

**INDIAN ACADEMY OF
ORAL MEDICINE AND RADIOLOGY**

**Constitution, Byelaws & Ethics
(Revised 2017)**

Specialists of Oral Medicine, Oral Diagnosis and Dental Radiology in dental science in India have felt the need of forming a professional organization to foster unity and fraternity, and to enhance the image of the specialty through excellence in teaching and excellent professional services to patients.

After unanimous decision, the Indian Academy of Oral Medicine was formed in 1985 and was registered under the Karnataka Society of Registration act 1960 at Bangalore. During the 5th National conference of the academy, it was renamed as the Indian Academy of Oral Medicine and Radiology.

Consequent to the marked development of this specialty and the increasing number of members, a need was felt to go through the rules and regulations of the previous constitution byelaws and ethics and to amend the same as to encompass changing trends in the profession and to enlarge the professional activities.

Hence as per the rules enforce, a constitutional amendment committee was formed by the executive committee in January 2017 with five experts of the academy namely Dr Vishal Dang, Dr L. Ashok, Dr D. B. Gandhi Babu, Dr. Sateesha Reddy and Dr. Mandeep Kaur, with Dr N. Gnanasundaram, President and Dr A. Ravi kiran, Hon. Gen. Secretary as the ex-officio members.

The constitution amendment committee has gone through the previous constitution and after various suggestions, made a draft amendment and placed it before the Special General Body Meeting. This was approved and the approved amendment with the relevant documents was submitted to the Registrar of Karnataka Society at Bangalore. The registrar after scrutinizing, registered the amendment on the date 25-09-2017.

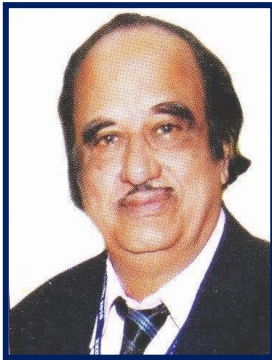


Dr N Gnanasundaram
President, IAOMR



Dr A Ravi Kiran
Hon. Gen. Secretary, IAOMR

CONSTITUTIONAL AMENDMENT COMMITTEE 2017



Dr. N. Gnanasundaram
President, IAOMR
(Ex Officio member)



Dr. A. Ravi Kiran
Hon. Gen. Secretary, IAOMR
(Ex Officio member)



Dr. Vishal Dang
Chairman



Dr. L. Ashok
Member



Dr. D.B. Gandhi Babu
Member



Dr. Sateesha Reddy
Member



Dr. Mandeep Kaur
Member

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ARTICLE I

1. The name of the Academy shall be Indian Academy of Oral Medicine and Radiology.
2. Objectives:
 - a. To endeavor to develop higher standard in teaching and practice of Oral Medicine, Oral Diagnosis, Maxillo-facial Radiology and Imaging Sciences.
 - b. To promote Continuing Education, Research and Community Service to rural and urban population with grants, sponsorships and funds of the Academy.
 - c. To establish scholarships, prizes and awards for merits of members like fellowship, lifetime achievement award and young scholar award.
 - d. To hold Conferences, Seminars, Symposia, Workshops, study circles, Meetings, to exchange recent trends and receive advanced information of progress or achievements in the field from Academy members and to disseminate such knowledge to Undergraduates and Postgraduates of the specialty and other professionals.
 - e. To publish periodicals, journals, books etc., and to encourage the Academy members to publish articles in papers and propagate knowledge of Oral health care through different media.
 - f. To revise the syllabus, curriculum, examination patterns for Undergraduate and Postgraduate courses as and when the need arises and recommend to the competent authorities to implement the same.
 - g. To maintain contact with National and International Organizations having similar objectives.
 - h. To encourage to form local or state branches of Academy to protect the professional interests and provide social security.
 - i. To form charitable, educational and social trust.
 - j. The academy has a vision to procure immovable and movable property for the betterment of the academy
3. This is the Constitution, byelaws and ethics to be followed by the members of IAOMR. Further, to amend this Constitution the Executive Committee has to appoint 5 experts from the Academy with the president and Hon. Secretary of IAOMR as Ex-Officio members, and draft the amendment and submit to General Body. The quorum to conduct the business of General body meeting should be 1/3rd of the members or minimum of 100 members with voting power. However, to bring in any amendment to the Constitution, to discuss and to pass in AGBM/SGBM the quorum should be 1/3rd of the members .2/3rd of the members attending such a meeting should pass the resolution approving the amendment. An amendment by any other procedure cannot be valid. Once the constitutional amendments have been made, further

amendment of constitution by the constitutional amendment committee should be after 5 years from the date of registration of the existing constitution, if desired.

4. Definitions and abbreviations:

- a. IAOMR - Indian Academy of Oral Medicine & Radiology.
- b. JIAOMR – Journal of Indian Academy of Oral Medicine & Radiology
- c. SA – Senior Advisor
- d. LM – Life Member
- e. ALM – Associate Life Member
- f. HGS – Honorary General Secretary
- g. HOJS-Head office Joint Secretary
- h. HT – Head Office Treasurer
- i. ROS – Registered Office Secretary
- j. ROJS – Registered Office Joint Secretary
- k. ROT – Registered Office Treasurer
- l. EC – Executive Committee
- m. AGBM- Annual General Body Meeting.
- n. S.G.B.M- Special General Body Meeting

5. Administration: The entire administration of IAOMR will have two offices.

- a. Registered office: It shall be at Bengaluru. The Registered Office shall be managed by the Registered Office Secretary, Registered Office Joint Secretary and Registered Office Treasurer elected by the General Body, and shall maintain the accounts of the Academy with annual audit and submit it to Registrar of Karnataka State Societies. The Registered Office shall manage the funds of the Academy and utilize the funds as per the decision taken by the General Body. The Registered Office Secretary, Registered Office Joint Secretary and Registered Office Treasurer are part of Administrative Office Bearers. Selection of bank for the account and selection of auditors shall be proposed by the Registered Office Secretary and may be approved by the General Body.

Registered Office Address:

#170, 9th Main; 7th Cross, BEML Layout, III Stage, Rajarajeshwari Nagar, Bengaluru-560098

- b. Head Office: It shall be at the address of the HGS. The function of the Head Office is to maintain a register of all the members with their full particulars and all correspondences should be made and received by the HGS. The HGS has to place each and every item involving policy matters to the President and abide by his/her instructions.

6. The Academy Year:

It shall be from 1st January to 31st December of each year.

7. Area of Operation:

The jurisdiction of the Academy is within the territory of Republic of India

8. Records:

a. Records to be maintained by the Registered Office:

- i. Records pertaining to the FD receipts.
- ii. Records of receipts of money from HGS and disbursement of money with full receipts from the recipient.
- iii. Annual audited statement of accounts.
- iv. Annual approval of statement of accounts by the Registrar of Karnataka State Societies.

b. Records to be maintained by the Head Office:

- i. Register of members of all categories.
- ii. Minute book of EC meetings with attendance register.
- iii. Minute book of GB with attendance book.
- iv. Copies of the Constitution.
- v. Books of account, receipt books and expenditure ledgers.
- vi. Printed letterheads and rubber stamps.
- vii. Copies of audited annual balance sheets accepted by the Registrar of Karnataka State Societies and received by the Registered Office.
- viii. Correspondence file with all letters.
- ix. Copies of the journals, periodicals and any publications of the members and also those pertaining to Oral Medicine and Radiology.

9. IAOMR members with voting power belonging as a native of a particular state can form a state branch of IAOMR provided if that branch has minimum 100 members with voting powers. A minimum of 20 members can submit a requisition for permission to start state branch of the IAOMR to the General Body. After the approval from IAOMR General Body the members can start their respective state branch

of IAOMR. The branch has to follow the constitutional rules and regulations of IAOMR. Any contravention is null and void.

ARTICLE II

1. Membership:

- a. Patron: An individual who is interested in promoting activities of the Academy.
- b. Life Member: Specialists possessing Postgraduate qualification in one of the following subjects:
 - 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
 - viii. Qualification from foreign countries recognized by the Dental Council of India as equivalent to the Master of Dental Surgery (MDS) in the specialty of Oral Medicine and Radiology.
- c. Associate Life Member:
 - i. Postgraduate students of the speciality of Oral Medicine and Radiology can become either an Associate Life Member. Associate Life Members who are postgraduates of Oral Medicine and Radiology would continue as full fledged Life Members from the day of obtaining Postgraduate qualification.
 - ii. Specialists in other specialities of dentistry and specialists of various branches of General Medicine can also become Associate Life Members.
- d. Honorary Member: A person, who has made significant contribution to Oral Medicine and Radiology/ General Medicine /Radiology and who is nationally or internationally renowned and is recommended by EC, can be admitted as Honorary Member on the approval of General Body.
- e. Voting power of member: All Life Members shall have voting power. However, Postgraduate students who are Associate Life Members of Academy, have no power to vote. However, they are eligible to attend all meeting and can take part in all scientific, social and community activities of the Academy.
- f. Anyone who qualifies for a life member and associate life 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.

Such a person has the right to appeal to the General Body. The decision of the General Body in this regard shall be final.

2. Membership fees:

- a. Patrons :Rs. 25000/- as onetime payment
- b. Life Membership: Rs.8,000/- + admission fee of Rs.100/-
- c. Associate Life Membership: Rs.8,000/-+admission fee of Rs.100/-

In addition to the above mentioned amount each member has to pay Rs 500/- towards the identity card of the academy. Any enhancement in the future to be approved by two consecutive general body meeting

- d. All payments shall be made in full and no instalments shall be permitted.

3. Bank Accounts – Funds – Fund distribution

a. BANK ACCOUNT:

- i. Main Account in the registered office, in the head of “Indian Academy of Oral Medicine & Radiology” to be operated jointly by ROS and ROT.
- ii. Building fund account in Bengaluru in the head of “Indian Academy of Oral Medicine & Radiology – Building Fund” to be operated by HGS and HT jointly exclusively for the purpose of building and its maintenance.
- iii. Head Office Account: This account should be opened in the place of the HGS in the head of “Indian Academy of Oral Medicine & Radiology – Head Office” to be operated by HGS and HT.

b. FUNDS:

A. The academy’s functional year is from Jan-Dec. In this year the academy has the following funds:

- i. Funds of the fixed deposit and interest accrued thereon
- ii. Funds received from the life members
- iii. Funds from any donations

The above funds will be in the main account of Indian Academy of Oral Medicine & Radiology in the registered office. After distribution of sufficient funds to the HGS for the expenses of head office and the amount to be given to the journal, and after taking sufficient funds for the expenses of registered office, the balance money should be deposited as fixed deposit to get further interest

B. Building fund:

Surplus funds/ unutilized funds received from conferences, workshops, seminars, symposiums, any other scientific activities in the year, and balance amount of expenditure in the head office should be deposited in the building fund. Donations collected for building should be deposited in the building fund. The vision of the academy is to procure an immovable property preferably in

the capital of India, New Delhi, as IAOMR guest house to be named as “IAOMR BHAVAN”. This could be utilised for the meetings, social services and for staying purposes of academy members at a concessional rate. The IAOMR BHAVAN could be managed and maintained by an administrative office consisting of secretary, treasurer and a manager elected by the general body of IAOMR for two years term. The executive committee should check the activities of the guest house from time to time

c. FUND DISTRIBUTION:

In the first week of January every year, the HGS has to prepare a budget for the head office expenses and for the journal in consultation with the editor and submit to the Registered office. The ROS, depending upon the availability of funds, will distribute the amount to the HGS and the HGS and HT should utilise the funds for head office expenses and for the expenses of the journal as per the editor. The ROS and ROT can also take sufficient funds for their expenses.

At the annual conference in December, the HGS and HT should submit the audited account for the amount received from the registered office and the balance money. The remaining balance should go to the building fund.

After the conference, after submitting the audit report of the expenditure of the head office in the AGBM, the ROS and ROT should file the detailed accounts of the academy in the financial year to the registrar of Societies, Bengaluru, Karnataka, as per the rule in force.

Any violation of this procedure is liable for disciplinary action

The editor in chief should collect, sufficient available funds from the HGS and in addition he has to collect funds for Journal from advertisements, subscriptions and donations and utilise for journal expenditure in one year, and show the account and the balance money to the HGS for preparing the audited annual statement. The editor in chief should get further fund from the HGS every year in the month of January.

The editor is permitted to collect processing and publication fee from authors of the articles. The amount can be fixed by the journal committee

4. Privileges of Members:

- a. Every member is entitled to a copy of the Constitution of IAOMR, the official journal of IAOMR and an identity card.
- b. All members shall have the right to attend all the scientific meetings and participate in other activities of the Academy-after payment of prescribed fees as applicable –and the AGBM.
- c. 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.

5. Termination of Membership:

- a. A member shall be expelled from the Academy by the Executive Committee after an enquiry, if his/her conduct is prejudicial to the welfare of the Academy.

- b. Any member who is found not fully qualified and secured admission to the Academy on misrepresentation is liable for termination

6. Readmission of members:

A member who was removed for misconduct could be re-admitted after one year with a recommendation of five Academy members 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 of conduct not prejudicial to the Academy in future.

7. Grievances of members:

- a. In case of any difference of opinion or any grievances against the administration of the Academy administration, a member can make a submission to the EC. The EC will conduct an inquiry and take a decision. The decision of the EC in this regard shall be final.
- b. If the member is not satisfied with the decision of EC, the matter can be represented to the President, who shall refer the matter to an Arbitration Committee comprising of
 - i. The President
 - ii. The HGS
 - iii. The Immediate Past President
 - iv. The President Elect and
 - v. A member appointed by the President, preferably from the Constitution Committee.

This Committee will follow the provisions and procedures of Indian Arbitration Act.

- c. No member can approach the court of law without seeking remedy from the Arbitration Committee. If a member is not satisfied with the decision of the Arbitration committee, he/she may approach the appropriate court of law. The jurisdiction for all litigations against IAOMR members is in the place of the Registered Office. All legal matters shall be represented by the HGS on behalf of the Academy

ARTICLE III

The administration of Indian Academy of Oral Medicine and Radiology consists of:

1. General body : All the life members.

Administrative Office Bearers:

The following will be the administrative office bearers who will manage the entire Academy in two offices and these administrative office bearers constitute the EC.

Post	Number	Term
a.President1	1	Year
b.President Elect	1	1 Year
c.Imm. Past President	1	1 Year
d.Vice Presidents	5	1 Year
(Atleast two should be a ladies)		
e.Honorary General secretary	1	2 Years
f.Head office Joint Secretary	2	2 Years
(Atleast one should be a lady)		
g.Head Office Treasurer	1	2 years
h.Registered office secretary	1	2 years
i.Registered Office joint secretary	1	2 years
j.Registered office Treasurer	1	2years
k. Editor in Chief	1	2 Years
l.Executive Committee members	10	1 Year
(Atleast three should be ladies)		

2. Election of Administrative Office Bearers:

a. Eligibility criteria for candidates:

- i. President
- ii. President elect:
 - a) He/she should be a life member of IAOMR

- b) He/she should have atleast 10 years good standing experience as a life member
 - c) He/she should have served the office for a minimum of 3 terms
- iii. Vice president:
- a) He/she should be a life member of IAOMR
 - b) He/she should have atleast 10 years good standing experience as a life member
 - c) He/she should have served the office for a minimum of 3 terms
- iv. Hon. General secretary:
- a) He/she should be a life member of IAOMR
 - b) He/she should have atleast 8 years good standing experience as a life member
 - c) He/she should have served the office for a minimum of 3 terms
- v. Head Office Joint secretary:
- a) He/she should be a life member of IAOMR
 - b) He/she should have atleast 5 years good standing experience as a life member
 - c) He/she should have served the office for a minimum of 2 terms
- vi. Head Office Treasurer:
- a) He/she should be a life member of IAOMR
 - b) He/she should have atleast 8 years good standing experience as a life member
 - c) He/she should have served the office for a minimum of 3 terms
- vii. Registered office Secretary:
- a) He/she should be a life member of IAOMR
 - b) He/she should have atleast 8 years good standing experience as a life member
 - c) He/she should have served the office for a minimum of 3 terms
- viii. Registered office joint secretary:
- a) He/she should be a life member of IAOMR
 - b) He/she should have atleast 5 years good standing experience as a life member
 - c) He/she should have served the office for a minimum of 2 terms

Registered office secretary and registered office joint secretary should be resident of Bangaluru or a nearby place in Karnataka

- ix. Registered office treasurer:
- a) He/she should be a life member of IAOMR
 - b) He/she should have atleast 8 years good standing experience as a life member
 - c) He/she should have served the office for a minimum of 3 terms
- x. Editor in chief:
- a) He/she should be a life member of IAOMR
 - b) He/she should have atleast 8 years good standing experience as a life member
 - c) He/she should have served the office for a minimum of 3 terms
- xi. EC member:
- a) He/she should be a life member of IAOMR
 - b) He/she should have atleast 5 years good standing experience as a life member

Election to the above members except President shall be made during the AGBM as per the election procedure. After being elected it is mandatory for any office bearer to attend atleast 3 EC meetings or 50% of EC meetings for that term, whichever is lesser.

b. Procedure:

- i. 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 December every year.
- ii. The HGS 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 15 days prior to the date of AGBM. The nomination form should be sent along with a non-refundable deposit amount of Rs 5000/- . However, if the nomination is withdrawn by the candidate within the stipulated period as per the election notification, the money will be refunded back.
- iii. Each member can contest only for one post. Nominations received after the specified date will be rejected.
- iv. Candidates shall be allowed to withdraw their candidate 10days prior to AGBM.
- v. The president will constitute a committee to scrutinize the nomination papers and reject the faulty papers. Under no circumstances, the names of the contestants and the post should be revealed to other members of IAOMR.
- vi. 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
- vii. 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.
- viii. If there is more than one person contesting for one post in the floor nomination, election shall be conducted.
- ix. In absence of floor nomination, the EC is authorized to co-opt a member of good standing at a later date.
 - x. Any dispute could be represented to the President for further discussion with EC members.
 - xi. No office bearer can continue to hold the same post for two successive terms.
- xii. The above stated procedure for election of Office Bearers shall come into force from the date of passing of the revised Constitution and is not applicable to all previous members who had held posts earlier. However, their services in the EC before this rule would be counted for future elections.

c. Casual Vacancies:

By co-opting a member of good standing, the EC can fill any vacancy or vacancies occurring during the year except of the President.

ARTICLES IV

1. Functions and powers of the General Body:

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

2. Duties of the administrative office bearers:

a. Funds and powers of EC:

- i. To strictly follow the rules of the Constitution.
- ii. To constitute sub-Committees for conducting Education/ Professional Development Programmers, Committee for community Health and any other Committee as decide by the EC. 3 senior advisors to be nominated by the president from amongst the past IAOMR presidents of good standing.
- iii. To represent to Government, Public Body or any other organization about the matters of interest to Academy through HGS.
- iv. To take appropriate action against indiscipline of members.
- v. To raise funds and collect subscriptions for the Academy and invest the money through the Registered Office.
- vi. To approve nomination of Organization Chairman, Organizing Secretary, Treasurer and Scientific Chairman of Committees proposing to organize Annual National Conference, and any other Seminars, Symposia, Workshops etc., under the banner of IAOMR.
- vii. To fix the venue of Annual National Conference in the AGBM by inviting applications for hosting the Conference.
- viii. To issue instructions to the Registered Office to release funds for any Organization and Administrative work
- ix. The EC shall meet at least four times a year or more
- x. All items to be brought before the AGBM should be placed before the EC for its recommendations. .

b. Duties of the President: The President shall

- i. Preside the EC meetings, the AGBM and the SGBM
- ii. be an ex-office member of any Sub-Committee constituted by the EC.
- iii. Preside at the annual Conference.
- iv. Guide and conduct activities of the Academy and interpret the rules and regulations.
- v. give the final decision with a ruling in case of disputes.
- vi. Have a casting vote during voting if there is an equal number of votes.

c. Duties of 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 take over the post of President at the end of the AGBM.

d. Duties of the Vice-President

The Vice-President have to 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. Annual Conference etc., in the absence of President.

e. Duties of the HGS: The HGS

- i. shall be responsible for the administration of the Academy and conduct all its correspondence.
- ii. Shall answer routine matters but get prior approval of the President on policy matters.
- iii. Along with the Treasurer should try to enroll more members and collect funds for the Academy apart from the membership fees.
- iv. Shall prepare a budget for the Academy year and get the approval in the first EC meeting.
- v. Shall supervise accounts, pass bills for payments and sign cheques along with the Treasurer and must assist the treasurer to prepare the annual statement of accounts through the auditors.
- vi. Shall organize sub-Committee, arrange meetings and monitor the activities of organizers of Annual National Conference, Seminars, Symposia Workshops; including the accounts of such activities.
- vii. Is entitled to call the accounts from various groups and to collect the surplus funds, if available and add these funds to the building fund of the Academy.
- viii. Shall maintain the correct and up-to-date register of the Academy members.
- ix. Shall maintain a register of minutes of EC meeting and AGBM.
- x. Shall be ex-office member of sub-Committee.

f. Duties of the Joint-Secretary :

The Head office Jt.Secretary shall help and assist the HGS during the Tenure of his/her post and he/she will discharge the duties of the HGS in his/her absence.

g. Duties of the Head Office Treasurer: The head office treasurer shall

- i. collect fee from new members and subscription from Annual members and maintain accounts.
- ii. receive funds from the Registered Office for initial expenditure.
- iii. receive the donations, any balance of the money from Academy activities such as Annual National Conference, Seminars, Symposia, Workshops, etc., and deposited in the designated account.

- iv. will have custody of the bank cheque book, pass book and receipt book and operate the bank account along with the HGS
- v. settle all the bills of the expenditure after getting the concurrence of the HGS and pay advance amounts for approved activities of the academy.
- vi. prepare the annual statement of accounts along with the HGS and present it in the EC and AGBM.
- vii. send the final audited account and the balance money to the registered Office Secretary for further investments in fixed deposits and submission of the report to the Registrar of Karnataka State Societies.

h. Duties of EC members:

- i. The EC members should attend the EC meetings without fail and take deliberations to form the decisions.
- ii. The members along with the other members should implement the decisions.
- iii. Members can conduct academic activities and community activities pertaining to Oral Medicine and Radiology.
- iv. They can help to add new members.
- v. They must try to raise funds for the academy

i. Duties of the Editor in Chief: The Editor-in-Chief

- i. shall be in charge of the Journal of IAOMR.
- ii. shall form the Journal Committee as indicated in the bye-laws
- iii. pertaining to the journal of IAOMR.
- iv. shall collect fund from advertisements, donations and sponsorships and shall receive the money for journal purposes from the Registered Office Treasurer of the Academy.
- v. Shall collect funds from authors for processing and publication charges as fixed by the JC. Shall submit the account to the Treasurer along with other money received by the way of advertisements, donations, sponsorships etc. 15 days before the AGBM.
- vi. shall publish the journal as per the rules framed for the Journal of IAOMR
- vii. All the office bearers of the head office and the registered office must make all the records available to the AGBM and the same must be handed over to the newly elected office bearers.

ARTICLE V

1. Journal of IAOMR

The official journal of IAOMR shall be called as “Journal of Indian Academy of Oral Medicine and Radiology”, which shall be the official Publication of IAOMR.

2. Journal Committee :

- i. President (ex-officio)
- ii. Hon. Gen. Secretary (ex-officio)
- iii. Editor in Chief (elected)
- iv. 1 Associate editor (nominated member by Editor in chief)
- v. 1 Assistant editor (nominated member by Editor in chief)
- vi. 1 Business Manager (nominated member by Editor in chief)

3. The journal committee should form the advisory board and review board

4. Functions and powers of the Journal committee:

- a. shall be responsible for the quarterly publication of the journal.
- b. shall scrutinize all the articles submitted for publication and select them for publication, only after the peer review by review board of JIAOMR.
- c. shall be responsible for the management of the whole business of the journal its printing the securing of the advertisements, distribution of the journal amongst the members etc.
- d. shall reserve two pages in each issue of the journal for news of the Academy to be at the disposal of the President. In the absence of any news, the journal Committee can utilize this space for other purposes.
- e. shall prepare a budget by the HGS and put it for consideration and sanction at the time of the first meeting of EC.
- f. shall prepare a yearly statement of accounts and submit it to the HGS 15 days prior to the AGBM.
- g. shall have the power to incur expenses related to the journal up-to the amount sanctioned in the budget estimate for the year by the EC.

ARTICLE VI

1. Funds of the Academy:

- a. All funds of the Academy shall be received only by the Treasurer and credited in the respective heads of the account. The corpus of the fund consisting of Life Membership fee shall remain in the form of long term fixed deposit in the nationalized bank at the Registered office at Bengaluru. The annual interest accrued in these fixed deposits should be transferred to the IAOMR account in the registered office.

The Funds of the Academy consists of

- i. Subscription fee of members
 - ii. Donations.
 - iii. Grants and subsidies
 - iv. Philanthropic donations
 - v. Interest earned on investments
 - vi. Subscriptions for Journal
 - vii. Any sponsorship to Academy.
 - viii. Money collected for building fund
 - ix. Money collected from scientific activities
- b. All the above funds should be brought to the account of the treasurer.
 - c. Registered Office Secretary and Registered Office Treasurer shall Manage the funds of the Academy at the Registered office and These funds shall be invested in fixed deposits in a Nationalized Bank or government approved securities as specified under the Provision of Section 13(1)(d) read with section 11(5) of the Income Tax Act [96] as amended from time to time. No amendments to the Memorandum of Association, Bye-Laws / Rules and Regulations Shall be made which may prove to be repugnant to the provisions Of Section 2(15), 11, 12, & 12 and 80G the Income Tax Act 1961As amended from time to time. Further NO AMENDMENT SHALL BE CARRIED OUT WITHOUT THE PRIOR APPROVAL OF THE COMMISSIONER OF INCOME TAX to the best advantage of the Academy.
 - d. The funds and income of the Academy 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.
 - e. In the event of the dissolution of the Academy for any reason, the assets remaining as on the date of dissolution shall not be distributed among the member or the EC, but the same shall be transferred to any other association, society, or trust whose aims and objects are similar to those of this academy, which enjoys recognitions U/s 80G of the Income Tax Act 1961as amended from time to time.

2. Duties of Registered Office Secretary

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- a. The Registered Office Secretary shall be responsible for the functioning of the R.O. and shall manage the funds of the Academy to the best advantage of the Academy or per the direction from the EC and General Body.
- b. Shall be responsible for getting the funds of the Academy audited and file the duly audited accounts to the Registrar of Karnataka State Societies.
- c. Shall produce to the president of the academy, statement of accounts and audited balance sheet once a year or on or before AGBM
- d. The Registered Office Secretary and Treasurer should seek income tax exemption under section 80G and shall file IT returns before the last date of the financial year according to the rules and regulations of income tax. The registered office should submit the details of getting IT exemption under section 8G and any other provisions of IT and submission of IT filing to the general body.
- e. The Registered Office Secretary jointly with Registered Office Treasurers are the authorized signatories to operate the Academy funds At the Registered Office.

3 Duties of Registered Office Joint Secretary:

Joint secretary shall help the registered office secretary and treasurer

4. Duties of Registered Office Treasurer:

- i. The treasurer should maintain the accounts properly in the bank and all the deposits should be correctly maintained. Any change in the renewal of deposit and change of bank should be done after consulting the president. At the end of every year he should inform the members the fund position through the website

5. Accounts and Accounting Year

- i. The Treasurer and secretary of the registered office shall submit the account through the annual audited statement and balance it for the period starting 1st April to 31st of March to the registrar of co-operative society and submit a copy to the EC.

6 Appointment of an Auditor:

- a. A Chartered Accountant shall be appointed as an auditor by the EC Every year. The appointed auditor shall be paid the requisite fees From the Head Office Account.
- b. The duties of the appointed auditor shall be as follows:
 - i. Auditing the accounts and certifying to their correctness.
 - ii. Giving suggestion for the proper keeping of accounts.
 - iii. To suggest means and methods to invest funds to the best advantage of the Academy.

ARTICLE VII

1. The AGBM of the Academy

The AGBM will be held once in a year during the Annual National Conference on the penultimate day, preferably in the 1st or 2nd week of December. Notice of the AGBM shall be issued to all the eligible members of the Academy 21 days before The AGBM date, specifying the place, date and time of the meeting and Agenda for all the business to be brought up before the AGBM. To Conduct the AGBM the quorum should be 1/3 of total members of the Academy or 100 members whichever is less. Whatsoever may be, the AGBM should be conducted before 31st of December

2. Transaction of business in the AGBM (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 order of business
- f. To consider and approve the annual report of the Academy by the HGS.
- g. To consider and approve the audited statements of accounts of the Academy together with auditor's report.
- h. To consider and approve the programme 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.
- j. Election of office bearers.
- k. To examine the proposal if any, regarding the venue to host next Annual National Conference and to fix the same. The decision of the General Body in all matters is final.
- l. Any other matter with permission of the Class
- m. Installation of the new President and Office Bearers.
- n. Address by the in-coming President.
- o. Vote of Thanks by out-going HGS.

3. Resolution in the AGBM:

- a. No resolution shall be placed before the AGBM 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. Notice of the resolution to be moved at the AGBM shall reach the HGS not later than 15 clear days before the date of AGBM.
- c. 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.
- d. Any resolution of EC may be considered at the AGBM without notice being given.

ARTICLE VIII

1. Venue of the Annual National Conference

- a. Person or persons who offer to host the Annual National Conference shall write in-advance duly signed to the HGS or submit their proposed at the time of AGBM. The proposal should be signed by at least 5 **life** members at that place.
- b. If two or more proposals are received to host the Annual Conference, the General Body shall choose the best venue for the Conference. Members who offer to host the Conference should be present in the AGBM and enlighten the members about their programmes, facilities etc.
- c. One Convener should be appointed at the AGBM to conduct and organize only the preliminary meeting as form various Committees for the Conference.
- d. The constitution gives the provision to the following scientific programmes as mandatory annually. Any scuchprogramme shall be organized in any part of the country by the organizing committee as per the rules and regulations stipulated in our byelaws of IAOMR.
 - i. Annual National Conference.
 - ii. National PG Convention
 - iii. National OOO Symposium
 - iv. National UG Convention
 - v. Scientific programs such as Oral cancer and any other programs pertaining to Oral Medicine and Radiology with the permission of the Head Office of IAOMR

2. The Organizing Committee for Annual National Conference:

- a. The Convener shall call a meeting at the proposed Conference place to elect Organizing Chairman, Organizing Secretary and Treasurer;and form sub Committees.
- b. Ordinarily the HGS shall be the Conference Secretary and Liaison Office to co-ordinate with Conference Organizing Committee as a representative of the head office. The Conference Secretary shall be responsible to monitor the proceedings and accounts of the Conference. However, with the HGS is not available, the EC may nominate a Conference Secretary from among the administrative office bearers.

3. The delegates and Annual National Conference programmes:

- a. All the members of the Academy are eligible to become delegates by Paying the prescribed registration fee for the Annual Annual National Conference.However, the

Conference Secretariat shall provide accommodation and local hospitality to the President, the HGS and the Treasurer.

- b. The Annual National Conference shall have fellowship, inaugural function, scientific sessions, banquet, AGBM and programmes for entertainment and sight-seeing. The Conference courses and Community Services will enable to enhance the value of the Conference. The scientific sessions should include one oration/endowment lecture if possible.

4. The Inaugural function:

The annual conference shall be presided over by the president of IAOMR and the organising chairman shall give the welcome address. The chief guest shall inaugurate the conference and dignitaries would participate. The HGS shall give the annual report of activities of the academy for the year and the organising secretary shall give a vote of thanks

5. Conference funds and accounts

- a. The Organizing Committee shall be responsible for all the expenses of the Annual National Conference, 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 organizing chairman or organizing Secretary. The Organizing Committee shall submit the audited accounts to the EC within a approval. The stipulated period for the audited accounts may be extended by The EC to a maximum of 6 months. The HGS shall circulate these Accounts to all the members at the next AGBM.
- c. An amount of Rs.200/- per delegate, inclusive of students delegate shall be contributed to the Head Office in addition to surplus income. If any. The money shall be accounted as an income to the Academy And shall be invested in a fixed deposit and the interest accrued there Upon shall be used for the Academy activities. The Organizing Committee may recommend to the head office any activity such as Institution of awards, prizes, etc., out of the surplus amount for the Betterment of the speciality.
- d. If there is any excess expenditure in the Conference, the Head Office is not responsible for any reimbursement.

ARTICLE IX

1. Special General Body Meeting

- a. The SGBM may be convened at any time on the requisition of
 - i. The President of IAOMR
 - ii. Not less than 1/3rd of the real number of administrative office bearers who manage the Academy or
 - iii. 1/10th of the life members of the Academy entitled to vote.
- b. Those who seek to convene a SGBM shall give in writing the business for which they wish for meeting to be conveyed.
- c. The EC shall within 10 days from the receipt of the requisition proceed duly to call the SGBM and this meeting shall have the agenda only for the specific purpose for which the meeting is called.
- d. A 2/3rd majority can pass a decision at such SGBM

ARTICLE X

1. Membership application format, IAOMR receipt format:

INDIAN ACADEMY OF ORAL MEDICINE & RADIOLOGY (Regno. 8 no.32/86-87) Bengaluru – 560002	
No. 2100	Date-----
Received with thanks a sum of Rs.-----	
Rupees -----	
From Adv./against _____	
By Cash/DD/Cheque No./A/C Transfer details _____	
Dated _____ Bank _____	

INDIAN ACADEMY OF ORAL MEDICINE & RADIOLOGY (Regno. 8 no.32/86-87) Bengaluru – 560002	
No. 2100	Date-----
Received with thanks a sum of Rs.-----	
Rupees -----	
From Adv./against _____	
By Cash/DD/Cheque No./A/C Transfer details _____	
Dated _____ Bank _____	

**INDIAN ACADEMY OF ORAL MEDICINE
AND RADIOLOGY**
APPLICATION FOR MEMBERSHIP
(Please write all information in BLOCK Letters or Print)



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

(Address for communication; recent address; permanent address)
 Please tick one only

6. Telephone/mobile number : -----
 7. E-mail address : -----
 8. Alternative email address : -----
 9. Qualification : -----

Qualification	Specialty	College / Institution	University	Year of Passing
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 : Patron/Life/Associate/ Life/
 12. Mode of payment
 (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 future clarifications. IAOMR is not responsible for the payments without proper cash receipts from HGS/Treasurer.

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

The particulars given above are true to my knowledge. Kindly email me as a Member of Indian Academy of Oral Medicine and Radiology. I agree to abide by the Constitution of IAOMR and rules framed ~~under~~ it.

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 color photographs with name written on the back side.
3. The membership fee patrons: Rs 25,000/- one time payment, Life membership: Rs 8,000/- per year + admission fee of Rs 500/-; Annual membership: Rs 2000/- per year + admission fee of Rs 500/-; Associate life membership: Rs 8,000/- + admission fee of Rs 500/-
4. Payments should be made by cash or demand draft to be drawn in favor of Indian Academy of Oral Medicine & Radiology payable at the place of Head Office.
5. Academy accounting year is from 1st January to 31st December of each year Annual membership is valid only for the period.
6. Address all your communications to _____ Hon. Secretary IAOMR _____ Telephone No. _____ email _____

For office use only

Type of membership _____ Membership approved/not approved

Receipt No. _____ L.F. No. _____

Membership No. _____ Date _____

Signature of Hon. General Secretary