

RAJASTHAN ORTHOPAEDIC SURGEONS ASSOCIATION

Memorandum of Association

OBJECTS:

1. The objects of the Association shall be the advancement of the Science and Art of Orthopaedic Surgery and with that view, inter alia, to do the following:
2.
 - (a) To hold scientific meetings, separately or along with other Associations or Societies.
 - (b) To encourage the formation of District and City branches of Orthopaedic Surgeons.
 - (c) To encourage scientific research and experimental work in Orthopaedic Surgery.
 - (d) To hold scientific discussions and read papers on Orthopaedic and allied subjects.
 - (e) To provide for the delivery and holding of lectures, meetings and classes for medical practitioners/others for the purpose of directly or indirectly advancing the cause of Orthopaedic Surgery.
 - (f) To establish and maintain reference library/libraries relating to Orthopaedic Surgery.
 - (g) To provide instructions and education for the advancement of Orthopaedic Surgery among medical practitioners.
 - (h) To watch and advise on legislation affecting Orthopaedic Surgery and allied subjects and to advise Government agencies regarding legislations affecting the art and practice of Orthopaedic Surgery in India.

- (i) To advise other association voluntary bodies/Government agencies on matters affecting the interest and development of orthopaedic surgery including standardization of instruments, implants and orthotic and prosthetic appliances, problems of rehabilitation of physically handicapped, to advice on matters concerning teaching and training of medical students (under graduates and postgraduates) and research on Orthopaedic Surgery and to suggest ways and means for improving the training of the paramedical personnel.
- (j) To associate together in one corporate body all Qualified Orthopaedic surgeons actively practising or interested in the science and art of Orthopaedic Surgery and allied subjects.
- (k) To establish contact/affiliations with other Societies or Associations, Indian or Overseas, and exchange scientific information and collaborate with them in progress of common interest.
- (l) To publish singly or in association with other Association and Societies, Indian or Foreign, Journals, proceedings, brochures, periodicals, newsletters and abstracts pertaining to orthopaedic surgery and allied subjects.
- (m) To promote social and professional contacts among the surgeons in India and abroad.
- (n) To receive donations and subscriptions and to hold the funds in trust for any particular purpose or purposes for the advancement of orthopaedic surgery and allied branches.
- (o) To encourage exhibitions of instruments, implants, tools, appliances, etc. connected with or pertaining to Orthopaedic Surgery and to attempt to improve such instruments and appliances for the special needs of this country.
- (p) To construct, alter and maintain any building necessary for the running of the Association.
- (q) To make rules, regulations and bye-laws and to delete, change or add to the same as and when necessary, conducive to the attainment of all or any of the objects of the Association.

(r) To initiate any other programme which may be decided on from time to time by the Association for the advancement of Orthopaedic Surgery.

(s) To promote orthopaedic education amongst public.

3. The Association shall function in accordance with the rules and regulations, a copy therefore is filed herewith duly certified in the prescribed manner.

4. The names, addresses and the occupations of the Executive Committee to whom, by the rules of the Association, the management of the affairs are entrusted for the duration of their offices consist of the President, President-elect, the Vice-Presidents, Hon. Secretary and Treasurer.

The Executive Committee shall be the Governing Body of the Society to whom the rules and regulations of the Society, and the management of its affairs is entrusted.

CONSTITUTION OF THE RAJASTHAN ORTHOPAEDIC SURGEONS ASSOCIATION

Rules and Regulations:

1. NAME: The name of the Society shall be “Rajasthan Orthopaedic Surgeons Association”, hereinafter called the **Association** in these rules and regulations.

2. THE OBJECTS: The objects of the Association are given in the Memorandum of Association.

3. OFFICE AND SCOPE:

(a) The Office of the Association shall be located in the address as deemed by the Secretary of the Association.

(b) The Association shall operate throughout the Republic of India and in foreign countries wherever deemed necessary.

(c) It will operate directly or through branches established and affiliated in furthering of the objects of the Association.

4. MEMBERSHIP: Membership of the Association shall comprise of the following categories:

(a) Honorary Fellows (b) Life Members

(a) **HONORARY FELLOWS:** Honorary Fellows may be elected from men or women of distinction, including laymen residing in India or abroad, who have made outstanding contribution to the progress of Orthopaedic Surgery. There shall be not more than one Honorary Fellow for every 100 members.

(b) **LIFE MEMBERS :** Orthopaedic Surgeon with proper training in the specialty with D Ortho., MS (Ortho.), DNB (Ortho.), who contribute a minimum of Rs. 1500/- (One thousand Five Hundred only) to the funds of the association may be elected to life membership of the association. This fees may be changed by the Executive committee and implemented after ratification by the General Body Meeting.

Membership has to be ratified by the General Body before being elected to the life membership of the association. Applications for all categories of membership must be made on an official form and supported by two members of the Association and a self attested photocopy of the eligibility qualifying degree and forwarded to the Hon. Secretary, who will place it before the Executive Committee for consideration. The membership of all applicants shall come into effect from the next day after ratification in the Annual General Body meeting of the Association.

Honorary Fellows and life members may be invited to make periodical or annual contribution to any of the existing funds and trusts and other special activities of the Association.

All persons attending scientific meeting may be required to pay a registration fee should it be considered necessary, if and when it is considered necessary, or for enhancement of contribution for Life Membership.

5. CESSATION OF MEMBERSHIP:

- (a) Any member wishing to withdraw his or her membership from the Association shall give notice in writing to the Secretary not less than three months before the end of the financial year.
- (b) A member may lose his membership entitlements if he/she is found to be indulging in any anti-national activities, infringements of the rules of the Medical Council of India or directly or indirectly carrying out any activity against the association. He/she may be issued a show cause notice for explanation to the executive committee. If no reply is received or not present at the time of the meeting, the Executive Committee may take a decision in absentia. The decision of the Executive committee will hold and be ratified at the subsequent General Body Meeting.

6. CHAPTERS:

There may be District or City Chapters of the Association as is thought feasible by the Executive Committee. They shall be guided by the Constitution of the State Chapter. All chapters shall be constituted and shall function in accordance with the Rules of the Association and directives given from time to time by the office of the Association. All activities are to be informed and shared to the Secretary of the State association by the local secretary.

Affiliation: For a city chapter to be affiliated to the Association, the city chapter will apply

to the Hon. Secretary through the city Hon. Secretary agreeing to adopt the constitution of the Association with modifications accepted by the executive committee of the Association. They will also send regular report of activities to the Hon. Secretary. The affiliated state chapter shall agree to follow the directive given from time to time by the Executive Committee of the Association.

Cessation of Affiliation: The Executive Committee shall have the right to cancel the affiliation of a chapter if it is deemed to be working against the rules of the Association/directives of the Executive Committee. Prior notice of this shall be given to the concerned Chapter at least 3 months before cessation of affiliation. If no reply is received within 3 months the affiliation will automatically cease and a new application will be required for re-affiliation.

Chapters may hold scientific meetings during the year at any place in India as arranged by the Regional and/or state chapter. Dates of such meetings are to be informed and confirmed by the Executive Committee.

7. ACCOUNTS AND FINANCES:

- (a) The Association's financial year shall extend from 1st April of one year to 31st March of the following year, both days inclusive.
- (b) The accounts of the Association shall be maintained in the name of the Association at a bank authorized by the executive committee.
- (c) The Treasurer shall have the charge of all the money, assets, movable and immovable properties of the association.
- (d) All property and money shall be vested in the name of the association.
- (e) The payment of subscription and/or donations shall be made to the Treasurer of the Association.
- (f) No member of any committee or sub-committee shall incur any expenses on behalf of the Association except with the written permission of the Secretary and the Treasurer.
- (g) The accounts of the Association shall be audited annually.

- (h) The accounts of the Association shall be operated jointly by the Treasurer and any of the following members of the executive committee.
 - (i) President
 - (ii) Secretary

8. SCIENTIFIC MEETINGS:

- (a) The scientific meetings shall be held every year. The venue and the dates of the meeting called the Annual Conference of the Rajasthan Orthopaedic Surgeons Association shall be decided by a majority vote. Details of calling of Annual Conference procedure, guidelines for protocols to be observed, finances and savings shall be governed by published guidelines/protocols of ROSA drawn up and updated from time to time by decisions taken in executive committee and ratified in annual general body meeting.
- (b) The arrangements, dates and venue of the Annual Conference may be changed under extraordinary circumstances by the Executive Committee.

The circumstances are:

- i. Withdrawal by local organizing committee.
- ii. Act of omission/commission of a serious nature by senior member of organizing committee grievous enough to effect the conference or name of the Association.
- iii. Illness/Death of the Organising Secretary.
- iv. Lack of follow-up of directives from ROSA executives regarding programme / guidelines protocol for ROSA Annual meeting by the local organizing committee.
- v. Falsification of information of facilities at venue at time of bid.
- vi. Any other condition which the Executive Committee feels is of serious nature and will adversely affect the staging of the conference or the name of the Association.

- (c) Applications for hosting the annual meeting shall be called from interested City

Chapters on a Standard proforma fulfilling criteria laid down from time to time by Executive Committee. All financial responsibilities for conducting the conference shall rest with the City Chapter.

- (d) Formal bids for venue of Annual meetings will be invited two years in advance. They should be submitted at least one month before the annual meeting on a standard proforma. The local organizers and state chapter officers will have to give an undertaking to abide by the directives of the Executive Committee and Central Committee.
- (e) The Local Co-ordinator for the Scientific Meeting shall be nominated by the City Chapter and ratified at the business meeting of the association. He shall also be responsible for all the finances pertaining to the conference.
- (f) Central Committee will decide the full programme of the conference at least 3 months in advance. This includes arrangements for scientific deliberations, guest speakers, orators, seminars, symposia, workshops and selection of free papers for presentation at the Annual Conference.
- (g) The Central Committee for the Conference shall consist of—
 1. President of ROSA
 2. Vice President of ROSA
 3. Hon. Secretary of ROSA
 4. Hon. Treasurer of ROSA
 5. Organizing Secretary
 6. President of Host Chapter
 7. Secretary of Host Chapter
 8. Treasurer for the Organizing Committee
 9. Chairman Scientific Committee of the Conference.
- (i) The Central Committee shall have academic and financial control over scientific Meetings.
- (ii) Any member or an associate of the Association or any other person wishing to present a communication shall furnish three copies of the abstract to the Secretary at least 12 weeks before the date of the meeting.
- (iii) No communication presented to the Association is routinely published unless specially requested by the central committee.

- (iv) Every communication presented to the association becomes the property of the Association which has the right to publish it in the official publication of the Association or elsewhere to be determined in agreement with the author.
- (v) Every person presenting a communication shall supply to the Secretary ROSA an abstract four weeks before the meeting and if requested – he shall also supply a full typescript with illustrations within a reasonable time in form suitable for publications.

11. BUSINESS MEETING:

- (a) A business meeting shall be held at least once during the course of each scientific meeting of the Association (to be called the Annual General Body Meeting), and on such other occasions as may be decided by the Executive Committee. The quorum for such meeting shall be not less than 10(Ten) percent of the ratified membership strength. If the quorum is not complete, the meeting is to be adjourned and may be again convened after 15 minutes without adequate quorum. Only Life Members of the Association shall be entitled to attend and vote at business meetings.
- (b) The President shall call a business meeting within twenty eight days of receiving a request signed by not less than 50 (Fifty) percent members specifying the nature of the business.

12. PUBLICATIONS:

- (a) The main official publication of the Association shall be the ROSA Voice
- (b) The office bearers of the editorial board shall be :
- Editor (one)
 - Associate Editors (two)
 - Member Editorial Board (three)
 - Subject specific members of editorial board (Spine, trauma, arthroplasty, arthroscopy, hand, basic sciences, statistics, pediatric, infection) etc.
 - All these posts will have a term of 2 years: Members holding these posts may be **re-elected for another term of two years.**

13.OFFICERS:

- (a) The officers of the Association shall be President, Vice-President, Secretary and Treasurer.
- (b) All the officers shall be honorary.

14.EXECUTIVE COMMITTEE:

The Executive Committee shall consist of the President, immediate Past President and Secretary, Vice- President, Hon. Secretary, Treasurer and executive Members(7) elected from the state.

15.Election of the officers and members of the Executive (on any one post).

- (a) The Vice-President shall be elected annually, from amongst Life members of the Association who are eligible to vote. The tenure shall be for one year and he cannot seek re-election to same office. The Vice President shall be the President of the Association in the following year

Editor of the ROSA Voice, Associate editors (2), members of the editorial board(3) shall be appointed by the executive committee.

- (b) The Secretary, shall be elected, from amongst Life members of the Association who are eligible to vote. The tenure shall be for two years and he can seek re-election to same office for not more than two terms.

The Treasurer shall be nominated by the Hon. Secretary from the city where he is residing.

- (c) At least 12 weeks before the Annual General Body Meeting, the VicePresident Elect shall send to each life member and full member eligible to vote, a notice of the election accompanied by a list of vacancies to be filled in for nomination. All nominations must be received by the VicePresident within 28 days of the dispatch of the notice convening the election. If there is more than one nomination for any vacancy, election shall be on the basis of a majority vote. Any candidate may withdraw his name at least two weeks before posting of ballot papers. The manner of election shall be secret ballot only. This may be by postal ballot or courier

which is deemed most democratic by the Vice President (Election Officer). Plan for electronic voting may be started.

- (d) The Executive Committee as constituted in accordance with these Rules shall continue in office notwithstanding their period of service which has expired until their successors have been duly elected. (Explanation: it is mandatory for elections to be held every year. The maximum permissible time between two elections is of fourteen months. If the President-elect is unable to carry out the elections due to some reason, the Executive Committee shall nominate an election officer from amongst the members of the Association).

16. POWERS, FUNCTIONS AND DUTIES OF THE EXECUTIVE COMMITTEE:

- (a) The resignation of member deemed to be working contrary to the interest of Association or to have ceased to take interest in the objects of the Association or to have been disobedient to the Rules or guilty of unprofessional act of public misdemeanor, provided that the person concerned shall be notified of the proposed action.
- (b) The Executive Committee shall have power to remit, reduce or suspend the subscription of any Life Member, Full Member or Associate at its discretion.

Without prejudice to the power of the general body of the Association the Executive Committee may Exercise powers, function and duties as under:

- (i) To appoint committees, commissions and sub-committees and delegate such of the functions and powers to them as it may deem necessary.
- (ii) To co-opt Life Member, Honorary Member or any other person to any committee.
- (iii) To appoint delegates to represent the Association at conferences in India and abroad.
- (iv) To purchase, build or otherwise and hold land, buildings, machineries, plants, furniture, vehicles, books and other equipments that may be found necessary in furtherance of the function and duties of the association for and in the name of the Association.

- (v) To receive donations and benefactions for and in the name of the Association.
- (vi) To constitute trusts and foundations for specific activities of the Association, e.g. Education trusts.
- (vii) To arrange scholarship and fellowships
- (viii) To appoint and Auditor and fix his remuneration.
- (ix) The Executive Committee may appoint a full time Executive Secretary and an Administrative Officer who will not be members of ROSA for better management of day to day office work. Their remuneration and specific duties shall be fixed by the Executive Committee and approved by the General Body. They will both work directly under orders from the President, Hon. Secretary and Treasurer of the Association.
- (x) To build up protocols of the Association for its smooth functioning. These may be modified from time to time.

17. Powers and duties of the Office Bearers.

(a) President:

- (i) He shall preside over the meetings of the executive committee and all other scientific and business meetings, functions, seminars, symposia etc. convened by or on behalf of the Association. He shall deliver a Presidential address.
- (ii) The President shall be ex-officio member of all committees and sub-committees.
- (iii) The President may co-opt a Life Member in the Executive Committee from regions/states unrepresented in the Executive Committee. The number of co-opted members shall not exceed three and their tenure of service shall be determined by the President.
- (iv) He shall have one seal of the Association.
- (v) The President shall submit his resignation to the Executive Committee.

(b) Vice President:

The Vice President shall deputize for the President on all occasions when the President is absent or ceases to hold office during his term. He shall succeed as President for the rest of the term.

- (i) He shall be the returning officer for the ROSA elections during his term of office.
- (ii) He shall be ex-officio member of all committees.
- (iii) He shall submit his resignation to the President.

(c) Hon. Secretary:

- (i) Secretary shall be responsible for the organization and execution of all policies and programs of the Association and shall submit reports at the meeting of the Executive Committee regarding thereto. He shall also present the annual report at the annual meeting of the Executive Committee giving a general review of the work of the Association in the preceding year.
- (ii) He shall prepare and keep the minutes of all the business meetings of the Association and meeting of the Executive Committee and see that all notices are duly given in accordance with the provision of rules and bye-laws. He will circulate the accounts for the year along with minutes of the last Annual General Body Meeting.
- (iii) He shall be the custodian of the seal of the Association and other associated items.
- (iv) He shall be the custodian of all the documents and the papers of the association.
- (v) He shall be responsible for the appointment of all employees of the Association.
- (vi) He shall have the power to suspend, punish and otherwise control or regulate the employees of the Association whose monthly salary is less than rupees Five thousand to be ratified by the Executive Committee in its next meeting.

- (vii) He will sign and execute all contracts or other instruments in name of Association and shall exercise general supervision over all the affairs of the Association.
- (viii) He shall be an ex-officio member of all committees and sub-committees of the Association.
- (ix) He shall prepare a current voters list of all Life Members of the Association within the first quarter of each year.
- (x) He shall submit his resignation to the President.

He shall be an ex officio member for a period of two years after serving as a secretary for a period of two years in case he has not sought a second term. He will be designated as past Secretary. (This will ensure continuity and guidance to the incoming Secretary).

(d) Treasurer:

- i. He will keep accounts of the Association.
- ii. He shall present the Annual Audited Accounts of the previous year and an unaudited account of the current year at the Annual General Body Meeting.
- iii. He shall present a Budget for the next year at the Annual General Body Meeting.
- iv. During his absence due to illness or visit abroad, the President will delegate in writing his duties to any other member of the Executive Committee.
- v. All cheques and other negotiable instruments shall be signed jointly by the Treasurer and any one of the following: the Secretary or the President.
- vi. He will hold charge of all assets (movable and immovable property) on behalf of the Association and shall hand over the same to his successor.
- vii. He will submit his resignation to the President.
- viii. The Secretary and Treasurer may incur petty expenses for smooth running of the Association work not exceeding Twenty thousand Rupees for one single item and get it reimbursed on production of proper receipts and vouchers.

18.SUB-COMMITTEES:

- (a) The Executive Committee shall have power to appoint sub-committees for such other purposes as it may decide and appoint members of Sub-committees.
- (b) The Sub-committee shall have the power to co-opt any member who may assist its work without reference to Executive Committee provided the name of these co-opted members are recorded in the written report of the sub-committee to be presented annually to the Executive Committee.
- (c) A written report of the proceedings of each Sub-Committee shall be presented annually to the Executive Committee.

19.ALTERATION OF CONSTITUTION AND RULES:

The rules and regulations shall be altered only by the vote of at least three-fourths of the Members (Life) present at a meeting specially convened for the purpose. The Secretary shall dispatch a notice of such meeting and of every proposed alteration by post to every member eligible to vote not less than 30 days before the date of the Meeting and no rules shall be altered unless such notice has been given.

10 (Ten) percent of membership strength shall form a quorum for a meeting convened to alter the constitution.

20.INDEMNITY:

Neither the office bearers nor the members of the General and/or Executive Committee nor members of the Association shall be answerable for any act done in good faith by them for the sake of conformity only, for the monies of the Association other than such as shall come into their own hands or for any collections or receiver of monies appointed by the Central Executive/Council/Branch Executive Committee concerned for any misfortune, loss or damage happening to the Association by reason of any deed executed by them as an office bearer or a member of the Central Executive Committee/Branch Executive Committee or member of the Association or any reason of any error in judgments or more indiscretion on their part in the performance of their duties or otherwise on account except for willful negligence or fraud. Every person being an office bearer or a member of the Central Executive Committee/Branch Executive Committee or a member of the Association, his heirs, Executors and

administration shall at all times be indemnified out of the funds of the association/against all costs, losses, damage and/or expenses whatsoever incurred or sustained by him in the execution of his powers or duties and every person having been and/or being an office bearer or a member of the Central Executive Committee/Branch Executive Committee or a member of the Association, his heirs, executors and administrations shall be indemnified and saved harmless out of the funds of the Association against all action, suits, claims, and demands whatsoever brought/made against him or them either singly or jointly in respect of any engagement of the Association such as may be incurred by his own personal willful neglect or fraud.

21.DISSOLUTION:

No less than three-fourth of the Life Members of the Association may determine that it shall be dissolved, and thereupon it shall be dissolved forthwith, or any time agreed upon, and all necessary steps shall be taken by the Executive Committee for the disposal and settlement of the property of the Association, the claims and liabilities, according to the Rules of the Association.