

Indian Orthodontic Society

**CONSTITUTION
BYE-LAWS
RULES
&
CODE OF ETHICS**

As amended on November 18, 2017

(Regd. as 75 of 1992, Vellore)



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.

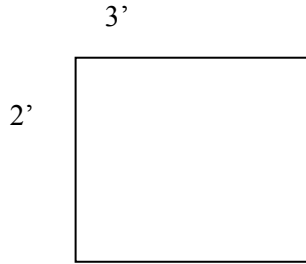


4. The letter “i” represents the nation and the rights of the individual, and it recognizes that a free society is a safe society.
5. The letter “O” in the logo is perfectly round to denote a fullness, or wholeness of the society where all concepts and ideologies are accepted, and
6. The letter “S” has 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.

Article No.	Division	Subdivision	
1			NAME
	a		The Indian Orthodontic Society, here-in-after called the "Society" or "Association", is an association of persons who are Orthodontists.
2			AIMS AND OBJECTIVES
	a		Aims
			The aims for which the Society is established are:
		i	To popularise and promote the study of Orthodontics in India.
		ii	To popularise and spread the practice of Orthodontics in India.
		iii	To educate the Indian Public about the importance of Orthodontics.
		iv	To promote and safeguard the interests of the Orthodontists in India.
		v	To carry out research and to promote orthodontics through setting up charity/subsidised clinic (s) for the Indian population.
		vi	To foster friendship and brotherhood amongst the members of the Society.
	b		Objectives
			The objectives for which the Society is established are:
		i	To conduct examinations for recognition of clinical excellence in Orthodontics through The Indian Board of Orthodontics.
		ii	To print and publish journals, periodicals, articles and other literatures relating to problems, practices, methods, improvements and other matters relating to Orthodontics.
		iii	To exchange with Orthodontists in India as well as abroad the methods and improvement of and relating to the practice of Orthodontics.
		iv	To be an active member amongst sister affiliate Societies or organizations who promote Orthodontics & Dento-facial Orthopedics as an art and science in other parts of the world.
		v	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.
		vi	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, Chambers of Commerce, Municipalities, Local Boards, Universities or any other Public or Private Authorities.
		vii	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.
		viii	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.
		ix	To accept any gifts, donations, subscriptions and contributions whether subject to any trust or not, for furthering the interests of the Society.




	x	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 to purchase, redeem and pay off such securities in such manner as the Society may think fit.
	xi	To invest or otherwise deal with any funds of the Society in accordance with the provisions of section 13 (l) (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.
	xii	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.
	xiii	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 and is jointly organising an activity with due permission/concurrence of the Executive Committee: of which, the EC, through the Hon Secretary, will suitably keep the general members suitably informed about through appropriate channels the official website and/or email communication.
	xiv	The Society shall not carry out any activities with the intention of earning profit.
3		OFFICE OF THE INDIAN ORTHODONTIC SOCIETY
	a	Head Office of the Society
		The Head Office (HO) of the Society shall be the place where the Secretary of the Society resides or as may be determined by the Executive Committee of the Society. All correspondence to the Society will be addressed at the place where the Secretary of the Society resides.
	b	Registered Office of the Society
		This shall be at the place where the Society is registered.
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, Study Groups and all members of the Society.
	b	No proposal for change of Constitution shall be considered unless the proposed alteration / amendment follows the following steps: <ul style="list-style-type: none"> • The proposal for change of Constitution has been circulated to the members of the Executive Committee (EC) for opinion and due notice of it has been given in the agenda of a physical meeting of the EC. • The aforementioned physical meeting of the EC discusses and approves/passes the amendments proposed with or without appropriate changes. • Minutes of the aforementioned EC meeting are passed and brought 'on record' by the EC in another physical meeting of the EC. • The EC then recommends the aforementioned proposed alteration(s) / amendment(s) to the General body (GB) in keeping with stipulations described in Article 28 for consideration at an Annual General Body Meeting, or an Extra Ordinary General meeting (EOGM) that is specially convened for the same purpose.

	i	When multiple amendments (in double digits) are proposed by the EC for consideration at an AGM, an EOGM may be deemed to be necessary to meaningfully discuss the same. Such an EOGM should be held at least one day prior to the AGM at a time that is suitable for the CoC and be conducted preferably at the venue of the Annual Conference of the Society for convenience of the members.
	c	An amendment to the Constitution will be valid only when approved by three-fourth majority of the members present at the time of 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 amendment/change, especially in relation to financial affairs of the Society, shall be informed to the Commissioner of Income Tax and Society Registration Authority before circulation to the membership. Other changes, if any, which do not pertain to the financial affairs of the Society may not be deemed necessary to 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 / Extra-ordinary General body Meeting of the Society.
	f	If at all there is a dispute in the interpretation of the articles of this Constitution, the same shall be referred to the Executive Committee to resolve the dispute in accordance with Article 47, 48 and 49. In the event the dispute is not resolved by the Executive Committee and any party being dissatisfied by the decision of the Executive Committee shall ask for reference to be made for Arbitration as per the arbitration procedures laid down under the Article 48 of the Constitution of the Society and the procedure laid down will be followed. The decision of the Arbitrator shall be final and binding on the parties to the reference/ dispute. The Cost(s) of the Arbitration proceedings shall be borne by the parties to the reference/ dispute before the Executive Committee and before the Arbitrator(s).
6		DEFINITIONS
		In this Constitution, unless the context requires otherwise the following abbreviations shall mean:
	a	“Association” / “Society” / “IOS” means Indian Orthodontic Society.
	b	“Hon. Secretary” or “Hon. Secy” means Honorary Secretary.
	c	“Members” means all classes of members.
	d	“Ex.Comm.”/ “E.C.” or “EC” means Executive Committee
	e	“H. O.” or “HO” means Head Office.
	f	“A. G. M.” or “AGM” means Annual General Body Meeting.
	g	“E. O. G. M.” or “EOGM” means Extra Ordinary General Body Meeting.
	h	“IOC” means Indian Orthodontic Conference.
	i	“JIOS” means Journal of The Indian Orthodontic Society, & “JCO” means Journal of Contemporary Orthodontics
	j	“IOST” means IOS Times.
	k	“CC” means Constitution Committee.
	l	“AC” means Arbitration Committee.

m		“CoC” or “COC” means Conference Organizing Committee.
n		“SC” means Scrutinizing Committee.
o		“IBO” means Indian Board of Orthodontics.
p		“OB” means Office Bearer.
q		“POB” or “PoB” means Principal Office Bearer.
r		“SG” means Study Group.
s		“GB” means General Body.
t		“PGSC” means Post Graduate Students’ Convention.
u		“MYC” means Mid Year Convention.
v		“EoC” means Event Organising Committee.
w		“LM” means Life Members.
x		“SLM” means Student Life Members.
y		“DCI” means Dental Council of India.
z		“IPP” means Immediate Past President.
7		CLASSES OF MEMBERS
		There shall be eight classes of Members. The right to vote on any matter including resolutions and in elections be it in HO or SG events is restricted to being accorded to all Founder Members and LMs who are eligible to vote and are in good standing.
a		Founder Members (FM): Persons who have taken part in the formation of the Society and promoted the Society shall be the Founder Members.
b		Life Members (LM): Any Indian citizen registered in Part “A” of the Indian Dentists Register and possessing Master of Dental Surgery (MDS) Degree qualification in Orthodontics from Indian Universities which are recognized by the Dental Council of India (DCI) and whose application is approved by the Executive Committee.
c		Student Life Members (SLM): Any person eligible to be a student member and is enrolled in MDS Orthodontics Degree program in 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 on completion of the said program and whose application is approved by the Executive Committee. This status will be retained for a period of 5 academic years after gaining admission to the M.D.S. (Ortho) Degree program. Thereafter, an entirely fresh application with needed monies will be required to be made by a student.
d		Associate Members: Any Indian Citizen with a Postgraduate qualification in Orthodontics whose qualification is recognized by the DCI and who is not qualified to become a Life Member shall be eligible to apply. This shall include those Dentists with overseas orthodontic post graduate qualifications recognised by the DCI in accepting such individuals as teachers at Dental Colleges in India. The Associate members shall have no voting rights.

e	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. The existing members shall continue but no new members shall be enrolled.
f	Honorary Members: The Executive Committee may nominate any person to be an Honorary Member of the Society. This shall need to be approved by the General Body.
g	International Members: Any Orthodontist from another country who is a member of good standing of his/her national Orthodontic Association which is affiliated to WFO may apply. Any foreign national, having Post Graduation from DCI recognized Indian University can also apply. International members can attend the Indian Orthodontic Conference and other meetings organized by the IOS at applicable rates.
h	International Student Members: Any international student pursuing a full time orthodontic post-graduate degree program in an Indian university recognized by the DCI is eligible to apply. They would be allowed to attend the Indian Orthodontic Conference and other meetings organized by the IOS. International student membership shall automatically terminate upon graduation or upon termination of status as a student in their orthodontic degree program.
8	REGISTER OF MEMBERS
a	Head Office shall maintain a register of members with Membership Number, Name, Qualification, Current Address, Pin code, telephone numbers and e-mail addresses.
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 additional qualifications.
9	WEB SITE, ELECTRONIC MAIL AND SOCIAL MEDIA
a	The Society shall operate a web site(s) to publish its notices, to educate the public about orthodontics and other official purposes.
b	The Honorary Secretary, President and President Elect shall be in charge of the web site(s) and other Social Networking Media that the Society may have a presence in future.
c	All circulars/information etc., that are related to knowledge of the general membership shall be displayed on the official Website of the Society. The Honorary Secretary will send emails to the last registered email address of a member without the need to back it up with printed letters/circulars.
i	Any change in a member's contact details (email address, postal address, telephone numbers, etc.) for receiving mailings (circulars / JIOS, etc.) from the Society and/or his profile (added qualification, teaching attachment, etc.) should be intimated to the Honorary Secretary by Registered Post with Acknowledgement Due and/or backed-up by sending an email to the Honorary Secretary with copy to Hon Joint Secretary, Editor JIOS, Editor IOST, Editor JCO.

	ii	Letters and/or post on electronic media sent by a member through emails/SMS/social networking media approved by the Society by using fictitious addresses for emails and / or by furnishing / using incorrect / unsubstantiated information about self / the Society to other member(s) will be considered to be an anti-Society activity and attract punitive measures as per the recourse outlined under Article 18 of the Constitution.
	iii	Any slanderous / accusatory mail and/or post on electronic media approved by the Society such as email/SMS/Facebook/other IOS approved social networking media originating from the email identity of a member about another member(s) and / or the Office Bearers of IOS shall be treated as attempts at defamation and the onus will be on the sender of such a mail to prove the accusations / insinuations beyond any reasonable doubt to the EC. If the sender of such a mail fails to do so, this will be considered as an anti-Society activity and dealt with as per the recourse outlined under Article 18 of the Constitution.
	d	SOCIAL NETWORKING MEDIA
		The EC shall determine from time to time the need for the IOS HO to have official presence on suitable Social Networking Media which shall be needed to be approved by the GB at the next AGM. Presently, Facebook is an approved Social Networking Media.
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		APPLICABILITY AND JURISDICTION OF THE CONSTITUTION AND BYE-LAWS OF THE SOCIETY
	a	The Constitution, Bye-Laws and Code of Ethics of the Society are applicable to the whole of India and the jurisdiction of Head Office is also whole of India.
	b	The Jurisdiction for all the legal disputes shall be where the Head Office is situated as per Article 3 (a): which is the home town of the Honorary Secretary provided the town has a District and High Court located. If not, the town nearest to the Hon Secretary's home town which has these Courts will qualify as jurisdiction for all the legal disputes.
13		RECORDS
	a	Account Books, Ledgers, Cash Books of the Society shall be retained as per IT & related acts. Beyond that they may be destroyed after the same is archived in the Digital form. However, the Audited Balance Sheets of all the years shall be retained by Head Office in Physical as well as Digital forms.




	b	Physical Correspondence beyond five years may be destroyed at the discretion of Honorary Secretary after the same is archived in the Digital form. Minutes of AGM, EOGM and Executive Committee Meetings, attendance registers of Executive Committee / AGM Meeting & Membership Registers and important correspondence shall be retained in the Head Office both in the physical and digital form for ever.
	c	Physical documents pertaining to legal/official/regulatory matters must be retained for ever after archiving the same for digital storage.
14		ELIGIBILITY AND MODE OF BECOMING A MEMBER
	a	The Society follows equal opportunity policy and is open to all: irrespective of caste, religion and gender.
	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 requisite 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	The Society follows equal opportunity policy and is open to all: irrespective of caste, religion and gender.
	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: Shall not be required to pay any renewal fee.
	b	Life Members: Application Fee Rs.1000/- and Rs. 12000/- as subscription for life time, plus applicable taxes.
	c	Student Life Members: Application Fee Rs.1000/- and Rs. 12000/- as subscription for life time, plus applicable taxes.
	d	Associate Members: Application Fee Rs. 1,000/- and one time Subscription Fee Rs. 14,000/- plus applicable taxes.
	e	Affiliate Members: No Fees.
	f	Honorary Members: No entrance fee or annual fee.
	g	International members: Application Fee shall be INR equivalent of US\$25 and Subscription Fee shall be INR equivalent to US \$100/year plus applicable government taxes for SAARC countries and INR equivalent of US \$200/year plus applicable government taxes for all other countries.
	h	International student member: There is no application fee, and a Subscription Fee of INR equivalent of US\$ 30 for 1 year or \$ 55 for 2 years or \$ 80 for 3 years, plus applicable government taxes




	i	Once an application for any Class of Membership is approved and the Application and Subscription fees are paid, those amounts will not be refunded even when the member resigns or withdraws from IOS or is expelled by IOS.
16		DISTRIBUTION OF SUBSCRIPTION
	a	The monies received in an IOS Year towards Membership Subscription Fee should be deposited in a nationalized bank in fixed deposit and only the interest accrued should be utilized for activities during an IOS year. All the earlier carried forward monies also should be brought under this head. This corpus fund itself should not be utilized except in a situation of a grave emergency with prior approval of the EC and subsequent ratification by the General Body.
	b	From the subscriptions received from members, the Head Office shall contribute shares for the JIOS at the rate of Rs. 200/- per member every year.
	c	The application fee received during an IOS Year can be utilized for IOS activities in that particular year. Only the interest accrued and other sources of income may be spent for various IOS activities without touching the corpus fund itself. It does not mean that the IOS should not initiate new activities. Full cooperation shall be extended by the IOS for floating special purpose vehicles for funding new activities through voluntary contributions and surplus funds left after conducting continuing education programs, IOC, PGSC, MYC and other IOS programmes etc. Only under exceptional circumstances, the General Body may sanction additional expenditure after receiving prior communication.
	d	Budget Proposal for prospective IOS Year shall be presented by the HO in 4th EC Meeting in consultation with President Elect for EC's approval in ensuring that IOS corpus fund shall not be touched in planning the next year's activities while concurrently allocating funds for contingencies as detailed in Article 24 (f) (xii) in the proposed budget.
17		DISCIPLINARY ACTION AGAINST MEMBERS
	a	Member Not in Good Standing (MNGS)
		This action shall be initiated for the following reasons.
	i	Financial embezzlement / misappropriation of funds of any activity of the Head Office including its corpus fund.
	ii	Financial embezzlement / misappropriation of funds of Study Group affiliated to the Society and its activities including its corpus fund, if any.
	iii	For actions detailed in Article 9 (c) (ii) and 9 (c) (iii) towards misuse of electronic communication media approved by the Society by any member.
	iv	Wilful neglect of duties detailed in Article 21(e) (vii) on Governance, when proven, can make any member(s) from the HO come under this ambit.
	v	Non-submission of accounts of any event of the IOS Head office, academic or non-academic, such as Conference. Any activity that is listed in the 'Calendar of Events' by the President in a particular IOS Year will fall under the ambit of this stipulation of the need to submit the accounts in a timely and pre-specified manner.

vi	<p>For any event of the IOS Head office and/or the Study Group with less than 200 registered delegates, the following stipulations need to be followed for the Accounts of the event:</p> <ul style="list-style-type: none"> • The Event Organising Committee (EoC) should pass the Accounts in a physical meeting of EoC convened for the said purpose with a minimum of 30 day notice-period. <ul style="list-style-type: none"> ▪ The business to be transacted (Agenda) for this meeting should clearly include ‘Discussion and Passing of Accounts’ with pre-circulation of the said Accounts to all members from EoC. ▪ A copy of this communication must be marked to all the EoC members as well as IOS Head Office and the President ▪ The IOS Head Office reserves the right to appoint an Observer for this meeting without any expense incurring to the EoC/EC. While the observer should be preferably from the EC, the President may help the EC to choose a person of his choice from a standpoint of the town/city of the said meeting, convenience and/or experience of the observer. Sending an observer by the Head Office is discretionary and not mandatory. ▪ The EC shall, if deciding to send an observer, inform the chosen observer (with his/her consent obtained in writing) and the EoC within 7 days of receipt of the communication from EoC. • These accounts, upon discussion and passing in the said meeting should be signed by the responsible persons from the EoC and submitted within 180 days of completion of the event to the IOS Head Office. <ul style="list-style-type: none"> ▪ Should finalising the Accounts be delayed due to overdue payments from sponsor(s), timely advice from the IOS Office is to be sought by the EoC to take appropriate corrective measures. • If for some other unforeseen circumstances, the said accounts cannot be submitted by the stipulated deadline by EoC; the matter with reasons thereof must be brought to the notice of the EC through the IOS Head office a minimum of 30 days before the deadline expires for requisition of an extension to be granted by the EC. <ul style="list-style-type: none"> ▪ The decision of the EC will be final in such matters and may only be revoked by the GB at an AGM upon proper representation while observing all constitutional norms detailed in Article 34 for IOC_s, Article 35 for MYC_s and Article 36 for PGSC_s for these events and Article 28 (b) (iii) for GB Meetings.
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vii	<p>For any event with more than 200 registered delegates such as IOC/PG Convention and other events, the following stipulations need to be followed for the Accounts of the event:</p> <ul style="list-style-type: none"> • The Event Organising Committee (EoC) should pass the Accounts in a physical meeting of EoC that is convened for the said purpose with a minimum of 45 day notice period. <ul style="list-style-type: none"> ▪ The business to be transacted (Agenda) for this meeting should clearly include “Discussion and Passing of Accounts” with pre-circulation of the said Accounts to all from EoC. ▪ A copy of this communication must be marked to all the EoC members as well as IOS Head Office and the President. ▪ The IOS Head Office reserves the right to appoint an Observer for this meeting without any expense incurring to the EoC/EC. While the observer should be preferably from the EC, the President may help the EC to choose a person of his choice from a standpoint of the town/city of the said meeting, convenience and/or experience of the observer. Sending an observer by the Head Office is discretionary and not mandatory. ▪ The EC shall, if deciding to send an observer, inform the chosen observer (with his/her consent obtained in writing) and the EoC within 14 days of receipt of the communication from Event Organising Committee. • Upon being duly discussed and passed by the EoC, the aforementioned accounts will be audited. • These accounts, upon discussion and passing in the said meeting, should be signed by the responsible persons from the EoC and submitted within 10 months of completion of the event to the IOS Head Office. <ul style="list-style-type: none"> ▪ Should finalising the Accounts be delayed due to overdue payments from sponsor(s), timely advice from the IOS Office is to be sought by the EoC to take appropriate corrective measures. • If for some other unforeseen circumstances, the said accounts cannot be submitted by the stipulated deadline; the matter with reasons thereof must be brought to the notice of the EC through the IOS Head office a minimum of 60 days before the deadline expires for requisition of an extension to be granted by the EC. The decision of the EC will be final in such matters and may only be revoked, upon representation, by the GB at an AGM while observing all constitutional norms detailed in Article 34 for IOC_s, Article 35 for MYC_s and Article 36 for PGSC_s for these events and Article 28 (b) (iii) for GB Meetings. • The IOS Head Office, upon receipt of the Accounts from EoC, shall pre-circulate the same to all EC members and include the same clearly in matters to be transacted (Agenda) at the next physical meeting of the EC to follow. • On passing by the EC, the Accounts will be then sent to the Society’s Auditor for the same to be presented back to the EC in a timely fashion to be presented to the GB at the AGM. • If the Accounts are sent to the IOS Head Office at a time that does not permit the same to be pre-
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		circulated before notification of the AGM is sent to members; the same may be presented to the EC on e-forum for necessary formalities of ‘discussion’ and ‘passing’ if found proper. The said accounts can then be referred to the Society Auditor before pre-circulating the same to the GB with the AGM notification.
	viii	<p>If charges brought to bear against any member including POBs are proven to the satisfaction of the EC and the GB in an AGM, the member concerned may face action in one or more ways described below for the member to be considered as being ‘member not in good standing’:</p> <ul style="list-style-type: none"> • A member shall be considered to be ‘Not in Good Standing’ for a specified period of time left to the discretion of the EC provided the punitive action is within the term of office of the EC. • If the punitive action recommended by the EC extends beyond the term of office of the EC, the member concerned will serve the punitive action for the duration of term of office of the incumbent EC; and the remaining period of punitive action shall have to be approved by the GB at an AGM. • The decision of the EC can be revoked by the GB in an AGM. However, for the period of time that the member has served punitive action prior to the AGM, the member cannot seek any action, legal or otherwise, against any member/members from the EC. • The decision on punitive action, once ratified by the GB at an AGM, cannot be revoked by the successive ECs. The same may be revoked by the GB in an AGM only after following due protocol thereof without any member from the EC or otherwise who was/were party to the original decision-making being liable for any action, legal or otherwise.
	ix	<p>Any member who has been made ‘member not in good standing’, shall, for the duration of the punitive action, be:</p> <ul style="list-style-type: none"> • Ineligible to vote and / or contest or continue to occupy any post for IOS Office / COC/ EoC / Study Group. • Ineligible to take part in any event of HO/SG. • Ineligible for IOS representation internationally by way of: <ul style="list-style-type: none"> ▪ Holding elected or nominated posts in governance /administration in any body/organisation of which IOS is affiliated to and/ or a member of. ▪ Participation as an affiliate member through membership of IOS, and would be ineligible to occupy any post for IOS. ▪ In case the EOC has filled a vacancy for the post hitherto occupied by the MNG; the said member shall lose the right to be automatically reinstated to the earlier post after he/she serves out the duration of the punitive action. This decision shall be taken by the members of the said EOC.
	b	Censure of Membership
		A member shall cease to be a member of the Society if:
	i	The member tenders his resignation in writing to the HO giving 90 days’ notice.
	ii	The member has his membership removed under Article 14 hereof.

	iii	If he / she is convicted of any offence involving moral turpitude or found to be guilty of professional misconduct by the court of law.
	iv	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 in an AGM feels so.
	v	If any member has indulged in any misrepresentation while applying for membership as in Article 14(b), such member shall automatically cease to be a member.
	vi	No member shall conduct hands-on Courses in continuing education for non-orthodontists on treatment modalities.
	vii	In the matter of disqualification, the decision of the GB taken in an AGM shall be final.
c		Procedure for Expelling a Member (other than an Office Bearer)
	i	Any Life Member of the Society can write to the Honorary Secretary demanding expulsion of any other Life Member giving detailed reasons and evidence thereof for the demand of expelling the said member.
	ii	<ul style="list-style-type: none"> • On receipt of such a written complaint and demand for expulsion, the Hon. Secretary will present the same to the Executive Committee. • If passed by the EC, the Hon Secy will then send a copy of the original complaint along with a covering letter from the Head Office to the life member facing possible expulsion by email and Registered Post with Acknowledgement Due, requiring a written reply to the Hon Secretary from the member concerned in the same manner within 14 days of receipt of the letter from Hon Secretary.
	iii	<ul style="list-style-type: none"> • The Demand for expulsion and the reply from the member facing possible expulsion, if received within the stipulated time, will then be placed together before the Constitution Committee by the Hon Secretary. • If the CC approves the demand for expulsion by simple majority, the matter shall be placed before the Executive Committee by the Hon Secretary. • The member facing possible expulsion will then be informed by the Hon Secretary of the Executive Committee meeting which is to discuss this matter and will be invited to be physically present at this EC meeting at a pre-notified time at his own expense. • The said member facing possible expulsion will be given a three-week advance intimation of such a meeting and will be invited to give a 10 minute presentation to the Executive Committee, after which he/she will be required to leave. • Irrespective of the member facing possible expulsion making a personal presentation to the Executive Committee, if the EC, after due discussion, approves the motion for expulsion by two-thirds majority of the members present and voting, the EC shall then frame a resolution for expulsion of the said member giving the reasons in brief for consideration at the next Annual GB meeting of the Society (AGM).

	iv	<ul style="list-style-type: none"> • This resolution for expulsion shall then be circulated amongst the members of the Society at least 30 days before the next Annual General Meeting of the Society. At this meeting, the said resolution will be put to vote by secret ballot. This secret ballot may be carried out concurrent to the voting for the Elections. • If more than half the members present and voting do vote for the said expulsion resolution, the Life Member facing expulsion will be deemed to have been expelled from the primary membership of the Society with immediate effect.
	d	Procedure for Removal of Office Bearers
		Any office-bearer may be removed from the office before his/her tenure, provided the procedure as laid down hereunder is followed in bringing a no-confidence motion against the said office bearer(s).
	i	<p>The charges against any office-bearer have to be framed 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 a GB meeting: Extra Ordinary General body Meeting or meeting of the GB at an AGM as is applicable/feasible to discuss the issue within sixty days from the date of receipt of the said resolution.</p> <ul style="list-style-type: none"> • The Executive Committee shall meet within the aforementioned 60 days' time provided to discuss the issue. • The EC will have the right to involve the Constitution Committee and/or the Arbitration Committee within this span of 60 days provided in enquiring into the charges levelled against the OB concerned. • The EC will also provide every opportunity to the concerned OB to appear or to represent his case at an enquiry. • The EC will then place entire matter before the GB Meeting of the Society (EOGM /AGM), giving ample opportunity for the office-bearer to state his case, after which the resolution may be moved to remove the said OB from office. <ul style="list-style-type: none"> ▪ If 2/3 members present and voting at the GB meeting vote in favour of the resolution, it shall deemed to have passed with immediate effect. ▪ The voting shall be by secret ballot. • If the aforesaid decision is taken at an EOGM, the same will need to be ratified by the GB at an AGM before it can be considered to be applicable with immediate effect.




	ii	<p>In case The President and Honorary Secretary fail to convene the Executive Committee meeting and thence an Extra Ordinary General body Meeting, the members signing the resolution can convene a special meeting of the GB (EOGM) themselves after the expiry of sixty days and within a period of two months thereafter, only for this purpose to be transacted at the said GB meeting.</p> <ul style="list-style-type: none"> • The entire matter shall be placed before the Extra Ordinary General body Meeting of the Society • Ample opportunity will be given for the office-bearer to state his case, after which the resolution may be moved to remove him from office. • If 2/3 members present and voting at this GB meeting vote in favour of the resolution, it shall deemed to have passed with immediate effect. • The voting shall be by secret ballot. • If the aforesaid decision is taken at an EOGM, the same will need to be ratified by the GB at an AGM before it can be considered to be applicable with immediate effect.
	e	Procedure for Expelling an Office Bearer
		<p>Once procedure detailed in Article 17(d) is followed to remove an Office Bearer, he/she then becomes a member, who can then be expelled from primary membership by following a procedure detailed in Article 17(c), either through:</p> <ul style="list-style-type: none"> • A concurrent resolution for expelling the said member can be followed provided the same is done by the GB at an AGM with all necessary protocols needed followed thereof. Or, • A separate resolution for expelling the said member can be followed provided the same is done by the GB at an AGM with all necessary protocols needed followed thereof.
	f	For collective decision of the EC and/or GB, no individual member shall subsequently be held personally responsible and/or subjected to disciplinary action by the Society in any way.
18		LIABILITIES OF PERSONS CEASING TO BE MEMBERS
		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.
19		PRIVILEGES OF MEMBERSHIP
	a	<p>All members shall be provided with a printed copy of the Constitution of the Society mailed to an address in India, free of cost, only once, after finalisation, post-2017.</p> <p>Amendments made thereafter from time to time will be incorporated in the older version of the constitution and an updated soft copy version in a PDF format will be posted in totality on the official website of the Society by the Head Office.</p> <p>On demand by a Life Member, upon payment of Rs.2000, the HO will provide an attested printed copy of IOS Constitution in force at that point in time within one month of payment of the monies that will be mailed to an address in India.</p>

	b	All student members can avail themselves of the publications through the IndianOrthodontic Society website or at such rates as the Executive Committee may fixfrom time to time.
	c	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.
	d	All members shall have the right to attend and take part in discussions in all generalmeetings, lectures and demonstrations organised by the Society, on paying theprescribed fee if any.
	e	Only Founder Members and Life Members shall have the right to vote: be it on resolutions put forwardat the General Body Meetings / Extra Ordinary General Body Meetings, meetings of the Executive Committee or, in elections, or any other matters (including e-voting and/or 'on-line' voting at Elections if approved by the GB at an AGM in future) of the Society be it of the HO or that of a SG provided they are members in good standing. One person, one vote principle will be adhered toexcept for the casting vote that the Chairperson of a meeting is permitted to resolve a tie.
	f	All members shall have the right to attend conferences/conventions organised by theSociety on payment of the prescribed fee if any or on such terms as hereunder laiddown by the Society.
	g	All members shall enjoy any other privileges that may hereafter be conferred by the Executive Committee and ratified by the GB.
	h	Only founder members and life members shall be eligible to contest or hold offices of IOS/Study Groups/ CoC/EoC as per the existing stipulations in place for various posts providedthey are members of good standing while filing the nominations.
20		GOVERNANCE OF THE SOCIETY
	a	Overall governance of the Society: shall be in the hands of the Executive Committee (EC) which will have constituting members as detailed in Article 21(b) and who shall meet periodically as detailed in Article 20 on 'Governance' in Divisions (a) to (g) in a physical meeting, each with a definitive pre-circulated Agenda. The EC meetings shall fulfil obligations detailed in 20 (d), (e), (f) as well as those mentioned in Article 31. Functions and powers of the EC are detailed in Article 23 (a) to (e).
	i	As the Chief Functionary of IOS, Honorary Secretary shall look after all matters pertaining to day to day governance of the Society.
	ii	Honorary Secretary shall work in close co-operation and overall guidance of the President, seeking a formal concurrence of the President in all matters without assuming the same being obtained. If, in the opinion of the Hon Secretary, the President insists on acting in a manner that seems to be against the Constitution, Protocol and/or the interests of the Society; the Hon Secretary should do the following: <ul style="list-style-type: none"> • Preferably get the President to document the action he/she intends the HO to take in the matter without merely relying on a verbal directive. This may be done thorough Email, SMS and other forms of electronic communication media permitted by the Society. • If the President is unwilling to detail his directive/proposed action through a documented directive to the HO, Hon Secy should detail the President's suggestion accompanied by the Secretary's objections / suggestions 'in print' in registering his protest. A copy of this communication may be marked to the POB_s. • The Hon Secy should thus bring the entire matter to the notice of the PoB_s in a documented manner at least 48 hours prior to enacting what the President wishes the Hon Secretary to do. • If the President still insists on pursuing the path he suggested, time permitting, an emergency EC meeting should be called. If such a physical meeting is not possible, POB_s should do what the President insists 'under protest' to make the President personally responsible for his undemocratic action.




	iii	Honorary Secretary shall abide by Article 20 (c), (d), 9(f), 23, 30, 31 in matters of decision making by the EC and guide the President in doing so.
	b	Composition of the Executive Committee (EC)
		The Executive Committee of the Society shall consist of the following members:
	i	President, Vice-President, Immediate Past President, President-Elect, and Honorary Secretary are the Principal Office Bearers (POBs). In absence of the POBs, if a quorum prevails, one among ECMs present shall Chair the meeting, transact pre-circulated Agenda and the attendance for this meeting shall be valid.
	ii	Other Office Bearers (OBs) shall include Honorary Joint Secretary, Honorary Treasurer, Editor JIOS, Editor IOS Times and Editor of the JCO.
	iii	Executive Committee Members (ECMs). These cannot exceed 25 in number.
	iv	Chairman, Indian Board of Orthodontics will be an automatic addition to the Executive Committee with voting rights but this term will not be included in fulfilment of eligibility criteria for other posts nor will the presence be counted in deciding the quorum for any meeting.
	c	Decisions of the Executive Committee
	i	The Head Office of IOS through the Honorary Secretary, who is the Chief Functionary of IOS, must ensure that all routine administrative decisions shall be taken by the entire EC in its formal physical meeting with a definitive pre-circulated Agenda for every meeting. Regulations about EC meetings are detailed in Article 31 on "Management".
	ii	The minutes of an EC meeting including the decisions taken thereof have to be 'passed' before the same can be implemented. It is obligatory for the EC and HO to abide by Article 20 in matters of Minutes of the EC Meetings. <ul style="list-style-type: none"> • The Draft Minutes may be passed by circulation within the EC members who attended the said meeting through an appropriate electronic medium like email. • The same must be done in a transparent time bound manner. • After passing the same, they must be pasted in the Minute Book and signature of the President obtained at the earliest opportunity. • The aforementioned minutes have to be taken 'on record' in the next physical meeting of the EC.
	iii	For a 'non-routine' matter that cannot await a physical meeting of the EC, but is one <i>not</i> of a grave emergency; in accordance with the urgency of the matter concerned, the Honorary Secretary should do the following: <ul style="list-style-type: none"> • Through a formal written communication to the President, Honorary Secretary should explain facts around the matter. • He should then, in the same letter, propose in clear words, a 'circular resolution' he recommends as action in the said matter. • On obtaining a written approval of the President to seek a vote from POBs in the matter, the Honorary Secretary should proceed to seek a documented vote in a time bound manner from the POBs. • In the said 'circular resolution', Honorary Secretary should clearly mention to the POBs not to use 'reply to all' mode in emails but that the votes from POBs should be communicated confidentially only to the Honorary Secretary with a copy to the President. • For such 'circular resolutions', use of appropriate electronic methods of communication like email/SMS/fax may be used. • An appropriate decision based on simple majority should then be taken with the concurrence of the President. • Honorary Secretary must then seek a post-facto approval of the EC in its physical meeting for the said 'circular resolution'.

	iv	<p>In a matter of grave emergency, Honorary Secretary may take only the most urgent/emergency decision on a matter by doing the following:</p> <ul style="list-style-type: none"> • Through a formal written communication to the President, Honorary Secretary should explain all relevant facts about the said matter. • He should then, in the same letter, propose in clear words, a ‘circular resolution’ he recommends passing as action in the said matter. • Only after formal written approval of the President for the said ‘circular resolution’ can the Honorary Secretary then take a decision. • For such ‘circular resolutions’, use of appropriate electronic methods of communication like email/SMS/fax may be used. • Honorary Secretary shall then bring the said matter of ‘circular resolution’ to the attention of the entire EC at the earliest for seeking a post-facto approval in a physical meeting of the EC.
	d	Regulations about meetings of the Executive Committee
	i	<p>Successive physical meetings of the EC should have less than 90 days between them with a leeway of 15 days due to unavoidable circumstances.</p> <p>If in a particular year, the tenure of the EC demands this stipulation to be changed, in the previous AGM, the same needs to be brought up by the HO in consultation with the President Elect to the GB in an AGM and approved by the House in an appropriate manner.</p>
	ii	<p>The date and venue for all regular physical meetings of the Executive Committee shall be intimated 30 days prior by the HO to EC members by e-mail or in writing. The formal notice including the Agenda of the said meeting may be circulated minimum 7 days before the meeting. A matter that needs to be discussed after the formal notification is sent may be discussed in the EC meeting under “Any other Matter with the permission of the Chair”.</p> <p>However, the validity and decisions taken in a physical EC meeting shall not be rendered questionable through omission of the HO to confirm to the aforesaid norms.</p>
	iii	<p>The quorum for the meeting of the Executive Committee shall be not less than one-third elected members. If this number is a fraction, the nearest higher complete number shall represent the quorum.</p>
	iv	<p>The meeting shall be called to order at 9:00 AM and unless otherwise pre-specified, can go up to 5:00 PM. Apologies, ‘late coming’ or ‘early going’ from a meeting shall not be accepted as a substitute for attendance.</p>
	v	<p>If the President and the Hon Secretary feel compelled to call for an emergency /extra ordinary meeting of the EC, following criteria should followed:</p> <ul style="list-style-type: none"> • A five day notice (excluding the day of serving the notice and the day of the meeting) by email/writing will be deemed necessary with full Agenda circulated simultaneous to the intimation. • Such a meeting shall not have “Any Other Matter with the permission of the Chair” on the Agenda. • Quorum requirements for this EC meeting shall remain the same. • Non-attendance of this meeting will not disqualify an EC member in the needed minimum % qualification. • Attending this meeting will permit improvement in % attendance calculation of an EC member.

	vi	Invitee(s) to an EC Meeting is the prerogative of a President with prior intimation to the EC before the starting of a meeting. Such invited guest(s) may be non-members in a consultative capacity. The invitee(s) shall have no voting rights; shall obtain permission of the Chair before giving their opinions on any matters and may remain in the meeting for a period determined by the President.
	vii	Observer(s) to an EC Meeting is the prerogative of a President with prior intimation to the EC prior to the starting of a meeting. They shall have no voting rights and may remain in the meeting for a period determined by the President.
	e	Minutes of the Executive Committee Meetings
		It is the responsibility of the Head Office (Secretary, Joint Secretary, and Treasurer) to minuted the proceedings accurately. Recording the same by Audio and/or Video modes may be permissible merely for help in preparation of the Draft Minutes and not for circulation; and such recording(s) may be destroyed on passing the minutes.
	i	Minutes must be maintained in a regularly updated Minute Book that shall have approved minutes of the previous meeting pasted into when the next EC meeting is held. <ul style="list-style-type: none"> • The pasted minutes shall be first signed by the Hon Secretary / Joint Secretary and then the President or the EC member who chaired that particular meeting. • The minute book is the responsibility of the Hon Secretary and the HO staff and shall be kept at the HO. • Any Life/ Full member, upon making a requisition in writing to the Hon Secretary, and, upon approval by the President and/or POBs may be permitted to inspect the Minute Book in presence of a HO Official. • Making copies through photocopies/photographic images of the same for circulation is not permissible unless: <ul style="list-style-type: none"> ▪ The EC grants permission to do so for a particular matter. ▪ The said permission has to be granted in a physical meeting of the EC.
	ii	Minutes must be brief, to the point and sum up decisions and pertinent discussions, if any, for all points on the Agenda.
	iii	Resolutions, if any, must be clearly worded with details of Proposer and Secunder as well as fate of the motion moved in the House. Dissents, if any, may be noted.
	iv	Any matter on the Agenda, once transacted, voted and minuted may not be 'opened' for discussion in the same meeting again.
	v	All matters except Expulsion / Election shall be put to vote by a transparent voting method like show of hands / voice vote that is chosen by the Chair and decisions taken minuted accordingly. Matters of Expulsion / Election may be decided by Secret Ballot at the discretion of the Chair. <ul style="list-style-type: none"> • Ballot papers, on confirmation of the result, which is not contentious in the opinion of the majority, after obtaining concurrence of the House, may be destroyed.
	vi	Draft Minutes of an EC Meeting, preferably in a MS Word format, shall be circulated by the Hon Secretary for approval/corrections to all EC members who attended the said meeting within 7 days of completion of the meeting.

	vii	<p>The EC members who attended the meeting may be given 72 hours, with a pre-specified deadline mentioned clearly by the HO, to respond in writing to the HO on the corrections/changes they may suggest to the Draft Minutes. At the discretion of the President, additional 24 hours extension may be permitted.</p> <ul style="list-style-type: none"> • The said response by the EC members should <u>not</u> be by using ‘Reply to All’ modality but be sent merely to the HO with a copy to the President. • EC member(s) who do not follow the protocol specified by the HO may be open to suitable disciplinary action determined by the EC as per the recommendation of the President and the Hon Secretary. • Any member not responding within the specified deadline shall be assumed to be in agreement with the Draft Minutes sent and automatically loses the right to contest the contents therein. • Accidental omission by the HO in sending the Draft Minutes to any EC member(s) who attended a meeting shall <u>not</u> render either the validity of the said meeting and/or the decisions taken therein questionable /contentious in any way. <ul style="list-style-type: none"> ▪ However, repeated documented and proven omissions of such nature by the HO may make the HO liable for action for wilful negligence.
	viii	<p>Corrected Draft Minutes by the HO must be approved by the President before the same are considered to be adopted and then circulated to the entire EC as a matter of information within 21 days of the said EC meeting.</p> <p>The EC members who may not have attended the said meeting may suggest their opinions to the Secretary with copy to the President (without using the “Reply to All” mode) within 48 hours. Such opinion may be restricted to transgression, if any, on known protocol/constitutional issues only.</p>
	ix	<p>The Minutes thus adopted / passed shall be posted on the Society’s website within 30 days of the EC meeting.</p> <p>A similar email communication to the general membership should be sent on all major policy decisions and/or issues if any were to come up.</p>
	x	<p>Minutes of the previous physical meeting shall be approved and taken ‘on record’ in the next physical meeting of the EC. It is mandatory for the Joint Secretary, Hon Secretary and finally the President to sign in the Minutes Book signifying the validity of the said document.</p>
	f	Action Taken on the Minutes of the Meetings of the EC
		At every physical meeting of the EC, the HO shall briefly sum up the action taken on every matter arising out of discussion and decision making at the previous meeting.
		This procedure shall be followed before ‘taking on record’ the Minutes of previous EC meeting.
	g	Obligations of Head Office and Executive Committee towards holding a General Body Meeting
	i	The HO through the EC has to fulfil following obligations in gearing up for any meeting of the General Body (GB) called by the Head Office. These obligations are in addition to those detailed in Article 28, 29 and 32, 33 related to GB Meetings.

		ii	<p>All routine matters including decisions taken that are to be presented to the GB for passing/approval/ratification in an AGM must be discussed, passed and taken 'on record' in a physical meeting of the EC before pre-circulating the same as an item on the Agenda for the GB meeting an obligatory manner as detailed in Article 20(g).</p> <p>Matters that may have come up <i>after</i> issuing notification with Agenda thereof for a GB meeting (including emergency decisions from the Head Office, if any) may be placed before the GB in an AGM or EOGM only after the same are discussed and approved /passed by the EC in a physically convened meeting.</p> <p>The HO shall then place these matters on the IOS website in a timely fashion and may also notify to the membership emailing the members at their registered email ID with the HO. These matters may then be brought up in the said GB meeting as a priority under "Any Other Matter with the permission of the Chair".</p> <p>If aforesaid GB Meeting is an EOGM, since "Any other matter with the permission of the Chair" is not permissible in the Agenda, the said emergency matter that is circulated by a suitable electronic medium to the membership and placed on the website at least 72 hours before the meeting may be permitted to be transacted at that EOGM.</p>
		iii	<p>In a GB meeting, minutes of the previous GB meeting that were already previously circulated/placed on the website of the Society shall be 'passed' (if necessary with suitable corrections) and taken 'on record'. However, if the GB meeting is an EOGM (including one for Amending the Constitution and is held a day prior to the AGM), the aforementioned step shall be unnecessary.</p> <p>In an AGM following an EOGM that was held a day prior to the AGM for Amending the Constitution; the amendments so made in the said EOGM shall not need circulation to members and/or placing on the website of the Society and/or 'passing' but the same shall be simply ratified and taken 'on record'.</p>
21			FORMATION OF THE EXECUTIVE COMMITTEE
	a	i	Each year, at an AGM, the elections conducted for applicable posts as per the prior election notification from the HO will permit newly elected members of the EC to be available for taking over from the incumbent EC.
		ii	The succession of governance between incumbent EC and the succeeding one shall be deemed to be effected at the valedictory function when the outgoing President exchanges Jewel of Office and the Gavel with the President Elect.
	b		Executive Committee of the Society shall consist of President, President-Elect, Immediate Past President, Vice-President and Honorary Secretary as the Principal Officers; Honorary Treasurer, Editor JIOS, Editor IOST, Editor JCO, Honorary Joint Secretary and 25 Executive Committee Members (ECMs). Chairman, Indian Board Orthodontics will be an automatic addition to the Executive Committee. The members who constitute the EC are also detailed in Article 21(b) (i) to (v). The details about specifics of elections of various members constituting the EC as per applicability is as follows:
		i	The election of the President-elect, Vice President and twenty five Executive Committee members shall be held every year from amongst the Life members of good standing.

	ii	<p>Election of Honorary Secretary, for tenure starting from election at AGM of 2018 onwards shall be held from amongst the Life Members for a one time elected term of 3 years.</p> <p>After completion of the term of office, the Hon Secretary, in the next IOS Year, shall continue with full voting rights as an Immediate Past Secretary (IPS), to enable a smooth take-over. And a 60% attendance requirement clause will be valid for eligibility criteria for further posts.</p>
	iii	<p>Election of Honorary Joint Secretary, for tenure starting from election at AGM of 2018 onwards shall be held from amongst the Life Members for a one time elected term of 3 years.</p> <p>While filling nominations, he/she shall give an undertaking that on assuming office, he/she will travel once every month to the place where the Hon. Secretary resides to meet physically with the Hon Secy and Hon. Treasurer for the smooth functioning of the Head Office.</p>
	iv	<p>Election of Honorary Treasurer, for tenure starting from election at AGM of 2018 onwards shall be held from amongst the Life Members for a one time elected term of 3 years.</p> <p>While filling nominations, he/she shall give an undertaking that on assuming office, he/she will travel once every month to the place where the Hon. Secretary resides to meet physically with the Hon Secy and Hon. Joint Secretary for the smooth functioning of the Head Office.</p>
	v	<p>Election of Editor, JIOS (EJIOS), from election at AGM of 2018 onwards, shall be held from amongst the Life Members for a one time elected term of 3 years.</p> <p>After completion of the term of office, he/she, in the next IOS Year, shall continue with full voting rights as an Immediate Past Editor, JIOS (IPEJIOS), to enable a smooth take-over. And a 60% attendance requirement clause will be valid for eligibility criteria for further posts.</p>
	vi	<p>The election of Editor, IOS Times, for a one time elected term of 2 years shall be held every two years from amongst the Life Members.</p>
	vii	<p>Election of Editor of the JCO (EJCO), from election at AGM of 2017 onwards, shall be held from amongst the Life Members for a one time elected term of 3 years.</p> <p>After completion of the term of office, he/she, in the next IOS Year, shall continue with full voting rights as an Immediate Past Editor, of JCO (IPEJCO) to enable a smooth take-over. And a 60% attendance requirement clause will be valid for eligibility criteria for further posts.</p>
22		ELECTION OF OFFICE BEARERS
	a	Eligibility
	i	<p>All IOS Founder Members and 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 contest for elections subject to fulfilment of criteria specified in Article 22 (a) and (b) as well as casting a vote: be it for resolutions and elections either at the GB meetings including AGM and/or at the SG level.</p>
	ii	<p>No member shall hold the post of President for more than one term.</p>

	iii	No member shall hold the posts of Vice President, Honorary Secretary, Honorary Joint Secretary, Honorary Treasurer, Editor JIOS, Editor IOST and Editor of the JCO for more than one term. This shall apply to the aforementioned posts when they duly come up next for Elections at AGM: from 2017 for VP and Editor, IOST, Editor JCO and other posts of Honorary Secretary, Honorary Joint Secretary, Honorary Treasurer, Editor JIOS from 2018.
	iv	After completion of the term of office; Honorary Secretary, Editor JIOS and Editor of the JCO shall continue to be part of the EC with full voting rights for One IOS Year to enable a smooth take-over for their successors.
	v	Members who fail to fulfil the required attendance criteria for the EC meetings detailed in Article 22 (b) shall not be eligible to contest elections for the next 3 IOS years nor can they take on any administrative post at national / international level in that period.
	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 Criteria for Candidates
	i	<p>For contesting all the IOS posts, the eligibility criteria regarding attendance for EC Meetings are as follows:</p> <ul style="list-style-type: none"> • For tenures up to IOS year 2006: No attendance requirements. • During IOS year 2007: attendance requirement is 50%. • IOS year 2008 onwards to date: attendance requirement is 60%. <p>These aforementioned criteria should be fulfilled by all candidates on the pre-announced day on which all applications received by the Head Office are subjected to scrutiny by the Scrutinizing Committee (SC). The nomination of a candidate, who does not satisfy the aforementioned qualification norms, will automatically be declared invalid by the SC.</p> <p>Plagiarism by a candidate, if proven to the satisfaction of the EC, will automatically disqualify the candidate from contesting an election for any post.</p>
	ii	<p>President Elect, Vice President, Honorary Secretary, Honorary Joint Secretary, Honorary Treasurer, Editor JIOS, Editor IOST and Editor of the JCO: For these posts, the requirement to be fulfilled shall be of being an elected member of the Executive Committee for a minimum period of three years with attendance criteria in each year as detailed in Article 22(b) (i).</p> <p>For the posts of Editor JIOS and Editor of JCO, in addition to the aforementioned criteria, they must fulfil two of the following four additional criteria as detailed below.</p> <ul style="list-style-type: none"> • Have four publications as a First Author at a State / National / International level in a recognized peer reviewed Orthodontic Journal. Alternatively, he/she has authored a chapter in a text book of Orthodontics. • Should have been the Editor of a State/National Dental/Orthodontic peer reviewed Journal. • Should have been the Chairman/Co-chairman, or Scientific Convener of a State/National Conference/Convention of the IOS. • Authored a Textbook of Orthodontics.
	iii	Executive Committee Member (ECM): A member who has attended any two Indian Orthodontic Society Annual General Body Meetings.

c	Procedure for Election
	Elections will be held by secret ballot or some such suitable electronic method which ensures confidentiality of voters to be maintained at all times.
i	The Honorary Secretary shall notify the election in the official web site and shall call for nominations minimum 60 days before the Annual General Body Meeting in a prescribed format.
ii	Duly filled nominations without any empty columns in the prescribed format published in the official website to contest for a post shall reach the head office on or before the prescribed last date by Registered Post / Speed Post or any such 'acknowledgement due' modality.
iii	A candidate may fill nominations for multiple posts, but, 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 are not Life Members in good standing at the time of filing nominations, the candidate shall not be eligible to contest the election.
v	After the Scrutinising Committee (SC) appointed by the Executive Committee has scrutinised and approved the nominations received, Honorary Secretary shall inform eligible candidates by email the names of contestants for the post they intend to contest.
vi	The Scrutinising Committee shall be appointed by the Executive Committee and shall not include any candidates. The decisions of the SC shall be ratified by the EC before the AGM and the elections.
vii	From the time of publication of valid nominations on the Society's website, candidates shall be given ten days for withdrawal of their candidature, if they desire to do so. A candidate who has filed valid nominations for multiple posts and has not withdrawn the candidature for all except one of them before the last date of withdrawal shall be deemed to be disqualified from all posts.
viii	Candidates for President Elect, Hon Secretary, Editor JIOS and Editor JCO shall be given 2 minutes for self-introduction before the election at the AGM. If time permits, candidates for the post of Vice President and those with Term of Office in the EC of greater than one Society Year may be given 2 minutes for self-introduction before the election at the AGM. The names of contestants for Executive Committee will be read out by the President to the AGM. Physical presence of all the candidates is mandatory and shall be confirmed to the satisfaction of the House. Any candidate not present shall be deemed to be automatically disqualified.
ix	Floor nominations at the Elections held in the AGM shall be called only for the posts remaining vacant after: <ul style="list-style-type: none"> • Nominations received by HO are assessed by the Scrutinising Committee and the said decision of SC is approved by EC. • Physical presence of all candidates is established to the satisfaction of the GB in the AGM as in Article 22 (c) (ix).

	x	The President, with the permission of the General Body at the AGM, shall constitute an Election Commission that shall consist of 3 Members from amongst the Past Presidents / Hon Secretary / EC members who are not contesting elections in that year. One of them shall be the Chief Election Officer who will also be the Returning Officer. Other Members of the Election Commission will be known as Election Officers. The Scrutinising Committee appointed by the EC shall help in the election procedure. The polling and counting of votes shall be conducted by the Election Commission aided by the SC. The results shall be presented by the Returning Officer to the President who will then declare the same to the GB at the AGM.
	xi	The candidate getting the maximum number of votes shall be declared elected by the President / Chairperson with the concurrence of the Polling Officers. The votes polled by individual candidates shall not be announced.
	xii	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. Those members who are eligible to vote, but may not have carried their aforementioned ID card can procure a proof of their eligibility to vote in a timely manner from the IOS Secretariat established temporarily at the venue of the IOC.
	d	Casting of Votes / Canvassing
	i	<ul style="list-style-type: none"> • Eligible Members are free to cast their vote even if they are not registered as delegates for the conference. • The candidates can communicate to the member of the Society in support of their candidature.
	e	The Code of Conduct for Canvassing
	i	The candidates can communicate to the members in support of their candidature in a reasonable manner.
	ii	On the day of elections, no canvassing is allowed in the area demarcated by the IOS President.
	iii	There will be no Posters or Placards or distribution of Pamphlets / Cards within the demarcated area on the day of Election.
	iv	Use of the official IOS website / Facebook or any other IOS official media shall not be permitted for campaigning after election notification is issued.
	v	Breach of any of the above shall be considered violation of the Code of Conduct for canvassing and violators may lose the right to contest, if the EC so decides.
	f	Casual Vacancies
	i	Any vacancy occurring during the Society year from amongst OBs as detailed in Article 20 (b) (i) (ii) (iii) except that of the President, President Elect, Vice President and Honorary Secretary shall be filled by the Executive Committee from within its members.
	ii	Such office-bearers shall hold the office till the remaining term of the vacated office bearer.
	iii	If the term of such a vacancy filled by the Executive Committee exceeds beyond the next Annual General Body meeting, such an extended term should be approved by the said GB meeting.
	iv	Any vacancy for the post of President, President Elect, Vice President and Honorary Secretary shall be filled by an Annual General Body Meeting through election.
	g	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 OB 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 EOGM 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. The EC will have the right to involve the Constitution Committee and/or the Arbitration Committee within this span of 60 days provided in enquiring into the charges levelled against the OB concerned. The EC will also provide every opportunity to the concerned OB 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 EOGM, the members signing the resolution can convene a special meeting themselves after the expiry of sixty days and within a period of two months thereafter, only for this purpose.
	iv	The entire matter shall be placed before the EOGM of the Society, giving ample opportunity for the OB to state his/her case, after which the resolution may be moved to remove him from Office.
	v	If 2/3 members present and voting at the said EOGM vote in favour of the resolution, it shall deemed to have passed with immediate effect.
	vi	The voting shall be by secret ballot or some such suitable electronic method which ensures confidentiality of voters to be maintained at all times.
23		FUNCTIONS AND POWERS OF THE EXECUTIVE COMMITTEE
	a	The Executive Committee shall direct and regulate the general affairs of the society and shall have the following powers:
	i	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.
	ii	To monitor all Sub-Committees appointed by the President in consultation with the Honorary Secretary.
	iii	To appoint any other Sub-Committees as deemed necessary by the Executive Committee with the approval of the President.
	iv	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.
	v	To consider and decide application for membership; resignation; to take disciplinary action against any member; removal of members for want of qualification.
	vi	To write off the whole or part of the arrears against any individual member or other outstanding dues, if considered desirable.
	vii	To appoint or remove salaried employees of the Head Office of the Society.
	viii	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.

	ix	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.
	x	To approve audited Balance Sheet prior to placing it before the Annual General Body Meeting / EOGM and to approve the proposed budget for the coming Society Year.
	xi	To approve the nominations made by the Honorary Secretary if any vacancy amongst Honorary Joint Secretary and Honorary Treasurer occurs during his term.
	xii	To fill any vacancy that occurs during the Society Year, amongst OBs, excluding that of the President, President Elect, Vice President and Honorary Secretary. The procedure for doing so is laid out in 22 (f) (i)
	xiii	To fill any vacancy that occurs during the Society Year, amongst Office Bearers including that of the President, President Elect, Vice President and Honorary Secretary; the procedure for doing so is laid out in 22 (f) (iv).
	b	Invitees shall be allowed if the Executive Committee recommends and shall only before the particular matter or agenda.
	c	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.
	d	Any urgent matter referred to it online shall be considered by the Executive Committee and EC members shall have 48 hours' time to give a reply to the Honorary Secretary.
	e	The term of the Executive Committee shall be for one Society year.
24		DUTIES AND POWERS OF THE OFFICE BEARERS
	a	The President
	i	Shall Chair of all the meetings of the Executive Committee and the Annual General Body Meeting / EOGM and meetings of 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 and any other International Conference of which IOS is the host unless the Constitution of the International body of which IOS is a part of needs its own President to do so.
	iii	As the highest ranking official of the Society, he shall guide and control the activities of the Society with close co-operation from the Honorary Secretary and other members of the Executive Committee.
	iv	Shall regulate the proceedings of the meetings and conferences, interpret the rules and regulations, and decide doubtful points.
	v	Shall Chair of all the meetings of the Executive Committee and the Annual General Body Meeting / EOGM and meetings of subcommittees appointed by him, and any other committee of which he may be a member for which no Chairman has been appointed.
	vi	Shall preside at the Annual Conference, Mid Year Convention and Indian Orthodontic Society Post Graduate Students' Convention and any other International Conference of which IOS is the host unless the Constitution of the International body of which IOS is a part of needs its own President to do so.

	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 of the Executive Committee (as the Immediate Past President) 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.
	xii	All official travel of the IOS President other than for EC meetings and IOS conferences and PG conventions will be sponsored by the IOS up to a maximum of Rs. 1 lakh if the budgetary sanctions permit doing so.
	xiii	The President of IOS shall be an ex-officio member of IBO with full voting rights in administrative matters. However, he/she cannot contest and /or vote in IBO elections unless he/she is a Diplomat of the IBO.
b		The Vice President (VP)
	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.
c		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. He/she shall be totally conversant and responsible for governing the Society with respect to details defined under the Article No 20 on Governance of the Society. At the time of filing a nomination, he should give an undertaking to abide by responsibilities listed in Article 20, if elected.
	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 EC. The salaries of such staff and expenses incurred by the Honorary Secretary in connection with the business of the IOS shall be paid by the Society.
	iii	The Honorary Secretary shall conduct all correspondence for the Society, keep the President informed of all such correspondence and shall follow all instructions of the President in various matters.
	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 and passing by the Executive Committee before being passed by the GB at the Annual GB Meeting / EOGM.
	vi	With help from the Treasurer, shall prepare the budget for the next IOS Year as detailed in 24 (f) (xii) and get it passed by the EC and thence by GB at the Annual General Body Meeting / EOGM. He shall be responsible to ensure that Treasurer and Joint Secretary are working as a team under his overall supervision in discharging jointly all obligations of the IOS Head Office.




	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 an ex-officio 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 as detailed in Article 8.
	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 headquarters 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 at the first possible opportunity.
	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 and any other ones that the Society may possess; Social Networking Sites that the Society may maintain as detailed in Article 9.
	xviii	Honorary Joint Secretary shall have a single term at the office, its duration being three Society years.
	xix	The office of the Honorary Secretary shall be held without a stipend. The Honorary Secretary shall continue as a Secretary-in-Charge after ending his official term of Office till 31 st March the following year to help ease his successor into the day-to-day work with consultation and knowledge of the incoming Honorary Secretary without necessarily being the co-signatory to banking affairs of the Society. However, at all the Ceremonial Functions of the Society, he shall have no role to play nor shall need to be mandatorily offered complimentary stay and hospitality. He shall hand over the charge completely to the new Honorary Secretary by the 1 st April of the following year.
	xx	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.
	xxi	Shall operate the bank account of the Society jointly with the Honorary Treasurer.
	xxii	Shall sanction the bills by written order.
	xxiii	Shall make audio-recording of all official meetings solely for the purpose of accurately minuting the events/decisions of these meetings. Such recordings of meetings shall be the exclusive property of the Society. No member shall claim by right a copy of the said recording nor shall any member be given a copy of such a recording. After the minutes of this recorded meeting are 'passed' and minuted as 'passed', such audio-recordings of Official meetings may be destroyed. In the event of the Honorary Secretary being absent at an official meeting, or, being unable to make such an audio-recording, any of the Principal Office Bearers who are present at such a meeting and/or the Honorary Joint Secretary shall be responsible for making such an audio-recording.

	xxiv	The Hon. Secretary of IOS shall be an ex-officio member of IBO with full voting rights in administrative matters. However, he/she cannot contest and /or vote in IBO elections unless he/she is a Diplomat of the IBO.
	xxv	All official travel of the Hon. Secretary other than for EC meetings and IOS conferences and PG conventions will be sponsored by the IOS up to a maximum of Rs. 1 lakh per year
	xxvi	With help from Joint Secretary will maintain and update separate Minute Book(s) for all meetings of Committees he/she is a part of with proper details thereof: Agendas and Signatures of attendees, etc., in accordance with Article 20 (a) to (g).
	xxvii	At the end of his term of office as the Honorary Secretary, he/she shall continue to be a member of the Executive Committee for one SocietyYear as Immediate Past Secretary.
	xxviii	<p>At the last EC meeting, the Hon Secretary aided by Joint Secretary shall ascertain completeness of the Minute Books through obtaining the President's signature for:</p> <ul style="list-style-type: none"> • EC Meetings for the year. • Meetings for EoC, attended by the outgoing President. <p>At the last EC meeting, Hon Secretary shall, with the concurrence of the President, get approval of the EC for the following:</p> <ul style="list-style-type: none"> ❖ To bring 'on record' the previously passed minutes of the 4th EC Meeting including the Report of the EC (also called as Secretary's Report). Any corrections/modifications to that Report; if needed, with reasons thereof; can be discussed and appropriately dealt with by the EC before the GB meeting/ meetings (EOGM/AGM) to follow. ❖ To pass/approve/take on record the decision of the Scrutinising Committee about candidature of members seeking Election, or, to take appropriate action in the matter. ❖ To take 'on record' the names of members for the Constitution Committee and Arbitration Committee approved in the 4th EC Meeting and place it for final selection by the GB in the AGM. ❖ To decide on the manner of voting (Voice Vote/Show of Hands) for resolutions in the AGM. ❖ To decide if and how the pre-circulated Agenda for GB meeting is to be sought to be changed with the permission of the House in the AGM. ❖ To decide if and how the Voting at Elections in the AGM will be altered from the normal practice followed and for what reason. ❖ To decide which 3 members are to be suggested by the President to the GB at the AGM for constituting the Election Commission and the choice of the Chief Election Officer. ❖ To decide which resolutions are to be brought up sequentially for decision making in the AGM. ❖ To decide on matters from HO, if any, that needs to be brought up first under "Any Other Matter with the permission of the Chair" in the AGM. ❖ To decide the "No canvassing Zone" at the election. ❖ To decide on the protocol variation, if any, needed for staging of the Inaugural function of the IOC as well as the Valedictory Function. ❖ To decide on corrigendum, if any, to the pre-circulated Draft Amendments to the Constitution for the EOGM (if held a day prior to the AGM), to be presented to the House before beginning the EOGM proceedings. ❖ To decide on and seek approval of the EC on the members of Constitution Committee and Arbitration Committee that shall be proposed to the GB at the AGM for their approval.

xxix

At the 1st EC Meeting, the Hon Secretary shall:

- Get the minutes of the last EC Meeting approved/passed by the EC, get the same pasted into the Minute Book and obtain the signature of the IPP who chaired that meeting as well as the President who chairs the present meeting.
- Ensure the Minutes of the previous year's AGM that were passed by the GB at the AGM (that elected the present EC) to be affixed in the GB Minute Book and be signed by the outgoing President who had presided over that/those GB Meetings.
- Give attested print copies of the currently followed IOS Constitution in entirety (prepared in a timely manner by the Joint Secretary) to all members of the EC and obtain receipts from the members.
- Give attested print copies of the currently followed IOS Constitution in entirety (prepared in a timely manner by the Joint Secretary) to Organising Secretary of the IOC, PGSC and MYC that were approved by the GB at the AGM.

The HO, through the Joint Secretary, shall obtain receipts from members of the aforementioned Event Organising Committees after securing their signatures for having accepted to abide by the relevant mandatory regulations for conduction of and submission of accounts of their respective events as per Article 34 (e) (v) for IOC_s; Article 35 (e) for MYC_s and Article 36 (a) (viii) for PGSC_s.

- Help in getting the President to form various subcommittees and explain the respective roles to the constituting members. These shall include:
 - Expert Award / Jury Committee as detailed in Article # 38 (a) (i) for scrutiny of the material for the awards conferred annually at the IOC.
 - Constitution Committee.
 - CDE Program Committee.
 - IOS Times Committee.
 - Journal Committee, JIOS (if needed, or, if any changes are made).
 - Journal Committee, JCO (if needed, or, if any changes are made).
- Have the Calendar of Events envisaged by the President formally approved by the EC.
- With help from the President and Hon Treasurer, present the budget for the year's activities to the EC and get the same approved.
- Take a decision on the Oration Speaker for the next PGSC (if, as yet, the same is not done in the 4th EC Meeting).
- Details of tentative dates and locations for the next meetings of the EC.



	xxx	<p>Between the 1st and 2nd EC Meetings, at the earliest opportunity, the Honorary Secretary shall have:</p> <ul style="list-style-type: none">• Completed the task of making Draft Minutes of the AGM and after getting approval from the President about its accuracy, placed it on the IOS website.• Invited applications for the applicable Awards listed in Article # 38 (giving 90 days' time to members to apply); get them judged by the Expert Award / Jury Committee as detailed in Article 24 (d) (xxx) and Article 38 (a) (i) well before the 3rd or 4th EC Meeting for its timely approval.• Communicated to the Conference Organizing Secretary of the next IOC, lists of those who have delivered various Oration Lectures: IOS Oration, Vasavi Memorial Oration, Dr. V. Surendra Shetty Oration with an accompanying directive that:<ul style="list-style-type: none">▪ The EC is duty bound to offer opportunity to deserving members who are yet to deliver Oration Lectures to be given the said honour.▪ The CoC should send, well before the 4th EC Meeting (with cut-off-date clearly specified by the HO), not more than 2-3 names each for every Oration Lecture mentioned earlier.▪ In the 4th EC Meeting, the EC shall approve and intimate in a timely fashion to the CoC, names for various Orations.
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<p>xxxi</p>	<p>In the 4th EC Meeting, which may also be the penultimate EC meeting, the Hon Secretary shall seek approval of the EC for the following:</p> <ul style="list-style-type: none"> • Members of the Constitution Committee that shall be sought approval from the GB at the AGM. Three of the five members in good standing proposed by the EC will be selected by the GB. • Members of the Panel of Arbitrators that are to form the Arbitration Committee shall be sought approval from the GB at the AGM: five members in good standing proposed by the EC will be selected by the GB. • Report of the EC (Secretary's Report) prior to circulation to general membership. • Findings of the Awards Committee Jury prior to placing it on Society website (along with suitable instructions for the winners and/or informing the same to award winners by email). • Amendments to Constitution for circulation to general membership of IOS (by placing on the IOS website) as well as for mandatory submission to various regulatory bodies like IT Department/Registrar of Societies, etc., in accordance with Article 5(d). • SC's report on Candidates' for IOS Elections for next year's EC. • Choice of Oration Speakers at the IOC. • Decision on the Best Teacher Award, Dr. Keki Mistry Scroll of Honour and Life time Achievement Award (if any are to be awarded in these categories) at the IOC. • Formation for the Speakers Selection Committee (SSC) for all events of the IOS HO for the following IOS Year (IOC, PGSC, MYC). This shall be a six member committee that will hold sway over decisions taken. This SSC shall be constituted in the AGM in the IOS Year prior to staging of the IOC/PGSC/MYC. It shall comprise of the following members: <ul style="list-style-type: none"> ➤ From CoC: Organizing Chairperson, Organizing Secretary and Scientific Convener. ➤ From EC: President and Honorary Secretary. ➤ From General IOS Membership: One member approved by GB. <p>The SSC shall ensure to find the right balance between wishes of the CoC and others in maintaining the quality of content of the scientific part of the event. It will strive to let the CoC select 50% speakers of their choice.</p> • Before the 4th EC Meeting, the Hon Secretary shall have intimated to the Organizing Secretary of the next PGSC, a list of those who have delivered the Late Dr. H.S. Shaikh Memorial Oration. This shall facilitate the EoC to communicate to the HO 2-3 names before the cut-off date clearly mentioned by the HO. • The EC is duty bound to offer opportunity to deserving members who are yet to deliver Oration Lectures to be given the said honour. It may approve one of the names from those sent by the EoC. • Alternatively, it may propose another name approved by the EC to the EoC in a timely fashion. • Should there be a delay due to unforeseen circumstances in the EC approving the speaker for Oration(s) for the PGSC, the same shall be mandatorily done at the last EC Meeting.
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		<ul style="list-style-type: none"> The Hon Secretary shall ensure, along with Organising Secretary and Convener Scientific Committee of any event of IOS HO like IOC_s / PGSC_s / MYC_s that Invited Speakers other than for Oration Lectures shall not be permitted to lecture more than 2 years consecutively. If the same speaker is to be invited after lecturing for 2 years consecutively, it should be after a 2 year waiting period. The EoC has to be made aware of this stipulation by the HO.
	d	The President Elect (PE)
	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 during the Valedictory function held on the last day of the conference at the end of Dr. V. Surendra Shetty Oration.
	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.
	e	The Immediate Past President (IPP)
	i	Shall be a member of the Executive Committee and shall assist the President in the performance of his duties by smooth transfer of Presidents office.
	ii	The term of the IPP shall be for one Society Year after demitting office as President for the previous Society Year.
	iii	The office of the IPP shall be held without a stipend.
	f	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	Honorary Joint Secretary shall have a single term at the office, its duration being three Society years.
	iii	The office of the Honorary Joint Secretary shall be held without a stipend.
	iv	Shall be totally conversant and jointly responsible for governing the Society with respect to details defined under the Article # 20 on Governance of the Society. At the time of filing a nomination, he should give an undertaking of agreeing to abide by responsibilities listed in Article 20, if elected.
	v	Shall be responsible in confirming that applications of new members' and credentials are in order for the Hon Secretary to recommend the EC to grant them membership in the respective categories.
	vi	Shall be responsible for the Secretariat in taking, updating and maintaining minutes of various committees that the Hon Secy attends (EC, GB and EoC _s) and getting the same signed by the Hon Secretary and President / Chairperson for the said meeting(s) before the same are pasted in the minute book(s).
	g	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 a separate Head of Account for JIOS and any other Office requiring handling of funds and 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	He shall maintain a separate Head of Account for JIOS and any other Office requiring handling of funds and credit it in that Head of Account. He shall issue Cheques/Demand Drafts and debit them in that Head of Account.
	ix	Honorary Treasurer shall have a single term at the office, its duration being three Society years.
	x	The office of the Honorary Treasurer shall be held without a stipend.
	xi	At every meeting of the EC and GB, Treasurer shall have updated financials on every aspect of Society funds, under individual notional heads or otherwise, ready for perusal of the EC.
	xii	<p>Shall be responsible to share relevant financials with President Elect before the 4th EC Meeting to prepare a Budget for activities in his Presidential tenure that is presented to and approved by the EC, and even otherwise, for the Treasurer to ensure that:</p> <ul style="list-style-type: none"> • Yearly activities are planned to be conducted out of interest accrued from Corpus Funds of the Society without touching Corpus Funds such that: <ul style="list-style-type: none"> ▪ About 25% of interest accrued from Corpus Funds of the Society is kept as Contingency Funds every year. • Before every EC meeting, the Treasurer shall submit a report to the Hon Secretary that clearly outlines the 'expenses thus far' against the 'estimated pre-approved budgetary sanctioned monies' for all heads of activities being satisfactory. <p>Without written approval of the Treasurer, no further monies may be sanctioned by the EC for further expense for any pre-budgeted activity.</p> <ul style="list-style-type: none"> • A deficit budget shall not be presented. • At any point in time, should the expenses approach the 'threshold limit' of touching the Contingency Funds; or expenses for any allocated Head for Expenses are tending to be unreasonably high, Hon Treasurer must warn the Hon Secretary and other PoB_s immediately. • Contingency funds are not touched unless clear reasons are outlined by the Hon Secretary, the said proposal has the approval of the President and other PoB_s by simple majority and the same then is passed by three-fourth majority in a physical meeting of the EC (emergency meeting, or otherwise).

	xiii	At the time of filing a nomination, he and his team of Honorary Secretary and Joint Secretary, should give an undertaking of agreeing to abide by responsibilities listed in Article 17(a); Article 20, if elected. Shall be totally conversant with aforementioned articles and those concerning finances of the Society and be jointly responsible for governing the Society accordingly.
	h	Editor of ‘Journal of The Indian Orthodontic Society’ (JIOS)
	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 JIOS.
	iii	Shall be Chairman of the Journal Committee, JIOS.
	iv	Shall have the sole discretion of publishing or correcting any of the articles received for publication in JIOS.
	v	Shall submit the statements of JIOS accounts to the Honorary Treasurer on a yearly basis.
	vi	The term of the JIOS Editor shall be a single term of three Society years. This will be applicable from Election held for the said post from 2018 onwards. At the end of the term of office as the Editor JIOS, he/she shall continue to be a member of the Executive Committee for one Society Year as Immediate Past Editor, JIOS.
	vii	The office of the Editor shall be held without a stipend.
	i	Editor of ‘ Journal of Contemporary Orthodontics’ (JCO)
	i	Shall be in charge of the JCO of the Indian Orthodontic Society which shall be suitably named once the EC and the GB so decides.
	ii	Shall, with the help of the Journal Committee for this JCO of IOS be responsible for the publication and management of the said Journal. The functions and powers of this committee are as follows: <ul style="list-style-type: none"> • Shall meet regularly and hold discussions. • Shall scrutinise all the articles to be published in the Journal and pass them for publication. • 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 AGM from time to time. • Shall prepare a budget and put it for consideration and sanction at the first meeting of the Executive Committee. • 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. • Shall have power to spend money for various aspects connected with the Journal. • The term of the Journal Committee shall be for one Society year.
	iii	Shall be Chairman of the Committee for this JCO of IOS.
	iv	Shall have the sole discretion of publishing or correcting any of the articles received for publication in JCO of IOS.
	v	Shall submit the statements of accounts of JCO of IOS to the Honorary Treasurer on a yearly basis.

	vi	The term of office for the Editor, JCO of IOS shall be a single term of three Society Years, starting from AGM of 2017. At the end of the term of office as the Editor of the JCO of IOS, he/she shall continue to be a member of the Executive Committee for one Society Year as Immediate Past Editor, JCO, IOS.
	vii	The office of the Editor, JCO of IOS shall be held without a stipend.
	j	Editor of IOS Times
	i	Shall be in charge of the IOS Times, which is the official soft copy (digital) newsletter of the Society which shall have a link off the IOS website.
	ii	Shall, with the help of the IOS Times Committee, be responsible for the publication and management of the newsletter.
	iii	Shall be Chairman of the IOS Times Committee.
	iv	Shall have the sole discretion of publishing or correction 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 office for the Editor, IOS Times shall be a single term of two Society Years.
	vii	The office of the Editor, IOS Times shall be held without a stipend.
25		JOURNALS OF THE INDIAN ORTHODONTIC SOCIETY (JIOS & JCO)
	a	i Shall be under the charge of an editor who shall be assisted by a Journal Committee.
		ii The JIOS & JCO shall be the official publication of Indian Orthodontic Society. The JIOS & JCO Editors shall not publish any view contrary to the benefit of the Society in his/her editorial.
	b	Functions and Powers of the Journal Committees
		i Shall be responsible for the regular publication of the JIOS & JCO.
		ii Shall meet regularly to hold discussions and its deliberations and its proceedings/decisions minuted.
		iii Shall scrutinise all the articles to be published in the JIOS & JCO 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 AGM from time to time.
		v Shall prepare a budget and put it for consideration and sanction at the first meeting of the Executive Committee.
		vi 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 AGM of the Society through the Honorary Secretary.
		vii Shall have power to spend money for various aspects connected with the Journals.
		viii The term of the Journal Committee shall be for one Society year.
26		IOS TIMES
		Shall be under the charge of an Editor (referred to as Editor, IOS) who shall be assisted by an IOS Times Committee.

	a	<ul style="list-style-type: none"> • It shall be an official publication of the Indian Orthodontic Society in the form of a digital, electronic newsletter. • It shall not have a print copy. • It shall transmit information of interest to the membership including reports of activities of the IOS and Study Groups, future events, etc. • It will not include any scientific content. • It shall include a report from the Secretary and a letter from the President in each issue.
	b	The IOS Times Editor shall not publish any view contrary to the benefit of the Society in his editorial.
	c	The IOS Times shall be a self-financed enterprise.
	d	Functions and Powers of the IOS Times Committee
	i	The Committee shall have 3 members: the IOS Times Editor, the IOS President Elect and another member nominated by the IOS Times Editor and approved by the EC in its 1 st Meeting, whose term will be for one year. IOS President and Honorary Secretary shall be ex-officio members of this committee.
	ii	The Committee shall be responsible for the contents of the Newsletter and its regular publication four times a year.
	iii	The Committee shall meet regularly and hold discussions. These meetings shall be preferably held immediately before or after the IOS Executive Committee meetings, except in case of an emergency.
	iv	The Committee shall scrutinize all the contents to be published in the Newsletter and pass them for publication.
	v	The Committee shall be responsible for the management of the entire business of the Newsletter: it's printing, securing advertisements, distribution of the newsletter amongst all members, etc., as decided by the General Body from time to time.
	vi	The Committee shall prepare a budget and put it for consideration and sanction at the first meeting of the Executive Committee each year.
	vii	The Committee 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	The Committee shall have the power to spend money for various aspects connected with the IOS Times.
	ix	The term of the IOS Times Committee shall be for one Society year.
27		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.
28		ANNUAL GENERAL BODY MEETING (AGM)




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 any member 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 (Agenda).
	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 for a period of 15 minutes 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 restricted to Founder Members and Life Members and shall strictly be 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.
	ii	During any General Meeting of the Society, the President will have seated to his right the Honorary Secretary followed by the Honorary Treasurer and then the Joint Secretary. To the left of the President will be seated the Immediate Past President followed by the President Elect and then the Vice-President. If the Honorary Secretary's office has seen a change in a particular year, in the following year's General meeting, the Immediate Past-Secretary should be seated to the right of the Honorary Joint Secretary.
	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.
	ii	The AGM will be convened in the morning of the penultimate day of the Annual Conference and the election process initiated including starting of casting votes. The AGM will then be adjourned to reconvene at 2.00 pm on the same day to transact the remaining matters on the pre-circulated Agenda. The order of transacting matters as per the pre-circulated Agenda and/or making changes to the items on the Agenda shall be permissible at the start of the meeting should the House permit doing so through a simple majority. Voting will be done preferably by Electronic Voting machines and those Life Members who are registered by 3.30 pm on the day of election are allowed to vote. Voting will end at 4.00 pm or until all the members who are in the queue at 4.00 pm vote, whichever is later. The decision of the House in the aforementioned matter and/or other matter(s) shall be final.
	g	Passing of Resolution at General Body Meetings
	i	At any General Body meeting, only the Founder, Life members in good standing shall be entitled to vote.
	ii	Voting shall be either by show of hands or by ballot or in such other manner as may be 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 any dues/amounts payable by him have been paid.
29		EXTRA ORDINARY GENERAL BODY MEETING (EOGM)
	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 (EOGM)
	i	The Executive Committee may, whenever it thinks fit, shall call an Extra Ordinary General Body Meeting.
	ii	The Extra Ordinary General Body Meeting shall contain the statement of business to be transacted thereat (Agenda) that is specific in outlining the purpose for which the said meeting is called for. While one or more pre-specified matters may feature in the Agenda for such a meeting if the Executive Committee so decides, the Agenda shall not include "Any other matter with the permission of the Chair.
	iii	The Place for the Extra Ordinary General Body Meeting shall be decided by the Executive Committee while concurrently following the stipulations made in Article 20 (g) and Article 28 for Amendments and/or financial matters.
	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 duty 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 valid requisition in regard to any matters, proceed duly to call a meeting for the consideration of those matters on a day not later than 45 days from the deposit of the requisition, the meeting may be called by the requisitionists 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.
30			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. The said report to the membership shall be made on behalf of the EC by the Honorary Secretary only after the same is duly presented to the EC and is passed by the EC as detailed in Article 24 (d) (xxix).
	c		From any surplus that occurs from the IOC/PGSC/MYC or any HO events, after the monies are sent by the EoC, 25% shall be utilised for IOS activities in the ongoing IOS Year; and the remaining 75% shall be used in future as per the recommendation of the EC after the next AGM approves it.
	d		The IBO Endowment Fund, a corpus that was created by the IOS as a one-time segregation of monies from the IOS treasury towards the benefit of giving a seed capital to the IBO when the said organization was envisaged to begin, should now be returned to the IBO. On receiving this fund from IOS, without touching this corpus, its accrued interest may be utilised by the IBO Board of Directors for a suitable pre-budgeted and pre-approved yearly activity. The IBO Honorary Secretary shall furnish an account of the monies spent to the IOS EC within 90 days of having completed such an activity.
	e		All the oration funds and various other endowment funds under IOS should be maintained under notional specific heads in fixed deposits made out of the General Funds. The Hon Treasurer, Joint Secretary and Secretary are expected to have a clear idea about the aforementioned heads and the interest accrued thereof at all times.
31			MANAGEMENT
	a	i	The day to day management of the business and affairs of the Society shall vest in the hands of the Executive Committee (EC) as detailed in Article 20 (a) to (g) under "Governance of the Society", as well as Article 24 under "Duties and Powers of Office Bearers".
		ii	The Executive Committee shall have wide powers detailed in Article 23 (a) to (e) under "Functions and Powers of the EC".
	b		A periodic physical meeting of the Executive Committee of the Society with a definitive pre-circulated Agenda for every meeting may be called by the Honorary Secretary giving appropriate notification detailed in Article 20 (d) (ii) through the official web site of the Indian Orthodontic Society, or, by email or in writing.
		i	The Honorary Secretary must ensure that all routine administrative decisions shall be taken by the entire EC in its formal physical meeting, a minimum of 4 such meetings being held in every IOS Year.
		ii	The period between any two Executive Committee meetings shall not be more than 90 days with 15 days leeway granted for contingencies and the Executive Committee may adjourn or otherwise regulate their meetings and proceedings as they may deem fit.




	iii	If the President and the Hon Secretary feel compelled to call for an emergency / extra ordinary meeting of the EC, the criteria laid down in Article 20 (d) (vii) shall be followed.
	iv	Members who fail to fulfil the required attendance criteria for the EC meetings detailed in Article 22 (a), (b) in a particular Society Year shall not be eligible to contest elections for the next 3 IOS years nor can they take on any administrative post at national / international level in that period. The Honorary Secretary, Honorary Joint Secretary, Honorary Treasurer, Honorary Editor, JIOS and Honorary Editor, New IOS Journal will fulfil this criterion over their term of office (three years' from AGM & Elections of 2018 onwards). The Editor, IOS Times will fulfil this criterion over his two-year-term of office. Honorary Immediate Past Secretary and Honorary Immediate Past Editors of JIOS & New IOS Journal shall have a year's tenure to fulfil this criterion. Those Office Bearers of IOS who have served the 3 year disqualification period due to insufficient attendance, at the end of the disqualification period, will need to fulfil the qualification criteria laid down in the constitution at the time when the post they vie for comes up for election.
	c	Chairman of the Executive Committee Meetings
	i	The President, or in his absence / unwillingness the Vice-President, Immediate Past President, President Elect, or the Secretary (in that order of chronology) shall act as the Chairperson at the meetings. If none are present and/or unwilling, the House may elect one amongst those present to preside over the meeting.
	d	Entry to the Executive Committee Meetings
	i	Entry to the Executive Committee Meetings shall be strictly only for the members of the EC.
	ii	Invitees shall be allowed at the discretion of the President as detailed in Article 23(b). The invitee(s) will have no voting rights
	iii	Observers shall be allowed at the discretion of the President as detailed in Article 23(c). The observer(s) will have no voting rights.
	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.
	ii	Majority decision taken by the EC cannot be overruled by any Office Bearer. Only the General Body is vested with such powers. However the Head Office may refer the matter back to EC for reconsideration if majority decision cannot be implemented for practical or constitutional reasons.
	f	Powers of Delegation
	i	The Executive Committee may delegate any of its powers and duties to a sub-committee(s) consisting of such number of members from within the EC as it may think fit. The EC may from time to time revoke and discharge any such committee(s) either wholly or in part and either as to persons and purposes. Every such sub-committee(s) so formed by the EC 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 which is duty bound to act within the constitutional framework of IOS. All acts done by such sub-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. The said sub-committee(s) shall report back its recommendations to the EC for appropriate decision making.

	g		Circular Resolutions
		i	In case of urgency or hardship, as detailed in Article 23 (d), a resolution may be passed through circular / email without a physical 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.
32			MINUTES OF THE PROCEEDINGS OF EXECUTIVE COMMITTEE AND GENERAL BODY
	a		Executive Committee Meetings
		i	The procedure listed under Article 20 shall be followed by the HO in converting Draft Minutes of an EC meeting into minutes that are passed / approved and taken 'on record' and then duly entered into the minute book.
		ii	There shall be maintained minutes of all proceedings of the Executive Committee Meetings in a Minute Book which shall be so entered within a period 30 days as indicated in Article 20 (e) for EC Meetings. Any such aforesaid minutes maintained shall be evidence of the proceedings recorded therein. Such a minute book shall be kept at the Head Office of the Society and shall be open for the inspection of the members subject to such reasonable restrictions as the Executive Committee may impose.
	b		General Body Meetings
		i	Draft minutes of a General Body Meeting shall be displayed by the HO on the website of the Society within 60 days of holding the GB meeting.
		ii	There shall be maintained minutes of all proceedings of the General Body Meetings in a Minute Book. These shall be so entered within a period of 60 days after the aforesaid Draft Minutes are passed and taken on record in the next GB meeting. Any such aforesaid minutes maintained shall be evidence of the proceedings recorded therein. Such a minute book shall be kept at the Head Office of the Society and shall be open for the inspection of the members subject to such reasonable restrictions as the Executive Committee may impose.
33			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.
		i	The accidental omission to give notice of any meeting to any member or, of the non-receipt of any notice by a member shall not invalidate the proceedings at a meeting.
		ii	Confirming to the stipulations outlined in Article 5 (b); Article 20 (g) is mandatory in proposing any modifications/amendments to the existing constitution.
	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 and shall come into effect immediately after it is passed unless otherwise specified.

	c		Any amendment to the Constitution involving financial matter shall be carried out with the prior approval Registering Authority of the Society and Commissioner of Income Tax.
	d		Any and all amendments made to IOS Constitution would come into force prospectively.
34			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 Indian Orthodontic Conference shall be conducted preferably in the month of November.
		iii	As far as possible, 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 Study Group / member shall conduct, organise or get involved in the conduct of any kind of courses, workshops or lectures within 15 days prior to and 15 days after an Indian Orthodontic Society Conference.
	b		Eligibility for Bidding Indian Orthodontic Conference (IOC)
		i	An Indian Orthodontic Society Study Group which is registered with the Head Office and is of good standing shall be eligible to bid for 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 their own PAN Card and preferably also have the experience of holding national level Continuing Dental Education Programme and/or PGSCs and/or MYC.
		iv	The suggested place shall have sufficient air, rail and road transportation and accommodation facilities.
		v	<p>The zonal demarcation for conferences etc., for States/Union Territories of India will be as follows:</p> <p style="text-align: center;"><u>Zone #1</u></p> <p style="text-align: center;">Maharashtra, Gujarat, Daman-Diu, Goa</p> <p style="text-align: center;"><u>Zone #2</u></p> <p style="text-align: center;">Delhi, Haryana, Punjab, Chandigarh, Himachal Pradesh, Jammu & Kashmir</p> <p style="text-align: center;"><u>Zone #3</u></p> <p style="text-align: center;">West Bengal, Bihar, Assam, Jharkhand, Manipur, Orissa, Sikkim, Meghalaya, Mizoram, Nagaland, Tripura, Telangana, Andhra Pradesh</p> <p style="text-align: center;"><u>Zone #4</u></p> <p style="text-align: center;">Kerala, Tamil Nadu, Karnataka, Puducherry, Lakshadweep, Andaman-Nicobar</p> <p style="text-align: center;"><u>Zone #5</u></p> <p style="text-align: center;">Madhya Pradesh, Rajasthan, Uttar Pradesh, Chhattisgarh, Uttaranchal</p> <p>The conferences were bid in this manner from the AGM of the 46th IOC at Khajuraho, 2011 where the bid for 51st IOC was made by the Zone # 1 and this was followed in successive years' IOCs by Zones in a descending numerical order. If for some reason, any zone is allocated an IOC 'out of turn', the zone whose turn was missed will exchange the place with the zone which was awarded an IOC 'out of turn'.</p>

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 zone 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 three 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.
	iii	While applying, those SGs aspiring to host an IOC should be committed to host the travel and stay for one night for the IOS President and Honorary Secretary to physically inspect and verify the claims made in the application if the Executive Committee so desires. If these IOS Office Bearers are not in a position to travel, their nominees from within the Principal Office Bearers may replace them. The aforementioned exercise should be done at least on 2 separate occasions including once mandatorily in the year of staging the said IOC.
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 Conference Organizing Committee (CoC) shall be an Indian Orthodontic Society member of good standing.
	iii	The President and the Honorary Secretary of Indian Orthodontic Society shall be members of the Conference Organizing Committee and the same shall appear in the Conference brochures, letter pads, souvenir etc.
	iv	The CoC shall elect from among them one Chairman, Secretary, Treasurer, Convener Scientific and Convener Trade. The same shall be communicated to HO clearly in submitting their bid.

	v	<p>The Conference Organizing Committee shall be provided with an attested hard copy of the current full-text Constitution by the IOS Head Office within 3 months of approval their bid by the GB in an AGM.</p> <p>The Chairman of the Organizing Committee, Organizing Secretary, Treasurer, Convener Scientific and Convener Trade should sign their concurrence in complying with all the guidelines detailed below and sent the same to the Indian Orthodontic Society Head Office within 60 days of receipt of the aforementioned constitution:</p> <ul style="list-style-type: none"> • PAN and TAN card usage for financials of the Conference. • Complying with the necessary Government of India regulations in existence on various Taxes (and those mandatory Govt of India regulations that may come up from time to time) and sharing timely information with the HO in this regard. • Article 17 (a) (vii) and 34 (e) (v) on Submission of Accounts. • EC's approval to be taken vide Article 24 (c) (xxxi) pertaining to Speakers for Oration Lectures and Invited Speakers. • Article 34 (e, f, g, h, i, j, k, l, m, n) related to conduct of IOCs. • Article 37 on Dais arrangement.
	vi	<p>The Chairman of the Organizing Committee shall Head all sub-committees of the CoC and Chair all meetings. Chairman and Organising Secretary shall be ex-officio members of all sub-committees of CoC. In the absence of the Organizing Chairman, meeting of CoC shall be Chaired by Organizing Secretary; Treasurer; Scientific Convener, or Convener for Trade in that order of chronology to take over that role for that particular period of time at meetings, etc.</p>
	vii	<p>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. When attending such meetings, the IOS President shall have the first right of refusal to Chair the CoC meetings.</p>
	f	<p>Conference Guidelines</p>
	i	<p>The first announcement regarding the venue of the Conference, probable time and the name of the Conference Organising Secretary, etc., shall usually be issued by the Honorary Secretary of Indian Orthodontic Society after the approval of the General Body.</p>
	ii	<p>The Conference Organising Secretary shall get the list of Office Bearers, exact nomenclature for the Conference and its logo(s), budget (inclusive of registration charges) approved by the Executive Committee before releasing the first letter / brochure for the said Conference.</p>
	iii	<p>The Conference Organising Secretary shall send to all members of the Society about 12 months before the Conference the Conference Registration forms with all details inclusive of various charges. The same shall be also available at the previous IOC.</p>
	iv	<p>The Conference Organising Secretary shall send reminders as needed.</p>
	v	<p>The Convener, Scientific Committee 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 or the JCO.</p>




	vi	The necessary help needed for hotel accommodation and return journey reservations may be provided by the organisers on actual costs.
	vii	The Conference Organising Secretary shall help the Honorary Secretary, Indian Orthodontic Society to make arrangements at the Conference venue for holding the last EC Meeting, Conference Inauguration, an EOGM (if so needed), Annual General Body Meeting, Open Session/Valedictory Function and the 1 st meeting of the next Executive Committee.
	viii	The Conference Organizing Secretary shall help the IBO Secretary to arrange 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” by an IOS Life Member. 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. The CoC shall write to Honorary Secretary their suggestions for the speaker (2-3 names) for IOS Oration at least 90 days before the IOC such that a decision can be taken in this matter preferably during the 4 th EC meeting as per Article 24(d) (xxxii).
	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. The CoC shall write to Honorary Secretary their suggestions for the speaker (2-3 names) for Vasavi Memorial Oration at least 90 days before the IOC such that a decision can be taken in this matter preferably during the 4 th EC meeting as per Article 24(d) (xxxii).
	xiii	There shall be a Dr Surendra Shetty Oration on the last 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 President Elect of Indian Orthodontic Society. The CoC shall write to Honorary Secretary their suggestions for the speaker (2-3 names) for Dr Surendra Shetty Oration at least 90 days before the IOC such that a decision can be taken in this matter preferably during the 4 th EC meeting as per Article 24(d) (xxxii).

	xiv	The orators / speakers shall not promote or endorse any commercial products duringhis oration. If they have any commercial interest in any product, they must give a declaration to that effect to the Organising Committee before the oration. They must also announce this fact through a suitable slide/verbalising the same during their Oration as well.The Chairperson for that session must ensure that the orator/speaker is aware of this requirement.
	xv	The organisers of the conference shall make all efforts to arrange the conferencewithout incurring any loss to the organising committee. In the event of surplusfunds remaining with the Organising Committee after staging the conference, the entire surplus should be handed over to the Indian OrthodonticSociety Head Office.
	xvi	The Organizing Committee will not be given any advance by the IOS Head Office. The COC will be paid Rs. 1,40,000/- for all IOS orations put together or the actual interest accrued on IOS Oration funds, whichever is lower.
	xvii	<p>Stipulations as in Article 17 (a) (vii) on submission of accounts shall be followed by the CoC. Thus, the Conference accounts, after duly circulating the same to the Conference Organizing Committee (CoC) in a meeting convened for the said purpose with a minimum notice of 21 days to all CoC members must be presented in detail. Upon being duly discussed and passed by the CoC, these audited accounts shall then be submitted to the Indian Orthodontic Society Head Office within 10 months after the completion of the IOC.</p> <p>Failure to present these accounts of the IOC will cause its Organizing Chairman, Organizing Secretary, Treasurer, Scientific Convener and Convener Trade to be declared as "members not in good standing". Even if the said accounts are submitted subsequently, the aforementioned will neither be allowed to contest for any IOS posts nor for any position in the Organizing Committee of any IOS event or Study Group for the next 5 years.</p> <p>Failure to present these accounts 3 years after the event would render those members "not in good standing" permanently and the EC/GB shall initiate disciplinary action against such members.</p>
	xviii	No official circular / email / brochure /web information that depict the IOC / Convention shall be sent to members unless its contents are passed by the EC and/or, in an emergency situation, at least by the Head Office.
	g	Conference Registration
	i	The registration for the conference shall be open only for the members of IndianOrthodontic Society.Registration of all delegates & Speakers is mandatory except for the President & Hon secretary as in article 35(g) (xiii)
	ii	The Organising Committee shall have the responsibility of scrutinising themembership with the help of Honorary Secretary of Indian Orthodontic Society.
	iii	The Organising Committee shall take all measures to prevent non-member delegatesfrom attending or presenting papers in the Conference. Invitees who present papers or participate as faculty in specific symposia / group discussions / courses will be an exception to this rule.

	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 during the scientific deliberations of the inter-disciplinary Open Session in 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 EC. 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 if the finances allow.
	x	There shall be a delegate fee which allows the members an access only to the scientific sessions and trade exhibit area.
	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 by the conference organizing committee.
	xiv	The Conference Organizing Committee shall provide the Honorary Secretary of Indian Orthodontic Society with free registration, accommodation, conveyance, hospitality and an office space which is accessible to all Indian Orthodontic Society members at the conference venue.
	xv	The SLMs 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.
	xvi	Provision for registration without hospitality should be made where ever possible.
	xvii	For LMs who are above the age of 70 years, the CoC shall offer a limited number of subsidised Conference Registrations on a 'first come' basis. The requisition for the same should be received at least 90 days before the IOC. The aforesaid requisition should be accompanied by signed self-certification from the applicant of being retired from private practice and not receiving any salary from any institution. The decision of the EC shall be final in the extent of subsidy as well as the number of such registrations provided the same does not exceed 50% subsidy and 25 registrations respectively.
h		Conference Speakers

	i	The guest/keynote/invited speaker/s shall be without any commercial interest in the products discussed in their presentation. If it were not to be so, they shall abide by the stipulations in Article 34 (f) (xiii).
	ii	<p>Choice of Invited Speakers for a Conference shall be decided by a six member Speaker Selection Committee (SSC) that will hold sway over decisions taken. This SSC shall be constituted in the AGM in the IOS Year prior to staging of the IOC/PGSC/MYC. It shall comprise of the following members:</p> <ul style="list-style-type: none"> • <u>From CoC</u>: Organizing Chairperson, Organizing Secretary and Convener, Scientific. • <u>From EC</u>: President and Honorary Secretary. • <u>From General Membership</u>: One member approved by GB. <p>Meetings of SSC shall be chaired in order of priority, by the President, Hon Secretary, Organising Chairman, Organising Secretary, Convener Scientific.</p> <p>The SSC shall ensure to find the right balance between wishes of the CoC and others in maintaining the quality of content of the scientific part of the event. It will also strive to let the CoC select 50% speakers of their choice.</p>
	i	Conference Programme for a Three Days' IOC




	i	<p style="text-align: right;"><u>Day 1</u></p> <ul style="list-style-type: none"> • IOS EC 5th meeting • Scientific Session • Coffee/Tea • IOS Oration • Scientific Session • Lunch • Scientific Session • Coffee/Tea • Scientific Session • IBO Convocation • Inaugural Function • EOGM (if needed for Constitutional Amendments) • Entertainment (Optional) • Inaugural Dinner <p style="text-align: right;"><u>Day 2</u></p> <ul style="list-style-type: none"> • Scientific Session • Coffee/Tea • Vasavi Memorial Oration • Scientific Session • Lunch • IOS AGM • Coffee/Tea • Presidential Banquet <p style="text-align: right;"><u>Day 3</u></p> <ul style="list-style-type: none"> • Scientific Session • Coffee/Tea • Dr Surendra Shetty Oration • Scientific Session • Lunch • Open Session • Valedictory Function • Coffee/ Tea • IOS EC, 1st Meeting
	ii	Pre and post conference course/s shall be optional and can be conducted one or twodays 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 twoplaces in each category in the just previously concluded Indian Orthodontic SocietyPG Students' Convention.
	v	The Presidential banquet shall be preferably on the second day.
	vi	All of the above may be altered with the prior approval of the Executive Committee.
	j	The Conference Inaugural Function
	i	<ul style="list-style-type: none"> • 00.00 Hrs: Prayer • 00.05 Hrs: Welcome Address, Chairman, CoC. • 00.10 Hrs: Presidential Address, President, IOS. • 00.20 Hrs: Award of Certificatesby Chief Guest and Hon Secretary, IOS. • 00.30 Hrs: Inauguration ofScientific Session by Guest of Honour. • 00.35 Hrs: Inauguration ofTrade Fair by President Elect, IOS. • 00.40 Hrs: Release of Souvenir by Vice-President, IOS. • 00.45 Hrs: Felicitation (optional). • 00.50 Hrs: Inauguration,Inaugural Address, Chief Guest. • 01.05 Hrs: Vote of Thanks, Conference Organising Secretary • 01.10 Hrs: National Anthem.
	ii	The total time for all programmes in the Inaugural Function shall not exceed 90minutes.
	iii	There shall be no parallel programmesrunning during theinaugural function.
	k	Instructions for Paper / Poster / Table Clinic Presentations (For Life Members)
	i	One memberis allowed to present a maximum ofonly one paper and/or one poster and/or one table clinic in a conference for being judged in a competitive category. In case of multiple entries, only the first one will be considered to be for inclusion in the competitive section.
	ii	Papersshall be accepted in onlythree categories: Research, Clinical and ClinicalInnovations. Review papers shall NOT be accepted.
	iii	Postersshall be accepted in onlythree categories: Research, Clinical, andGeneral.Review posters shall NOT be accepted.
	iv	Table Clinicshall beaccepted in onlytwo 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 besubmitted to the Indian Orthodontic Society Head Office 60 days before thepresentation without any identification of the presenter / author / source and along withthe 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 theaccepted papers to the Editor, Journal of Indian Orthodontic Society and Editor, JCO of IOS for possible publication.
	ix	The papers submitted shall be screened and only 30 papers will be selected forpresentation in each category.




	x	Screening shall be done by a Peer Review Committee appointed by the Executive Committee with the help of Conference 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 Free-paper presentations that vie for awards, (paper/poster/table clinic), only name of the presenter (e.g. Dr. Xxxx Yyyyy) shall be allowed to be displayed on just the Title Slide. The presenter/first author's qualifications, degrees, names of co-authors, institution, place, etc., as a form of possible identification shall not be allowed to be displayed. If any presentation does so, it will be automatically disqualified.
	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.
		Totally, not more than 3 awards shall be given for each of the three sections (paper, poster and table clinic). Multiple 'shared' awards for each of the 1 st , 2 nd and/or 3 rd prize shall not be given. If there is 'tie' for any category, the Scientific Convenor's decision will be final should the judges not wish to restrict the award to any a single recipient.
	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 or digitally where possible (depending on the convenience of the local organisers). Posters which do not follow such a pre-circulated guideline will not be allowed for presentation. The name of the first author has to be at the lower right corner with a font size of not more than 48.
	xviii	Posters shall be made of only soft flex material only when a non-digital variety is permissible for entry.
	xix	All efforts shall be made by the scientific committee convenor 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. Orations as well as Guest Lectures by invited speakers who lecture for 45 minutes or more will be exempt from this pre-condition.
	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	Non-competitive paper presentation section may be included (if there are papers in the said category) at the discretion of the Organising Scientific Committee.
I		Guidelines for Paper Presentations (For Life Members)

	i	<p>The papers that are to be presented 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:</p> <p>Research Category: These should be scientific studies which fulfil the following criteria (Example: JIOS 2009;43:3-17):</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> <p>Clinical Category: The following types of papers may be included in this category:</p> <ul style="list-style-type: none"> ❖ Case reports (Example: JIOS 2010; 44: 76-82) in the following categories: <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> <ul style="list-style-type: none"> ❖ Presentation of multiple cases (Example JCO 2006; XL: 485-492) <p>Clinical Innovations: (Examples: JCO 2006; XL: 150-151, JCO 2006; XL: 161-170, JCO 2006; XL: 171-174).</p> <ul style="list-style-type: none"> • These papers should be on modifications / new approaches to existing treatment methods / appliances • New techniques / appliances which have been developed by the authors.
m		Guidelines for Poster Presentations (For Life Members)




i	<p>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 fulfill 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> <p>Clinical Category: The following types of papers may be included in this category:</p> <ul style="list-style-type: none"> ❖ Case reports (Example AJO-DO 2006;129:436-443) in the following categories: <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 IOPA_s) should be shown. For showing treatment progress, a set of mid-treatment photographs should be shown. Cephalometric superimposition should be shown where appropriate.</p> ❖ Presentation of multiple cases (Example JCO 2006;XL:485-492) <p>General Category: This category is intended to cover the following types:</p> <ul style="list-style-type: none"> • Critical appraisal of a concept. • Analytical evaluation of a treatment philosophy / technique. • Analytical evaluation of the evolution of a treatment philosophy / technique –how it evolved,
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		<p>the thinking process that went into the development of that philosophy / technique, how that technique works (the biomechanical aspects) etc.</p> <ul style="list-style-type: none"> Analytical evaluation of the controversies in Orthodontics <p>Example: AJO-DO 1998; 113:11-13 (Donald Woodside: Do Functional Appliances have an Orthopaedic 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 and will be selected from the panel submitted by the Convener of the Scientific Committee of Indian Orthodontic Society Conference/Convention.
	iv	The travelling allowance (2 tier A/C) for the judges shall be given by the CoC, if 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	Judges for Papers /Posters/Table Clinics will take care to abide by stipulations detailed in Article 34 (k) (xiv) in awarding prizes. The list of prize winning presentations along with the marks sheets shall be handed-over to the Honorary Secretary immediately after the Scientific Session is over.
	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.
35		THE INDIAN ORTHODONTIC SOCIETY MID YEAR CONVENTION (MYC)
	a	The Indian Orthodontic Society Head Office shall organise a Mid-Year Convention (MYC) every year at a suitable place and time decided by the President and approved by the Executive Committee
	b	The President Elect can choose the place for conducting MYC in the following year during his Presidential tenure and on obtaining the EC's approval, can initiate planning for the same.
	c	If held overseas, MYC shall follow the stipulations detailed under Article 2 (b) (xiii).
	d	The Organising Chairman, Organising Secretary, Treasurer and Convener Scientific for this event shall be IOS members of good standing.




	e	<p>The MYC shall not use IOS Pan card for the event.</p> <p>Stipulations detailed in Article 17 (a) (vii) on submission of accounts shall be followed by the Event Organizing Committee (EoC). Thus, the Event accounts, after duly circulating the same to the EoC in a meeting convened for the said purpose with a minimum notice of 21 days to all EoC members must be presented in detail. Upon being duly discussed and passed by the EoC, these audited accounts shall then be submitted to the Indian Orthodontic Society Head Office within 10 months after the completion of the IOC.</p> <p>Failure to present these accounts of the MYC will cause its Organizing Chairman, Organizing Secretary, Treasurer, Scientific Convener and Convener Trade to be declared as "members not in good standing". Even if the said accounts are submitted subsequently, the aforementioned will neither be allowed to contest for any IOS posts nor for any position in the Organizing Committee of any IOS event or Study Group for the next 5 years. Failure to present these accounts 3 years after the event would render those members "not in good standing" permanently and the EC/GB shall initiate disciplinary action against such members.</p>
36		THE IOS POST GRADUATE STUDENTS' CONVENTION (PGSC)
	a	<p>i The Indian Orthodontic Society Head Office shall organise an Indian Orthodontic Society Post Graduate Students' Convention (PGSC) every year after inviting offers to host it from the Orthodontic Post Graduate Teaching Institutions in India for a particular year at a suitable time to be decided by the Executive Committee.</p>
		<p>ii The Indian Orthodontic Society Post Graduate Students' Convention shall be conducted preferably in the month of January or at least 75 days after the previous year's IOC, whichever is later.</p>
		<p>iii Care shall be taken that as far as possible the dates for the PGSC do not coincide with that of Conferences of other Sister Associations / Societies.</p>
		<p>iv No Indian Orthodontic Society Study Group / member shall conduct, organise or get involved in the conduct of any kind of courses, workshops or lectures within 15 days prior to and 15 days after an Indian Orthodontic Society PG Students Convention.</p>
		<p>v Every member of Event Organizing Committee (EoC) shall be an Indian Orthodontic Society member of good standing.</p>
		<p>vi President and Honorary Secretary of IOS shall be members of the Event Organizing Committee and the same shall appear in the brochures, letter pads, souvenir etc., of this event.</p>
		<p>vii The EoC shall elect from among them one Chairman, Secretary, Treasurer, Convener Scientific and Convener Trade (if necessary) and the same shall be approved by the EC and communicated to HO clearly.</p>

	viii	<p>The Event Organizing Committee, upon a requisition to the HO, shall be provided with an attested hard copy of the current full-text Constitution by the IOS Head Office within 3 months of approval their event by the GB in an AGM.</p> <p>The Chairman of the Organizing Committee, Organizing Secretary, Treasurer, Convener Scientific and Convener Trade should sign their concurrence in following all the guidelines detailed below and sent the same to the Indian Orthodontic Society Head Office within 60 days of receipt of the aforementioned Constitution:</p> <ul style="list-style-type: none"> • PAN and TAN card usage for financials of the Event as per applicability. • Complying with the necessary Government of India regulations in existence on various Taxes (and those mandatory Government of India regulations that may come up from time to time) and sharing timely information with the HO in this regard. • Article 17 (a) (vii) and 34 (e) (v) on submission of Accounts. • EC's approval vide Article 24 (c) (xxxi) pertaining to Speakers for Oration Lectures and Invited Speakers. • Article 36 (e, f, g, h, i, j, k, l, m, n) related to conduct of PGSC. • Article 37 on Dais arrangement.
	ix	<p>The Chairman of the Organizing Committee shall Head all sub-committees of the EoC and Chair all meetings. Chairman and Organising Secretary shall be ex-officio members of all sub-committees of EoC. In the absence of the Organizing Chairman, meeting of EoC shall be Chaired by Organizing Secretary; Treasurer; Scientific Convener, or Convener for Trade in that order to take over that role for that particular period of time at meetings, etc. Co-conveners, who may be inducted by the EoC from amongst the senior members of the SG for guidance, may Chair a meeting of the EoC in absence of the aforementioned or if specifically requested by the CoC.</p>
	x	<p>The President / Honorary Secretary, Indian Orthodontic Society shall attend a minimum of one Conference Organizing Committee meetings held prior to the event being conducted and the Event Organizing Committee shall inform the President and Honorary Secretary about the said meetings and make necessary arrangements for their visit.</p>
	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 Orthodontic Post Graduate Teaching Institution bidding for the PGSC shall preferably have the experience of holding a national level continuing dental education programme and shall use their PAN Card for this event.
	iv	The suggested place shall have sufficient air, rail and road transportation, infrastructure and accommodation facilities.

	v	The Organising Chairman, Organising Secretary, Treasurer, Convener Scientific and Convener Trade shall be IOS members of good standing.
c		Bidding for IOS Post Graduate Students' Convention
	i	The bids made in the prescribed format 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 made in a typed form which is available on the IOS website explaining the experience of the Organising Committee and facilities available at the proposed place and will be duly signed by the Head, Department of Orthodontics and Principal of the Institution.
	iii	While applying, those Institutions aspiring to host a PG Convention should be committed to host the travel and stay for one night for the IOS President and Honorary Secretary to physically inspect and verify the claims made in the application if the Executive Committee so desires. If these IOS Office bearers are not in a position to travel, their nominees from within the Principal Office Bearers may replace them.
d		Selection Modality for Bids made
	i	The completed applications shall be scrutinised by the Head Office after the due date is over.
	ii	Incomplete/invalid applications will be rejected outright and such applicant(s) will lose the right to be considered for hosting the event in that particular year.
	iii	The Honorary Secretary and President or their nominees shall present their report to the Principal Office Bearers and the latter will recommend the most appropriate applicant to the EC based on the pre-selection criteria mentioned on the official IOS website.
	iv	The decision of the Principal Office Bearers will be discussed and passed at the next meeting of the Executive Committee for the same to be then put up for approval of the GB preferably at the next AGM.
e		Allotting the IOS Post Graduate Students' Convention
	i	The allotment of Indian Orthodontic Society Post Graduate Students' Conventions shall be in such a way that it spreads all over India and every place gets a chance or otherwise the allotment can be zone wise as mentioned in Article 34 (b) (v).
	ii	The Executive Committee shall be satisfied with the application, experience of the Organising Committee, facilities available, and get the same approved by the General body.
	iii	The allotment of Indian Orthodontic Society Post Graduate Students' Conventions shall be done 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 Meeting.
f		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 their concurrence in following all the guidelines (Article 36 e, f, g, h, i, j, k, l, m, n and Article 37) and sent the same to the Indian Orthodontic Society Head Office.
	vi	The Chairman of the Organizing Committee shall Head all sub-committees of the EoC and Chair all meetings. Chairman and Organising Secretary shall be ex-officio members of all sub-committees of EoC. In the absence of the Organizing Chairman, meeting of EoC shall be Chaired by Organizing Secretary; Treasurer; Scientific Convener, or Convener for Trade in that order of chronology to take over that role for that particular period of time at meetings, etc. Co-conveners, who may be inducted by the EoC from amongst the senior members of the profession for guidance, may Chair a meeting of the EoC in absence of the aforementioned or if specifically requested by the EoC.
	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.
g		Convention Guidelines
	i	The first announcement regarding the venue of the Convention, probable time and the name of the Convention Organizing Secretary, etc., shall usually be issued by the Honorary Secretary of Indian Orthodontic Society after the approval of the General Body.
	ii	The Convention Organising Secretary shall get the list of Office Bearers, exact nomenclature for the Convention and its logo(s), budget (inclusive of registration charges) approved by the Executive Committee before releasing the first letter / brochure for the said Convention.
	iii	The Convention 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 Convention Organising Secretary shall send reminders as needed.
	v	The Convener, Scientific Committee 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 or the JCO of IOS.
	vi	The necessary help needed for the hotel accommodation and return journey reservation may be given by the organisers on basis of the 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/Post Convention Courses may be arranged whenever possible if permitted by the Executive Committee, but shall not incur loss. The faculty for such courses should be from within India. Overseas speakers/faculty shall not be invited on a normal basis and may be considered to be invited only if the EC approves of it on a case to case basis.
	x	On the inaugural day, the registration counter and trade fair stalls shall be closed 30minutes before inauguration and shall open 30 minutes after inauguration. The tradefair 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 / herspeech.
	xii	The organisers of the Convention shall make all efforts to arrange the Convention without incurring any loss. In the event of a surplus, it should be used for theimprovement of the host orthodontic department.
	xiii	<p>Stipulations as in Article 17 (a) (vii) on submission of accounts shall be followed by the Convention Organizing Committee. Thus, the Convention accounts, after duly circulating the same to the EoC members in a meeting convened for the said purpose with a minimum notice of 21 days to all EoC members must be presented in detail. Upon being duly discussed and passed by the EoC, these audited accounts shall then be submitted to the Indian Orthodontic Society Head Office within 10 months after the completion of the IOC.</p> <p>Failure to present these accounts of the IOC will cause its Organizing Chairman, Organizing Secretary, Treasurer, Scientific Convener and Convener Trade to be declared as "members not in good standing". Even if the said accounts are submitted subsequently, the aforementioned will neither be allowed to contest for any IOS posts nor for any position in the Organizing Committee of any IOS event or Study Group for the next 5 years.</p> <p>Failure to present these accounts 3 years after the event would render those members "not in good standing" permanently and the EC/GB shall initiate disciplinary action against such members.</p>
	h	Convention Registration
	i	The registration for the Convention shall be open only for the members of IndianOrthodontic Society.
	ii	The Convention Organising Committee shall have the responsibility of scrutinising themembership with the help of Honorary Secretary of Indian Orthodontic Society.
	iii	The Convention Organising Committee shall take all measures to prevent non-member delegatesfrom attending or presenting papers/posters/table clinics in the Convention.
	iv	All Indian Orthodontic Society programmes shall be open only for its members ofgood standing. However members from the other dental/medical specialities shall beallowed to attend only the scientific deliberations of the inter-disciplinary opensession 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 conductedby the organisers after getting permission from the Executive Committee. Thesedelegates shall be registered (spot registration charges shall be applicable) followingdue certification from their parent speciality body, of which they should be membersof 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 an access only to the scientific sessions and trade fair.
	xi	The EoC 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 Assistant of the IOS Hon Secretary 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.
	i	Convention Speakers
	i	The Guest/Keynote/Invited Speakers shall be without any commercial interest in the products discussed in their presentation. They must fulfil any one of the three criteria mentioned below: <ul style="list-style-type: none"> a) They shall have a minimum of three publications in JIOS, JCO-IOS / any of the PubMed Indexed Journals. b) They shall have a minimum of three scientific presentations in any of the Conferences or Conventions organised by a reputed body / sister association. c) They shall be a post-graduate teacher with a minimum of five years of teaching experience.
	ii	There shall be an Oration by the Society as "Indian Orthodontic Society Oration in the memory of Dr. H.S. Shaikh". 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. The Oration will be allotted a prime time slot. The EoC shall intimate their choice of Speaker to the IOS HO in a timely fashion as detailed in Article 24 (c) (xxx); well before the 4 th EC Meeting for the necessary approval.
	j	Convention Programme of 4 Days (with the first 2 days for PG Students free papers and the last 2 days for Faculty lectures)

i

Day 1

- Inaugural Function
- Coffee/Tea
- Student Papers
- Lunch
- Student Papers
- Coffee/Tea
- Student Papers
- Entertainment (Optional)
- Alumni Dinner

Day 2

- Inaugural Function
- Coffee/Tea
- Student Papers
- Lunch
- Student Papers
- Coffee/Tea
- Student Papers
- IBO Directors Meeting
- Entertainment (Optional)
- Alumni Dinner

Day 3

- Scientific Session
- Coffee/Tea
- Dr H S Shaikh oration
- Scientific Session
- Lunch
- Scientific Session
- Coffee/Tea
- Scientific Session
- Executive Committee Meeting
- Banquet

Day 4

- Scientific Session
- Coffee/Tea
- Scientific Session



		<ul style="list-style-type: none"> • Lunch • Scientific Session • Valedictory Function • Coffee/ Tea
	ii	Pre-Convention and Post-Convention Course/s shall be optional and can be conducted one or twodays prior to or after the four days convention.
	iii	There shall be no parallel courses running during the paper presentations.
	iv	The banquet shall be preferably on the penultimate day.
	v	Alcohol should not be served to PG Students during the Convention.
	k	The Convention Inaugural Function
	i	<ul style="list-style-type: none"> • 00.00 Hrs.: Prayer • 00.05 Hrs.: Welcome Address, Chairman, Organizing Committee. • 00.10 Hrs.: Presidential Address, President, IOS. • 00.20 Hrs.: Inauguration ofScientific Session by Guest of Honour or Vice President, IOS. • 00.25 Hrs.: Release of Souvenir, President Elect, IOS. • 00.30 Hrs.: Inauguration ofTrade Fair, Hon Secretary, IOS. • 00.35 Hrs.: Felicitation (optional) • 00.40 Hrs.: Inauguration &Inaugural Address, Chief Guest. • 00.55 Hrs.: Vote of Thanks, Organising Secretary. • 01.00 Hrs.: National Anthem.
	ii	The total time for all programmes in the Inaugural Function shall not exceed 75minutes.
	iii	There shall be no parallel programmes running during the inaugural function.
	l	Instructions for Paper / Poster / Table Clinic Presentations (For SLMs)
	i	One memberis allowed to present a maximum ofonly one paper or one poster orone table clinicin a PGSC.
	ii	Papersshall be accepted in onlythree categories: Research, Clinical and ClinicalInnovations. Review papers shall NOT be accepted.
	iii	Postersshall be accepted in onlythree categories: Research, Clinical, andGeneral.Review posters shall NOT be accepted.
	iv	Table Clinicshall beaccepted in onlytwo 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 besubmitted to the Indian Orthodontic Society Head Office 60 days before theevent without any identification of the presenter / author / source and alongwith the completed application form.
	vii	The paper/ presentation shall be certified by the Head of the Department and by the Head of the Institution in theapplication form.
	viii	The IOS HO shall hand over the manuscripts of theaccepted papers to the Editor, JIOS and Editor, JCO of IOS for publication inany of the Journals by consent of the EC.

	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 for screening the papers 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	Anon-competitive paper / poster presentation section may be included at the discretion of the Organising Scientific Committee.
m		Guidelines for Paper Presentations (For SLMs)




	i	<p>The papers that are to be presented 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:</p> <p>Research Category: These should be scientific studies which fulfill 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. • 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:</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> <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). These papers should be on modifications / new approaches to existing treatment methods / appliances New techniques / appliances which have been developed by the authors.</p>
n		Guidelines for Poster Presentations (For SLMs)

i

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

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:

- Critical appraisal of a concept.
- Analytical evaluation of a treatment philosophy / technique.
- 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.
- Analytical evaluation of the controversies in Orthodontics

Example: AJO-DO 1998; 113:11-13 (Donald Woodside: Do Functional Appliances have an Orthopaedic

			Effect?)
	o		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 HO, selected from the panel submitted by the Convener of the Scientific Committee of the PGS Convention.
		iv	The names of the judges shall be kept confidential.
		iv	The Indian Orthodontic Society head office shall provide a tabular sheet to each judge to standardize the assessment process.
		vi	Average of the marks given by the different judges for that category shall be taken to decide on the prize winning presentations.
		vii	The list of prize winning presentations along with the marks sheets shall be handed-over to the Honorary Secretary immediately after the Scientific Session is over.
		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.
37			DAIS ARRANGEMENT FOR IOS HEAD OFFICE FUNCTIONS
	a	i	1 2 3 (1) Organising Secretary (2) President, IOS (3) Chairman, Organising Committee.
		ii	1 2 3 4 (1) Chairman, Organising Committee (2) Chief Guest (3) President, IOS (4) Organising Secretary
		iii	1 2 3 4 5 (1) Organising Secretary (2) Convener, Organising Committee (3) Chief Guest (4) President, IOS. (5) Chairman, Scientific Committee

	iv	1 2 3 4 5 6 (1) Organising Secretary (2) Chairman, Organising Committee (3) Chief Guest (4) President, IOS (5) Guest of Honour (6) Honorary Secretary / Vice President, IOS
	v	1 2 3 4 5 6 7 (1) Organising Secretary (2) Chairman, Organising Committee (3) Chief Guest (4) President, IOS (5) Vice President, IOS (6) Convener, Scientific Committee (7) Honorary Secretary, IOS
	vi	1 2 3 4 5 6 7 8 (1) Organising Secretary (2) Vice-President, IOS (3) Chairman, Organising Committee (4) Chief Guest (5) President, IOS (6) Convener, Scientific Committee (7) President Elect, IOS (8) Honorary Secretary, IOS
	vii	1 2 3 4 5 6 7 8 9 (1) Organising Secretary (2) Convener, Scientific Committee (3) Chairman, Organising Committee (4) Chief Guest (5) President, IOS (6) Guest of Honour (7) President Elect, IOS (8) Vice-President, IOS (9) Honorary Secretary, IOS




	viii	1 2 3 4 5 6 7 8 9 10 (1) Organising Secretary (2) Convener, Scientific Committee (3) Guest of Honour (4) Chairman, Organising Committee (5) Chief Guest (6) President, IOS (7) Guest of Honour (8) President Elect, IOS (9) Vice President, IOS (10) Honorary Secretary, IOS
	b	The President of the Indian Orthodontic Society, or in his absence the Vice-President, Immediate Past President, President Elect and Honorary Secretary shall be entitled to preside over all Indian Orthodontic Society functions in that order of chronology.
	c	When President, Vice-President, President-Elect & Hon Secretary are present, all of them shall be invited to the dais.
38		AWARDS & GRANTS
	a	The Indian Orthodontic Society shall confer the following awards in the academic field to good standing members of Indian Orthodontic Society for which the IOS Head Office shall invite applications every year well in advance of the Annual Conference. These yearly awards are: <ul style="list-style-type: none"> • Dr. J. G. Kannappan Award for the Best MDS Dissertation submitted 2 years previously. • Dr. P.P. Jacob Award for the Best Scientific Paper Published in JIOS in the previous year. • Dr. George Jacob Award for Innovations in Clinical Orthodontics Published in JIOS the Previous Year. • Indian Orthodontic Society-Colgate Palmolive Research Awards for the Life Members & Student members for the Research work done in the Previous Year. • Dr. H. D. Merchant Award for original work in the field of Preventive Orthodontic Research. • Dr. Mrs. Savita Ramesh Vaid Memorial Award for the Best Overall Performance of a Study Group.
	b	Awards conferred at IOC. <ul style="list-style-type: none"> • Dr. Ashima Valiathan's Award for the Best Clinical Paper at the IOC. • Dr. Shivaratna Savadi Award for the Best Research Paper at the IOC.
	c	Awards conferred at PG Conventions. <ul style="list-style-type: none"> • Dr D V Nanda Kumar Memorial Award • Dr Subbaraya Mogra Best Table clinic Award

	d	<p>For the aforementioned awards, following guidelines will be applicable:</p> <ul style="list-style-type: none"> (i) The Executive Committee shall appoint an Expert Award Committee / Jury preferably in the 1st EC Meeting for the scrutiny of the material for the award(s). The decision of the Jury shall be final. (ii) Every winner should be informed by the Hon. Secretary about the jury's decision and the same should be conveyed to the winner at least 45 days before the event as well as displayed on the Society web site. (iii) The award consisting of a cash prize / certificate or both shall be given to the winner at the following Annual IOC. (iv) To sponsor an award, guidelines for the same shall be approved by the EC and then the General Body in an AGM. The prescribed amount of Rs. 100,000/- shall be remitted to the IOS Head Office along with the application. (v) 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
	i	Dr. J. G. Kannappan Award for the Best MDS Dissertation in Orthodontics
		<ul style="list-style-type: none"> • The submitted dissertation shall be a bonafide work done by the candidate two years prior to the year of applying for this award. • 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. • The candidate shall also submit photocopies of the key articles (two to three articles) that may have formed the basis of the study or may have had a significant bearing on the design of the concerned 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.
	ii	Dr. P. P. Jacob Award for the Best Scientific Paper Published in the Journal of Indian Orthodontic Society




		<ul style="list-style-type: none"> • All the scientific articles published by a life member in the Journal of Indian Orthodontic Society of the previous year shall automatically become eligible for consideration for this award. • Review articles or clinical articles published in the Journal of Indian Orthodontic Society shall not be eligible for consideration for this award. • Weightage shall be given for original research work when being considered for this award. • The candidate shall be a life member of the Indian Orthodontic Society of good standing at the time of consideration for this award. • 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.
	iii	Dr. George Jacob Award for Innovations in Clinical Orthodontics
		<ul style="list-style-type: none"> • All the scientific articles published by a life member in the Journal of Indian Orthodontic Society of the previous year shall automatically become eligible for consideration for this award. • 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.
	iv	Indian Orthodontic Society - Colgate Palmolive Research Award




		<ul style="list-style-type: none"> • All the research work done by a life member in the previous year shall automatically become eligible for consideration for this award. • Three awards in this category may be given in each year. • The candidate shall 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 examinations 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. • All research work submitted for this award shall be duly certified by a competent authority as a genuine work done by the candidate.
	v	Indian Orthodontic Society - Colgate Palmolive Student Research Award
		<ul style="list-style-type: none"> • Two awards in this category may be given in each year to a PG Student (SLM) for research work done in the previous year. • 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.




	vi	Dr. H. D. Merchant Award for original work in the field of Preventive Orthodontic Research
		<ul style="list-style-type: none"> • 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. • An ethical committee clearance shall be furnished by the candidate where animal experimentation/clinical trials were involved in the study submitted for this award.
		<ul style="list-style-type: none"> • The candidate shall be a life / Student 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 work, 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. • All research work submitted for this award shall be duly certified by a competent authority as a genuine work done by the candidate.
	vii	Dr. Mrs. Savita Ramesh Vaid Memorial Award for the Best Overall Performance of a Study Group
		<ul style="list-style-type: none"> • Applications shall be invited from the Study Groups which are recognised by Indian Orthodontic Society Head Office. • Overall performance by the Study Group including the scientific programs, public awareness programs, etc., shall be the criteria for the award which will be decided by the Head office and passed by the EC.
	viii	Dr. Ashima Valiathan Award
		Shall be awarded to the Best Clinical paper presentation at the IOC.
	ix	Dr. Shivrtna Savadi Award
		Shall be awarded to the Best Research paper presentation at the IOC.
	x	Dr. D.V. Nanda Kumar Memorial Award
		Shall be awarded to the Winning team of the Quiz Competition at the previous year's IOS PG Student's Convention.
	xi	Dr. Subraya Mogra Best Table Clinic Award
		Shall be awarded to the presenters of the best table clinic during the Previous years's IOS PG Student's Convention.
	e	Special Awards:
		IOS EC may confer the following awards to members in recognition of their contributions. No nominations shall be called for these awards. The IOS EC shall select a suitable candidate for these awards in either the 3 rd or the 4 th EC meeting. The awardees shall be invited to the Conference Inauguration function by the Honorary Secretary; registration fee for the IOC shall be waived off for the awardees.
	i	IOS Lifetime Achievement Award
		A Life Member in good standing with distinguished service to IOS will be selected by the EC for this award.
	ii	Dr. A.V. Arun's Outstanding Professor Award
		A Life Member of IOS in good standing with distinguished service to Orthodontic education will be selected by the EC for this award.

iii Dr. Keki Mistry Scroll of Honour

The Scroll of Honour may be awarded to a single candidate in every IOS Year only if, in opinion of the EC, a member in good standing is found worthy through fulfilling the criteria detailed below.

- (1) The Candidate has been a Clinician of repute for a period of 20 years, or more, and fulfils any two of the three criteria listed below:
 - (i) The candidate has been a Chairperson of Indian Board of Orthodontics or, has been a Principal of a DCI recognised Dental College for a period of 10 years.
 - (ii) The candidate has won an Award for Clinical excellence by IOS or at an International level or, has additional orthodontic qualifications earned through examination from a recognised global body.
 - (iii) The candidate has made 20 presentations or more at IOS events, or, has been an invited speaker on the Main Scientific Program of an overseas orthodontic conference/CDE event on five occasions.
- (2) The Candidate has played a stellar role in Orthodontic Teaching for a period of 20 years, or more, and fulfils any two of the three criteria listed below:
 - (i) The candidate has been a Professor/HOD of Orthodontics at a DCI recognised teaching institution for 20 years with at least half of that as a PG teacher.
 - (ii) The candidate has been a Faculty for 10 CDE Courses/PG Conventions at IOS level.
 - (iii) The candidate has guest lectured at 5 or more Universities abroad.
- (3) The Candidate has played a part in increasing awareness about Orthodontics among other branches of Dentistry and/or among general public and fulfils any two of the three criteria listed below:
 - (i) The candidate has lectured to general dental audiences within the country and/or overseas on 5 occasions.
 - (ii) The candidate has helped in conducting at least 5 school camps for spreading public awareness.
 - (iii) The candidate has done awareness program on radio / television or has written articles in magazines/newspapers.
- (4) The Candidate has brought credit to IOS through any other activity and fulfils any two of the three criteria listed below:
 - (i) The candidate has been an IOS President or Honorary Secretary or Editor of JIOS.
 - (ii) The candidate has been Organizing Chairman / Organizing Secretary of an IOC/PGSC.
 - (iii) The candidate has been an Office Bearer of an Overseas Orthodontic Association



			of which IOS is a part of <u>or</u> , has been awarded by an Overseas Orthodontic Association.
	f		GRANTS
39			STUDY GROUPS (SG)
	a		In furtherance of the Aims and Objectives of the Society, Indian Orthodontic Society LifeMembers of one town / district / state may join together and form Study Groups, with the approval of the Executive Committee. The Executive Committee reserves the right to derecognize a Study Group, if it is not functioning or functioning against the interests of Indian Orthodontic Society.
	b		There shall be a minimum number of ten Indian Orthodontic Society Life Members in good standing to form a Study Group.
		i	A member cannot join more than one Study Group other than Parent State SG, but may attend activities of another Study Group. If wishing to join another SG, he/she must apply to the HO citing the reasons of doing so and the application must be approved by the EC. After the EC has approved the change, the said member shall be eligible to assume a post in the new SG only after 90 days.
		ii	Every member, at the time of joining a Study Group, will specify in writing his/her Primary Study Group where he/she will have voting rights and can be permitted to vie for positions of responsibility like convenership of the Study Group, membership of an Organising Committee of an IOC, etc. This will be called as Primary Membership of a member to a particular Study Group.
		iii	Membership to SC other than Parent State Study Group will be termed as secondary membership of a Study Group without the privileges / rights enjoyed by a member in his primary Study Group.
		iv	At any decision-making meetings/annual meetings of a Study Group, only primary members will participate actively. Secondary members/non-primary-members, if present, will be observers.
		v	An elected representative of the IOS Executive Committee can attend as an observer at any function/program of a Study Group that is officially recognized by the Head Office without any financial obligation to the SG. The HO shall intimate the SG Convenor of such an observer's presence well in advance.
	c		All Study Groups shall specify the names of the Study Groups as Orthodontic StudyGroup so named after the place / headquarters (as in Bombay Orthodontic Study Group).
	d		There shall be three Conveners as Office Bearers for each Study Group for the smooth functioning of the same.
		i	The term of the Conveners shall be maximum three years.
		ii	Only one of the three conveners, the First Convener, shall interact at all times with the Hon Secretary. The name of the First Convener will be intimated by every Study Group to the Head Office in writing; by a new Study Group at the time of applying; and by the existing Study Groups through an official communication.

	iii	<ul style="list-style-type: none"> • All Study Groups should have an Annual General meeting with 30 days clear notice of the Agenda. Audited accounts of the previous year should be pre-circulated, discussed and upon passing, intimated to the Head Office. • Such annual meetings should follow the pattern and protocol followed by the Head Office. Conveners are encouraged to attend GB meetings of the Head Office to help understand the same. • Elections, when conducted, must also be held at an annual GB of the SG with due notice of 30 days. • Study Groups are encouraged to ensure the presence of some senior member from their region who has the necessary experience and knowledge of the protocol of such meetings.
	e	Study Groups shall be independent and on their own with regard to finances, purchase of movable and immovable assets.
	f	The SG conveners shall open a bank account at the headquarters of their Study Group in the name of the Study Group, operated jointly by all the Conveners, after attaining the approval letter from Indian Orthodontic Society Head Office. The SG shall use their own PAN Card for all official purposes.
	g	The Conveners shall inform the Head Office about the scientific programmes, other activities and changes in the members and Office Bearers from time to time.
	h	All Study Groups shall function within the framework of this Constitution.
	i	Procedure to Form a Study Group
		<p>The following procedure shall be followed:</p> <ul style="list-style-type: none"> • 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. • They shall also select or elect, if necessary, the three Conveners for the Study Group. • The Executive Committee shall discuss and decide to approve or reject the request to form a SG. • All Study Groups shall need to get recognised by the Head Office and shall obtain a certificate for the same. • They shall furnish a copy of their PAN card prior to being granted the aforementioned certification by the IOS HO
40		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 HO.




	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.
41		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 is 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 unless otherwise specified/needed as per the bylaws of the said international body.
	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.
42		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 of members from the sub-committee, Core Committee and other Indian Orthodontic Society members.
43		DISSOLUTION OF THE SOCIETY
		The Society shall be dissolved only by two third majorities 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.
44		IRREVOCABILITY
		The Society is irrevocable.




45		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.
46		ENDORISING CONTINUING DENTAL EDUCATION PROGRAMMES
	a	Indian Orthodontic Society, on application by dental institutes or approved Orthodontic Study Groups, shall endorse Continuing Dental Education Programmes only after ascertaining all relevant details.
	b	Those institutes and Study Groups who are conducting the Continuing Dental Education Programmes shall seek IOS endorsement by applying to the Head Office at least 15 days before the conduction of the programme with complete details about 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's Constitution and Code of Ethics.
	d	The IOS EC may appoint a representative (Executive Committee Member) from the nearby area to attend the said programme to inspect and to report about the conduct of the same.
	e	The attendance certificates shall carry signatures of President and Hon. Secretary of the Society. The CDE credit points allotted by the State Dental Registration Council as per DCI norms shall be clearly mentioned on the certificates.
	f	The participation shall be restricted only to members of The Indian Orthodontic Society.
	g	The certificates shall be awarded only to the registrants physically attending the programme. The organisers shall be responsible to prevent any misuse of the issuing of certificates.
47		DISPUTES
		For resolving disputes of any kind, the procedure laid down in this article, that mentioned in Article 48 (if necessary) shall be followed.
	a	All disputes and differences between the members <i>inter se</i> : among the Head Office of the Society <i>inter se</i> , Head Office and Study Group and Head Office and HO and/or Study Group <i>inter se</i> or between the Study Group and HO and/or with outsiders and the Society (Society includes Head Office, Study Group/Groups) touching to the business of the Society, interpretation of the rules and regulations and/or of the Constitution and further any dispute arising out of any such contracts, dealings, transactions, shall be subject to rules, and regulations of the IOS or with reference to anything incidental thereto or in pursuit thereof or relating to their construction fulfilment or validity or relation to the rights, obligations and liabilities arising out of such contract, dealings and/or transaction of whatsoever nature with the Society and/or any disputes between members in terse touching in respect of Constitution, bye-laws, rules and regulations made therein, shall be subject to the arbitration and referred to the IOS Executive Committee and procedure as provided in the bye-laws, rules and regulations, of the IOS.

	b	<p>The dispute can be referred for arbitration only after exhausting the remedies provided herein. In settling of disputes, there is a two-fold Internal Mechanism within the Society for any matter under a dispute being judged and acted upon:</p> <ul style="list-style-type: none">• The Constitution Committee (CC) shall first deal with the dispute that is reported to it and shall try to amicably resolve the same.• If the dispute is as yet unresolved, the matter shall then be referred to the Executive Committee (EC).• If the dispute is as yet unresolved, the matter shall then be referred for arbitration as per the procedure laid down under Article 48. <p>For the purpose of jurisdiction, Head Office shall be in India at a place where the Honorary Secretary resides / works. Any disputes that arise have to be dealt with the Limitation Act, 1963. When a reference / dispute is referred to the IOS Office for arbitration, the applicant(s) should clearly state whether the dispute / reference is within time as provided in the Limitation Act, 1963.</p> <p>The process of the aforementioned steps attempting to solve the dispute, irrespective of the parties in dispute, is detailed below.</p>
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c	<p>The dispute, within 30 days of the cause of action, shall be referred by the complainant to the Executive Committee of the Society through the office of the Honorary Secretary by letter/email.</p> <ul style="list-style-type: none"> • The Honorary Secretary shall refer the disputed matter to the Constitution Committee (CC) within 15 days of the receipt of the grievance/dispute with complete documentation thereof. <ul style="list-style-type: none"> ▪ The CC shall be a 3 to 5 member committee proposed by the EC and selected by the GB at AGM. ▪ The CC shall consist of those IOS good standing members of IOS who have been Principal Office Bearers. ▪ The CC shall not have any member from the EC. ▪ The CC's term of office shall be one Society year. If the GB in an AGM does not make a change, the previous CC shall continue to hold sway until the GB in an AGM chooses to make a change. ▪ If the GB has not chosen a Chairperson, members of the CC shall elect/select amongst themselves a Chairperson. ▪ IOS President and IOS Hon. Secretary shall be the ex-officio members of the CC. ▪ The CC may choose to meet in person, especially if it decides to meet one/both the aggrieved parties. Should the CC need to meet, their expense shall be borne by the Society. The aggrieved parties shall make their own arrangements for the said meeting. ▪ The aggrieved party shall be given an opportunity to be present at his/her own expense at the aforementioned CC meeting and when invited by the CC, make a personal representation for a reasonable period of time as deemed fit by the Chairperson/President. After making a personal presentation, the aggrieved party shall be required to leave. ▪ The CC shall give its decision within 30 days of the receipt of the matter referred to it by the Honorary Secretary based on the representation/records. • The Honorary Secretary shall, within 7 days thereof, inform the complainant of the aforementioned decision of the CC. • Any member aggrieved by the decision of the CC, within 15 days of the receipt of the CC's decision, can make a demand to the Honorary Secretary for referral of the matter to the EC. • The Honorary Secretary, immediately on receipt of the aggrieved party's appeal against the decision of the CC, shall refer/forward the matter to the next physical meeting of the Executive Committee by informing the EC members and placing the matter on the Agenda for that meeting along with complete documentation thereof. <ul style="list-style-type: none"> ▪ The Hon Secretary shall, at the earliest, inform the aggrieved party the date for the EC meeting which is to discuss the grievance. ▪ The aggrieved party shall be given the opportunity to be present at this EC meeting at his/her own expense. <ul style="list-style-type: none"> ✓ The aggrieved party shall be permitted, when invited by the EC to make a personal representation for a reasonable period of time as deemed fit by the President.
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		<p>✓ After making a personal presentation, the aggrieved party shall be required to leave.</p> <ul style="list-style-type: none"> ▪ The EC shall then, based on the representation/records, decide on the appropriate action, which, shall be conveyed to the aggrieved party within a 14 day period by the Hon Secretary. • The aggrieved party, within 14 days of the EC's decision being conveyed, if still unhappy with the decision, will write to the Honorary Secretary for placing the matter for Arbitration
48		ARBITRATION
	a	<p>In settling of disputes, if the matter is as yet unresolved despite being successively addressed by the Internal Mechanism within the IOS: of the Constitution Committee (CC) and the Executive Committee (EC); the still unresolved dispute shall be dealt with by Arbitration in accordance with the provisions of the Arbitration and Reconciliation Act, 1996 and subsequent amendments thereof. There shall be two levels of arbitration possible: internal and external.</p> <ul style="list-style-type: none"> • Internal Arbitration: The IOS GB in an AGM shall appoint a panel of 3 to 5 Arbitrators who are senior IOS members of good standing. The details are specified in Article 48 (b), Rule 3 (c). • External Arbitration: If any dispute is yet unresolved after being addressed by the aforementioned 'internal arbitrators', it shall be referred to another panel appointed by the GB that has senior members from outside of IOS membership who may be non-orthodontists. These members shall have in-depth understanding and experience of administrative challenges in Societies/Associations of professionals. <p>None of the aggrieved parties in any dispute can seek intervention of any Judicial Authority unless the existing avenues to resolve a grievance are first exhausted.</p>
	b	Bye-laws, Rules, and Regulations of Arbitration and Conciliation:




All disputes between the members in terse; members and outsiders; Society and members and Society and outsiders concerning the business of the Society, and / or Articles of the Constitution, Bye-laws; rules and regulations and Constitution of the Society shall be subject to arbitration as provided by the Bye-laws, Rules, and Regulations of Arbitration and Conciliation of the IOS. The entire contract between the Society and outsiders shall be subject to arbitration as per the arbitration procedure provided in the Bye-Laws, Rules, and Regulations of Arbitration and Conciliation as mentioned below in Article 48(a).

Contents

- 1) Indian Orthodontic Society (hereinafter referred to as 'IOS') Constitution and Bylaws and Regulations of Arbitration and Conciliation.
- 2) Registered Office (Head Office): For the purpose of jurisdiction, Registered Office means Head office as prescribed in Article 3 of the Constitution of IOS.
- 3) Rules of Arbitration.

Definitions

Rule 1

- These Rules may be called the 'Rules of Indian Orthodontic Society'.
- These Rules shall apply in conjunction with Article 47 and 48 of the Constitution of IOS.

Rule 2

- (a) "Arbitral Tribunal" means an arbitrator or arbitrators appointed for determining a particular dispute(s) or difference(s) or reference(s).
- (b) "Arbitral Award" includes an interim award.
- (c) "IOS Jurisdiction" means as stated in Article 3 of the Constitution.
- (d) "Party" refers to party/parties to the Arbitration Agreement as stated in Article 47 & 48 of the Constitution.
- (e) "Place of Arbitration" means as stated in Article 3 of the Constitution and if during pendency of proceedings if IOS Head Office is shifted to any other state as per the Constitution then where the proceedings were pending will continue to have jurisdiction till final disposal of the proceedings.
- (f) "Rules" means the Rules of Arbitration of the IOS.
- (g) "Rules of Conciliation" means the Rules of Conciliation of the IOS framed under Article 47 & 48 of the Constitution.
- (h) Words and expressions used herein but not defined and defined in the Constitution of IOS shall have the meanings respectively assigned to them in the Constitution of IOS.
- (i) Head Office" shall have the meaning as stated in Article 3 of the Constitution.

Rule 3

- A) **The Constitution Committee (CC)**: shall be a committee that may be proposed by the EC but selected by the GB in an AGM. It shall consist of 3 to 5 members in good standing who are past Principal Office Bearers of IOS and will not have any member from the EC. The term of office for the

CC will be one Society year. The members of the CC shall elect/select amongst themselves a Chairperson if the same is not selected by the GB. IOS President and IOS Hon. Secy shall be the ex-officio members of this CC.

For any matter that pertains to the correct interpretation of the IOS Constitution, the said matter has first got to be addressed by the CC. The CC will give its opinion to the EC within 21 days on the matter being referred to it.

B) The Executive Committee (EC): The EC will then deliberate on the matter at its next meeting and arrive at a decision within 21 days after the said EC meeting. It may require the aggrieved parties to be present in person at their own expense at the EC meeting which discusses the decision of the CC.

C) The Arbitration Panel: If the matter is still unresolved after being dealt with by the EC, the aggrieved parties will call upon the Honorary Secretary to refer the matter to Arbitration by Arbitrator(s) and the costs will be borne by the parties to the Arbitration proceedings. The Arbitration procedure shall have choices in constituting the Panel for Arbitration, the latter being formed through selection by the GB in an AGM: Internal Arbitration Panel being formed from amongst the members of IOS who are in good standing while the External Arbitration Panel shall be formed by senior administrators from fields other than Orthodontics.

a) Sole Arbitrator: If both the aggrieved parties agree to a common choice, this option is viable one and the decision of the sole arbitrator will be binding for both parties.

b) Panel of Arbitrators: If both the aggrieved parties do not agree to the choice of a sole arbitrator, then, a Panel for Arbitration with three arbitrators shall be formed. Herein, each of the aggrieved party will nominate one Arbitrator. The two arbitrators thus nominated will appoint a third arbitrator who shall act as a Presiding Officer who shall have the right of a casting vote in case of a tie in any matter under consideration in the Arbitration process.

(i) Internal Arbitrators: These will be 3 to 5 senior past POBs of IOS of good standing appointed by the IOS GB in an AGM.

(ii) External Arbitrators: These will be 3 to 5 senior non-orthodontists who are well conversant with matters of administration in their respective professions who shall be appointed by the IOS GB in an AGM.

Rule 4

The decision of the Arbitrator on any question referred including interpretation of the Articles of the Constitution or these rules or procedural matter shall be binding on the parties.

Rule 5

Any aggrieved party who is aggrieved of the decision of the Executive Committee, wishing to commence the arbitration proceedings under these Rules shall give a notice of request of arbitration to the IOS Arbitration Committee. The Notice of request i.e. the Application for Arbitration shall be accompanied by:

(a) The name and full address of the parties to the dispute;

(b) The statement of claim and facts supporting the claim, points in issue, and relief sought with other

details of the claimant's case;

- (c) Original or duly certified copy of the decision by which aggrieved;
- (d) Such other documents and information relevant or relied upon;
- (e) Registration fee of Rs. 100000/- is payable to IOS from each party seeking arbitration.
- (f) The aggrieved party/claimant may select from the list of arbitrators maintained by the Arbitration Committee under Rule 5 above, to adjudicate the dispute;
- (g) The arbitration shall be deemed to have commenced on the day of the application/notice of arbitration, registration fee and statement of claim are received in the office of the Arbitration Committee which shall be the office of the Honorary Secretary as stated in Article 3 of the Constitution of the IOS;
- (h) The receipt of the application together with the statement of claim, the Arbitration Committee shall send to the other party (Respondent), a copy of the claim statement and attached documents and ask such other party or parties to furnish within 30 days from any extended date, a defence statement setting out his case accompanied by all documents and annexures in support of the defence. The copy of the defence statement and all appended documents, if any, shall be sent to the claimant.
- (i) The Respondent may make a counter-claim against the claimant provided the counter-claim arises under the same transaction as the original claim. The Respondent must submit the counter-claim with full details, supported by all documents and annexures within the period laid down for the defence statement to the claim and the claimant may within 30 days of the receipt of the counter-claim or within such extended time, may submit the statement in reply to the counter-claim.
- (j) The Arbitral Tribunal appointed to adjudicate the original claim shall also adjudicate upon the counter claim and there will be no change in the number of members of the Arbitral Tribunal constituted on the basis of the original claim. Copy of the reply of the Claimant to the counter-claim and all appended documents, if any, shall be sent to the Respondent;
- (k) On receipt of application/notice for Arbitration, the Arbitration Committee shall take necessary steps to have the arbitral tribunal constituted for the adjudication of the dispute or difference as provided in Rule 4 hereinabove;
- (l) The Sole Arbitrator to be selected by the aggrieved party within 7 days of initiation of arbitration from the members of IOS, or, from amongst the persons who are qualified and possess the knowledge and experience in their respective field of profession and basic knowledge and Arbitration law and procedure and are willing to serve as arbitrators generally, or, who from time to time are recommended by the members of the Constitution Committee;
- (m) The Member(s) of the Arbitration Committee will obtain the consent from the person(s) who nominate the said member(s). Likewise, the member(s) selected to the Arbitration Panel/Tribunal will also give consent for appointment as Arbitrator. The appointment of the Arbitrator will take effect from the date of such consent is obtained;
- (n) If any appointed Arbitrator resigns or dies or becomes incapable of acting or neglects or fails to act

expeditiously, prior to or during the Arbitration hearings, or if he fails to make the award within a period of sixty days and the parties do not agree to extend the time for making the award, in consultation with other members of the Arbitration Panel/Tribunal may terminate the authority of such an appointed arbitrator and inform accordingly. In case of the resignation or death or termination of Authority of an appointed Arbitrator, a new Arbitrator will be appointed in his place by the Arbitration Panel/Tribunal. The Arbitrator appointed as above will be informed about the reconstitution of the Arbitral Tribunal and the reconstituted Arbitral Tribunal shall make the award expeditiously within 60 days from the date when the reconstituted Arbitral Tribunal enters the reference;

- (o) The place or venue of Arbitration shall be as stated in Article 3 of the Constitution and if during pendency of proceedings if IOS Head Office is shifted to any other state as per the Constitution the venue will continue to be where the Head Office was earlier;
- (p) No award shall be made by the Arbitral Tribunal without pleadings being complete and leading of evidence by the parties as specified hereinabove for claim and counter-claim by the parties to the Arbitration proceedings;
- (q) The Arbitral Tribunal shall make an award within 3 weeks from the date of conclusion of the arbitral proceedings. If the Arbitral Tribunal requires more time to make an award time the time may be extended by the agreement between the parties to the dispute in writing. The arbitration proceeding/award shall be in English;
- (r) The Arbitral Tribunal may make an interim award and may, by an Award, determine and order what shall be done by either or any of the Parties, respecting the matters referred;
- (s) When an Interim/Final Award has been made, the Honorary Secretary of IOS, shall furnish a true copy of the award to the parties by registered post with acknowledgement due;
- (t) A party shall in all things abide by and obey the award which shall be binding on the parties. The award made by the Arbitrator shall be final and conclusive;
- (u) The Arbitral Tribunal shall at the request of the Parties to the proceedings or of any person claiming under a party or if so directed by the Court, cause the award or signed copy thereof together with the deposition or documents which may have been taken and proved before it to be filed before the court;
- (v) Stamp duties, if any, payable on the Award are to be paid by the parties in equal share in all cases.

Rule 6

If, in any way, the Rules (from 1 to 6), as mentioned above are seen to infringe on the basic rights of a Citizen of India and are at variance with basic protocol / rights as prevail in the Arbitration and Reconciliation Act, 1996, and subsequent amendment thereof, the latter will hold sway.

49	RESTRICTION
a	In any dispute between members in terse and/or member and outsiders in which Society is not concerned and/or not concerning the business of the Society, the parties thereto shall not be entitled to use and/or involve the name of the Society.

b	Any dispute in which the Society is not a party, shall fall out of the ambit of the Articles of Association, Bye-laws, rules and regulations and Constitution of the Society.
c	The IOS name and logo are the registered trademark and property of IOS. No one can use the same without the prior permission of the Executive Committee. The Executive Committee can take appropriate action on those found misusing the name and logo of the Society.
d	Any legal matter related to the IOS and outside the IOS should be brought to the notice of the Executive Committee immediately.

INDIAN ORTHODONTIC SOCIETY

Code of Ethics

Section No.	Existing Matter
	In order that the dignity and honour 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 guidelines which an Orthodontist is expected to follow in carrying out his professional activities vis-à-vis his patients or fellow practitioners.
1	Continuing Professional Development in Orthodontics
	The right of an Orthodontist to professional status rests in the knowledge, the skill and experience with which he serves his patients and society. Every Orthodontist has the obligation of keeping his knowledge and skill freshened by continuing his education throughout his professional life. An Orthodontist may share his professional experience/knowledge of the recent advances in the field of Orthodontics to only fellow Orthodontists by conducting CDE programs in a recognized teaching institution or through the activity of a Study Group that is officially recognized by The Indian Orthodontic Society. He / she is permitted to conduct lectures / demonstrations on the recent technologies to fellow orthodontists including typodont exercises. He may attend / deliver only lectures highlighting the abilities of the orthodontic treatment in a general forum i.e., meetings / conferences of general dental surgeons and sister speciality organizations thus promoting awareness and enlightening them on the scope of orthodontics. "Hands-on" or typodont exercises in the form of a Lecture / Course are not permitted and will attract punitive action from the Head Office if the EC so decides.
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 endeavour is undignified and might tend to lower public esteem for the profession. 2. 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.
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.
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.
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.
6	Consultation:
	An Orthodontist has the obligation of seeking consultation whenever the welfare of the patient will be safeguarded or advanced by having recourse 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.
7	Expert Testimony:
	<ul style="list-style-type: none"> • An Orthodontist may provide expert testimony when that testimony is essential to adjust and fair 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.
8	Fee Structuring:
	<p>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.</p> <ol style="list-style-type: none"> 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. Orthodontists in partnership may use any reasonable formula how partnership may ensue and how partnership profits may be divided among partners.
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.
10	Patents and Copy Rights:
	An Orthodontist has the obligation of making the fruits of his discoveries and labours available to all when they are useful in safeguarding 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.
11	Advertising:




	<p>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.</p> <p>Note:</p> <ol style="list-style-type: none"> 1. It is unethical for an Orthodontist to induce publication or articles in non professional media thatfor example, praises his research, connects with him technological advances in orthodontics orannounce his participation in a postgraduate course. It is also unethical for an Orthodontist to sellor distribute health education material containing his name and professional identification. It istherefore unethical for an orthodontist to induce any publication that tends to be professionallyself laudatory, or that tends to differentiate him professionally from other Orthodontists. 2. 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.
	<ol style="list-style-type: none"> 3. 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. 4. 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. 5. 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. 6. It is unethical for an Orthodontist to allow the use of offers or his person as part a commercial advertisement.
12	ProfessionalCards, Letterheads & Announcements:
	<p>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.</p> <p>Note:</p> <ol style="list-style-type: none"> 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 Orthodontists, dentists, medical practitioners, friends and relatives.
13	Office, Door, Lettering Signs:
	<p>An Orthodontist may properly utilize office store door lettering and signs provided that their style andthe text are consistent with the dignity of the profession and custom of other orthodontists of thecommunity. However, it is unethical to use flashing floodlights to draw attention to their name plate on the outside of the private practice premises.</p>
14	Use of Professional Titles and Degrees:




	<p>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.</p> <p>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.</p> <p>Encouragement or connivance of an Orthodontist, to a non-orthodontist to do Orthodontic treatment and abatement of Orthodontic quackery is also unethical.</p> <p>Note:</p> <p>1. An Orthodontist may ethically combine his practice of Orthodontics with the practice of other branches of the healing arts.</p> <p>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.</p>
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.
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.
17	Name of Practice
	An Orthodontist shall preferably practice only under his own name or an Orthodontist employing him, who practices in the same office. In case of a partnership, a name composed only of or more of the Orthodontists practicing in the partnership in the same office, a corporate name, or a suitable other name may be preferably used.
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- Orthopantomograph, Lateral Cephalogram, Study Models and Photographs-Extra oral and Intra oral) in case of patients getting transferred to another geographic city and or place.

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:.....

Address:.....

..... Gender: M/F

Email:.....

IOS Membership Number:..... MoB Number: PAN Number:.....

DCI Registration Number/State:..... Primary Study Group Membership:
Date:.....





AMENDMENTS at 52nd AGM - Jaipur

22			ELECTION OF OFFICE BEARERS
	a		Eligibility
		vii	No member shall be eligible to hold the post as ECMs for more than 4 times, which will not be applicable if contesting for posts like President, Vice President, Secretary, Joint Secretary, Treasurer, Editors of IOS Journals & IOS Times.
		viii	No member shall be eligible to contest for ECMs post again, if they have held any higher posts like President, Vice President, Secretary, Joint Secretary, Treasurer, Editors of IOS Journals & IOS Times.
24			DUTIES AND POWERS OF THE OFFICE BEARERS
	c		The Honorary Secretary
		xxxi	<ul style="list-style-type: none"> • Formation for the Speakers Selection Committee (SSC) for all events of the IOS HO for the following IOS Year (IOC, PGSC). This shall be a six member committee that will hold sway over decisions taken. This SSC shall be constituted in the AGM in the IOS Year prior to staging of the IOC/PGSC/MYC. It shall comprise of the following members: <ul style="list-style-type: none"> ➤ From CoC: Organizing Chairperson, Organizing Secretary and Scientific Convener. ➤ From EC: President and Honorary Secretary. ➤ From General IOS Membership: One member approved by GB. <p>The SSC shall ensure to find the right balance between wishes of the CoC and others in maintaining the quality of content of the scientific part of the event. It will strive to let the CoC select 50% speakers of their choice.</p>
34			THE ANNUAL CONFERENCE
	h		Conference Speakers
		ii	<p>Choice of Invited Speakers for a Conference shall be decided by a six member Speaker Selection Committee (SSC) that will hold sway over decisions taken. This SSC shall be constituted in the AGM in the IOS Year prior to staging of the IOC/PGSC. It shall comprise of the following members:</p> <ul style="list-style-type: none"> • From CoC: Organizing Chairperson, Organizing Secretary and Convener, Scientific. • From EC: President and Honorary Secretary. • From General Membership: One member approved by GB. <p>The SSC shall ensure to find the right balance between wishes of the CoC and others in maintaining the quality of content of the scientific part of the event. It will also strive to let the CoC select 50% speakers of their choice.</p>
		iii	Number of foreign speakers should not exceed 5 for a national event & 8 for an International event associated with IOC. (50 th IOC GB)
38			AWARDS & GRANTS
	e		Special Awards:
			IOS EC may confer the following awards (IOS Lifetime Achievement Award, Dr. A.V. Arun's Outstanding Professor Award, Dr. Keki Mistry Scroll of Honour) to members in recognition of their contributions. No nominations shall be called for these awards. The IOS EC shall select a suitable candidate for these awards in either the 3rd or the 4th EC meeting. The awardees shall be invited to the Conference Inauguration function by the Honorary Secretary; registration fee for the IOC shall be waived off for the awardees. Any disciplinary action taken by the society on any member will automatically disqualify the member from any awards for the next 5 years.