretary.
	vii	1 2 3 4 5 6 7 8 9	1. Organising Secretary 2. Chairman-Scientific Committee 3. Guest of Honour 4. Chief Guest 5. President 6. Chairman-Organising Committee 7. Vice-President 8. President-Elect 9. Honorary Secretary.
	viii	1 2 3 4 5 6 7 8 9 10	1. Organising Secretary 2. Chairman-Scientific Committee 3. Guest 4. Guest of Honour 5. Chief Guest 6. President 7. Chairman-Organising Committee 8. Vice-President 9. President-Elect 10. Honorary Secretary.
	b		The President of the Indian Orthodontic Society, or in his absence the Vice-President, or in his absence the Honorary Secretary shall be entitled to preside over all Indian Orthodontic Society functions (see article 27-e-i).
	c		In situations where the President, President-Elect and Honorary Secretary are present at the venue, all of them shall be invited to the dais.

37		AWARDS
		The Indian Orthodontic Society shall institute awards in the academic field.
	a	The head office shall invite applications for the awards every year well in advance of the annual conference.
	b	The Executive Committee shall appoint an expert award / jury committee for the scrutiny of the material for the award.
	c	The decision of the jury shall be final.
	d	Every applicant should be informed by the Hon. Secretary about the jury's decision.
	e	The award consists of a cash prize / certificate or both to be given to the winner at the following conference.
	f	To sponsor an award an approval from General body shall be obtained and the prescribed amount shall be remitted.
	g	An applicant shall be a member of Indian Orthodontic Society and the awards shall be given to members of Indian Orthodontic Society only.
		Guidelines for Submitting Application for Awards
	h	Dr. J. G. Kannappan's Award for the Best M D S Dissertation in Orthodontics Submitted Two Years Previously.
		i The submitted dissertation shall be a bonafide work done by the candidate two years prior to the year of applying for this award.
		ii At the time of applying for this award, the dissertation shall be accompanied by a forwarding letter signed by the guide / co-guide / Head of the department.
		iii The candidate shall also submit photocopies of the key articles (two to three articles) that may have formed the basis of the present study or may have had a significant bearing on the design of the present study.
		iv Only those candidates who have successfully completed the final MDS examination shall apply for this award.
		v The candidate shall be a life member of the Indian Orthodontic Society of good standing at the time of applying for this award.

		vi	Once this award has been given to a submitted dissertation, the same dissertation work with or without modifications shall not be considered for any other awards issued by the Indian Orthodontic Society at a later date.
	i		Dr. P.P. Jacob's Award for the Best Scientific Paper Published in the Journal of Indian Orthodontic Society in the Previous Year.
		i	All the scientific articles published in the Journal of Indian Orthodontic Society of the previous year shall automatically become eligible for consideration for this award.
		ii	Review articles or clinical articles published in the Journal of Indian Orthodontic Society shall not be eligible for consideration for this award.
		iii	Weightage shall be given for original research work when being considered for this award.
		iv	The candidate shall be a life member of the Indian Orthodontic Society of good standing at the time of consideration for this award.
		v	Once this award has been given to a scientific paper, the same work with or without modifications shall not be considered for any other awards issued by the Indian Orthodontic Society at a later date.
	j		Dr. George Jacob's Award for Innovations in Clinical Orthodontics Published in the Previous Year.
			An ethical committee clearance shall be furnished by the candidate where animal experimentation / clinical trials were involved in the publication submitted for this award.
			Only one clinical innovation work shall be submitted at one time by a member for consideration under this category.
			The candidate shall also submit photocopies of any key articles (two to three articles) that may have formed the basis of the present study or may have had a significant bearing on the design of the present study.
			The candidate shall be a life member of the Indian Orthodontic Society of good standing at the time of applying for this award.

		Once this award has been given to a submitted publication, the same work with or without modifications shall not be considered for any other awards issued by the Indian Orthodontic Society at a later date.
	k	Indian Orthodontic Society - Colgate Palmolive Research Award for the Life Members for the Research work Done in the Previous Year. (3 Nos.)
		The candidate shall also submit photocopies of the key articles (two to three articles) that may have formed the basis of the present study or may have had a significant bearing on the design of the present study.
		Only those candidates who have successfully completed the final MDS examination shall apply for this award.
		The candidate shall be a life member of the Indian Orthodontic Society of good standing at the time of applying for this award.
		Once this award has been given to a submitted dissertation, the same dissertation work with or without modifications shall not be considered for any other awards issued by the Indian Orthodontic Society at a later date.
	l	Indian Orthodontic Society - Colgate Palmolive Student Research Award for the Research work Done in the Previous Year. (2 Nos.)
		All research work submitted for this award shall be duly certified by the guide / Head of the department as a genuine work done by the candidate.
		Only one research work shall be submitted at one time by a member for consideration under this category.
		The study submitted for this award shall be a separate and independent work conducted by the student during post graduation.
		Dissertations submitted during the Master of Dental Surgery tenure shall not be considered for this award.
		The submitted work shall be a completed project with results. No ongoing studies will be considered for this award.

		The candidate shall also submit photocopies of the key articles (two to three articles) that may have formed the basis of the present study or may have had a significant bearing on the design of the present study.
		The candidate shall be an active member of the Indian Orthodontic Society of good standing at the time for applying for this award.
		Once this award has been given to a submitted research work, the same project work with or without modifications shall not be considered for any other awards issued by the Indian Orthodontic Society at a later date.
	m	Award for the Best Overall Performance of the Study Group.
	i	Applications shall be invited from the Study Groups which are recognised by Indian Orthodontic Society Head Office.
	ii	Overall performance by the Study Group including the scientific programme, public awareness programmes shall be criteria for the award.
38		STUDY GROUPS
	a	In furtherance of the objectives of the Society, Indian Orthodontic Society Life Members of one town / district / state may join together and form Study Groups, with the approval of the Executive Committee.
	b	There shall be a minimum number of ten Indian Orthodontic Society Life Members to form a study group.
	c	All Study Groups shall specify the names of the Study Groups as Orthodontic Study group after the place / head quarters. E.g. New Delhi Orthodontic Study Group.
	d	There shall be three office bearers (conveners) for each study group for the smooth functioning of the same.
	e	The term of the office bearers shall be maximum three years.
	f	Study Groups shall be independent on their own with regard to finances, purchase of movable and immovable assets.

	g		The conveners shall open a bank account at the headquarters of their study group in the name of the study group, operated by all the conveners, after attaining the approval letter from Indian Orthodontic Society head office.
	h		The office bearers shall inform the head office about the scientific programmes, other activities and changes in the office bearers from time to time.
	i		All study Groups shall function within the framework of this constitution.
	j		Procedure to Form a Study Group
		i	Members residing or practicing at a particular town / district / state may meet at a place & decide to form a Study Group and express their willingness to form a study group in writing to the Head Office with their names and Indian Orthodontic Society membership numbers.
		ii	They shall also select the office bearers for the study group.
		iii	The Executive Committee shall discuss and decide to approve or reject the request.
		iv	All study groups shall get recognised by the head office and a certificate shall be obtained for the same.
	k		Procedure to Derecognise a Study Group
			The Executive Committee shall derecognize a Study Group, if it is not functioning or functioning against the interests of Indian Orthodontic Society.
39			REPRESENTATION TO OTHER BODIES
	a		The Executive Committee shall nominate member/s from Indian Orthodontic Society for the purpose of representing Indian Orthodontic Society wherever invited/needed.
	b		The representative shall submit a written report of the meeting he attended to the Honorary Secretary before the next Executive Committee meeting.
	c		All the Indian Orthodontic Society representatives shall have the responsibility of upholding the interests of Indian Orthodontic Society and maintaining continuity with the work of the previous representatives.

	d	All the communications between the Indian Orthodontic Society representatives and other Bodies shall be through the Indian Orthodontic Society head office.
	e	Representatives who are nominated by the Executive Committee shall not nominate his/her personnel representatives to other bodies to which he/she is nominated.
40		REPRESENTATION TO INTERNATIONAL BODIES
	a	The President or the Honorary Secretary shall represent Indian Orthodontic Society in the international body meetings, where the Society is a member or by invitation from other bodies.
	b	If the President or the Honorary Secretary are unable to represent, the Vice-President or the President-Elect shall represent Indian Orthodontic Society in international bodies where the Society is a member or by invitation from other bodies
	c	If the President / the Honorary Secretary / Vice-President / the President-Elect are unable to represent Indian Orthodontic Society in the international body meetings, where the Society is a member or by invitation from other bodies, the Executive Committee shall select a member for that purpose.
	d	All the Indian Orthodontic Society representatives shall have the responsibility of upholding the interests of Indian Orthodontic Society and maintaining continuity of the work of the previous representatives.
	e	All communications between the Indian Orthodontic Society representative and the international body shall be through the Indian Orthodontic Society head office.
	f	Representatives who are nominated by the Executive Committee shall not nominate his/her personnel representatives to other bodies to which he/she is nominated.
	g	The representative shall submit a written report of the meeting he attended to the Honorary Secretary before the next Executive Committee meeting.

41		HOSTING INTERNATIONAL ORTHODONTIC CONFERENCES
	a	The Executive Committee shall form a sub committee for bidding any of the international orthodontic conferences.
	b	Any international orthodontic conference allotted to India, shall be hosted by the Indian Orthodontic Society Head Office.
	c	The sub committee shall have the powers to find a suitable venue, prepare the bidding, presentations and hold meetings for the purposes of bidding the conference, with the permission of Indian Orthodontic Society Executive Committee.
	d	A core committee shall be formed by the Executive Committee for assisting the sub committee.
	e	An organising committee shall be formed by the Executive Committee for the allotted conference, comprising the sub committee, core committee and other Indian Orthodontic Society members
42		DISSOLUTION OF THE SOCIETY
		The Society shall be dissolved only by two third majority of the members present and voting at the General body Meeting. In case the Society is dissolved by the General body Meeting, its assets shall be transferred to any other Society having similar objects, as decided by the General body.
43		IRREVOCABILITY
		The Society is irrevocable.
44		SAVING
		Nothing contained herein shall in any way restrict or limit the powers and authority of the General body of the Society in any matter concerning the affairs of the Society.

INDIAN ORTHODONTIC SOCIETY

Amendments of Constitution

20th December, 2008.

15	b	LIFE MEMBERS - Entrance Fee Rs.200/- and Rs. 6000/- as subscription for life time.
37	f	To sponsor an award an approval from General body shall be obtained and the prescribed amount of Rs. 50,000/- shall be remitted to the head office.
45		ENDORISING CONTINUING DENTAL EDUCATION PROGRAMMES
	a	Indian Orthodontic Society shall endorse and allot credit points as per Dental Council of India norms for Continuing Dental Education Programmes conducted by dental institutes or approved orthodontic study groups.
	b	Those institutes and study groups who are conducting the Continuing Dental Education Programmes shall write to the Head Office of Indian Orthodontic Society at least 95 days before the conduction of the programme with details regarding the pattern of conducting the programme.
	c	The Executive Committee shall deliberate on the merits of the Continuing Dental Education programme and provisionally endorse it if it does not violate the Indian Orthodontic Society constitution and code of ethics.
	d	The Executive Committee shall appoint a representative (Executive committee Member) from the nearby area to attend the programme to inspect, and to report about the conduct of the same. Office of.

	e		The attendance certificates shall carry the credit points allotted by the Indian Orthodontic Society as per Dental Council of India norms, and the signatures of President and Hon. Secretary of the Society.
	f		The participation shall be restricted only for Indian Orthodontic Society members.
	g		The certificates shall be awarded only to the registrants physically attending the programme. The organizers shall be responsible to prevent any misuse of the issuing of certificates.
32	g	i	Members challenged the article 32 g (i) permitting non orthodontists attending the scientific program. The house decided to suspend the article for the time being and not to allow any non orthodontic faculty attending the conference.

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INDIAN ORTHODONTIC SOCIETY

Code of Ethics

In order that the dignity and honor of the Orthodontic profession be upheld, its standards exalted, its sphere of usefulness extended and the advancement of Orthodontic science promoted such that the members of the Indian Orthodontic Society may understand more clearly their duties and obligations to the Orthodontic profession, the society / community, the following principles of ethics are presented in the form of general guide lines which an Orthodontist is expected to follow in carrying out his professional activities vis-à-vis his patients or fellow practitioners.

Section 1 - Continuing Professional Development in Orthodontics:

An Orthodontist may share his professional experience/knowledge of the recent advances in the subject among fellow Orthodontists by conducting CDE programs in a recognized teaching institution / Indian Orthodontic Society Study Group. He / she is permitted to conduct lectures / demonstrations on the recent technologies to fellow orthodontist including typodont exercises.

He may attend / deliver only lectures high lighting the abilities of the orthodontic treatment in a general forum ie., meetings / conferences of general dental surgeons and sister speciality organizations thus promoting awareness and enlightening them on the scope of orthodontist.

Section 2 - Service to the Public:

The Orthodontist's primary duty of serving the public is discharged by giving the highest type of service of which he is capable and by avoiding any conduct that leads to lowering the esteem of the profession of which he is a member.

In serving the public, an Orthodontist may exercise reasonable discretion in selecting patients for his practice. However, he may not refuse to accept a patient into his practice or deny Orthodontic service to a patient solely because of the patient's race, creed, color or national origin.

Note:

1. The use of professional letterheads in connection with an Orthodontist's efforts to promote a commercial endeavor is undignified and might tend to lower public esteem for the profession.
2. The use of professional letterheads in connection with an Orthodontist's efforts to promote a commercial endeavor is undignified and might tend to lower public esteem for the profession.
3. It is unethical for an Orthodontist to use patients for teaching or research purposes without their fully informed consent or to mislead a patient as to identify the Orthodontist who performs the service or procedure.

Section 3 - Regulation of a Profession:

Every profession receives from the society the right to regulate itself - to determine and judge its own members. Such regulations are achieved largely through the influence of the professional societies and hence, every Orthodontist has a dual obligation of making himself / herself a part of a professional society and of observing its rules and regulations.

Section 4 - Leadership:

An Orthodontist has the obligation of providing freely his skills, knowledge, and experience to the society in those fields in which his / her qualifications entitle him to speak with professional competence. An Orthodontist should be a leader in his community and make all efforts leading to the improvement of the dental health of the general public.

Section 5 - Emergency Service:

An Orthodontist has an obligation, when consulted in an emergency by the patient of another orthodontist to attend to the conditions leading to the emergency and to refer the patient to his regular Orthodontist who should be informed of the conditions found and treated.

Section 6 - Consultation:

An Orthodontist has the obligation of seeking consultation whenever the welfare of the patient will be safeguarded or advanced by having resource to those who have special skills, knowledge and / or experience. A consultant will hold the details of consultation in confidence and will not undertake treatment without the consent of the attending practitioner.

Section 7 - Expert Testimony:

An Orthodontist may provide expert testimony when that testimony is essential to adjust and fare disposition of a judicial or administrative action.

An Orthodontist has the obligation to refrain from commenting disparagingly without justification about the services of another Orthodontist.

In a malpractice suit both parties have a right to present expert testimony through witnesses. An Orthodontist acting as a witness may not be disciplined merely for presenting his professional opinion.

Section 8 - Fee Structuring:

An Orthodontist who purchases a retiring or deceased's practice may ethically agree to pay the retiring orthodontist a percentage of the fees collected from patients of the living or deceased Orthodontist or dentist or his/her dependants/heirs for a limited period of time.

1. An Orthodontist may ethically agree to pay another Orthodontist or dentist a percentage of his fees as a part of an agreement covering the use of office facilities.
2. Orthodontist in partnership may use any reasonable formula how partnership may ensue and how partnership profits may be divided among partners.

Section 9 - Secret Agents and Exclusive Methods:

An Orthodontist has an obligation not to prescribe, dispense or promote the use of drugs or other agents where complete formulas are not available to the profession. He also has the obligation not to prescribe any therapeutic agent, the value of which is not supported by scientific evidence. Orthodontist has the further obligation of not holding out as any exclusive agent, method or technique.

Section 10 - Patents and Copy Rights:

An Orthodontist has the obligation of making the fruits of his discoveries and labors available to all when they are useful in safe guarding or promoting the public. An orthodontist may secure patents and copyrights provided that they and the remuneration derived from them are not used to restrict research, practice or the benefits of the patented or copyrighted material.

Section 11 - Advertising:

Advertising reflects adversely on the Orthodontist who employs it and lowers the public esteem of the profession. The Orthodontist has the obligation of advancing his reputation for fidelity, judgment and

skill solely through his professional services to his patients and society. The use of advertising in any form to solicit patients is inconsistent with his obligation.

Note:

1. It is unethical for an Orthodontist to induce publication or articles in non professional media that for example, praises his research, connects with him technological advances in orthodontics or announce his participation in a postgraduate course. It is also unethical for an Orthodontist to sell or distribute health education material containing his name and professional identification. It is therefore unethical for an orthodontist to induce any publication that tends to be professionally self laudatory, or that tends to differentiate him professionally from other Orthodontists.
2. It is unethical for an Orthodontist to induce publication or articles in non professional media that for example, praises his research, connects with him technological advances in orthodontics or announce his participation in a postgraduate course. It is also unethical for an Orthodontist to sell or distribute health education material containing his name and professional identification. It is therefore unethical for an orthodontist to induce any publication that tends to be professionally self laudatory, or that tends to differentiate him professionally from other Orthodontists.

3. An Orthodontist who permits his name to be used in a dental health education pamphlet to be distributed to the public at large by commercial firm is engaged in unethical conduct.
4. An Orthodontist is not prohibited by ethics from engaging in an activity such as that of a radio / television /sport commentator, but he should not give undue emphasis on his identity as a practicing orthodontist. It is advisable to inform the Indian Orthodontic Society of such an activity.
5. It is unethical for an Orthodontist to distribute reprints of published articles to a large segment of dental and medical practitioners. This practice appears to be an obvious effort to solicit references by indicating superiority in the special field.
6. It is unethical for an Orthodontist to furnish so called patient education pamphlets to dental and medical practitioners for distribution to patients where pamphlets, in effect, stress the superiority of the procedures used by him. Publications of such so-called patient education material have the effect of soliciting patients.
7. It is unethical for an Orthodontist to allow the use of offers or his person as part a commercial advertisement.

Section 12 - Professional Cards, Letterheads & Announcements:

An Orthodontist may properly utilize the professional cards, announcement cards or recall notices to patients on record as long as the text is consistent with the dignity of the profession and with the custom of orthodontist of the community.

Announcement cards may be sent when there is a change in location or an alteration in the character of practice, but only to other orthodontists, dentists and to members of medical profession, patients, friends and relatives.

Note:

1. An Orthodontist who invites his patients of record, other orthodontist, dentists, medical practitioners, friend & relative in connection with establishment of a new office is not engaged in unethical conduct.

2. An Orthodontist who purchases or takes over the practice of another orthodontist or dentist who is retiring may send announcement or recall cards to the retiring practitioners' patients.
3. The use of pictures, symbols and slogans on professional stationary is discouraged.
4. An Orthodontist may insert a maximum of three paid announcements of his new orthodontic practice in a local newspaper as per the guidelines of the DENTIST ACT, 1948.
5. On establishing an orthodontic practice an orthodontist may send announcements to other Orthodontic, dentists, medical practitioners, friends and relatives.

Section 13 - Office, Door, Lettering Signs:

An Orthodontist may properly utilize office store door lettering and signs provided that their style and the text are consistent with the dignity of the profession and custom of other orthodontists of the community.

However, it is unethical to use flashing floodlights to draw attention to their name plate on the outside of the private practice premises.

Section 14 - Use of Professional Titles and Degrees:

An Orthodontist may use the titles Dr. Orthodontist and the degrees / abbreviations as approved by the DCI in connection with his name on cards, letterheads, office door signs, sign boards, announcements and directory listings.

It is unethical to use an abbreviation or implying a dental qualification which is not in accordance with recognized dental qualification of the Dental Council of India. Similar use of fellowships and honorary degrees is unethical.

Membership or fellowship of professional societies / association / federation etc. should not be abbreviated to look like a degree but may be written in its full form.

Encouragement or connivance of an Orthodontist, to a non - orthodontist to do Orthodontic treatment and abatement of Orthodontic quackery is also unethical.

Note:

1. An Orthodontist may ethically combine his practice of Orthodontics with the practice of other branches of the healing arts.

The Indian Orthodontic Society approves of and encourages advanced educational programs and they are recognized as essential to its success. For this reason it is ethical for promotional brochures to contain curriculum vitae of clinicians.

Section 15 - Health Education of public:

An Orthodontist may properly participate in a program of health education of the public involving such media as the press, radio, television and lectures provided that such programs are in keeping with the dignity and the custom of the dental profession in the community.

Section 16 - Directories:

An Orthodontist may permit the listing of his name in a directory provided that all Orthodontists in similar circumstances have access to a similar listing and provided that such a listing is consistent with the style and text with the orthodontist in the community.

Section 17 - Name of Practice:

An Orthodontist shall practice only under his own name or an Orthodontist employing him, who practices in the same office In case of a partnership, name composed only of or more of the Orthodontists practicing in the partnership in the same office or a corporate name may be used.

Section 18 - Transfer of Patients:

An Orthodontist will write a letter of the treatment plan/ progress and hand over the records of the patient(i.e. All X rays- Ortho pantamogramme, Lateral Cephalogram, Study Models and Photographs-Extra oral and Intra oral) in case of patients getting transferred to another geographic city and or place.

Declaration:

I declare that I have read the above document and that I am in agreement with the aforementioned ethics and enter into this accord of my own free will.

.....
Signature :

Name :

Date :

IOS Membership No. :

DCI Registration No. / State :

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Only for free circulation among the members of Indian Orthodontic Society.
Reg. Office : 3rd Floor, Bapuji Dental College Building, Davangere - 577 004.

