

**INDIAN ACADEMY OF  
ORAL MEDICINE AND RADIOLOGY**

**Constitution, Byelaws & Ethics**

**(Revised 2015)**

Dental Surgeons belonging to the specialty of Oral Medicine, Oral Diagnosis and Dental Radiology have felt the necessity to Form a professional organization to faster unity and fraternity and to enhance the image of specialty through excellence to teaching and quality of services.

Specialists present had a meeting on 20<sup>th</sup> June 1985 in Bangalore and unanimously resolved to form an organization Called Indian Academy of Oral Medicine. This was registered Under Karnataka Societies Registration Act of 1960 at Bangalore. During the fifth National Conference in Chennai, the Academy Had been renamed as Indian Academy of Oral Medicine and Radiology and is following effectively and efficiently.

Consequent to the marked development of the specialty and with increasing membership it is required to redraw the Constitution as to encompass changing trends in the profession and to enlarge its activities.

The Constitution Committee was formed in the General Body Meeting held on 11.12.2000. The Committee consisting of Prof. N. Gnanasundaram as the Chairman, and Dr. K.S. Ganapathy, Dr. K.S. Nagesh, Dr. C.V. Mohan, Dr. AniJohn as members and

Dr. S. Shammugam, Dr. S.K. Kailasam as Ex-Office members, drafted The revised byelaws. Advocates and Chatered Accountants have Contributed their valuable advice and the revised bye-law was

Passed with suitable modifications in the succeeding General Body Meeting and two Special General Body Meetings. The Revised byelaw was scrutinized and registered by Register of Societies Government of Karnataka w.e.f. 31.10.2003.

**A Constitutional Amendment committee (CAC) has been formed constituting Prof. Dr. N. Gnanasundaram (Committee chairman) Dr. K.S. Ganapathy, Dr. C.V. Mohan, Dr. Vishal Dang, Dr. Shailesh Lele, Dr. D.B.Gandhi Babu, Dr.Arti G. Chaudhary (Expert members) and Dr. Jayachandran & Dr.Shiva Prasad S (ex-officio members) has submitted the revised constitutions and it was unanimously accepted in the SGBM held on 5/12/2015 and registered under registrar of societies, Government of Karnataka in 2016.**

## CONTENTS

	PAGE NO.
<b>ARTICLE- I</b>	
1. Objectives	1
2. Constitution Bye-laws and Ethics	1
3. Definition and Abbreviations	2
4. Administration	2
5. The Academy Year	3
6. Area of Operation	3
7. Records	3
<b>ARTICLE-II</b>	
8. Membership	4
9. Membership fees	5
10. Distribution of Subscription	5
11. Privileges of Members	6
12. Termination of Membership	6
13. Readmission of Members	6
14. Grievances of Members	6
<b>ARTICLE-III</b>	
15. Administrative Office Bearers	8
16. Election of Administrative Office Bearers	8
<b>ARTICLE-IV</b>	
17. Function and Powers of the General Body	10
18. Duties of the Administrative Bearers	10
<b>ARTICLE-V</b>	
19. Journal of IAOMR	14
20. Journal Committee	14
21. Functions and Powers of Journal Committee	14
<b>ARTICLE-VI</b>	
22. Funds of the Academy	15
23. Duties of Registered Office Secretary	16
24. Accounts and Accounting year	16
25 Appointment of an Auditor	16

**ARTICLE-VII**

26. The AGM of the Academy	17
27. Transaction of business in the AGM	17
28. Resolution in the AGM	17

**ARTICLE-VIII**

29. Venue of the Annual Conference	19
30. The Organizing Committee for Annual Conference	19
31. The Delegates and Annual Conference Programmes	19
32. The Inaugural Function of the Annual Conference	19
33. Conference Funds and Accounts	20

**ARTICLE-IX**

34. Special General Body Meeting	21
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**ARTICLE-X**

35. Membership Application format, IAOMR Receipt format	22
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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.
  - d. To hold Conferences, Seminars, Symposia, Workshops, study circle, Meeting, to exchange recent trends and receive advanced information of progress or achievements in the field from Academy members and to disseminate such knowledge to Postgraduates and Undergraduates 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. **IAOMR members with voting power belonging as a native of 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 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.**

- i. To form a trust to promote these objectives and to undertake such other progressive measures to implement these objectives.

**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. The quorum to conduct the business of General body meeting should be 1/3<sup>rd</sup> 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 1/3<sup>rd</sup> of the members .2/3<sup>rd</sup> of the members attending such a meeting should pass the resolution approving the amendment. An amendment by any other procedure cannot be valid.

#### **4. Definitions and abbreviations:**

- a. IAOMR or Academy- Indian Academy of Oral Medicine & Radiology.
  - b. Members- A Life member/ Member with voting powers.
  - c. H.G.S- Honorary General Secretary.
  - d. E.C- Executive Committee.
  - e. **AGBM**- Annual General Body Meeting.
  - f. 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 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 and Registered Office Treasurer are part of Administrative Office Bearers. The address of Registered Office will be the address of the Registered Office Secretary. 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.
  - 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 1<sup>st</sup> January to 31<sup>st</sup> 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 registers.
  - 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.



## 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. Member: Specialists who pay annual subscription and possess 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.**
- d. Associate Member:
  - i. Postgraduate students of the specialty of Oral Medicine and Radiology can become either an Associate Life Member or Associate Member. Associate Life Members who are postgraduates of Oral Medicine and Radiology would continue as full-fledged Life Members from the day their obtaining Postgraduate qualification.

- ii. Specialists in other specialities of dentistry and specialists of various branches of General Medicine can also become Associate Members.
- e. 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.
- f. Voting power of member: All Life Members and Members alone shall have voting power. However, Postgraduate students who are Associate Life Members and 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.
- g. An 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. **25,000/-** as one time payment
- b. Life Membership : Rs.**8,000/-** + admission fee of Rs.100/-
- c. Annual Membership : Rs.**2,000/-** per year+ admission fee of Rs.25/-
- d. Associate Life Membership: Rs.**8,000/-**+admission fee of Rs.100/-

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

- e. All payments shall be made in full and no installments shall be permitted Payments towards Annual Membership and Annual Associate Membership are valid from 1<sup>st</sup> January to 31<sup>st</sup> December of that year and should be renewed every year not later than 31<sup>st</sup> January to maintain continuity of the membership.

## **3. Distribution of Subscription:**

- a. **The amount collected through annual subscription, interest accrued on the deposits through the life membership fee collected in one year between January and December shall be annual income of academy.**
- b. **Out of this amount, 40 % as allotted to journal. Out of the remaining amount the expenses towards the activities of head office and the registered office should be met annually. The surplus amount should be deposited to the building corpus at the end of every financial year. All other collections such as delegate fee and conference profiles etc, should be deposited in the "building corpus" on a new account head to be opened by head office secretary and treasurer. The vision of academy is to procure an immovable property preferably in the capital of India for utilization of IAOMR members in future. This property would be in form of IAOMR guest house at New Delhi which**

**could be managed by an appointed manager and IAOMR members can utilize the guest house with nominal rent.**

- c. Funds will be released by registered office on written requisition from the General Secretary within one month of assumption of office by the newly elected office bearers.**

#### **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 goods 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 ceases to be a member of the Academy if he/she has not paid the Annual Membership fee on or before the 31<sup>st</sup> January of the year.
- b. 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.
- c. 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. If there is any default of payment of membership fee the member has to pay the arrears with Rs. 200/- per year as a default amount.**
- b. A member who was removed for misconduct could be re-admitted after one year with a recommendation of five Academy member giving surety for the member's good conduct. At the time of re-admission, a member should pay the arrears of fee fully with 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 is the place of the Head Office, which is where the HGS resides. All legal matters shall be represented by the HGS on behalf of the Academy.

## ARTICLE III

### 1. 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. President	1	1 Year
b. President Elect	1	1 Year
c. Imm. Past President	1	1 Year
d. Vice Presidents (Atleast <b>two</b> should be <b>ladies</b> )	<b>5</b>	1 Year
e. Honorary General Secretary	1	2 Years
f. Joint Secretary ( <b>Atleast one</b> should be a <b>lady</b> )	<b>2</b>	2 Years
g. Treasurer	1	2 years
h. Executive Committee Members (Atleast <b>three</b> should be <b>ladies</b> )	<b>10</b>	1 Year
i. Editor in Chief	1	2 Years
j. Registered Office Secretary	1	2 Years
k. Registered Office Treasurer	1	2 Years

### 2. Election of Administrative Office Bearers:

- a. Election to the above members except President shall be made during the AGBM as per the election procedure. **For the post of President Elect, the member should have five years of experience as voting member of the academy, out of which he/she should have served in the executive committee for 2 years. For the post of Secretary, Joint Secretary, Treasurer and Editor in chief the member should have been in academy for 4 years as a voting member and he/she should have served in executive committee for 2 years with attendance of at least 2 EC meetings or 50% ( Whichever is less) of the EC meeting each year. EC members should have been voting members of the academy for 4 years and should have attended 2 previous general body meetings. If any executive member is absent for 3 consecutive EC meetings he/she is liable to be terminated. The casual vacancy so created could be filled by the EC by choosing a suitable member. The eliminated member will not be eligible to contest for any post for three years.**

**However, a President should be elected only in the first AGBM that is held after the Constitutional amendment has been adopted by General body and approved by the Register of Karnataka State Societies. Registered Office Secretary and Registered Office Treasurer should be residents of the Registered Office Jurisdiction, namely Bangaluru.**

*b. Procedure;*

- i. The Office Bearers shall be elected to officers 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.
- 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 10 days prior to AGBM.
  - v. The HGS should convene a meeting of EC before AGM and the EC shall 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 filed 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 IAMOR seals. These shall be kept ready along with cross markers and inkpad. 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 EC through the President.
  - 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 frame, alter any article and clause of the existing Constitution as per the rule.
  - ii. To constitute sub-Committees for conducting Education/ Professional Development Programmers, Committee for community Health and any other Committee as decide by the EC.
  - 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.

**a. *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 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 capital Funds 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 duties of 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 Treasurer:*** The 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 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 pertaining to the journal of IAOMR.

- iii. Shall collect fund from advertisements, donations and sponsorships and shall receive the money for journal purposes from the Registered Office Treasurer of the Academy.
- iv. 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.
- v. Shall publish the journal as per the rules framed for the Journal of IAOMR.
- i. All the office bearers of the head office and the registered office must make all the records available to the AGM and the same must be handed over to the newly elected office bearers.
- j. All the bearers should compulsorily hand over the records received from outgoing office bearers and records generated by them to the respective incoming office bearer within 15 days of the date of installation of the new office bearers.**
- k. The process of handing over should be properly documented detailing the list of items, files, documents etc. with names and signatures of both the outgoing and incoming office bearers along with mentioning of their life membership number.**
- l. The outgoing HGS in particular should ensure that all the minutes of EC meetings and AGBMs received by him/her from the previous HGS and the ones created during his/her tenure, including the minutes of the last EC meeting and AGBM in his/her tenure, be carefully handed- over to the incoming HGS.**

## 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

- a. Ex-office Members
  - i. The President
  - ii. The HGS
- b. Nominated Members (Nominated by EC on the recommendation of the Editor-in-Chief and shall be members of IAOMR)
  - i. One Assistant Editor (as recommended by Editor-in-Chief and belonging to the same place.)
  - ii. One Business Manager belonging to the same place and nominated by the EC.
  - iii. Two other members as nominated by the EC.

**The journal committee will have further one vice president, one joint secretary and one treasurer. The journal committee will have their independent power to choose publisher. The journal committee should publish articles only in the subject of oral medicine, oral diagnosis, radiology and imaging.**

### 3. 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 peer review by review board of JIAOMR.**
- c. shall be responsible for the management of the whole business Of the journal it's printing the securing of the advertisements, distribution of the journal amongst the members etc.
- d. Shall have power to form a board of advisors.
- e. Shall reserve two pages in each issue of the journal for news of the Academy to be at the disposal of HGS. In the absence of any News, the journal Committee can utilize this space for other purposes.
- f. Shall prepare a budget and put it for consideration and

sanction at the time of the first meeting of EC.

- g. Shall prepare a yearly statement of accounts and submit it to the HGS 15 days prior to the AGBM.
- h. 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.
- i. **Journal committee shall have the right to choose the publisher with prior approval of the EC, in case the journal committee feels that the publisher shall be changed, the journal committee shall submit a detailed report showing the reasons for such change and shall take the written approval of the EC for the same.**
- j. **The EC has every right to cancel the agreement between the journal committee and journal publishers but in case the journal committee feels that the publisher shall be changed, the journal committee shall submit a detailed report showing the reasons for such change and shall take the written approval of the EC for the same.**
- k. **The journal committee shall ensure that JIAOMR is indexed with well known or esteemed indexing agencies like pubmed, desired by DCI.**
- l. **Journal committee shall maintain the master list of articles submitted by various members and master list of articles selected for publications in a serial by clearly indicating date of submission and date of approval for publication.**
- m. **The journal committee shall not select the articles beyond its capacity to publish, shall maintain the list of remaining unpublished articles and shall be transferred to the incoming editor in chief within 15 days from the date of installation of the incoming editor in chief. The incoming editor in chief shall consider the unpublished articles from the outgoing editorial board in priority and select the deserving articles, if any, and shall start selection of new articles received by various members in the current year in chronological order.**
- n. **Any dispute regarding selection, publication, controversies in authorship of an article and ownership of clinical material sent for publication, received by journal committee as a complaint from various members should be sent to the EC and EC shall resolve the controversy.**

- o. To accept any article for JIAOMR, the first author shall be life member of IAOMR. Special permission from EC is mandatory to publish the good standing articles of non IAOMR members in extraordinary situations.**
  
- p. As the JIAOMR represents the scientific and research activities of the members of IAOMR, the editor in chief and the whole editorial board is responsible for its timely publication, any negligence in the process of selection of articles, publishing and printing and timely distribution of journal to the members of their registered addresses as per the IAOMR database or directory is considered as a serious offense and shall be liable for punishment recommended by EC or AGBM. The whole editorial board with such allegations of negligence will disqualify them from contesting for the post of editor in chief in future and also disqualify them to be the members of future editorial board of JIAOMR. EC or AGBM has all rights to levy the penalty to recover the monetary loss to the academy.**

## 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 Bangalore, The annual interest accrued in these fixed deposits should be transferred to the general fund maintained by the Treasurer. 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 either to the Journal or Academy.
- b. All the above funds should be brought to the account of the treasurer **of registered office except those funds or donations received by IAOMR from others for a specific purpose like donations for journal, advertisements for journal, sponsorships for various conferences and scientific programs or research. The surplus amount from various donations received for specific purpose shall go to the registered office treasurer to be deposited in the corpus fund within 30 days after completion of such activity.**
- 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 objects 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 1961 as amended from time to time.

- f. **All money transactions in head office, registered office, journal of IAOMR should be in the form of crossed cheques or online bank transfer, however if there is a desire of paying the money by cash for the purpose of the academy it should be accepted and accounted and proper receipt should be given**
- g. **All the payments from H.O, R.O, JIAOMR and S.O above Rs. 5000/- (Rupees five thousand) shall be in the form of crossed cheque only.**
- h. **Interest earned at the bank account of H.O, JIAOMR and S.O, shall be the property of the academy and shall be transferred to the R.O. under the appropriate heading.**
- i. **All the amounts collected by the H.O and left over surplus funds from the H.O, JIAOMR and funds of any scientific activity under the banner of JIAMOR shall be transferred to the registered office on or before the 31<sup>st</sup> march of every year.**

## **2. Duties of Registered Office Secretary**

- 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. **The president of the association is replaced as president of academy.**
- 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 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.
- f. **Shall submit approved (by registrar of societies of Karnataka and IT departments) copies of accounts every year at the AGBM.**
- g. **Shall prepare a budget for running the R.O for the financial year or academic year, whichever comes first, and get approval of the same in the first EC meeting.**

**3. Duties of the registered office treasurer:**

- a. **Shall maintain the accounts of R.O.**
- b. **Shall receive funds from H.O and any other incoming funds from any legal body or person.**
- c. **Shall coordinate with ROS, auditors, IT department, registrar of societies Government of Karnataka and others in managing the funds of the academy.**
- d. **Shall be the custodian of the bank cheque book, passbook and all kinds of financial vouchers and operate the bank account along with the ROS.**

**4. Accounts and Accounting Year**

The Treasurer and HGS shall submit to the Executive Committee, the Annual audited statements of accounts and the balance sheet for the Period starting from the 1<sup>st</sup> of April ending 31<sup>st</sup> of March.

**5. 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 1<sup>st</sup> or 2<sup>nd</sup> 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.

### 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 Conference and to fix the same. The decision of the General Body in all matters is final.
- l. **finalization of any disciplinary action against any member or EC member .**
- m. Any other matter with permission of the Class
- 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. 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 HC.

- 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 AGM, 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 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 be signed by at least 5 members at that place. **There is no provision to give the proposals for two consecutive years for the Annual National conference.**
- 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. **The venue for the Annual National Conference or any other National scientific program under the banner of IAOMR can be fixed for not beyond two academic years.**
- d. One Convener should be appointed at the AGBM to conduct and organize only the preliminary meeting as form various Committees for the Conference.
- e. **The constitution gives the provision to the following scientific programs as mandatory annually. Any such program 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

**(NOTE: though the national OOO symposium (NOOOS) is involved with the members of other specialties or members or associations like oral pathology and oral surgery, the tradition of conducting National OOO symposium in India has been started by IAOMR and it is a program of IAOMR which is a registered body under registrar of societies Government of Karnataka. The violation of this Provision and misuse of national OOO symposium with any suffix or prefix shall not be entertained by any other body without the permission of IAOMR through proper channel. And such misuse by people will attract disciplinary or legal action)**

- f. **Any good standing members of IAOMR who are active PG guides attached to any educational institute recognized by DCI are only eligible to submit their proposals to conduct various activities**

**of IAOMR including conferences, conventions, NOOOS, CDE programs etc.**

**2. The Organizing Committee for Annual 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 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 Conference programmes:**

- a.. All the members of the Academy are eligible to become delegates by Paying the prescribed registration fee for the 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 ceremony and closing ceremony of the annual national conference.**

**a. Inaugural ceremony:**

**1. The protocol for the inaugural ceremony should be finalized in consultation with conference secretary/HGS and president IAOMR. (PR)**

**2. It shall be the duty of the conference secretary to ensure that the protocol is observed.**



**3. The invitation card for the conference, apart from the invited guests should carry the names of the president, HGS, president elect (PE), organizing committee (OC) and organizing secretary (OS).**

**4. The chief guest (CG) shall be decided in consultation with the president, IAOMR.**

**5. Other guests shall be decided by the organizing committee in advance.**

**6. Copies of the programme shall be provided on the dais and itinerary of the function with strict time schedule shall be given to the guests/speakers.**

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

**8. Each of the other guests present may inaugurate the other events in the conference like inauguration of scientific sessions, inauguration of trade fair, release of the souvenir etc.**

**9. The number of guests shall be as less as possible on a dais in order to reduce the time of inaugural ceremony to save the time for scientific activities.**

**10. Dais arrangements shall be as follows:**

**HGS-PE-GI-CG-PR-G2-OC-OS**

**11. If a master of ceremony is needed he/she shall be seated separately.**

**12. The time allotted for inaugural ceremony shall be 60 to 90 minutes maximum but 60 minutes is more preferable time.**

**13. The IAOMR name and logo shall be properly displayed on the main conference banner which should be prominently displayed as a backdrop on the dais.**

**14. Microphones, fans, floral decoration, garlands, lamp of the ceremony etc., shall be arranged properly.**

**15. At the inaugural ceremony, the order of business shall be as follows:**

- Prayer song
- Welcome address by the organizing chairman.
- Floral welcome
- Address by the President IAOMR.
- Introduction of the president elect
- Opening /inauguration of the conference by the chief guest (lighting of lamp etc)
- Annual report by HGS
- Announcement of prizes by HGS
- Prize distribution by the dignitaries
- Release of souvenir
- Speech of guest 1
- Speech of guest 2
- Speech of chief guest
- Vote of thanks by organizing secretary
- National anthem

**b. Closing ceremony:**

1. The president IAOMR shall preside over the function.
2. The out-going team of the office bearers shall sit in the following order:

**ROS-EIC-VP3-VP1-PP-PE-PR-HGS-JS-AS-VP 2-VP 4-TR-ROT**

3. After handing over the charge, the new team of office bearers shall take over the dais.
4. At the closing ceremony following shall be the order of business

- Prayer song
- Address by the president

**-Presentation of awards and mementos**

**-Installation of new president and his team**

**-Address by the incoming president**

**-Vote of thanks by HGS**

**-National anthem**

**5. If only AGBM is held the incoming president and the new office bearers shall be installed at the end of the AGBM.**

#### **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 HC within a period of three months from the last day for the Conference for 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. **Noncompliance of the above rule shall attract disciplinary action against the organizing chairman, Organizing Secretary and Treasurer of the organizing Committee of the Conference, as recommended by the EC.**
- 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 specialty. **The contribution of Rs 200/- per delegate shall be submitted to the Head office in the**

**form of crossed cheque or bank account transfer within 30 days of the last date of the event.**

- d. If there is any excess expenditure in the Conference, the Head Office is not responsible for any reimbursement.

**6. Other IAOMR events:**

**a. The following events may be conducted every year:**

- National PG convention (NPGC)
- National UG convention (NUGC)
- National OOO symposium (NOOOS)
- CDE programs (CDE)
- Workshops
- Any National or International scientific events

**under the banner of IAOMR.**

- b. Same guidelines as mentioned for the National Conference should be followed for the above mentioned events wherever applicable.

- c. The last date for receipt of proposals for conduction of any event shall be the date of AGBM conducted 2 years before the year in which the proposed event is to be conducted. For eg., for events in year 2012, deadline should be the AGBM date in the year 2010 ( This will provide a minimum of 1 year preparation time for proposers/ organizers)

- d. If no proposals come to H.O./ AGBM by the said date, it should be left to discretion of EC to decide the acceptance of proposals received after the due date. If more than one proposal comes for the same event after the due date, then the proposal which is received first by the head office shall be accorded permission to conduct the same.

- e. If proposal(s) comes before the said date, then a decision regarding the event can be taken at that AGBM(last date) itself and invitations for that event shall be close. If more than one proposal comes for the same event before the due date, then the rule mentioned in VIII-1-b shall be followed.

- f. An amount of Rs.200/- per delegate, inclusive of student delegate shall be contributed to the head office in addition to the surplus income, if any. This rule is exempted for single day events and small

**budget programmes authorized by EC.**

- g. The Rs. 200/- per delegate contribution should be submitted to the H.O. in the form of a crossed cheque or account transfer within 30 days of the last day of the event.**
- h. Rule under VIII-5-b shall be followed for all the events conducted under the banner of IAOMR. Noncompliance of this rule shall attract disciplinary action against the Organizing secretary and Treasurer of the Organizing Committee of the event, as recommended by the EC.**

## ARTICLE IX

### 2. Special General Body Meeting

- a. The SGBM may be convened at any time on the inquisition of
  - i. The President of **IAOMR**
  - ii. Not less than 1/3<sup>rd</sup> of the real number of administrative Office Bearers who manage the Academy or
  - iii. 1/10<sup>th</sup> of the local 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 2/3<sup>rd</sup> majority can pass a decision at such SGBM

**1. Membership application format, IAOMR receipt format:**

**ARTICLE X**

<p>INDIAN ACADEMY OF ORAL MEDICINE &amp;  RADIOLOGY  (Regno. 8 no.3286-47)  Bangalore – 560002</p> <p>No. 2100                      Date----- ---</p> <p>Received with thanks a sum of Rs.---- -----</p>	<p>INDIAN ACADEMY OF ORAL MEDICINE &amp;  RADIOLOGY  (Regno. 8 no.3286- 47) Bangalore –  560002</p> <p>No. 2100                      Date-----</p>
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Received with thanks a sum of Rs.-----  
-----

Rupees -----  
-----

**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 (To which communications shall be sent) :-----  
-----
5. Permanent address :-----  
-----  
-----
6. Telephone & fax numbers :-----  
-----
7. E-mail address :-----  
-----
8. Qualification :-----

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

9. Type of membership applied for : Patron/Life/Associate:  
Life/  
Associate  
Annual/ Annual
10. Mode of payment (Cash / DD) : No ----- Bank-----  
-----  
Branch----- Date-----  
--- ----
11. Membership of other 1.-----



association:

-----

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2. -----

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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**/- as one time payment, life membership: Rs.**8,000**/- **per year** + admission fee of Rs.**100**/-  
Annual Membership: Rs.**2,000**/- per year + Admission fee of Rs.**25**/-.  
Associate Life membership: Rs.**8,000**/- + admission Fee of Rs.**100**/-  
**In addition to above mentioned amount each member has to pay Rs 500/- towards the identity card of the academy. Any enhancement in future to be approved by two consecutive general body meeting**
4. Payments to be made only by cash or demand draft to be drawn in favor of INDIAN ACADEMY OF ORAL MEDICINE AND RADIOLOGY payable at the place of Head Office.
5. Academy accounting year is from 1<sup>st</sup> January to 31<sup>st</sup> December of each year Annual membership is valid only for the period.
6. Address all your Communications to ----- Hon.  
Secretary, IAOMR  
-----Telephone no  
----- E-mail-----

**FOR OFFICE USE ONLY**

Type of membership	----- Membership Approved / Not approved
Receipt No. -----	LF.No -----
Membership no.-----	Date -----

Signature Hon. General Secretary

**PROCEDURE TO BE FOLLOWED AT REGISTRAR OF  
SOCIETIES GOVERNMENT OF KARNATAKA**

1. Accounts and Records file within 14 days of Annual General Body-Meeting
2. Statutory papers
  - a) Statement of Balance sheet and Income and Expenditure
  - b) List of Governing Body Members
3. Miscellaneous papers:
  - a) Updated voter's list
  - b) Minutes of General Body Meeting
  - c) Notice of General Body Meeting
  - d) Any other relevant record in the opinion of District Registrar.
4. Affidavit;
5. Any other relevant record in the opinion of District Registrar. Fee: Rs.100 for every one lakh or part thereof, on the amount shown in the Income and expenditure statement.  
Fine: If delay in filing records exceeds one year

**AMENDMENTS**

1. To be approved by the Special General Body meeting only
2. File the amendments within 30 days of the approval in Special General Body
3. Alteration of Memorandum of Association Sec.9
  - a. Submission of Proposal by the General Body to the members of Society
  - b. 21 days prior notice to the members about holding Special General Body Meeting.
  - c. Approval for the proposal by number of votes in favor which are not less than three times the number of votes cast against the resolution by the members present.
  - d. Convening Second Special General Body Meeting after on interval of 30 days.
4. Confirmation of names, rules and regulations. Changes can be made as per provided by Bye-Law
5. Minutes of Special General Body Meeting
6. Meeting Notices
7. Approved amendments in prescribed format.
8. Any other relevant record required in the opinion of the Registrar
9. Fee: a) Change in Memorandum of Association---100/- b) Change in rules And Regulations---Rs.250/-