

THE INDIAN DENTAL ASSOCIATION
CONSTITUTION, BYE-LAWS & ETHICS
APPLICABLE TO HEAD OFFICE / STATE / LOCAL BRANCHES
AS AMENDED UPTO 25th OCT 1998

CHAPTER-1

1. NAME

The name of the Association shall be "**INDIAN DENTAL ASSOCIATION**"

2. OBJECTS

The objects of the Association are promotion, encouragement, and advancement of the dental and allied sciences. Encourage the members to undertake measures for the improvement of public health and dental education in India.

Maintenance of the dignity and honour of the dental profession and to protect the rights and interest of the members of Association and foster friendship, co-operation and co-existence among the members of the Association and implement well formulated schemes for the social security of members of the Association.

For the attainment and for furtherance of the above objects, the Association may: -

- a. Hold periodical meetings and conferences for the members of the Association and for the Dental profession in general.
- b. Publish and circulate a journal which shall be the official organ of the Association of a character specially adapted to the needs of the

Dental profession in India and which shall undertake publicity and propaganda work of the Association through its columns.

- c. Maintain an Association office(s) as herein afterwards provided.
- d. Encourage the opening of libraries in H/O, State/Local branches and procure other relevant materials books etc out of the funds of the Association/Donation.
- e. Publish from time to time papers embodying dental researches conducted by members independently or under the auspices of the Association.
- f. Encourage research & continuing Dental Education in dental and allied sciences with grants out of the funds of the Association, by establishment of scholarships, prizes or awards and in such other manner as may from time to time be determined by the Association and maintain contact with National & International Associations having similar objectives.
- g. Conduct an educational campaign among the masses of India in the matter of oral hygiene by co-operating with different public bodies working with the similar objects.
- h. Consider and express views on all questions pertaining to the Indian Legislation affecting public health, Dental profession and Dental education and take such steps from time to time regarding the same, as shall be deemed expedient & necessary.
- i. To grant seal of acceptance of I.D.A to oral health products with regard to safety, efficacy, & quality in public interest.
- j. To grant seal of acceptance of I.D.A. to dental instruments, equipments & materials, in the interest of profession.
- k. To represent the interest of Dental fraternity, plead and protect the rights and secure all benefits for its members and defend their rights.

- I. Do all such other things as are cognate to the objects of the Association or are incidental or conducive to the attainment of the above objects.

- m. To safeguard the professional interest, social security & individual member as a consumer.

- n. All activities of the Association shall be carried in India. The benefits of the Association are open to all members irrespective of Caste, Religion, and Sex etc.

3. CONSTITUTION

This constitution Bye-Laws & Ethics shall be followed by Head Office, State & Local Branches of IDA.

No proposal for change of constitution shall be considered at any meeting of the Central Council unless the proposed alteration has been circulated to the branches for opinion and unless due notice of it has been given in the agenda of the meeting of the Central Council. An amendment to the Constitution will be valid only when approved by two thirds majority of the members present and voting at the annual general body meeting or Extra-ordinary general body meeting of the Association and shall come into effect immediately after it is passed, unless otherwise specified. Any change with regard to the amendments shall be informed to the Commissioner of Income Tax, for approval. No resolution for amendment to the Dentists Act, 1948 be forwarded to the Government of India unless approved at the annual general body meeting / E.O.G.M. of the Association. Any resolution or amendment to the Dentists Act, 1948 having special reference to the States, may be forwarded by the State branch to the State Government only with the prior approval of the Central Council. Whenever there is a dispute in interpretation of articles & Bye-laws of this constitution, the decision of the Central Council shall be final & binding on members & Branches.

4. DEFINITIONS

In this Constitution unless the context requires otherwise, the following abbreviation shall mean:

- (a) "Association"/IDA means the Indian Dental Association.
- (b) "Members" means all classes of members.
- (c) "Branches" means all State / Local Branches.
- (d) "Council" / C.C. means Central Council of I.D.A.
- (e) "Committee"/E.C means Executive Committee of State/Local branches.
- (f) "Direct members" means direct members to the Head Office.
- (g) "H.S.G." means Honorary Secretary General.
- (h) "H/O" means Head Office.
- (i) "A.G.M." means Annual General Body Meeting.
- j. "E.O.G.M." means Extra Ordinary General Body Meeting.
- k. "C.D.H." means Council of Dental Health.
- l. "C.D.E." means Continuing Dental Education Wing.
- m. "Term" mentioned in this Constitution means one completed term, which is from end of 'one year AGM to end of next year AGM in case of Head Office. In case Of Branches, one completed term means it is from end of one year AGM to end of next year AGM or till 31st December which ever is earlier. **(Approved in E.O.G.M. held on 19th November 2000 at Coimbatore)**

5. REGISTERED OFFICE

The registered Head Office of the Association shall be in India where the Honorary Secretary, General resides/practices. In the case of the State/Local Branches, the Office shall remain within the State/District/Town where the Honorary State Secretary resides/practices. In the case of Local Branches within the Local Branch area where the Branch Secretary resides/practices.

6. REGISTER OF MEMBERS

Head Office, State & Local Branches shall maintain, a register of members with Membership Number, Name, Qualification & Current Address, Pin code & Branch He/She belongs to. There shall be a separate register for Life, Annual & other types of members.

7. THE ASSOCIATION YEAR

The year of the Indian Dental Association & its Branches shall be from 1st November to 31st October. For Financial purposes and for purposes of auditing it shall be from 1st April to 31st March, every year.

8. AREA OF OPERATION

The Jurisdiction of Head Office is the territory of Republic of India. State Branches are pertaining to the territory of States or Union Territories. Local Branch at the time of application of recognition should specify the area of operation of District/Town. In one Municipal Town there shall be One Local Branch. In one Municipal Corporation area apart from one State Branch there may be more than one Local Branch if C.C. consider it necessary for the betterment of Association with area of operation well demarcated area wise; parliament constituency wise. All Local Branches in a State are affiliated to the State Branch in the State.

9. RECORDS

- i. Account Books, Ledgers, Cash Books of Association shall be retained upto Eight Years. Beyond Eight Years they may be destroyed. However, the Audited Balance sheets of all the years shall be retained by Head Office; State & Local Branch offices.
- ii. Correspondence beyond Five years may be destroyed at the discretion of Hony. Secretary General. Annual general body & E.O.G.M. minutes, Central Council Minutes, attendance registers of Central Council/A.G.M. & Membership Registers and important correspondence as per discretion of Hony. Secretary General shall be retained forever in Head Office. In case of State/Local Branches, AGM/EOGM/Executive committee minutes & attendance registers; membership register; shall be retained for ever & correspondence shall be retained on the same line as above at the discretion of Hony.State /Local Branch secretaries.

* * *

CHAPTER – II

10. ELIGIBILITY TO JOIN AS MEMBERS OF ASSOCIATION:

A Dental Surgeon shall become a member of the Association provided He / She has applied for becoming a member in the prescribed form with the Following Qualification:

- a. Dental practitioners registered under Part A of Indian Dentists' Act 1948. (Graduates).
- b. In areas where the Indian Dentists' Act has not been enforced and no registration has taken place, members of the Dental profession eligible to be registered under Part A Graduates only).

- c. Dental practitioners with Part-B Registration of Indian Dentists Act 1948 who are already members in good standing as on 31st January 1998 without any arrears shall continue to be members. There shall not be any further admission of Part-B Registered Dental Practitioners in Local / State Branches & Head Office.
- d. An applicant should not have been convicted by any competent court of law for any cognisable offence; he should not be of unsound mind or insolvent. He/She should not have been engaged in any activity detrimental to the interest of any Association. While joining he/She should sign a declaration to that effect in the application form.
- e. The applicant shall be admitted by H/O: State Branches/Local Branches concerned only after perusal, scrutiny, & confirmation of applicant having fulfilled the above criteria and after approval of C.C./E.C as the case may be. The subscription shall be collected only after such approval.

11. CLASSIFICATION OF MEMBERS

A. Honorary members: -

Persons of high scientific or literary attainment, or persons who have rendered conspicuous services to the Association, or persons whose association with I.D.A may be deemed desirable, if willing to be made as Honorary members, and so elected by the Central Council according to rules as hereinafter laid down.

B. Direct members: -

Persons eligible for membership but who do not reside or practice within the area of a State/Local branch shall get admitted to Head Office.

- i. Persons residing or practicing within the jurisdiction of a State branch but in a place where no Local branch exists shall be admitted to the respective State branches, as direct members,

ii) Army Dental Corps officers have to join as direct members to Head Office.

C. Life Members: -

Persons who are eligible to become annual members as per rule 10 are eligible to join as Life Members on payment of Life member subscription.

D. Annual members: -

Persons possessing required qualifications mentioned in Rule 10 & who pay Annual subscription.

E. Student members: -

Undergraduate students of recognised Dental Institutions by D.C.I shall be admitted as student members. Such members shall have the right to attend scientific meetings, lectures and demonstrations but shall have no right in the working of the Association.

F. Affiliate members: -

Non-resident foreign dental graduate practitioners having dental qualifications according to Section 10 are eligible to become affiliate members to Head Office subject to the approval of the Central Council. He should be a member of his National Dental Society /Association and should produce a certificate to this effect. All affiliate members will be attached only to the Head Office. Such members shall have the right to attend scientific meeting Lectures and conferences but shall have no right in the working of the Association.

12.BRANCHES

For the better attainment of the objects of the Association, the members of one Town / District shall form themselves into separate branches. All branches shall specify the names of the branch as adopted by the branch and

accepted/approved by the Central Council. Branches while forming should declare the area of operation. By becoming a member of the Local or State branch; a member will automatically become a member of the Central Organisation. Branches have to function within the framework of this constitution as per the direction of the Central Council. Branches are independent on their own with regard to finances, purchase of movable and immovable Assets and formation of a Trust/Charitable Trust.

If a Local Branch in a Municipal Corporation area has more than 300 Annual/Life Members, more than one Local Branch may be formed in the corporation area if the members practicing within the stipulated area would like to have such a Local Branch, subject to the minimum under this Constitution. Central council reserves the right to approve or reject an application to form a branch. In such cases the movable/immovable assets if any shall be retained with the parent branch only.

A. Classification of branches –

Branches shall be of two kinds

- a. Local branches i.e. branches which are situated either at District headquarters or in other specified area in the districts / cities / Municipal Corporation.
- b. State Branch means a branch, which covers all members in one particular State or Union Territory. State branch shall have their headquarters within their respective State/Union territory and are made up of various Local Branches within the State / Union Territory.

13. FORMATION OF BRANCHES

Local branches shall be formed as follows:

- a. Only existing members residing/practising in one specified area shall form a branch. Dental surgeons eligible to become members should first become members of State or Local Branches. After becoming

members, a minimum of 30 Annual / Life Members residing or practising in any place, city or town concerned may form/ constitute a branch with the prior approval of the Head Office. An Annual/Life Member shall have the option to join in any Local Branch within the state according to his/her convenience. But a Dental Surgeon shall be a member in one Branch only. If Local Branch strength reduces less than the minimum prescribed after recognition of the Branch, the Branch shall be permitted to continue as Local Branch. All Local Branches recognised earlier under previous constitution with less strength shall continue to function as a Local Branch. All the branches shall abide by the rules and regulations and orders of the Head Office and function within the framework of the constitution. Any one applying for membership of the branch should strictly fulfil and comply with the qualifications prescribed under these rules to become the member of the Branch. Every branch shall function under the auspices of the Head Office, who may derecognise any branch for breach of any rule or condition of these By-laws.

b. Procedure for forming a Branch:

- i. Members residing should meet in a place & decide to Form a Branch. They should express their willingness in writing with Serial No, Membership Number of H/O, Name, Address, and Branch in which they are members & Signature. They should also elect Office Bearers for the proposed Branch as per Section 21.
- ii. The names of its office-bearers with a request signed by the proposed members in original shall be forwarded to the Central Council through the State branch with advance copy to Head Office. The State branch shall consider them within ninety days or at the next executive meeting whichever is earlier and submit its recommendation to the Head Office. The Central Council shall discuss and decide to approve or reject the request and inform the State branch to be conveyed to the proposed local branch concerned. If State Branch does not forward its recommendation to Head Office within

ninety days, Head Office has the right to take it up for discussion in Central Council without the recommendation of State Branch concerned.

- iii. The Central Council has the right to withdraw the recognition granted to a State/Local Branch if the C.C. decides by 2/3 majority that the branch as a whole is not functioning or acting against the interests of the Association/Profession & the directions of the Central Council. If such de-recognition is done, the members of that Branch shall get attached as direct members of respective State Branch/Head Office.

Procedure for Derecognising a Branch:

In the opinion of the Central Council, if a branch as a whole, is not functioning or functioning against the interests of IDA, the Central Council shall direct the Secretary General to issue a show cause notice as to why the recognition of the branch shall not be withdrawn giving three weeks time for reply. If the branch replies, it shall be placed in the C.C. for consideration. If the branch does not give any reply, Central Council shall direct H.S.G. to call for an EOGM of the members of the branch concerned, giving proper notice. President and Secretary General in case of State Branch derecognition & concerned State Branch President & Secretary also in case of Local Branch derecognition, shall attend such a meeting to persuade the Branch to function in accordance with the directive of H/O. Still if it is not possible, the matter shall be reported to the Central Council, and the Central Council shall have the right to withdraw the recognition granted to the State/Local Branch, subject to the approval of AGM/EOGM of H/O.

(c) **State branches:** - Local branches in a State shall unite and form a State branch on a territorial basis and elect office bearers. The formation of State branches shall be communicated to the Central Council, for its approval. Local branches subsequently recognised by the Central Council in the jurisdiction of the State branches, shall become constituent members of such State branches.

(d) When a State branch is formed in a State/Union Territory, the Local branches within that State/Union Territory shall become subsidiary to the

State branch and shall be guided by it in all matters and the State branches shall become the medium of communication between Local branches and Head Office.

(e) Defence Wing:

The Officers serving in Dental Corps can send the annual and life subscription directly to Head Office. All such army officers shall be pooled together among the direct members and form a Defence wing of IDA under Head Office. When the Officers retire from the Defence Service He/She shall have the option to join a State/Local Branch. All Communication to the Defence wing shall be sent to the Head of the Dental Corps.

f. General Rules:

State branches / Local branches & Defence Wing shall submit to the Head Office a six monthly return of the members on their rolls as on 1st of May and 1st of November of each year, together with a list of defaulters, a list of new members and a list of members who have left the branches with their new addresses if available, and an account of the various activities of the branches for the purpose of compilation of the annual report at Head Office & State Office, in case of local branches.

- g. In case of difference of opinion on any matter including election of office bearers of state/local branches and representatives to central council, an aggrieved member/party or branch shall appeal to Central Council through the State Branch and Central Council shall enquire into it and the decision of the central council shall be final and binding on the state/local branches/members. Pending the decision of the Central Council, the decision of State Executive Committee shall hold good.
- h. Considering the well-being of the Association as a whole, it shall not be in order for branches or any member and individuals to approach the Court, In case of dispute, doubt or grievance of any branch, or any member of the Association. Including grievances while

conducting. National/State/Branch Conferences are matters of Arbitration. All decisions of Central Council as to any action or order passed against any member or matter of grievance raised by any member shall be referred to an Arbitration Committee comprising of ruling President H/O; Hon. Secretary General H/O; Immediate Past President H/O. President Elect H/O and Convener of Constitution Committee H/O. Who shall hear and decide the issues. Such arbitration shall be governed by the Provisions and Procedure of Indian Arbitration Act.

- i. In view of the arbitration clause for all disputes and grievances by a member or a State/Local Branch, the remedy to approach for a decree in Civil Court is barred. All such disputes and grievance shall be decided only by Arbitration. If any member or State or Local Branch of Association persist to file any suit, which can be questioned as to its jurisdiction and maintainability shall be filed against the Indian Dental Association, Head Office represented by the Honorary Secretary General in the City where his Office is situated and not in any other place in India.
- j. Neither the Indian Dental Association nor the branches shall be liable for any of the debts or liabilities of each other.
- k. It shall not be open for branches, habitually or ordinarily, to hold their meetings outside their respective areas, except Army Wing, which shall conduct it in any Defence Area in this country.

(l) When a branch officially resolves to close down or to suspend its activities, it shall inform the State branch and/or the Head Office as the case may be or derecognised its funds including cash securities, fixed deposit certificates, etc., shall be forthwith

transferred to the Head Office to be kept in a trust. At any rate it shall not be annexed with funds of state branch or Head Office.

(m) The accounts of the State / Local branches & Defence Wing shall be scrutinized audited and approved by their Executive Committee and then circulated to the members before placing at the respective annual general body meeting of the State /Local branch. One copy of the audited and approved statement of accounts shall be forwarded to the Head Office in case of State branches; Head office & State office in case of Local branches every year immediately after the annual general body meeting. The accounts of the Head Office shall be audited and approved by the Central Council, and circulated to the members before being placed at the annual general body meeting of H/O for its final approval. Similarly accounts of State/Local Branches shall be audited & approved by the E.C. of the concerned State/Local Branch & circulated to its members before being placed at the AGM for its final approval.

* * *

CHAPTER – III

14. SUBSCRIPTION

A. Rates of subscription: -

- (a) Honorary members shall not have to pay any subscription.
- b. Members joining for the first time except Honorary & Student member shall pay an entrance fee of RS.100/- to the admitting Local / State Branch or Head Office initially. This applies to Life Members also if they are joining directly as Life Members without being an Annual Member earlier.
- (c) Direct Annual Members to Head Office shall pay a subscription of Rs.200/- per year, which shall become due on 1st of November every year.
- (d) Affiliate members shall pay a subscription of 300 U.S.Dollars for Life or equivalent in pounds/Rupees.

(e) Direct State branch members shall pay their subscription yearly as fixed by the State branches and intimated to the Head Office. The State branch shall pay Rs.100/- as Head Office share per head per year for all the annual members on its rolls which shall be distributed as laid down in this constitution. Such contribution shall become due on 1st November, but shall be received by H/O not later than 31st January failing which their rights and privileges shall be suspended. New members joining the Association through a branch, shall pay the full year's subscription irrespective of month of admission in a year; branches shall send full years State/HO share of subscription.

(f) In case of student members, the State branches shall pay annually Rs.40/- per member to the Head Office.

(g) State branches shall fix the subscription payable by the members of the Local branch and intimate to Local branch and the Head Office. Local Branches shall fix the subscription payable by the members of the Local Branch & intimate State Branch & Head Office. The subscription of State/Local Branches shall be decided by the respective Branch AGM/EOGM.

(h) The Life Membership fee of Rs.3250/- shall be collected by the State/Local Branches and remitted in full to Head Office & intimated to State Branch. Head Office shall collect Life Membership direct and intimate State/Local Branches. Head Office will deposit Rs.3000/- in Fixed Deposit and this Deposit shall not be withdrawn on any account. On the death of the Life Member, the Life Membership subscription of Rs.3000/- will be transferred to Members Benevolent Fund.

(i) The Life / Annual Membership fee prescribed may be reviewed from time to time for new Life / Annual Members, as recommended by Central Council and approved by AGM/EOGM.

(j) Life Membership register shall be maintained by Head Office & Branches.

(k) Though membership subscription can be paid in any part of the year, last date of receipt of subscription to Local Branch is 31st December; State

Branch is 15th January & Head Office 31st January every year. Only those members whose subscription is received in H/O on or before 31st January every year are members in good standing. In case of delayed receipt of subscription in H/O; the receipt of payment to the concerned State/Local branch within the specified date as above viz 31st December in case of Local Branch & 15th January for direct members of State Branch shall be the deciding issue of membership in good standing.

15. DISTRIBUTION OF SUBSCRIPTION

- (a) If a direct annual member does not reside within the jurisdiction of a State/Local branch, the full sum of Rs.200/- shall be credited to the Head Office.
- b. The Local branch under the jurisdiction of a State branch shall pay the contribution annually as fixed by the State branch per member on its rolls to the State branch. Out of this the State branch shall pay annually RS.100/- per annual member to Head Office.
- c. From the subscription received by Head Office, from annual members, the following will be the shares of Journal, CDH, and CDE per member.
- (i) Journal Share Rs.30/- (ii) CDH Share Rs.5/- (iii) CDE Share Rs.3/-
- d. From the subscription received from Student Members.
- (i) Journal Share RS.10/- (ii) CDH Share Rs.2/-
- e. Out of Life Membership fee of Rs.3250/- received in the first year, Rs.250/- shall be distributed as follows to the branches in the first year. The remaining Life Membership fee Rs.3, 000/- shall be kept in fixed deposit and interest earned shall be divided as follows:

Life membership account shall be operated separately & excess of interest after distribution if any shall be accumulated in the account.

(i) Head Office RS.100/- (ii) State Branch Rs.50/- (iii) Local Branch RS.100/-

(iv) In case of direct members of State Branch RS.100/- to State Branch and RS.100/- to Head Office.

(f) Over and above this subscription, State Branch in case of direct Life Members and Local Branches shall fix affiliation fee on the Life members. The Branch is at liberty to fix local affiliation membership fee on life members on annual basis or as one time collection as passed by their AGM/EOGM if the annual subscription for direct annual member in any State/Local Branch exceeds Rs.250/-, But whether State branch /Local branch affiliation fee is paid by a member or not, member's privileges remains the same, as far as Head Office is concerned. If Local affiliation fee is not paid a Member cannot take part in State Branch / Local Branch activities. But a member can attend AGM/EOGM; contest & vote in elections conducted by the Head Office, State Branch & Local Branch.

16. GENERAL RULES ABOUT SUBSCRIPTION

(a) It shall be open to the Association to revise the subscription from time to time.

(b) All subscriptions are payable in advance on the first day of November every year.

(c) If the subscription of any member is in arrears, action may be taken as laid down in Rule 19B of this constitution.

(d) If a branch member leaves the area of his branch permanently and goes to another branch, he must clear all the dues of the previous branch and pay the subscription of the new branch for the remaining period of the Association year according to the rules of the new branch. On no account the new branch shall accept the intimation of transfer from any member unless he produces a clearance certificate from the previous branch showing that he had paid up all dues of the previous branch. The fact of transfer shall be notified by the

branches to each other and to the Head Office through the State branch. In case of transfer, a fresh admission fee shall not be charged.

If a branch member leaves a branch and goes to a place where there is no branch, he shall enjoy the privileges of membership for the period for which the subscription has been paid. After that he shall cease to be a member unless he applies to be classified as a direct member to State / Head Office.

17. ADMISSION OF MEMBERS

A. Hon. Member:

Shall be proposed by at least Twenty-five members of the Association or ten members of the Central Council, wherein the claims of the candidates for such honour shall be set forth by the proposers. The election shall take place at a meeting of the Central Council, voting being done by ballot. No discussion shall be permitted on the merits of the person proposed. The person shall be considered elected if 2/3 of the members present vote in his or her favour. Such members shall continue as Honorary member for life.

B. Annual Members / Life Members: -

(a) Membership of the Association & its Branches is not a matter of Right to any one by merely being a Dental Surgeon. Membership is on the basis of application in the prescribed form calling for relevant particulars about Registration; whether the applicant is involved in litigation with any Association. All applications received are to be submitted before the executive committee in case of branches; & before the Central Council in case of Head Office for approval.

The decision of admission in either admitting or rejecting an application of membership by Branches/Head Office is final & cannot be canvassed in any court of law as the association is a voluntary one & admissions are reserved.

(b) Dental Surgeons wishing to join as Member/Life Member shall fill-in the Application (Appendix - 1) and sign the prescribed form and send it to the Honorary

Secretary General in case of Direct Membership of Head Office; State Secretary in case of direct membership to state and local branch Secretary for joining as a member of local branch as the case may be. The concerned Secretaries shall place the application in the next Central Council/Executive Committee Meeting for discussion and admission. The Council/Committee if decides to admit the applicant the Secretary will intimate the Dental Surgeon concerned, and request him to pay the Subscription for the year / life. After payment of subscription he shall be admitted as a member and his name shall be entered in the Register of Local Branch / State Branch / Head Office as the case may be. A member if admitted by a Local Branch he/she automatically becomes member of the respective State Branch & Head Office.

- a. If the Branch executive decides by 2/3rd majority not to admit him / her in the larger interest of the Branch, the application shall be rejected and the applicant intimated. The applicant may prefer an appeal to State Branch/Head Office & the decision of C.C. shall be final.
- b. Dental Surgeons applying for admission through a State / Local Branch shall fill-in and sign the application form in duplicate / triplicate. The Local Branch shall forward two copies of the application to State Branch after admission and the State Branch shall forward one copy to Head Office for information.
- c. For Affiliate members of H/O and for Student Members - Same procedure as laid down in this Section shall be adopted.

18. PRIVILEGES OF MEMBERSHIP

- a. All members shall be supplied with a copy of the constitution & journal of the Association, free.

- b. All members shall be supplied with a copy of all the publications of the Association, free or at such rates as the Central Council may fix from time to time.
 - c. All members shall be entitled to the use of the library and the Association rooms, if any, set apart for the use of the members.
 - d. All members shall have the right to attend and take part in discussions at all general meetings, lectures and demonstrations organised by the Association.
 - e. Only annual and life members shall have the right to attend General Body Meetings /EOGM & vote on all resolutions put forward, at the meeting.
 - f. All members shall have the right to attend conferences organised by the Association on such terms as hereunder laid down by the Association.
 - g. All members shall enjoy any other privileges that may hereafter be conferred by the Central Council.
- (h) Only annual and life members shall be eligible to contest or hold offices members of Executive Committee & representative to the Central Council or Rep of Local Branch to State Executive Committee, provided they are members in good standing.
- i. Annual/Life and Affiliate Members shall be eligible to participate in the Continuing Dental Education Programme Organised by the CDE Wing.

19. TERMINATION OF MEMBERSHIP

A. By resignation:

A member wishing to resign his/her membership may do so by tendering the resignation in writing to:

(a) The Honorary Secretary of the Local branch concerned, with copy to State & H.O.

(b) The Honorary State Secretary of the State branch concerned with copy to H/O (Direct members of the State branch) or

(c) The Honorary Secretary General (Direct members of the Head Office.)

His/Her resignation shall take effect immediately and such member ipso facto

ceases to be a member of the Local branch. State branch and the Head Office. No such member shall be entitled to ask for any refund of the membership fees either in whole or part thereof.

B. By Removal of name on account of non-payment of subscription:

If a member whose subscription is unpaid one month after the last date by 31st January, he shall be informed in writing that payment is due by the Hon. Secretary of the Branch/Hon. Secretary General in case of Direct Members. If the subscription still remains unpaid one month after sending the letter, the privileges of the member shall be withdrawn. The subscription due for the next year by 1st November, if not paid before 31st January of next year, the name of such member shall be deleted from the rolls of Local / State / Head Office automatically.

Example: Subscription of a member due on 1st November 1996 if it is unpaid, he gets the privilege up to 31st January 1997. Thereafter he becomes member in arrears and loses all privileges. If the subscription due for the next year along with arrears remains unpaid by 31st January 1998, his/her

name is automatically deleted from the roles of Local / State / Head Office register.

C. By removal of name on the ground of undesirable conduct:

If the conduct of any member shall be deemed by the Central Council or State Executive or Local branch Executive, prejudicial to the interest of the Association or calculated to bring the Dental Profession or the Association into disrepute in violation of the rules and regulations of the Association or who is creating obstacles and hurdles in the working of the Association, he or she shall be asked to submit a written explanation of his or her conduct. In the event of the explanation being found unsatisfactory, the member may be asked either to apologise or resign from the Association. If the member is agreeable his/her apology or resignation shall be accepted, In case of a branch member the matter shall be referred to the Central Council through the State Branch, giving details of the case for further reference. In the event of the said member refusing either to apologise or resign an Extra-ordinary

General Body Meeting of his parent branch shall be convened to consider the case and at least seven days notice in case of Local Branch, fourteen days notice in case of State Branch, twenty one days notice in case of Head Office shall be given to the member concerned and he or she shall be given an opportunity to explain his or her conduct. If at the meeting 60% of the total strength of members present and voting, record their votes for the removal of his/her name from membership, the resolution shall be sent to the Central Council through the State Branch, for confirmation and his/her name shall be removed from the register of membership of the Local Branch/State Branch/Head Office, only after receipt of the confirmation. Before the Central Council gives its final decision; the member shall have the right to appeal. In the meantime, he/she shall be suspended from all the privileges of membership. In case of direct members, the same procedure shall be followed by the State and Head Office as the case may be.

D. By Removal of Name for Want of Qualification:

Any member who is not qualified but secured admission on misrepresentation such member shall automatically cease to be a member. If any member does not possess requisite qualification as per rule 10 to join as a member in a State/Local or Head Office and if admitted by State/Local Branches, the Central Council reserves the powers to enquire into and remove the member from the rolls of the Association. Such information shall be brought to the notice of the Central Council and detailed enquiry will be conducted by the Honorary Secretary General regarding the member's qualification and the facts placed before the Central Council. If the Central Council so decides that the concerned member is not qualified to become a member of this Association, an explanation shall be called from the concerned member giving fifteen days time for reply. If the member prefers to appear before the Central Council and explain his case, he may be given an opportunity.

After receiving the member's explanation or after hearing the member if Central Council is convinced that the member does not possess requisite qualification to be admitted as member he/she shall be removed from the rolls of State/Local and Head Office forthwith and it shall be intimated to the member and the Local and State Branch. If the member does not respond to the letter sent by Head Office by Registered Post in due time before the last date mentioned in the letter decision of Central Council shall be final and binding on the member.

E. Removal of Name for Forming Parallel Dental Association:

If any member floats/forms another Dental Association parallel to the Indian Dental Association at the regional or all India level, such member shall be removed from the membership of IDA. Any member of IDA joining the parallel Association also shall be removed from membership of the Association. This does not apply to speciality societies. While removing the procedure as laid in Sub Section C (By removal of name on the ground of undesirable conduct) shall be followed.

20. RE-ADMISSION

Members who have ceased to be members under Rule 19A and Rule 19B can be re- admitted on fresh application being made by them subject to approval by Executive Committee and on payment of any dues outstanding against them as on the date when they had ceased to be members. The Central Council shall however have the power to write off a part or whole of any outstanding dues against such members on the recommendation of the branches concerned, or in the case of direct members, on its own initiative. Members, whose names have been removed under 19(C & E) may be re- admitted subject to the decision & condition of the Central Council on the expiry of two years or thereafter provided their application for re-enrolment, if supported by ten members of the Association, testifying to their good conduct during the intervening period. But the member who has resigned under these clauses can be readmitted on submitting a written apology acceptable to the Central Council & or on the recommendation of the State/Local branch concerned by majority vote & He/She shall be charged an admission fee as a new member. On all matters of re-admission the decision of the Central Council is final.

* * *

CHAPTER – IV

21. MANAGEMENT OF THE ASSOCIATION

A. Central Council / Executive Committee:

The general management of the Association as a whole shall be vested with Central Council & while that of the State / Local branches shall be vested with the respective Executive Committee of the branch, under guidance from Head Office. No one in receipt of salary or honorarium from the funds of the Association can be elected as office bearer of the Association.

1. Composition of the Central Council:

- i. One President Tenure of Office - One Term
- ii. One President – elect Tenure of Office - One Term
- iii. Three Vice-Presidents Tenure of Office - One Term
- iv. One Honorary Secretary General Tenure of Office – Five Terms
- v. One Honorary Joint Secretary Tenure of Office – Five Terms
- vi. One Honorary Assistant Secretary Tenure of Office – Five Terms
- vii. One Honorary Treasurer Tenure of Office – Five Terms
- viii. One Editor of the Journal Tenure of Office – Five Terms
- ix. One Chairman of council of Dental Health Tenure of Office – Two Terms
- x. One Chairman of the continuing Dental Education Wing Tenure of Office – Two Terms
- xi. Immediate Past President Tenure of Office - One Term
- xii. Representatives to central council from the State branches Tenure of Office –(Ref pg 32)

II. Composition of the Executive Committee of the State branch

- i. One President Tenure of Office - One Term
- ii. One President Elect Tenure of Office - One Term
- iii. Three Vice-Presidents Tenure of Office - One Term

- iv. One Honorary State Secretary Tenure of Office - Three Terms
- v. One Honorary Joint Secretary Tenure of Office - Three Terms
- vi. One Honorary Asst. Secretary Tenure of Office – Three Terms
- vii. One Honorary Treasurer Tenure of Office – Three Terms
- viii. One Editor of the Journal (Optional) Tenure of Office – Three Terms

ix. One Convener CDH Tenure of Office – One Term

x. One Convener CDE Tenure of Office – One Term

(xi) Immediate Past President, One Term

(xii) Members of the Executive Committee (Without Portfolio)

(The number shall be on the basis of total strength of the State Branch. For every 100 Life/Annual members or part thereof, there shall be one E.C. Member). One Term

(xiii) Representatives from State Branch to central council H/O One Term

. (It is optional for State Branches to decide whether they should be member of State Executive Committee also or not in addition to their duties as representative of C.C.) (Ref Page 32).

(xiv) Representatives from Local Branch to State Executive "

(Ref Page 32).

III. Composition of the Executive Committee of the Local branch

- (i) One President Tenure of Office One Term
- (ii) One President Elect Tenure of Office One Term
- (iii) Two Vice Presidents " "
- (iv) One Hony. Branch Secretary " Two Terms
- (v) One Hony. Joint Secretary " "
- (vi) One Hony. Treasurer " "
- (vii) One Rep to C.D.H. " One Term
- (viii) One Repto C.D.E. " One Term
- (ix) One Editor Journal (Optional) " Two Term
- (x) Imm. Past President " One Term
- (xi) Three Members of Exe. Committee for strength of 1-100 Life/Annual members (thereafter the number shall be on the basis of total strength of the Local Branch. For every additional 100 Life/Annual members or part " there-of, there shall be one E.C. Member).
- (xii) Representatives from Local Branches to State Executive "

It is optional for Local Branches to decide whether they should be member of Local Branch Executive Committee also or not in addition to their duties as representative to State Executive Committee.

B. Function and powers:

1. Central Council

The Central Council shall direct and regulate the general affairs of the Association

and shall have the following powers:

(a) For the conduct of business at meetings of the Central Council and for the maintenance and administration of the Association, library, and properties and for

the organization and direction of publications.

- b. To frame, alter or repeal rules and bye-laws of the Association By 2/3 majority in C.C. subject to the approval of the annual general body meeting/EOGM of the Association.
- c. To peruse Sub-Committees including Working Committee, Screening & Scrutinizing Committee and other Committees appointed by the President in consultation with Hon. Secretary General.
- d. To appoint any other Sub-Committees as deemed necessary by the Central Council with the approval of President.
- e. To represent to Government, public bodies, or any constituent authority, any matter in which the interests of the Association or the dental profession are involved.
- f. To consider and decide application for direct membership; resignation, to take disciplinary action on any member removal of members for want of qualification and the question of taking disciplinary action against any member or branch.

- g. To write off the whole or part of the arrears against any individual member or a branch or other out standings, if considered desirable.
- h. To delegate all or some of its powers to a working committee, if and when appointed except the power of altering rules and bye-laws.
- i. To appoint or remove salaried employees of Head Office of the Association.
- j. To exercise in addition to the powers by the rules expressly conferred on it all such powers and do all such acts and things as may be done by the Association and which are not hereby or by legislative enactment expressly directed or required to be exercised or done by the Association in Annual General Body/ EOGM meeting.
- k. To purchase; take on lease, Sell, mortgage, or otherwise buy or dispose immovable properties of every description in particular any land, Building, etc. & to form a Trust as per Govt. Regulation for which 2/3rd majority of Central Council is required.
- l. To purchase; manage, lend, exchange movable properties and to buy utensils, books, newspapers, periodicals, instruments, fittings, appliances, apparatus, rent any accommodation when deemed necessary in the interest of the Association.
- m. To Erect, maintain, improve or alter and keep in repair any building for the purpose of the Association.
- n. To Borrow or raise money in such manner as the Association may think fit and collect subscriptions and donations for the purposes of the Association.
- o. To Invest any funds of the Association not immediately required for any of its objects in such manner as may from time to time be determined by the Central Council.

- p. To Assist, subscribe or co-operate or affiliate or be affiliated to or amalgamate with any other public body whether incorporated, registered or not and having altogether or in parts objects similar to the Association.
- q. To Approve / Derecognise State / Local Branches; to null & void elections if a contestant appeals to H/O on its merits after detailed enquiry held at State/Local Branches by 2/3 majority.
- r. To give a directive to a branch or a member on any issue.
- s. To Grant seal of acceptance of IDA for Oral Health Products / Instruments / Dental Materials by 2/3 majority.
- t. To appoint one Conference Secretary for National Conferences. The Conference Secretary shall be a liason between the Central Council and the Organising Committee and shall be responsible to the Central Council.
- u. To approve one chairman Organising Committee, Organising Secretary Treasurer convener scientific sessions & convener trade fair for National Conference.
- v. To nominate Ten members of Central Council to C.D.H. & Ten members to C.D.E. Committee.
- w. If any member does not posses requisite qualification to join as a member in Head Office State/Local Branch and if admitted by State / Local Branches the Central Council has the powers to enquire into and remove the member from the rolls of the Association.
- x. To approve audited Balance Sheet before placing it in AGM/EOGM & proposed budget in a year.
- y. To represent matters pertaining to D.C.I.

- z. The decision of the Central Council in all matters shall be final & binding on State/ Local Branches & individual members.

II. State Executive Committee

The State Executive Committee shall regulate the general affairs of the association within the respective state branch limits and shall have the following powers.

- a. For the Conduct of business at Executive Committee Meeting and for maintenance of the Association Room and properties and for organisation and direction of publications.
- b. To peruse Sub-Committees other than Arbitration Committee appointed by the President in consultation with Hony. State Secretary.
- c. To represent to State Government or public body within the state in the interest of the association and dental profession.
- d. To consider and decide the application for direct membership to the State branch; Resignation and recommending disciplinary action against members of the State Branch, to the CC.
- e. To write off the whole or part of the arrears against any individual payable to the State Branch. To approve audited Balance Sheet before placing it in AGM/EOGM.
- f. To appoint or remove salaried employees of the State Branch Office.
- g. To Purchase, take lease or otherwise acquire, to form a trust as per Govt. Regulations to manage, lend, exchange, sell, mortgage or otherwise dispose of movable or immovable properties of every description and all rights and privileges necessary or convenient for the purpose of the association within the state limits by 2/3 majority.

- h. To erect, maintain improve or alter and repair any buildings owned by the State Branch of the association.
- i. To Borrow or raise funds in such manner as the State Executive may think fit and collect subscription and donation for the state branch of the association.
- j. To Invest funds of the State branch not immediately required in any of the object in such manner as may from time to time being determined by State Executive Committee.
- k. To recommend formation of Local Branch in the State Branch territory.
- l. To appoint one Conference Secretary for state conferences.
- m. To approve one Chairman, Organising Committee, Organising Secretary and Treasurer for the conduct of State Conferences.

III. Local Branch Executive Committee

Local Branch executive shall regulate the general affairs of the Local Branch Association within the Local Branch area of operation and shall have the following powers.

- a. For the Conduct of business at Executive Committee Meeting and for maintenance of the Association Room and properties and for organisation and direction of publication.
- b. To peruse Sub-Committees appointed by the President in consultation with Hony. Secretary.
- c. To consider and decide application of membership, resignation and recommending disciplinary action against members of the local branch.

- d. To delegate some of the powers to a working committee when appointed.
- e. To write off whole or part of the arrears against any member payable to Local Branch.
- f. To approve audited Balance Sheet before placing it in AGM/EOGM.
- g. To appoint and remove salaried employees of the Local Branch.
- h. To Purchase, take on lease or otherwise acquire, to form a trust; as per Govt.Regulations to manage, lend, exchange, sell, mortgage, or otherwise

dispose of movable or immovable properties of every description and all rights or privileges necessary or convenient for the purposes of the association within the Branch limits, by 2/3 majority.

- i. To erect, maintain, improve or alter or repair any buildings owned by the Local Branch of Association.
- j. To Borrow or raise money in such manner as the local branch executive may think fit and collect subscriptions and donations for the Local Branch of Association.
- k. To Invest funds of the Local branch of the Association not immediately required for any of its objects in such manners as may from time to time being determined by the Executive Committee.

C. Term of office of the Central Council / Executive Committee:-

The Central Council shall enter upon its duties at the close of the annual general body meeting of H/O and shall hold office till the declaration of the results of the election of the office bearers at the next annual general body meeting of H/O. This is applicable to the Executive Committee of the State / Local branches also with AGM of respective branches.

- a. The members shall function forthwith after election and shall continue as members till the declaration of the results of election at the next Annual General Body Meeting.
- b. Any member of the Central Council of H/O / Executive Committee of Branches who is absent for three consecutive meetings without assigning a valid, reason/ apology in writing shall cease to be a member of the Central Council/Executive Committee, automatically. Notice to such members shall not be sent for the next CC/EC Meeting. Such members shall not be eligible for reelection/ renomination for that Association year. This shall be intimated to State Office in the case of C.C. representatives from State; Local Branch. In case of Local Branch representative to State Branch.

D. Duties & powers of Office - bearers of Head Office :

(a) The President:

- I. Shall be the Chairman of all meetings of the Central Council and Sub committees appointed by him, and any other Committee of which he may be a member for which no chairman has been appointed.
- II. Shall preside at the Annual Conference of H/O.
- III. Shall guide and control the activities of the Association.
- IV. Shall regulate the proceedings of the meetings and conferences, interpret the rules and regulations, decide doubtful points.
- V. Shall, in addition to his ordinary vote, have a casting vote. In case of equality of votes, if he fails to give his casting vote, the motion shall be declared invalid.
- VI. Shall continue as a member of the Central Council for one year beginning with the end of his term of office as President.

VII. Shall have the right to attend & take part in any Meeting (E.C; A.G.M. E.O.G.M)

of State/Local Branches any where in India.

(b) The President - Elect :

Shall be a member of the Central Council and shall assist the President in the performance of his duties and shall succeed to the office of the President at the end of the open session of the Conference or at the end of the annual general body meeting if there is no Conference in the year following his election as President - Elect.

(c) The Vice-Presidents:

- I. The candidate securing the highest number of votes at the election shall be deemed as the first Vice-President. The candidate securing the second highest number of votes shall be deemed as the Second Vice-President and the candidate securing the third highest number of votes shall be deemed as the third Vice-President. In case of tie, President shall give his casting vote.
- II. Any one of the three Vice-Presidents in their order of precedence shall act as Chairman of the meetings of the Central Council in the absence of the President.
- III. Any one of the three Vice-Presidents in their order of precedence shall be the Chairman of all sub-committees of which he is a member in case the President is not a member and for which no Chairman has been appointed.
- IV. All Vice Presidents shall help in the organisation of the branches by making tours and addressing the association, etc.

(d) The Honorary Secretary General H/O

- I. Honorary Secretary General Shall be in charge of the Head Office.
- II. Shall conduct all correspondence.
- III. Shall have general supervision of accounts, pass all bills for payments and sign cheques.
- IV. Shall get prepared by the Honorary Treasurer, a half yearly and an annual statement of accounts duly audited by the auditor, for presentation before the Central Council & at annual general body meeting / E.O.G.M.
- V. Shall prepare a budget and get it passed at the first Central Council after the annual general body meeting.
- VI. Shall organise, arrange and convene meetings, conferences, lectures and demonstrations.
- VII. Shall attend meetings of the Central Council and Sub-Committees and keep proceeding thereof; and be a member of all Committees.
- VIII. Shall assist the President in appointing Sub-Committees.
- IX. Shall maintain a correct and up-to-date Register of all types of members of the Association.
- X. Shall organise the Indian Dental Association with the help of the Honorary Joint Secretary and Honorary Assistant Secretary by encouraging the establishment of the branches where they do not exist and by creating a general interest in the Indian Dental Association.
- XI. Shall maintain a property register.

- XII. H.S.G. Shall have the right to attend & take part in any meeting (E.C/AGM / EOGM) of the State/Local Branches any where in India.
- XIII. If the Honorary Secretary General, changes his personal head quarters to any other town after he is duly elected, the Head Office shall not be shifted to his new headquarters without the prior approval of the Central Council and later to be approved by the general body.

(e)The Honorary Joint-Secretary.

(f) The Honorary Assistant Secretary

Shall help the Honorary Secretary General in his work in looking after the office, in conducting corespondence, in preparation of agenda of meeting, in preparing statements, etc. The Joint Secretary H/O shall act for the Honorary Secretary General in his absence. The Assistant Secretary of H/O shall act for the Honorary Secretary General only in the absence of the Joint Secretary.

(g) The Honorary Treasurer:

- I. Shall receive all funds of the Association and deposit them in a bank approved by the Central Council to the credit of the Association and operate jointly with Honorary Secretary General. These funds or a part of them may, if approved by the Central Council, be deposited In a nationalised Bank.
- II. He shall maintain Head of Account for journal; CDH; CDE and any other office requiring handling of funds & credit it in that Head of account. He shall issue Cheques/DD, whenever the Editor, Chairman CDH & CDE & any Officer demand it & debit it in that Head of Account.
- III. Shall be responsible for the collection of subscription from all the members of the Association either directly or through branches.

- IV. Shall dispose of the bills for payments as sanctioned by the Honorary Secretary General and only on his written order.
- V. Shall have the right to point out any error or discrepancy in the order of payment of the Honorary Secretary General and refer the order back to him with his remarks. In the event of disagreement still persisting between the Honorary Secretary General and the Treasurer, the matter shall be referred to the President for final decision.
- VI. Shall be responsible for keeping up-to date, the accounts of the Association

with all the account books posted up-to-date.

- VII. Shall get all the accounts audited by the auditor of the Association.
- VIII. Shall prepare an annual statement of accounts and a balance sheet showing the financial position of the Association, get it audited by the registered auditor elected at the annual general body meeting and put it for adoption before the annual general body meeting / E.O.G.M. through the Honorary Secretary General.

(h) Editor of the Journal :

- I. Shall be incharge of the Journal of the Indian Dental Association.
- II. Shall, with the help of the Journal committee, be responsible for the publication and management of the journal.
- III. Shall be Chairman of the Journal committee.
- IV. Shall have the sole discretion of publishing or correcting any of the articles received for publication.

- V. Shall submit the statement of accounts to the Treasurer half yearly and yearly.

(i) Chairman of the Council of Dental Health, I.D.A.

- I. Shall be the Chairman of all meetings of the Council on Dental Health I.D.A. and shall guide and control the activities of the Council of Dental Health. He shall submit the statement of accounts to the Treasurer half yearly and yearly.
- II. He shall nominate a Honorary Secretary of the Council of Dental Health, for approval by the Central Council for a period of two years.
- iii. The Honorary Chairman shall organise, arrange and convene meetings of the Council of Dental Health at All India Level, State Level, Local Branch Level in various places.

i) Chairman of the continuing Dental Education Wing.

- I. Shall be the Chairman of all meetings of the continuing Dental Education Wing of I.D.A. and shall guide and control the activities of the continuing Dental Education Wing. He shall submit the statement of accounts to the Treasurer half yearly and yearly.
- II. He shall nominate a Honorary Secretary of the continuing Dental Education Wing for approval by the Central Council for a period of two years. The Honorary Secretary shall organise, arrange and convene meetings of the continuing Dental Education Wing in consultation with the Chairman.
- III. The duty of the continuing Dental Education wing is to conduct continuing Dental Education Programmes at all India level, State level and Local Branch level in various places.

k) Duties and powers of Office Bearers of State/Local Branches :

a. President:

- I. Shall be the Chairman of all meetings of the Executive Committee of his Branch and the Sub-Committees appointed by him, and any other Committee of which he may be a member for which no chairman has been appointed.
- II. Shall preside at the Annual Conference of his Branch.
- III. Shall guide and control the activities of the Association, in his/her Branch.
- IV. Shall regulate the proceedings of the meetings and conferences.
- V. Shall, in addition to his ordinary vote, have a casting vote. In case of equality of votes, if he fails to give his casting vote, the motion shall be declared invalid.
- VI. Shall continue as a member of the State/Local Branch Executive as the case may be for one year beginning with the end of his term of office as President.
- VII. State Branch President Shall have the right to attend any Meeting E.C; A.G.M; EOGM of Local Branch in his State.

b. The President Elect : Shall be a member of the Executive Committee, and shall assist the President in the performance of his duties and shall succeed to the Office of President at the Annual General Body Meeting of his/her branch in the year following his / her Election as President-Elect.

c. The Vice President : Who gets the highest number of votes shall be termed first Vice President and shall preside over all meetings in the absence of the President. When both the President and the first Vice President are absent the second Vice President shall take the chair. When the President,

First Vice President and the Second Vice President are absent the Third Vice President will take the Chair.

Shall be Chairman of all the Sub-Committees and Committees of which he is a member, in case the President is absent.

d. The Hony.State Branch Secretary/Hony.Local Branch Secretary :

With the help of the Hon.Joint Secretary and Hon.Asst.Secretary of his/her Branch.

- I. Shall be in-charge of the Branch Office.
- II. Shall conduct all correspondence of his/her Branch & shall maintain proper register of the Branch.
- III. Shall have general supervision of accounts, pass all bills for payment and sign cheques of his Branch.
- IV. Shall obtain from the Hon.Branch Treasurer a quarterly and an Annual Statement of accounts duly audited by the Auditor, for presentation before the Executive Committee and Annual General Body Meeting of his Branch.
- V. Shall prepare a Budget and present it for approval at the first Executive

Committee Meeting of his Branch after the Annual General Body Meeting.

- vi. Shall organise, arrange and convene Meetings, Conferences, Lectures and Demonstrations of his branch.
- vii. Shall attend meetings of the Executive Committee and Sub-Committees of his branch and keep proceeding thereof; and be a member of all committees of his branch.

- viii. Shall assist the President in appointing sub-committees of his branch.
- ix. Shall maintain a correct and upto date register of all members of the Branch.
- x. Hony.State Secretary shall have a right to attend any meeting of EC/AGM/ EOGM of Local Branches within his State.
- xi. Shall be responsible for sending the share to H/O in case of State Sec / the share to state office in case of Local Branch Secretary within fifteen days/ before due date whichever is earlier.
- xii. Shall maintain a Property Register.
- xiii. In case of State Secretary if he changes his personal head quarters to any other town after he is duly elected, the State Secretary Office shall not be shifted to his new head quarters without prior approval of the Executive Committee of the State Branch and later to be approved by the General Body.

e. The Hon.Joint Secretary : Shall help the Hon.State Secretary in case of State Branch and Hony.Secretary in case of Local Branch in his work in looking after the Office, in conducting correspondence, in preparation of Agenda of meetings, in preparing budget etc. The Hon.Joint Secretary shall act for the Hon.State Secretary in his absence, in case of State Branch : Hony Secretary in case of Local Branch.

f. The Hon.Assistant Secretary : Shall help the Hon.State Secretary in case of State Branch, Local Branch Secretary in case of Local Branch and the Hon.Joint Secretary in their work in looking after the office, in conducting correspondence, in preparation of Agenda of Meetings, in preparing Budget etc.

g. The Hon.Treasurer : Shall receive all funds of his/her Branch and deposit them in a Bank or Banks approved by the Executive Committee of the Branch to the Credit of the Branch and shall operate jointly with anyone of the following Office Bearers : President or Hon.State Secretary in case of State Branch, In case of Local Branch President / Secretary of Local Branch.

- I. **These funds** or part of them may, if approved by the Executive Committee, be deposited in the Bank.
- II. The Hon.Treasurer shall be responsible for the collection of subscriptions from all the members of the Branch through the Secretary.
- III. Shall dispose off the bills for payment as sanctioned by the Hon.Secretary of the Branch and only on his written order.
- IV. Shall have the right to point out any error or discrepancy in the order of payment of the Hon.Secretary of the Branch and refer the order book to him with his remarks. In the event of disagreement still persisting between the Hon.Secretary and the Hon.Treasurer the matter shall be referred to the President of the Branch for final decision.
- V. Shall be responsible for keeping upto date, the accounts of the branch with all the accounts Books posted upto date.
- VI. Shall get all the accounts audited by the Auditor of the Branch.
- VII. Shall prepare a Half Yearly statement of accounts to be put before the Executive Committee of the Branch.
- VIII. Shall prepare an Annual Statement of accounts and a balance sheet showing the financial position of the Branch, get it audited by the registered auditor elected at the Annual General Body Meeting of his Branch and put it for adoption before the Annual General Body Meeting through the Hon.Secretary of the Branch.

h. Editor of the Journal :

- I. Shall be in-charge of the Journal of the Branch.
- II. Shall, with the help of the Journal Committee of the Branch, be responsible for the publication and management of the Journal.
- III. Shall be Chairman of the Journal Committee of the Branch.
- IV. Shall have the sole discretion of publishing or correcting any of the articles received for publication in the Journal of the Branch.
- V. Shall submit the Statement of accounts to the Treasurer of the Branch half yearly and yearly.

i. Convener CDH of State Branch/Representative to CDH from Local Branch : Shall co-ordinate/liason with Chairman CDH of Head Office in conducting CDH activities of H/O at the Branch Level.

j. Convener CDE of State Branch / Representative to CDE form Local Branch : Shall

co-ordinate/liason with Chairman CDE of Head Office in conducting CDE Programmes of H/O at the Branch Level.

E General Rules of Election of Office-bearers in H/O & Branches :

- a) Persons, who are members in good standing only are eligible to stand for all offices of H/O, State & Local Branches. Offices includes, all Office Bearers, Rep to C.C, Rep.to E.C, & members of Executive Committee State/Local Branches.
- b) Nominations shall be received by HSG in case of H/O & Hony.Secretary in case of branches with the name & signature of the proposer, seconder & willingness of

the candidate. If a candidate/proposer/seconded is in arrears at the time of filing his/her nomination, the nomination shall become invalid.

c) Only those members whose subscription is received in H/O on 31st July every year are eligible to vote for election of President Elect/Vice President of H/O ; This applies to State Branches conducting election of One President elect & Three Vice President just like H/O as per Section G of this chapter. Members whose subscription is received in Head Office upto 31st July every year only are eligible to vote in the election, held by State Office.

d) Only those members whose subscription is received in H/O on 31st October every year only are eligible to attend & vote in the respective AGM held by H/O, State & Local Branches.

e) A person who resigns from Office - Bearership before completion of the tenure of his post to contest for any other Office Bearership post during his unfinished tenure, is debarred from standing for any other Office till the completion of his unfinished term of Office in Head Office, State & Local Branches.

f) Office Bearers who do not submit accounts of their Office on time or at the time of handing over office to successors, Conference Accounts within the prescribed time limit are not eligible to contest for any office including representative to CC/EC for a period of five years. On this issue the decision of C.C. shall be final.

1. The following qualifications are required for a Candidate to be nominated to contest for election of Head Office Bearership noted below

President Elect

i.

Should have served in the Executive Committee of State or Local branch for two terms with 50% attendance each term.

ii.

Should have been President of the local or State branch with 75% attendance in the meeting of Executive Committee.

iii. Should have served in the Central council for two terms with 50% attendance each

term, out of which atleast one term should be within the proceeding two terms.

Vice Presidents

(the word year changed to “term” as approved in EOGM on 19th Nov2000 at Coimbatore)

i. Should have served in the Executive Committee of State or Local Branch for two terms with 50% attendance each term.

ii.

Should have been President/Vice President of a State or Local Branch with 75% attendance in the meeting of Executive Committee.

iii.

Should have served in the Central Council for two term with 50% attendance each term, out of which atleast one term should be within the preceding two terms.

Hon. Secretary General

i. Should have served in the Executive; Committee of State or Local branch for two terms with 50% attendance each term

ii. Should have served as secretary of State or Local branch with 75% attendance ,In the meeting of the Executive Committee.

iii. Should have served in the Central council for two terms with 50% attendance each

term, out of which atleast one term should be within the proceeding two terms.

Hon.Joint Secretary

One Honorary Joint Secretary, who must reside at the city where the Head Office is located and must be a member of that Local branch and must have served at least for one term in the Executive Committee of the Branch.

Hon.Asst Secretary

One Honorary Asst. Secretary, who must reside at the city where the Head Office is located and must be a member of that Local branch and must have served atleast for one term in the Executive Committee of the Branch.

Hon.Treasurer

One Honorary Treasurer, who must reside at the city where the Head Office is located and must be a member of that Local branch and must have served at least for one term in the Executive Committee of the Branch.

Editor Journal

i. Should have served in the Executive Committee of State or Local branch for two

terms with 50% attendance each term.

ii. Should have served in the Central council for two terms with 50% attendance each term, out of which atleast one term should be within the proceeding two terms.

iii.

Should produce evidence of being, associated with any Committee of Scientific publications.

Chairman C.D.H.

i. Should have served in the Executive Committee of local or State branch for two

terms with 50% attendance each term.

ii. Should have served in the Central council for two terms with 50% attendance each term, out of which atleast one term should be within the preceding two terms.

iii. Should have experience of conducting Dental Health Programmes at State or Local level and produce a Certificate to that effect from the president or secretary of the State or Local branch.

Chairman C.D.E.

i. Should have served in the Executive Committee of local or State branch for two terms with 50% of attendance each term.

ii. Should have served in the Central council for two terms with 50% attendance each term, out of which at least one term should be within the preceding two terms.

iii. Should have experience of conducting Scientific Programme as a Convener of State and Local Branch or a Scientific Convener of Annual IDA Conference of Local or State Branch or Head Office and produce a Certificate to the effect from the President/Secretary/Chairman of the Conference.

II. Qualifications to stand for various posts In State Branches

I. President Elect:

a) Should have served as President/Vice President of a Local Branch with 75% attendance in the meeting of Executive Committee. **(Approved in E.O.G.M. held on 19th November 2000 at Coimbatore)**

b) Should have served in the Executive Committee of the State Branch for two terms with 50% attendance each term, out of which one term should be with in the preceding two terms.

II. Vice Presidents : Vice Presidents: As per Clause - I referred above for President Elect. **(Approved in E.O.G.M. held on 19th November 2000 at Coimbatore).**The rest is as above.

III. Hon.State Secretary : As per clause - I referred above replace the word President as Hon.Secretary.

IV. Hon.Joint Secretary and Hon.AsstSecretary : Should have served in Local Branch Executive for one term with 50% attendance but he should reside in the same place/town where Hon.State Secretary reside

V. Hon.Treasurer : As per Clause - IV referred above.

VI. Editor Journal (If any post exists) : Should have served in the executive Committee of State Branch for two term with 50% attendance each term.

Should produce evidence of being associated with any Committee of Scientific Publication, or atleast Chairman, Co-Chairman of the Scientific Session of any State or Local Branch Conference.

VII. Representative of State Branch to Central Council : It will be divided into three categories.

i. President/Secretary Category : State Branch President or State Branch

Secretary one of the two shall get elected for one vacancy.

ii. Existing Central Council Members Category : After deduction the President /Secretary category seats, 50% of the remaining vacant seats is reserved for the existing Central Council members who have attended 50% Central Council meetings held upto 31st October. In case there are more candidates than the posts available in this category, elections within these candidates should be carried out. In case there is a vacancy in this category it will be passed on to category-iii.

iii. New Central Council member's category: - the following are eligible to contest in this category for the remaining vacancy.

- a. Contestant who contested in category ii and lost.
- b. Existing Central Council member not eligible to contest under Category-11.
- c. Life / Annual member who was an Office Bearer; member Central Council / Executive Committee in state / local branch for two terms with 50% attendance in each term.

(Approved in E.O.G.M. held on 19th November 2000 at Coimbatore)

VIII. For all other posts & members of State Executive Committee no special qualification is required.

III. Qualification to stand for

various posts in Local Branches : For the first three terms of the formation of Local Branch no qualification is required to contest for any post in a Local Branch. From the Fourth term of functioning of a Local Branch, the contestant of President-elect & Branch Secretary should have been a member of Branch Executive for One term with 50% attendance in the Executive Committee of the Branch.

F. Procedure for Election of Pre-Elect & Vice Presidents H/O

i. The Honorary Secretary General shall on or before 1st of May each year invite State and Local branches to nominate one member of the Association for the office of President-elect and three members of the Association for the office of three Vice Presidents. He shall, along with or before the circular of inviting nominations send a current list of members of the Branches.

ii. The nominations for these offices shall be by the branch Executive Committee, but before the nomination is forwarded to Honorary Secretary General, the Secretary of the branch should ascertain from the person concerned whether he accepts the nomination and send such letter of acceptance to the Head Office.

iii. No member shall be eligible to stand for or hold two offices in Head Office during the same year. Otherwise his nomination becomes null and void.

iv. The nomination should reach the office of the Honorary Secretary General not later than 15th of June each year. Nominations received after that date shall not be considered.

v. The eligible candidates as declared by the Screening committee shall be intimated immediately after the meeting and also shall be informed of the names of their co-contestants for the post they intend standing. They shall be given 15 days time for withdrawal of their candidature if they desire to do so. Candidate or his/her representative shall attend the screening committee meeting.

vi. The Honorary Secretary General shall on or before 15th of September send to all the branches and the direct members the list of nominations received requesting them to elect one name for the post of President-elect and three names for the post of Vice-Presidents from amongst the names in the list of nominees.

vii. The branch Secretary shall use this list for preparation of ballot papers to be used for voting at EOGM specially called for the purpose & the date of E.O.G.M. shall be intimated to H/O, well in advance.

viii. The counting of the votes shall be done by two scrutinisers appointed by the President, in the presence of the President, Secretary and the candidates, or their representatives if present, at the E.O.G.M. of the Branch.

ix. The voting by ballot shall be according to the procedure laid down by the Central Council from time to time.

x. The voting by direct members shall be by post for which they will be supplied ballot papers from the Head Office under postal certificate along with the list of nominations. The ballot papers must be sent to the Head Office by registered post, before last date.

xi. State Branches/which have no local branches shall conduct elections by calling an EOGM. State branches having local branches under them should conduct elections by postal ballot for their direct members. They should follow the same procedure as above. The State Branches while sending the Ballot papers shall intimate the last date for receipt of ballot. The Screening and Scrutinizing Committee of the State Branch shall meet on a date fixed earlier, tabulate the results, and send their result to Head Office in the format provided along with the Original ballot papers received before the last date.

xii.

The election results should reach Hony. Secretary General not later than 31st October each year after which they shall not be considered.

xiii. There shall be a Scrutinising committee. All the sealed envelopes shall be opened by the Honorary Secretary General in the meeting of the Scrutinising Committee and the committee shall tabulate the results and place the same before the Central Council.

xiv. Honorary Secretary General shall give 15 days clear notice to all the candidates informing them about the date, time and place of the Scrutinising Committee Meeting to enable them to be present at the meeting either in person or by proxy, who shall be a member of the Association.

xv. The person getting the largest number of votes shall be declared elected by the Central Council. In case of equality of votes, President shall give his casting vote.

xvi. In the event of there being no nomination either for the posts of one President-elect or any one of the three Vice-Presidents received by the Head Office by the prescribed date of 15th June, the elections for these posts shall be held at the annual general body meeting. If nominations are received for the posts of Vice-President only, and if any of the elected Vice-Presidents resign to contest for the election of President-elect at the annual general meeting or for some other reasons, the order of precedence of the three Vice-Presidents will be determined on the basis of the number of votes polled by each of the remaining candidates contesting for the election of the Vice-president. In the event of the post of the President falling vacant due to some contingency such as resignation, demise etc., the first Vice-President shall succeed to the post of President for the remaining period of the term.

G. Procedure for election of President & Vice President in State Branches :

i. State Branch may follow the above mentioned procedure for electing President Elect & Three Vice Presidents as laid down above or they may conduct election in the Annual General Body Meeting of the State Branch for the post of President

Elect and Vice Presidents along with other Office Bearers & option is left to State Branches. If they prefer to follow the above procedure those members whose subscription is received in Head Office by 31st July every year only are eligible to vote.

ii.

As for the Local Branch is concerned, Election for all the posts of Office Bearers, Members of the Executive Committee/Representatives to the State from Local Branches, all should be held only at the Annual General Body Meeting of the Branch.

iii. The State / Local Branches shall elect the Hon.State Secretary, Hon.Joint Secretary, Hon.Assistant Secretary, Hon.Treasurer, Editor (if any) representative to Central Council in case of State Branches Rep to Local Branch in State Executive in case of Local Branches at the Annual General Body Meeting of respective branches.

**H. Procedure for conducting election of Hon Secretary
General ; Joint Secretary/Asst.
Secretary/Treasurer/Editor/Chairman CDH & CDE of H/O**

One Honorary Secretary General, One Honorary Joint Secretary. One Honorary Assistant Secretary, One Honorary Treasurer, One Editor of the Journal and One Chairman Council of Dental Health & One Chairman CDE shall be elected at the annual general body meeting of H/O.

Outgoing C.C. shall have the power to nominate Office Bearers when ever such vacancy arises with the previous consent of members concerned & recommend to the Annual General Body.

AGM Notice shall be posted to Members by H.S.G. not later than 30th November every year.

Nominations shall be called for in the Annual General Body Meeting notice of Head Office for vacant posts with the last date for the receipt of nominations. After getting eligibility certificate from branches and Head Office, candidate shall send the nomination to Honorary Secretary General to contest for the post before a last date preferably ten clear days before AGM. One candidate is eligible to contest only for one post. If one applies to contest for more than one post, all the nominations of the member shall become invalid automatically for all the posts. Names of eligible contestants as approved by the C.C shall be announced at the Annual General Body Meeting and the election conducted at the AGM by Secret ballot. Members who would like to withdraw their candidature shall withdraw within the stipulated date if announced in the A.G.M. notice or at the AGM. No fresh nomination shall be received at the AGM unless there is a vacancy. Members whose subscription is received in Head Office on or before 31st October every year only are

eligible to attend and vote in Annual General Body Meeting. Members joining in Nov/Dec/Jan of succeeding year are not eligible to attend, contest or vote in the annual general body meeting.

**1. Election of
Representatives to the Central Council from State Branches :**

State branches shall elect their representatives to the Central Council at their annual general body meeting in the following scale:-

- i. For the first fifty Annual/Life Members two representative.
- ii. For the next one hundred Annual/Life members or part there off one representative. One representative for every increase of 100 or part of 100 Annual/Life Members. The names of such representatives shall be communicated to the Hony. Secretary General for information. The number of representatives of the State branches to the Central Council will be on the basis of the Annual & Life membership strength on 31st October. The membership strength will be calculated as on Head Office records and not the State branch registers.

The election of the representatives to Central Council shall take place at the annual general body meeting of the State branch and the results shall be communicated to H/O within a week of the election. The elected representatives shall hold office till the completion of his/her tenure of office and thereafter shall automatically ceases to be a representative to Central Council. **(Approved in E.O.G.M. held on 19th November 2000 at Coimbatore)**

iii.Election of Representatives to the State Executive Committee from Local Branches.

The Local Branches shall elect Representatives to the State Executive Committee in their AGM on the basis of Membership strength as on 31st

October under Head Office register. For the first 50 Annual/Life Member there shall be two representatives out of which one shall be Local Branch President or Secretary. Over and above this for every additional slab of 100 or part thereof, there shall be one representative. The elected representative shall hold office till the completion of his/her tenure of office and thereafter shall automatically cease to be a representative to State Executive Committee.
(Approved in E.O.G.M. held on 19th November 2000 at Coimbatore)

iv. In case of Defence wing Central Council representative shall be elected/nominated by the Chief of Dental Corps on the same scale as that of State Branches on the basis of strength of Defence wing annually.

J. Procedure for Election of Office Bearers of State/Local Branches in Annual General Body Meeting :

Mode of Election of the State Executive Committee :

The State Branch shall conduct Elections at the Annual General Body as per the procedure herein afterwards laid down for all post of Office Bearers ; Members of Executive Committee and Representatives of State Branch to Central Council.

i. On or Before 15th September every year the outgoing executive committee shall have the power to nominate Office-Bearers, members of Executive Committee and Representatives of State to Central Council with the previous consent of the

members concerned for the ensuing year when ever such vacancy arises and recommend to the general body for elections and shall circulate the same to the members of the branch on or before 30th September every year.

ii.

The Hony. State Secretary shall invite nominations from members of the branch for the Election of Office bearers/members of the Executive Committee and Representative to Central Council on or before 30th September every year. These nominations duly proposed and seconded with willingness of the

candidate shall reach the Hony.State Secretary by 30th October or atleast five clear days before the day fixed for the Annual General Body Meeting. Candidates who would like to withdraw their candidature shall withdraw before a last date if it is announced in A.G.M. notice or at the AGM. No fresh nominations shall be received at the Annual General Body Meeting unless there is a vacancy No member shall stand for two State Offices simultaneously. Otherwise his candidature shall become null and void for all posts.

iii. A State executive Committee may be called for before the AGM or atleast one day prior to AGM to consider the eligibility of the candidates contesting against the executive recommended candidates. If the contestants are found eligible to contest, received from amongst the members of the branch shall be put to vote at the Annual General Body Meeting of State Branch.

iv. Two Scrutinisers shall be appointed at the AGM..

v. The Office Bearers/Members of Executive Committee/Representative to Central Council shall be elected at the Annual General Body Meeting of the Branch in the Order mentioned on page 15/16.

vi. Should there be more than the allotted number of candidates for any Office the voting shall be by secret ballot.

vii. In case of a tie, the President shall cast his casting vote.

viii. If a Candidate/Proposer/Secunder is in arrears at the time of filing his/her nomination, candidate shall not be permitted to contest the election.

Mode of Election of Local Branch Executive Committee :

The same procedure as above applies to the Local Branches to elect Office Bearers : Members of Executive Committee and Representatives to State Executive from Local Branches. In the above procedure the word State Secretary shall be replaced by Local Branch Secretary. In case of Local

Branch nominations it shall be received atleast three clear days before the AGM instead of five clear days as in Sub-Clause-II.

K. Mode of Exercising options of State/Local Branches :

State and local branches are given certain options in this Constitution to be decided. Such options shall be decided at the AGM or EOGM of the branch concerned. **(Approved in E.O.G.M. held on 19th November 2000 at Coimbatore)**

L. Casual Vacancies:

Any vacancy occurring during the year from amongst office bearers as mentioned

in this Chapter except that of the President and three Vice-Presidents shall be filled by the Central Council in case of H/O, Executive Committee in the case of branches.

(a) Such Office bearers shall hold office for the remaining term of the year till the next annual general body meeting.

(b) In case of elected members from the branches, (Rep to CC / Rep to EC) such vacancies shall be filled by the branch executive concerned. Such members shall hold office only for the remaining period of the term.

(c) A representative to the Central Council from States or Representative of the Local Branch to State Executive if removed under clause 21C(b) of page 20, they shall not be renominated for this post again for that current year.

M. Removal of office-bearers of Association in H/O & Branches :

Any Office bearer shall be removed from the Office before completing his/he tenure only by following the procedure as laid down here under by bringing a no confidence motion. The charges against any Office bearer has to enunciated in the form of a resolution signed by not less than 1/4th of the total

number of members of the Association as on 1st November, to the President and Honorary Secretary general, who shall circulate the same to all the members and convene a special EOGM to discuss the issue within Sixty days from the date of receipt. In case they fail to do so, the members signing the resolution can convene a special meeting themselves after expiry of sixty days within a period of two months only for this purpose.

The Central Council has the right to enquire into the charges leveled against the Office bearer concerned and every opportunity has to be provided to him to appear or to represent his case at an enquiry. Then the whole matter shall be placed before the special E.O.G.M of the Association, in case of Head Office bearers and in case of branches EOGM of the concerned Branch giving ample opportunity for the Office Bearer to state his case after which the resolution shall be moved, to remove him from Office and if 2/3 members present at the meeting vote in favour of the resolution it shall be passed with immediate effect. The voting shall be by secret ballot. The quorum for the special meeting shall be 1/4th of the total strength of the members as on the list.

This procedure applies to branches also. The word HSG shall be replaced by Hony.State Secretary/Local Branch Secretary as the case may be; Central Council by Executive Committee. The number of members will be calculated as per H/O register as on 1st November.

* * *

CHAPTER - V

22. FUNDS OF THE ASSOCIATION

The funds of this Association shall be invested in the manner as specified in Section 11(5) of Income Tax Act. This Association is an irrevocable Association. However, if this Association having become defunct or dissolved, the assets/funds of the Association shall be vested with an Association or Society with similar objectives. There shall not be any activity of the Association with intention of earning any profit. The funds of the Association

shall be solely utilized towards the objects and no portion of it will be utilized for payment to its members by way of profit, interest, dividend etc.

Funds of the Association irrespective of what-ever head it is, Journal, CDH, CDE it shall be received only by the Treasurer H/O credited in respective heads of A/c maintained with H/O. He shall pay Rs.5,000/10,000 cash as advance to an office bearer of the above section as approved by C.C. on reimbursement basis on receipt of Vouchers.

A. Income:

(a) The funds or the income of the H/O shall be derived from the following sources:

- i. Subscription from direct members.
- ii. Central share of contribution from the branches on account of the members on their rolls.
- iii. Special contributions or donations raised directly or through the branches.
- iv. Income derived from the journal and other publications of the Association.
- v. Contributions received on account of organising Indian Dental Conferences.
- vi. Bequests received by legacies from persons who desire to benefit the Association.
- vii. Member's Benevolent fund in which the life members subscription of Rs.3000/- shall be credited after the death of Life Member.
- viii. Such other sources as may be authorised by the Central Council.
- ix. Surplus from conferences, if any.

x. Surplus funds from CDE/CDH Programmes if any.

(b) The funds or the income of the State Branch shall be derived from following Sources:

i. Subscription from direct members to the State after deducting the Central share.

ii.

The State share of contribution from the branches on account of members on their rolls.

iii. Special contribution or donation raised directly or through the branches.

iv. Income derived from the journal and other publications of the branch, if any.

v. Contributions received on account of organising the Indian Dental Conference

conducted by the State.

vi. Bequests received by legacies from persons who desire to benefit the Association.

vii. Such other sources as may be authorised by the State Executive Committee.

viii. Surplus from conferences if any.

xi. Surplus from fees from CDE Programme, if any.

x. Funds shall be handled by the Treasurer jointly either with State Secretary or President of State branch, except Journal account which shall be operated by the editor jointly with, any one of the member of Journal committee.

c) The funds or the income of the local branches shall be derived from the Following sources:

i. By the subscription of the members of the branch concerned after forwarding the Central and State share, to the State, if one exists, or after forwarding the Central Share if no State Branch exists.

ii. Special contributions or donations raised directly.

iii. Income derived from the journal and other publications of the branch, if any.

iv. Contributions received on account of organising the Indian Dental Conference.

v. Bequests received by legacies from persons who desire to benefit the Association.

vi. Such other sources as may be authorised by the branch Executive Committee.

vii. Surplus from conferences, if any.

viii. Surplus from fees from CDE Programme, if any.

ix. All funds shall be handled by Treasurer of Local Branch only.

(d) Reserve Fund:

There shall be a reserve fund of the Association. The reserve fund shall be 50% of the net surplus income of the first year of the branch concerned. In addition, 25% of the net surplus should be credited to this fund every year.

This applies to H/O & Branches. The reserve fund shall only be drawn upon by a special resolution of a meeting of the Central Council In case of H/O Executive Committee In case of branches in which 3/4 of the members present vote in favour of the resolution of withdrawal.

e) Head of Account :

All accounts/financial matters of H/O shall be handled only by IDA Head Office. All

receipts pertaining to CDE, CDH, Journal and any other activity shall be received by IDA Head Office Treasurer and remitted in respective heads. No other office bearer shall operate independent accounts in a bank. The Hon. Treasurer shall maintain various heads of accounts of income and expenditure. All income shall be payable to Treasurer IDA Head Office and it shall be credited into respective Head of Accounts. Similarly on expenditure side, Hon. Treasurer shall debit the expenses on the respective head of account and issue Demand Draft on the advice of Chairman CDH/CDE, & Journal Editor and other conveners if any and debit it in the Head of Account. In case of Head Office, Hon. Treasurer shall operate the accounts jointly with Hon. Secretary General. In case of State & Local Branches all funds shall be handled by respective treasurer of Branches, jointly with Hon. Secretary of the Branch.

B. Expenditure:

The Central Council in case of H.O/Executive Committee in case of branches shall out of the funds of the Association / Branch, debit all ordinary expenses and shall pay rents, salaries, wages and such other charges as may be necessary for carrying out the work of the Association. It shall, further provide for the issue of the journal of the Association and such other publications as may be authorised and shall be empowered to spend money on scientific investigations, conferences, prizes scholarships and on such other purposes as it may consider advisable in furtherance of the objects of the Association.

C. Accounts:

The Annual Statement of audited accounts and Balance Sheet, for the period starting from 1st April & ending 31st March of every year, after auditing, shall be submitted to the Central Council, In case of H/O, E.C. In case of Branches circulated to members and placed in Annual General Body Meeting by the Treasurer and Honorary Secretary General/Hony.Secretary as the case may be. However the Income and Expenditure statement shall be presented for the Association year 1st November to 31st October of Head Office, Journal Office, C.D.H. Office and C.D.E. Office in the Central Council in case of H/O; In case of State/Local Branches to the respective Executive Committee. I.D.A./Head Office Conference Accounts shall be audited by H/O auditor

& presented Separately to C.C. for approval. Similarly State/Local Branch Conference Accounts shall be audited by approved State/Local Branch auditor & approved by respective Executive Committee.

23 APPOINTMENT OF AN AUDITOR

(i) A Chartered Accountant shall be appointed as auditor at the annual general body meeting of the Association every year for auditing the accounts of H.O. Similarly an auditor shall be appointed at AGM of State Branch & Local Branch for auditing the accounts of respective branches.

(ii) Duties of the auditor :

a). Shall audit the accounts at the end of the year, and certify to their correctness.

b) Shall give suggestions for the proper keeping of accounts as required.

CHAPTER - VI

24 THE JOURNAL OF THE INDIAN DENTAL ASSOCIATION

(Specify the name of the branch in case of branches)

shall be under the charge of an Editor who shall be assisted by a Journal committee.

the journal is the official publication of H/O or Branches as the case may be. The Journal Editor shall publish only the views of the Association in his editorial.

~

A. The Journal committee :

(a) Ex-officio members:

i) The Editor

ii) The President

ii) The Honorary Secretary General in case of H/O: Hony. Secretary in case of Branches.

(b) Elected members:

i. One Assistant Editor

ii. One Business Manager

iii. Three other members. The elected members of the Journal committee shall be elected every year by the Central Council, in case of H/O & Executive Committee in case of Branches.

- c. One representative from among the armed forces shall be in the Board of

Consultants in JIDA. (Head Office Journal)

B. Functions and powers of the Journal committee :

- a) Shall be responsible for the regular monthly publication of the Journal.
- b) Shall meet once a month ordinarily & along with C.C. meetings.
- c) Shall scrutinise all the articles to be published in the Journal and pass them for publication.
- d) Shall be responsible for the management of the whole business of the Journal, its printing, securing advertisements, distribution of the journal amongst all category of members.
- e) Shall have the power to form a Board of Collaborators.
- f) Shall reserve five pages in each issue of the Journal for propaganda, organisation and publicity and other special news of the Association to be at the disposal of the Honorary Secretary General of the Association. In the absence of such matters this space can be utilised by the Journal committee for other purposes.
- g) Shall prepare a half yearly statement of the accounts of the Journal to be put before the Central Council through the Honorary Secretary General .
- h) Shall prepare a budget and put it for consideration and sanction at the first meeting of the Central Council.
- i) Shall prepare a yearly statement of accounts for financial year and submit it to H/O Auditor of the Association and put it before

the annual general body meeting of the Association through the Honorary Secretary General .

j) Shall have power to spend money for various things connected with the Journal up to the amount sanctioned in the budget estimate for the year by the Central Council. Beyond this limit the committee has to obtain special sanction of the Central Council before hand.

k) In the case of branches in all the clauses above the designation Honorary Secretary General may be read as Honorary Secretary of State/Local Branches and the words Central Council may be read as Executive Committee.

* * *

CHAPTER - VII

25. MEETINGS OF THE ASSOCIATION

1. Central Council Meeting (Head Office)

a. Time and place : The Central Council shall ordinarily meet once in every three months, the exact date and time and place shall be fixed by the Honorary Secretary General in consultation with the President, 1st C.C. & Last C.C. of the year shall be held along with H/O Conferences. Atleast twenty one days notice of the meeting shall be given to all the C.C. members giving the place, the date and the hour of the meeting (only upto 5.00pm) and the Agenda of Business to be transacted there at. In emergencies a shorter notice shall be allowed at the discretion of HSG in consultation with President. But in no case it shall be less than ten days. Fifteen members shall form the quorum of whom atleast ten shall be other than Office Bearers. In the absence of quorum within thirty minutes of the appointed time the meeting shall be adjourned. The adjourned Meeting shall be held on the same day and place immediately. No quorum shall be required for the transaction of any business at such adjourned meetings.

b. A special meeting of the Central Council shall be called within four weeks on receipt of a requisition signed by atleast twenty members of Central Council stating the business for which special meeting is required. Notice for such special Central Council meeting is twenty one days and quorum shall be fifteen out of which ten members shall be other than Office Bearers. In the absence of quorum within thirty minutes of the appointed time the special meeting shall be dissolved.

c. The proceeding of the meeting of the Central Council shall be recorded in the form of typed minutes and after confirmation shall be permanently preserved. Cental Council minutes shall be sent to all Central Council members thirty days in advance before the next Central Council. Any correction from Central Council members should be received by Hony. Secretary General within fifteen days of minutes. If no correction is received fifteen days before the next /Courier. No correction shall be permitted at the time of approval of previous Central Council Minutes. This register shall be kept in the Head Office and shall be open to members of the Central Council for inspection.

II. Executive Committee Meeting of State Branch

a. The State Executive Committee shall ordinarily meet atleast once in three months. Last E.C. shall be held one day prior to State Conference/AGM if Conference is not held. A notice of fourteen days shall be given to members. However, in case of urgent meetings, the notice shall be seven days. The exact date and time (on!y upto 5.00pm) shall be fixed by the Hon. State Secretary in consultation with state President. Seven members of the Executive Committee of whom atleast three shall be other than Office Bearers shall form the quorum. In the absence of quorum within thirty minutes of the appointed time the meeting shall be adjourned. The Adjourned meeting shall be held on the same day and place immediately. No quorum shall be required for the transaction of any

business at such adjourned meetings.

b. A special meeting of the Executive committee shall be called within Four weeks on receipt of the requisition signed by atleast Ten members of the Executive Committee stating the business for which a special meeting is required. Notice For such meeting shall be fourteen days and quorum shall be Seven members of Executive Committee of whom atleast three shall be other than Office Bearers. In the absence of quorum within thirty minutes of appointed time the special meeting shall be dissolved.

c. Proceedings of the meetings of the Executive shall be recorded in the form of typed minutes and after confirmation shall be permanently preserved. Executive Committee minutes shall be sent to all state Executive Committee member along with Executive Committee notice. Any correction by state Executive members should reach Hony. State Secretary within Seven days of the receipt of minutes. If no correction is received by State Secretary Seven days before the next E.G. either by Reg.Post/Courier no correction shall be permitted at the time of approval of previous state Executive Committee minutes. This register shall be kept in State Secretary's Office and shall be open to members of State Executive Committee for inspection.

III. Executive Committee Meeting of Local Branch

a. The Executive of a local branch shall ordinarily meet once in three months, a notice of seven days shall be given to the members in case of ordinary meeting and three days in case of urgent meeting. The date and time shall be fixed by Hony. Secretary in consultation with President of local branch. Quorum is five members of the Executive Committee of whom at least two shall be other than office bearers. In the absence of quorum within thirty minutes of the appointed time the meeting shall be adjourned. An adjourned meeting shall be held on the same day and place immediately. No quorum shall be required for the transaction of any business at such adjourned meeting.

b. The special meeting the Executive Committee shall be called within four weeks on receipt of the requisition signed by at least five of the Executive Committee stating the business for which a special meeting is required. Quorum is five members of Executive Committee of whom at least two shall

be other than office bearers. In the absence of quorum within thirty minutes the meeting shall be dissolved.

c. Proceedings of the meetings of the Executive shall be recorded in the form of typed minutes and after confirmation shall be permanently preserved. The Executive minutes shall be sent to E.C. members along with the E.C. notice & corrections shall be done at the time of confirmation. This register shall be kept in Secretary's office and shall be open to members of Executive Committee for inspection.

IV. The annual general body meeting of Head Office :

An annual general body meeting shall be held once every year ordinarily in the month of December/January (New Year), during the session of the annual conference. This shall be the ordinary Annual general body meeting of the Association.

Notice of the annual general body meeting of H/O shall be posted to the members not later than 30th November Every year giving the place, date and time of the meeting and the agenda of the business to be brought up before it.

Quorum for the annual general body meeting of H.O. shall be 50;

V. The business to be transacted at the annual general body meeting of H/O

shall be in the following order :

- i. The election if necessary (in the absence of the President and the Vice Presidents) of a Chairman.
- ii. Welcome by the President/Chair person.
- iii. Confirmation of minutes of previous Annual General Body Meeting & E.O. G.M. if any.

- iv. Announcement of Election result of President Elect/Vice Presidents
- v. Adoption of the annual report of H/O; Journal Office; CDH Office; CDE Office; For the year ending 31st October.
- vi. Adoption of Annual Report of Treasurer and audited statement of accounts of the previous year ending 31st March.
- vii. Any other motion for change in the order of business.
- viii. Election of the Office-bearers and other elections, if any.
- ix. Appointment of an Auditor.
- x. Appointment of Legal Advisor.
- xi. Resolutions brought forward by the Central Council.
- xii. Resolutions brought forward by the State branches.
- xiii. Resolutions brought forward by the Local branches.
- xiv. Resolutions brought forward by the individual members of the Association.
- xv. Any other matter with the permission of the Chair. (Matters raised under this agenda shall only be discussed & appropriate action shall be taken after discussion in the central council / EOGM later.
- xvi. President's concluding remarks.
- xvii. Vote of thanks by Hony. Sec. General.

VI. Annual General Body Meeting in State / Local Branches

It is compulsory to all branches to conduct their Annual General Body Meeting before 31st December every year & intimate the election result to H/O. If a State/Local Branch does not conduct A.G.M. & Election by 31st December, the President Elect of the Branch shall assume office as President on 1st of January following his election. He shall issue notice to conduct election to elect office bearers for his term if the term of office bearers State/Local Branch expired by that time & he shall be the returning officer for Election. The President Elect who assumes charge as a President has the right to intimate the bank, informing names of the newly elected Office Bearers who are authorised to operate Branch Accounts hence forth. Outgoing Office Bearers cease to operate the Bank Accounts with immediate effect. He shall inform the election result to H/O and to all members of the Branch.

In case of State branches the notice of A.G.M. shall be sent at least Fourteen days in advance and in case of Local branches the notice shall be sent of at least Seven days in advance.

Quorum of State Branch A.G.M. is Thirty, Local Branch/A.G.M. is Ten.

VII. Business to be transacted at the Annual General Body Meeting of State branch shall be in the following order :

- i. The election if necessary (in the absence of the President and the Vice Presidents) of a Chairman.
- ii. Welcome address by the President/Chair person.
- iii. Confirmation of minutes of previous Annual General Body/E.O.G.M.
- iv. Announcement of Election result of President Elect/Vice President if any
- v. Adoption of the annual report of the Branch.

vi. Adoption of Annual Report of Treasurer & audited statement of accounts of previous year ending 31st march.

vii. Any other motion for change in the order of business.

viii. Election of the Office-bearers and Representatives to Central Council

ix. Election of members of Executive Committee.

x. Resolutions brought forward by Executive Committee.

xi. Resolutions brought forward by the Local branches.

xii. Resolutions brought forward by the individual members of the Association.

xiii. Any other matter with the permission of the chair (matters raised under this agenda shall only be discussed & appropriate action shall be taken after discussion in E.C./E.O.G.M.)

xiv. President's concluding remarks.

xv. Taking over of office of President-Elect along with his new team.

xvi. Vote of thanks by Honorary State Secretary (out going)

VIII. As for Local branches all the above clause in Section VII shall be adopted except

i. Sub Clause viii Shall be modified as election of Office Bearers & Representatives of Local Branch to State Executive Committee.

ii. Sub Clause xi deleted

iii. Clause XVI shall be modified as vote of thanks by Hony. Branch Secretary (outgoing)

IX. General rules about the Annual General Body meeting :

i. No resolution shall be placed before the annual general body meeting that has not been previously considered by the Central Council/Executive Committee, as the case may be.

ii.

Resolutions to H/O A.G.M. proposed by the individual members duly signed & seconded by another member shall be sent to Honorary Secretary General, with a copy to the State and Local branches, at the stipulated time. This shall also apply to the branches & the resolutions shall be addressed to the Honorary Secretary of the concerned branch instead of Honorary Secretary General.

iii. Notice of resolutions to be moved at the annual general body meeting duly proposed & signed & seconded by another member shall reach the Honorary Secretary General / respective State Secretary / Local Branch Secretary. Indian Dental Association as the case may be not later than 1st October. The branch or the member sending the resolution be informed immediately after the Central Council meeting in case of H.O ; EC meeting in case of branches held in the month of November/December whether their resolution has been accepted or rejected by the Central Council / Executive Committee.

iv. The Honorary Secretary General / Honorary Secretary shall issue, with the notice of the annual general body meeting, the preliminary agenda paper showing the business to be brought before the meeting, the terms of all motions to be moved of which notice in writing has previously reached him and the names of the mover.

v. A member, who wishes to move an amendment to any item included in the agenda paper, or ask any question pertaining thereto shall give notice thereof to the Honorary Secretary General so as to reach him not less than fourteen clear days before the date fixed for the meeting. In the case of State branches to Honorary State Secretary Seven clear days before & Local Branches Four clear days before. Members shall, however, have the right to propose amendments to any motion when it is before the house.

vi. The Honorary Secretary General / Honorary Secretary shall make available to all members attending the meeting a list of all amendments of which notice had been given.

vii. A notice of a resolution or an amendment shall be invalid unless accompanied by a copy of such motion or amendment.

viii. Any resolution of the Central Council in case of H/O / Executive Committee in case of branches may be considered at the annual general body meeting without notice being given.

.

X. General rules of procedure at meetings :

(a) Minutes of all meetings shall be correctly kept and shall be confirmed by the President/Chairman of the meeting of Annual general body meetings / Central Council meeting in case of H/O ; A.G.M. & Executive Committee in case of Branches.

(b) No resolution adopted or negatived at a meeting shall be reconsidered unless either six months have elapsed or 1/5 of the members of the Central Council in case of H/O / Executive Committee in case of branches sign a requisition for such a Reconsideration.

(c) The President / Chairman shall, in case of equality of votes, has a casting vote.

(d) No business shall be transacted at a special meeting / E.O.G.M. other than for which the meeting is called.

(e) The proceedings of any meeting shall not be invalid by reason of there being no vacancy or any invalid appointment or election of any member or accidental omission to give notice of such meeting to any member.

(f) A notice may be served on any member either personally through an employee servant of the Association or by post/courier. This shall apply to the branches also & the word Central Council shall be replaced by Executive Committee.

XI. Extraordinary general body meeting of Head Office :

The Central Council whenever it thinks fit or on requisition made in writing by atleast one hundred ordinary/life members shall call an Extra Ordinary General Body meeting of H/O. The requisitionists should state the objects of the meeting proposed to be called and sign legibly giving their full name, address to the Honorary Secretary General who in consultation with the President, call an Extra -ordinary general body meeting within two months of the receipt of the requisition.

If the meeting is not called within two months of notice, the requisitionists themselves may convene a meeting of the extra ordinary general body, but such meeting shall not be convened after expiry of the notice, namely four months. Notice of the extra-ordinary general body meeting shall be sent to the members at least Twenty one days before the date fixed for the meeting giving the place, date and time of the meeting and the Agenda of the business to be

transacted at such a meeting. The extra - ordinary general body meeting if on requisition, shall be convened only at the Head Office of the Association. In other cases, the Venue shall be decided by the Central Council. Quorum for the Extra ordinary General Body Meeting is Fifty and in case of a requisitioned meeting it shall be Sixty. In case of EOGM called by Central Council if there is no quorum within thirty minutes, it shall be adjourned and meet again in the same place after thirty minutes. In case of adjourned meeting no quorum is necessary. In case of requisitioned EOGM, if there no quorum, the EOGM shall be dissolved..

XII. Extra ordinary General Body Meeting of State Branch :

The state Executive Committee whenever it thinks fit or on requisition made in writing by at least fifty ordinary/life members or 50% of total strength of State Branch whichever is less shall call an Extra Ordinary General Body meeting of State branch. The requisitionists should state the objects of the meeting proposed to be called and should be signed by the requisitionists legibly giving their full names and address to the Honorary State Secretary who shall in consultation with the State President, call an Extra-Ordinary general body meeting within two months of the receipt of the requisition. If the meeting is not called within two months of notice, the requisitionists themselves may convene a meeting of the extra ordinary general body, but such meeting shall not be convened after expiry of the notice, namely four months. Notice of the Extra- ordinary General Body Meeting shall be sent to the members atleast fourteen days before the date fixed for the meeting giving the place, date and time of the meeting and the Agenda of the business to be transacted at such a meeting. The extra-ordinary general body meeting if on requisition, shall be convened only at the State Branch office of the Association where Secretary resides. In other cases,the venue shall be decided by the State Executive Committee. Quorum for the Extra Ordinary General Body meeting is Ten and in case of a requisitioned meeting it shall be Fifteen. If the Strength of the branch is less than one hundred; and above one hundred, It shall be twenty for EOGM and requisitioned meeting thirty. In case of EOGM called by Executive Committee if there is no quorum within thirty minutes, it shall be adjourned and meet again in the same place after thirty minutes. In case of requisitioned meeting if there is no quorum, the meeting shall be dissolved.

XIII.Extra ordinary general body meeting of Local Branch :

The Local Branch Executive Committee whenever it thinks fit or on requisition made in writing by at least Twenty ordinary/life members or 50% total strength of the Branch which ever is less shall call an Extra Ordinary General Body Meeting of the Branch. The requisitionists should state the objects of the meeting proposed to be called and should sign legibly giving their full name and address to the Honorary Branch Secretary. The Branch Secretary in consultation with the President shall call an Extra-Ordinary general body meeting within two months of the receipt of the requisition. If the meeting is not called within two months of

notice, the requisitionists themselves may convene a meeting of the extra ordinary general body, but such meeting shall not be convened after expiry of the notice, namely four months. Notice of the Extra-Ordinary general body meeting shall be sent to the members atleast Seven days before the date fixed for the meeting giving the place, date and time of the meeting and the Agenda of the business to be transacted at such a meeting. The extra-ordinary general body meeting, if on requisition, shall be convened only at the local Branch Office of the Association where Secretary resides. In other cases, the venue shall be decided by the Executive Committee. Quorum for the Extra Ordinary General Body meeting is Ten and in case of a requisitioned meeting it shall be Fifteen, or 50% of total strength of the Branch whichever is less if the strength of local branch is less than one hundred ; Above one hundred. It shall be twenty for EOGM and requisitioned meeting thirty. In case of EOGM called by Executive Committee if there is no quorum within thirty minutes, it shall be adjourned and meet again in the same place after Thirty minutes. In case of requisitioned meeting, if there is no quorum, the meeting shall be dissolved

* * *

CHAPTER -VIII

26. THE ANNUAL CONFERENCE

A. Head Office shall organise an Indian Dental Conference every year after inviting offers to host it from Branches for a particular year at a suitable place and time to be decided by the Central Council. In case of State/Local Branches Conference, It shall be decided by the respective Executive Committee of the branch concerned.

B. Organising Committee:

The branch of the Indian Dental Association holding the conference shall form the Organising committee of the conference.

(a) Membership of the Organising committee shall be open to the following :

i. All members of the branch of the Indian Dental Association hosting the conference.

ii. Duly formed organising committee may invite the members of the neighbouring branches.

(b) Fee for membership of the organising committee shall be fixed by Extra Ordinary General Body Meeting of Hosting Branch; In case of H/O ; In case of State Branch E.O.G.M. of hosting Local Branch in the State. If the State Branch Office is the host, E.O.G.M. of State Branch. In case of Local Branch E.O.G.M. of Local Branch.

c) Organising committee shall elect amongst themselves one Chairman, Organising Committee, one Organising Secretary and one Treasurer. For sub committees, conveners may be elected. Chairman of the Organising committee shall be the Chairman of all the sub-committees and Organising Secretary shall be a member of all the sub-committees.

C. Delegates:

(a) All category of Members of the Indian Dental Association shall be entitled to attend the conference as delegates.

(b) Delegate fee for H/O Conference shall be RS.300/- & for State/Local Branch Conference Rs.200/- only. for spot registration of Head Office Conference Delegate fee shall be increased to Rs.400/- and State Conference Rs.300/- For local Branch Conference, it is left open to their EOGM. Hospitality & other charges shall be fixed by Extra Ordinary General Body Meeting of Hosting Branch and approved by C.C; In case of State Branch Conferences, It shall be fixed by respective hosting branch EOGM & approved by the State Executive Committee. In case of Local Branches it

shall be fixed by their EOGM. (Approved in E.O.G.M. held on 19th November 2000 at Coimbatore)

D. Members of the conference :

(a) Membership of the conference shall be open to the following:

- i. All members of the Organising committee
- ii. All registered delegates

E. Privileges of the President :

The President of the Indian Dental Association H/O for the year shall be the President of the conference. He & His/Her spouse shall not be charged any fees for the conference. In the case of branches holding their own conferences, the President of the concerned branch holding the conference shall be the President of the conference & he & his/her spouse shall not be charged any fees. He shall be provided with accomodation, hospitality & conveyance.

F. Prvileges of H.S.G./Secretary :

Hony.Secretary General, in case of H/O Conference: Hon.State Secretary, In case of State Conference & Hony. Branch Secretary, In case of Branch Conference & His/Her spouse shall not pay any fee for the Conference. He shall be provided with accomodation, hospitality & conveyance.

G. National President &H.S.G. when they attend any State/Local Branch Conference they need not pay delegate fees & hospitality charges. Same privilage shall be given for their spouses also. Similarly State Branch President/Secretary shall attend any Local Branch Conference conducted with in his/her State without paying delegate & hospitality charges.

H. Conference Secretary:

The Central Council in case of H/O Conference, State Executive Committee In case of State Conference shall appoint a Conference Secretary who shall be a liaison officer between the H/O or State Office & the conference organising committee as the case may be.

I. Boarding and Lodging arrangements:

The organising committee shall make arrangements for the Boarding and Lodging of those attending the conference if so desired by them on previous intimation and on payment for the same, when required at the rate given by the Organising committee and also make other arrangements as directed by the Organising Secretary.

J. Contribution to general funds :

(a) All the income accruing from fees from delegates, and from other sources shall be credited to the H/O Conference funds.

(b) The expenses of the conference shall be borne wholly from the Conference Funds.

(c) Forty percent of the net profit of the H/O conference shall be credited to the

hosting branch of the conference.

(d) Ten percent of the net profit of the H/O conference shall be credited to the Council of Dental Health Account.

(e) Ten percent of the net profit of the H/O conference shall be credited to the continuing Dental Education Wing Account.

(f) Ten percent of the net profit of the H/O conference shall be credited to the Journal Account.

(g) Remaining Thirty percent of H/O Conference shall be credited to Head Office A/c.

(h) In the case of branches all income accruing from fees from delegates, etc. shall be credited to the Conference A/c and all expenses incurred towards conducting the Conference shall be debited to the Conference A/c of the concerned branch.

(i) The organising committee of H/O Conference shall maintain a separate account of the conference and submit it to H/O auditor within four months for auditing. H.S.G. shall present the audited statement of accounts to the CC for approval.

(j) In case of State Branch conference, Conference A/c shall be submitted within four months by the hosting branch to Hony. State Secretary & it shall be audited by State Branch auditor & presented to E.C. by State Secretary for approval. The State Branch Executive shall decide the distribution of profit of the Conferences towards various heads; But it shall not be less than forty percent to hosting branch.

(k) In case of Local Branch. It shall be audited within four months by Local Branch auditor & presented to Branch E.C. by branch Secretary for approval.

(l) All accounts of Conferences shall be operated by Treasurer of the Conference either with Chairman or organising Secretary of the Conference.

K. Conduct of business at the annual conference : (Ref. Guideline of Conferences)

L. At the inauguration of the conference, business shall be in the following order:

- i. Welcome address by the Chairman of the Organising Committee.
- ii. Address by the President of the Indian Dental Association Head Office or State
branch or Local branch as the case may be.
- iii INTRODUCTION OF PRESIDENT ELECT :
- iv. Inauguration of the conference by the Chief Guest.
- v. Reading of messages by the Conference Secretary.
- vi. Announcement of prizes by the Honorary Secretary General in case of H/O Conference ; Honorary Secretary in case of State / Local Branch Conference.
- vii. Address by the Chairman of the Council & Dental Health in case of H/O Conference.
- viii. Announcement and distribution of prizes of Council of Dental Health.
- ix. Vote of thanks by the Organising Secretary.

In the case of branches, Sub-divisions (vii) and (viii) shall not be applicable.

M. At the open session of H/O business shall be in the following order :

- i. Welcome by the President
- ii. Resolutions from Central Council if any & individual members.
- iii. Any other matter with the permission of the chair

iv. Installation of the new President & his team.

v. Speech by the Incoming President.

vi. Vote of Thanks by H.S.G.

If only A.G.M. is held the incoming President and the Office bearers shall be installed to the office at the end of the annual general body meeting.

N. Arrangement for AGM :

In case of H/O Conference the Organising committee and the Conference Secretary in consultation with the Honorary Secretary General of the Indian Dental Association shall make arrangements for the meetings of the Central Council to be held prior to conference inauguration & after the open session and the annual general body meeting of the Association & open session which shall be held during the session of the conference. In the case of branches, the Organising Committee & Conference Secretary in consultation with the Honorary Secretary of the concerned branch shall make arrangements for the last Executive Committee & the annual general body meeting of the branch which shall be held during the session of the conference.

O. PRESIDENT/SECRETARY SEMINAR :

There shall be a President/Secretary/Treasurer seminar one day before the Inauguration of the H/O Conference. The host branch shall arrange a hall, mike & lunch for the participants. President, Secretary, Treasurer of all State/Local Branches shall attend this seminar.

CHAPTER - IX

27. CODE OF ETHICS

In order that the dignity and honour of the dental profession may be upheld, its standards exalted, its sphere of usefulness extended and the advancement

of dental science promoted and that the members of the Indian Dental Association may understand more clearly their duties and obligations to the dental profession, to their patients, and to the community at large, the following Code of Ethics is prescribed.

Section 1:

It is the duty of every dentist, and it shall be incumbent upon every member of this Association to govern his department in accordance with the underlying principles which have motivated the formulation of the code. It is not assumed that the following articles cover the whole field of dental ethics, the dentist is charged with many duties and obligations in addition to those set forth herein. Briefly the "Golden rule" should be conscientiously applied by every member of the dental profession.

Section 2:

It is unprofessional for a dentist to advertise by handbills, posters, circulars, cards and signs, or in newspapers or in publications, calling attention to special methods of practice or claiming excellence over other practitioners, or to use display advertisements of any kind. It is also unprofessional to publish reports of cases or certificates in the public prints. This does not exclude a practitioner, either from using professional cards of the suitable size with name, titles, address and telephone number printed in modest type of having the same character of card in a news paper at the time of commencement of practice or change of address for not more than three insertions at a time. Neither does it prevent a practitioner who confines himself to a speciality from merely announcing his/ her speciality on his/her professional card.

Section 3:

It is unprofessional for dentists to pay or accept commission on fees for professional

services, or for radiographs, or on prescriptions or other articles supplied to patients by pharmacists or others.

Section 4:

One dentist should not disparage the services of another to a patient. Criticism of operations which are apparently defective may be unjust through lack of knowledge of the conditions under which they were performed. But the welfare of the patient is paramount to every other consideration, and should be conserved to the utmost of the practitioner's ability. If he finds indisputable evidence that a patient is suffering from previous faulty treatment, it is his duty to institute correct treatment at once, doing it with as little comment as possible and in such a manner as to avoid reflection on his predecessor.

Section 5:

If a dentist is consulted in an emergency by the patient of another practitioner who is temporarily absent from his office, or by a patient who is away from home, the duty of the dentist so consulted is to relieve the patient of any immediate disability by temporary service only, and then refer the patient back to the regular dentist.

Section 6:

When a dentist is called in consultation by a fellow practitioner, he should hold the discussions in the consultation as confidential, and under no circumstances should he accept charge of the case without the request of the dentist who has been attending it.

Section 7:

It is unethical for dentists to connive at or aid in illegal practice by others. It is their duty to expose such persons without fear or favour, Dentists shall call to the attention of the committee of Ethics of Indian Dental Association, illegal, corrupt or dishonest conduct on the part of any member of the dental profession.

Section 8:

The dentist should be morally and physically clean. He should be honest in all his dealings with his fellow men, as befitting the honour and dignity of a cultured and professional gentleman.

* * *

INDIAN DENTAL ASSOCIATION

Our Past Presidents/General Secretaries

ANNEXTURE-I

INDIAN DENTAL ASSOCIATION (H.O.)

APPLICATION FOR ANNUAL MEMBERSHIP

(Take Two Photocopies & send one to State & one to I.D.A. H/O)

To

The Hony.Secretary

Local Branch/State Branch/H/O

Dear Sir,

I hereby apply to be elected as a member of the Indian Dental Association. I have read the Constitution, Bye-Laws and Code of Ethics of the Association. If elected, I agree to abide by them.

DETAILS TO BE FILLED IN BY THE APPLICANT

1. Name

(with full expansion of initials)

2. Name & Address to which correspondence to be sent:

.....
.....
..... Pin:.....

Telephone No.
Office/Clinic:.....
.....

3. Nationality:.....

4. Date of Birth:.....

5.
Qualifications (with names of Universities or Licensing bodies and dates of ac-
quirement of the same, Please attach Photocopies)

.....
.....
.....

6. State Dental Council Registration Number State in which
Registered.....

7. Date of starting private
practice/service.....

8. Whether the applicant was a member of I.D.A. before, and if so through
which branch?

.....
.....

9. If the applicant had discontinued the membership, State the reason & year :

.....
.....

10.1 hereby declare that I have not been convicted by any court of Law for any cognizable offence and I have not been engaged in any activity detrimental to the interest of any Association and I am not a member of any Association functioning parallel to IDA, in my area (This does not include speciality societies)

Place: _____

Date: _____ Signature of the Applicant

(For the use of State / Local Branches only)

1. Date of Receipt of application : _____

2. Date of the Executive Committee
of State/Local Branch in which
it was accepted : _____

3. Application forwarded to the State
Office from Local Branch
on : _____

4. Application forwarded to Head
Office from State Branch
on : _____

Signature of the Local Branch Signature of the State Branch

Secretary Secretary

1. (The admitting branch should give date of Executive Committee Meeting in which the application was accepted)

2. This application must be sent along with Head Office/State Office share without which it will not be accepted by H/O.

ANNEXTURE-II

INDIAN DENTAL ASSOCIATION (H.O.)

APPLICATION FOR LIFE MEMBERSHIP

(Please enclose two Photo Copies of this Application One to State & One to

Local Branch File & one stamp size photo to be affixed in Identity Card)

(If you are not an existing member of IDA you have to pay RS.100/-
admission fee extra)

Stick one Passport size photo here

&

Keep one Loose

with Application

To

The Hony. Secretary General

Indian Dental Association,

Head Office

83-A Dewan Bahadur Road,

R.S.Puram,

Coimbatore - 641002.

Dear Sir,

I hereby apply to be elected as a Life Member of the Indian Dental Association. I have read the Constitution, Bye-Laws and Code of Ethics of the Association. If elected, I agree to abide by them. I am enclosing the Life Membership Subscription Rs.3,250/-/ 3.350/- by Demand Draft payable at Coimbatore in favour of Treasurer IDA, Head Office.

(To be filled in by the Applicant)

1. Name.....
.....

2. Permanent
Address:.....
.....

.....
.....
.....
.....Pin:.....

3. Telephone No: Office/Clinic.....
Residence:.....

4. Present Address (Where correspondence should be sent)

.....
.....
.....
.....Pin:.....

5. Telephone No.Office/Clinic.....
Residence:.....

6. Nationality:..... Date of
Birth:.....

7. Qualifications (Attach Photo Copies of Degree and Registration
Certificates)

.....
.....
.....

8. Speciality
.....
.....

9. State Dental Council Registration Number State in which
Registered.....

10. Date of starting Practice / Joining in Govt.Service / Armed Forces
.....

11.Is your job transferable : Yes/No

12. Are you a member of IDA : Yes/No

13. If yes your M.No. & Branch : M.No. _____ Branch
: _____

14. If you had discontinued

your membership for what

reason & year of leaving :

I hereby declare that I have not been convicted by any court of Law for any cognizable offence and I have not been engaged in any activity detrimental to the interest of any Association and I am not a member of any Association functioning parallel to IDA, in my area (This does not include speciality societies)

I am aware if I have to get affiliated to any Local Branch / State Branch I have to pay Local Branch

Affiliation fee separately to take part in the activities of the Local/State Branch. I am also aware whether affiliation fee is paid or not, I am eligible to contest/take part in elections and to attend AGM/EOGM conducted by Local/State Branch and Head Office.

Place : _____

Date : _____ Signature of Applicant

(For Office use only)

Dr. _____ is a member of
_____ Branch.

Signature

Local/State Branch Secretary

Name: _____

Branch: _____

(Above format shall be filled in in case the application is forwarded by
Local/State Branch)

AMENDMENTS

(Approved in E. O. G. M. held on 19th November 2000 at Coimbatore)

1. Page 3 ; after line 77 add item (m) “ Term” mentioned in this Constitution means one Completed term, which is from end of one year AGM to end of next year AGM in case Head Office. In case of Branches, one completed term means it is from end of year AGM to end of next year AGM or till 31st December which ever is earlier.
2. page 17; Chapter – IV Line 575 to 627 delete the word “ term of office” in all the lines and replace it by “Tenure of Office”
3. Page 17, Chapter – IV Line 575 to 627 delete the word year / years in all the lines wherever it appears: and replace it by “Term / Term”
4. Page 29 Chapter – IV Line 1040 to 1139 in all the lines delete “Year” and replace it with the word “Term”
5. Page No. 31; Line No. 1103 & 1104: change the lines as Follows:

Vice Presidents: As per Clause – I referred above for President Elect and change the word President in line 1098 as President / Vice President.

6. Page No. 31 & 32 ; Section – VII; Point NO. iii ; Line No. 1127 to 1131 shall be deleted and modified as follows:
 - New Central Council member's category: - the following are eligible to contest in this category for the remaining vacancy.
 - Contestant who contested in category ii and Lost
 - Existing Central Council member not eligible to contest under category-II
 - Life / Annual member who was an Office Bearer; member Central Council / Executive Committee in state / local branch for two terms with 50% attendance in each term
7. On page 35 line 1266 delete form “ The new representatives” to line 1270 and replace it as follows

The elected representatives shall hold office till the completion of his / her tenure of office and thereafter shall automatically cease to be a representative to Central Council.

8. On page 35 line 1278 delete starting The New representative to line 1282 and replace it as follows

The elected representative shall hold office till the completion of his/her tenure of office and thereafter shall automatically cease to be a representative to State Executive Committee.

9. Page No. 36 Item – K lines 1331 to 1333 shall be deleted. It shall be replaced as follows:

State and local branches are given certain option in this Constitution to be decided. Such options shall be decided at AGM or EOGM of the branch concerned.

10. Page 51, line 1843 delete “including spot registration” replace Rs 100/- by Rs. 300 / - Line 1844 replace Rs 50/- by Rs. 200 /- and add for spot registration of Head Office Conference Delegate fee shall be increased to Rs 400/- and State Conference Rs. 300/- For local Branch Conference, it is left open to their EOGM.