

**SCHEDULE - B**

**Reform Memorandum of Association of**

**MAHARASHTRA ORTHOPAEDIC ASSOCIATION**

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1. **Name of the Society:** “Maharashtra Orthopaedic Association”
  
2. **Office address of the society:**  
 The office of the Association shall be situated in the state of Maharashtra, at its Office or at the address of Secretary cum Treasurer or shall be at any other address as decided by the General Body.
  
3. **AIMS AND OBJECTIVES OF THE ASSOCIATION**
  - a) To hold the scientific meetings, Conferences, Discussion, and disseminate and further the art and science of Orthopaedic.
  - b) To promote and advance medical and Allied Sciences in all their different branches and to promote the improvement of Orthopaedic knowledge and medical education, in the state of Maharashtra.
  - c) To maintain the honor and dignity and to upkeep the interests of the Orthopaedic surgeons and to promote cooperation amongst the members thereof.
  - d) To work to bring uniformity in Basic Medical Education. Medical Research, Medical services, registration and to achieve sense of Brotherhood among all members of the profession who are registered to practice orthopedics surgery.
  - e) To work for welfare of the members and their family members.
  - f) To work for updating members with the latest advancement in the field of orthopedics and allied subjects.
  - g) Publish and circulate a journal, which shall be the official organ of the 'MOA', of a character specially adapted to the needs of the profession in Maharashtra and which shall undertake publicity and propagate work of the Association through its columns and publish other literature.
  - h) To provide medical manpower and to organize medical relief operations during Epidemic natural calamities and other emergencies.
  - i) Consider and express its views on all questions and laws of

the state, Indian Republic or proposed legislation affecting public health, the medical profession and medical education, and initiate or watch over or take such steps and adopt such measures from time to time regarding the same as may be deemed expedient or necessary.

- j) To establish and maintain MOA website relating to Orthopaedics.
- k) To watch and to advice on legislation affecting Orthopaedic surgery and allied subjects, Medicines in the field of orthopedics and medicine along with the government institutes.
- l) To start, run & establish the research institute, research fellowships & medical education relating to the branch of Orthopaedics & also other branches of Medical sciences also.
- m) To establish contact with other societies and associations and exchange scientific information and collaborate with them in progress of common interest.
- n) To receive donations and subscriptions and to hold the funds in trust for any particular purpose for the advancement of Orthopaedic surgery and also for social and charitable purpose.
- o) To initiate any other programme which may be decided from time to time by the association for advancement of Orthopaedic surgery.
- p) To celebrate MOA day on 1st May (Maharashtra Day) and organize activity around 1st May for a period of one week. Various Social and Philanthropic activities shall be carried out by MOA members for benefit of public at large.
- q) To implement various programs as directed by Indian Orthopedic Association.
- r) To organize various seminars and webinars on Orthopaedics for the General Public in Maharashtra to educate them on various aspects of Orthopaedic and Prevention.
- s) To donate reasonable funds for the purpose of education, culture and activities.
- t) To donate reasonable amount for the needy persons in society or MOA Member, who are victims of natural calamity such as flood, earthquake epidemic, pandemic or any other mass casualties. This has to be approved in EC. EC can approve upto Maximum Rs. 2,00,000. Any amount above it need to be sanctioned in GB Meeting.

- u) To give recognition & affiliation to District Orthopaedic Associations as subordinate to MOA as District chapters of the MOA.

#### **4. SURPLUS**

The association shall be a nonprofit making organization. The surplus, if any, of the association shall be utilized for the furtherance of all or any of the objects herein above mentioned and will not be distributed among the members.

#### **5. MANAGEMENT**

The management of the association shall be entrusted to the elected executive committee as provided in the rules and regulations.

Executive committee will comprise of President, Vice President, President Elect, Honorary Secretary, Hon Treasurer, Immediate Past President, Joint Secretary, Joint Treasurer, NINE Elected Executive Members from the State and 4 Joint Vice President. They will have Voting rights in all EC Meetings. Post of Past Secretary, of 1 year, will remain till MOACON 2025. This Past Secretary will remain as Treasurer, till 31st March 2024

Nominated Executive Committee members, Journal Editor, Journal Co-Editor, Webmaster, Assistant Web Master. These 8 members will have no voting right in EC Meetings.

#### **6. MEMBERSHIP**

The benefits of the association shall be open and available to all members fulfilling the criteria of membership as laid down in clause 3 of rules and regulations of this Association and shall not be limited or restricted to any particular Class, Cast, Community or Creed of People.

**SCHEDULE - C**  
**Amended Rules and Regulations of**  
**MAHARASHTRA ORTHOPAEDIC ASSOCIATION**

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**1. Definitions & Reference Words:**

- a) Association: means an establishment formed by authority of individuals for promotion of same objects especially one of public or general utility, charitable education etc. here the Maharashtra Orthopedic Association.
- b) Meeting: means Assembly or coming together of the members due to prior notice for discussion or taking decisions on subject matters of Association.
- c) Orthopedics: Means branch of Medicine dealing with the correction of diseased deformed or injured bones or muscles.
- d) Constitution means the Memorandum of the association and The Rules and regulations including annexure and schedules if any annexed to Rules and Regulations
- e) Words imparting Masculine gender and singular number shall respectively include feminine gender and pleural number and vice versa.
- f) Member: means the person admitted to the association as per eligibility criteria and has become part of the Association.
- g) Seminar: Means and includes small arranged discussions or short intensive course of study.
- h) Conference: Means Series of meetings for scientific discussions or consultations.
- i) Year: Means the financial year of the association commencing from the first day of April and ending on the last day of the March of succeeding year both days inclusive.
- j) OFFICE BEARERS shall mean the members of the executive committee.
- k) OFFICE: Office of the Association will be the address of the Honorary secretary, till Association has its own office.
- l) District Chapter :- Shall mean & include any such District Level Orthopedic Association formed as per Law, in the

state of Maharashtra, registered at Charity Commissioner's Office, and operating and working in a particular & specified area in the state of Maharashtra, however such area of working shall not be necessarily entire revenue district as such but it can be one entire revenue district OR any part (Partial) of one or more entire revenue districts OR one or More entire revenue districts.

2. **Area of Operation:** Limited to India

3. **Membership:**

- a) The Association shall consist of members whose names are on the register of Members of the Association at the time when these rules and regulations come into operation and of subsequent members who being eligible shall be duly admitted in such manner and on such conditions as may be prescribed from time to time in the Articles of Association.
- b) There shall be Register of Member in which names of all members of the Association shall be entered with their qualification and addresses and photographs be kept in such a manner as laid down by the Executive Committee.
- c) Any person possessing Allopathic Orthopaedic qualification recognized by MCI or the state medical council is eligible for the membership of the Association.
- d) A member should pay ₹5,000+ GST (whenever applicable), being life membership fees or such subscription fixed by the Association in the General Meeting of the members from time to time.
- e) The General Body has right to decide the amount of subscription fee from time to time, to be paid by members.
- f) Membership shall be conferred after prior application to and approval by the executive committee and subsequent ratification by the Annual General Body.

4. **Kinds of Membership:**

- a) **Life Membership:** Life membership shall be restricted to those doctors, who had done Degree, Diploma or equivalent degree after completing MBBS and who are in practice of Orthopaedic or its super-specialty and registered with State or National Medical Council. Application for Life membership

shall be proposed and seconded by Life members only. The application will be screened by the Executive Committee and the authority to admit new Life members shall be with the Executive Committee, subject to full payment of fees of membership and final approval of GBM.

- b) **Honorary Membership:** Honorary Membership of maximum 5 yrs, may be conferred upon outstanding individuals who have taken deep interest and have promoted and contributed the growth and dissemination of the knowledge of Orthopaedics. However, except authorized or approved by the Executive Committee, such Honorary member will not have any right as of a Life Member, such as right to attend the Annual General Meeting or a right to vote or to contest the Election of Executive Committee etc. He may be given other benefits of being Life Member except, Voting or contesting right. He also can be a member of any working Committee except that he can't be nominated as member of Executive Committee, Journal editor or Webmaster. After 5 yrs, he can be given Honorary Membership again, with approval of General Body.
- c) **Associate Membership:** Associate Membership can be given to a Student, who is doing post graduate diploma or degree or DNB, after passing MBBS. He should be taking post graduate education in National Medical Council recognized and approved Institutions in India. He should submit the certificate for HOD or Head of the Institution to that effect. The subscription will be about Rs 2,000 + GST. After passing out and possessing the degree or diploma, he can pay the remaining balance of Rs 3,000 + GST (or whatever is the difference) and become Life Member.

After approval of Executive Committee, Till GBM, **an applicant** for any of above memberships may be given benefit of being Life Member except, Voting or contesting right. He also can be a member of any Working Sub-Committee except that he can't be nominated as member of Executive Committee, Journal editor or Webmaster. He can attend General Body Meetings but will have no Voting right, nor can propose any Resolution.

## 5. Rights of the Life Members:

- a) A Life member shall be entitled to all privileges of the membership of the Association.
- b) A member shall have right to attend all the meetings and conferences and discussion conducted by the Association (on payment of additional fees fixed if any).
- c) A member has got right to attend Annual General Meeting or such other General Meetings of the Association. Further he has right to vote, discuss functions of the association, Annual Accounts, Balance Sheets and further policy and planning of the Association.
- d) Member has the rights to contest the elections to the E.C. of the Association as per the procedure laid down in clause (11).

6. **Termination of Membership:** Membership may be terminated by:

- a) Resignation by a member
- b) If the member is convicted of any offence of moral turpitude or any criminal offence, Executive Committee can decide this by Majority and suspend the Member. He can be suspended or terminated for 6 or more years, only by passing a suitable resolution in the General Body Meeting of the members and passed by simple majority.
- c) A member can be terminated on account of financial misappropriation with MOA, MOA Funds or any financial matter related to MOA, misbehavior, misconduct by passing a suitable resolution in the General Body Meeting of the members by simple majority. The period of termination will be decided in that GBM.
- d) **Disciplinary Action:** If any Life member goes in the Court of Law or Charity Commissioner against the decisions of General Body, he will be immediately suspended from the Association and will not have any right as Life Member. If he wins the case, he can be re-instated as a Life Member. But, if he loses the case, he will be terminated with immediate effect. for the next 6 years. If he goes in the appeal, which is accepted by the Court, he will remain again in suspended state. If he wins the appeal, he can be re-instated as a Life Member. But, if he loses the case again, he will be

terminated with immediate effect. The duration of this termination can be more than 6 years, as per decision taken in subsequent GB, by simple majority. While re-admitting those members, who are terminated because of going to the Court against decisions of GB, they should pay the all expenses incurred by the Association, while defending/fighting the case in the Court. Then only they may be considered for New membership.

e) On account of death of member.

## 7. **Disciplinary Action:**

Disciplinary actions will be of 2 types: Suspension & Termination

### 1. **Suspension** means

- 1.1. Member will have no rights of being a life member.
- 1.2. He can't remain as or contest to be Office bearer
- 1.3. He will have no voting right
- 1.4. He will not get any communication from MOA Office regarding conferences, announcements, information
- 1.5. He will cease to be a member of Official WhatsApp groups
- 1.6. He should not be the faculty of any academic or non-academic events, webinars, symposiums, conferences or any such programs of the MOA or affiliated chapters of MOA or in the programs done in association of the MOA
- 1.7. His name will remain in the register of members and his LM number will remain the same
- 1.8. The membership and LM Number will be restored automatically once the period of suspension is over

### 2. **Termination** means

- 2.1. He will be no longer a member of MOA
- 2.2. His name will be removed from the register of members and his LM number will be cancelled
- 2.3. Termination will be for minimum 6 years, but can be more to be decided by GB
- 2.4. Once the period of termination is over, he can re-apply for new membership. After approval and ratification by GB, new membership number will be allotted to him. After that, he will be considered as New member. While re-admitting those members, who are terminated because of going to the Court against decisions of GB, they should pay the all expenses incurred by the Association, while defending/fighting the



case in the Court. Then only they may be considered for New membership.

**3. Disciplinary action on Life Member:**

- 3.1. Disciplinary action including suspension/termination as member of MOA, may be taken against any member found in any act, prejudicial to the aims and objects of the association and found unsatisfactory in General Body Meeting, only. Executive Committee, on giving opportunity of personal hearing in the meeting called for the purpose, may pass an appropriate Resolution for such suspension/termination, which will be confirmed in GBM by simple majority.
- 3.2. However before passing such Resolution, the concerned member has to be served with the show-cause notice of 15 days by Surface Mail or email from MOA Office, calling upon him to Executive Committee Meeting, to explain about the charges/acts which can lead to suspension/termination.
- 3.3. On receipt of any such reply from the accused member, or if no reply is received within 15 days from receipt of notice from the concerned member, EC will either exonerate him or pass an appropriate resolution of suspension/termination. The concerned member shall remain suspended from the date of passing of such Resolution of suspension/termination by EC. EC can resolve to terminate the member, but he remains suspended with immediate effect. Termination will come into effect only after approval by GB.
- 3.4. Then this matter will be kept in front of GB in subsequent meeting. In that meeting, the suspended member will be given 15 min to put his say to GB, which then, after due deliberation will pass a resolution by simple majority, either to exonerate or suspend or terminate the member. GB can suspend/terminate the member for 6 or more years or even permanently also.

**4. Disciplinary action on Executive Committee Member:**

- 4.1. A member of Executive committee, including Office Bearers, who remains absent for 3 consecutive meetings of the committee, without prior intimation to the President and/or Secretary and/or MOA Office, shall cease to be a member of the Executive Committee.

- 4.2. Executive Committee can decide this by Majority and suspend the Member, till he is reinstated or terminated in subsequent GBM.
- 4.3. He can be exonerated or terminated from Executive Committee, only by a suitable resolution in the General Body Meeting of the members, passed by simple majority.
- 4.4. If convicted, He will also not be eligible to contest for any Election for next 6 yrs.

**8. Re-Admission of Member:**

- a) Terminated Members may be reinstated, as a New member again, by making fresh application after completing their period of termination only. This new membership will be given only after approval by GB by simple majority.
- b) While re-admitting those members, who were terminated because of going to the Court against decisions of GB and because the verdict had gone against them, they should pay the all expenses incurred by the Association, while defending/fighting the case in the Court. Then only they may be considered for New membership.

**9. Accounting Year:**

The Financial year of the Association for the accounting purpose shall start from 1<sup>st</sup> April of every year and shall end on 31<sup>st</sup> March of the following year. If the Govt. changes the Accounting year, this will also change accordingly. The Administrative Year will also start from 1<sup>st</sup> April of every year and shall end on 31<sup>st</sup> March of the following year.

**10. Executive Committee:**

The Executive Committee shall be a continuous body and will consist of following members, constituted as follows, according to the hierarchy:

1. President	1
2. Secretary	1
3. Vice President	1
4. President Elect	1
5. Past President	1
6. Treasurer	1
7. Joint Secretary (Alternate Year)	1

8. Joint Treasurer (Alternate Year)	1
9. Past Secretary only till 2025	
10. Executive Committee Members	9
11. Joint Vice Presidents	4
12. Journal Editor	1
13. Journal Co-Editor	1
14. Webmaster	1
15. Assistant Webmaster	1

Members from 1 to 11 will have Voting right in all Executive Committee Meetings. Members from 12 to 16 will not be having Voting Rights in Executive Committee Meetings.

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

Election of Joint Secretary and Joint Treasurer will be taken Alternate year from 2022. Joint Secretary and Joint Treasurer will be EC Member from 1<sup>st</sup> April 2023. Joint Secretary will automatically become Secretary and Joint Treasurer will become Treasurer automatically from 1<sup>st</sup> April 2024. 1<sup>st</sup> Joint Secretary and 1<sup>st</sup> Joint Treasurer will cease to be an EC Member from 1<sup>st</sup> April 2026.

Next Election of Joint Secretary and Joint Treasurer will be taken in 2025. Those Joint Secretary and Joint Treasurer will be EC Member from 1<sup>st</sup> April 2025. Joint Secretary will automatically become Secretary and Joint Treasurer will become Treasurer automatically from 1<sup>st</sup> April 2026. 1<sup>st</sup> Joint Secretary and 1<sup>st</sup> Joint Treasurer will cease to be an EC Member from 1<sup>st</sup> April 2028.

This will continue every alternate year.

## 11. **ELECTION:**

### **(A) PROTOCOL & PROCESS:**

- a. Election has to be conducted every year under any circumstances.
- b. There will be only Online Election. There will no Ballot voting. For some reason, if the Online Voting is not possible then for the said year, postal ballot voting will be arranged

so as to accommodate all the members. also in AGM voting by ballot may be needed in exceptional situation.

- c. There will be an Election Committee to carry out election process. This Committee will have 3 members and will be headed by a Chief Election Officer. These 3 members among themselves will take any decision, by simple majority.
- d. This Committee will work only in the ambit of the Constitution and will inform every decision to the Executive Committee. Any decision will be implemented only after approval by EC by simple majority.
- e. This Committee will be appointed by Executive Committee, before 1<sup>st</sup> December of every year.
- f. The Immediate, Non-contesting Past President who is not a member of the Executive Committee will be the Chief Election Officer. But, the Executive Committee can appoint a Chief Election Officer from any of the Past Presidents by 2/3 Majority.
- g. Executive Committee can appoint remaining 2 Election Committee Members, from Executive Committee, who are not contesting the Election.
- h. Executive Committee may alter and approve the Election Time Table and will declare the Election and hand over further proceedings to The Election Committee.
- i. Accordingly, Chief Election officer will declare the election and send the notice by email and WhatsApp to all the members who are the voters, on the basis of members list as on date, submitted by Secretary. This declaration and the time table will be posted on all Official WhatsApp groups by the Secretary and also put on Official Website by Webmaster.
- j. Chief Election officer shall invite Nomination forms by sending Application Form, stating the posts to be filled in, with Eligibility criteria for each declared post, as mentioned in Constitution, by email and WhatsApp Post to all Voters. The Application form will also be available on Official Website.
- k. The Voters list would be displayed on Website of the Association. It will also be available at MOA Office.
- l. Election Process is considered to be started, only when Actual Voting is started.

- m. Both email and Mobile number, registered at MOA Office, should be considered for Voting ID Proof. The changes in the email and Mobile number have to be updated before Voting Process has been started. Afterwards, under exceptional circumstances, it can be changed, 24 hrs prior to last voting date, only after approval of MOA President &/or Secretary, who will be responsible for determining actual Mobile number and Email ID of the Eligible Voter.
- n. Photo to be captured and submitted during voting, may be kept optional
- o. No objection about Qualification or Eligibility will be allowed, after Voting has started.
- p. The Election Committee will hand over the result to MOA Office, who will declare it on Official WhatsApp Groups the same day and will be put on the Website on the same day.
- q. Incomplete Applications will be rejected by Election committee. No further date extension for correction of incomplete applications should be given.

**(B) ELECTION VENDOR**

- i. The agency has to be chosen and approved by Executive Committee, before 1<sup>st</sup> December, every year.
- ii. There will be MOU between Election Vendor and President & Secretary of MOA.
- iii. Election Vendor is answerable to President, Secretary and Election Committee Members. He shouldn't communicate directly with any contestant or voter.
- iv. He should provide his services, continuously, from 0900am to 0600pm, every day during Voting Period. He should keep multiple lines open. His number shouldn't remain continuously engaged or switched off during this time.
- v. He should change the data of voters, whenever either Chief Election Officer, President or Secretary informs him. He should do it within 2 hrs.
- vi. He should facilitate the voting process, make it very simple.
- vii. Short Biodata (maximum 100 words) with photograph of candidate will be provided on Voting Page.
- viii. Once voting starts, Voters and Non-voters list will be provided to all the candidates every alternate day.

- ix. Not more than 2 votes should be done from one IP address, i.e. from same mobile, laptop, computer on any digital device.
- x. While opening the result, there will be 3 Passwords. They will be with Election vendor, Chief Election Officer and President or Secretary. This Password will be given to all, after Voting is Over and before opening the result. The final result should be seen only after entering all three passwords
- xi. Result should be opened in front of Election Committee, MOA EC and Candidates (or their authorized representative), to maintain transparency in elections
- xii. Vendor should provide all election data within 5 days of declaring result, which is a property of MOA.
- xiii. He will be paid 50% fees at the time of MOU, 25% at the time of result and remaining 25% after election data has been submitted.
- xiv. In the case of any difficulty or issue with Election Vendor, the power will remain with Executive Committee. Any refusal by Election Vendor to follow this, will be considered as Breach of Terms and Conditions and will be dealt accordingly.

### **(C) NOMINATIONS:**

- 1) Members who desire to contest the elections of executive committee should submit their application duly signed by the proposer and seconded from the Life members of the association to the election officer.
- 2) Election Officer will open the envelopes containing application forms, as per declared timetable, in front of candidate/s or his/her authorized representative (optional to candidate).
- 3) He will validate or invalidate the forms after due scrutiny, as per declared timetable and will reject forms which are incomplete, improperly filled or stating any wrong information on the part of the candidate.
- 4) Election Officer as far as possible will clear all doubts and grievances about the form at the same time.
- 5) Then Election officer will confirm eligibility of the

candidates regarding any unpaid dues, validity of membership issues for any reason, reported known criminal cases against candidate & conviction. After due scrutiny and satisfying himself about the eligibility of the Candidate, he will prepare Initial list of candidates and inform the same to MOA office, Executive committee and to candidates by email.

- 6) The Election Officer will also publish the Initial list of candidates on website.

The Election officer shall communicate to the candidates, whose applications have been rejected and also inform this to Executive Committee.

- 7) Any member aggrieved by rejection of nomination, shall communicate to the Executive Committee to make an appeal, as per declared timetable and accordingly the Executive Committee shall call an Emergency Executive Meeting, within 5 days. An application for an appeal can be filed online or personally to the Executive Committee. This meeting will also be attended by Election Committee members and the aggrieved, who will put their say.
- 8) Then, Executive Committee shall discuss the matter, after the aggrieved leaves the meeting. They shall give verdict by simple majority. Their decision shall be final.
- 9) If none or less number of applications are received than the number of vacancies to executive committee, then the applications will be invited in AGBM. If applications received are more than the number of vacancies, then the elections will be carried out in AGBM by Electronic method or Ballot.
- 10) A member should fulfill the Eligibility criteria at the time he applies or at the time of assuming the Office, for any post of Executive committee.
- 11) A member shall not contest for more than one post.
- 12) A member can't be on any post for more than 2 times.

Under exceptional Circumstances, GB can give permission for contesting, after being on that post for more than 2 times.

**(D) CODE OF CONDUCT**

Guidelines and code of conduct for are proposed for free, fair and transparent elections. The aim is also to avoid gush of SMS, e-mails and WhatsApp to members by contestants, which most of the times irritates the members and disturbs them.

**The Guidelines for Campaigning:**

1. During elections, candidates can send only one bulk SMS, one bulk email, one campaign telephone call, one WhatsApp post on Official (Administrative) MOA group, **only once a week**. He can send his post to MOA office, who will post it in all official groups.
2. Accordingly, Candidate can contact personally as many times as he can, provided the voter member is not annoyed. If any member writes to the candidate, not to communicate him by any means, the candidate should avoid it.
3. DO NOT USE MOA Academic Groups, even once, for campaigning.
4. Avoid Automated Call center bulk calling.
5. Election Committee Members and MOA office bearers (except candidates) should not get involved in direct campaign, for any candidate
6. Once voting starts, Voters and Non-voters list will be provided to all the candidates every alternate day. SMS/email/ calls should be send to only nonvoters. Members who have already voted should not be inconvenienced, any more.
7. Not more than 2 votes should be done from one IP address, i.e. from same mobile, laptop, computer on any digital device. If found, severe disciplinary action will be taken against the culprit.
8. All candidates will be given information and suggestions time to time by election Committee.
9. If any contestant has grievance against any candidate or agency, of any manipulation or malpractice, initially, it will be dealt with Election Committee. If the contestant is not



satisfied with verdict of Election Committee, he will appeal to MOA Office, within 24 hours of the verdict. Then, immediately, MOA Executive Committee will form a committee of 3 past presidents and 2 EC Members, who will give verdict in 5 working days and if found guilty of any malpractice, agency will be black-listed and will not be given work in future and the candidate will be suspended from Association for six years, after appropriate approval procedures, of EC and GBM, as a Disciplinary Action.

10. If code of conduct is violated by any candidate, following actions will be taken
  - 10.1 If the candidate fails to observe the code for first time, he will not be allowed to send email/SMS for next 1 week.
  - 10.2 If the same candidate defaults again, he will not be allowed to send any update for the remaining period of elections.
  - 10.3 For further defaults, action will be decided by the Election Committee and then MOA EC.
  - 10.4 If a complaint is registered to EO by any MOA member, with proof, that he is repeatedly troubled by the candidate, then EO will inform this to MOAEC through MOA Office. MOA EC will take the final decision. maximum to the termination of his candidature, as a Disciplinary Action.

**(E) TIME TABLE OF ELECTION**

Guidelines for the Time table shall be as follows. It can be altered to a limited extent by Executive Committee. It will be given by MOA Office to Election Committee

1. First circular of Elections by 1<sup>st</sup> January
2. Invite applications in between 2nd January- 8th January 04:55pm
3. Opening of the envelopes & Declaration of Applicants: 8th January @0500pm
4. Last date of withdrawal: 15th January @05:00pm
5. Declaration of Initial List of Eligible Applicants: 15th January @06:00pm
6. Last date of filing grievance by the applicants: 20th January @0600pm
7. Redressal of Grievances: 21st January to 30th January
8. Declaration of final list of Eligible Contestants: 5th February @0600pm

9. Online voting 21st February @1100am to 28th February@ 1100am
10. Results to be declared on 28th February@ 1200 Noon

**(F) INFORMATION OF FINAL CANDIDATES ON WEBSITE**

1. Bio-data of all Final Eligible candidates along with his photograph, will be uploaded on election web page so that members will know the candidate and his work
2. Bio-data should contain only name and his vision about MOA, in maximum 100 words.

**(G) BALLOT:**

1. Elections shall be done through online procedure. For some reason, if the Online Voting is not possible then for the said year, postal ballot voting will be arranged so as to accommodate all the members.
2. All members should verify their email IDs and Contact numbers at either MOA Office or on website. It is the primary responsibility of the member, himself, to see whether their name is in that list and all information about them is correct. MOA Office or Executive Committee will not be responsible, if incorrect information is there in MOA record or Website.

**(H) Appointment of Editor & Co-Editor of JTOS and Webmaster & Assistant Webmaster:**

1. For appointment of Editor & Co-Editor of JTOS and the Webmaster & Assistant Webmaster, applications will be invited from the members by MOA Office.
2. There will not be a general election for these posts. Executive Committee will select candidates for these posts by Simple majority voting.
3. Editor & Co-Editor of JTOS and Webmaster & Assistant Webmaster can be invited to Executive Committee meeting and will be given remuneration for that meeting. However, they will have no voting right.
4. The tenure will be of 2 yrs.
5. In case of resignation or termination of any of these members, Executive Committee will nominate any Life Member for the remaining tenure.

**(I) INVALID ELECTION:**

In case of Either Whole Election or Election for any particular

post is declared invalid, by General Body,

1. If any kind of gross fraud, misappropriation, manipulation is found by Executive Committee, while conducting the whole election Process, an Extra Ordinary General Body meeting has to be called within 7 days, which will take decision of validity of election.
2. If the whole Election is cancelled and declared null and void by General Body, it should be declared again as per time table, decided by Executive Committee, within 15 days. New Election Committee will be formed by Executive Committee, as per rules.
3. If Election of any post is cancelled because of any reason, fresh election, for only that post should be taken

**(J) SUFFICIENCY OF NOTICE:**

All notices, notifications and other communications by the Election Officer for information of members shall be held proper and sufficient if the same are put on Official WhatsApp Group or published on Website of the Association. But, Executive Committee has got right to overrule any such notices, notifications and other communications.

**12) Tenure of the Office Bearers:**

Even though, the Oath to newly elected Executive Committee will be given during Valedictory Function of MOACON, Administrative Year of the executive Body will be from 1st April to 31st March. If MOACON doesn't take place in any year, Oath will be given on 1<sup>st</sup> April, either in a small physical function or online. The Outgoing President will give Oath to Newly Elected Members

1. President – Shall hold the office for one year from 1st April to 31st March.
2. President Elect – Shall hold the office for one year and become President for next year from 1st April to 31st March.
3. Vice President – Shall hold the office for one year from 1st April to 31st March.
4. Immediate Past President – Shall hold the office for one year consecutive to his tenure as President.
5. Honorary Secretary- Shall hold the office for 2 years from 1st April to 31st March. After 2 yr as Secretary, he will

cease to become Executive Committee Member and hand over charge to Joint Secretary, who will become Secretary.

6. Joint Secretary- Shall hold the office for one year and become Hon. Secretary for next year from 1st April to 31st March.
7. Honorary Treasurer – Shall hold the office for 2 years, from 1st April to 31<sup>st</sup> March of next year, both days inclusive, (e.g. 1st April 2024 to 31<sup>st</sup> March 2026) as financial responsibilities are getting divided by starting the tenure on 01 April. After 2 years as Treasurer, he will cease to become Executive Committee Member and hand over charge to Joint Treasurer, who will become Treasurer.
8. Joint Treasurer- Shall hold the office for one year ((e.g. 1st April 2025 to 31<sup>st</sup> March 2026) and become Hon. Treasurer for next year from 1st April to 31<sup>st</sup> March of next year, both days inclusive, (e.g. 1st April 2026 to 31<sup>st</sup> March 2027) as financial responsibilities are getting divided by starting the tenure on 01 April
9. Past Secretary – There will not be any Past Secretary after 31<sup>st</sup> March 2025
10. Nine Executive Committee Members – each will hold the office for three years.
11. Four Joint Vice President – each will hold the office for one year from 1st April to 31st March.

Nobody shall hold two posts at same time. Nobody shall hold the same post for more than two consecutive terms. Under exceptional Circumstances, GB can give permission for contesting, after being on that post for more than 2 times.

### **13) ELIGIBILITY CRITERIA:**

#### **1) President Elect, Vice President. Joint Secretary and Joint Treasurer**

- a) He should be life member of the association for at least 10 consecutive years. He should not be convicted for criminal charges before any Competent Court, Authority and or Medical Council of India and State Medical Council. If there is medical profession related reason for criminal charges, he can take prior permission and approval from Executive Committee to contest the Election. It is the Executive Committee, who will

decide and define whether the charges are of criminal nature or not.

- b) He should have completed 3 years as Elected EC member of MOA at the time of applying for the post, and or at the time of assuming the office.

## 2) **Executive Committee Member**

He should be life member of the association for at least 5 consecutive years. He should not be convicted for criminal charges before any Competent Court, Authority and or National Medical Council and State Medical Council. If there is medical profession related reason for criminal charges, he can take prior permission and approval from Executive Committee to contest the Election.

## 3) **Joint Vice President:**

To bring small districts into main stream and to have representation in Executive Committee, there will be 4 Joint Vice Presidents, who will be exclusively residing and having official residential address from following Districts. One Joint Vice President will be elected from each region, viz. Vidarbha, Marathwada, Konkan and Rest of Maharashtra.

The District having 75 or more members will not be eligible for this category. Only those Regions having 4 or more districts, having less than 75 members will be eligible for this representation.

The eligibility Criteria will be same as for Executive Committee member.

The tenure of this Joint Vice President will be of 1 year.

**Vidarbha:** Akola, Amravati, Bhandara, Buldhana, Chandrapur, Gadchiroli, Gondia, Wardha, Washim, and Yavatmal

**Marathwada:** Beed, Hingoli, Jalna, Latur, Nanded, Osmanabad, Parbhani.

**Konkan:** Palghar, Raigad, Ratnagiri, Sindhudurg, Thane

Rest of **Maharashtra** (North & Western): Ahmednagar, Dhule, Jalgaon, Nandurbar, Satara

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

## 14) **Powers and Functions of Executive Committee:**

(A) The Executive Committee shall be the Executive Authority in administration and as such shall have the power to carry into effect the

policy and programme of the Association, as also in implementation of the GB and EC Resolution passed from time to time. GB will be the Supreme Authority and EC will be next Supreme authority after GB.

- a) To regulate and issue instructions for the proper working of the Association and for maintenance and administration of the Association, building, library and properties of the organization.
- b) To appoint committee, sub - committees as and when necessary.
- c) To appoint and remove salaried officers and servants of the Association.
- d) To represent any matter to safeguard the interest of the Association or the medical profession before Government or other public bodies or any properly constituted authority.
- e) To consider application for new membership.
- f) To decide and approve day to day management, expenses, capital expenditure during the course of the activities of the Association.
- g) To follow any other Powers and/or duties mentioned elsewhere in this Schedule.
- h) Executive Committee has a power to overrule decision of Office bearers, in Executive Committee Meeting, by Simple majority
- i) Executive Committee can change, alter, modify, add, edit, cancel any decision taken/ resolutions passed by previous Executive Committees or in any previous Executive Committee meetings.
- j) But, Executive Committee doesn't have any right to change, alter, modify, add, edit, postpone, cancel any decision taken/ resolutions passed by General Body. It can be changed only either by subsequent GBs or competent Court. Executive Committee has to implement decisions taken by General Body without any unwarranted delay or prejudice.

**(B) CODE OF CONDUCT FOR EXECUTIVE COMMITTEE MEMBERS**

1. Every member should inform to MOA Office about his probable absence from any meeting, beforehand. If he remains absent for 2 consecutive meetings without any valid or genuine reason, EC will give him warning and still,

if he remains absent for 3rd time, disciplinary action would be taken by EC, as specified in clause 7(b)

2. EC members have to follow and implement the work assigned to them by the President or Secretary or EC. If he defies or doesn't do, he will be reprimanded and his remuneration for that meeting will be forfeited. If this persists, disciplinary action will be taken by EC against him, by 2/3 majority, like suspension from EC, for 6 months or even disqualifying for any post for next 6 years, which should be approved by General Body by simple majority

**15. EXECUTIVE COMMITTEE MEETINGS (EC MEETINGS):**

1. Executive Committee shall ordinarily meet once in every 3 months and also before the General Body Meeting and if required, after the General Body Meeting.
2. The Executive committee may invite a member or a non-member expert for deliberation on a specific issue but the invitee shall have no voting right.
3. Extra Ordinary Executive Committee meeting can be called upon by the President and/or Secretary, only to address special or specific issues by giving 3 days' prior notice.
4. Executive Committee members may call meeting by giving notice to President of the Association. Such notice must be signed by at least 5(five) members of Executive Committee or they can send separate email to officeofmoa@gmail.com. Even they can send the notice on Official WhatsApp Group.
5. If President fails to call such meeting within 10 days of receiving such notice, then the Executive Committee members themselves shall call the meeting of the Executive Committee. This meeting may be held online in emergency or pandemic situation. In this meeting, only that agenda will be transacted for which this meeting is called for.

**16. Powers and Functions of the Office Bearers of the Executive Committee:**

**A. President:**

1. He shall be the Chairman of all the Executive Committee and General Body meetings of the Association.
2. He has to conduct meetings.-But, he can appoint any one of

Office Bearer to conduct the meetings.

3. He shall guide and control the activities of the Association.
4. He will declare his theme for the year, which will be implemented by all EC Members
5. He shall have the right of (as veto power) casting vote in case of equality of votes in the Executive Committee and General Body Meetings

## **B. Honorary Secretary**

1. He shall be in-charge of the office and Record.
2. He shall conduct all correspondence.
3. He shall have General Supervision over accounts, pass all bills for payments as directed by Executive Committee and to sign cheques along with President.
4. He shall arrange meetings, lectures and discussions.
5. He shall maintain a correct and up-to-date Register of all members of the Association.
6. He shall prepare Annual Report to be presented to Annual General Meeting after approval from Executive Committee. He shall also keep upto date records of minutes and attendance of the meeting.
7. He shall present the names of applicants as new members first in the EC meeting and after its approval shall present the list in GBM for ratification.
8. He shall make all statutory compliances with the Hon'ble Charity Commissioner from time to time.

## **C. Honorary Treasurer:**

- 1) He shall receive all money of the Association and shall deposit them in a Nationalized Bank approved by Executive Committee to the Credit of Association.
- 2) He shall be responsible for collection of subscription from all the members of the Association.
- 3) He shall be responsible for keeping up-to-date the accounts of the Association.



- 4) He shall get all the accounts audited by Auditor appointed by the Executive Committee.
- 5) He shall present the Annual Statement of the Accounts and Balance Sheet showing the financial position of the Association and put it before the Annual General Meeting of the Association  
 Audited accounts of previous financial year should be circulated to all the members before General Board meeting along with agenda of the meeting.

#### **D) Vice President**

- 1) He will help the President in all his work.
- 2) He will be in-charge, will coordinate and be responsible for executing MOA Day Week Celebrations.
- 3) He will also look after all Social, Cultural events of MOA in coordination with President.
- 4) He will be deputized for the President on all occasions when President is absent or when the President hasn't assigned his responsibility to anyone else and he is absent.
- 5) If the President ceases to hold the office during his term due to whatever reason, he shall work as the President for the remaining term.

#### **E) President – Elect**

- 1) President Elect will hold office for one year as a member of Executive Committee and become President for next year.
- 2) He will be in-charge, will coordinate and be responsible for executing all IOA CSRC academic and non-academic events.
- 3) He will help to execute, implement all issues required to get AK Gupta Trophy.
- 4) He will be in-charge, will coordinate and be responsible for executing IOA Bone and Joint Day/ Week Celebrations
- 5) He will supervise work and follow up Guardian Ministers.
- 6) He will look after implementation of Academic initiatives of Hon President

#### **F) Joint Secretary -**

- 1) Joint Secretary shall have the basic function to assist the secretary in the secretarial work of MOA
- 2) Joint Secretary shall act at the instance of the Secretary and the President of MOA.

- 3) He will be responsible for all SDRC activities, meetings and coordination. He should supervise, whether all constitutional provisions are followed by all District Chapters.
- 4) Joint secretary shall conduct the works of supervisory and administrative or executive nature, which shall not be left at his discretion and detailed directions as to procedure to conduct the activity shall be detailed to him.
- 5) He will be by-default Chairman and In-Charge of MOA Master Class

### **G) Immediate Past President -**

- 1) The Immediate Past President is eminent man of prudence, as he has observed & conducted the proceeding of MOA since last 2 years
- 2) He shall guide at the strength of his experience to the MOA EC, therefore he shall act as advisor to President MOA.
- 3) He shall coordinate between MOA & allied District chapters. He will be responsible for all SDRC activities, meetings and coordination. He should supervise whether all constitutional provisions are followed by all District Chapters and also by MOA.
- 4) The Immediate Past President will ensure proper communication between MOA & IOA regarding all the activities. He shall ensure proper representation of MOA in IOA.
- 5) He will supervise the Guardian Minister of District Chapters of MOA, nominated by EC. He will observe and get the work done from Guardian Ministers, as mentioned in the in the Constitution

### **H) DISCIPLINARY ACTION AGAINST OFFICE BEARERS**

- 1) President, Secretary and all OTHER office bearers of MOA including Org sec/Org President of Conference should discharge their duties according to constitution and guidelines laid down from time to time.
- 2) If they fail to do so, the Executive Committee can appoint an Enquiry Committee consisting of 2 members, who are expert and senior members of the Association.
- 3) Such Enquiry Committee will do enquiry about the issue and give its report to Executive Committee within 10 days.

- 4) After receiving Enquiry Committee's report, the Executive Committee will decide to take action of either termination of post or termination of membership of association or otherwise, against such President, Secretary and/or any Office Bearers of MOA including Org sec/ Org President of Conference, by 2/3 majority. Then, It will be submitted in GBM where a decision by 2/3rd majority, after giving opportunity to such office bearer to submit in writing as also orally in the said meeting.
- 5) The decision of GB will be final and will come into effect on passing of the said resolution.

## **17. General Meetings:**

### **A. EXECUTIVE COMMITTEE MEETINGS (EC MEETINGS)**

1. Executive Committee shall ordinarily meet once in every 3 months (Minimum Total 4 meetings in a year) and also before the General Body Meeting and if required, after the General Body Meeting.
2. The Executive committee may invite a member or a non-member expert for deliberation on a specific issue but the invitee shall have no voting right.
3. Extra Ordinary Executive Committee meeting can be called upon by the President and/or Secretary, only to address special or specific issues by giving 3 days prior notice.
4. Executive Committee members may call meeting by giving notice to President of the Association. Such notice must be signed by at least 5(five) members of Executive Committee or they can send separate email to officeofmoa@gmail.com. Even they can send the notice on Official WhatsApp Group.
5. If President fails to call such meeting within 10 days of receiving such notice, then the Executive Committee members themselves shall call the meeting of the Executive Committee. This meeting may be held online in emergency or pandemic situation. In this meeting only that business will be transacted for which this meeting is called for.
6. All Executive Committee Meetings, including Extra Ordinary, should have good quality Audio-Visual

Recording, which should be kept at MOA Office, for record purpose. It is a property of the MOA and will be made available to Members, by specific resolution of Executive Committee. Then, It will be given to any member, in digital format after paying ₹1000 plus hardware charges & Courier Charges to MOA Office.

#### **B. GENERAL BODY MEETING (GBM)**

1. Executive Committee shall call and convene every year, a meeting called Annual General Body Meeting of the members of the Association, preferably to be held during annual conference of the association. If for any unavoidable reasons, physical GBM is not possible, then online GBM may be conducted, irrespective of the conference of MOA (i.e. MOACON).
2. Written Notice of Annual General Meeting must be given to reach the members not less than 15 days before the date of Annual General Meeting to every member of the association by Email.
3. All General Body Meetings, including Extra Ordinary, should have good quality Audio-Visual Recording, which should be kept at MOA Office, for record purpose. It is a property of MOA and will be made public only by specific resolution of Executive Committee. It will be given to any member, in digital format after paying ₹2000 plus hardware charges & Courier Charges to MOA Office

#### **C. CONSTITUTIONAL AMENDMENTS**

1. Any proposal for the amendment to Memorandum and Articles of Association shall be submitted to Honorary Secretary at least 2 months before the Annual General Meeting.
2. Honorary Secretary shall forward a copy of the same to Executive Committee.
3. A copy of proposed amendment and the recommendation of the Executive Committee shall be forwarded to reach every member of Association by email at least 15 days before the Annual General Meeting.
4. The Honorary Secretary shall present at the Annual General Meeting the opinions on the proposals communicated to him in writing, by the members.

5. If there is amendment to the Memorandum and articles of Association then it must be stated in the notice of the meeting and such amendment can be approved only by Simple Majority of the members, present in the meeting.

**18. AGENDA at the General Body Meeting** Following agenda is to be transacted at General Meeting

1. To approve minutes of the last General Body meeting
2. To approve Annual Report, Annual Audited Accounts.
3. To appoint Auditor for next year and fix his remuneration
4. To approve amendments to memorandum and articles of association.
5. To give prior permission to sale of any property of the Association.
6. To discuss objects and working results of the Association.
7. To ratify the induction of new members recommended by executive committee.
8. To administer Oath of all elected members.
9. To discuss any other business with the permission of the Chairman.
10. To pay Obituaries for the members who are deceased after last AGBM

**19. Association's fund and investments:**

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

**20. CHAIRMAN OF MEETINGS:**

- i. President of the Association shall be Chairman for all the Meetings of the Association.
- ii. In exceptional Circumstances, President can appoint other Office Bearer or Senior Executive Member as Chairman, which needs to be approved by present EC Members.
- iii. In absence of President, Vice-President shall be the Chairman of the Meeting,
- iv. If both are absent, then the members of the meeting will appoint Chairman for that meeting

**21. Quorum for Meeting:**

Quorum for annual general meeting shall be 10% of total strength of the association. Quorum for all other meetings should be 1/3<sup>rd</sup>

of the body of that meeting. If Quorum is not present at the meeting at the appointed time, then the meeting will be adjourned for half an hour. If the Quorum is not present after half an hour, then the members present shall form the quorum.

**22. Dissolution of the Association**

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

**23. Extra Ordinary General Meeting**

- a) It can be called when Executive Committee is of the opinion to call extraordinary general meeting for urgent decisions to be obtained from general body members, whenever required.
- b) A draft notice of the meeting stating business to be transacted must be approved by the Executive Committee in their meeting.
- c) Extra Ordinary General Body meeting can also be called upon by the President and/or Secretary, only to address special or specific issues by giving 7 days' prior notice.
- d) Members may call for extra ordinary General Meeting by giving requisition notice to the President of the association, such notice must be signed at least 1/5 members from and out of total members of the Association. The President shall convene the same within 1 months from the receipt of such requisition notice.
- e) If the President fails to call such meeting within 1 month of receiving such notice then, the members themselves shall call the meeting of the Association or request the Secretary or Vice President or President-Elect to do so.
- f) Such notice must be sent to all members to reach at least 7 days before the meeting, by e mail stating agenda to be transacted in the meeting together with explanatory statement to be attached wherever necessary.
- g) Only the subject matter for which the extra ordinary general body meeting is called will be discussed and no other business shall be transacted in such meeting unless the same shall be incidental. Any other matter will be discussed

only with the Permission of the President.

**24. Extra Ordinary Executive Committee Meeting:**

- a) Extra Ordinary Executive Committee meeting can be called upon by the President and/or Secretary, only to address special or specific issues by giving 3 days prior notice.
- b) Executive Committee members may call meeting by giving notice to President of the Association. Such notice must be signed by at least 5(five) members of Executive Committee or they can send separate email to officeofmoa@gmail.com. Even they can send the notice on Official WhatsApp Group.
- c) If President fails to call such meeting within 10 days of receiving such notice, then the Executive Committee members themselves shall call the meeting of the Executive Committee. This meeting may be held online in emergency or pandemic situation. In this meeting only that business will be transacted for which this meeting is called for.

**25. Funds of Association, Income and Its Utilization**

- A. Funds of Association, Income Consists of:
  - a) Subscription from members
  - b) Donations from members & patrons of Association
  - c) Government Grants for activities of Association
  - d) Interest and dividends received on investment by Association
  - e) Web site advertisement
  - f) Donations from Pharma Company
  - g) Profit from the Conferences either organized by MOA or its affiliated associations.
  
- B. Income of the Association is to be utilized for the objects of the Association with the approval of Executive Committee.

**26. Purchase, Rent and or Sale of Immovable Properties**

- a) Purchase of immovable property can be effected with prior approval of members in the General Body Meeting.

- b) Sale of immovable property can be affected only after prior approval from General body and Charity Commissioner on the terms and conditions imposed by him.
- c) MOA should try to have its own fixed Office. It should preferably be located at Central City, where there is good road, rail & air connectivity. It can be taken on rental Basis, initially. But in future, MOA should try to have its Own purchased Office.

**27. Bank Account**

1. Bank Accounts of the Association can be opened with Indian Commercial Banks only. It can be Public Sector or Private Sector. Cooperative Banks should be avoided. It is to be operated by any 2 of President, Secretary and Treasurer.
2. But in case of any extraordinary or genuine difficulties and if the President, Secretary and Treasurer does not have any written objection and if the Executive Committee approves, such bank Account can be managed by Secretary or Treasurer along with any member of executive Committee as Co-Signatory.
3. There should be net banking facility.

**28. Change in the name of Association and change in object of Association**

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

**29. Vacancy to the Executive Committee:**

Vacancy caused by any reason including resignation, death or otherwise shall be filled in the meeting of Executive Committee by passing necessary resolution by simple majority in the executive committee meeting for the remaining period till the next elections.

**30. List of Members:**

A list of members shall be maintained by Honorary Secretary of the Association. Any additions and deletions are to be approved by the Executive Committee in their meeting and these additions and deletions are to be incorporated in the list of members and



are to be signed by the President or Secretary of the Association.

**31. Change in Rules and Regulations:**

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

**32. Power to remove difficulties**

a) If any difficulty or any doubt arises in giving effect to Rule and / or regulation to meet or resolve situation, the Executive Body is hereby empowered and authorized to resolve such day to day difficulty (and / or supplement anything or Omit anything) and the decision of the Executive Committee on such day to day issue shall be binding on the Association.

b) However, if such difficulty or doubt is regarding any Change in the Constitution, which will alter the basic purpose of that clause, and if it is affecting interest of the Association or against the Aims and Objectives of the Association, then such decision of the Executive Committee shall be implemented only after approval by the GB by simple Majority. The power of such interpretation, of whether it is against interest of the Association or against the Aims and Objectives of the Association, will be vested with Executive Committee, which will be decided by 2/3 Majority of attending members in EC Meeting. Then it will be implemented after approval in Executive Committee. But, it can be reversed, altered by General Body in the subsequent Meeting.

**33. AFFILIATION OF ANY CITY ORTHO CHAPTER/ ORTHO ASSOCIATION AND MOA ACTIVITIES**

**A) AFFILIATION AND RECOGNITION OF THE DISTRICT/REGIONAL ASSOCIATIONS AS DISTRICT CHAPTER OF MOA**

(1) Prescribed form has to be signed by office bearers of district/regional orthopedic association with MOA and thereby incurring the obligations mutually. The Executive Committee will decide the affiliation, which will be confirmed by GBM. The broader guidelines for such recognition as to criteria of eligibility to recognize as district chapter of MOA is as below

- (2) Any District Orthopedic Association formed for the entire revenue district of the Maharashtra state and there is no any other application for recognition from another orthopedic association in the particular revenue district. There shall not be any requirement of minimum numbers of members in such event.
- (3) If any orthopedic association has already been recognized as district chapter of MOA in a particular district and other Orthopedic Association from the same district applies for recognition as District chapter of MOA, then under such circumstances the number of members of applicant Association shall not be less than 100. AND such Orthopedic Association shall be from the region, which have been recognized as separate growing area by way of formation of independent RTO office or Municipal corporation.

**B) AFFILIATION OF ANY CITY ORTHO CHAPTER/ORTHO ASSOCIATION**

- (1) Any city Ortho Chapter/Ortho Association registered in the State of Maharashtra with Charity Commissioner, fulfilling following criteria for affiliation, can apply for affiliation of MOA. But, NOC from the District Association, in which that Ortho Chapter/Ortho Association is having Registered Office, is necessary.
- (2) If the concerned District chapter does not provide NOC, then under such circumstances the proposal for recognition shall be put in GBM of MOA for necessary consideration and the decision of the GBM irrespective to any NOC shall be final and binding.
- (3) That Association should have more than 75 Life members. The Criteria for the memberships should be the same as that of MOA. (Clause 4)
- (4) Prescribed form, approved by Executive Committee from time to time, has to be signed by office bearers of district/region.
- (5) The Executive Committee will decide the affiliation, which will be confirmed by GBM.
- (6) Such an affiliated association will have all rights of Affiliated Chapter and will work as any other district, affiliated chapter. However, such chapter must involve the district chapter in which, they are conducting MOA activity. They should invite President and Secretary of that District Chapter alongwith

President and Secretary of MOA, in any MOA Academic or Social activity or their Annual Conference.

**C) AFFILIATION OF SUBSPECIALTY ASSOCIATIONS IN STATE OF MAHARSHTRA**

- (1) All Subspecialty Associations in Maharashtra should get affiliation with MOA.
- (2) They are also expected to perform all academic events, in association with MOA.
- (3) The office bearers of Non-affiliated associations should not be called as faculty in all kinds of programs, done under aegis of MOA. Any breach of this rule will be considered as an indiscipline and proper disciplinary action will be taken against all those, who are involved.
- (4) These Associations will help MOA to conduct Academic events as well as MOA Fellowships.

**D) AFFILIATION OF ACTIVITY WITH MOA**

- (1) The MOA affiliated Chapters only can apply for affiliation of MOA Activities.
- (2) All MOA activities can be arranged in state of Maharashtra or Goa. Such activity can be arranged by any affiliated chapter of MOA. Any Ortho specialty association can conduct MOA activity, only with prior approval from MOA executive committee.
- (3) Any MOA member or group of MOA members can conduct MOA activity only after prior approval from MOA Executive Committee about the activity, program and venue. If any member, group of members or specialty association wants to conduct MOA activity, where there is local affiliated MOA chapter, then it is mandatory for them to conduct the activity in association with the affiliated District chapter. Non MOA member cannot conduct such activity and cannot hold any key position/important position in any organizing committee of such activity
- (4) There must be at least three faculties. All Orthopedic faculties from Maharashtra, should be member of MOA. Non-MOA member Orthopedic Surgeons, within the state, should not be the Faculty for any activity done in association with MOA
- (5) The email should be sent with details of program like faculties, topic, date etc.

- (6) MOA Logo should not be used without prior permission from MOA Office.
- (7) Logo of MOA and names of President and Secretary should be printed on brochure.
- (8) MOA President, Secretary and the local Guardian Minister should be invited for such activity and involved in the inauguration Ceremony. Local Hospitality should be given to them.
- (9) When any activity is done in association with MOA, MOA may give financial aid, which will be approved by Executive Committee.
- (10) A report of activity with few photographs for newsletter of MOA after completion of activity must be sent to MOA Office.
- (11) These activities can get MMC Credit point from MOA, provided all expenditure incurred while doing it, is borne by or reimbursed to MOA by Organizing Association.
- (12) Some profit out of such affiliated with MOA, may be shared with MOA.

**34. CONFERENCE (MOACON Annual conference of the MOA)**

MOACON shall be held in the state of MAHARASHTRA and GOA only.

- 1. Annual Conference will be granted to an affiliated District Chapter only and not to any City Ortho Club or an Individual.
- 2. The applications will be invited 2 years in advance.
- 3. The place/city shall be approved by executive committee first and then by AGM.
- 4. The venue will be approved by MOA executive committee or venue approval committee of MOA Executive Committee.
- 5. A Memorandum of Understanding, Bipartite or (Tripartite if an event manager is appointed, at the time of signing the MOU,) shall be signed by the President and Secretary of affiliated chapter holding the conference and Organizing Secretary MOACON and event manager (if any) with President and Secretary of MOA as per the format decided by executive committee.
- 6. Here is a separate MOACON Blue Book regarding rules, regulations, protocol and guidelines to be strictly adhered and followed while conducting MOACON, Clause 54.

**35. Dr. M. N. Shahane shall be the name of the oration given by Past President MOA.**

Dr. C. G. Pradhan shall be the name of the oration given by Past President IOA.

Or decided by Executive Committee.

**36.** Spouse of President, President-Elect and Hon'ble Secretary will be invited for exchange of Jewel Ceremony in General Body Meeting.

**37. REGIONAL CONFERENCE (MOARCON) AND ONLINE CONFERENCES/WEBMINARS:**

Regional conferences i.e. MOARCON, online conferences and webinars shall be arranged with prior approval and finalization by Executive Committee of MOA

**38. PROTOCOL FOR APPOINTMENT OF OFFICE STAFF:**

1. **MOA Office Manager:** The Office Manager will be appointed after an interview, by Secretary. Job/appointment shall be on contract basis & not employee relationship. Salary shall be fixed and revised as per labor laws and as per approval of Executive Committee.
2. **Chartered Accountant:** A chartered Accountant can be appointed for a period of 3 years, with the approval of Executive Committee. He should be preferably from the City where IT department, at which MOA is registered. Following Services shall be provided by him.
  1. **Audit under the Bombay Public Trusts Act 1950:** He should provide the services of Auditing under BPT Act requiring an auditor to express their opinion on the financial statements of the trust. He should apply test checks of the transactions of the MOA including the compliance of various laws and sections applicable to the trust and compliance of the Accounting standards applicable to the trust.
  2. **Income Tax Returns Filing:** He should assist MOA in filing the returns of income under the Income Tax Act based on information provided as required under the Act.
  3. **TDS Compliances under Income Tax Act:** The trust registered in India are required to withhold the Tax on various payments such as fees to the professionals, payments to the caterers, Payments to the Travel consultants, Cab operators etc. The trust is required to file on a quarterly basis the TDS returns with the department. He should provide the services of

filing these quarterly returns by collating the data from the trust and processing them in the required format and filing the return on behalf of the trust.

4. **Other matters:** Besides the above mentioned services, he should also assist in appellate proceedings under income tax law and other laws.

5. **Fees:** His remuneration will be decided and approved by Executive Committee for BPT Audit under Trust Act and Income Tax returns will be on Annual Basis, TDS Compliances per return basis, Filing of CIT appeals on per Appeal basis, Attendance with CIT Appeals on per effective hearing. Any other taxation matters will be decided on case to case basis.

3. **Lawyer or Advocate:** A part time Lawyer can be appointed by Executive Committee as per the need. Executive Committee will decide the remuneration and duration of appointment.

### **39. OFFICIAL EMAIL IDS OF THE OFFICE BEARERS**

1. Official Email for correspondence with MOA office will be officeofmoa@gmail.com and will be managed by Hon. Secretary.
2. Official email ID of Secretary will be secretary.moa19@gmail.com will be managed by Hon. Secretary.
3. Official email ID of President will be presidentofmoa@gmail.com will be managed by Hon. President.

### **40. EMERGENCY SITUATIONS/ EPIDEMIC/ PANDEMIC PROVISIONS:**

The provisions and suitable changes in respect to emergency situations, epidemic, or pandemic shall be finalized by executive committee, on discussion with Trustees and Past Presidents.

### **41. WHATSAPP GROUPS:**

- A. Following are the rules to use WhatsApp on **Official Executive Committee Group**, approved by EC on 12<sup>th</sup> January 2020 and again modified in EC Meeting on 30<sup>th</sup> May 2021
- B. WhatsApp is very important and effective mode of Communication with all members. It should not be misused for malicious propaganda It's very important to maintain discipline and decorum in the groups.
- C. **Admins of the Group:**
  1. The Admins will be the President and Secretary of MOA.
  2. Additional Admin can be taken by Hon President for that particular year of tenure of President.

3. Additionally, EC can also choose and appoint Admin. His duration will be fixed by EC. EC has got power to remove him by Simple Majority.

**D. Group Formation:**

1. There will be following Groups, which will be permanent and will be changed only in GBM by 2/3 Majority
2. MOA Administrative Group (Alphabetical)
  - i. It will have posts only of Administrative in Nature. It will be used for informing MOA EC decisions to Members and Member's communication with EC.
  - ii. If a member wants to communicate with any Sub-Committee or needs any help, he can communicate in this group.
  - iii. The membership of this Group is mandatory for all MOA Members. Because, the all Official Communication from MOA Office with MOA Members will be on this groups
  - iv. It is a responsibility of individual member of MOA to verify whether, they are there in Alphabetical Administrative Group.
3. MOA Academic Group (Alphabetical): It will have contents of only academic in nature
4. MOA Executive Committee Group (Year)
5. MOA SDRC Group (will change every Year):
  - a. It will involve only communication between District Chapters and Executive Committee
  - b. It should be used to solve issues related to the members of that district.
6. MOA Immediate Past President Group (will change every Year)
7. MOA Social Group: Voluntary
8. MOA PG Students Group
9. Additional Groups may be formed by Hon Secretary as and when required.

**E. RULES AND REGULATIONS OF WHATSAPP GROUPS:**

**1. Duties, Rights and Responsibilities of Admin**

- i. Admin has a Right to control activities in the Group.
- ii. Admin will be responsible for maintaining decency, decorum and discipline in that group.

- iii. Admin has a right to remove a member, if he/she violates rules and regulations of the Group. Nobody from the Group, should criticize this decision and create bad environment or conflicts

## 2. Removal of Member from WhatsApp group

- i. If a member is deceased
- ii. If MOA membership of a member is suspended or terminated
- iii. If he leaves the group on his own
- iv. If a member is violating rules of that Group
  - 1) Initially, it will be brought to the notice of that member, preferably on personal number
  - 2) If it is violated again, then final warning can be given in the group
  - 3) If it is violated 3<sup>rd</sup> time, he can be removed from the group

## 3. Reinstatement of a Member

- i. If he leaves the group, inadvertently and informs the Admin accordingly
- ii. If his phone number is changed
- iii. If removed due to indiscipline and then tenders apology
- iv. If he is reinstated as MOA member again

## F. GUIDELINES ABOUT POSTS

- 1) The Group should be used **only for the purpose** for which it is created. e.g. Don't put Social post on Academic or Administrative group
- 2) In case of dispute, **decision of admin will be final**
- 3) Avoid Good Morning, Good Night posts
- 4) Avoid wishing for any festival, new year, wishes like birthday, Congrates, thank you posts. You can wish on personal number
- 5) Avoid Political, communal, indecent, immoral, sexual, disgusting, hateful or derogatory posts. Avoid propaganda of any political party. This has to be followed on Social Groups also.
- 6) Use parliamentary Language, No personal attack or abuse
- 7) Whenever any post is put on WhatsApp, it is taken as addressed to all. If at all, somebody wishes to put post to an individual, it should be put on his personal number and not in the Group.



- 8) No EC Member should use these group to put his complaints against EC or GB. In this regard, He can communicate on individual numbers or using his own groups. As WhatsApp Groups remains open for all members, if there is any grievance against EC or GB or any member, it should be put either in email to office or WhatsApp of Secretary or President. Not on groups. Such matters need not be discussed in open forum, publicly.
- 9) Trolling of ay EC member on other groups is strictly forbidden. In such case, EC will take disciplinary action against such member.

#### **G. MOA Executive Committee WhatsApp Group**

- 1) The Name of Official WhatsApp group of MOAEC will be MOA EC (Year)
  - 2) When Hon President or Hon Secretary, put any message or information, It is important and necessary for them to know, whether every member has read, understood these Correspondence, Information, Communication or Circular, issued by them. So, 👉 sign (Index finger up) is to be used, when they have read and understood the post.
  - 3) Sometimes, a suggestion or resolution requires voting (Approval or Disapproval) from members. So, when a member agrees and want to say Yes or approved, he will use 👉 sign or type 'Yes'. 👎 sign or type 'No' to be used to say No or don't agree or showing disapproval. Those who don't respond in 24 hrs, will be considered as Neutral. After 24 hrs, decision is declared as approved or disapproved, depending upon majority number of signs.
  - 4) This group should be only used for Official Correspondence and information. There will be no personal posts, wishes like Congrates, Birthday, Thanks GM, GN, any festival Greetings etc. Admins will be given Authority to maintain decorum, discipline of the Group.
  - 5) This Group will be used to decide only day to day decisions or minor policy decisions, permissions etc. Email can be used to send Final Decisions, invitation and information of meetings.
- H. Backup of All WhatsApp Discussions will be kept by Hon. Secretary
- I. In Future, Telegram app can be considered for this purpose.

#### **42. Board of Trustees**

## 1) Why Needed

- a) As it is mandatory to inform Charity Commissioner about changes in our executive body, every year. Currently, existing EC Committee is considered as Trustees. So, separate changed report for every changed EC Committee has to be submitted every year. As tenure of every post is separate, separate reports for every post need to be filed. e.g. one member is President-Elect for 1 yr, then he becomes President for the next year and then Immediate Past President for the next year. As these are separate posts. Separate changed report is required to be submitted for every post. This increases burden of documentation as well as increases cost. So, it was decided to have separate Board of Trustees, a body of Senior, experienced well-wishers of the Association, which is separate from Executive Body, for **reducing number of changed reports at Charity Commissioner Office.**
- b) It will look into following issues:
- c) There can be constitutional Crisis. Previously, such crisis was solved by Compromise Meeting. But, now, there is need of providing constitutional solution for any such issues in future.
- d) There can be serious dispute against Executive Committee also. The Court cases against EC are going on. So, to have amicable solution, among the EC and the aggrieved one. Instead of Arbitrator, Board of Trustees can look after this.
- e) If at all there is any activity by EC against the Aims and Objectives of the Association,
- f) For larger amount of Money Transaction for more than 10 Lakhs, except during Annual Conferences.

## 2) Responsibilities (Duties) of Board of Trustees

- a) All immovable Properties will vest in the hands of Trustees.
- b) All movable Properties, furnitures, fixtures, equipment, machinery will vest in the hands of Trustees.
- c) Any representation with Income Tax, Service Tax, Government Office, Statutory Authorities, all matters with Charity Commissioner's Office will be done and supervised by the Trustee Board and
- d) Necessary compliance with all statutory requirements for all above, will be executed through Executive Committee and Office Bearers.
- e) Approval or appropriately modify any major event involving finances exceeding 10% of Annual turnover of the Association

- f) Any dispute involving EC members resulting in crisis situation, should be reported to and looked after by Board of Trustees.
- g) In case of disagreement between Board of Trustees and the Executive Committee, the matter shall be referred by the Executive Committee to a Extra Ordinary Meeting of the General Body, convened for this purpose.
- h) The decision of the GB, taken at such a meeting shall be final, provided it is carried by 2/3 majority of the members present and by voting. The quorum for such meeting will be same as that for any GBM
- i) Trustees can't hold any office of Profit in the Organization
- j) The total number of Board of Trustees will be 7 (Seven).

### **3) Tenure**

- a) It will be 5 years or till the next Board takes the Office.
- b) In exceptional circumstances, current EC may extend the tenure of a Trustee for a period, not extending 1 year or till the New Board is formed, whichever is earlier

### **4) Eligibility for the Board of Trustees**

- a) Any Past President having completed his tenure of 1 year
- b) Any Life member who has completed at least Seven years as an elected member of the Executive Committee. Nominated tenure or tenure as Past Secretary will not be considered for eligibility
- c) Age: Between 65- 80 years at the time of date of application for the candidature/nomination.
- d) Retiring Trustee is also eligible for re-election, provided he fits in age criterion
- e) Election of Board of Trustees will be every 5 years and will be taken with Elections of EC.

### **5) Rights of the Board of Trustees**

- a) They will be invited for every EC Meeting, but they will not have any voting right during that EC Meeting
- b) Reimbursement of expenses, transportation, fees paid for the meetings etc., which is legitimate will be done from Association funds
- c) To call an Extra Ordinary General Body Meeting in a critical situation, involving MOA EC malfunctioning or violation of Aims & Objectives of the Trust. This should be done by  $\frac{3}{4}$  majority of Board of Trustees
- d) It will be the privilege for the Trustees of MOA that the Organizing Committee of MOACON shall provide Free Registration and Free Accommodation to them.

- e) It will be the privilege for the Trustees of MOA, that the Organizing Committee of MOACON shall provide for seating arrangement for them in first three Rows at the Auditorium of GBM of MOA

**6) Meetings of the Board of Trustees (BT)**

- a) The Trustees among themselves will choose the Executive Trustee, by majority voting, who will help to organize meeting, keep communication and will be a connecting link between EC and BT. He will also call meeting of BT and keep its record
- b) All these meetings will be Zoom/online meetings, to reduce expenditure. They will be recorded for record keeping purpose. EC will have right to see this recording
- c) There shall be at least 3 meetings in one calendar year, preferable once in every 4 months. One of them will be at time off MOACON, before that EC Meeting. These will be presided by the Executive Trustee or any other Trustee chosen by BT itself
- d) Decisions will be by simple majority. In case of tie, Executive Trustee will have an additional Casting Vote. Every Trustee have to attend at least 2 meeting in a year, unless permission is obtained or retrospective sanction is given by BT
- e) The Minutes and recommendation, if any, resolved out of meeting of the past presidents, shall be communicated to the EC of MOA through Secretary of MOA and the EC shall take necessary cognizance and action over it. But, these resolutions will not be binding on EC, per se.
- f) The Sitting President and Secretary will be essential invitees for each meeting of the Board of Trustees.

**7) Termination of the Board of Trustees**

- a) By Death
- b) By Resignation
- c) Guilty of Moral Turpitude, which brings disrepute to the Association
- d) Convicted for Criminal Offences with punishment for more than 6 months of imprisonment
- e) A Trustee, who remains absent for 3 consecutive meetings of Board of Trustees, without prior intimation to the President and/or Secretary and/or MOA Office, shall cease to be a member of the Board of Trustees.
- f) Board of Trustees can decide this by Majority and suspend the Member, till he is reinstated or terminated in subsequent GBM.

- g) He can be exonerated or terminated from Board of Trustees, only by a suitable resolution in the General Body Meeting of the members, passed by simple majority.
- h) NO CONFIDENCE MOTION: Grievance against Behavior and conduct of Trustee: If a written Complaint of more than 100 Life members regarding behavior and conduct of a Trustee is given to EC. Then EC will give hearing to both sides and if EC approves the grievance, it will call Extra Ordinary GBM with at least 3 weeks' notice with this matter or agenda. The quorum for this meeting will be at least 300 Life members and the motion of no confidence has to be passed by more than  $\frac{3}{4}$  Majority of those present. This meeting will be presided by sitting Hon President of MOA.

#### 43. GUARDIAN MINISTER:

1. As approved by EC on 12th January 2020
2. To make MOA more Powerful, we have to be more Interactive with our members all over Maharashtra. Also we have to increase Coordination with our Affiliated District Organizations. We need to be continuously in touch with them. President and Secretary alone will not be able to give necessary time and attention to this. So, to delegate this, Guardian Minister will be appointed for every District
3. Hon President and Hon Secretary will choose Guardian Minister and allot the districts, preferably with mutual discussion and understanding with the EC member. In case of dispute, decision of Hon President will be final.
4. The Broad Profile and responsibility of Guardian Minister will be as follows:
  - a. He is a very Important Link between EC and Individual District Association
  - b. He will exchange Information between EC and Individual District Association
  - c. He will be constantly in touch with District Associations & their Presidents/ Secretaries
  - d. He will try his Best to Increase The MOA Membership from his District
  - e. He is responsible for **Updating Database** of their Respective Districts. All Guardian Ministers to go through the database of their respective district, to contact their respective District Association Presidents and Secretaries and push them for verifying data (Correct spelling of name, present Address,

contact number, email etc.) of their District MOA Member and correct it

- f. He will be responsible for looking after any issue or grievance arising in that District. But, on his own, he will not give any decision in any matter, matter or dispute
- g. Any MOA member of any district, will first contact Guardian Minister first, who will take detailed cognizance of his issues and inform that to Hon. Secretary. Then the Guardian Minister will inform the concerned member about the solution of MOAEC for his grievance.
- h. He will be invited to every official event, function of that District Association, as a representative of MOAEC.
- i. He (alongwith President and Secretary) will be in the WhatsApp Group of that Particular District Group. This will be helpful to increase Communication with every member of that District
- j. He is Caretaker as well as Chawkidar for his Districts.
- k. Guardian Minister should ensure that their District Associations and Office Bearers are actively participating in SDRC Programs.
- l. All Guardian Ministers should submit reports of their area in every EC meeting. Those, who can't attend EC, can submit it by email.

#### **44. SDRC: State District Relationship Committee**

1. It is very important to take MOA to every nook and corner of Maharashtra and doorstep of every MOA Member. So, constant communication between MOAEC and District chapters is important. All affiliated District Associations of MOA need to follow the following norms and protocols. They should affiliate their Annual Conferences to their parent Body, MOA.
2. They should Invite President, Secretary of MOA and their Guardian Minister for all Local Conferences done by or under aegis of that District Organization
3. For those, who are getting Financial Aid from MOA for their all events, should also communicate with their Guardian Minister for that particular event. This is not applicable, if they are not taking any Financial Aid.
4. Only those District Chapters, who are keeping affiliation and association with MOA will be eligible for Allotting MOARCON,

Meet the Master, Financial Assistance, MOACON, IOACON or any other event of MOA.

5. IOACON will not be awarded to host to any District Chapter, who hadn't organized at least 3 MOACONs.
6. MOA will publicize all activities of SDRC on its website, Secretary report and all digital Platform, social media.
7. It is important for President and Secretary of every district to attend SDRC meetings. Marks will be allotted for that for considering for Best District Chapter Award. At least one of them should attend it. If No representative of any district Chapter attends SDRC for a whole year, they will not be eligible for Allotting MOARCON, Meet the Master, Financial Assistance, MOACON, IOACON or any other event of MOA.
8. SDRC meeting should be taken preferably on the same day as MOAECM.
9. SDRC members will be given Rs. 2000/- allowance, after attending meeting, which will be increased by 10% every year

#### **45. FORMATION OF VARIOUS COMMITTEES:**

- A) Following Committees shall be formed every year and their Chairmans will assigned by Hon President and will be approved by EC
  - (1) Membership drive committee
  - (2) Members' Database Committee
  - (3) SDRC Committee:
  - (4) Scientific committees:
    - i) Conferences, Articles, Papers
    - ii) Case Discussions/ Journals
    - iii) Master Class Committee, Webinars: Joint Secretary will be by default Chairman and In-Charge of this Committee
  - (5) Fellowship committee
  - (6) PGCON and PG Activities
  - (7) Academic Institutions & Medical College Coordination Committee
  - (8) Medico legal Committee
  - (9) Grievances Committee
  - (10) Constitution Amendment Committee
  - (11) Members Welfare committee
  - (12) Sports and Fitness
  - (13) Cultural Committee
  - (14) Nursing Home Issues Committee

- (15) Website committee
- (16) Social Media cell, Digital Technology
- B) Each Chairman will form its WhatsApp group adding President and Secretary of MOA, common to all. They can add members who have got Knowledge, Interest and give their Energy, time for the purpose of Committee.
- C) They will report in every EC meeting, about their Activities done in the Group, which will consist of Plan, activities done, difficulties encountered and kind of help required from Office Bearers and other EC Members.

#### **46. PAST PRESIDENTS CLUB**

1. That there shall be formation of Past President Club of MOA . All the living past presidents shall be the members of this club. The present President of MOA will be the Chairman of the club and the Secretary shall be Coordinator as well as WhatsApp Admin for this club.
2. The Past President club will act as advisory committee to the MOA EC
3. The meetings of Past President club shall be held during MOACON, before EC Meeting, the communication regarding which shall be made by Present Secretary & President of MOA.
4. The Minutes and recommendation, if any, resolved out of meeting of the past presidents, shall be communicated to the EC of MOA through Secretary of MOA and the EC shall take necessary cognizance and action over it. But, these resolutions will not be binding on EC, per se.
5. It will be the privilege for the past Presidents of MOA that the Organizing Committee of MOACON shall provide for free registration to them.
6. It will be the privilege for the past Presidents of MOA, that the Organizing Committee of MOACON shall provide for seating arrangement for them in first four Rows at the Auditorium of GBM of MOA.

#### **47. MEMBERS DATABASE:**

1. Members' database will be updated from time to time on Official Website.
2. It is the primary responsibility of MOA Members to verify their all information in the Database on the website. If they wish to modify it, they can communicate MOA office on [officeofmoa@gmail.com](mailto:officeofmoa@gmail.com).



3. The Expired Member's name will be removed from the Database. But, as a token of respect, that LM number will not be given to any other member in future.
4. The power to edit/ modify/add in the database will be with Executive Committee through Hon. Secretary. Chairman and Members of Database Committee will help him in this matter.

#### **48. MASTER CLASS**

1. This academic activity will continue forever, unless not possible by unavoidable circumstances.
2. It will be Online Webinar.
3. President and Secretary of MOA will be Patrons for this Webinar.
4. Joint Secretary, Chairman of Academic Subcommittee of Master Class, will be in-charge and responsible of the Master Class. He will appoint a Coordinator for every month.
5. There will be a Different Theme every month. Opportunity for Members who work in Periphery should be given priority in these webinars.
6. It will be for 3 hours. MMC Credit points have to be secured for each Master Class.
7. It can be done in association with any Guest State Chapter affiliated to IOA
8. Any suitable digital Online Platform can be used for these webinars. It can be streamed live on You Tube and/or Facebook.
9. There will not be any subscription for MOA Members.

#### **49. DIGITAL MEDIA**

1. MOA should have its own Zoom Meetings Annual Subscription for 500 members. It may be increased according to the circumstances.
2. MOA should have its own YouTube Channel, Facebook Page, Twitter Handle, Telegram Group, Instagram, Bulk SMS. It can have its own account in any popular Social Digital Media
3. Chairman of Social Media cell, Digital Technology will be in-charge and responsible for this, who will coordinate with President and Secretary of MOA.
4. MOA You tube channel URL is  
[https://www.youtube.com/channel/UCPR\\_X6AX1RpsEVH548KZREq](https://www.youtube.com/channel/UCPR_X6AX1RpsEVH548KZREq)

#### **50. JOURNAL: JOURNAL OF TRAUMA AND ORTHOPEDIC SURGERY**

1. Editor & Co-Editor of JTOS are responsible for timely, regular publication of Official Journal of MOA, i.e. Journal of Trauma and Orthopedic Surgery.
2. It is their responsibility to maintain standard of the Articles, case studies or other sections of the Journal
3. It should be indexed in all standard International platforms like Index Copernicus, Pubmed etc.
4. There should be 4 quarterly issues of JTOS
5. EDITORIAL BOARD:
  - a. The Editorial Board will be comprised of 14 members.
  - b. The Members will be invited by Hon Secretary and approved by Executive Committee.
  - c. There should be at least 1 member from each Subspecialty.
  - d. The members will be, preferably, a Teaching Faculty and should have presented at least 3 papers in Any State or National Conference.
  - e. They should have published at least 3 articles in any Journal of State, National or International level.
  - f. The appointment will be for 2 years and will be replaced with replacement with Journal Editor.
  - g. A member for Editorial Board can be re-invited for maximum 3 terms
6. It was decided in 2019 AGBM, to give only online journal and charge Annual Subscription for those members, who want hard copy and also to institutes for bulk purchase of Journal. Annual Subscription for individual members will be ₹1000-1500 and for institutions about ₹25000-50000/-.

#### **51. MOA WEBSITE**

1. <https://www.mahaortho.org> will be the official Website of Maharashtra Orthopaedic Association
2. It will be managed by Webmaster with Web Committee and President and Secretary. It will be responsible for about the design, content, pages, Sponsors, advertisements in the Website.
3. A website Vendor can be appointed by Executive Committee
4. It should be stable to allow frequent changes and shouldn't crash at any manipulation.
5. Members' Area: This will be made accessible only after logging in with OTP. It will have
  - a. the private details like members' emails and mobile numbers,

- b. Minutes of EC meetings, GBM's and other meetings
  - c. Access to the Surgical videos and other academic information
  - d. various links will be made on the website, including Financial planning for the orthopaedic surgeon, Medico legal section and Medico legal advice and comments
6. An online pay portal has to be facilitated for online payments, Online MOA/IOA Memberships and online conference registrations
  7. It will have upcoming Events, Past Events, Event Photo Gallery, Press Releases
  8. There will be Conference notifications and MOA day updates
  9. Facebook page for MOA and a YouTube channel for MOA can be published on website
  10. Sponsors can be taken for website to generate revenue for MOA, thereby making the website self-sufficient. This would involve exhibiting advertisements of Pharmaceutical and Implant companies on the website. Those sponsors, who take stalls at MOACON also can be offered about advertise in Website, at discounted rates and can be given priority
  11. The website will be updated every Sunday.
  12. MOA office can communicate with Website Vendor and if any important or emergency material can be uploaded immediately.

## **52. PROTOCOL FOR WEB MEETING**

1. Attendees have to ensure that their connection is secure and have good speed of Wi-Fi or other network. Any interruption in discussion due to this reason is responsibility of Individual member, and not of MOA office.
2. When an attendee joins the meeting, it will be taken as he has signed in and present for the meeting. Accordingly, in official register, entry will be made as either present or absent.
3. An Attendee is expected to attend complete meeting. But, if at all he leaves the meeting for any reason, it will be considered that he has attended full meeting.
4. Voting for any resolution, have to be done by raising hand, 'show of hands'. Hand should be seen on video. Verbal voting will be difficult to make out, so, will not be considered valid.
5. Only one attendee will talk at a time

6. If any attendee wishes to talk, then he should raise his hand for permission for talking and only after permission from Host, he can talk. Cross-talking or simultaneous talking will not be allowed
7. If any attendee goes on talking or doesn't follow discipline or above protocol, he will be muted, till he stops talking. If he interferes or interrupts again and if this results in disturbance in meeting, he will be muted again. When this happens more than 3 times, he will be permanently muted, till the meeting is over.
8. In any meeting, many subjects are needed to be covered. So, lot of time shouldn't be spent, on one subject alone. So, all attendees should abide by following precautions
  - a. When an attendee is talking on a subject, he should be brief and precise. If required, he can write a note and read it. It will save time and energy, and will cover all points he wishes to elaborate.
  - b. Don't repeat same point again and again.
  - c. Don't digress or divert from main subject. Kindly stick to the main issue. Avoid beating around Bush.
  - d. Kindly read the printed material or watch the video, which is sent, beforehand
  - e. An attendee is advised to do some homework and prepare himself, so that many points can be covered.
  - f. An attendee needs to keep his presentation ready in PowerPoint, if any. He can share it during your presentation
9. During meeting, in case of any issue or controversy about meeting conduction, Chairperson's decision will be final.
10. All the proceedings will be recorded and will be considered as Official record. So, it is advised to all participants to avoid un-parliamentary language or behaviour.

### **53. WELFARE ACTIVITIES**

MOA can perform Welfare Activity for its members. It can help them for Group Insurance, Medico legal and other grievances, Bulk Purchase of Equipment's and other materials, Discussion about Investment and other financial matters.

### **54. FELLOWSHIPS**

- 1) MOA will offer several fellowship opportunities to deserving candidates, who are Life or Associate Members of the MOA in good standing.

- 2) The goal of the fellowship is to provide an educational experience, and a one-to-one interaction with a mentor who is a recognized leader in the field of Orthopaedic surgery. The fellowship is an excellent opportunity for young members of MOA to visit experts in the field of Orthopaedic Surgery within Maharashtra.
- 3) The MOA offers a Fellowship to its members to visit a Centre of his/her choice for a period of 3 to 6 weeks. This period can be extended with mutual discussion among the Mentor and MOA officials.
- 4) The fellowship carries an award of Rs. 20000/- and a certificate. The amount will be given only after the Fellow completes the Fellowship fully and successfully. The amount may be increased by EC, according to circumstances. Accommodation won't be provided by MOA.
- 5) 10 fellowships will be awarded annually to deserving applicants who fulfil all application criteria and requirements
- 6) Disclaimer: The certificate is neither an authentication of the awardee's surgical skills nor his/her professional excellence.
- 7) Terms and Conditions for the Applicants:
  - a) Applicant must be a Life or an Associate member of MOA in good standing for at least 3 years.
  - b) He Should have attended at least one MOACON at the time of application.
  - c) The application with the applicant's CV and a letter of recommendation (preferably from the HOD of the applicant's residency program or a senior MOA member) should reach the Chairman of the Fellowship Committee or the Secretary of the MOA by email, at least 30 days prior to the annual GBM or within 30 days of announcing such fellowships
  - d) At the time of application, the applicant should have chosen the Centre that he/she intends to visit and a tentative concurrence been obtained from the concerned department/mentor.
  - e) The successful applicants will be issued a letter of selection which he/she can use to obtain written confirmation from the department/institution/mentor to be visited.
  - f) The successful applicant must write to the MOA about the plan of the fellowship:
    - i) Centre to be visited
    - ii) Mentor
    - iii) Proposed dates of fellowship

- g) Upon completion of the fellowship the Fellow is expected to write a brief summary of his/her experience with one photo 4" x 6" (300 dpi - JPG file) and send it to MOA office by email.
- h) The Fellow is expected to make a presentation about his fellowship experience during the annual conference of MOA (MOACON) immediately following completion of the fellowship. The MOA Fellowship Committee and the EC will select 2 best fellowship experiences for podium presentation at the MOACON meeting.
- i) The presentation should be in power-point format not lasting more than 5 minutes
- j) The applicant must be present & registered for MOACON at the time of announcement of the fellowship.
- k) The applicant must be present in person & registered for the MOACON to receive the cheque of fellowship amount.

#### **55. BEST DISTRICT CHAPTER AWARD**

- 1) There will be Special Award for 100% membership of district branch, each year, which will be given in MOACON
- 2) The BEST CHAPTER AWARD will be awarded in MOACON. It will be in 3 categories. These criteria may change from time to time:
  - A) 0-50 membership
  - B) 51-100 membership
  - C) 101 and above membership
- 3) Application will be considered only if,
  - a) The said District chapter is affiliated to MOA
  - b) The President & Secretary of the said District chapter are MOA Members
  - c) For more than 100 members, Category C, The Chapter has conducted at least 2 MOACONs.
- 4) Only those academic courses, webinars, conferences done **under the aegis of Maharashtra Orthopedic Association will be considered** for Marking System
- 5) The Marking System will be as follows:

No	Details	Total
A	Percentage Increase in Total number of membership of IOA by District Chapter: 2%: 4pts, 4%: 6pts, 6%: 8pts, 8%: 10pts	10
B	Percentage Increase in Total number of membership of MOA by District Chapter: 2%: 4pts, 4%: 6pts, 6%: 8pts, 8%: 10pts	10

<b>C</b>	<b>Academic Activities (Name with number of delegates)</b>	<b>50</b>
1	Annual conferences	10
4	Instructional Courses/ CME/ Hands on workshop (1 point for every 1 Academic Activities)	15
6	PG Quiz	5
7	PG Instructional Course	5
8	Accreditation points received to State Chapter ( 1 point for every 1 accredited point)	15
<b>D</b>	<b>Achievement of individual members (National and International)</b>	<b>10</b>
1	Paper presentation in IOACON	2
2	Guest Lecture in IOACON	2
3	Guest Lecture International Conference	2
4	Inventions (technique, instrument, implants)	2
5	Academic Literature (Writing, editing, translating)	2
<b>E</b>	<b>Incorporation of IOA President theme in District Chapter Academic Activities</b>	<b>10</b>
<b>F</b>	<b>Incorporation of MOA President theme in District Chapter Academic Activities</b>	<b>10</b>
<b>G</b>	<b>Invitation to Office bearers of MOA in District Chapter Conference</b>	<b>10</b>
H	Attendance of District Chapter Office Bearers in SDRC meeting (Marks would be equally divided in number of CSRC meetings held in the year – like if one meeting held then 20, if two meetings held then 10 marks for each meetings)	20
<b>I</b>	<b>MOA day Activities</b>	<b>30</b>
1	Theme Based Activity	10
2	Social activity/ public service or awareness Activity	10
3	Media Coverage Print/ electronic/ Social	5
4	Any Other Program related to Theme	5
<b>J</b>	<b>Bone and Joint day Activities</b>	<b>40</b>
1	Theme Based Activity	20
2	Social activity/ public service or awareness Activity	10
3	Media Coverage Print/ electronic/ Social	5
4	Any Other Program related to Theme	5
	<b>Total</b>	<b>200</b>

## 56. PROTOCOL AND GUIDELINES (Blue Book) FOR CONDUCTING MOACON

### A) PROCEDURE FOR BIDS

- (1) Only affiliated chapters can apply for conference 2 years in advance.
- (2) The host chapter should be registered under Registration of Society's Act 1860, is affiliated to MOA & have a PAN

No. / GIR No. / Tan No / GST number with Income Tax Department

- (3) Bids for the conference from affiliated chapters, will be invited by MOA Office before 31<sup>st</sup> July.
- (4) Bids have to be submitted on a standard Proforma & sent to Hon. Secretary, before the stipulated date.
- (5) These Bids will be scrutinized by MOA Office, and then names of willing District Bodies will be given to the Election Officer.
- (6) Selection of the Organizing District Chapter will be by Online election along with regular MOA Elections.

## **B) PROCEDURE FOR SELECTION OF VENUE BASIC REQUIREMENTS**

### **(1) Choice of City**

- i. Accommodation available: There should be adequate accommodation available for around 1,000 persons. Some 3 to 5-star hotels in city are expected.
- ii. Connection by Air, Rail & Road: The city preferably connected by Air to Metro Cities at least. It should have a major rail head with good connections all over state.
- iii. Tourist Spot: Although being major tourist destination is not a must, but it certainly attracts a bigger participation & is of definite advantages.

### **(2) Choice of Venue**

- i. Central Auditorium: The main Auditorium should have capacity of 400 to 500 Hall should be good & it should preferably be air-conditioned with proper sound and acoustics.
- ii. Satellite Halls:
  - 1. Minimum One satellite hall having capacity of 300 persons.
  - 2. Two Board Rooms with capacity for 25 persons.
  - 3. Storage space for conference office.
- iii. Dining Hall: An area adjacent to the main hall (within 100 meters of main Auditorium). An area of approx. 25,000 - 30,000 Sq. Feet would be required.



- iv. Trade Exhibition: Another area of similar size or 2-3 long rectangular halls / Open space & adjacent to (100-150 meters) from Auditorium will be required for the trade exhibition.
- v. Location: The venue shall be preferably located centrally in the city or within 5KM. If more distance, then continuous transport facilities to the central point in the staying area, city area is expected.
- vi. Parking: Adequate parking space should be available around the venue.
- vii. Lounge Space: The venue should also have some area for children & spouses.
- viii. Registration Counters: Adequate space & persons should be provided.
- ix. Security: The venue should be such that it can be cordoned off from general public & is safe.
- x. Toilets: Enough toilets - for males & females are required. Banners / Signage need to be displayed for information of delegates.

**C) DATES AND DURATION OF MOACON**

- (1) The conference should be for minimum 3 days.
- (2) The dates for the conference will be preferably in first 15 days of October, but can be changed under extra ordinary circumstances.
- (3) The CME/ Workshops shall be on 1<sup>st</sup> conference day & rest ALL programs shall be planned accordingly.

**D) ELIGIBILITY OF ORGANIZING TEAM:**

- (1) The team organizing the conference should be experienced & a short bio-data of The Organizing President and the Organizing Secretary should be submitted with the bid. All members of the Organizing Team must be member of MOA.
- (2) The Organizing Secretary especially should fulfill the following criteria.
  - i. Very well versed with all Rules and Regulations of MOA
  - ii. He should have preferably been Organizing Secretary / Chairman of Organizing Committee of at least one symposium or

- iii. He should have organized at least one major State / National workshop / scientific activity.

#### **E) FINANCE OF CONFERENCE**

- (1) Number of available registrations to be declared initially and update about registrations published on website of MOA and officially informed to MOA Office by Organizing Secretary every 15 days.
- (2) Non-MOA Members will be charged double delegate fees from the beginning.
- (3) Budget proposals including registration fees tariffs, collection from stalls etc., will be presented to Executive Committee during 1<sup>st</sup> MOACON meeting immediately after Election
- (4) Registration fees for main conference:
  - i. The registration fee for members of MOA for MOACON should be just reasonable; it can be increased by 10% each year & rounded off to nearest 100 as per need depending upon local factors but only after sanction from MOA Executive Committee well in advance, during previous MOACON meeting. But, under exceptional circumstances, it can be increased with approval of EC and then GB.
  - ii. The registration fees for non-members will be twice the registration fees for Members,
  - iii. Late fees will be 25% of registration fees after one month of last date of regular registration & 50% after 2.5 months from last date of regular registration.
  - iv. Spot registration will be double the registration fees. Provision of spot registration can be offered after consultation with Executive Committee
  - v. Registration fees for Post Graduate Students will be 60% of normal registration fees.
  - vi. Incidental Charges: The incidental charges of MOACON will be decided by Local Organizing Committee.
  - vii. Registration fees for CME program should be included in MOACON fees and no separate registration for CME.

- viii. Workshops, if any, Banquet can be charged separately
- ix. Registration fees for spouses & children over 12 years of age will be 80% of delegate fees: They will be registered as Accompanying Person and should not be registered as delegate. The percentage will be the for Spouses / Children's of Non-Members, it will be proportionately more. The Adhar Card/ Passport proof is a must for the Accompanying persons
- x. Registration fees for children below 5 years will be Nil and for 5-12 years (or height below 4 ft), it will be 50% of delegate fees
- xi. Refund policy need to be declared after consultation with MOA.
- xii. GST, TDS & any other such taxes is a responsibility of Local Organizing Committee and will be looked after & dealt with by them. Any liability arising out of these should be dealt by Local Organizing Committee.
- xiii. Complimentary free registration: The following have to be given Complimentary Free Registration.
  1. President of IOA
  2. Hon. Secretary of IOA
  3. President of MOA
  4. Hon Secretary MOA
  5. All Hon. Fellows of MOA (List to be obtained from Hon. Secretary /Treasurer)
  6. All Foreign Guest Speakers (Only faculty, no delegate)
  7. All Indian Guest Speakers who are not member of MOA.
  8. Spouses of Foreign Guest Speakers if they are accompanying them.
  9. Invited Dignitaries.
  10. MOA Members over 70 years of age.
- xiv. Complimentary Accommodation: The following have to be given Complimentary Free accommodation
  1. President of IOA & Spouse

2. Hon. Secretary of IOA & Spouse
  3. President of MOA & Spouse
  4. Hon Secretary MOA & Spouse
- xv. The MMC Accreditation: number of MOA should be used for getting credit points for MOACON. But, the expenditure incurred during this, will be borne or reimbursed by Local Organizing Committee.

**(5) TARIFFS: STALLS, SOUVENIR SPONSORSHIPS & MISCELLANEOUS RECEIPT**

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

**F) SCIENTIFIC PROGRAM OF CONFERENCE**

1. There will be Local Scientific Committee and State MOACON Scientific Committee.
2. State MOACON Scientific Committee State MOACON Scientific Committee will comprise of President, Secretary, Chairman of Academic Committee and any 3 members from Academic Committee and 2 members from Executive Committee
3. Local Scientific Committee along with Organizing Committee and State MOACON Scientific Committee of MOA draw up scientific program for the conference and will get final programme approved during July meet of MOA Executive Committee.

4. Local body will decide theme of conference, if any, and scientific programme. Scientific Chairman should be in touch with State MOACON Scientific Committee.
5. Two sessions of Free Papers and one Best Paper Session are mandatory.
6. Free Papers should be 6 min +2 min and Best Paper should be 8 min + 2 min.
7. For Best Paper, Full text submissions are mandatory. For others, abstracts will be sufficient
8. Transparent marking systems will be needed, methodology given below.
  - a. Criteria (marks allocated for criterion)
    - i. Originality (5)
    - ii. Clarity of statement of aims of study (3)
    - iii. Clarity of definition of methods (5)
    - iv. Statistical methods (2)
    - v. Relevance of discussion (3)
    - vi. Appropriateness of conclusions (3)
    - vii. Quality & Clarity of slides (3)
    - viii. Clarity of presentation (3)
    - ix. Appropriateness of responses to questions (3)
  - b. TOTAL MARKS = 30
9. 30 min to research methodology should be allotted
10. Breakfast/Evening Sessions on interesting cases can be included.
11. Innovations in Technology And Industry may be given 30 min, by way of asking for their papers and powerpoint presentation. Podium presentations of 4 min + 2 min may be allowed.They should mandatorily be having Major Stall at conference.
12. Posters are to be displayed in Electronic Format to save the costs. No restriction on numbers.
13. Undertaking from the Authors should be taken for permission to publish in publication of MOA Journal / Souvenir.
14. All papers and posters may be published in JTOS.
15. It is advisable to have a Veteran Surgeon's Forum and Young Surgeon's Forum with presentations. 10 min +3 min slot can be kept for them. There has to be separate Call for abstracts for these papers. Age criteria for Veteran Surgeon will be above 60 yrs and for Young Surgeon, less than 40 yrs.
16. Quiz Programme is to be incorporated in scientific session.

17. Orations / Presidential Guest Lecturers: State MOACON Scientific Committee will decide everything about MOA activities like Orations / Presidential Guest Lecturers / Time Slot (if requested by MOA office) and it will be mandatory for Local Organizing Committee to arrange for it. No other concurrent sessions should be arranged during MOACON with such activities.
  - a. Orations: There are at present 2s orations and 1 Presidential Guest Lecture of MOA
    - i. 1<sup>st</sup> Oration on Saturday. Preferably Immediate Past President of MOA who is not Member of Executive Committee or MOA Member approved by MOA Executive Committee.
    - ii. 2<sup>nd</sup> Oration on Sunday. Preferably IOA President/Non MOA Member approved by MOA Executive Committee
    - iii. Presidential Guest Lecture: It will be decided by the President MOA and State MOACON Scientific Committee
  - b. These Orations should be given prime time during the conference. Ideally, they should be slotted between 10.00 am to 12.00 noon on days of main conference.
  - c. There shall be no concurrent session during the orations.
  - d. The Chairpersons of both orations shall be President & Secretary of MOA.
  - e. State MOACON Scientific Committee will decide Orators in consultation with Scientific Committee.
  - f. Hon. Secretary will invite Orators, ask for their bio data and detail regarding day, date & time of oration.
  - g. Chairperson will introduce orator and orator will speak about person in the name of which the oration is given. Secretary will provide short CV of person in whose name oration is. Secretary will provide this information to orator in advance.
  - h. After oration, orator is felicitated by MOA President & Secretary. Secretary of MOA shall prepare & keep ready couple of gold medals for the orations.
18. Free Papers: Free papers will be invited from Members of MOA for presentation during the conference; each member can present only one paper as the first author. Presenter should be a registered delegate. Presentation will be Oral and Poster.
  - a. Oral Presentation:

- i. The Local Organizing Committee shall meet preferably in 4th week of August, for selection of papers for Oral Presentation.
  - ii. Approximately 1/3rd of paper selected for presentation in conference shall be for Oral Presentation. Rest of them shall be for poster presentation.
  - iii. Criteria of selection of papers shall be circulated in the final announcement Brochures of the conference.
  - iv. The Oral Presentations shall be preferably grouped into Scientific Sessions according to regions/special techniques, special diseases etc.
  - v. The duration of Individual Scientific Session shall not exceed 120 minutes, preferably 60-90 minutes.
  - vi. There shall preferably be 5 presentations for a 1 hour session. Each oral presentation shall be of 8 minutes with discussion 2 minutes & strict control shall be kept on time taken for presentation.
  - vii. Best Paper session containing 8-10 papers will be conducted in all MOACONs. MOA will give cash prize of ₹ 5000, to the Best Paper.
- b. Poster Presentation:
- i. Extra Free Papers selected for presentation will be invited to be presented as Posters.
  - ii. The State MOACON Scientific Committee reserves the right to recommend any paper for Poster instead of Oral Presentation, & representation against this shall not be accepted.
  - iii. The Organizing Secretary shall make adequate arrangement for display of Posters as well as for interaction of the author with delegates interested in discussing the Posters.
  - iv. The Organizing Secretary shall make basic arrangement for display of electronic presentation.
  - v. The Best Poster receives Best Poster Award. The judge for the competition shall be selected by EC MOA.
  - vi. The authors of posters shall be present in the hall during the visit of Judge. Time/Date of which shall be properly announced by Local Organizing Secretary.

G) Chairpersons for Scientific Session:

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

H) Best Poster MOACON:

- (1) President / Hon. Secretary shall nominate a committee of 5 amongst Senior Members attending MOACON for judging the posters. The timing of the visit of the panel of judges to the venue of poster exhibition shall be notified to all authors of posters.
- (2) Awards shall be declared during the GBM of the same conference. The award may not be given to any Member in case no papers / posters are found to be of a quality befitting the award. The judges shall testify to this effect.
- (3) Award for Best Paper published in JTOS: Most commonly visited first three articles on JTOS will be given cash prize of ₹3,000, ₹2,000, ₹1,000.
- (4) Awards shall be declared during the GBM of the same conference.

I) CME of MOA: Continuing Medical Educational Programme:

- (1) This programme shall be held on the first day of the conference. The format of the CME shall be as follows:
- (2) Registration: 08:00 am onwards
- (3) Inauguration: 09:00 am
  - i. Dignitaries on Dais
    1. President of MOA
    2. Hon. Secretary of MOA



3. President of City / District
  4. Hon. Secretary of City / District
  5. Organizing Secretary
  6. Co-coordinator
  7. Organizing Chairman
- ii. Programme:
1. Welcome of Dignitaries
  2. Inauguration by President
  3. Introduction of topic by the coordinator
  4. Welcome of faculty members
  5. President's address
  6. Vote of thanks
- (4) Main Programme: 09:30 am to 05:00 pm (including lunch break)
- (5) Local Organizing Committee decides about CME programme only in consultation with State MOACON Scientific Committee.
- i. Avoid repetition of speakers over the year & topics in next sessions.
  - ii. Encourage fresh talent from amongst younger members
  - iii. A wide state spectrum.
  - iv. Buffer time is advisable in each session
  - v. Should avoid topic to be covered during the next two days.
- J) State Orthopedic PG Quiz:
- (1) Orthopedic Quiz during MOACON is open for post graduate students only.
  - (2) Teams of 2 post graduates each, shall be nominated by the individual Medical College and informed through respective College, to the Local Organizing Secretary at least one month before the conference.
  - (3) The format for the Quiz shall be decided by the Local Organizing Committee and State MOACON Scientific Committee.
  - (4) This responsibility of conducting Quiz will be taken by Joint Secretary
  - (5) Best teams will be selected for the National Quiz during IOACON

- (6) A team will be shown visuals and asked questions by rotation. Direct questions may also be asked without visuals. To promote interest, the exact format may be changed each year by the Chairman of Scientific Committee of MOA.
- K) The conduct of the scientific programme of the conference is the most important aspect of conference. The Local Organizing Committee shall ensure that the facilities for proper audio-visuals, with UPS & Generator facilities, seating arrangements / drinking water / rest rooms, etc. are made available depending upon the projected number of participants for each event. Overcrowding at various venues leading to dissent amongst delegates should be avoided.
- L) PRE-CONFERENCE WORKSHOPS (Optional)
- (1) The venue selected for workshop should be clean, have proper ventilation / air-conditioning, proper space for registration, catering, lectures, hands-on-workshop, demonstrations, etc.
  - (2) The venue should preferably be close to the venue of main conference.
  - (3) Total number of participants: There should be a limit to the total number of participants. Although this may vary according to requirements of workshop the maximum limit should be hundred.
  - (4) Participants should be given a choice and allotment should be on "first-cum-first-served" basis.
  - (5) For hands-on workshops, there should not be more than 5 participants per table.
  - (6) For demonstrations by Faculty Members, the number should ideally be less than 15 on a table. Proper and adequate number of equipments should accordingly be arranged for demonstration / hands-on.
  - (7) Course literature / Hand-out goes a long way in encouraging participants to revise their knowledge afterwards and these should routinely form a major item of the delegate kit.
  - (8) Certificates for participation should be given at the end of the workshop.

- (9) A copy of the video-recording of live demonstrations shall be submitted by the organizers for keeping in MOA Library, which can be made available on the MOA website.

#### M) Main Conference

- (1) CME / Orations / Conference Lectures are organized in plenary sessions.
- (2) Main auditorium with a capacity of 600 - 800 and another about 250 with audio-visual facilities for projection.
- (3) A podium with MOA emblem displayed on it. Green, Yellow, Red and reading light may be required.
- (4) A stand mike + a collar mike, laser pointer, clicker is essential for the speaker.
- (5) A Chairman's table with 3-4 chairs, a table mike, light, file / sheet with the programme for the session to be announced by the Chairperson, short bio-data of Guest Speaker, if any, in that session;
- (6) A torch may sometimes be a handy addition.
- (7) Switches with light controls for the podium green / yellow / red light to indicate lime to the speakers or timer on screen.
- (8) Mementos should be given in gift bag or on a separate stall. No time should be wasted during academic sessions to give memento to anyone except for Orations and Presidential Guest Lecture.
- (9) For felicitation: Two senior members of Local Scientific Programme Committee along with few Volunteers for felicitation.
- (10) IMPORTANT: Arrangements for generators UPS in case of load shedding is mandatory and should be so arranged as to minimize time loss.
- (11) At least two stand mikes and two cordless mikes be placed in strategic position in the hall for questions from audience.
- (12) Concurrent Sessions may be held simultaneously in another hall.
- (13) Proper audio-visual facilities as for plenary sessions should be ensured.
- (14) Proper signage should be placed at strategic places to help in location of various halls. Color coding of halls makes identification easier.

#### N) HOSPITALITY FOR DIGNITARIES

## (1) Office Bearers of IOA and MOA

- i. For the Conference: The President & Hon. Secretary shall be offered travelling allowance, free Registration and Free Accommodation for the Conference.
- ii. To and fro, Economy Class Airfare or AC II Sleeper if the journey is overnight. They will be given best of the local hospitality by Local Organizing Committee.

## (2) Guest Speakers

(3) Foreign: No Foreign Guest Speaker shall be paid International air fare from the accounts of the conference. They are to be given along with spouse if accompanying, best of the local transport facilities available, and all kind of local hospitality by Local Organizing Committee.

(4) Speakers of Oration: Have to be offered travelling allowance, Free Registration and local hospitality, but not the Accommodation.

(5) Board of Trustees: Organizing Committee of MOACON shall provide for free registration and Free Accommodation

(6) Past Presidents: Organizing Committee of MOACON shall provide for free registration to Past Presidents

(7) MOA EC Members: They with Spouse, if accompanying, will be given Free Banquet

## O) GENERAL HOSPITALITY

(1) Reception at Airport / Railway Platform: Reception counters with visible banners shall be put up on airport Arrival area / Railway Platform for delegates. The counters should have information regarding hotel / other accommodation. Basic facilities for transport to hotels / conference venue should be arranged by the organizer.

(2) Transport: Transport for all delegates from various officially designated hotels to the venue for main conference, workshops, banquet should preferably be arranged by the local organizer. Proper information of bus routes and timings should be made available to delegates.

(3) Catering: Undue lavishness on this has to be avoided, working lunch & lavish dinners should be the practice, warm simple lunches on day of the conference should be arranged for the registered delegates, and families if registered. Arrangements for "round-the-clock" supply of

tea / coffee either free or on payment may be made. Safe drinking water at easily accessible spots should be placed outside each hall for scientific deliberations. A complimentary conference dinner will be arranged following the inaugural function. Conference banquet shall be arranged on the main evening (Saturday) of the conference. This may be on payment and by prior registration.

- (4) Accommodation: The conference brochure shall carry information regarding availability of various categories of accommodation. The local organizers shall reserve adequate hotel rooms well in advance to avoid difficulty to the delegates. Allotment will be subject to requests received before deadline, on first-come-first-serve basis, and advance payment of one day tariff. Allotment, of course, shall be subject to availability of hotel rooms in that category. Proper liaison of accommodation committee with various hotels is essential to avoid inconvenience to delegates and over charging by hotels. Services of a travel agent may be utilized to organize accommodation.
- (5) Social Event: An orchestra may be arranged during banquet.
- (6) Sightseeing: Local sightseeing one / two day tours outside the city may be arranged in consultation with State Tourism Corporation. Local sightseeing especially for spouses / children, may be arranged. Complimentary packages for other tour at subsidized cost may be arranged through the Tourism Department / Travel agent.

#### **P) REGISTRATION**

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

- (7) Letter from Local Organizing President & Secretary, MOA President and Secretary.
- (8) List of Executive Committee of MOA & IOA President & Secretary names.
- (9) List of main Organizing Committee
- (10) Proposed format of the conference
- (11) Details of registration fees
- (12) Information regarding Free Papers /Poster Presentation / Video Presentation
- (13) Information of the CME programme including topic, names of faculty.
- (14) Information of accommodation available with tariffs.
- (15) Details of pre-conference workshop.
- (16) Information (including photographs) of tourist attractions in and around the city, various tours being planned etc.
- (17) Information of Air, Rail and Road connections.
- (18) Addresses / Phone no. / Fax No. / E-mail addresses of Key Members of Organizing Committee.
- (19) Information of reception and transport arrangements.
- (20) Information regarding programme for spouses / children / social events.
- (21) Registration form, form for abstract, accommodation, return reservation, sightseeing tours, subspecialty meetings, pre-conference workshop etc. Important dates and deadline.
- (22) Miscellaneous information.
- (23) Disclaimer: Change of venue / programme etc., rights reserved with MOA.
- (24) Important dates / deadlines: Assuring that the date for the annual conferences would be fixed for prior or later week of Diwali.
  - i. Dispatch of first announcement brochure: June. Brochures must have mention of MOA website, mention of MOA Executive Committee and MOA President and Secretary as invitee along with Organizing President and Secretary.
  - ii. Last date for receipt of Abstracts:

- iii. Last date for receipt of Full Papers / Registration without late fees.
- iv. Last date for informing members regarding acceptance of papers for presentation.
- v. Last date for registration with late fees. These dates will be decided by Local Organizing Committee.
- vi. Last date for dispatch of final programme to all members in about 3rd week of September
- vii. All this information is conveyed to MOA Office and webmaster every week by Local Organizing Secretary and is updated on MOA website by web master.

(25) METHODOLOGY OF REGISTRATION:

- i. The registration will be fully computerized.
- ii. Organizers are free to allot registration numbers according to alphabets or to categorize them District wise. Whatever method is adopted, it should be reflected in a streamlined way on registration counters.
- iii. The registration process should be so managed to enable fast processing and avoid unnecessary queries during peak registration hours at conference venue. Enough space should therefore be allotted for this purpose.
- iv. The reply for registration, accommodation, sightseeing tours and receipts of abstract form should be sent within a fortnight of their confirmation by the Conference Secretary.
- v. The information for acceptance/non-acceptance of the scientific paper should be sent on time.
- vi. Delegates should be requested to quote registration number for all correspondence. Spouses/Children should be registered under same registration numbers to avoid confusion.

(26) Registration fee structure: This has already been covered under receipts of conference.

(27) 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.

- i. Copy of the final programme
- ii. Meal coupons / Breakfast coupons
- iii. Invitation to the inaugural function
- iv. Details of registration
- v. Writing pad & Jotting Pen
- vi. Invitation to the banquet (if registered)
- vii. Delegate name badge
- viii. Information brochure of facilities likes transport arrangements, spot map of the venue, other miscellaneous information.
- ix. Conference Souvenir other complimentary are optional.

Q) Certificates:

- (1) Participation certificates for delegates should preferably be distributed from the afternoon on the last day of the conference on getting feedback form.
- (2) These shall be separate for the CME and the main conference. Those for the CME shall be given at the venue of the CME.
- (3) Certificates to Faculty Members / Guest Speakers / Chairpersons should be handed over immediately after the scientific session.
- (4) The Chairpersons shall also give certificates for Oral Presentation to all speakers at the end of the session.
- (5) Certificates for Poster Presentations to be distributed in the hall for Poster Presentations.
- (6) Scanned copy of the certificate is stored with Local Organizing Committee and is provided in case of dispute.

R) Souvenir:

A Souvenir shall be brought out to commemorate the conference. The following information shall be included.

- (1) Messages from various dignitaries including the President / President Elect / Hon. Secretary of MOA.
- (2) Presidential Address
- (3) Secretary's Annual Report
- (4) List of Executive Committee Members of IOA + MOA
- (5) List of Organizing Committee of the Conference
- (6) Final programme of the conference
- (7) Articles from various sources on Orthopaedics and general topics of interest.



- (8) List of donors
- (9) List of exhibitors
- (10) List of advertisers
- (11) Advertisements
- (12) Anecdotes / Jokes etc. (optional)
- (13) List of Trustees, Past Presidents & Secretaries

#### S) FINANCIAL CONSIDERATIONS

The projected budgetary requirements for the conference have to be put under the following heads:

- (1) Approximate percentage of total Budget
  - i. Venue arrangements + establishment expenses including pandals, trade exhibition stalls, registration counters, etc.: 20%
  - ii. Catering: 20%
  - iii. Audiovisual facilities: 10%
  - iv. Printing / Stationary: 10%
  - v. Communication (Telephone / Fax / E-mail / Letters): 5%
  - vi. Accommodation + Transport (Dignitaries & others): 5%
  - vii. Inaugural functions and other miscellaneous expenditure like gifts / mementoes: 5%
  - viii. Entertainment / sightseeing / ladies programme: 5%.
  - ix. Administration: Salary to staff / office setup etc.: 2.5%
  - x. Miscellaneous contingency expenses: 2.5%
  - xi. Contribution to MOA: 10% of Total Collection including all registrations and Sponsorships excluding GST, whenever applicable
  - xii. Savings: 5%

- (2) Committee for Monitoring of Collections / Expenditure: A committee consisting of the Local Organizing Members will monitor the collections / expenditure of the conference. The Hon. Secretary, MOA along with the Treasurer of conference, Local Organizing Committee shall monitor the collections and see that accounts are properly maintained. One of the signatories for the bank account will be Secretary, MOA. Along with registration charges, stall charges are also informed to MOA Executive Committee.

(3) Auditing & Submission of Account: An auditor appointed shall audit the accounts. The Bank accounts of the Conference shall be closed within 6 months or in April of next calendar year whichever is earlier, from the date of the conference and will be published in Secretary's report in the month of August.

(4) Saving for the Conference:

- i. It is mandatory for the Local Organizing Committee, to donate 10% of Total Collection including all registrations and Sponsorships excluding GST, whenever applicable. The "Total Collection" shall also include the fund spent directly / indirectly on sponsorship of all activities related to the staging of the conference.
- ii. This donation is in recognition of the Authorization to the host chapter by the State Body to stage the conference, use of its logo, its name, and for advice and professional guidance given for two years in arranging for academic and other activities of the conference.

#### T) INAUGURAL FUNCTION

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

(2) Venue and General Arrangements: The venue should preferably be a hall with a capacity of about 300 to 500 (main hall). If hall being used for the CME. It should be vacated at least by 5:00pm so that necessary arrangement for inauguration may be made. The backdrop of the stage should carry the Emblem of the Association. Another emblem should also be used in front of the podium. These are mandatory requirements. The conference logo can also be used on the backdrop. Decoration on the stage is left to the discretion of Local Organizers, but proper stage lighting and good public address system should be arranged. Tables are to be kept on sides for placing various awards. The same should be aesthetic. Wasteful expenditure should be avoided.

- (3) Time: Minute-to-minute agenda is prepared meticulously. The inaugural function should usually commence at 6:00pm and the total duration of the main inaugural programme should not exceed 1 hour. A 60-90 minute cultural programme to highlight the culture of the host district may follow the inaugural function, but is not mandatory.
- (4) Dignitaries on the Dias: The total number of chairs will be 9 with following dignitaries being present:
- i. President & Hon. Secretary of IOA
  - ii. President of MOA & Secretary of MOA
  - iii. Chief Guest
  - iv. Guest of Honor
  - v. Organizing Chairman and Organizing Secretary
  - vi. President of District Chapter holding the conference
  - vii. The number of chairs on the Dias may be increased to accommodate the following:
    1. Additional Guest of Honor.
    2. Head of the Teaching Institution, if the conference is being held in a Medical College.
    3. Secretary of the District Chapter holding the conference.
- (5) Seating arrangements in the hall:
- i. Centre front rows to be earmarked for VIP Guests including Chief Guest / President of MOA and spouse, etc. Foreign Faculty (if any)
  - ii. Trustees of MOA in first Rows
  - iii. Past Presidents of MOA, in first two Rows
  - iv. Front rows opposite the podium to be reserved for Media Persons / Organizing Committee.
  - v. Next Chairs for EC Members of MOA
  - vi. If the venue of conference is a Medical College, few rows behind (iv) to be kept reserved for Heads of various departments in the Medical College. If not, they can be reserved for Senior Members of MOA.
  - vii. Next Chairs for Senior Members of MOA.
  - viii. Award winners for that year including Fellows to be seated immediately beside them.
- (6) MASTER OF CEREMONIES / Conduct of Proceedings:

- i. The master of ceremonies for this solemn function should be a senior person (male and / or female) who has experience of conducting such functions.
  - ii. He or she must realize the importance of time and that it is an official function. Unnecessary anecdotes, fanfare should be avoided and the conduct of proceedings should be business like.
- (7) Speeches/activities and their sequence: The following will be the sequence.
- i. Delegates/Guests are requested to take their seats by 5:45pm (To be mentioned on the invitation card for the function)
  - ii. The President and Hon. Secretary of MOA along with IOA President and Secretary will be received the Chief Guest at the entrance and escort him/her to the hall.
  - iii. The master of ceremonies will request dignitaries to take their seats on the dais (to be escorted by Members of Organizing Committee) in following order:
    1. President of MOA
    2. Chief Guest
    3. Guests of Honor
    4. President Elect of MOA
    5. Hon. Secretary of MOA
  - iv. Proceedings:
    1. Welcome to dignitaries by floral bouquets (2 minutes).
    2. Welcome Speech: Chairman, Organizing Committee or Organizing Secretary (5 minutes)
    3. Inauguration of Conference: Lighting of Lamp (5 minutes)
    4. Hon. Secretary's Annual Report (7 minutes)
    5. Presidential Address (5 Minutes)
    6. Release of Souvenir by Guest of Honor + speech (5 minutes)
    7. Speech by the Chief Guest (10 minutes)
    8. Votes of thanks by Organizing Secretary /Jt. Secretary (3 minutes)

9. National Anthem (5 minutes) vocal standard one (Preferably a team of singer to lead)  
Recorded standard one, vocal only.
10. The main function may be followed by short cultural programme to be followed by High Tea/Conference Dinner.

#### (8) MOA AWARDS

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

- i. Lifetime Achievement Award (if any)
- ii. Honorary Fellowship of MOA (if any)
- iii. Certificates for Fellowships
- iv. Best Chapter Dr. Jog Award
- v. Dr. Steve Rocha Best Paper Award
- vi. MOA Quiz Awards
- vii. Most commonly visited articles on JTOS
- viii. Dr. Vikram Marwah Best Poster Award
- ix. Modifications Permissible
  1. Timing may be changed to 6:30pm depending upon local factors.
  2. One or Two Guests of Honor may be added.
  3. Mementoes to dignitaries may be given before the vote of thanks, but the same is not mandatory.
  4. Any other modification in consultation with President/Hon. Secretary of MOA.

#### U) VALEDICTORY FUNCTION

- (1) The valedictory function is also an official function of MOA and will be conducted by the President of MOA/ Hon. Secretary of MOA.
- (2) The duration of the function should be kept as short as possible. (Preferably 30-45 minutes)
- (3) Venue and general arrangements: The venue will be the main hall of the conference. The dais will have seats for the following:
  - i. President of MOA
  - ii. Hon. Secretary
  - iii. Org. Committee
- (4) Proper public address system is essential. A podium will also be required.

- (5) Time: It will be from 11.00 am to 11.30 am on the last day of the conference.
- (6) No special seating arrangements are required.
- (7) An interesting scientific/non-scientific programme should be arranged before and after that so that it will help to improve attendance
- (8) Conduct and sequence of proceedings: A representative from the Organizing Committee will invite the dignitaries to the dais.
- (9) The President & Secretary MOA shall conduct the proceedings in the following order:
  - i. Declaration of results of Best Papers / Awards
  - ii. President gives his comments regarding the conference and its organization.
  - iii. President & Secretary MOA invite delegates to speak on their experience during the conference.
  - iv. Reply to the feelings of delegates by the Organizing Secretary.
  - v. The 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, only after prior intimation and permission of MOA Executive Committee.

#### V) TRADE EXHIBITION

- 1) A trade exhibition will be organized during the conference, which will usually consist of unit stalls of 3 mts X 3 mts.
- 2) 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.
- 3) Special categories of stalls may be charged extra and concession given for multiple stalls. GST will be responsibility of local organizers. It should not be concern of MOA.
- 4) Complimentary stalls to sponsors of other major activities of the conference may be given.
- 5) Proper lighting arrangements, ventilation, adequate walking space, fans, etc. should be ensured. One power point, tables and chairs will have to be provided in each stall.
- 6) Fire safety and necessary Govt Permission should be sought by Organizing Committee. Companies/Firms hiring stall or

Event Managers should give an undertaking that there will be no liability to local organizers.

- 7) In case of loss of property/injury/ life due to any accident in the trade exhibition will be Local Organizers' responsibility. Safety against theft / accidents, etc. should be ensured by local organizer. A short-term insurance policy covering the period of 10 days prior to 10 days after the Conference for any such eventuality will have to be made by local organizers, to ensure against possible litigation. General Insurance policy may be considered by Organizing Committee to cover mishaps & damage due to natural calamities & from other causes.
- 8) The Local Organizing Committee should appoint one person who will help the stall members to deal with.
- 9) Provision of lunch coupons (2 complimentary per stall and extra on payment should be the usual norm).
- 10) Dinner coupons (maximum of 2), after full payment of banquet fees, to the Owner /MD/ CEO of the company who has purchased stall in trade exhibition with name of that person, which will be strictly non-transferable.
- 11) The venue of the trade exhibition should ideally be adjacent to either the scientific halls or the dining pedal to enable delegates to visit the same.
- 12) Serving of beverages, etc. inside the trade exhibition should be preferable banned.
- 13) Similar unethical, improper activities should also be banned.
- 14) Sale of products should not be permitted as the same is governed by GST etc.
- 15) The trade exhibition should also offer complimentary stall for the organizers of next year's conference for providing information about progress of preparations.
- 16) Locker Room: It is desirable to have a facility for the companies to keep their valuable equipment safely for the night.
- 17) Arrangements be made to treat any emergency during event by making available ambulance & resuscitation facilities with emergency drugs & MO

W) MOA OFFICE AT MOACON

- 1) A big room should be provided at a convenient and prominent area within the conference premises for establishing the MOA office, where members can carry out their business & election with MOA office staff.
  - 2) The following facilities are to be provided by organizers in this office.
    - (a) Table and Chairs of 5 to 10 people.
    - (b) Full size steel cupboard to keep important documents / certificates / articles etc.
    - (c) Computer with printer along with Computer Operator
    - (d) 3-4 Volunteers
    - (e) Basic office stationery.
    - (f) Drinking water
    - (g) Notice Boards
    - (h) Two Boxes to put ballot papers (if required)
  - 3) Notice boards at other prominent places, like entrance to various halls may be required for display of MOA notices.
- X) OTHER OFFICIAL PROGRAMMES OF MOA DURING MOACON
- 1) Executive Committee Meeting (MOACON Meeting):
    - a) The Executive Committee meeting shall be held either on the day of the Pre-Conference Workshop or on the day of the CME Programme from 2:00pm onwards.
    - b) A room big enough to accommodate 25 persons preferably in a "round table fashion" with tables / chairs arranged accordingly.
    - c) A public address system shall be arranged.
    - d) If circumstances require, lunch / tea etc. may be served with drinking water, at the site of the meeting.
    - e) A laptop with LCD Projector should have good quality Audio-Visual Recording, which should be handed over to the MOA Secretary within 15 days.
  - 2) General Body Meeting
    - a) The meeting will be conducted on the 1st day of main Conference-Saturday, from 6:00 pm onwards.
    - b) Venue will be the main hall.
    - c) A dais to seat President, Vice President, and Hon. Secretary will be required.
    - d) A public address system with table mike on Dais.



- e) 2 stand mikes in the aisle and 2 cordless mikes in the hall will be required.
- f) Arrangement for drinking water outside the hall should be kept.
- g) Volunteers should be present.
- h) A laptop with LCD Projector should have good quality Audio-Visual Recording, which should be handed over to the MOA Secretary within 15 days.

### 3) Past President Meeting

- a) The Past President meeting shall be held either on the day of the Pre-Conference Workshop or on the day of the CME Programme before Executive Committee Meeting
- b) A room big enough to accommodate 30 persons preferably in a "round table fashion" with tables / chairs arranged accordingly.
- c) A public address system shall be arranged.
- d) If circumstances require, lunch / tea etc. may be served with drinking water, at the site of the meeting.
- e) A laptop with LCD Projector should have good quality Audio-Visual Recording, which should be handed over to the MOA Secretary within 15 days.

### 4) SDRC Meeting

- a) The SDRC meeting shall be held either on the day of the Pre-Conference Workshop or on the day of the CME Programme before Executive Committee Meeting
- b) A room big enough to accommodate 40 persons preferably in a "round table fashion" with tables / chairs arranged accordingly.
- c) A public address system shall be arranged.
- d) If circumstances require, lunch / tea etc. may be served with drinking water, at the site of the meeting.
- e) A laptop with LCD Projector should have good quality Audio-Visual Recording, which should be handed over to the MOA Secretary within 15 days

### Y) MOACON REPORT

- a) The details of MOACON with relevant photographs, documents need to be reported to MOA Office within 3 months of the Conference.

- b) The Accounts should ready within 6 months of the conference
- c) The 10% amount to be donated to MOA should be given within 6 months of the Conference, after which 2% interest/month will be levied.