

# INDEX

## GUIDELINES & PROTOCOL FOR STREAMLINING OF FUNCTIONS OF CONSTITUTION OF ROSA

### 1. ROSACON

- A. Procedure for bids:
- B. Procedure for selection of venue - Basic requirements
- C. Date, Duration
- D. Local Organising Committee
- E. Finances of Conference
  - (i) ROSACON Account
  - (ii) PAN Card for ROSACON
  - (iii) Income and Expenditure Account
  - (iv) Contribution to ROSA
  - (v) Receipts
  - (vi) Tariffs
- F. Scientific programme of conference (including selection criteria for each category) constitution of Programme Committee.
  - (i) Orations
  - (ii) Free papers / Posters / Video presentations/ Jaskaran Porwal GOLD MEDAL COMPETITION
  - (iii) Chairpersons
  - (iv) State Orthopaedic PG Quiz
- G. Facilities for scientific deliberations
  - (i) Pre-conference workshop
  - (ii) Main Conference
- H. Hospitality for Dignitaries
  - (i) Office bearers of IOA / ROSA
  - (ii) Guest Speakers
  - (iii) Others
- I. General hospitality
  - (i) Reception at Airport/Railway Platform
  - (ii) Transport
  - (iii) Catering including banquet
  - (iv) Accommodation
  - (v) Social events/sightseeing
- J. Registration
  - (i) Announcement for the conference
  - (ii) Important date/ deadlines
  - (iii) Methodology of registration
  - (iv) Registration fees structure
  - (v) Delegate Kit
  - (vi) Certificates
  - (vii) Accreditation

- (viii) Souvenir
- K. Inaugural Function
  - (i) Venue & general arrangements
  - (ii) Time
  - (iii) Dignitaries on the dais
  - (iv) Seating arrangements
  - (v) Master of ceremonies/ Conduct of proceedings
  - (vi) Sequence of events
  - (vii) ROSA awards
  - (viii) Modifications permissible after discussion with local organizing committee
- L. Valedictory Function
  - (i) Venue & general arrangements
  - (ii) Time
  - (iii) Dignitaries on the dais
  - (iv) Seating arrangements
  - (v) Conduct of proceedings
  - (vi) Sequence of proceedings. Results of competitions/ Exchange of President Jewel.
  - (vii) Modifications based on local circumstances, if any.
- M. Trade Exhibition
- N. ROSA Office & Stall
- O. Official programme
  - (i) Executive Committee meetings
  - (ii) General Body meetings
  - (iii) Counting of Ballot papers
  - (iv) Meetings of Editorial Board
  - (v) Other Committee meetings
- P. Miscellaneous matter

2. PROTOCOL FOR Mid-Term ROSACON:

- A. Procedure for bids
- B. Procedure for selection of Venue/Organizing Secretary/Subject.
- C. Budget Proposal/ Financial control/savings
- D. Scientific programme/ Faculty
- E. Associated Workshop/ Other activities.

3. Protocol for Scientific activities of ROSA in collaboration with other organizations.

4. Protocol for starting any new activity of ROSA like Workshop/ Instructional Course/ Fellowship/ Publications/Awards, etc.

5. Protocol for ROSA Office

- A) Protocol for appointment of office staff
  - (i) Procedure for selection
  - (ii) Appointing Officers
  - (iii) Fixation of duties of various categories of staff

- (iv) Monitoring of functioning
- (v) Procedures for disciplinary action/suspension/termination of services.

B) Protocol for functioning of the ROSA Office

- (i) Maintenance of records
- (ii) Correspondence
- (iii) Accounts
- (iv) Membership lists & updating of same
- (v) Maintenance of Memorabilia of ROSA

6. Protocol for maintenance of assets of the Association and continuity in transfer of records/assets to incoming office bearers following elections.
7. Protocol for Overseas co-ordination with organizations and personnel
  - A. Appointment of overseas co-ordinators
  - B. Nature of co-ordination
8. Protocol for publication of ROSA VOICE
  - A. Funds for journal
  - B. CRITERIA for Various Position of Editorial Board of ROSA Voice
  - C. Meeting of editorial board; Frequency and agenda
  - D. Best Paper Award
9. Awards of ROSA
  - A. Life time Achievement Award
  - B. Honorary Member
  - C. Dr P K Sethi Memorial Oration
  - D. Dr J C Sharma Memorial Oration
  - E. Dr H R Jhunjhunwala Oration
  - F. Jaskaran Porwal Award
10. Fellowships of ROSA :
  - A. Objectives
  - B. Guidelines and Criteria  
Inland/foreign travelling fellowship including eligibility criteria/last date for applications/screening committee/Tabulation of results/declaration of results/report from members after availing the fellowship/criteria for starting new Fellowships/Action to be taken on proposals by sponsoring firm for discontinuation of fellowship.
11. Application for Membership:
  - A. Subscription for Life members
  - B. Eligibility for various categories (enshrined in Constitution)
  - C. Method of application
  - D. Date from which membership is Effected
  - E. Procedure Criteria and time of awarding membership number
  - F. Action regarding updating of Membership/mailling list: including listing of deceased members/changed of address/members changing from one category of membership to another/repeated return of mail from untraced members.

G. Status of those who have applied for membership but waiting for ratification in Next AGM viz.a.vis.

- (i) Registration fees for conference
- (ii) Receiving ROSA circulars/journal
- (iii) Contesting for/applying for various awards/ Fellowships

H. Issue of Membership Certificates

12. Executive committee meetings:

- A. Drawing up an agenda. Criteria for including various Items
- B. Frequency
- C. Venue, date & time
- D. Arrangements to be made
- E. Conduct of the meeting
- F. Follow-up of the meetings
- G. Extra Ordinary General Body Meeting Annual GBM (Criteria for convening the meeting as enshrined in the constitution).

13. General Body Meeting:

- A. Drawing up an agenda :
- B. Venue, date & time:
- C. Arrangements to be made:
- D. Conduct of the Meeting:
- E. Follow-up after the meeting:
- F. Extra Ordinary General Body Meeting

14. Protocol for functioning of

- A. President
- B. Vice-President (President Elect)
- C. Secretary
- D. Treasurer
- E. Executive Committee members

15. Protocol for elections

- A. Election Officer
- B. Schedule for elections
- C. Standard proforma for ballot paper
- D. Circumstances for invalidation of votes
- E. Procedure for counting of votes including personnel for counting/ representatives of contestants, etc.

16. Protocol for acceptance of donations for starting Fellowships/Awards

- A. Naming of activity
- B. Sources from which donations can be accepted.
- C. Amount of donation vis-à-vis the activity

17. Protocol for accounts of the Association

- A. Sources of income and avenues for increasing the same

- B. Allotment of funds under various heads
  - C. Expenditure statement
  - D. Appointment of Auditors
  - E. Protocol for small CME or other scientific activities in association with ROSA
18. Protocol for appointing of new committees for various activities
- A. Selection of activity
  - B. Appointment of Chairperson
  - C. Term of committee
  - D. Specification of activity and presentation of regular reports of progress of the activity.
19. Protocol for State Relations
- A. Membership of ROSA: Help from state chapter
  - B. Criteria for establishing of DISTRICT chapters
  - C. Prompt Reporting of elections of office bears of district chapter to parent body.
  - D. Reporting of calendar of activities of District chapter to parent body
  - E. Participation of Office bearers of IOA in state chapter conference/ other activities.
20. Protocols for Ethics Committee
- A. Submissions
  - B. Procedure for processing the letters received
  - C. Procedure for deciding line of action/implementation
21. Protocol for a Legal cell of the Association
- A. Legal consultations
  - B. Procedure for law suits, if any
  - C. Appointments of officers for follow up of such cases
22. ROSA constitution and Blue book on web site
23. ROSA DIRECTORY
24. Bone and Joint day celebration
25. Protocols for Obituaries
26. Blue Book of ROSA and Future Guidelines:
27. Protocol for nomination of a member to represent the ROSA on any committee/to attend conferences in India or abroad
28. Miscellaneous protocols not covered under clauses 1-26.

## 1. PROTOCOL FOR ANNUAL CONFERENCES (ROSACON)

- A. Procedure for bids: The Hon. Secretary shall invite bids for the conference from District Chapters about 2 Years in advance. Bids have to be on a standard proforma (Annexure 1) & sent to Hon. Secretary at least 2 months before the 1st day of the Annual Conference which is scheduled 2 years prior to the conference for which bids are being made. Venue shall be selected by simple majority in a business meeting during the conference. Bids of affiliated chapters will be preferred. Bids for organization of the ROSACON will be submitted by the host District Chapter through the President and Hon. Secretary of District Chapter on a Standard Proforma. The bid document has to be signed by the President & Hon. Secretary of local City Club/Society where the conference is proposed to be hosted, and the proposed Organizing Secretary. Bids for ROSACON have to be given on standard bid document.

If there are no bids the following Committee of 7 members shall organize the Conference President, President-Elect, 2 Immediate past Presidents, Hon. Secretary and Hon. Treasurer.

- B. Procedure for selection of venue: Basic requirements:
- (i) Choice of City:
  - (ii) Accommodation available: There should be adequate accommodation available for around 200-300 persons.
  - (iii) Connection by Air, Rail, Road: The city should be well connected.
  - (iv) Tourist Spot: Although being a major tourist destination is not a must, but it certainly attracts a bigger participation and is of definite advantage.

## ADDITIONAL PROTOCOL FOR ORGANIZATION OF ROSACON

1. Report of ROSACONS: The report of ROSACON should be submitted by Organizing Secretary of the conference at the following intervals.
  - (i) In the E.C. meeting of previous ROSACON.
  - (ii) In the GBM of previous year.
  - (iii) In the summer E.C. meeting of the year of the Congress.
  - (iv) In the GBM of the year of that particular Conference.
  - (v) In the summer E.C meeting of the following year.
  - (vi) It is compulsory for Organizing Secretary and Treasurer of previous conference to be present in General Body Meeting or send their representatives positively to attend the subsequent Annual General Body Meeting and present the detailed accounts.
2. Choice of Venue:
  - (i) Central Auditorium: The main auditorium should have a capacity of minimum 200-250. If this can be increased to 500 it would be better. The acoustics of the hall should be good and it should preferably be air-conditioned.
  - (ii) Satellite halls:
  - (iii) 1-2 "Board rooms" with capacity for 40-50persons.
  - (iv) Storage space for conference office is minimum 600 sq.feet.

- (v) An area adjacent to the main hall (within 100 sq. yard of main auditorium) for the dining hall.
- (vi) Another area of similar size or 2-3 long rectangular halls of 1,000 sq. feet and adjacent to (within 100-150 metres) of the auditorium will be required for the trade exhibition.
- (vii) The venue shall be preferably located centrally in the city, or within 10kms.
- (viii) Adequate parking space should be available around the venue:
- (ix) The venue should also have some area for providing "lounge space" for spouses/children.
- (x) Adequate space should be provided for registration counters.
- (xi) The venue should be such that it can be cordoned off from general public and is safe from security point of view.
- (xii) No conferences in open. It has to be in proper convention centre/built up halls.
- (xiii) There should be a nominated Protocol Officer from local organizing committee for the International guests and faculty.

C. Dates and Duration of ROSACON:

The Dates of ROSACON shall be the in the month of January. This can be changed in extra-ordinary circumstances by two weeks before or after. The conference duration shall be 2-3 Days including CME and Workshops.

D. Local Organising Committee:

The team organising the conference should be experienced and a short biodata of the key persons should be submitted with the bid. The Organising Secretary, especially, should fulfill the following criteria - Should have attended at least 3 ROSACONS at the time of the bid.

E. FINANCES OF ROSACON

- (i) ROSACON Account: Separate accounts are to be opened for the ROSACON-BANK Account: To be operated by the Organizing Secretary & Hon.Treasurer of the local Organizing Committee [District Chapter] and another nominated member of the executive Committee of ROSA. This account will have deposits of (1) the registration fees for Workshops, CME and the Main Conference for all categories of participants (2) The donation received at the local level from philanthropic organizations/individuals, (3) funds from Trade Exhibition and Sponsorships for all events. This account will be used for day to day expenditures, payments of upto Rs. 1 lakh can be done by local organizing committee and for payments more than 1 lakh approval either from nominated member of the executive Committee of ROSA or from Secretary/Treasurer of ROSA shall be compulsory.
- (ii) PAN Card for ROSACON  
For all future ROSACON or any major conferences separate PAN card should be applied for by the organizing committee and used.
- (iii) Income Expenditure account of ROSACON  
Organizing Secretary & Hon.Treasurer of the local Organizing Committee

[District Chapter] shall maintain all income-expenditure accounts as per IT laws for that conference & submit an audited balance sheet & accounts within 3 months to ROSA office. Deduction of TDS/service tax should be done as per IT law.

(iv) Contribution to ROSA

ROSACON has to have positive savings, and fund contribution Either 10% of total collections from the Conference (including all types of sponsorships, registration for workshops, CME, main Conference, Trade Exhibition stalls, Advertisements for Souvenir, and other miscellaneous collections) OR 50% of savings whichever is MORE shall go to the ROSA funds. Rest savings shall go to the District Chapter.

(v) RECEIPTS:

- Registration fees for main conference: The registration fees for members of ROSACON can be increased by MAXIMUM 10% each year and rounded off to the nearest 100. The registration fees for non-members will be 50% more than the registration fees for members. Late fees will be 25% of registration fees after one month of last date of regular registration and 50% after two and half months from last date of regular registration. Spot registration will be double the normal registration fees. Registration fees for Post-graduate students will be 60% of normal registration fees. This fee structure will be maintained irrespective of the city hosting the conference and will not be a subject for discussion in GBM except for extra ordinary circumstances.
- Registration fees for workshops: The registration fees for workshops in ROSACON maybe charged separately. Registration for main conference will be compulsory.
- Registration fees for spouses and children over 8 years of age/Accompanying persons. 60- 75% of registration fees for the delegate (For spouses/ children of non-members it will be proportionately more).
- Registration fees for children below 8 years- Nil.
- Complimentary free registration:

The following have to be given Complimentary free registration:

- President of IOA & ROSA and his wife
- Vice-President of IOA & ROSA and his wife
- Hon. Secretary of IOA & ROSA and his wife
- Hon. Treasurer of IOA & ROSA and his wife
- All Honorary Fellows of IOA/ROSA (list to be obtained from Hon. Secretary / Hony Treasurer)
- All foreign guest speakers
- All Indian guest speakers who are not members of ROSA
- Spouses of foreign guest speakers if they are accompanying them
- Invited dignitaries
- The age for free registration for senior members of the IOA/ROSA is 65 years.



- Orators for Dr P K Sethi Memorial Oration/ Dr J C Sharma Memorial Oration / Dr H R Jhunjhunwala Oration
- All past presidents and past secretaries of ROSA

(vi) TARIFFS:

- Tariffs for stalls are at discretion of the local organizing committee.
- Concession for multiple stalls is also at discretion of local organizing committee.

(vii) SPONSORSHIPS:

These are negotiable for various activities and at the discretion of local organizing committee. However all sponsorships have to be with approval of budget committee.

(viii) TARIFFS FOR SOUVENIR:

Tariff at the discretion of the local organising committee.

(ix) MISCELLANEOUS RECEIPTS:

Like donations from local medical fraternity in the form of member of reception committee etc. at discretion of local organising committee.

F. SCIENTIFIC PROGRAMME OF CONFERENCE:

The scientific programme for the conference will be drawn up by a central committee consisting of the following:

- President
- Vice President
- Hon. Secretary
- Organizing Secretary, ROSACON
- President of Host Chapter
- Treasurer of the Organizing Committee, ROSACON
- Chairman, Scientific committee, ROSACON
- Any other co-opted member

- (i) ORATIONS: There are at present three orations of the ROSA and they should be given prime time during the conference. Ideally they should be slated between 10.00 am. To 12.00 noon on the first day of main conference. There shall be no concurrent session during the orations. The chairpersons for all orations shall be the President and Secretary of ROSA. All the orations to be curtailed to 30mts.( 20 minutes Oration, 5 Minutes Introduction of Orator, 5 minutes about the person in whose honour Oration has been named)

- Dr P K Sethi Memorial Oration: The Scientific Committee shall invite a person of eminence in any field, orthopaedics or else. The Secretary will inform the Orator at least 6 months in advance seeking the topic of his presentation which shall subsequently be informed to local Organising Secretary. The President of ROSA will introduce the orator and invite him for the presentation. The Secretary shall assist the President in the award of the Medallion for the oration. The orator shall wear the medallion during the oration.
- Dr J C Sharma Memorial Oration: The Scientific Committee shall invite a member of ROSA to deliver this oration. The Secretary will inform the Orator at least 6 months in advance seeking the topic of his presentation

which shall subsequently be informed to local Organising Secretary. The President of ROSA will introduce the orator and invite him for the presentation. The Secretary shall assist the President in the award of the Medallion for the oration. The orator shall wear the medallion during the oration.

- Dr H R Jhunjhunwala Oration: This will be presented by the immediate past President of the Association. The Secretary will inform the Orator at least 6 months in advance seeking the topic of his presentation which shall subsequently be informed to local Organising Secretary. The President of ROSA will introduce the orator and invite him for the presentation. The Secretary shall assist the President in the award of the Medallion for the oration. The orator shall wear the medallion during the oration.

(ii) **FREE PAPERS:** Free papers will be invited from members/non-members of ROSA for presentation during the conference. Each member can present only one free paper as the first author. Presentations will be under following heads:

- **Oral Presentation:** The Central Committee shall meet preferably in 4th week of October for selection of the papers for oral presentation. Approximately one-third of papers selected for presentation in the conference shall be for oral presentations. Rest of them shall be for poster presentation. Criteria for selection of papers shall be circulated in the final announcement brochure for the conference. The oral presentations shall be preferably grouped into scientific sessions according to regions/ special techniques, specific diseases etc. Each oral presentation shall be of 8 minutes with 2 minutes for discussion. Strict control shall be kept on time taken for presentations.

#### PROTOCOLS FOR SELECTION OF FREE PAPERS

All registrants submitting papers for podium presentation/ poster presentation/ video presentation shall give an undertaking:

- That they have submitted only one paper for each of the three categories.
- That the paper submitted is not a repetition of previous paper(s) presented by them in previous ROSACONS.
- That this work has not been presented by a co-author in any of the ROSACONS or that it has been submitted for consideration in the current ROSACON.
- They are not hiding their age for consideration for awards in which age is a criteria.
- That in case the above undertaking is found to be false they agree to a suspension from presenting papers in the next three ROSACONS.

**Jaskaran Porwal GOLD MEDAL COMPETITION:** A special session of 1 hour (5 presentations) shall be kept reserved for this prestigious competition. The competition is open to students pursuing Post Graduation in state of Rajasthan. Proof of being a Post graduate student from respective Head of Department is essential. The work should be

preferably done in India, and a major contribution should be of the presenter. The certificate to this effect should be given by the presenter. The central committee in its September meeting shall screen all such papers and select a maximum of 5 papers for the competition (less, if sufficient number are not found to be suitable). Selection shall be based on same format as for judgement during the competition by the Scientific Committee. The Secretary will finalise the list in consultation with the President and inform the 5 judges preferably a day before the competition. The Judges/President/Secretary are required to maintain strict secrecy of appointment. The judges are requested to hand over the judgements to the Secretary immediately after the competition. The judges, in consultation with each other, may decide not to award the gold medal if no presentation is found to be of a standard befitting the competition.

The result of the competition shall be announced during the Valedictory Function of the Conference. The medal shall be presented in the inaugural function of the subsequent conference.

- Poster Presentation: Approximately two-third of free papers selected for presentation will be invited to be presented as posters. The Central Committee reserves the right to recommend any paper for poster instead of oral presentation, and representations against this shall not be accepted. The Organising Secretary shall make adequate arrangements for proper display of the posters as well as for interaction of the author with delegates interested in discussing the poster. The standard size of posters shall be 175 cms vertical height and 85 cms across inclusive of the title, subject matter, photographs. Posters in non-conforming formats are likely to be taken down. The Organising Secretary shall make basic arrangements for putting up the posters.

The authors of posters shall be present in the hall during the visit of judges - the time/date of which shall be properly announced by local Organising Secretary. The format of judgement shall be similar to the Jas Karan Porwal Gold Medal Competition.

- Video Presentations: A separate hall shall be reserved for video presentations. To encourage participation in this, members shall be invited to make presentations even if they are presenting a free paper. Each member can make only one video presentation. This rule may be relaxed if the number of video presentations is less. The duration of each presentation shall be 12 minutes with 3 minutes for discussion.

- (iii) Chairpersons for Scientific Session: There shall be two chairpersons and one rapporteur for each scientific session. These shall be selected by the Central Committee from amongst members of the ROSA with interest/experience in the

field for which the session is devoted. A broad consideration for representation from all over the state shall be ensured for selecting the chairpersons/rapporteurs. The organising secretary shall give a list of members from host chapter for inclusion in the list of chairpersons. Guidelines for chairpersons shall be notified.

- (iv) State PG Orthopaedic Quiz: The State PG Orthopaedic Quiz will be held during Mid term ROSACON / Mid term ROSA Executive Committee meeting and is open for postgraduate students only. All participants will be shown visuals and asked questions. Direct questions may also be asked without visuals. The exact format may be changed each year by the Chairman to promote interest.

#### G. FACILITIES FOR SCIENTIFIC DELIBERATIONS:

- (i) The conduct of the scientific programme of the conference is the most important aspect of organising a conference. The local Organising Committee shall ensure that the facilities for proper audio-visuals, seating arrangements/drinking water/rest rooms, etc. are made available depending upon the projected number of participants for each event. Over crowding at various venues leading to dissent amongst delegates should be avoided.

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

Total number of participants: There should be a limit to the total number of participants per workshop. Although this may vary according to requirements, each workshop the maximum limit should be hundred per workshop. Participants should be given a choice of workshops and allotment should be on "first-cum-first-served" basis.

For Hands-on workshops there should not be more than 6-8 participants per table. For demonstrations by faculty members the number should ideally be less than fifteen on a table. Proper and adequate number of equipment should accordingly be arranged for demonstration/hands-on. Course literature/hand-outs go a long way in encouraging participants to revise their knowledge afterwards and these should routinely form a major item of the delegate kit. Certificates for participation should be given at the end of the workshop.

- (ii) Main Conference:

- Main auditorium with a capacity of 200-250 along with audio-visual facilities for projection in two satellite halls of capacity of 50 each.
- A podium with ROSA emblem displayed on it. Green, Yellow, Red and reading light. A stand mike + a collar mike, laser pointer, laptop and clicker are essential for the speaker.
- A chairman's table with 3 -4 chairs, a table mike, sheet with the programme for the session to be announced by the chairperson, short bio-data of guest speaker, if any, in that session; a torch may sometimes be a handy addition. Switches with light controls for the podium green/yellow/red light to indicate time to the speakers. An

electronic timer may be used.

- Mementoes, if any, to be given to guest speakers.
- Two senior members of Local Scientific Programme Committee along with few Volunteers. IMPORTANT: Arrangements for generators in case of load shedding is mandatory and should be so arranged as to minimize time loss.
- Atleast two stand mikes and two cordless mikes be placed in strategic position in the hall for questions from audience.
- No outsiders including wives and children, are to be allowed to the scientific sessions except the important functions and orations.
- No loud speakers and melas and games should be allowed within 100 metres of the Scientific hall.

#### H. HOSPITALITY FOR DIGNITARIES during the ROSACON

- (i) Accomodation will be provided to the following office bearers of IOA and ROSA. President and his wife, Hon. Secretary and his wife, Vice President and his wife, Immediate Past President and his wife, Hon. Treasurer and his wife.
- (ii) Transport: One car will be provided to the President and one car to the Hon. Secretary of IOA & ROSA each. The President, Vice President, Hon. Secretary and Treasurer shall be paid Travelling allowance for attending the meeting: (To and fro economic air fare / AC II sleeper/ Taxi). This will be from the ROSACON account.
- (iii) Guest Speakers:
  - Foreign: No foreign guest speaker shall be paid International airfare from the accounts of the conference. However, to & fro travel from port of entry to the venue of the conference, stay at hotels during transit, local accommodation and free registration shall be provided. Domestic air fare for the guest's wife, if accompanying, may not be paid, but accommodation and free registration shall be provided. Local sightseeing, if requested/arranged shall not be charged.
  - Indian Guest Speakers:
    - Non-members of ROSA: Economic Air fare / AC II sleeper to & fro travelling allowances shall be paid. Free registration and maximum two days free accommodation may be provided.
    - Members of ROSA: No Free registration. No free accommodation or travel allowance shall be provided. Mementoes/Certificates, on behalf of local organising committee may be given to all categories of guest speakers/faculty members.
- (iv) Others
  - Honorary Fellows of ROSA: Free registration shall be given to all honorary fellows of I.O.A. and ROSA. A list of honorary fellows shall be supplied by Hon. Secretary to the local Organising Secretary who shall invite honorary fellows to attend the conference. Residential stay

charges have to be paid.

- Senior Members: No registration fees shall be charged from members of I.O.A./ ROSA who are more than 65 years of age. To avoid confusion senior members shall send their registration forms duly filled in at least 2 months before the conference, but preferably before last date for registration without late fees. Residential stay charges have to be paid.
  - Awardees: Recipients of Lifetime achievement award and Honorary Fellowship of ROSA and Orators for Dr P K Sethi Memorial Oration, Dr J C Sharma Memorial Oration and Dr H R Jhunjuinwala oration may be given free registration by the local organising committee but no travelling allowance or local accommodation shall be provided.
- (v) Other Dignitaries: The local organising committee may give complimentary registration to other dignitaries. The total number of such complimentary registrations shall not exceed 10.

#### Protocols for IOA President/Secretary (during ROSACON)

- President of IOA should have a separate Car with IOA flag for the duration of ROSACON.
- A protocol officer (appointed by Organizing Committee) should always be with the President of IOA during ROSACON.
- The President of IOA and the first lady should be received at the airport/railway station by the host chapter President and Secretary/City Club President and Secretary.
- The President of IOA should be escorted to the dias for inaugural ceremony in a procession from the entrance of the main hall.
- The President of IOA should attend all the important sessions of ROSACON. The various business meetings are to be so organized to enable him to do so.
- Past presidents to have different colour badges so that they have access everywhere.

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I. General Hospitality:

- (i) Reception at Airport/Railway platform: Reception counters with visible banners shall be put up on Airport Arrival area/Railway Platform for delegates. The counters should have information regarding hotel/other accommodation of all guests. Basic facilities for transport to hotels/conference venue should be arranged by the organizers either free or on payment.
- (ii) Transport: Transport for all delegates from various officially designated hotels to the various venue for main conference, workshops, banquet should preferably be arranged by the local organizers. Proper information of bus routes, timings should be made available to delegates.
- (iii) Catering: Undue lavishness on this has to be avoided. However, warm simple lunches on all days of the conference should be arranged for the registered delegates, and families if registered. Breakfast need not be arranged by the local organizing committee. Arrangements for "round the clock" supply of tea/coffee either free or on payment may be made. Safe drinking water at easily accessible spots should be placed outside each hall for scientific deliberations. A complimentary conference dinner shall be arranged to follow the inaugural function. Conference banquet shall be arranged on the penultimate evening of the conference. This shall be on payment and by prior registration.
- (iv) Accommodation: The conference brochure shall carry information regarding availability of various categories of accommodation. The local organizers shall reserve adequate hotel rooms well in advance to avoid difficulty to the delegates. Allotment will be subject to requests received before deadline, on first come first served basis, and advance payment of one day tariff. Allotment, of course, shall be subject to availability of hotel rooms in that category. Proper liaison of accommodation committee with various hotels is essential to avoid inconvenience to delegates and over charging by hotels. Services of a travel agent may be utilised to organize accommodation.
- (v) Social Events/Sight Seeing: A short cultural programme not exceeding one hour may be arranged immediately following the inaugural function but is not mandatory. The programme should ideally reflect the cultural heritage of the host state. An orchestra maybe in attendance during the banquet. Sightseeing: Local Development sight-seeing/or one/two day tours outside the city may be arranged in consultation with local Tourism Corporation. Local sightseeing especially programmes for spouses/children may be arranged. Complimentary packages for other tours at subsidised cost may be arranged through the Tourism Department/Travel agent.

J. Registration

- (i) Announcements for the Conference.

- First letter sent by local Organising Secretary as a "thank you" note within 6 months of the venue being decided in the business meeting (optional).
- A stall shall be allotted in Trade Exhibition in the previous years conference for announcement, distribution of pamphlets and display of posters banners of the conference.
- First, Second and Final brochure containing the following information:
  - Number of the Conference in Roman letters.
  - City and Venue
  - Dates of the Conference
  - Host Chapter
  - Letter from President of ROSA
  - Letter from Hon. Secretary ROSA
  - Letter from local organizing secretary
  - List of Organising Committee of ROSACON
  - Proposed format of the conference/CME/Workshop/Live surgery
  - Details of registration fees
  - Information of accommodation available with tariffs.
  - Information (including photographs) of tourist attractions in and around the city, various tours being planned etc.
  - Information of air, rail and road connections.
  - Addresses/phone No./Fax No./e-mail addresses of key members of organizing committee.
  - Information of reception and transport arrangements.
  - Information regarding programmes for spouses/children/social events.
  - Registration form, form for abstract, accommodation, return reservation, sight seeing tours,
  - Important dates and deadlines.
  - Miscellaneous information.

- (ii) Important dates/deadlines. Assuming that the date for the annual conferences would be fixed for January each year the important deadlines will be
- Dispatch of first announcement brochure –30th June
  - Dispatch of second announcement brochure – 31st October
  - Dispatch of final announcement brochure – 15th December
  - Last date for receipt of Abstracts – 30th October
  - Last date for informing members regarding acceptance of papers for presentation. 30th November
  - Last date for registration without late fees - 31<sup>st</sup> October

- (iii) Methodology of Registration: The registration will be fully computerized. Whatever method is adopted, it should be reflected in a streamlined way on registration counters. The registration process should be so managed to enable fast processing and avoid unnecessary queues during peak registration hours at conference venue. Enough space should therefore be allotted for this purpose. The reply for registration, accommodation, sight seeing tours and receipts of abstract form should



be sent within a fortnight of their receipt by the conference Secretariat. Delegates should be requested to quote registration number for all correspondence. Spouses/children should be registered under same registration numbers to avoid confusion.

- (iv) Registration fee structure: This has already been covered under receipts of conference. 1.E.(e)
- (v) Delegate kit: It is left to the local organizers to decide on the quality/size of delegate bags. The purpose is only to provide a handy bag to contain the following essential items.
  - Copy of the final programme
  - Meal coupons
  - Invitation to the inaugural function
  - Details of registration
  - Writing pad
  - Jotting pen
  - Invitation to the banquet (if registered)
  - Delegate name badge
  - Information brochures of facilities like transporting arrangements, spotting map of the venue, other miscellaneous information.
  - Conference Souvenir Other complimentaries are optional.
- (vi) Certificates: Participation certificates for delegates should preferably be distributed from the afternoon on the penultimate day of the conference.

Certificate for a main conference: Signature of President ROSA, Hon. Secretary ROSA, Org. Secretary and Org. Chairman, ROSACON , Scientific Chairman, ROSACON

Certificates to faculty members/guest speakers/chairpersons should be handed over immediately after the scientific session. Certificates for oral presentations shall also be given by the chairpersons to all speakers at the end of the session. Certificates for poster presentations will be distributed in the hall for poster presentations.

- (vii) Accreditation: Preferably Organizing Secretary should get accreditation hours from Medical council in advance and inform it to all members in brochure. He should also inform Health secretary about conference, so that those ROSA members who are in Govt. service can get education leave.
- (viii) Souvenir: A Souvenir shall be brought out to commemorate the conference. The following information shall be included.
  - Messages from various dignitaries including the President/President-Elect/Hon. Secretary of I.O.A and ROSA..
  - Presidential address
  - Secretary's annual report
  - List of executive committee members of ROSA.
  - List of Organising Committee of the Conference.

- Final programme of the conference
- Articles from various sources on Orthopaedics and general topics of interest,
- List of donors
- List of exhibitors
- List of advertisers
- Advertisements
- Anecdotes/jokes/etc.(optional)
- List of past President and Secretary ROSA and History of ROSA optional.

#### K. Inaugural Function

The inaugural function of the Annual meeting of the ROSA is an official function and will be conducted under the supervision of President/ Hon. Secretary of ROSA.

##### (i) Venue and General Arrangements:

The venue should preferably be a hall with a capacity of at least 200-250 with projection facilities in adjacent satellite halls for another 100 delegates/guests. The backdrop of the stage should carry the Emblem of the Association. Another emblem should also be used in front of the podium. These are mandatory requirements. The conference logo can also be used on the backdrop. Decoration on the stage is left to the discretion of local organizers but proper stage lighting and good public address system should be arranged. Tables are to be kept on sides for placing various ROSA awards. The same should be aesthetic. Wasteful expenditure should be avoided. Logos of companies should not be put up on the stage but logo of company sponsoring the inauguration or cultural programme may be put up in the hall.

The inaugural dinner should be preferably sitting with a course dinner. Serving of Alcoholic beverages should be closed at 10.00pm and dinner should close at 11.00pm.

##### (ii) Time:

The inaugural function should usually commence at 6.00 pm and the total duration of the main inaugural programme should not exceed 60 minutes. A 60-90 minute cultural programme may follow the inaugural function but is not mandatory.

The Secretary's annual report and Presidential address will be given adequate time. The master of ceremony should be so selected so as to make the function crisp. Specific time limit to be given to each speaker including Chief Guest (5 minutes each).

- Only Prestigious awards to be awarded like Life time Achievement, Honorary Members ( Not more than 10 in the function)
- Different best paper awards, fellowship certificates and book releases to be done in the General Body Meeting.
- V.I.P and Past Presidents with their wives and Presidents of Different States to be seated preferably by names and visiting presidents from

other countries in front rows (first 3 rows).

- No floral welcome of our own office bearers, only that of chief guest, certainly not wives
- The President (elect) should be given 5 minutes to announce his views and vision.
- Floral banquets only to Chief Guest and Guest of Honour.

(iii) Dignitaries on the dais:

The total number of chairs will be 7 or 9 with the following dignitaries being present:

- President of ROSA
- Chief Guest
- Guest of Honour
- Vice President (President Elect) of ROSA
- Chairman Organising Committee
- Hon. Secretary of ROSA
- Organising Secretary
- IOA President or His representative.

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

- Additional guest of honour.
- Head of the Teaching Institution if the conference is being held in a Medical College,

(iv) Seating arrangements in the hall:

- Centre Front row to be reserved for Past Presidents/ Secretaries of ROSA and V.I.P. guests including Chief Guest/President of IOA and spouse,
- Award winners for that year to be seated immediately behind them.
- Front rows on the side of the podium to be earmarked for Foreign/ National Faculty
- If the venue of conference is a Medical College few rows behind (c) to be kept reserved for heads of various departments in the Medical College. If not, they can be reserved for senior members of ROSA.
- Front rows opposite the podium to be reserved for media persons/organizing committee.

(v) Master of Ceremonies/Conduct of Proceedings:

The master of ceremonies for this solemn function should be a senior person (male or female) who has experience of conducting such functions. He or she must realise the importance of time and that it is an official function. Unnecessary anecdotes, fanfare should be avoided and the conduct of proceedings should be businesslike.

(vi) Speeches/activities and their sequence: The following will be the sequence.

- Delegates/Guests are requested to take their seats by 5.45 pm (To be mentioned on the invitation card for the function.

- The President and Hon. Secretary of ROSA along with Chairman Organising Committee and Organising Secretary will receive the Chief Guest at the entrance and escort him/ her to the hall.
- The master of ceremonies will request dignitaries to take their seats on the dais (to be escorted by members of organising committee) in following order:
  - President of ROSA
  - Chief Guest
  - Guests of Honour
  - Vice President (President-elect) of ROSA.
  - Hon. Secretary of ROSA.
  - Chairman Organising Committee
  - Organising Secretary
  - IOA President / Representative
  - - 3 minutes
- Welcome to dignitaries by floral bouquets. 2minutes.
- Welcome Speech: Chairman Organising Committee or Organising Secretary - 5minutes.
- Inauguration of Conference: Lighting of Lamp - 5minutes
- Hon. Secretary's Annual report - 15minutes.
- Presentation of ROSA awards by President of ROSA (Award presentation to be managed by Hon. Secretary ROSA - 5minutes.
- Presidential address -10minutes.
- The speech is to be printed and distributed to the guests/delegates at the commencement of the function).
- Release of Souvenir by Guest of honour + speech – 5minutes
- President Elect's plan for future- 5minutes
- Speech by the Chief Guest - 5-10minutes
- Votes of thanks by Organising Secretary - 3minutes.
- National Anthem. (Preferably a team of singers to lead) - 5 minutes
- The main function may be followed by short cultural programme to be followed by Conference Dinner.

(vii) ROSA Awards:

The following awards will be presented during the inaugural function and in the same order.

- Life time Achievement Award
- Honorary Membership

(viii) Modifications permissible:

- Timing may be changed depending upon local factors.
- One or two guests of honour may be added.
- Mementoes to dignitaries may be given before the vote of thanks but the same is not mandatory.
- Any other modification in consultation with President/Hon. Secretary of ROSA

L. Valedictory Function:

The valedictory function is also an official function of ROSA and will be conducted by the President of ROSA/Hon. Secretary of ROSA. The duration of the function should be kept as short as possible. Preferably - 30-45minutes.

- (i) Venue and general arrangements: The venue will preferably be the main hall of the conference. The dais will have seats for the following:-
  - President
  - Vice-President (President –Elect)
  - Hon.Secretary
  - Organising Chairman
  - OrganisingSecretary
- (ii) Proper Public address system is essential. A podium will also be required.
- (iii) Time: It will be on the last day of the conference.
- (iv) No special seating arrangements are required.
- (v) Conduct and sequence of proceedings:

A representative from the organising committee will invite the dignitaries to the dais. The President shall conduct the proceedings in the following order:

  - Declaration of results of all competition papers
  - President gives his comments regarding the conference and its Organization.
  - President invites delegates to speak on their experience during the conference.
  - Reply to the feelings of delegates by the Organising Secretary.
  - The President gives a short summary of his term after which he exchanges his jewel, of office and invites the President-elect (now to exchange seats).
  - Speech of the newly installed President regarding his plans for the ROSA activities during his term of office.
  - The immediate Past-President announces the end of the conference with an invitation for the next annual conference.
- (vi) Modifications: Some changes may be made in this format to suit local circumstances.

#### M. Trade Exhibition:

A trade exhibition will be organised during the conference, which will usually consist of unit stalls of 3 mts x 3 mts. A brochure with details of sponsorship may be brought out by the organizers giving details of the various stalls on offer, their configuration and the tariffs. Special categories of stalls may be charged extra and concession given for multiple stalls. Complimentary stalls to sponsors of other major activities of the conference may be given. Proper lighting arrangements, ventilation, adequate walking space, fans, etc should be ensured. One or two power points, tables and chairs will have to be provided in each stall.

Provision of meal coupons (2 complimentary per stall and extra on payment should be the usual norm). All Companies/firms hiring stalls should give an undertaking that there will be no liability to local organizers or ROSA in case of loss of property/injury/loss of life due to any accident in the trade exhibition. Safety against theft/accidents, etc. should however be Insured by local organizers. A short term insurance policy covering the period of 10 days prior to 10 days after the Conference for any such eventuality will have to be made by local organizers to ensure against litigation.

The venue of the trade exhibition should ideally be adjacent to either the scientific halls

or the dining pandal to enable delegates to visit the same. Serving of beverages, etc inside the trade exhibition should be strictly banned. Similarly unethical, improper activities should also be banned. Sale of products should not be permitted as the same is governed by sales tax laws.

The trade exhibition should also offer complimentary stall for the organizers of next years conference for providing information about progress of preparations.

"Locker room": It is desirable to have a facility for the companies to keep their valuable equipment safely for the night.

**N. ROSA OFFICE:**

A space of around 300-350 sq. ft. should be provided at a convenient and prominent area within the conference premises for establishing the ROSA office where members can carry out their business with ROSA officials / office staff. The following facilities are to be provided by organizers in this office.

- (i) Table and Chairs for 10 people.
- (ii) Two full size steel Almirah to keep important documents/certificates, articles, etc.
- (iii) Computer with printer along with computer operator.
- (iv) 3-4 Volunteers.
- (v) Separate lounges for the president and Hon. Secretary, ROSA to meet guests and visitors.
- (vi) Basic office stationery.
- (vii) Drinking water.
- (viii) Notice Boards: Notice boards at other prominent places, like entrance to various halls will be required for display of ROSA notices.

**O. OTHER OFFICIAL PROGRAMMES DURING ROSACON**

- (i) Executive Committee Meeting:

The executive committee meeting shall be held one day before or on the 1<sup>st</sup> day of the Annual conference. A notice for the meeting along with agenda will be circulated by the Hon. Secretary to all members well in advance. Arrangements for executive meeting during ROSACON:

A hall big enough to accommodate 20-30 people preferably in a "round-table fashion" with tables/ chairs arranged accordingly. A public address system with 2-3 extra mikes. 2-3 volunteers, drinking water shall be arranged. If circumstances require, lunch/tea/etc may be served at the site of the meeting. Facilities for audio/video recording would be provided by the local organizers. The newly elected Executive will hold its 1<sup>st</sup> meeting immediately after the Valedictory function.

- (ii) General Body Meeting: Arrangements: The meeting will be conducted on the 2nd day of main conference from 5 pm onwards. Venue will be the main hall. A dais to seat President, Vice-Presidents (President-elect), Hon. Secretary and Treasurer will be required. A public address system with table mike on Dais, 2 stand mikes in the aisle and 2 cordless mikes in the hall will be required. Arrangement for drinking water outside the hall should be kept. At least 4 volunteers should be present. A computer

with projector should be arranged. Arrangements should be made to circulate the attendance register. Audio/video recording would be provided by local organising committee.

- (iii) Banquet: The Banquet should be preferably sitting with a course dinner. In case this is not logistically possible a grand gala night is to be organized. Serving of Alcoholic beverages should be closed at 10.00pm and dinner should close at 11.00pm.
- (iv) Counting of ballot papers:  
The counting of votes is held on first day of ROSACON.

P. Miscellaneous Matters:

Protocols for these may have to be framed as and when the need arises.

2. PROTOCOL FOR Mid-Term ROSACON:

As for ROSACON .

- 3. Protocol for scientific activities of ROSA in collaboration with other organizations: The Executive committee may also initiate activities in collaboration with other organizations. Concurrence from executive committee members may be obtained by the President.
- 4. Protocol for starting any new activity of ROSA like Workshop / Instructional Course/ Fellowship/ Publications, PG Training etc. The Executive committee may also initiate any new activity. Concurrence from executive committee members may be obtained by the President.

5. PROTOCOL FOR ROSA OFFICE:

A PERMANENT Office with secretarial staff will be needed in the near future with the increasing growth of the association. Protocol for appointment of office staff:

- (i) Procedure for selection: The Administrative officer/Executive Secretary and other Class II staff will be appointed after an interview by a committee consisting of the President, the Hon. Secretary and the Treasurer. The salary will be negotiable depending upon the competence of the candidate. Concurrence of Executive Committee members shall be obtained before final appointment. Selection of Class III & IV employees shall also be done by the committee. Salary shall be fixed and revised as per labour laws.
- (ii) Appointing Officer: Letter of appointment shall be issued to all categories of staff by the Hon. Secretary. All staff shall be appointed on probation for 6 months and subsequent appointment will be continued as per labour laws. The letter of appointment shall contain all conditions of service including salary, hours of duty, nature of work, period for which appointment is given and conditions under which he/she may be dismissed.
- (iii) Fixation of duties of various categories of staff

A. Administrative Officer/Executive Secretary:

- (i) He shall be responsible for the overall day to day functioning of the ROSA office.

- (ii) He shall scrutinize all dak received and make suitable replies in consultation with Hon. Secretary and President.
  - (iii) He shall maintain and keep updated the list of members and their addresses. He shall be responsible for making corrections in mailing list of members as and when requested by members.
  - (iv) He shall maintain all office records and stock registers of all office equipment, furniture, ROSA memorabilia and assets including the library.
  - (v) He shall be in charge of library and loaning of books to members.
  - (vi) He shall submit a fortnightly report of the office activities to the Hon. Secretary and President.
  - (vii) He shall be responsible for printing and posting of ballot paper for ROSA elections and maintenance of records regarding their postage.
  - (viii) He shall be responsible for getting the accounts of the office audited each year and submission of same to Income Tax authorities and Registrar of Societies.
  - (ix) Help Central committee in its functions.
  - (x) Answering calls of members.
  - (xi) Any other work assigned to him by office bearers of the Association.
- B. Office Clerk: He shall function under the supervision of the Administrative officer/executive Secretary. He shall carry out the following: -
- (i) Typing of all letters.
  - (ii) Filing and proper maintenance of all correspondence.
  - (iii) Maintenance of all accounts under supervision of the Treasurer.
  - (iv) Updating of list of full members who have paid their dues.
  - (v) Arranging for the visits of the President/President Elect/Hon. Secretary.
  - (vi) All market requirements for purchase of office equipments/stationery etc.
  - (vii) Any other job assigned to him by the President /Hon. Secretary/Treasurer.
- C. Caretaker:
- (i) Basic maintenance of facilities of ROSA Office like electrical connections, water supply, cleanliness of all rooms and toilets, provision of clean linen in the rooms
  - (ii) Other class IV Staff: Depending on nature of work for which they are hired.
- (iv) Monitoring of functioning: The Hon. Secretary will be responsible for monitoring the routine functioning of the ROSA Office. The Treasurer will also supervise the functioning from time to time over and above maintenance of accounts of the Association. All payment to staff will be done by cheque through joint signatures of President / Hon Secretary and Treasurer. (Any 2 of the 3)
  - (v) Procedures for disciplinary action/suspensions/termination of services. In case of gross negligence of duties/gross misconduct a show cause notice will be issued for reply within 7 days by the Hon. Secretary. If no satisfactory explanation is forthcoming a one month notice of termination of services shall be issued. Further action shall be as per labour laws.



## B. Protocol For Functioning of the ROSA Office:

- (i) **Maintenance of Records:** All records of the Association will be under the custody of the Hon. Secretary. He will supervise their maintenance in the ROSA Office along with Administrative Officer/ Executive Secretary. Proper numbering and storing shall be ensured for easy retrieval as and when required. While all files concerned with the term of the current Hon. Secretary maybe maintained at his residence for convenience all important documents and files related to previous Secretarial terms shall be kept in the ROSA Office. The Treasurer shall be responsible for keeping all records pertaining to the assets of the association. All records of fixed deposits and other assets shall also be maintained by the treasurer and a list of all such documents shall be produced on demand.
- (ii) **Correspondence:** While correspondence on important policy matters and decisions to be taken shall be carried out by the President/Hon. Secretary, routine correspondence like change of address, non-receipt of Newsletters/Journal, membership dues, etc. will be done by the Administrative officer/Executive Secretary with fortnightly /monthly reports to the President/ Hon. Secretary. In case of any difficulty, Administrative Officer/Executive Secretary may consult Hon. Secretary before replying. A copy of all letters sent out by Administrative officer/Executive Secretary shall be sent to President and Hon. Secretary. In case of any difficulty members may write to the Hon. Secretary directly also. A copy of all correspondence done on behalf of ROSA by any office bearer or member of ROSA should be sent to the ROSA office for proper maintenance of records. All correspondence for the Newsletter/Executive Committee Meetings/General Body Meetings, suggestion, etc. shall be addressed to Hon. Secretary. All correspondence for ROSA dues shall be addressed to the treasurer. All correspondence for fellowships shall be addressed to respective Hon Secretary.
- (iii) **Accounts:** The Treasurer shall maintain all accounts of the association and get the same audited annually. He shall present the accounts every 6 months in the executive committee meetings as also the Annual General Body meeting for approval. He shall prepare a budget for the forthcoming year and get it approved by the executive committee. The office clerk under the supervision of administrative officer/Executive Secretary shall be responsible for maintaining all records concerning accounts.
- (iv) **Membership lists and updating of same:** The administrative officer/Executive Secretary shall maintain and update the list of life members of the Association and their updated addresses. The Hon secretary of the Association shall supervise this function. A voters list of all life members shall be supplied to the election officer by 30th June each year. A list of change of addresses of members shall be notified every month by the Administrative officer to the Hon. Secretary/Editors of the journal to enable proper receipt of News Letters/Journals by the members.
- (v) **Maintenance of Memorabilia of the ROSA:** All important memorabilia of the Association including photographs of events, photographs of Past-Presidents, gifts to the Association, important documents, etc. will be kept in the ROSA Office. All running trophies shall also be returned to ROSA Office for safekeeping and brought by Administrative officer/office clerk to the venue of Annual Conference. The memorabilia may be properly displayed for benefit of visitors to ROSA Office.

## 6. Protocol for maintenance of assets of the Association and continuity in transfer of records/ assets to incoming office bearers following elections:

All assets of the Association shall be under custody of the Treasurer. All records for accounts of the Association as well as details of accounts of Annual Conferences shall also be with the treasurer. These shall be handed over to the next incumbent Treasurer within one month of his taking over the office. Proper record of such taking over charge shall be maintained in a register.

All files pertaining to the two-year term of the Hon. Secretary shall be returned to the ROSA Office on the completion of the term of office of outgoing Hon. Secretary and charge given to Administrative Officer/Executive Secretary. The incoming Hon. Secretary shall study all such files in his first visit to ROSA Office within 2 months of his assuming the office. All such records are to be properly catalogued, numbered and stored for easy retrieval as and when needed.

All correspondence and files from the President's office shall also be returned to the ROSA Office after the term of the President and stored year wise in the President's office for information and guidance of future Presidents.

Treasurer's audited accounts - to be circulated to members one month in advance on the GBM

7. Protocol for overseas co-ordination with organizations and personnel:

- A. Appointment of overseas co-ordinators: To encourage interaction of ROSA with similar organizations from around the globe overseas co-ordinators may be appointed to represent various regions.

The co-ordinators may be Orthopaedic Surgeons with interest in Indian Orthopaedics and who are willing to act as coordinators. Nominations for the post of co-ordinators shall be made in the executive committee meetings. After approval the name(s) shall be approved by the General Body. The term of office shall be of 2 years and may be extended for one more term.

- B. Nature of co-ordination: Overseas co-ordinators shall co-ordinate the following activities.

- (i) Arranging foreign faculty for Annual Conference/Workshops.
- (ii) Provision of information regarding important courses / meetings / conferences / workshops for benefit of ROSA members.
- (iii) Helping young members to seek further training abroad.
- (iv) Any other activity in the interest of the Association and its members.

8. Protocol for publication of ROSA VOICE:-

- A. Funds for the journal:

The editor(s) shall prepare a tentative budget for the forthcoming year and get it approved by the executive committee and General Body. 60% of the funds shall be provided by the Association whereas at least 40% shall be raised from advertisements. The editors/ co- editor/editorial board members shall be responsible for raising funds through advertisements. The editorial board shall decide the tariff to be charged for various categories of advertisements. These should be constant for all issues in one year and shall be revised from time to time as per requirement.

- B. CRITERIA for Various Position of Editorial Board of ROSA Voice

- (i) Editor (1) - Experience as Orthopaedic surgeon – 10 years after MS/DNB Orthopaedics
  - Should have published at least 5 articles as first author in International Journals or/and in Indian Journal or Orthopaedics.

- Submit a vision statement of about 350 words stating your vision about future plans for ROSA VOICE in next 2 years and the road map to achieve.
  - (ii) Assistant Editor (2) - Experience as orthopaedic surgeon – 5 years after MS/DNB Orthopaedics
    - Should have published at least 2 articles as first author (each) in international journal or/and in Indian Journal of Orthopaedics.
- C. Meetings of Editorial Board:  
The editorial board shall meet at least twice a year like the executive committee of the Association.
- (i) Summer meeting-in Mid Term ROSACON.
  - (ii) During Annual Conference of the Association - ROSACON
- No travelling allowance shall be paid.
- D. Criteria for selection of Best Paper published in one year: A committee consisting of the President, President-elect, Hon. Secretary, editor, associate editors and members of the editorial board shall select the best paper. The managing editor shall send a proforma with list of titles of articles/names of authors to the members of the committee in first week of January each year. The list shall contain all articles published in the 4 issues of the journal of the previous year. The marking shall be according to basic format for Jas Karan Porwal Gold Medal The managing editor shall compile all replies and present the result in the summer executive committee meeting.

#### 9. Awards of ROSA:

All awards of the Association are for life members of the Association

- A. Life time Achievement Award- Not more than 2 per year. Criteria as per Hon Member below.
- B. Hon. Member of ROSA
  - (i) A nomination committee consisting of the following should be constituted: President/President-Elect/Editor of Journal/Hon.Secretary/ 2 Immediate Past Presidents.
  - (ii) Individual members can recommend any member.
  - (iii) The nominee should be over 70 years of age.
  - (iv) Due weightage should be given for academic contribution.
  - (v) There should be a good regional distribution.
  - (vi) Not more than 2 Hon. Member are to be awarded in a year depending on vacancies.
  - (vii) The ratio of one Hon. Member per 100 members should continue.
- C. Dr P K Sethi Memorial Oration The Scientific Committee shall invite a person of eminence in any field, orthopaedics or else. The Secretary will inform the Orator at least 6 months in advance seeking the topic of his presentation which shall subsequently be informed to local Organising Secretary. The President of ROSA will introduce the orator and invite him for the presentation. The Secretary shall assist the President in the award of the Medallion for the oration. The orator shall wear the medallion during the oration.
- D. Dr J C Sharma Memorial Oration: The Scientific Committee shall invite a member of ROSA to

deliver this oration. The Secretary will inform the Orator at least 6 months in advance seeking the topic of his presentation which shall subsequently be informed to local Organising Secretary. The President of ROSA will introduce the orator and invite him for the presentation. The Secretary shall assist the President in the award of the Medallion for the oration. The orator shall wear the medallion during the oration.

- E. Dr H R Jhunjhunwala Oration: This will be presented by the immediate past President of the Association. The Secretary will inform the Orator at least 6 months in advance seeking the topic of his presentation which shall subsequently be informed to local Organising Secretary. The President of ROSA will introduce the orator and invite him for the presentation. The Secretary shall assist the President in the award of the Medallion for the oration. The orator shall wear the medallion during the oration.
- F. Jaskaran Porwal PG Gold Medal

#### FORMAT FOR EVALUATION

Each paper should be evaluated for

- (i) Content 10 points - In evaluating content please consider whether the material presented was factual, whether data collection was meticulous with attention to detail, whether the analysis was objective and the discussion was rational.
- (ii) Quality of Presentation 5 points. - Under quality, consider quality of slides, the style and effectiveness of presentation and maintenance of time.
- (iii) Originality 5 points. - Under originality, consider in addition whether additional light has been thrown on established knowledge.
- (iv) The candidate has to be post graduate on the first day of the main conference.

#### 10. ROSA FELLOWSHIP-16

##### A. Objectives:

Eight fellowships (2 Each) available for members of the ROSA at centers of excellence within Rajasthan to be trained in a sub-speciality of their interest (Trauma, Spine surgery, Arthroscopy, Paediatric Orthopaedics, Arthroplasty, Oncology, Hand Surgery and Limb Reconstruction).

This is for duration of One week between 1<sup>st</sup> June and 30<sup>th</sup> November at a time mutually convenient to the fellow and the Fellowship Co-ordinator of the speciality. The Fellowship Co-ordinator will help arrange for a decent accommodation.

##### B. Guidelines and criteria:

- (i) Only Life members of ROSA are eligible.
- (ii) Application must reach the fellowship secretary before 30th April every year.
- (iii) Send only Xerox copies; do not send originals as they will not be returned.
- (iv) One set of application must contain
  - Personal Profile Statement
  - Curriculum-Vitae

- Relevant Authenticated Xerox copies
- Relevant certificate for age proof (birth certificate, school certificates or passport).

- (v) Any member who has availed fellowship in the past is not eligible to apply again.
- (vi) Applicant can apply for more than one fellowship but not more than two.
- (vii) For Communication, full details of the addressee, phone no. & E-mails must be indicated. Note: any changes must be informed immediately.
- (viii) Communication only in writing or e-mail is entertained.
- (ix) Any wrong information furnished will disqualify the application.
- (x) The result will be informed to all the applicants.
- (xi) Personal Profile statement

It is customary for all fellowship applicants to write a personal Profile statement

A personal profile statement is a vital part of the candidate's application for Fellowship & is his introduction to the selection committee. It is a short statement outlining his personal characteristics in his own word. It tells the reader what kind of a person he is, the attributes and qualities that he possesses and the experience he has & should demonstrate his humanity & that he is capable of doing things & can inspire others around him to join in those efforts.

An excellent personal profile statement must be relevant, short & to the point approx 100-200 words. A personal statement is not an academic paper with the Applicant as the subject, a resume in narrative form or plea or justification for the scholarship. Most importantly, a personal statement should be authentic. So the candidate should take pains & plan out a proper personal statement.

a)

1. PERSONAL PARTICULARS: Name:

Age /DOB: Address:

Phone Number(withSTD):

Mobile:

Email address:

ROSA Membership number:

2. POST GRADUATE QUALIFICATIONS IN ORTHOPAEDICS: (with year of passing)

M.S.(Orth.)

Year:

D.N.B.(Orth.)

Year:

Other qualifications/degrees:

M.Ch.(Orth.)

FRCS

PhD. Orth.

3. EXPERIENCE:

a) Present Appointment:

Nature of work and date of appointment: No. of Orthopaedic beds:

Teaching/Non-teaching:

Specialised Work:

Research Work:

b) Past Appointments:

Nature of work and date of appointment: No. of Orthopaedic beds:

Teaching/Non-teaching:

Specialised Work:

Research Work:

c) Teaching experience as Lecturer/Assistant Professor or above (with duration):

4. PUBLICATIONS: (Attach photocopy of each article)

I. Indexed Journal /IJO:

As main author: 1.

2.

3.

As co-author: 1.

2.

3.

II. Non Indexed Journal:

As main author: 1.

2.

3.

As co-author: 1.

2.

3.

III. Books:

As main author: 1.

2.

As associate author: 1.

2.

As Editor /Author of monograph: 1

2.

Book chapter as contributing author: 1.

2

Book chapter as co-author: 1.

2.

5. PAPERS / POSTERS PRESENTED PERSONALLY: International conferences abroad: Paper:1.

2.

Poster: 1.

2.

International conferences in India/IOACON Paper:1.

2.

Poster: 1.

2.

Subspecialty /State Chapter conferences: Paper:1.

2.

Poster: 1.

2.

6. GUEST LECTURES / LECTURES AT CME / WORKSHOPS International conferences abroad: 1.

2.

International conferences in India: 1.

2.

IOACON:1.

2.

Subspecialty /StateChapter conferences:1.

2.

3.

7. RESEARCH PROJECTS COMPLETED: (provide photocopy of certificate of completion) Funded by an International /National agency, Government organization or University and should have worked for at least half the project duration or name acknowledged in the finalreport

Name of Project: Funding agency:

Principal and other investigators: Date of starting of Project:

Date of Completion/Submission of Project Report: Duration of involvement in Project:

8. CONFERENCES ATTENDED:

International conferences abroad:1.

2.

International conferences in India/ IOACON:1.

2.

Subspecialty / State chapter conferences:1.

- 2.
- 3.

9. ORGANIZATIONAL:

Convener or Organizing Secretary of International or National/State meeting or workshops / Office bearer of

National organization:1.

- 2.
- 3

10. MEDALS, PRIZES, AND AWARDS IN ORTHOPAEDICS: 1.

- 2.

11. REFERENCES:

From 2 senior colleagues with whom you have worked in the last three years.

Date:

Place:

Signature of Applicant

Attached: 1.Bio-data/CV

2. Educational qualifications
3. Photocopies of Publications

All applications should be received by the Secretary by 30<sup>th</sup> APRIL of same year. He shall send a set of application forms to each of the members of the Fellowship Committee consisting of:

1. President
2. President-Elect
3. Hon.Secretary
4. Immediate Two Past-Presidents of ROSA

The committee members should screen the applications and submit that report by 31<sup>st</sup> May. A panel of three names will be prepared and the most eligible will be finally selected.

On successful completion of the Fellowship the Fellows shall have to submit an official report to the Hon. Secretary, ROSA.

GRADING SYSTEM FOR INLAND FELLOWSHIPS - MAXIMUM MARKS = 100

1. POST GRADUATE QUALIFICATIONS IN ORTHOPAEDICS 5 marks Recognised qualifications :



M.S. Orth./ D.N.B. Orth. (2 markseach)

Other qualifications / degrees : M.Ch. Orth. /FRCS/ PhD. Orth. (1 mark each)

2. EXPERIENCE 10marks

Year after PG Qualifications 1 mark year Maximum Marks 7

Teaching experience as Lecturer / Asst Professor above 1 mark year  
Maximum Marks 3

3. PUBLICATION 40marks

I. Indexed Journal / IJO Maximum 20 marks 5 marks per publication as main author

3 marks per publication as co-author

II. Non Indexed Journal Maximum 10 marks 2 marks per publication as main author

1 marks per publication as co-author

III. Books Maximum 10 marks 10 marks per book as main author

5 marks per book as associate author

10 marks per book as editor / author of monograph 5 marks per book chapter as contributing author

3 marks per book chapter as co-author

4. PAPERS / POSTERS PRESENTED PERSONALLY 10 marks International conferences abroad 3 marks per paper /poster

International conferences in India / IOACON 2 marks per paper / 1 mark per poster subspeciality / state chapter conferences 1 mark per paper / ½ mark per poster

5. GUEST LECTURES / LECTURES AT CME / WORKSHOPS 10 marks International conferences abroad 5 marks per lecture

International conferences in India 5 marks per lecture IOACON 3 marks per lecture

Subspeciality / state chapter conferences 2 marks per lecture

6. RESEARCH PROJECTS COMPLETED 10marks

Funded by an International / National agency, government organization or University. 5 marks per completed project

7. CONFERENCES ATTENDED 5Marks

International conferences abroad 2 marks per conference International conferences in India / IOACON 1 mark per conference Subspeciality / State chapter conferences ½ mark per conference

8. ORGANIZATIONAL 5marks

Convenor or Organizing Secretary of International or National meeting or workshops / Office bearer of

National organization. 2 marks / post held

Convenor or Organizing Secretary / state level meeting / Office bearer of National organization. 1 mark / post held

9. MEDALS. PRIZES, AND AWARDS IN ORTHOPAEDICS 5 marks IOA medal. Prize or award 2marks

Subspeciality /University/National organization/International organization/Others 1 mark each (To be used in case of tie up of marks)

(In case of dispute of interpretation under any heading, the decision of the fellowship committee will be final)

## 11. Application for Membership

- A. Subscription for life members Life membership: Rs.1,500/-  
Provision for full membership i.e. annual membership has been discontinued.
- B. Eligibility for Membership. (As given in Constitution).
- C. Method of Application: Persons desirous of becoming members of the Association shall submit a standard application form duly proposed and seconded by a member of the Association to the Hon. Secretary. The demand draft for the subscription amount and a photocopy of application form shall be sent to the Hon.Treasurer.  
Action taken by Hon. Secretary/Hon. Treasurer: These officials shall prepare a list of all applicants for any given year in consultation with each other and present the same for approval in the General Body Meeting during ROSACON.
- D. Date from which membership is affected: The membership shall come into effect from the day following the date of the General Body Meeting.  
Membership number shall be allotted only after approval of membership by the general body.
- E. The Hony. Secretary shall inform the member of such acceptance along with a membership certificate mentioning his membership number. The number should be mentioned by the member in all correspondence. The life membership number of deceased members shall not be reallocated to new applicant.
- F. Action regarding updating of Membership/Hon. Treasurer shall update the membership/ mailing list by following actions:
  - (i) Applications for change of address from members.
  - (ii) The address of deceased members shall be deleted from mailing list. However their membership number and name shall continue on the list.
  - (iii) Repeated return of mail from untraced members: The addresses of such members shall be deleted after 3-4 consecutive return of mail and "untraced" mentioned against their names in mailing list. New address, as and when received, shall be reinserted whenever it is received by ROSA office.
  - (iv) The responsibility of updating the list shall be of the Hon. Treasurer and Joint Secretary in consultation with Hon. Secretary.
- G. Status of those who have applied for membership but wailing for ratification in next Annual General Body Meeting:
  - (i) Registration fees for ROSACON/other scientific activities: Person who have applied for life membership of ROSA till at least 2 months before commencement of the scientific activity shall be eligible for registration at same fees as members of ROSA.
  - (ii) They shall receive the ROSA Voice after 3 months of their application having been received by ROSA office.
  - (iii) They shall not be eligible to contest for any post,appointment to any office/committee of ROSA. They shall also not be eligible for any awards/fellowships of the Association till such time that their membership is ratified by the AGM.

### NEW PROTOCOL FOR IOA MEMBERSHIP –

Life Members will apply for membership through the State Chapters as it will

be mandatory for all to become members of both IOA & State Chapters from 2015.

Membership forms to be collected by State Chapters with two multi city cheques, one towards the state membership fee and the other for Rs. 5,000/- (Five thousand only) payable to Indian Orthopaedic Association, New Delhi. The state chapters will forward the application form and cheque after due ratification to IOA House, New Delhi.

- H. Issue of Membership Certificates- They shall be sent to the new members ratified in the January GBM latest by 31<sup>st</sup> March of the same year.

## 12. Executive Committee Meetings:

- A. Drawing up an agenda: The Hon. Secretary shall draw up the agenda for the meetings at least 1 month before the meeting date and send it to the President for approval. After approval the final agenda shall be circulated along with announcement for the meeting to all members of executive Committee. "Agenda notes" or short background regarding various items on the agenda may also be sent for first hand information of members so that they come prepared for discussion. The agenda should consist of:
- (i) Obituaries, if any
  - (ii) Confirmation of minutes or last executive committee meeting.
  - (iii) Hon. Secretary's report for the term.
  - (iv) Treasurer's report.
  - (v) Financial report (interim or final) of previous Conference by Organising Secretary who shall be a special invitee to the meeting.
  - (vi) Budget proposals for next Conference & preparations. Report by Organising Secretary who shall also be a special Invitee.
  - (vii) Report of any Sub-Committees by Chairman of the Committee, or his representative.
  - (viii) Reports of the Fellowship Secretaries.
  - (ix) ROSA Awards for the year.
  - (x) All other important matters requiring concurrence of Executive Committee for running of the Association.
  - (xi) Important issues raised by Executive members/other members which the President/Hon. Secretary feel important for discussion.
  - (xii) Progress report of all programmes undertaken.
    - There would be voting if there was no consensus on any issue. Members should be brief in their presentation.
    - All decisions of E.C should be ratified by GBM.
- B. Frequency of Executive Committee Meetings: At least three a year.
- (i) Summer meeting
  - (ii) Winter meeting
  - (iii) Meeting after ROSACON valedictory function.
- C. Venue, date and time:
- (i) Summer meeting: Mid Term ROSACON

- (ii) Winter meeting and After Valedictory function: Venue of ROSACON

D. Arrangement to be made:

- (i) Summer meeting: Responsibility Organising Secretary of Mid Term ROSACON as per directives of Hon Secretary of ROSA. Winter meeting and After Valedictory function: Responsibility Organising Secretary of ROSACON as per directives of Hon Secretary of ROSA.
- (ii) Board room preparations:
  - Adequate seating arrangement (Approx.20-25)
  - Display of agenda/ Agenda notes on notice board
  - Adequate photocopy of agenda/agenda notes for the members. Photocopies of other documents if required e.g. Treasurer's report, budgetary proposals.
  - Public address system along with an extra cordless mike.
  - Note pads/ball point pens for all members.
  - 4 volunteers shall be arranged to assist in the meeting.
  - Lunch may be provided at venue of meeting.

E. Conduct of the meeting:

- (i) Punctuality shall be maintained for commencing the meeting.
- (ii) Attendance shall be maintained in a register and report with the Hon.Secretary.
- (iii) The President shall conduct the meeting with assistance from Hon. Secretary who shall advise him on all issues raised.
- (iv) Each item shall be discussed for 5 -10 minutes according to importance. In case of difference of opinion the Hon. Secretary shall formulate a resolution on which there shall be voting by raise of hands. The resolution may be carried or defeated by a simple majority.
- (v) On all issues the verdict of the President shall be final. He shall have the privilege to continue a discussion or ask for a majority vote.
- (vi) The minutes of the meeting shall be written by the Hon.Secretary. Wherever possible exact language of the resolution shall be taken down.

F. Follow-up action after the Executive Committee Meeting:

- (i) Summer Meeting: The minutes of the meeting shall be properly finalised by Hon. Secretary and sent to President for approval. These shall be circulated to all members in the July-September News Letter. Action on all decisions taken in the committee shall be carried out by the Hon. Secretary, who shall write to all concerned. Work delegated to Executive Committee members by President/Hon. Secretary should be completed and "action taken" report submitted within a certain time frame.
- (ii) Winter Meeting: The minutes shall be properly finalised by Hon. Secretary before the General Body meeting and shall be duly approved by President before presentation in the General Body Meeting. The minutes of both the executive committee meetings shall be presented in the G.B.M. for approval,

G. Extra-Ordinary Executive Committee Meeting:

May be called by President, at any time, preferably with a minimum of 10 day notice.

This shall be for urgent matters, which cannot be put off till time for regular meeting.

13. General Body Meeting:

A. Drawing up an agenda :

- (i) Obituaries.
- (ii) Confirmation of Minutes of previous General Body Meeting.
- (iii) Confirmation of minutes of Executive Committee meeting held at previous conference.
- (iv) Confirmation of minutes of Extra-ordinary executive Committee meeting (if any were held).
- (v) Hon. Secretary's report.
- (vi) Treasurer's report.
- (vii) Report of various committees and business arising from it.
- (viii) Financial report of previous conference.
- (ix) Interim budget and accounts of current conference.
- (x) Report of progress of next ROSACON.
- (xi) Honorary Fellowships of ROSA if any.
- (xii) Confirmation of other awards of ROSA. (Fellowships/PG Quiz/JaskaranPorwal Award)
- (xiii) Venue of ROSACON to be held after 2years.
- (xiv) Any other matter deemed essential to be discussed and ratified by the G.B.M.
- (xv) Ratification of membership of new applicants for life membership.
- (xvi) Any other matter with the permission of the chair.

B. Venue, date &time:

The Main Hall at ROSACON venue on the second day of Main Conference at 5pm.

Procedure for informing members:

The Hon. Secretary shall circulate the agenda in the October - December issue of the ROSA VOICE.

C. Arrangements to be made:

Responsibility: Organising Secretary of ROSACON: The main hall of ROSACON shall be the venue of the meeting with capacity for seating 200- 300 persons. 8 chairs with a podium for ROSA officials shall be required on the stage. Extra tables will be required for documents. A public address system with table mike on podium, two stand mikes in aisle and at least 2 cordless mikes will be required. A computer with computer operator, an LCD projector with screen shall be used for display of resolutions. 4-6 volunteers shall be in attendance for helping the Hon. Secretary. Drinking Water outside the hall shall be made available. An electronic timer, if possible shall be made available in the hall.

D. Conduct of the Meeting:

- (i) Punctuality shall be ensured whenever possible.
- (ii) Attendance shall be taken in the Register or on specially prepared sheets, which shall be pasted on the register after the meeting.
- (iii) The President shall conduct the meeting with assistance from

- Hon.Secretary.
- (iv) Discussion on any particular matter shall under ordinary circumstances be allowed for a maximum period of 10 minutes after which the President shall frame a resolution which shall be put to vote by raise of hands. The resolution may be carried by a simple majority. The President may allow a longer discussion on crucial issues. However, no issue may be discussed for longer than 20minutes.
  - (v) The President shall have the authority to invite any member to present his views, or debar any member from further discussions in case of failure to maintain decorum in the meeting.
  - (vi) The minutes of the meeting shall be recorded by the Hon. Secretary. The proceedings may also be recorded on audio tapes for future reference.
- E. Follow-up after the meeting:  
The Hon. Secretary shall finalise the minutes and send to the President for approval immediately after the ROSACON. These shall be published in the January-March ROSA Voice along with minutes of Executive Committee meeting and of meetings of all other committees. Action on decision taken shall be carried out by Hon. Secretary and other members of Executive Committee as the case may be.
- F. Extra Ordinary General Body Meeting:  
The criteria for convening the meeting are as enshrined in the Constitution and rules of the Association.

14. Protocol for functioning of office bearers: The functions of all the office bearers are well enshrined in the constitution. Based on these the Calendar of activities of the office bearers shall be as follows:

- A. President:
- (i) Take over as President during valedictory function of ROSACON. Present a brief summary of activities he plans to undertake in his term.
  - (ii) Preside over the executive committee meeting immediately following the valedictory function. Nominate members to vacant posts of Executive Committee and plan activities for next year. Approve minutes of the meeting.
  - (iii) Preside over the meeting of the central committee for subsequent year's ROSACON
  - (iv) Closely monitor the preparations for the ROSACON including nomination of foreign and Indian Faculty, Scientific programme, budgets, venue arrangements, workshops, CME programme etc. His word shall be final on matters of dispute.
  - (v) Call for and approve the agenda for the summer executive committee meeting. This should be done in consultation with Hon.Secretary.
  - (vi) Preside over the executive committee meetings.
  - (vii) Preside over any workshop/seminar/symposia held under banner of the ROSA.
  - (viii) Attend the Central Committee meeting for ROSACON to approval of the final scientific programme, selection of free papers, finalization of faculty, approval of venue and arrangements for the conference, etc. Submit President address for ROSACON, passport size photo, message

for souvenir.

- (ix) Preside over the ROSACON:
  - Visit venue of all the workshops to see arrangement and greet the participants and thank the faculty.
  - Preside over and conduct the Executive Committee meeting.
  - Preside over the Inaugural Function of ROSACON. Present the Presidential address during inaugural function.
  - Chair the session of Dr P K Sethi Memorial oration, Dr J C Sharma Memorial Oration and Dr H R Jhunjhunwala Oration. Introduce the orators and present the mementoes after the oration.
- (x) Preside over and conduct the Annual General Body Meeting. (g)Preside over the Valedictory Function.
- (xi) Govern the functioning of the office bearers and of all the committees of ROSA.
- (xii) Approve the Annual Budget of ROSA submitted by Treasurer and also sanction any funds necessary for the day to day functioning of ROSA office/Hon. Secretary's office/other committees.

The President can ask for a referendum from Executive Committee members on important issues which require urgent action. The quorums for such a referendum shall be fifty percent of Executive Committee members with voting rights. The motion should be properly framed and circulated by e-mail along with explanation of the details of the issues concerned. Motion will be considered to have been carried if more than fifty percent vote in favour of the resolution within 15 days of the posting of the e-mail.

B. Vice President (President-Elect):

- (i) He shall deputize for the President in his absence.
- (ii) He shall be the election officer for the ROSA elections for that year and shall obtain the full list of members of ROSA from the Hon. Secretary. He shall draw up a schedule for elections and get it printed in July issues of ROSA Voice along with information of all vacant posts for which elections shall be due. The July issue shall also carry the notice of Elections and Nomination forms. He shall thereon be responsible for scrutiny of nominations, finalization of names of contestants, printing, distribution, collection of ballot papers and counting of votes. He shall subsequently declare the results in the Annual General Body Meeting.
- (iii) He shall be a member of the Central Committee for ROSA and attend its meetings
- (iv) He shall advise the President on matters of importance in running the affairs of the Association,
- (v) Prepare a list of activities to be pursued during his forthcoming term as President to maintain continuity.
- (vi) He may be requested by the President to directly govern the activities of some of the committees of ROSA.

C. Hon.Secretary:

There are a number of functions enshrined in the constitution for the Hon. Secretary,

which are not repeated here. The following shall be his usual calendar of activities in a year as a fulfillment of the above functions/powers.

- (i) Arrange for a meeting of the executive committee immediately after the valedictory function. If it is his first year of office he shall seek guidance from the incoming President and outgoing Hon. Secretary on the agenda for the meeting.
- (ii) Shall record the minutes of the meeting which he shall later finalise, get it approved by the President.
- (iii) Arrange for a meeting of Central Committee for subsequent years' ROSACON immediately after the above-mentioned executive committee meeting. Make note of all decisions taken for future reference.
- (iv) If it is the first year of office get the minutes of the previous executive committee and General Body meetings for implementation of resolutions carried thereon. Even in 2nd and 3rd year of office this is an important function.
- (v) Write to all Chairpersons of Committees/all others concerned regarding implementation of all the resolutions carried in Executive and General Body Meetings.
- (vi) If it is his first year of office: Ensure that all documents are properly collected and charge is taken over by him from previous Hon. Secretary. These documents may either be deposited in ROSA office (if not required for day to day functioning) or shifted to the residence of Hon. Secretary for future reference for his functioning.
- (vii) Attend Conferences of District Chapters if so invited/ send messages for their Souvenirs.
- (viii) Prepare a list of all Life members of the ROSA.
- (ix) ROSA Fellowship application received for that year's fellowship and to finalise and send to all members of the committee.
- (x) Maintain separate files for all activities of I.O.A and duly file all correspondence for easy retrieval on demand by President/other office bearers.
- (xi) Draw up an agenda/ get approval of the President and circulate to all members of executive committee. To attach "agenda notes" if possible.
- (xii) Prepare all files/papers for the executive committee meeting.
- (xiii) Maintain a directory of all new applications for membership letters from members for change of address, correction of mis-spelt names, etc. And provide certificates to life members.
- (xiv) Attend all meetings mentioned in along with President/President-elect and maintain proper minutes for future reference.
- (xv) Attend the Executive Committee meeting, assist the President to conduct the same, make available all relevant documents according to the agenda and record the minutes.
- (xvi) Give written directions regarding all aspects of the conduct of ROSACON to local co-ordinator/ organising secretary to avoid confusions.
- (xvii) Prepare final minutes, get the same approved.
- (xviii) Publish the Notice of Elections + Nomination form in July Newsletter



and post before stipulated date.

- (xix) Draw up a list of Award winners for that year including Fellowships and inform the winners that they would receive the award during ROSACON.
- (xx) Inform Hon.Fellows and ROSACON organizers of free registration for the former Presidents.
- (xxi) Monitor, preparations for ROSACON of same year as well as early preparations of ROSACON for subsequent year.
- (xxii) Draw up agenda for Executive Committee meeting/Annual General Body meeting and get approval of President (October).
- (xxiii) Publish the October-December issue of news letter and to include notice and agenda of the AGM and statement of audited accounts of previous year received from the Treasurer.
- (xxiv) Circulate the notice, agenda and agenda notes to all executive committee members (November).
- (xxv) Send following to the organizers of the Conference:
  - Recent passport size photograph.
  - Message for Souvenir.
  - Secretary's Annual Report for Souvenir.
  - Request for setting up a temporary ROSA office in prominent place in venue of conference along with details of requirements.
  - Details of various official functions of ROSA during ROSACON along with requirements for the same. These are as follows:-
    - Executive Committee meeting.
    - Inauguration of Main Conference.
    - Orations
    - Annual General Body Meeting.
    - Valedictory function.
    - Executive Committee meeting.
- (xxvi) Arrange for and carry out all functions noted above during ROSACON. The Hon. Secretary should remain for maximum period in ROSA office to enable members to register their problems in person. He shall have to prepare final minutes of the executive committee meeting, get the same approved by President and present the same in the AGM. During the inaugural function he shall have to coordinate the full function with local organizers especially the presentation of Awards. Along with the above he shall govern the ROSA office.

D. Treasurer: His duties are enshrined in the constitution. Based on these the following shall be his calendar of activities.

- (i) Attend the executive committee meeting after Valedictory function, study the proposed budget for the next year and get approval of the President for disbursement of funds for the next quarter. This shall include the following: -
  - Funds for ROSA Voice. If possible 50% of Funds sanctioned from ROSA office for printing of ROSA Voice next year should be given. (This does not include funds to be raised through advertisements).

- Installment for running of Hon. Secretary's office and printing of the Newsletter.
  - Send money for the next Annual conference of ROSA.
  - Other miscellaneous expenditure.
- (ii) Attend the meeting of Central Committee for ROSACON after the above mentioned executive committee meeting. Draw up budgetary proposals for the next years ROSACON in consultation with other members of the committee and draw up a plan for generation of funds for the conference and nature of foreseen expenditure under different heads.
  - (iii) To interact with Hon. Secretary and build up a list of all new applications for membership for ratification in next A.G. M. (Throughout the year.)
  - (iv) Prepare the accounts of the Association and get the same audited in March/April. The duly audited accounts should be presented in summer executive committee meeting.
  - (v) Submit the Income Tax returns on behalf of the Association after the accounts are audited. (Make recommendation for the appointment of auditors as the case may be).
  - (vi) Provide funds to the President-elect for the conduct of ROSA elections(July)
  - (vii) Attend the meeting of Central Committee for IOACON and review position of income/ Expenditure.
  - (viii) Prepare a tentative budget for next year for presentation in executive committee meeting during IOACON as well as the AGM. To also submit a report of expenditure during the year.
  - (ix) To ensure that the audited accounts of previous year are published in the October issues of the News Letter.
  - (x) To carry out any other duty that may be assigned to him by the President/Hon. Secretary.

E. Executive Members: The executive committee members representing various Districts shall be responsible for informing the Hon. secretary of activities in their district, help in enrolling ROSA members and render advise and suggestions to Hon. secretary for better functioning of the ROSA. The tenure shall be for 1 year in the committee. One members from each division of the state will be selected by the President, Vice president and the Secretary.

#### 15. Protocol for Elections:

- A. Election Officer: The President-elect shall be the election officer for the year of his office. He shall maintain the highest degree of integrity in the conduct of this solemn duty.
- B. Schedule of Elections: The President-elect shall build up a schedule of elections in consultation with President and Hon. Secretary. The schedule shall ideally be published in April to June issue of the ROSA Voice along with the posts for which elections are to be held. The schedule for elections should be the following.
  - (i) Last date for nomination forms to be sent along with announcement of election in April - June News Letter- 15th August
  - (ii) Last date for receipt of nomination papers by election officer - 31st

August

- (iii) Last date for informing list of contestants.- 15th September
- (iv) Last date for withdrawal - 30th September
- (v) Last date for sending sample ballot papers to all contestants (by courier)- 15th October
- (vi) Last Date of receipt of approved ballot papers - 30th October
- (vii) Last Date for dispatch of Ballot Papers -10th November
- (viii) Last Date for request for Duplicate Ballot Papers - 30th November
- (ix) Last Date for receipt of Ballot Papers - 30th December
- (x) Counting of Ballot Papers will be on first day of ROSACON before GBM.
- (xi) (Representatives of contestants should be present and give an undertaking to abide by all the rules formed by the election officer)
- (xii) Representation of Disputes regarding election process shall be entertained within one month of the official declaration of results in the Annual General Body Meeting.

Standard Proforma of the Ballot Paper and various other paraphernalia sent to all the members.

#### Main Ballot Paper PROCEDURE FOR VOTING

You have a numbered ballot paper, an identity slip and 2 envelopes, a larger envelope marked A and a smaller envelope marked B. Please follow the under mentioned procedures carefully to avoid cancellation of your valuable vote.

- (i) Put 'X' mark against the name of your choice in the box provided against the name of the candidate in the ballot paper. The ballot should not earn' any other mark. Put 'X' mark for only the candidates you wish to elect as mentioned depending upon number of posts.
- (ii) Keep this paper in the smaller envelope marked 'B' and seal it. Only the ballot paper is kept in this envelope and nothing else.
- (iii) Fill the identity slip. (Absolutely essential)
- (iv) Keep this identity slip and the smaller envelope marked 'B' containing the ballot paper in the bigger envelope marked A.
- (v) Seal the envelope marked 'A' and affix the required postal stamp preferably under registered post or under postal certificate and post it to my address given above. After sealing envelope 'A' please put your signature across the flap.
- (vi) Please mention your name and membership number on the envelope marked A. (Absolutely essential).
- (vii) Collection of ballot papers by candidates or their representatives should be strongly discouraged. Please post the ballot yourself for free use of your franchise.
- (viii) Request for duplicate ballot papers should be sent only by members (not by contestants) by e-mail or post to Election officer by date given.
- (ix) Use of two or more ballot papers by same member will invalidate all of them.

Proforma for Identity Slip

THE RAJASTHAN ORTHOPAEDIC SURGEONS ASSOCIATION IDENTITY SLIP

I, the undersigned member of The Rajasthan Orthopaedic Surgeons Association hereby declare that the enclosed voting paper is my sole ballot paper for this election of The Rajasthan Orthopaedic Surgeons Association to be held in

October-December (year of election) Life Membership

No.:

Name:

Permanent Address:

(With pin code & telephone Nos.) (Signature)

Proforma for main envelope.

THE RAJASTHAN ORTHOPAEDIC SURGEONS ASSOCIATION ELECTIONS

UPC

No.

To,

.....  
.....  
.....  
.....

From:

Name & Address of  
President Elect & Election Officer

Proforma for Envelope 'A'

THE RAJASTHAN ORTHOPAEDIC SURGEONS ASSOCIATION

To,

.....  
.....  
.....  
.....

From:

Name

Membership No.

LM/FM State of

Membership

(size of envelope 'A' to be slightly smaller than main envelope)

Proforma for Envelope 'B'

THE RAJASTHAN ORTHOPAEDIC SURGEONS ASSOCIATION BALLOT PAPER ONLY

Please do not put any paper/letter/cheque/identity slip inside (Size is roughly postcard size)

Ballot papers shall be sent under certificate of posting to all life members including those residing in foreign countries and to full members who are not in arrears for more than 2

years.

Proper membership number wise record of this shall be maintained by election officer and produced on demand as proof of such posting.

The record of number of the ballot paper sent to individual member shall also be maintained alongside. (The top of the ballot paper bearing the number shall however be torn off before final counting of votes to maintain secrecy of the elections. During this period the record books shall not be opened.

Circumstances for invalidation of votes.

- (i) A member who has used more than one ballot paper.
- (ii) Putting a signature on ballot paper.
- (iii) Putting any mark on ballot paper apart from mandatory (\) in the box provided.
- (iv) Putting more (x) marks than number of vacancies against each post.
- (v) If no identity slip accompanies the Envelope 'B'
- (vi) If identity slip does not bear authentic signature of the member.
- (vii) If the Envelope 'A' does not carry signature of member across the flap after being sealed.
- (viii) If envelope 'A' does not carry Name, Membership Number and Name of State to which member belongs.
- (ix) Procedure for receipt of ballot papers by election officer:
- (x) The election officer shall maintain a date wise record of all ballot papers received by him. Ballot papers shall be received only by post or courier services. The election officer should be in a position to detect any duplicate voting by a member by use of original and duplicate ballot papers.

Procedure for counting of ballot papers:

- (i) The Election Officer shall request a few senior ROSA members to help in the counting process to maintain discipline.
- (ii) He will read out the rules of counting of ballot papers and invalidation of votes to all contestants shall sign an agreement to abide by the rules declared prior to counting of votes to avoid unnecessary disputes while counting.
- (iii) He will give the statistics of ballot papers sent, the ballot papers received, number of undelivered ballot papers received, etc.
- (iv) The Envelope "A" shall be opened with help of volunteers confirming name, members signature, membership no. + envelope "B" in it. Identify slip with Envelope "A" shall be kept in separate box and all envelope "B" shall be put together.
- (v) The envelope "B" shall be opened and all the ballot papers collected in one box.
- (vi) The top portion of the ballot papers bearing election officer's verified signature and ballot number shall be noted and torn off.
- (vii) Separate slips for various posts like President/Vice -President/Hon. Secretary shall be torn off and kept in separate boxes meant for ballot papers for each post.

- (viii) Teams shall be divided for counting of ballot papers for each post. Each team shall be headed by one senior ROSA member nominated by election officer. Small boxes/trays for separation of ballots polled by each candidate (depending upon number of candidates for each post) shall be kept with each table for each post. The box containing all valid votes for that post shall be taken by the senior member who shall drop the ballot paper in the trays according to name of candidate after calling his name from the ballot paper for benefit of the representatives and an official counter of votes (Volunteer). Counting shall be maintained against each candidates name by one vertical stroke. Four vertical adjacent strokes+ one strokes across crossing the previous four shall make up 5 votes. The total number of votes polled shall then be counted. The senior member shall make a note of all votes polled on a sheet of paper supplied, seal it in a envelope after putting his signature and hand it over to the Election Officer. All documents (envelopes.) identity slips ballot papers, slips carrying ballot paper number shall be preserved and kept in locked suitcases by senior members conducting the elections and handed over to election officer.  
The election officer shall oversee all these arrangements and get signature of all representatives that they are satisfied with the procedure for counting of votes.

**ROSA ELECTIONS:**

Electronic Voting –

ROSA elections to be managed only by e-voting till that time the voting will be bimodal both by postal ballot and electronic. The Electronic voting would be conducted at the website of ROSA, according to a procedure devised to the full satisfaction of the Election Officer.

Language of the oath of office

**OATH OF OFFICE**

I having been elected to The office of the Rajasthan Orthopaedic Surgeons Association do solemnly take this oath in the name of Almighty God to maintain the ideals of the Association. The interest of the Association will always be supreme for me. I will hold in secret all documents/knowledge/information regarding the affairs of the Association. I will work for the benefit of the Association and all its members.

“So help me God” Name

Signature:

Date:

The oath of office for the incoming President will be

I having been elected to the august office of the President of the Rajasthan Orthopaedic Surgeons Association do solemnly take this oath in the name of Almighty God to maintain the ideas of the Association. I will work tirelessly to upkeep the objectives of the Association and will provide vision and leadership for the growth of the Association. The interest of the Association will always be supreme for me. I will hold in secret all documents/knowledge/information regarding the affairs

of the Association. I will work for the benefit of the Association and all its members. "So help me God"

Name Signature:                      Date:

I will continue to be involved in the affairs of the Association even after the expiry of my term.

16. Protocol for acceptance of donations for starting Fellowships/Awards etc.: Donations may be accepted for starting academic and other activities aimed at furthering the professional knowledge/skills of members of the Association.

- A. Naming of activity: The activity shall bear the name of the Association along with that of the sponsor along with the specific nature of the activity.
- B. Sources of Donations: Donations shall be received towards the academic fund of the Association and shall be put under fixed deposit in the name of the activity. 75% of interest from the corpus fund shall be utilised for the activity each year while the rest shall be added to the corpus. This interest amount may be awarded to one member or split between 2 or more members. No awards may be given if no suitable application is received for that year. The source of donation shall be screened by the executive committee and verified and approved by the General Body. It shall not be involved in any anti-national activity or activities which may bring bad repute to the Association. The said activity may be stopped at any later date by the same procedure if found to be working contrary to the above mentioned.
- C. Amount of Donations: Donations for any one activity like fellowships / awards / orations etc under normal circumstances should be at least Rs. 2 lacs for starting a new activity. This shall however be subject to modification under exceptional circumstances. Donations shall be accepted only for academic purposes with no commercial liabilities for the Association.

17. Protocol for accounts of the Association.

- A. Sources of income and avenues for increasing the same: The following shall be the sources of income for the Association for its activities.
  - (i) Interest from Fixed Deposits.
  - (ii) Payment from ROSACON (10% of the total collections or 50% of the savings, whichever is more).
  - (iii) Subscription from life member shall be put in FDR and only interest shall be utilised.
  - (iv) Donations from life members and philanthropic organisations. For academic proposes and for building fund.
  - (v) Contributions from other meetings/conferences:
    - IOACON: In case IOACON organized in Rajasthan minimum 5 lakh rupees or 10% of total savings, whichever is higher should be contributed to ROSA funds.
    - Subspecialty Annual National Conference: In case organized in Rajasthan minimum 2 lakh rupees or 10% of total savings, whichever

is higher should be contributed to ROSA funds.

- Regional Annual Conference: In case organized in Rajasthan minimum 1 lakh rupees or 10% of total savings, whichever is higher should be contributed to ROSA funds.
- Any other International, National or Regional meeting and seminar: In case organized in Rajasthan minimum 50 thousand rupees or 10% of total savings, whichever is higher should be contributed to ROSA funds.

- B. Allotment of funds under various heads: The President shall be allocated a sum of Rs. 1,00,000/- for his expenses during his term of office. Similarly Hon. Secretary will be allocated a sum of Rs. 1,00,000/-.

The Hon. Secretary shall submit a tentative budget to the Treasurer for the full year. This shall include expenditure on all correspondence, the Secretary's office staff, stationary, Internet and telephone expenditure, Newsletters expenditure and other expenses in running the office. This shall be passed by the President and dispersed to the Hon. Secretary in 3 monthly installments. The Editors of ROSA Voice shall also get a tentative budget passed for a full year. The Chairpersons of various sub-committees shall also submit similar budget proposals to the Treasurer at least one month before the ROSACON. The Treasurer shall submit a consolidated budget for the coming year in the Executive committee meetings during ROSACON for discussion and acceptance. Allotment of funds under various heads shall be made in the winter executive committee meeting.

- C. Expenditure statements:-

It is mandatory for all officials of the Association to maintain proper account of all expenditure made by them in the name of ROSA These shall be submitted along with original receipts for payments made for ROSA Activities.

- D. Appointment of auditors:-

Auditors shall be appointed by the executive committee on the recommendation of a committee consisting of the President, Hon. Secretary. and Treasurer for a period of 2 years. Their term shall commence from 1st of April of one year to the 31st of March next year (Financial Year of the Association). The certified audited accounts shall be presented in the executive committee meeting in January by the Hon. Treasurer.

- E. Protocol for small CME or other scientific activities in association with ROSA

ROSA PAN can be used with following conditions:

Proper authority letter by ROSA Executive committee must be given to open a bank account in local bank for said conference purposes only.

Organizing Secretary of CME shall maintain all income-expenditure accounts as per IT laws for that conference & submit an audited balance sheet & accounts within 3 months to ROSA office. Deduction of TDS should be done as per IT laws. All savings will go to ROSA account.

#### 18. Protocol for appointing of new committees for various activities:

- A. Selection of Activity:

Proposals for any new activity may be brought up for discussion and approval in the



Executive Committee by the members of the Executive committee or by members of the Association through letters to the Hon. Secretary'. The Hon. Secretary, in consultation with President, President-Elect and immediate two Past Presidents shall short-list such proposals for discussion and acceptance in the Executive Committee meeting.

- B. Appointment of Chairperson of the Committees. The executive committee, on approval of constituting a committee shall appoint a Chairperson. The Chairperson of a committee should ideally be a member of the Association (Including members of Executive Committee) who is known to have knowledge, experience and interest in the field of the activity concerned. Members shall be appointed to the various sub-committees of the Association, from amongst executive committee members, to help the chairperson of the sub-Committees
- C. Term of committee:  
The term of each Committee shall be for 2-year which can be extended for one more term. No chairperson shall function in same post for longer than 4 years.
- D. Specification of activity and presentation of regular reports of progress of the activity:  
While appointing a new committee the specific roles of the Committee shall be established. The Chairperson shall relegate duties to the members of the Committee. Quarterly report of each Committee shall be sent by the chairperson to the Hon. Secretary. Such reports shall also be presented by the Chairpersons in executive Committee meeting whenever requested to do so.

#### 19. Protocol for State/District Relations

- A. Membership of ROSA:
- B. Criteria for establishing of DISTRICT chapters
- C. Prompt Reporting of elections of office bears of district chapter to parent body.
- D. Reporting of calendar of activities of District chapter to parent body
- E. Participating of office bearers of IOA in state chapter conference

#### 20. Protocols of Ethics Committee:

Protocol for members to submit complaints/objections of functioning of ROSA/suggestions/etc.

- A. Submission: Complaints/suggestions may be submitted to the Hon. Secretary by any member. All related documents shall also be provided along with letter. A copy of the same may also be sent directly to the President.
- B. Procedure for processing the letter received-The Hon. Secretary shall compile all such letters from members and list the same in the agenda for meeting of executive committee after approval from the President. The President shall have the authority to include or delete any representation so received. Matters requiring urgent action may require a Special Executive Committee meeting. The President and Hon. Secretary in consultation with each other shall decide if such a meeting is necessary. All other matters shall be taken up in the Executive Committee meetings.
- C. Procedure for deciding line of action/implementation. The executive committee shall decide on the course of action. If the matter pertains to a major change in policy the same shall have to be ratified by the General Body. After passing the resolution in AGM it shall be ratified in next AGM before implementation. Routine matters may be implemented after ratification in executive committee meeting. The Hon. Secretary shall

carry out action on this in a manner similar to all resolutions passed in the executive committee meetings.

21. Protocol for a legal cell/members grievances

A. LEGAL COMMITTEE

The Legal committee will also be elected every 2 years and shall consist of:

- (i) Chairman Legal committee
- (ii) Two members to be elected by the general body
- (iii) Secretary
- (iv) President
- (v) Legal experts [Invited]

B. The lawyer shall advise the Chairman of the legal cell regarding all legal issues concerning the Association and all issues regarding grievances of a legal nature received from members.

C. Legal Consultation: Regarding all legal issues concerning the members of Association and all issues regarding grievances of a legal nature against members.

22. ROSA constitution and Blue book on web site:

The constitution of ROSA and the Blue book should be put up on the website and also be circulated to the executives, for examining and suggesting changes.

23. ROSA DIRECTORY:

A directory of ROSA members shall be published from time to time. The President elect shall oversee proper maintenance of all data for the directory. This shall be in electronic and print form.

24. Bone and joint day celebration-

Fourth of August shall be celebrated as Bone & Joint Day across the State.

25. Protocols for Obituaries

Demise of members of the ROSA can be informed to the Hon.Secretary by individual members, Hon.Secretary of the City Club or any Executive member of the ROSA. The name of next of kin as well as postal address and mobile number should also be informed.

The presentation of obituaries will be taken up as the first agenda of the Executive Committee meeting after Presidents welcome speech and subsequently in the Annual General Body meeting.

One of the members of the Executive Committee may be requested to present a short summary of the achievements of each of the departed member(s).

A two minute silence will be observed to pray for the departed soul(s) after the presentations.

A resolution will be passed for a letter of condolence to be sent by the Hon.Secretary of ROSA to the bereaved family within a week of the E.C. meeting/AGM.

26. Blue Book of ROSA and Future Guidelines:

A. All future decisions of Executive Committee and General Body taken after the publication of the revised blue book shall be considered as guidelines and protocols of the Association. The latest decision on each topic shall be taken as the current protocol

- of the association.
- B. Each decision of E.C/GBM which is a basic change of protocol has to be ratified by the subsequent E.C. meeting/GBM before becoming effective.
  - C. Guidelines for the membership drive committee: Assessment of its functioning at quarterly intervals.
  - D. All rules in blue book are subject to change after ratification in GBM and such changes shall be part of the protocol.
27. Protocol for nomination of a member to represent the ROSA on any committee/to attend conferences in India or abroad: The President in consultation with President-Elect, Vice-Presidents, Hon. Secretary and Hon. Treasurer may nominate any member of ROSA for such a role, provided that such a member has not previously enjoyed the privilege of such representation earlier/ or who has not availed of a foreign fellowship of ROSA earlier.
28. Miscellaneous protocols not covered under clauses 1-27. Protocols for miscellaneous activities of the ROSA which have not been covered in clauses 1-27 may also be framed in the future and a supplement to these protocols published at suitable time. Activities introduced in the future shall also be governed by protocols so developed and published.  
Procedure for change of protocols: Like the constitution, these protocols shall also be subject to change by ratification in the General Body meeting convened for the purpose.