

**INDIAN ACADEMY  
OF  
ORAL MEDICINE AND RADIOLOGY  
'Guidelines for Establishing  
State Branch'**



# IAOMR State Branch

## Byelaws & Ethics

The Executive Committee of IAOMR (for the year 2018-19) at its first EC meeting held at Bengaluru on 30-12-2018 proposed the formation of a three member committee with Dr. Ajay Bhoosreddy nominated as the Chairman to draft the guidelines for establishing State Branch in accordance with the constitution of IAOMR.

Dr. Ajay Bhoosreddy was empowered by the EC to co-opt two more members, to draft these guidelines and submit the proposal to the EC for consideration.

Dr. Mukta Motwani & Dr. Chetan Bhadage were nominated as committee members to this draft guidelines committee. The Committee has formulated the draft guidelines for establishing/functioning of state Branch of IAOMR.

**We the  
Draft Guidelines Committee Members  
Submit to the Honorable Members of IAOMR  
The Byelaws and Ethics Of  
State Branch  
2019**

# **PREFACE**

The Indian Academy of Oral Medicine and Radiology was formed in 1985 and was registered under the Karnataka Society of Registration Act, 1960 at Bangalore. Since its inception the academy has worked unanimously to enhance the image of the specialty through its excellent working and providing excellent professional services to patients.

Over the years we have seen a tremendous increase in the number of members joining the academy from every state of the country. There is also a lot of new knowledge coming up every hour which needs to be transmitted to the postgraduates, generalists as well as specialists. This can be better done through CDE programs which involve a small close knit group of participants.

Therefore, a need was felt to have state Branch of IAOMR which can cater to the above objective. They will spread the awareness and importance of the specialty in each & every corner of the country, which is need of the hour.

The committee members **Dr. Ajay Bhoosreddy, Dr. Mukta Motwani & Dr. Chetan Bhadage** put extensive efforts to articulate the guidelines for the formation & function of state Branch of IAOMR.

The committee has left no stone unturned to put the byelaws and ethics of state Branch of IAOMR in synchrony with the constitution of IAOMR.

The very motive of these byelaws and ethics of state Branch of IAOMR is to increase the involvement of more members & motivate every Oral Medicine & Radiology specialist to upgrade the professional standards & professional activities whereby a standard oral health care will be catered to every strata of Indian population.

We are thankful to the **President - Dr. Vishal Dang, Secretary - Dr. Satheesha Reddy** and all the **EC members** for giving us the responsibility to formulate the byelaws and ethics of the state Branch of IAOMR.

We are also thankful to **Shri Sanjay Bhoosreddy, IAS** and **Adv. Apoorva Neral** for guiding us in articulating the constitution.

Finally, the byelaws and ethics of the state Branch of IAOMR after deliberation in the EC will be placed before the Annual General Body Meeting at Amritsar, Punjab.

**Dr. Ajay Bhoosreddy**  
Chairman  
Draft Guidelines Committee  
State Branch of IAOMR

**Draft Guidelines Committee Members for**  
**State Branch of IAOMR**

**Dr. Vishal Dang**  
President IAOMR  
Ex-officio Member

**Dr. Satheesha Reddy**  
Secretary IAOMR  
Ex-officio Member



**Dr. Ajay Bhoosreddy**  
CHAIRMAN



**Dr. Chetan Bhadage**  
MEMBER



**Dr. Mukta Motwani**  
MEMBER

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# Chapter I

**1. Preamble:** The guidelines for IAOMR State Branch Byelaws & Ethics will formally and legally start, affiliate and charter state Branch. The Indian Academy of Oral Medicine and Radiology is committed to the formation of the State Branch keeping in view of the increasing member strength and their academic aspirations. **Article I (2)(h) & Clause 9** of the registered Constitution, Byelaws & Ethics document of IAOMR (Revised 2017) clearly state this objective; and any State with at least **100 members** with voting rights can submit an application to form a State Branch. Any such State Branch will adhere to the constitution of IAOMR in letter and spirit. The new state Branch will be encouraged to create a federal system that retains the Aims and Objectives of the IAOMR (HO).

**2. Nomenclature:**

- a. The State Branch of IAOMR shall be referred to as the ‘**State Branch (SB)**’.
- b. Officers of State Branches shall be referred to specifically as the ‘**Officers of the State Branch**’.
- c. The National body of IAOMR shall be referred as the ‘**Head Office (HO)**’.
- d. All office bearers of the State Branch will prefix the word “**State**” before their position. For example President of State Branch will be ‘State President’ or can be named as ‘President Maharashtra State Branch- IAOMR’.
- e. Other Definitions and Abbreviations as defined under **Article I Clause 4** of the National Constitution of IAOMR.

**3. Organizational Structure:**

- a. The State Branch is that branch of the Academy that shall have its jurisdiction within the state territory and shall cover all members of the **STATE/ UNION TERRITORY**. It shall invite members from the state / union territory who are Life/Annual or Associate Members of the National IAOMR. The State Branch has to maintain a register/database/record of all the members with their full particulars and all correspondences should be made and sent to the HGS (HO) from time to time.
- b. The State Branch shall function under the general administration of the IAOMR (HO) and abide by the rules and regulations of the HO. In the event of any dispute between the State Branch & the HO, the Constitution of IAOMR shall prevail & the decision of the HO will be binding on the State Branch. The State Branch of IAOMR is an integral part of the IAOMR (HO) which will be governed by its Constitution and Bye Laws and cannot be separately registered as another Association/Academy in the State or anywhere in India.
- c. The HGS State Branch has to place each and every item involving policy matters to the President State Branch and abide by his/her instructions.
- d. **De-recognition** – The IAOMR (HO) EC has all the rights & has been empowered to derecognize the State Branch in case of breach of rules & regulations or conditions of the Constitution of IAOMR (HO), byelaws & ethics of the State Branch of IAOMR.



#### 4. Formation:

- a. The formation of state Branch will be as per Article I Clause 9 of the National Constitution of IAOMR.
- b. The members residing, practicing and/or in Academics of an individual state / union territory shall come together to form a state Branch. An ad hoc committee consisting of a President, Secretary and Treasurer shall write to the HO with a proposal requesting to start a State Branch. It should contain the name and address of the proposed members with the IAOMR membership number. After verifying the names and addresses, the Secretary (HO) will place the proposal before the Executive Committee (HO). If the proposal to institute the State Branch is passed by the EC (HO), the Secretary (HO) will inform the Secretary of the State Branch and will present a formal legal charter with the copies of the byelaws & ethics for the State Branch; and shall thereby recognize the State Branch as an affiliate body of the National AGBM.
- c. The ad hoc body of the State Branch can continue to function for not more than three months or till 30<sup>th</sup> November; whichever is earlier from the date of formation.
- d. There shall only be one state branch in a state. It shall be called the '**Name of State' Branch of IAOMR** and no other name e.g., **Maharashtra State Branch of IAOMR**.
- e. Membership of only One State Branch is allowed
- f. The head office of the State Branch shall be preferably in the place where the Secretary of the State Branch resides.
- g. No one in receipt of salary or honorarium from the funds of the Academy can be elected as the office bearer of the State Branch.

## Chapter II

### 1. Objectives

- a) To assist the National Body of IAOMR in promotion of continuing education, research, community service, scholarships, fellowships etc. of the specialty.
- b) To assist the National Body of IAOMR in developing higher standards in teaching practice of the specialty;
- c) To bid for national conference in the AGBM under the aegis of the State Branch.
- d) To hold seminars, symposia, workshops, study circles, convention at zonal level on:
  - i) Evidence based practice oriented topics
  - ii) Recent advances in treatment modalities in Oral Medicine/Oral Malignancy
  - iii) Sleep Apnea Disorders
  - iv) Research Methodology & Teaching Methodology
  - v) Designing research protocols.
  - vi) Designing treatment protocols
  - vii) Advance imaging in Head & Neck Region
  - viii) Forensic Odontology in practice / Age estimation reporting
- e) To encourage the members to publish authentic & ethical Chapters in papers/ social media that will upgrade the specialty of Oral Medicine & Radiology and create awareness of specialty among general masses.
- f) To collaborate with local/state universities for academic & research activity.
- g) The State Branch may fund the research/ PhD dissertations (shall not include main dissertations of MDS) in the specialty of OMR.
- h) To conduct survey / projects related to i. Abusive oral habits, ii. Mucosal lesions/osseous lesions, iii. Precancerous/cancerous lesions or any other maxillofacial lesions; and can work in collaboration with the state government.
- i) To spread awareness among the population on tobacco ill-effects and / or to organize tobacco cessation programs in collaboration with Dental Institutes, State Government, State Universities, DCI & NGOs.
- j) To organize programs on No Tobacco Day/ OMR Day/ any other related important event to increase awareness and importance of the Specialty (OMR) among general population.
- k) To conduct & execute any other matters as per instructions from the HO (IAOMR).

### 2. Bye-laws & Ethics

- a) These are the byelaws and ethics to be followed by the members of the State Branch of IAOMR.
- b) Further, to amend the byelaws and ethics, the Executive Committee in consensus with minimum three State Branch has to appoint 3 (three) experts from 3 (three) different State Branch of IAOMR.
- c) These 3 (three) members will further request the President IAOMR (HO) to nominate 3 (three) more members from IAOMR (HO). Of the 3(three) members nominated by the President IAOMR; one will be the Secretary of IAOMR (HO).
- d) The Secretary IAOMR (HO) will have a casting vote.

- e) The drafted amendment should be submitted to the EC (HO). The EC (HO) after its approval will put before the General Body of National IAOMR for amendment of the byelaws & ethics.
- f) The EC (HO), reserve the right to propose an amendment of State Branch Bylaw's and Ethics to the AGBM, bypassing the above Clause b to e,
- g) The quorum to conduct the business of General Body Meeting should be 1/3<sup>rd</sup> of the total members with voting power. 2/3<sup>rd</sup> of the members attending such a meeting should pass the resolution approving the amendment.
- h) An amendment by any other procedure shall be held invalid.
- i) The States Branch has no power to amend the Bye-laws & Ethics.

### **3. The Academy year**

It shall be from **1<sup>st</sup> December till the next AGBM of the State Branch or till 30<sup>th</sup> November**, whichever is earlier.

### **4. Area of operation**

The jurisdiction of the Academy is within the territory of the respective state of India for each respective State Branch as defined in the Constitution of National IAOMR.

### **5. Records**

The Records to be maintained by the State Branch Office are:

- a) Records pertaining to the financial receipts.
- b) Records of receipts of money from HGS and disbursement of money with full receipts from the recipient.
- c) Annual audited statement of accounts.
- d) Annual approval of statement of accounts by (HO) IAOMR.
- e) A register/computerized database of members with their membership number, name, qualification, current residence/mailling address and the branch they belong to which needs to be updated regularly/ annually.
- f) Minute books of EC meetings with attendance register.
- g) Minute book of AGBM with attendance book.
- h) Copies of the Constitution.
- i) Printed letterheads and rubber stamps.
- j) Copies of audited annual balance sheets. Audited balance sheets of all years shall be retained.
- k) Books of account, receipt books and expenditure ledgers. Account books, ledgers, cash books shall be retained up to a period of 8 years or as per Society of Registration Act, whichever date is later. After which they can be destroyed with final approval from the EC State Branch.
- l) Correspondence file with all letters. Correspondence beyond 5 years may be destroyed at the discretion of the Hon. State Secretary in consultation with the President & final approval from EC State Branch. The AGBM & EOGBM minutes, EC minutes, attendance registers of EC, AGBM, membership registers and important correspondence shall not be destroyed.

## Chapter III

### 1. Member of the State Branch

#### A. Membership

a. All members of IAOMR defined as, Patrons, Life Members, Associate Members, Honorary Members residing in that particular state will be eligible for membership of that State Branch. [As per Chapter II, Clause 2, Sub-clause (a to d) of National IAOMR Constitution.]

b. Annual Members who are post graduate in the specialty of

- i. Oral Medicine.
- ii. Oral Diagnosis.
- iii. Oral Radiology.
- iv. Dental Radiology.
- v. Oral Medicine and Radiology
- vi. Oral Diagnosis and Radiology
- vii. Oral Medicine, Diagnosis and Radiology

c. Annual Associate Members who are perusing post-graduation in the specialty of

- i. Oral Medicine.
- ii. Oral Diagnosis.
- iii. Oral Radiology.
- iv. Dental Radiology.
- v. Oral Medicine and Radiology
- vi. Oral Diagnosis and Radiology
- vii. Oral Medicine, Diagnosis and Radiology

d. Anyone who qualifies for an annual member can give an application for membership. Application for membership can be rejected if the EC feels that a particular person's admission is prejudicial to the interest of the academy.

#### B. Membership fees

- i. One time membership fees for IAOMR Life Members & Associate Members will be Rs. 1200/-.
- ii. The Annual Membership fees shall be Rs. 950/- per annum and the Annual Associate membership fees shall be Rs. 500/- per annum.
- iii. The revision of membership fees can be done after putting the proposal in State Branch EC duly passed by state AGM and to be forwarded to the President HO. The proposed revision of membership fees is subject to final approval from the President HO.
- iv. All payments shall be made in full and no installments shall be permitted.

### 2. Privileges of Members:

- a. All members shall have the right to attend all the scientific meetings, AGBM and participate in other activities of the State Branch after payment of prescribed fees as applicable

- b. Only Life Members of good standing are eligible to contest for any post of the EC, provided they satisfy the eligibility criteria to contest for such post.

### **3. Voting power of member:**

- a. All Life Members and Annual Members shall have voting power.
- b. Associate Life Members, Annual Associate Members & Honorary Members of Academy shall have no power to vote.

### **4. Termination of Membership:**

- a. Any Annual Member may be expelled from the State Branch by the Executive Committee after an enquiry, if his/ her conduct is prejudicial to the welfare of the State Branch.
- b. Any Annual Member who is found not fully qualified and who secured admission to the State Branch on misrepresentation is liable for termination.
- c. Members involved in financial irregularities, non-submission or incomplete submission of scientific activity/ any other activity, unaudited accounts will be liable for termination of membership.
- d. For Life Members/Associate Members of IAOMR, in case they fall under clause a, b or c above, after passing the resolution of the State Branch EC, the matter of disciplinary action shall be forwarded to IAOMR (EC) (HO) & necessary action shall be initiated as per the National Constitution of IAOMR.
- e. Life Members terminated by IAOMR (HO) cannot be a member of the State Branch.

### **5. Re-admission of members:**

An Annual Member who was removed for misconduct could be re-admitted after one year with a recommendation of five Life Members of the State Branch who are giving surety for the member's good conduct. At the time of re-admission, a member should pay the fine and submit a letter assuring good conduct, not prejudicial to the State Branch in future.

### **6. Grievances of members:**

- a. In case of any difference of opinion or any grievances against the administration of the State Chapter, a member can make a submission to the State Chapter EC. The EC will conduct an inquiry and take a decision. The decision of the EC in this regard shall be final.
- b. If a member is not satisfied with the decision of the State Chapter EC, he/she may approach the National EC of IAOMR. No member can approach a court of law/ arbitral tribunal without seeking remedy from the State Chapter EC and subsequently from the National EC of IAOMR. All legal matters shall be represented by the HGS (HO) on behalf of the State Chapter and the jurisdiction for all litigations against IAOMR members shall be where the Registered Office (HO) is situated.
- c. If the member is not satisfied with the decision of the National EC of IAOMR, the matter/dispute can be represented to the President State Chapter, who shall refer the matter to Arbitration.
- d. If the dispute cannot be resolved pursuant to Clause 6(a) and 6(b), the dispute shall be referred to an Arbitral Tribunal comprising of 3 Arbitrators. One Arbitrator shall be appointed by each party and the two appointed Arbitrators shall appoint the Presiding Arbitrator by mutual consent. The President (HO) and HGS (HO) will be ex-officio

member of the committee. The arbitration shall be conducted in accordance with the provisions of Arbitration and Conciliation Act, 1996 as amended from time to time. The Arbitral Award passed by the Arbitral Tribunal so constituted shall be final and binding on the parties.

The language of the Arbitration shall be English and a daily transcript in English shall be prepared. The venue of the arbitration shall be as decided by the President (HO).

## Chapter IV

### 1. **General Body State Branch :**

All the Life Members and Annual Members of the State Branch of IAOMR shall constitute the General Body (GB).

### 2. **Functions and powers of the General Body State Branch :**

The General Body is the Supreme Body, and has the power to decide any resolution passed by majority of the members or any policy matter or any recommendation of the EC. The decision of the General Body is final, if approved by majority of the members.

### 3. **Management of the State Branch: Executive Committee (EC) of the State Branch**

The general management of the State Branch as a whole shall be vested with the EC of the State Branch, under directions from HO.

### 4. **Composition of the State Branch Office Bearers:**

- a. One President - One term of one year.
- b. One President Elect – One term of one year.
- c. Two Vice-President (One reserved for female) - One term of one year.
- d. One Honorary General Secretary – One term of three years.
- e. One Honorary Joint Secretary – One term of two year.
- f. One Honorary Treasurer – One term of two years.
- g. Three Executive Committee Members (One reserved for female) - One term of one year.
- h. One representative from the National IAOMR - One term of one year nominated by the President (HO).

### 5. **Functions & Powers of the State Branch Executive Committee:**

The State Branch office will look after all the activities linked to its respective State. It will report the yearly activities and the accounts to the HO every year before the next AGBM of the IAOMR. The State EC shall regulate the general affairs of the Academy and work within the framework of the Constitution of the National and State IAOMR and as per the directives of the EC. It will have the following powers and functions:

- a. To strictly follow the rules of Constitution of National and State Branch IAOMR.
- b. To conduct minimum two scientific activity per year as per the objectives of the State Branch. The dates of activity shall be finalized in consultation with the President and Secretary of the Head Office.
- c. To conduct business at the State Branch EC Meetings, maintain the State Branch office, office equipment, etc. and organize scientific deliberations and publications.
- d. To peruse sub-committees appointed by the State Branch President in consultation with the Hon. State Secretary.
- e. To formulate sub-committees for financial/funding matters. The decision of the State Branch EC shall be final in such matters.

- f. To constitute sub-committees for conducting Education/ Professional Development Programmers, committee for community Health and any other committee as decided by the EC.
- g. To represent the Academy to the State Government or to any other public body within the State, in the interests of the Oral Medicine & Radiology profession and of the Academy.
- h. To consider and to take decisions on resignations and applications for direct annual and annual associate membership to the State Branch.
- i. To recommend any disciplinary action required against members of the State Branch and to the EC of the National Academy.
- j. To approve the audited balance sheet before presenting it at the State Branch AGBM/EOGBM/SGBM.
- k. To appoint or remove outsourced consultants of the State Branch office.
- l. To borrow or to raise funds in such a manner as the State Executive may think fit and to collect subscriptions and donations for the State Branch of the Academy.
- m. To approve one Chairman, Organizing Committee, Organizing Secretary, Treasurer and scientific committee for conducting any activities as per objective of State Branch.
- n. To send the State Branch's quarterly activity reports to HO at the end of every quarter of the IAOMR year (December to November).
- o. To resolve any disputes at the State Level.
- p. In case of unresolved disputes, State EC can request National EC to depute one or three members to resolve the issues
- q. The State Branch EC meeting shall be held three times a year or more.
- r. All items to be brought before the AGBM should be placed before the EC for its recommendations.

#### **6. Term of Office:**

The State EC shall enter upon its duties at the close of the AGBM of the State Branch and shall hold office till the next AGBM of the State Branch or till 30<sup>th</sup> November, whichever is earlier.

The new members shall function forthwith after election and shall continue as members till the end of the next AGBM of the State Branch.

#### **7. Office Bearers – Functions & Powers:**

##### **A. President:**

- a. Shall be the Chairman of all meetings of the EC of the State Branch and, be an ex-office member of any Sub-Committee constituted by the EC and of any other committee of which he/she may be a member, for which no chairman has been appointed.
- b. Shall preside at the EC Meetings, AGBM, SGBM and the scientific/any other activities of his/her State Branch.
- c. Shall guide and control the activities of the State Branch and interpret the rules & regulations.
- d. Shall regulate the proceedings of the meetings /any other activities.
- e. Shall give the final decision with ruling in case of disputes.
- f. Shall, in addition to his/her ordinary vote, have a casting vote. In case of equality of votes, if he/she fails to give his/her casting vote, the motion shall be declared invalid.



- g. The president can continue as a member of the state Branch EC or can appoint one representative as the case may be, for one year, beginning with the end of his/her term of office as the President.

#### **B. The President –Elect**

He / She shall be a member of the EC and shall assist the President in the performance of his/her duty and shall succeed to the office of the State Branch President at the end of the AGBM of the convention or at the end of the AGBM / EOGBM of the State Branch if there is no convention in the year following his election as the President Elect.

#### **C. The Vice-President:**

The Vice-President shall assist the President in all activities of the Academy and the Vice-President in the order of precedence shall perform the routine duties of the President such as presiding over the EC meeting, AGBM, SGBM. etc., in the absence of the President.

#### **D. Honorary State Secretary:**

With the help of the Hon. Joint Secretary of his/her State Branch, the Honorary State Secretary shall have the following duties:

- a. Shall be in-charge of the State Branch office, conduct all correspondence of his/her State Branch and maintain a proper register of the State Branch.
- b. Shall answer routine matters but get prior approval of the State Branch President in case of policy matters.
- c. Along with the Treasurer, shall try to enroll more members and collect funds for the Academy apart from the membership fees.
- d. Shall have general supervision of accounts, pass all bills for payment and sign cheques of his/her State Branch jointly with the Hon. Treasurer and assist the Treasurer to prepare the annual statement of accounts through the auditors.
- e. Shall obtain from the Hon. State Branch Treasurer, an annual statement of accounts duly audited by the Auditor, for presentation before the EC and AGBM of the Branch.
- f. Shall prepare a budget and present it for approval at the first EC meeting of his/her State Branch after the AGBM.
- g. Shall organize, monitor, arrange and convene meetings, conventions, lectures and demonstrations of his/her State Branch.
- h. Shall attend meetings of the EC and sub-committees of his/her State Branch and keep proceedings thereof; and be a member of all committees of his/her State Branch.
- i. Shall assist the President in appointing sub-committees of his/her State Branch.
- j. Shall maintain a correct and up to date register/ computer database of all members of the Branch.
- k. Shall maintain a register of minutes of EC meeting and AGBM.
- l. Shall be the ex-office member of all sub-committee formed for various reasons.
- m. In case the State Secretary changes his/her personal headquarters to any other town, after being duly elected, the State Secretary Office shall not be shifted to his/her new headquarters, without the prior approval of the EC of the State Branch.
- n. Shall maintain all the other records not mentioned above as per the Chapter II Clause 5, sub-Clause (a to l) of the State Branch Constitution.
- o. Shall represent along with treasurer or can nominate member, from state EC to the National IAOMR AGBM with final audited account statement of the State Branch

**E. The Hon. Joint Secretary**

- a. Shall help the Hon. State Secretary in his/her work in looking after the office of HGS, in conducting correspondence, in preparation of agenda of meetings, in preparing budget etc.
- b. Shall act for the Hon. State Secretary, in his/her absence.

**F. The Hon. Treasurer:**

- a. Shall receive all funds, donations, any balance of the money from Academy activities such as Conventions, Seminars, Symposia, Workshops, etc., of his/her State Branch and deposit them in a bank or banks in respective heads of A/c approved by the EC of the State Branch, to the credit of the State Branch and shall operate it jointly with either the President or the Hon. State Secretary.
- b. The Hon. Treasurer shall be responsible for the collection of subscriptions/ membership fees from all the members of the State Branch through the Secretary.
- c. Shall dispose of the bills for payment as sanctioned by the Hon. Secretary of the State Branch by way of a written order and pay advance amounts for approved activities of the Academy in consultation with the HGS/ President.
- d. Shall have the right to point out any error or discrepancy in the order of payment of the Hon. State Secretary and refer the order book to him with his remarks. In the event of disagreement between the Hon. State Secretary and the Hon. Treasurer, the matter shall be referred to the President for a final decision.
- e. Shall be responsible for keeping up to date, the accounts and account books of the State Branch.
- f. Will have custody of the bank cheque book, passbook and receipt book and operate the bank account along with the HGS.
- g. Shall get all the accounts audited by the auditor of the State Branch.
- h. Shall prepare a half yearly statement of accounts to be put before the EC of the State Branch.
- i. Shall prepare an annual statement of accounts and a balance sheet showing the financial position of the State Branch, get it audited by the registered auditor appointed by the EC of the Branch and put it for adoption before the AGBM through the Hon. Secretary of the State Branch.
- j. Send the final audited account statement to the HO General Secretary in the month of November or immediately after AGBM of the State Branch.

**G. Duties of EC members:**

- a. The EC members should attend the EC meetings without fail and take deliberations to form the decisions.
- b. The members along with the other members should implement the decisions.
- c. Members can conduct academic activities and community activities pertaining to Oral Medicine and Radiology.
- d. They can help to add new members.
- e. They must try to raise funds for the Academy.

## **8. Election of Administrative Office Bearers:**

### **A. Eligibility criteria for candidates:**

- i. President
  - a) He/she should be a Life Member of IAOMR for 5 years and of good standing.
  - b) He/she should have served as the State Branch EC member for three years including one year as State Secretary or Treasurer or Vice President with at least 50% attendance.
  - c) He/she should have served as National IAOMR EC member for three terms. This clause is only applicable for first three years of the formation of the State Branch.
  - d) The above clause (b) & (c) criteria can be ignored if no eligible candidate is available for the first four years of the formation of the State Branch.
- ii. Vice president:
  - a) He/she should be a Life Member of IAOMR for 3 years and of good standing.
  - b) He/she should have served as the State Branch EC member for two years including one year as Joint secretary or Treasurer or State Secretary with at least 50% attendance.
  - c) He/she should have served as National IAOMR EC member for two terms. This clause is only applicable for first three years of the formation of the State Branch.
  - d) The above clause (b) & (c) criteria can be ignored if no eligible candidate is available for the first four years of the formation of the State Branch.
- iii. Hon. State secretary:
  - a) He/she should be a Life Member of IAOMR for 3 years and of good standing.
  - b) He/she should have served as the State Branch EC member for two years including one year as Joint secretary or Treasurer with at least 50% attendance.
  - c) He/she should have served as National IAOMR EC member for two terms. This clause is only applicable for first three years of the formation of the State Branch.
  - d) The above clause (b) & (c) criteria can be ignored if no eligible candidate is available for the first four years of the formation of the State Branch.
- iv. Joint secretary:
  - a) He/she should be a Life Member of IAOMR for 2 years and of good standing.
  - b) He/she should have served as the State Branch EC member for one year with at least 50% attendance.
  - c) He/she should have served as the National IAOMR EC member for one term. This clause is only applicable for first three years of the formation of the State Branch.
  - d) The above clause (b) & (c) criteria can be ignored if no eligible candidate is available for the first four years of the formation of the State Branch.
- v. Treasurer:
  - a) He/she should be a Life Member of IAOMR for 3 years and of good standing.
  - b) He/she should have served as the State Branch EC member for two years with at least 50% attendance.

- c) He/she should have served as National IAOMR EC member for two terms. This clause is only applicable for first three years of the formation of the State Branch.
- d) The above clause (b) & (c) criteria can be ignored if no eligible candidate is available for the first four years of the formation of the State Branch.

vi. EC member:

- a. He/she should be a Life Member of IAOMR.
- b. He/she should have at least 1 year of good standing experience as a Life Member.

**B. General Rules of Election of Office-bearers.**

- a. Persons who are Life Members in good standing.
- b. The administrative office bearers shall be elected to the office falling vacant every year in the AGBM, if necessary by secret ballot. The AGBM shall be held in the first or the second week of November every year.
- c. The HGS State Branch shall invite nominations for the various posts for the administrative office, 30 days in advance of the date of AGBM. Any eligible member who wishes to contest for an Office shall file nomination, proposed and duly seconded by two members with the consent of the candidate, and send it to the HGS not later than 20 days prior to the date of AGBM. The nomination form should be sent along with a non-refundable deposit amount of Rs 1000/- . However, if the nomination is withdrawn by the candidate within the stipulated period as per the election notification, the money will be refunded back. The candidate/proposer/seconder should be a good standing Life Member at the time of filing his/her nomination.
- d. Each member can contest only for one post. Nominations received after the specified date will be rejected.
- e. Candidates shall be allowed to withdraw their candidature only until 10 days prior to the AGBM.
- f. The President will constitute a committee to scrutinize the nomination papers and reject the faulty papers. The names of the contestants and the post may be revealed to other members of IAOMR once the scrutiny is over.
- g. If more than one candidate has field nomination to an Office, election by secret ballot shall be conducted. For the election, the President shall choose two Returning Officers from the General Body. The HGS shall prepare ballot papers signed and bearing IAOMR seals. These shall be kept ready along with cross markers and inkpads/electronic voting machine. A person who has secured more number of votes shall be declared elected. In case of a tie, draw of lots shall decide the successful candidate.
- h. If no nomination has been received for a post, election shall be held for that post by floor nomination in the AGBM, the name of the candidate duly proposed and seconded.
- i. If there is more than one person contesting for one post in the floor nomination, election shall be conducted.
- j. In absence of floor nomination, the EC is authorized to co-opt a member of good standing at a later date.
- k. Any dispute in election process the member shall represent to the President (SB).

- l. Only those Life and Annual Members whose subscription is received at the State office by 30<sup>th</sup> May every year are eligible to vote for elections.
- m. A person who resigns from his/her position as HGS or Treasurer before completion of the tenure of his/her post, to contest for any other office bearer's post during his/her unfinished tenure is debarred from contesting for any other office till the completion of his/her unfinished term of office in the State Branch.
- n. Office Bearers who do not submit audited accounts of their office on time or at the time of handing over office to successors, and members who have organized convention/workshop/CDE/symposium/etc. and not submitted audited accounts within the prescribed time limit are not eligible to contest for any office for a period of 5 years.
- o. The final list of elected EC members shall be submitted to IAOMR (HO) for authorization.

### **C. Casual Vacancies:**

By co-opting a member of good standing, the EC can fill any vacancy or vacancies occurring during the year except for the post of the President. Such Office bearers shall hold office for the remaining term of the year till the AGM.

### **9. Removal Of Office Bearers**

Any office bearer can be removed from office before completing his/her tenure by way of a no confidence motion, only by following the procedure as laid down here under,.

- a. The charges against any office bearer shall be enunciated in the form of a resolution signed by not less than 50% of the total number of members of the State Branch addressed to the President and the Honorary State Secretary who shall circulate the same to all the members and convene a special EOGBM to discuss the issue, within 60 days from the date of receipt of the resolution. In case they fail to do so, the members signing the resolution can convene a special meeting themselves only after prior approval from EC HO, after expiry of 60 days but within a period of 2 months only for this purpose.
- b. The EC has the right to enquire into the charges leveled against the office bearer concerned and every opportunity shall be provided to him/her to appear or to represent his case at an enquiry.
- c. The whole matter shall then be placed before the special EOGM of the State Branch, giving ample opportunity to the office bearer to state his case, after which the resolution shall be moved, to remove him from office and if 2/3 members present at the meeting vote in favor of the resolution, it shall be passed with immediate effect.
- d. The voting shall be by way of a secret ballot.
- e. The quorum for the special meeting shall be 1/3<sup>rd</sup> of the total membership strength.
- f. Any member of the EC of the State Branch who is absent for three consecutive meetings, shall automatically cease to be a member of the EC. Notice to such members shall not be sent for the next EC meeting. Such members shall not be eligible for re-election/ re-nomination for that Academy Year. This shall be intimated to the State Branch & the EC HO.

## Chapter V

### 1. Bank Accounts –

The main account of the State Branch shall be named as the “**Indian Academy of Oral Medicine & Radiology – (name of state) State Branch**”.

- i. The Account for the State Branch shall be opened either at Honorary State Secretary’s place or at Honorary State Treasurer’s place.
- ii. The Account of the State Branch shall be operated jointly by the Honorary General Secretary State Branch and the Honorary Treasurer State Branch. The President State Branch can be a signatory to the bank account in case of an unforeseen situation.
- iii. No other office bearer except the Accounts of convention, seminars, symposia, workshops, study circles (optional) shall operate independent accounts in a bank, at their respective places after approval from the State Branch (EC).

### 2. Funds of the State Branch:

A. The State Branch’s functional year is from December to November. In this year, the state Branch will have the following funds:

- i. Funds received as subscription from the members.
- ii. Funds from any donations / sponsorships.
- iii. Contributions received on account of organizing state scientific activities.
- iv. Surplus amount generated through any scientific activities/any other activities (**after deduction of all Government payments/ GST/ Income tax if applicable**) conducted under the aegis of the State Branch. However, the State Branch will not provide any financial support to any such scientific activities.
- v. Bequests received by legacies from persons who desire to assist the Academy.
- vi. Such other sources as may be authorized by the EC (SB).

B. The State Branch will transfer every year an amount of 15000 or 50% of the surplus amount whichever is less, to IAOMR (HO), as administrative expenses and membership fees. However State branch can seek 50% exemption for the first 3 years in the yearly amount. A resolution has to be passed in the state (EC) and sent to IAOMR (HO) for approval.

C. The funds and income of the State Branch shall be utilized and applied to secure the objectives of the Academy and no portion of it shall be utilized for payment to members for gain or profit, interest dividend etc.

D. In the event of de-recognition /dissolution of the State Branch for any reason, the assets/funds/cash remaining as on the date of dissolution shall not be distributed among the members or the EC, but the same shall forthwith be transferred to the Registered Office / (HO) IAOMR as the case may be.

E. Liability: Neither the IAOMR HO nor any of its State Branch shall be liable for any of the **Debts** or **Liabilities** of each other.

### 3. Fund distribution /expenditure:

- A. In the first week of December every year, the HGS State Branch shall prepare a budget for the State Branch for the management of routine expenses.
- B. The EC State Branch shall out of the funds, debit all ordinary expenses and pay routine charges/day to day expenses/administrative expenses as may be necessary for carrying out the work of the State Branch.
- C. In an extraordinary situation where none of the scientific activity is conducted by the members of the State Branch in the entire functional year, the EC State Branch shall be empowered to conduct & spend money on scientific activities, prizes, scholarships and on such other purposes as it may consider advisable in furtherance of the objectives of the Academy.
- D. All major expenses in excess of Rs.3,000/- other than routine administrative expenses shall require an approval from the EC.
- E. Any violation of this procedure is liable for disciplinary action.

### 4. Account and Accounting year

The Treasurer and the Secretary of the State Branch office shall submit the accounts through the annual audited statement and balance sheet for the **period starting 1<sup>st</sup> April to 31<sup>st</sup> of March to the EC** and after approval by the EC, shall circulate the accounts to the members and place them at the last AGBM of the functional year.

The audited statement of accounts shall be submitted in due time to an appropriate body & to EC HO IAOMR, in the month of December or immediately after AGBM of the State Branch.

### 5. Appointment of an Auditor

- a. A Chartered Accountant shall be appointed as an auditor by the EC every year. The post facto approval of the auditor may be taken in AGBM of the State Branch. The appointed auditor shall be paid the requisite fees from the State Branch Account.
- b. The duties of the appointed auditor shall be as follows:
  - i. Auditing the accounts and certifying with respect to their correctness.
  - ii. Giving suggestions for proper keeping of accounts.
  - iii. Suggesting means and methods to invest funds (if required) to the best advantage of the Academy.

## **Chapter VI**

### **1. The Meetings of State Branch**

#### **A. Executive Committee Meeting of State Branch**

- i. The State EC shall ordinarily meet at least once in four months. The last EC shall be held one day prior to any convention, seminars, symposia, workshops, study circles, or the AGBM, if the seminars, symposia, workshops, study circles, convention is not held. A notice of 15 days' shall be given to the members. However, in case of urgent meetings, the notice shall be of seven days. The exact date and time, (only up to 5.00pm), shall be fixed by the Hon. State Secretary in consultation with the State President. The quorum for the EC Meeting shall be 50% of the members of the State EC. In the absence of a quorum within 30 minutes of the scheduled time, the meeting shall be adjourned. The adjourned meeting shall be held on the same day and place immediately. No quorum shall be required for the transaction of any business at such adjourned meetings.
- ii. In extraordinary situations, a special meeting of the EC shall be called within 4 weeks on receipt of the requisition signed by at least 04 members of the EC, stating the business for which a special meeting is required. Notice for such a meeting shall be 14 days and the quorum shall be 50% of the State EC. In the absence of a quorum, within 30 minutes of the scheduled time, the special meeting shall be adjourned.
- iii. Proceedings of the meetings of the EC shall be recorded in the form of typed minutes and after confirmation shall be permanently preserved. The minutes of Executive Committee Meeting shall be sent to all State Executive Committee members along with the notice and agenda for the next Executive Committee Meeting. Any corrections by the State Executive Members should reach the Hon. State Secretary at least three days prior to the date of the next Executive Committee Meeting. If no correction is received by the State Secretary, at least three days before the next State EC, either by Registered Post/Standard Courier/Email, no correction shall be permitted at the EC meeting without the approval of the President. This register shall be kept in the State Secretary's Office and shall be open to the members of the State Executive Committee for inspection.

#### **B. Annual General Body Meeting:**

- i. It is compulsory for all State Branch to conduct their AGBM before 31st November every year and make known the election results to HO. If a state branch does not conduct its AGBM and election by 31st November, the President Elect of the State Branch shall assume office automatically as the President on 1st December. The State AGBM shall be conducted at least one month before the National AGBM to prevent clash of dates and to allow all members to attend the National Conference.
- ii. The President Elect who assumes charge as the President has the right to intimate to the operating bank, informing names of the newly elected office bearers who are authorized to operate branch accounts henceforth. Outgoing office bearers cease to operate the bank accounts with immediate effect.
- iii. The President Elect shall inform the election result to HO and to all members of the State Branch.



- iv. The AGBM will be held once in a year during the convention, seminars, symposia, and workshops, study circles on the penultimate day, preferably in the 1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup> week of November. The notice of AGBM shall be sent at least 21 days in advance by putting up a notice on the authorized website of National IAOMR or through Emails. The notice for AGBM should specify the place, date and time of the meeting and Agenda for all the business to be brought up before the AGBM. The quorum required for the State Branch AGBM should be 1/3 of total members of the State Branch or 30 members whichever is less.

## **2. Transaction of business in the AGBM**

- A. The Agenda for the meeting shall be in the following order:
  - a. Statement of Accounts to be distributed to all the members.
  - b. Calling the meeting to order.
  - c. Welcome address by the President.
  - d. Confirmation of the minutes of the previous AGBM or SGBM.
  - e. Any other motion for change in the order of business.
  - f. To consider and approve the annual report of the State Branch by the HGS.
  - g. To consider and approve the audited statements of accounts of the State Branch together with auditor's report.
  - h. To consider and approve the program of activities for the following year.
  - i. To consider grant of titles, shields, awards, etc., for meritorious persons for exemplary service done for the betterment of the profession / Academy.
  - j. Election of office bearers.
  - k. Announcement of election results.
  - l. To examine the proposal if any, regarding the venue to host next CDE/ Workshop/ Convention and to fix the same. The decision of the General Body in all matters is final.
  - m. Any other matter with permission of the chair.
  - n. Installation of the new President and Office Bearers.
  - o. Address by the in-coming President.
  - p. Vote of Thanks by out-going HGS.

## **3. General rules of AGBM**

- a. No resolution shall be placed before the AGBM State Branch that has not been previously approved by the EC. However, the President and HGS shall have the powers to place before the AGBM certain important urgent matters for consideration as decided by them without prior consideration of EC.
- b. Resolutions to State AGBM, proposed by the individual members, duly signed and seconded by another member, shall be sent to the Honorary State Secretary not later than 15th October.
- c. Notice of the resolution to be moved at the AGBM shall reach the HGS State Branch not later than 20 clear days before the date of AGBM.
- d. The HGS shall issue with the notice of AGBM the preliminary agenda showing the business to be brought before the AGBM, the term of all motions to be moved of which notice in writing has previously been received and the names of the movers.
- e. Any resolution of the EC may be considered at the AGBM without notice being given.
- f. Any amendment to the state bye laws must be done through the National AGBM of IAOMR.

## **Chapter VII**

### **1. Venue and format of the CDE/Workshop/Convention**

- a. Person or persons who offer to host the CDE/ Workshop/ Convention shall write in advance duly signed to the HGS State Branch or submit their proposal at the time of EC meeting. The proposal should be signed by at least 3 Life Members of that place.
- b. CDE/ Workshop/ Convention should not be more than 4 per year and should be as per the objectives of the State Branch of IAOMR and / or any other programs pertaining to Oral Medicine and Radiology with the permission of the EC State Branch.
- c. Members who offer to host the CDE/ Workshop/ Convention should be present in the EC meeting and enlighten the members about their programs, facilities etc.
- d. Any such program shall be organized in any part of the State by the organizing committee as per the rules and regulations stipulated in the byelaws of IAOMR State Branch. Similarly, all the norms, rules and regulations of the respective State Government/ Union Territory & Republic of India should be followed.
- e. The theme for seminars, symposia, workshops, study circles, convention should preferably be focusing on Single Topic to achieve extensive coverage.
- f. The approval from President State Branch is obligatory for finalizing Keynote and guest speakers, of CDE/ Workshop/ Convention;

### **2. The Organizing Committee for CDE/Workshop/Convention:**

- a. The Convener shall call a meeting at the proposed CDE/ Workshop/ Convention place to elect Organizing Chairman, Organizing Secretary and Treasurer; and form sub-committees.
- b. Ordinarily the HGS State Branch shall be the Conference Secretary and Liaison Officer to coordinate with CDE/ Workshop/ Convention Organizing Committee as a representative of the State Branch office. The Conference Secretary shall be responsible to monitor the proceedings and accounts of the Conference. However, if the HGS is not available, the EC may nominate a Conference Secretary from among the administrative office bearers.

### **3. The delegates of CDE/ Workshop/ Convention**

All the members of the Academy are eligible to become delegates by paying the prescribed registration fee. However, the Conference Secretary should provide accommodation and local hospitality to the President, HGS of National IAOMR and President, HGS & Treasurer of the State Branch. The registration charges for conference may be waived off, for the President, Secretary State Branch & President, HGS of National IAOMR.

### **4. The Inaugural function:**

- a. The CDE/ Workshop/ Convention shall be presided over by the State Branch President of IAOMR and the Organizing Chairman shall give the welcome address. The Chief Guest shall inaugurate the conference and dignitaries would participate. The HGS State Branch will brief about the State Branch/its objectives/its role in the society and the quarterly/annual report. The National President and the Secretary of IAOMR will be the dignitaries on the dais. The Organizing Secretary shall give a vote of thanks.
- b. It is obligatory to invite the National President and National HGS of IAOMR for any State Branch program where the attendance is more than 25% of the member's strength.

## **5. CDE/ Workshop/ Convention funds and accounts:**

- a. The Organizing Committee shall be responsible for all the expenses of the CDE/ Workshop/ Convention, for which they can raise funds through delegate fees, donations, sponsorships, trade exhibition, souvenir etc.
- b. The Organizing Committee shall maintain a separate account in a nationalized bank to be operated by the Conference Treasurer along with the Organizing Chairman or the Organizing Secretary. The Organizing Committee after the program is over shall submit the audited accounts to the EC State Branch within a month for approval. The stipulated period for the audited accounts may be extended by the EC to a maximum of 3 months. The HGS shall circulate these Accounts to all the members at the next AGBM. In case of non-submission or incomplete submission of audited conference accounts, the EC State Branch can initiate an appropriate action against the Organizing Committee as per Chapter III Clause 4 Sub-Clause (c) of State Branch.
- c. An amount of Rs.50/- per delegate, inclusive of student delegate shall be contributed to the State Branch in addition to surplus income, if any. The money shall be accounted as an income to the State Branch and shall be given as per Chapter V Clause 2 Sub Clause (iii) of State Branch. The Organizing Committee may recommend to the State Branch any activity such as institution of awards, prizes, etc., out of the surplus amount for the betterment of the specialty.
- d. If there is any excess expenditure in the Conference, neither the State Branch nor the Head office IAOMR is responsible for any reimbursement.

## Chapter VIII

1. **Special General Body Meeting (SGBM)/Extra Ordinary General Body Meeting (EOGBM)**
  - a. The SGBM/ EOGBM may be convened at any time on the requisition of:
    - i. The President of IAOMR State Branch.
    - ii. Not less than half of the real number of administrative office bearers who manage the State Branch IAOMR or
    - iii. 1/3<sup>rd</sup> of the Life Members of the IAOMR State Branch who are entitled to vote.
  - b. Those who seek to convene a SGBM/ EOGBM shall give in writing the business/object for which they wish for the meeting to be conveyed, duly signed, giving their full name and address to the HGS, who in consultation with the EC members/President, will call an SGBM /EOGBM within 2 months of the receipt of the requisition.
  - c. The EC/HGS on the receipt of the requisition proceed duly to call the SGBM/EOGBM and this meeting shall have the agenda only for the specific purpose for which the meeting is called.
  - d. Notice of the SGBM /EOGBM shall be sent to the members at least 15 days before the date fixed for the meeting, giving the place, date and time of the meeting and the agenda of the business to be transacted at such a meeting.
  - e. The quorum for the requisitioned SGBM /EOGBM shall be 33, out of which at least 25 must be amongst the requisitioners. If there is no quorum at the given time, the meeting shall stand dissolved.
  - f. A 2/3<sup>rd</sup> majority can pass a decision at such SGBM /EOGBM.
  - g. The SGBM/ EOGBM, if on requisition, shall be convened only at the state office of the Academy
  - h. If the State Branch EC/ HGS is not responding to the requisition of members for holding the Special General Body Meeting (SGBM)/Extra Ordinary General Body Meeting (EOGBM), the concerned members may take the matter to EC(HO). The EC (HO) will put forward the requisition at the National AGBM for contemplation.

## Chapter IX

1. IAOMR receipt format as per Chapter X of National IAOMR Constitution
2. Membership Application Form, ( Annexure A)
3. Nomination Form: (Annexure B)
4. For Life Members of IAOMR, the State Branch office should formulate a Membership Information Form: (Annexure C)

**Signed By**



**Dr. Ajay Bhoosreddy**  
**CHAIRMAN**

**Dr. Mukta Motwani**  
**MEMBER**



**Dr. Chetan Bhadage**  
**MEMBER**

**END**



## Indian Academy of Oral Medicine & Radiology

(Year) ELECTION NOMINATION FORM (2 PAGES)

( NAME OF THE STATE ) STATE CHAPTER



### CONTESTANT'S DETAILS

Name of the Contestant: \_\_\_\_\_

Post contesting for (Tick mark):

President-Elect (Year) -	[     ]
Vice-President (Year)-	[     ]
Honorary General Secretary (year)-	[     ]
Honorary Joint Secretary (Year)-	[     ]
Honorary Treasurer (Year)-	[     ]
Executive committee member (Year) -	[     ]

IAOMR Membership No: LM (\_\_\_No\_\_\_) (Only life members with good standing from the state are allowed. In case the IAOMR Membership no. is not there, please visit website in this regard)

Full correspondence address of the contestant: \_\_\_\_\_  
 \_\_\_\_\_

City / Town / Village:                      State:                      Pin-code:

Telephone Nos. (With STD Code):      (R)                      (C)

Fax No.:                      Mobile Nos.:

E-Mail Address:

I, the undersigned, declare that I have (\_\_\_) years of good standing experience as an IAOMR life member(after completion of my MDS degree)and have served the Academy National / State Chapter as an office bearer for 0 / 1 / 2 / 3 terms as mentioned below: (strike off non applicable)

S. No.	Name of Post HO/ State	Term [Mention year(s)]	No. of years

Signature of Contestant:

PROPOSED BY

Name:

IAOMR Membership No: LM (\_\_\_) Only life member of good standing and member of state chapter is allowed and in case the IAOMR Membership no. is not there, please contact the HGS (HO) in this regard)

Full correspondence address: \_\_\_\_\_

City / Town / Village:

State:

Pin code:

Telephone Nos. (With STD Code): (R) (C)

Fax No.: Mobile Nos.:

E-Mail Address:

Signature:

**SECONDED BY**

Name: \_\_\_\_\_

IAOMR Membership No: LM(\_\_\_\_) (Only life member of good standing from state is allowed and in case the IAOMR membership no. is not there, please contact the HGS (HO) in this regard)

Full correspondence address: \_\_\_\_\_

City / Town / Village:

State:

Pincode:

Telephone Nos. (With STD Code): (R) (C)

Fax No.: Mobile Nos.:

E-Mail Address:

Signature:

**DETAILS OF PAYMENT OF NON-REFUNDABLE DEPOSIT**

Amount: Rs. 1000/- and Mode of payment: Only Demand Draft to be submitted along with the nomination form, in favour of INDIAN ACADEMY OF ORAL MEDICINE AND RADIOLOGY  
(**name of state**) State Chapter payable at \_\_\_\_\_

DD Date:

DD No.:

Bank:

Branch:

**FOR HEAD OFFICE USE ONLY (PRE-ELECTION)**

Received by the Secretary on ..... / ..... / 20 by mail / hand-delivery at .....AM / PM

Secretary's Remarks if any: .....

.....

Secretary's Signature.....(Name of HGS State chapter)

**FOR HEAD OFFICE USE ONLY (POST-ELECTION)**

Result of Election: Not-elected / Elected (for the post of..... )

No. of votes received: .....

Signature of Returning Officer-1: ..... (Name: Dr ..... )

Signature of Returning Officer-2: ..... (Name: Dr ..... )

Signature of Secretary.....(Name of HGS State chapter)

**For more details contact:**

**Hon.Gen.Secretary State Chapter**

**Mobile: +**

**e-mail:**

**ELIGIBILITY CRITERIA:**

**As Per the Byelaws and Ethics of the State Chapter (To Be Mentioned in the form)**

**Good Standing – As per Byelaws and Ethic and Member who have paid the Yearly fees**

**NOTE; ALONG WITH NOMINATION FORM PLEASE SEND THREE HARD COPIES  
OF PASSPORT SIZE PHOTOGRAPHS OF APPLICANT.**



**Annexure B****INDIAN ACADEMY OF ORAL MEDICINE AND RADIOLOGY****(NAME OF THE STATE) STATE CHAPTER****APPLICATION FOR MEMBERSHIP****(Please write all information in BLOCK Letters or Print)**

COLOUR

PHOTO

1. Name: (Refer instruction) : DR\_\_\_\_\_
2. Date of birth : \_\_\_\_\_
3. Present occupation : \_\_\_\_\_
4. Present address : \_\_\_\_\_
5. Permanent address : \_\_\_\_\_

(Address for communication; ☐ Present address; ☐ Permanent address)

Please tick one only

6. Telephone mobile number : \_\_\_\_\_
7. E-mail address : \_\_\_\_\_
8. Alternative email address : \_\_\_\_\_
9. Qualifications-

Qualification	Speciality	College/Institution	University	Year of Passing/PG
B.D.S				
M.D.S				

NOTE: For all qualifications equal to MDS Oral Medicine & Radiology, DCI recognition is a must, please attach the documents showing the letter of DCI recognition and completed formalities time to time as per DCI.

10. DCI Registration Number : \_\_\_\_\_
11. Type of membership applied for : Annual / Annual Associate
12. Mode of payment : Demand Draft/ Crossed cheque to be submitted along with the Application form, in favour of  
Indian Academy Of Oral Medicine And Radiology (name of state) State Chapter, payable at  
\_\_\_\_\_

(Cash/DD/Crossed cheque/AC transfer : No----- Bank-----  
Branch-----Date-----

Please ensure that funds are available while making payment, otherwise Rs.500/- will levied as a cheque bounce charge & your membership enrollment cannot be complete & you will lose eligibility to vote in the elections of office bearers till the cheque is cleared. The fine is paid in case of bounced cheque. Those who pay by Cash/DD should retain their receipts for further clarifications. IAOMR is not responsible for the payments without proper cash receipts from HGS/ Treasurer (State Chapter).

13. Membership of other association : 1. -----  
(If any) 2. -----

The particulars given above are true to my knowledge. Kindly email me as a Member of India Academy of Oral Medicine and Radiology (State Chapter). I fully agree to abide by the constitution of IAOMR (HO) and State Chapter and rules framed under it.

Enclosures: MDS Degree and if PG student- letter from HOD and/ or Guide. (Whichever is applicable)

Place -----

Date-----

Signature of Applicant

---

#### INSTRUCTIONS:

1. Write the first name by which you are known followed by other names/initials.
2. Enclose three stamp size colored photographs with name written on the back side.
3. The membership fee for Annual member is Rs.950/- per year + admission fee is Rs.300 /- (one-time payment); the membership fee for Annual associate is Rs.500/- per year + admission fee is Rs.100/- (one-time payment).
4. Payments should be made by cash or demand draft to be drawn in favor of Indian Academy of Oral Medicine and Radiology (name of state) State Chapter; payable at the place of HGS State Chapter Office.
5. Academy accounting year is from 1<sup>st</sup> December to 30<sup>th</sup> November of each year Annual membership is valid only for the period.
6. Address all your communications to \_\_\_\_\_ Hon. Secretary (SC) IAOMR \_\_\_\_\_

Telephone No. \_\_\_\_\_ Email \_\_\_\_\_

---

#### For office use only

Type of membership \_\_\_\_\_

Membership approved/ not approved

Receipt No. \_\_\_\_\_

L.F. No. \_\_\_\_\_

Membership No. \_\_\_\_\_

Date \_\_\_\_\_



Receipt Format

Annexure D

(FOIL)

(COUNTER FOIL)

**INDIAN ACADEMY OF ORAL MEDICINE AND  
RADIOLOGY**

**(Regno.32/86-87)**  
**Bengaluru-560002**

No. \_\_\_\_\_ Date \_\_\_\_\_

Received with thanks a sum of Rs  
Rupees (in Figure)

From Advance/Full Payment

against \_\_\_\_\_

By cash/DD/ \_\_\_\_\_ Details \_\_\_\_\_

Dated \_\_\_\_\_ Bank \_\_\_\_\_

**INDIAN ACADEMY OF ORAL MEDICINE AND  
RADIOLOGY**

**(Regno.32/86-87)**  
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