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## **By-Laws**

**of the**

### **Orthopaedic Association of South Indian States**

**(Revised in OASIS GB on 24-09-2021)**

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# **BY-LAWS OF THE ORTHOPAEDIC ASSOCIATION OF SOUTH INDIAN STATES.**

Amended Rules & Regulations of the OASIS

Corrected up to 24th September 2021.

The society was registered on 11<sup>th</sup> October 2002.

Registered under Societies Act. **Reg. No. 501/2002**

## **Memorandum of Association**

1. The name of the Association shall be “ Orthopaedic Association of South Indian States” in short form called “OASIS”..
2. The Association shall function in accordance with the rules and regulations, a copy thereof is filed herewith duly certified in the prescribed manner.
3. The names, addresses and the occupations of the Executive Committee Members to whom, by the rules of the Association, the management of the affairs are entrusted for the duration of their offices consist of the President, the President-Elect and the Secretary General.  
The Executive Committee shall be the Governing Body of the Society to whom the rules and regulations of the Society, the management of its affairs is entrusted.
4. The official website of the Association is [www.oasisortho.org](http://www.oasisortho.org) and the Conference website shall be given a link from the parent website.

# CONSTITUTION OF THE OASIS

## 1. NAME & OFFICE

### 1.1 Name

The name of the Association shall be “Orthopaedic Association of South Indian States”, herein after called the Association in these rules and regulations.

### 1.2 Address of The Registered Office

Flat No: D, 9B, Asta AVM Apartments,  
AVM Studio Complex,  
39, Arcot Road,  
Vadapalani,  
Chennai 600026.  
( Land Mark : 50 meters from Vadapalani Bus stand)  
Office Landline : 044 -45590476

**1.3** A Headquarters Co-ordinator shall be named from one of the EC Members from Tamil Nadu.

**1.4** The TNOA Headquarter’s address shall be utilized for Registration of OASIS and for Bank Account purposes.

### 1.5 Area of Operation

The Association shall operate throughout South India.

### 1.4 Jurisdiction

The society is within the jurisdiction of Registrar of Societies, Chennai- Central.

## 2. OBJECTIVES

The objectives of the Association shall be the advancement of the science and art of Orthopaedic surgery and with that view inter alia to do the following

- 2.1 To facilitate the exchange of Scientific data and information among member states namely Andhra Pradesh, Karnataka, Kerala, Puducherry, Tamil Nadu and Telangana.
- 2.2 To encourage better camaraderie and fellowship.
- 2.3 To encourage scientific discussion and read papers on Orthopaedic Surgery and allied subjects.
- 2.4 To hold scientific discussion and read papers on Orthopaedic Surgery and allied subjects.
- 2.5 To provide for the delivery and holding of lectures, meetings and classes for Medical Practitioners / others for the purpose of directly or indirectly advancing the cause of Orthopaedic Surgery.
- 2.6 To establish and maintain reference modern library / libraries relating to Orthopaedic Surgery.
- 2.7 To provide instructions and education for the advancement of Orthopaedic Surgery among Medical Practitioners.
- 2.8 To watch and advise on legislation affecting Orthopaedic Surgery and allied subjects.
- 2.9 To advise other associations / voluntary bodies/ Government agencies on matters affecting the interest and development of Orthopaedic Surgery which includes Standardization of Instruments, Implants and Orthotic & Prosthetic appliances, Problems of rehabilitation and resettlement of physically handicapped, to advice on matters concerning teaching and training of medical students

(Undergraduates and Postgraduates) and research in Orthopaedic Surgery and to suggest ways and means for improving the training of the paramedical personnel.

- 2.10 To establish contact / affiliations with other societies or association and exchange scientific information and collaborate with them in progress of common interest.
- 2.11 To publish journals, proceedings, brochures, periodicals and abstracts pertaining to Orthopaedic Surgery and allied subjects.
- 2.12 To promote social and professional contacts among the Orthopaedic Surgeons of Southern India and rest of India and the world at large.
- 2.13 To encourage exhibitions of instruments, implants, tools, appliances etc., connected with or pertaining to Orthopaedic Surgery and to attempt to improve such instruments and appliances for the special needs of this country.
- 2.14 To receive donations and subscriptions and to hold the funds incrued in trust / savings bank account for any particular purpose or for the advancement of Orthopaedic Surgery and allied branches.
- 2.15 To encourage exhibitions of instruments, implants, tools, appliances, etc., connected with or pertaining to Orthopaedic Surgery and to attempt to improve such instruments and appliances for special needs of this country.
- 2.16 To construct alter and maintain any building necessary for the running of the Association.
- 2.17 To make rules, regulations and bylaws and to delete, change or add to the same as and when necessary, conducive to the attainment of all or any of the objectives of the Association.
- 2.18 To initiate any other programme which may be decided on from time to time for advancement of Orthopaedic Surgery.

### **3. THE MANAGEMENT / GOVERNING BODY**

The Management / Governing body of the Association would be the Executive Committee. The rules and regulations of the society are entrusted to this committee. The management of the affairs of Association is entrusted for the duration of their office to the Executive Committee which will consist of the

- i. President
- ii. Immediate Past President
- iii. President-Elect
- iv. Sr. Vice President,
- v. Vice President 1
- vi. Vice President 2
- vii. Secretary General
- viii. Immediate Past Secretary General
- ix. Secretary General Elect
- x. Editor, Journal of OASIS
- xi. Treasurer
- xii. Executive Committee Members- 3 in No. from each member state with a total of 18 Executive Committee members

## 4. MEMBERSHIP

There will be two categories of membership.

- (i) Founder Life Members
- (ii) Life members

4.1 **Founder Life Members.** All valid life members existing in Andhra Pradesh Orthopaedic Association, Karnataka Orthopaedic Association, Kerala Orthopaedic Association and Tamil Nadu Orthopaedic Association whose list of names reached the office of the Secretary General, OASIS before 30<sup>th</sup> September 2002 were enrolled as Founder Life members.

4.2 **Life Members.** New Life Members joining each of the State Association after 31<sup>st</sup> August 2002 and forwarded to the Secretary General by each State Association on a yearly basis before 30<sup>th</sup> June will be enrolled as Life Members. A token subscription can be collected by the State Association at the time of their joining the State Association towards OASIS and forwarded to OASIS office.

4.3 **Role of Life members.** Life Members shall have the right to vote, to hold office, to sign referenda, and to sign nomination papers.

### 4.4 Subscription

4.4.a Each State Association will pay a onetime contribution of Rs 25,000 to be drawn in favour of OASIS towards corpus fund which should reach the Secretary General before 30<sup>th</sup> April 2002.

This would entail automatic subscription for the list of members that the association submits to the Secretary General before 30<sup>th</sup> September 2002.

4.4.b No special subscription shall be charged from any member directly by OASIS.

4.4.c The State Association can levy an additional subscription fee of Rs 500 per member at the time of joining the State Association as a new life member and this amount has to be transferred to OASIS account on a yearly basis depending on its new life members before 31<sup>st</sup> March every year or submitted in the II EC Meeting. This subscription fee may be changed as per the decision of OASIS Executive Committee.

4.4.d The complete updated list of Life Members shall be submitted by the Secretary of member states in the AGBM.

4.4.e Members attending the annual scientific meeting / conference/ CME will be required to pay a separate registration fee as fixed by the organizing committee of OASIS Conference.

4.4.f Member states including associate members should give financial contribution to OASIS as decided by the OASIS Executive Committee from time to time.

#### **4.5 Cessation of Membership**

Any member who relinquishes his membership or is removed from the membership due to various reasons from the parent association (member state) shall automatically cease to be a member of OASIS.

## **5. ACCOUNTS AND FINANCE**

**5.1** The Association FINANCIAL year shall extend from 1st April to 31st March, both days inclusive.

**5.2** The accounts of the Association shall be maintained in the name of the Association at a Bank / Banks authorized by the Executive Committee.

**5.3** The Treasurer shall have charge of all money and assets of the Association.

**5.4** All property and money shall be vested in the name of the Association.

**5.5** The accounts of the Association shall be audited annually.

**5.6** The accounts of the Association shall be operated jointly by the Treasurer and the Secretary General.

**5.7** The Treasurer shall hand over the accounts and assets to the new in-coming Treasurer within one month after the expiry of his term.

**5.8** Being a not for profit organization. the executive committee shall authorize the Secretary General to start trust/ endowment/savings bank account in a nationalized bank as may be deemed necessary.

**5.9** During changeover of Secretary General and Treasurer there may be a transfer of bank accounts rather than starting a new account. This is to maintain the previous transactions which can be perused if need arises by the future office bearers.

**5.10** All payments for the corpus fund, donation and donations from conference or by way of any other donation shall be in the name of "Orthopaedic Association of South Indian States"

**5.11** The Medal contributions shall be maintained as separate fixed deposits.

**5.12** No member of any committee/ subcommittee shall incur any expenses on behalf of the Association except with the permission of the President/ Secretary General.

**5.13** The OASIS Trust Account will be under the control of the Board of trustees which would be constituted as follows: The President (Managing Trustee), Secretary General (Treasurer), President elect, Senior Vice President, and Vice Presidents as members. The account will be operated jointly by the

President and Secretary General, OASIS.

5.14 The IT Returns shall be filed by the representative from Chennai, nominated by the Executive Committee and all papers shall reach him by the end of August.

## **6. OFFICERS**

**6.1** The officers of the Association shall be the President, President-Elect, Vice Presidents, Secretary General, Joint Secretary and Treasurer.

**6.2** The Vice President shall be elevated to the post of President Elect and President Elect shall be elevated to the post of President in the next consecutive year.

**6.3** The Vice-President shall be nominated by the respective member states after their nominee is elevated to the post of President.

**6.4** The Secretary General Elect shall be nominated by the member state whose turn comes in order that has been determined (Rule No. 8.11), once in three years and he shall be elevated to the post of Secretary General after three years.

**6.5** The Treasurer is nominated by the member state whose nominated Secretary General Elect becomes the Secretary General. The nominee as he has to work with the Secretary General for three years shall be nominated on the recommendations of the Secretary General taking into consideration the capabilities in handling funds of the Association and maintenance of accounts.

**6.6** All the officers shall be Honorary.

## **7. GENERAL BODY**

### **7.1 Formation of General Body**

The General Body will consist of all the members with voting rights (Founder Life Members and Life Members) only.

### **7.2 Power and Functions of General Body**

**7.2.a** The General Body shall be the supreme body.

**7.2.b** All the decisions taken by the Executive/ Governing body shall be placed for approval by the General Body.

For the approval of a decision by the General Body, it should be passed by the majority which shall be determined by the show of hands or by voting on ballot paper depending upon the circumstances.

**7.2.c** The General Body will have the power to disqualify any member or office bearer who has been proved to be working against the interests of the Association.

**7.3** In the event of a tied vote, the President shall have a casting vote.

**General Body Meeting-** As in Rule **13.1** and **23.22**

## 8. EXECUTIVE COMMITTEE

- 8.1** The Executive Committee of OASIS shall be constituted by:
- a. President
  - b. Secretary General
  - c. President Elect
  - d. Senior Vice President
  - e. Vice Presidents – 1 & 2
  - f. Secretary General Elect
  - g. Treasurer
  - h. Immediate Past President
  - i. Immediate Past Secretary General
  - j. Editor, Journal of OASIS
  - k. Executive Committee Members – 18 (3 each from the member States)
  - l. Organising Secretary of forthcoming OASISCON (As special invitees with no voting rights)
- 8.2** The **3 executive committee members** representing the member States shall include the State President, Secretary and President Elect.
- 8.3** **Special invitees** may be invited to attend Executive Committee meetings as and when required and by the decision of President of OASIS and Secretary General. Special Invitees can participate in deliberations pertaining to the agenda for which they are called but cannot vote.
- 8.4** **Treasurer** shall be chosen by the Secretary General and should be from the same place as the Secretary General. He holds office for a period of three years. He lays down office along with the Secretary General.
- 8.5** All Office bearers will hold their office in the concerned post for a period of one year only, except the Secretary General, Secretary General Elect and Treasurer who will hold their office for a term of three years.
- 8.6** The Office of President, President Elect, Senior Vice President and Vice Presidents (1 & 2) shall be represented from each of the Member States for a period of one year and would go on a rotational basis as follows:
1. Andhra Pradesh
  2. Karnataka
  3. Kerala
  4. Pondicherry
  5. Telangana
  6. Tamil Nadu

- 8.7** Each year the nominee from the State nominated by the process of election through the State General Body shall move one post higher and every year only one nomination will be added from a state in the order mentioned above. A state shall nominate a Vice President 2, when the immediate past President of OASIS from that state ceases to be part of the Executive Committee of OASIS.
- 8.8** Every year, the Secretary General will get the nominee for the post of Vice President from the concerned State on a rotational basis in the order mentioned above.
- 8.9** Eligibility for the posts of President, President Elect, Senior Vice President and Vice Presidents shall be that the nominated member should have been a Past President or Secretary of the respective State Association or Secretary General of OASIS.
- 8.10** President of OASIS and Secretary General of OASIS should not be holding any other position in their State Associations during their tenure in OASIS office.
- 8.11** Secretary General Elect of OASIS shall be nominated by election through the State General Body from the Member States on a rotational basis. The nominated person for the post of Secretary General Elect should have been a past Secretary of the member State. The rotation for nomination of Secretary General Elect shall be as follows:
1. Kerala
  2. Karnataka
  3. Andhra Pradesh
  4. Pondicherry
  5. Telangana
  6. Tamil Nadu
- 8.12 Officers:**
- a. All officers shall be honorary
  - b. All office bearers of the Executive Committee shall be Founder Life Members/Life Members of OASIS
  - c. Immediate Past President shall be an Ex-Officio Member
  - d. Immediate Past Secretary General shall be an Ex-Officio Member
  - e. Eight members would form a quorum for a meeting
- 8.13** f. Office bearers should be by nomination by State Associations through the process of Election through the State General Body.
- g. There is no formal election in OASIS

**8.13** The Executive Committee shall handle matters requiring action between Annual General Body Meetings but such actions are subject to ratification by the General Body.

**8.14** The actions of the Executive Committee between meetings of the General Body shall be considered effective and binding prior to ratification by the General Body. If the General Body does not ratify the actions of the Executive Committee, such actions shall be deemed null and void.

**8.15** No officer or member shall receive directly or indirectly any salary or compensation for his services.

**8.17** Officers shall not be eligible for re-election to the same post.

## **9. POWERS, FUNCTIONS AND DUTIES OF THE EXECUTIVE COMMITTEE**

**9.1** The management of the Association shall vest with the Executive Committee of the Association

**9.2** The Executive Committee shall control the affairs of the Association, its funds and assets. The income and the property of the Association, howsoever derived shall be spent solely towards the objects of the Association and no portion thereof shall be paid or transferred directly or indirectly for any other purpose.

**9.3** The Executive Committee shall have powers to request the resignation of members deemed to be working contrary to the interest of Association or to have ceased to take interest in the objects of the Association or to have been disobedient to the Rules or guilty of unprofessional act of public misdemeanour, provided that the person concerned shall be notified of the proposed action not less than four weeks before the next business meeting.

**9.4** The Executive Committee shall have powers to suspend any Life Member, if his acts are found to be detrimental to the Association.

**9.5** Without prejudice to the power of the General body of the Association, the Executive Committee may exercise powers, function and duties as under

**9.5.a** To appoint committees, commissions and sub-committees and delegate such of the functions

and powers to them as it may deem necessary.

**9.5 b** The Executive Committee shall have the powers to fill up casual vacancies amongst the officers and other members of the committee subject to confirmation at the next business meeting.

**9.5.c** To receive donations and benefactions for and in the name of the Association.

**9.5.d** To constitute trusts and foundations for specific activities of the Associations, e.g., Education trust and Building.

**9.5.e** To arrange scholarships and fellowships.

**9.5.f** To appoint an Auditor and fix his remuneration.

**9.5.g** To do all such acts and exercise such powers as may be necessary in furtherance of the objects of the Association.

**9.6** The Executive committee shall meet 4 times a year, once after the Valedictory Meeting at the Venue of the Conference, another 2 meeting during the OASIS Traumacon in March and Advanced CME in June and one before the Annual General Body Meeting at the Venue of the Conference (preferably on CME day at around 1 pm). Under extra ordinary circumstances, the President can alter the venue of the Executive Committee meeting.

**9.7** All the Office bearers and the Executive Committee members should attend at least two Executive Committee meetings in a year, failing which they will be debarred from taking any official post of OASIS for a period of 10 years.

## **10. DUTIES AND POWERS OF OFFICERS**

### **10.1 President**

**10.1.a** He shall preside over the meetings of the Executive Committee and all other Scientific and business meetings, functions, seminars, symposia etc. convened by or on behalf of the Association. He shall deliver a Presidential Address.

**10.1.b** He shall be ex-officio voting member of all committees and sub-committees.

- 10.1.c** He calls all special meetings.
- 10.1.d** The President may co-opt for committee meetings, additional members which shall not exceed three. The co-opted members can participate in discussions only without voting rights.
- 10.1.e** He shall serve a term of one (1) year.
- 10.1.f** He shall submit his resignation to the Executive Committee.
- 10.1.g** He shall perform such other duties as the office may require.
- 10.1.h** He shall be a member of the Executive committee of the respective State Association for better co-ordination between OASIS and the State Associations and shall be responsible for implementation of OASIS decisions in their respective States

## **10.2 President- Elect**

- 10.2.a** President Elect shall deputise for the President on all occasions when the President is absent or ceases to hold office during his term. He shall succeed as President for the rest of the term.
- 10.2.b** He shall be part of the Scientific Committee of OASISCON
- 10.2.c** He shall serve a term of one (1) year.
- 10.2.d** He shall submit his resignation to the President.
- 10.2.e** He shall be the Organising Chairman of the OASISCON in his State and he will take over office during the Inauguration of OASISCON.
- 10.2.f** He shall perform such other duties as the President or Executive Committee may assign.
- 10.2.g** He shall be a member of the Executive committee of the respective State Association for better co-ordination between OASIS and the State Associations and shall be responsible for implementation of OASIS decisions in their respective States

### **10.3 The Immediate Past President**

**10.3.a** The President shall, upon expiration of his term of office as President, automatically become the Immediate Past President of the Association and an ex-officio member of the Executive Committee for a term of one year.

**10.3.b** He shall deliver **the Presidential Oration** at the Annual Conference (OASISCON).

**10.3.c** He shall be the chairman of the legal, ethics and grievance committee of OASIS

**10.3.d** He shall be a member of the Executive committee of the respective State Association for better co-ordination between OASIS and the State Associations and shall be responsible for implementation of OASIS decisions in their respective States

### **10.4 Senior Vice President.**

**10.4.a** Senior Vice President shall deputise for the President and the President Elect in their absence or if they cease to hold office .

**10.4.b** He shall be the Chairman of the Academic Committee of OASIS

**10.4.c** He shall submit his resignation to the President.

**10.4.d** He shall be a member of the Executive committee of the respective State Association for better co-ordination between OASIS and the State Associations and shall be responsible for implementation of OASIS decisions in their respective States

### **10.5 Vice President 1 & 2**

**10.5.a** In the absence of President, President Elect and Senior Vice President, the senior most

among the Vice Presidents shall deputise for all the functions of the President.

**10.5.b** He shall be responsible to inform the Secretary General about the changes in his respective State Association.

**10.5.c** He shall be a member of the Executive committee of the respective State Association for better co-ordination between OASIS and the State Associations and shall be responsible for implementation of OASIS decisions in their respective States.

**10.5.d Vice President 1** shall be the Chairman of the IT & Media Committee of OASIS,

**10.5.e Vice President 2** shall be the Convenor of the Academic Committee of OASIS

**10.5.f** He shall perform such other duties as the President or Executive Committee may assign.

**10.5.g** He shall submit his resignation to the President

**Sub Clause:** In the absence of President, President Elect, Senior Vice President and any of the Vice Presidents, the Executive Committee shall elect a Chairman for any particular meeting or for the remaining term of office of the President.

## **10.6 Secretary General**

**10.6.a** The Secretary General shall be responsible for the organization and execution of all policies and programmes of the Association and shall submit reports at the meetings of the Executive Committee regarding thereto. He shall also present the Annual Report at the Annual General Body Meeting giving a general review of the work of the Association in the preceding year.

**10.6.b** He shall prepare and keep the minutes of all the business meetings of the Association and meetings of the Executive Committee and see that all notices are duly given in accordance

with the provisions of rules and bye-laws. He will circulate the accounts for the year along with the minutes of the last Annual General Body Meeting.

**10.6.c** He shall be responsible for official correspondence of the Association. He shall be responsible for sending out notices required by these Bylaws to Association members and shall conduct such other correspondence as may be requested by the President or the Executive Committee.

**10.6.d** He shall be the custodian of the seal of the Association and other associated items.

**10.6.e** He shall be the custodian of all the documents and the papers of the Association.

**10.6.f** He will sign and execute all contracts or other instruments in the name of Association and shall exercise general supervision over all the affairs of the Association.

**10.6.g** He shall be an ex-officio voting member of all committees and sub-committees of the Association.

**10.6.h** Circulate the circulars to the Secretaries of the member State Associations and also send copies of all correspondence to the President of OASIS.

**10.6.i** He shall be responsible for the postal mail pick-up and distribution.

**10.6.j** He shall foresee all arrangements of the Annual Conference (OASISCON).

**10.6.K** He shall keep an updated Calendar of Events.

**10.6.l** He shall receive and process all applications for membership and send the list of applicants for membership to the General Body for ratification.

**10.6.m** He shall act as a Liaison Officer between the OASIS and the other associations including

Indian Orthopaedic Association (IOA).

**10.6.n** He will be nominated from the concerned State and his term of office will be for three years. This office will rotate in the predetermined order amongst the member States (Rule No.8.11).

**10.6.o** He shall submit his resignation to the President.

**10.6.p** Have such other powers and perform such other duties as may be prescribed for him from time to time by the Executive Committee / General Body or pursuant to these Bylaws.

**10.6.q** He shall present the Secretary General's report at the Inaugural function of the Annual Conference.

**10.6.r** He shall be in charge of the Official Website of the Association

**10.6.t** He shall be Executive Editor of Journal of OASIS and work with the Editor in Chief, Journal of OASIS

**10.6.s** He may engage a Office Secretary to help him carry out his work.

## **10.7 The Immediate Past Secretary General**

**10.7.a** The Secretary General shall, upon expiration of his term of office, automatically becomes the Immediate Past Secretary General of the Association and an ex-officio member of the Executive Committee for a term of three years.

**10.7.b** He shall be the Convenor of the legal, ethics and grievance Committee of OASIS

## **10.8 Secretary General Elect**

**10.8.a** He shall assist the Secretary General in the running of the affairs of the Association and will carry out duties entrusted to him by the President and other officers and the Executive Committee.

**10.8.b** He will be nominated from the concerned State and his term of office will be for three years. The post will rotate in the order from among the Member States as mentioned in Rule No.8.11

**10.8.c** He shall be the Convenor of the IT & Media Committee of OASIS

**10.8.e** At the completion of three years of his tenure, he shall take over as the Secretary General of OASIS

**10.8.f** He shall submit his resignation to the President.

## **10.9 Treasurer**

**10.9.a** Treasurer shall be nominated by the Secretary General in consultation with the President and he shall be from the same place as the Secretary General for ease of functioning

**10.9.b** He shall have custody of the funds of the Association.

**10.9.c** He shall keep and maintain the books and records of the Association accurate amounts of receipts and disbursements.

**10.9.d** He shall deposit all moneys and valuable effects of the Association in the name of the Association in such depositories as the Executive Committee may designate.

**10.9.e** He shall make disbursements of the funds of the Association upon order of the Executive Committee and obtain proper vouchers therefore.

**10.9.f** He shall report to the Executive Committee and at all meetings thereof, concerning the financial condition of the Association and the performance of his duties as Treasurer.

**10.9.g** He shall present the Audited Annual Accounts of the previous year and unaudited accounts of the current year at the Annual General Body Meeting and also present his report during the Executive Committee Meetings.

**10.9.h** He shall present a Budget for the next year at the Annual General Body Meeting.

**10.9.i** All checks, drafts, or other orders for the payment of money, notes or other evidences of indebtedness issued in the name of the Association, shall be signed by such officer or officers, agent or agents, of the Association and in such manner as shall from time to time be determined by resolution of the Executive Committee/ General Body.

**10.9.j** All funds of the Association not otherwise employed shall be deposited from time to time to the credit of the Association in such banks, trust companies or other depositories as the Executive Committee/ General Body may select.

**10.9.k** The Secretary and Treasurer may incur petty expenses for smooth running of the Association work, and get it reimbursed on production of proper receipts and vouchers.

**10.9.l** The Treasurer shall serve three (3) year term of office. After serving for one term as Treasurer, he shall not be eligible for re-election as Treasurer.

**10.9.m** He will submit his resignation to the President.

**10.9.n** During his absence due to illness or abroad, the President shall delegate in writing his duties to any other member of the Executive Committee.

**10.9.o** Upon leaving office he presents a full accounting of the receipts and expenditures received to date and (ii) hands over to his successor or the President of the Association all financial records, checks and any cash on hand belonging to the Association.

**10.9.p** The Treasurer shall, in general, perform all the duties incident to the office of the Treasurer and perform such other duties as may be prescribed for him by the Executive Committee, or the President/Secretary General, under whose supervision he shall be.

## 10.10 Editor in Chief, Journal of OASIS

**10.10.a** He shall bring out the OASIS Journal at least 2 times every year

**10.10.b** He shall submit a report to the Secretary General and also read out in the Annual General Body Meeting on a yearly basis and in EC Meetings

**10.10.c** He shall be nominated by the Executive Committee and his nomination should be approved by the General Body of OASIS.

**10.10.e** He shall serve a term of (3) years and is not eligible for reelection for one more term.

Rotation of Editor
Karnataka
Telangana
Kerala
Tamil Nadu
Andhra Pradesh
Pondicherry

**10.10.f** He shall submit his resignation to the President.

## 10.12 Committees of OASIS

For the smooth and better functioning of OASIS there will be three committees under the OASIS. It will be also an opportunity for each and every office bearer of OASIS to contribute to the functioning of OASIS each year.

### 1. Legal, Ethics and Grievances Committee

#### Objectives

- a. Ethical issues in practice among members
- b. Legal issues arising in the Association and among members affecting the association
- c. Constitutional issues

#### Committee members

1. President, OASIS
2. Secretary General, OASIS
3. President Elect, OASIS
4. Imm. Past President, OASIS (Chairman)
5. Imm. Past Secretary General, OASIS (Convenor)

## **2. Academic Committee**

### Objectives

- a. Academic content of various CME's and conferences under OASIS
- b. Various academic publications other than journal under OASIS
- c. Various studies undertaken by OASIS
- d. Fellowship selection

### Committee members

1. President, OASIS
2. Secretary General, OASIS
3. President Elect, OASIS
4. Sr. Vice President, OASIS (Chairman)
5. Vice President 2, OASIS (Convenor)

## **3. IT and Media Committee**

### Objectives

- a. OASIS Website
- b. OASIS Orthopaedics You tube Channel
- c. News Letter of OASIS
- d. OASIS mobile Application

### Committee members

1. President, OASIS
2. Secretary General, OASIS
3. Vice President 1, OASIS (Chairman)
4. Secretary General Elect, OASIS (Convenor)
5. 3 members nominated by 3 other different states interested in helping the cause

## **4. Editorial committee of Journal of OASIS**

### Objectives

- a. To look into the Editorial work of Journal of OASIS
- b. To Collect Articles for Journal from members
- c. To arrange advertisement for Journal
- d. To provide reviewers for the Journal

### Committee members

1. President,
2. Secretary General
3. President Elect
4. Editor in Chief
5. Associate Editors – 5 (Nominated by States, will take over as Editor in Chief in rotation)
6. Assistant Editors – 7 (6 nominated by States and one by Editor in Chief)

### **10.13 Miscellaneous:**

**10.13.a** State Associations shall invite the President and Secretary General to their Annual State Conferences and shall provide them a suitable place in the dias.

**10.13.b** The State Chapters shall include OASIS news in their State Association News Letters

**10.13.c** Campaign during IOA Elections: If there is only one candidate contesting in the IOA Elections from the member States, then he or she shall be allowed to campaign during the Annual General Body Meeting of OASIS

## **11. BUSINESS MEETINGS**

### **11.1 General Body Meeting**

#### **11.1.a Annual General Body Meeting**

- a. The Annual General Body Meeting shall be held once in a year during the Annual Conference of OASIS (OASISCON).
- b. The quorum of the meeting will be considered complete if atleast 25% of Life Members registered for the Conference attend the meeting. If there is no quorum the President shall adjourn the meeting and reconvene after 10 minutes and proceed with the meeting even if there is inadequate quorum.
- c. No other program shall be conducted while the Annual General Body meeting is in progress.
- d. The meeting shall be presided by the President of OASIS.
- e. The Secretary General of OASIS shall conduct the meeting.
- f. The Secretary General Elect will note down the minutes of the meeting.
- g. The agenda for the meeting will be as follows:
  - i) President shall welcome the members
  - ii) Obituary references
  - iii) Secretary General's report
  - iv) Ratification of the resolutions of the Executive Committee meetings
  - v) Treasurer's report
  - vi) Editor's report
  - vii) Report by Organising Secretary of OASISCON
  - viii) Report by Organising Secretary of forthcoming OASISCON
  - ix) Any other matters with the permission of the Chair.

- h. The agenda for the General Body Meeting shall be communicated to the members of OASIS at least two weeks in advance.

**11.1.b Special General Body Meeting**

A Special General Body Meeting may be called by the President within 28(twenty eight) days of receiving a request signed by at least 10% of the Life Members to call such a meeting for discussing some important matter. The quorum will be complete if at least 10% members are present in the meeting.

**11.1.c** Only Life Members of the Association shall be entitled to attend and vote at business meetings.

**11.1.d Voting Procedures**

In any matter requiring a vote, the result shall be determined by ordinary majority of the members personally present.

In the event of a tied vote, the President shall have a casting vote.

**11.2 Executive Committee Meeting**

**11.2.a** The Executive committee shall meet 4 times a year, once after the Valedictory Meeting at the Venue of the Conference, another 2 meeting during the OASIS Traumacon in March and Advanced CME in June and one before the Annual General Body Meeting at the Venue of the Conference (preferably on CME day at around 1 pm). Under extra ordinary circumstances, the President can alter the venue of the Executive Committee meeting.

**11.2.b** The date for the First Executive Committee Meeting shall be decided by the President in consultation with the Secretary General.

**11.2.c** The date for the First Executive Committee Meeting shall be communicated by the Secretary General to the Officers and the Executive Committee Members at least 3 weeks in advance.

**11.2.d** The President shall preside over the Executive Committee Meetings

**11.2.e** The Secretary General of OASIS shall conduct the meetings

**11.2.f** The Secretary General Elect shall record the minutes of the meetings.

**11.2.g** All the Office bearers and the Executive Committee members should attend at least 2 Executive Committee meeting in a year, failing which they will be debarred from taking any official post of OASIS for a period of ten years.

**11.2.h** Organising Secretary of the recently concluded OASISCON shall attend the First Executive Committee Meeting as a special invitee and shall submit a report of the Conference. He shall also handover the contribution money to OASIS from the OASISCON (if not done already)

**11.2.i** Organising Secretary of the forthcoming OASISCON shall attend all the three Executive Committee Meetings as a Special Invitee.

**11.2.j** The President and Secretary General have powers to invite any other members or persons as Special invitees to the Executive Committee meetings.

**11.2.k** Special Invitees shall participate in the discussion pertaining to their agenda only.

**11.2.l** Special invitees have no voting powers.

**11.2.m** A total number of 10 members of the Executive Committee constitutes the quorum for the meeting.

**11.2.n** All decisions of the Executive Committee are subject to ratification by the General Body.

**11.2. o** No Travel allowance shall be paid for attending the Executive Committee meetings

**11.2.j Emergency Executive Committee Meetings**

Special meetings of the Executive Committee may be held at any time and place upon the call of the President or in his absence at the call of the President-Elect or a majority of the Executive Committee Members, provided that five days' prior written notice be given to each members of the time and place of such special meeting.

**11.2.k** A total number of 10 members of the Executive Committee constitutes the quorum for the meeting.

**11.2.l** The proceedings of the Executive Committee Meeting and necessary information shall be published in Newsletters by the Secretary General.

## **12. SCIENTIFIC MEETINGS (Physical) - OASIS Traumacon, OASIS Advanced CME, OASISCON**

<b>Rotation of Physical Scientific Programs</b>		
<b>OASIS Traumacon</b>	<b>OASIS Advanced CME</b>	<b>OASISCON</b>
Kerala	Telangana	Andhra Pradesh
Puducherry	Tamil Nadu	Karnataka
Telangana	Andhra Pradesh	Kerala
Tamil Nadu	Karnataka	Puducherry
Andhra Pradesh	Kerala	Telangana
Karnataka	Puducherry	Tamil Nadu

### **OASIS TRAUMACON.**

**12.A.1** OASIS TRAUMACON shall be the 2<sup>nd</sup> CME of the Association.

**12.A.2** It shall be a one or 2day CME.

**12.A.3** OASIS TRAUMACON shall be conducted in March and shall be organised by rotation as given above

**12.A.4** The Organising team of OASIS TRAUMACON shall be intimated to the General Body of OASIS during OASISCON.

**12.A.5** The venue shall be decided on Rotation basis among various South Indian States.

**12.A.6** The Scientific Program should have fair representation from all the Member States.

**12.A.7** The date for OASIS TRAUMACON shall be altered under extra ordinary circumstances with the approval of the Executive Committee.

**12.A.8** The Second Executive Committee Meeting shall be held during the OASIS TRAUMACON.

## **OASIS Advanced CME**

**12.B.1** OASIS Advanced CME shall be the 3rd term CME of the Association.

**12.B.2** It shall be a 1 or 2 day CME.

**12.B.3** OASIS Advanced CME shall be conducted in June and shall be organised by rotation as given above

**12.B.4** The Organising team of OASIS Advanced CME shall be intimated to the General Body of OASIS during OASISCON.

**12.B.5** The venue shall be decided on Rotation basis among various South Indian States.

**12.B.6** The Scientific Program should have fair representation from all the Member States.

**12.B.7** The date for OASIS Advanced CME shall be altered under extra ordinary circumstances with the approval of the Executive Committee.

**12.B.8** The third Executive Committee Meeting shall be held during the OASIS Advanced CME.

## **OASISCON**

**12.C.1** The Annual Scientific Meeting of OASIS shall be called OASISCON

**12.C.2** OASISCON shall be conducted in the Second week of August in the member States by rotation as given above

**12.C.3** The dates of the OASISCON may be modified with the approval of the Executive Committee in emergency situations or by the General Body under extraordinary circumstances.

**12.C.4** The President Elect shall be the Organising Chairman of OASISCON.

**12.C.5** The Organising Secretary should be chosen well in advance by the respective States in consultation with the President Elect of OASIS from the State and intimated to the General Body at least two years before the Conference.

**12.C.6** The Organising Secretary should be Founder Life Members/ Life Members of OASIS

**12.C.7** The Scientific Program should have a fair representation of all the member States

**12.C.8** The President and Secretary General shall be part of the Program Committee of the OASISCON.

**12.C.9** The Academic Committee of OASIS and the Chairman Scientific committee of OASISCON shall be the Scientific Committee of OASISCON.

**12.C.10** The Scientific Committee shall call for papers for presentation under various categories and posters for presentation during the conference well in advance

**12.C.11** The decision of the Scientific Committee shall be final.

**12.C.12** Members willing to present papers shall submit three copies of the abstract in case of free papers and three copies of abstract and full paper in case of medal papers within the stipulated time to the Scientific Committee.

**12.C.13** Every communication presented to the Association shall become property of the Association which has the powers to publish it in any official publication or elsewhere to be determined in agreement with the First Author.

**12.C.14** Every person presenting a communication shall submit to the Editor of OASIS Journal a full typescript with illustrations within a reasonable time in a form suitable for publication if requested.

### **13. SCIENTIFIC MEETINGS(Webinar) – OASIS Instructional Course Lectures**

**13.1** OASIS ICL shall be the monthly/weekly Webinar of the Association.

**13.2** It shall be a 2 hour Webinar from 7:00 PM

**13.3** OASIS ICL shall be conducted on first Tuesday / on Tuesdays if weekly

**13.4** The venue shall be decided on Rotation basis among various South Indian States as given above

**13.5** The Scientific Program should have fair representation from all the Member States.

**13.6** The date for OASIS Advanced CME shall be altered under extra ordinary circumstances with the approval of the Executive Committee.

### **Revised CRITERIA FOR BEST STATE CHAPTER AWARD OF OASIS (2021)**

To encourage scientific work and to promote healthy competition among various chapters, the Best Chapter Award, a rolling shield shall be given to the Best Chapter of OASIS every year.

- 14.a** Period: Activities from 1<sup>st</sup> July to 30<sup>th</sup> June.
- 14.b** Last Date of Submission: 31st July each year.
- 14.c** The report is to be send to Secretary General, OASIS
- 14.d** Member states having any outstanding dues with the OASIS like Membership fee contribution shall not be eligible to compete for the OASIS Best Chapter award.
- 14.e** Award will be presented during the OASISCON each year.
- 14.f** **Selection Committee:** shall consist of all Vice Presidents of OASIS under the leadership of Immediate Past President. Decision of the selection committee shall be final.

Address & Contact Details of Club Off. Bearers (President, Secretary, Treasurer) :

Base Membership (State membership strength as on 30th June Previous year) :

Increase in Number of State Members :

Final Membership (State membership Strength as on 30th June Present Year) :

All percentages are calculated over the Base membership

No.	Criteria	Number	Percentage	Points	Max Points
1	Increase in number of State members: 1 point for every 1% increase in members				10
2	Increase in number of IOA members: 1 point of every 1% increase in members				10
3	Member participation in OASISCON: 1 point of every 4 % Members participation. State hosting OASISCON will get only a maximum equal to highest points among other 5 states				10
4	CME's/ Workshop/Instructional Courses / PG course 1 point for 1 meeting				20
5	Paper presentation in international conferences, 1 point for one paper				5
6	Paper presentation in OASICON, 1 point for one paper				15
7	Publishing Articles in indexed /international journals - 1 point for one paper				5
8	Publishing Articles in JOASIS- 1 point for one paper				20
9	Publishing Articles in State journal - 1 point for one paper				10

10	Publishing books in Orthopaedics - 1 point for one book				5
11	Awards, Honours and Elected to any high post (State or Above)- 1 point for 1 Achievement				5
12	E C meeting attendance of state office bearers - 1 point for 2 members attendance				5
13	Regular submission of report in EC meetings & Newsletter of OASIS before last date - 1 point for one proper submission				5
14	Membership dues of OASIS to be given within one month after respective state conference				5
15	OASIS annual GB attendance - 1 point for 3 % of attendance				10
16	Social activities - 1 point for one activity				5
17	Remarks by President/Secretary General (Promptness of state to adhere to OASIS activities)				5
					<b>150</b>

**Total marks are in 150**

**Note: Please send the detailed report with proof after this chart.**

## **15 PUBLICATION**

- 15.1** The main official publication of the Association shall be **“Journal of OASIS”**
- 15.2** The Editor shall be responsible for the publication of the Journal.
- 15.3** The members of the **Editorial Committee** shall be constituted by the OASIS Executive Committee.
- 15.4** The Editorial committee shall appoint a Reviewer Board for **“Journal of OASIS”**. Due representation shall be given to various specialities and member states in the Reviewer Board.
- 15.5** The articles for publication for **“Journal of OASIS”** shall be selected by the Editorial Committee after peer review of the articles by the Reviewer Board.
- 15.6** To increase the contribution for publication in the Journal the following may be added in

the Journal.

**15.6.a** Medal winning papers/medal papers selected by the scientific committee of the respective conference secretariat can be published. The presenters in the medal section can be requested to submit a full paper for publication before the presentation.

**15.6.b** Interesting case discussion and a chapter on fresh review can be added.

**15.6.c** A section on innovation in Orthopaedics may also be included in the Journal.

**15.7** The journal will be available on its website for viewing and will also be available in the OASIS website & mobile application.

**15.8** All submissions should be addressed to the OASIS Journal Editor.

Articles can also be posted in the website

**15.9** Articles for the Journal can be received any time during the year.

**15.10** The tariff for advertisements in the Journal is to be decided by the OASIS Editorial Committee and the decision shall be intimated to the Executive Committee.

## **16 OASIS NEWSLETTER**

**16.1** 3 Newsletters shall be published in a year.

**16.2** The IT & Media Committee, is in charge of the Newsletter.

**16.3** The following items should be included in the Newsletter

- i. List of Office Bearers and Members of the Executive Committee.
- ii. Minutes of the previous Executive Committee Meetings and Annual General Body Meeting
- iii. Calendar of Events

- iv. Academic Programmes held under the auspices of the Association
- v. Forthcoming events
- vi. Announcements for OASIS Fellowships along with Application Form
- vii. The OASIS Nominations
- viii. Announcements for articles for OASIS Journal

**16.4** New members' details should be published in the Newsletter after ratification.

**16.5** Letters to the Editor may be included in the Newsletter.

**16.6** Meet the Personality and Achievements section shall be included in the Newsletter.

## **17.OASIS FELLOWSHIPS (REVISED)**

**17.1 OASIS Travelling Fellowship:** A sum of Rs.7,50,000 which was generated by conducting OASISCON 2010 at Chennai was contributed to the OASIS Trust Account by Organising Secretary, OASISCON 2010 Dr R H Govardhan during the AGBM held on 27/08/2011 during OASISCON 2011 at Hyderabad. The proposal to start a Travelling Fellowship was accepted during AGBM held on 25/08/2012 during OASISCON 2012 at Bangalore. The Fellowship was named "OASIS Travelling Fellowship". It was decided to send 2 Fellows every year to centres of excellence in South India with Fellowship amount of Rs 30,000 to each Fellow (ECM, Bangalore, 17/03/2013).

### **17.2 Objectives**

- 1.To expose young Orthopaedic surgeons to different Orthopaedic problems and their solutions in different situations and facilities.
2. To expose young surgeons to senior Orthopaedic surgeons with a view to interact, gain knowledge of attitudes and philosophy of work, skills, organization of department and clinics etc.
3. To establish rapport with Orthopaedic surgeons for future interaction and to make lasting friendship along the way.

**17.3 Selection of the Fellowship:** By the Academic Committee of OASIS

#### **17.4 Fellowship Selection Process**

- (i) The announcement for all Fellowships of OASIS shall be made by 15<sup>th</sup> October by the Secretary General, OASIS through email, newsletters (OASIS Newsletter/ Member State Newsletter) or website.
- (ii) Last date for receiving filled in application: All applications should be sent to Convenor, Academic Committee of OASIS (Vice President 2) by December 31<sup>st</sup> of the same year.
- (iii) The committee members shall screen the applications and submit the report by March 15<sup>th</sup> of subsequent year.
- (iv) The Chairman & Convenor, Academic Committee of OASIS shall tabulate the result and present the same during the 2<sup>nd</sup> Executive committee meeting of the OASIS. The approved remits shall be announced and intimated to all applicants through email by Secretary General, OASIS.

#### **17.5 Eligibility**

- (i) The Fellowship committee selects young surgeons from applicants less than 40 years of age.
- (II) All applicants should be members of OASIS.

#### **17.6 Fellowship Training.**

- (i) The Chairman & Convenor, Academic Committee of OASIS shall be responsible for arranging the visit of the Fellows to various centres.
- (ii) The Fellowship shall start in the month of June or July and shall be approximately two weeks duration.
- (iii) They shall visit centres of excellence decided by rotation, during their travel.
- (iv) On successful completion of the Fellowship the Fellow shall submit an official report to the Academic Committee of OASIS
- (v) All Fellows should be present during the Annual General Body meeting, where the reports will be presented.
- (vi) Defaulters of the Fellowship will not be considered for any OASIS Fellowships for the next five years.
- (vii) Fellowship amount of Rs. 30,000 will be handed over to the fellows during the AGM.

#### **17.7 Obligations of Travelling Fellows of OASIS**

- (i) To complete the full tenure of Fellowship responsibly.

- (ii) To follow the guidelines provided by the Chairman & Convenor, Academic Committee of OASIS and visit all local fellowship coordinators of the centres.
- (iii) To submit a completion report to the Convenor, Academic Committee of OASIS within a month of completion of the Fellowship.

**17.8 Criteria for Selection for Fellowships.** Grading system. The maximum marks awarded will be 100.

- (i) Post Graduate Qualifications in Orthopaedics **2 marks**  
Recognized qualifications M.S Ortho or DNB Ortho 2 marks; D. Ortho or any degree recognized by MCI 1 marks
- (ii) Experience **10 marks**  
One mark per completed year of seniority after post graduate qualifications
- (iii) Publication **40 marks**
  - (a) Indexed Journal Max 20 marks - 5 marks per publication as main author and 3 marks per publication as co-author
  - (b) Journal of OASIS Max 20 marks - 10 marks per publication as main author and 5 marks per publication as co-author
  - (c) Non Indexed Journal 10 marks 2 marks per publication as main author; 1 mark per publication as co-author
  - (d) Books 10 marks 10 marks per book as main author; 5 marks per book as associate author; 10 marks per book as Editor/Author of monograph; 5 marks per book chapter as contributing author; 3 marks per book chapter as co-author
- (iv) Papers/Poster presented personally **20 marks**
  - (a) International conferences abroad 10 marks
  - (b) International conferences in India 3 marks per paper/poster
  - (c) IOACON 2 marks per paper/1 mark per poster
  - (d) OASISCON 5 marks per paper/3 mark per poster
  - (e) State Chapter conferences 1 mark per paper/ 1/2 mark per poster

(f) Subspecialty national conferences 1 mark per paper/ 1/2 mark per poster

(v) Guest Lectures/Lectures at CME/Workshops **10 marks**

International conferences abroad – 5 marks per lecture

International conferences in India – 5 marks per lecture

IOACON – 3 marks per lecture

OASISCON – 5 marks per lecture

Subspecialty/State Chapter conferences 2 marks per lecture

VI Research Projects Completed **5 marks**

Funded by an International/National agency, Government organization or University 5 marks per completed project

(vii) Conferences Attended (Certificates to be provided) **5 marks**

a. International conferences abroad 2 mark per conference

b. International conferences in India/IOACON 1 mark per conference

c. OASISCON 2 mark per conference

d. Subspecialty/State Chapter conferences 1/2 mark per conference

(viii) Organizational **5 marks**

(a) Convener or Organizing Secretary of International, National or OASIS meetings or workshops/office bearer of National/ Subspecialty/State organization 2 marks/post held

(b) Convener or Organizing Secretary of Subspecialty/State level meeting 1 mark/post held

(ix) Medal, Prizes and Awards **3 marks**

IOA, OASIS, State association 2 marks/medal, prize or award

Subspecialty, University, National organization, International organization, others (to be used in case of tie up of marks)

In case of dispute regarding interpretation under any heading, the decision of the Academic Committee shall be final.

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### 17.9 REVISED APPLICATION FOR OASIS FELLOWSHIPS

<b>Name</b>	
<b>State/ LM No</b>	
<b>Date of Birth (Attach Proof)</b>	
<b>Address for Communication</b>	
<b>Telephone Nos</b>	Res:
	Hosp
	Mobile
<b>E-mail ID</b>	
<b>Qualifications with Year of Passing</b>	

No.		Number	Individual Points Obtained	Final Points Obtained	Maximum Points
1	<b>Qualifications</b>				2
2	<b>Experience after PG (Duration in years)</b>				10
3	<b>Publications</b>				<b>40</b>
a.	Indexed Journal ( <b>20</b> )				

b.	Journal of OASIS (20)				
c.	Non-Indexed Journals(10)				
d.	Books (As main Author/ Associate Author/ Editor/ Book Chapter Author/ Associate Author(10)				
4.	<b>Papers/Posters Presented</b>				20
a.	International Conferences Abroad				
b.	International Conferences in India				
c.	IOACON				
d.	OASISCON				
e.	State Chapter Conferences				
f.	Sub Specialty				
12.	<b>Guest Lectures in CMEs</b>				10
a.	International				
b.	International Conferences in India				
c.	IOACON				
d.	OASISCON				
e.	State Chapter Conferences				
f.	Sub Specialty				
13	<b>Research Work Completed</b> (Funded by an International/National agency, govt organization or University)				5
14.	<b>Conferences Attended</b>				5

a.	International Conferences Abroad				
b.	b. International Conference in India/ IOACON				
c.	c. OASISCON				
d.	State/Subspecialty conferences				
15	<b>Organizational Positions held</b>				5
16	<b>Prizes / Awards won</b>				3
					100
17	<b>References</b> (Name and address of two senior colleagues with whom you have worked (With mobile/phone and email id)				

### DECLARATION

I, **Dr.**.....do hereby declare that all information given by me above is true to the best of my knowledge.

If selected I do undertake that I shall complete the full tenure of the fellowship and shall follow the guidelines set by the Chairman & Convenor, Academic Committee of OASIS and the coordinators of the centers visited. I also undertake that I shall submit a completion report to the Chairman or Convenor, Academic Committee of OASIS within a month of completion of the fellowship and will be present in annual conference of OASIS and general body of OASIS.

**Place**

**Date**

**Signature**

#### **17.10 Starting new Fellowships**

For any new Fellowship to be started, proposals shall be received by the Secretary General, OASIS and put on the agenda for discussion. A sum of Rupees Ten Lakh as donation for forming the corpus fund for the Fellowship shall be required from the sponsor. This may however be relaxed by the AGM only under

extra ordinary circumstances.

## **18. SUB-COMMITTEES**

**18.1** In accordance with the Rule **11.5.a**, the Executive Committee shall have powers to appoint Sub-Committees for such other purposes as it may decide and appoint members of Sub-committees.

**18.2** The Sub-committees shall have the power to co-opt anyone who may assist their work without reference to Executive Committee provided the name of these co-opted members are recorded in the written report of the sub-committee to be presented to the Executive Committee.

**18.3** A written report of the proceedings of each sub-committee shall be presented to the Executive Committee.

### **18.4 Ad Hoc Committees**

**18.4.a** The President with the approval of the Executive Committee may appoint such other committees as he deems necessary to act upon special problems which may arise in the conduct of business of the Association.

**18.4.b** An ad hoc committee created by the President shall terminate with the expiration of the President's term of office.

**18.4.c** Ad hoc committees may be established for longer periods with the approval of the General Body.

## **19. THE OASIS TRUST**

**THE OASIS TRUST has been created in the year 2002.**

**19.1** The name of the Trust shall be “**THE OASIS TRUST**”.

**19.2** The **Trustees** shall be the following Ex-Officio Office Bearers of The Orthopaedic Association of South Indian States (OASIS).

- 1) President, OASIS,
- 2) Immediate Past President, OASIS
- 3) President elect, OASIS
- 4) Senior Vice President, OASIS
- 5) Vice President 1, OASIS
- 6) Vice President 2, OASIS
- 7) Secretary General, OASIS
- 8) Immediate Past Secretary General, OASIS
- 9) Secretary General Elect, OASIS

**19.3** The President of the Orthopaedic Association of South Indian States shall be the **Managing Trustee**, Ex-Officio.

**19.4** The Secretary General of the Orthopaedic Association of South Indian States shall be the **Treasurer**, Ex-Officio.

**19.5** The **Beneficiaries** shall be the members of the Orthopaedic Association of South Indian States and the Public in general.

**19.6 Objects for which the Trust has been Established.**

- i) To promote the welfare of the Public in general in the areas of Health Education, Health Science for improving Standard of Life.

ii) To arrange, hold and assist conferences and exhibition, lectures, discussion, debates in line with the Aims and Objectives of the Trust.

iii) To promote the welfare of the Orthopaedic Surgeons and the society in general, to develop and propagate the science in the health care, in particular Orthopaedic Medicine and Surgery and Research for the benefit of the Society in General and to Scheme, Consumate and Accomplish the Objects and Purpose of the Citation, Honour and Awards created and recognized under the auspices of the Orthopaedic Association of South Indian States and any other objectives sought to be achieved by the afore cited Association.

iv) To publish Journals, Periodicals, and Books to propagate Orthopaedic Science and achievements.

v) To meet the expenses for the Orations and Medals as detailed supra.

vi) To acquire by purchase or gift, lands, house sites and buildings, to erect build and construct or to aid and assist erection, construction of buildings, to carry out purpose and objects of Trust.

vii) To accept voluntary donations, endorsements, gifts, bequest (Real and Personal), grants-in-aid and subscription for all or any of the purposes of Trust.

viii) To amalgamate, control and render assistance to any institutions having objectives similar in whole or in part, to objectives of Trust and to co-operate and co-ordinate with the institution having similar objectives.

ix) To collect, manage and disburse the funds raised or to be raised for all or any of the objectives of theTrust, employing any schemes for raising resources or in any manner lawfully authorized.

x) To establish, manage, annexe educational institutions, reading rooms, libraries, cultural councils for the purpose of imparting education, training to the needy.

xii) To do and cause to be done all such lawful things as are in accordance with the spirit and principles of the objectives of the Trust or which are conducive to the attainment and pursuit of the aims and objectives of the Trust.

#### **19.7 Constitution of the Board of Trustees.**

i) The Board of Trustees shall be constituted Ex-Officio with the President, OASIS, Immediate Past President, OASIS, President elect, OASIS, Senior Vice President, OASIS, Vice President 1, OASIS, Vice President 2, OASIS, Secretary General, OASIS, Immediate Past Secretary General, OASIS and Secretary General Elect, OASIS

ii) The President of the Orthopaedic Association of South Indian States shall be the Managing Trustee, Ex-Officio.

iii) The Trustees will be nominated and appointed by the Orthopaedic Association of South Indian States every year. Any vacancy arising in midterm shall be filled by nomination by the Orthopaedic Association of South Indian States for the period left in the particular year.

iv) The Board of Trustees will be constituting a Managing Committee comprising of the President and Secretaries and President Elect of the Orthopaedic Associations of Andhra Pradesh, Karnataka, Kerala, Puducherry, Tamil Nadu and Telangana, Ex-Officio, for assisting the Board of Trustees. The term of office of the members of Managing Committee is ONE YEAR.

v) No member of the Managing Committee has any right to take independent decision in respect of any of the activities of the Trust.

vi) The Board of Trustees may constitute an ADVISORY COMMITTEE, comprising of eminent personalities, specialists and veteran in the field of Orthopaedics and Social Workers to advise the Board of Trustees on matters concerning the administration and implementation in public interest and the Members shall not exceed four.

The Members of the Advisory Committee shall hold office for one year.

vii) The Board of Trustees may constitute a Sub-Committee of like minded persons as and when required to assist the Managing Committee during festive occasions only.

viii) The Trustees shall be competent to transact all the business of the Trust with the approval of the Orthopaedic Association of South Indian States.

ix) The Board of Trustees, by a majority, can remove any member of the Trust who is continuously absent from three consecutive meetings without any valid reasons, or if he, in the opinion of the Board of Trustees acts against the interests of the Trust.

x) The Managing Trustee of the Trust shall have the power to appoint, detail, admonish, suspend, and punish any employee of the Trust. However, the above decision of the Managing Trustee is subject to review by the Board of Trustees, and the same shall be exercised within 7 days.

xi) The Board of Trustees shall draw up a set of Bylaws for regulating the functions of the Managing Trustee, the Treasurer and other miscellaneous administrative functions and the conduct inter-se.

#### **19.8 Powers of Trustees.**

i) The Trustees shall take possession of the funds of Rs 501/-

ii) The Trustees shall open one or more Accounts with any Nationalised bank for depositing the funds and income of the trust.

iii) The Trustees shall keep proper and true record of all transactions of the Trust at its office.

iv) The accounts of the Trust shall be closed annually on the 31<sup>st</sup> of March every year for the purpose of Auditing.

v) The Accounts of the Trust shall be subjected to Audit by a duly qualified Chartered Accountant every year.

vi) The funds of the Trust shall be invested only in the manner provided in the Statute.

vii) The Trustees shall have the power to attend, alter, add and delete any of the clauses as and when the same is necessary, or called upon by income-tax authority.

viii) The Trust is irrevocable.

## **20. SPECIAL REPRESENTATIVES**

The Orthopaedic Association of South Indian States (OASIS) shall be officially represented in other organizations only by office bearers of OASIS or by appointed representative. If appointed by the Executive Committee, the appointment must be confirmed at the next Annual General Body Meeting by simple majority of the voting members present.

## **21. PROTOCOLS OF OASIS ANNUAL CONFERENCE (OASISCON)**

### **21.1 Protocol for conduct of OASISCON**

**21.1.a** The Annual Conference of the Orthopaedic Association of South Indian States (OASIS) is held by a group of members belonging to one member state of South India on behalf of the association in venues all over South India in rotation in the following order:

- Andhra Pradesh
- Karnataka
- Kerala
- Puducherry
- Telangana
- Tamil Nadu

**21.1.b** The **venue** of the Conference is decided two years in advance in the Annual General Body Meeting held during the OASISCON only.

**21.1.c i.** The OASISCON can be shifted from one state to another only under extraordinary emergency circumstances by the Executive Committee. This should be ratified by the General Body.

**ii.** Possibility of holding the Conference in another venue in the same state should be explored. If not, preference should be given to the next member state in the order.

iii. OASISCON to be held in member states out of turn should only be decided in the Annual General Body Meeting. This cannot be done in the Executive Committee Meetings.

**21.1.d** Proposal for holding the OASISCON has to be submitted by a group of at least 10 members with Organizing Chairman and Organizing Secretary named by the group. This has to be submitted at least two weeks before the Annual General Body Meeting. The proposal has to be supported by the State Association.

## **21.2 Dates of OASISCON**

**21.2.a** The OASISCON is held during the second weekend of August each year.

**21.2.b** The dates are fixed and can be changed only under extraordinary circumstances only by the General Body.

**21.2.c** The CME and Preconference workshops are held on the preceding Friday (first day of Conference).

## **21.3 Requirements for Venue of OASISCON**

**21.3.a Choice of Venue:** The venue should be so situated that it is well connected by road, rail and air.

**21.3.b Accommodation facilities:** There should be adequate accommodation available for around 700 persons.

### **21.3.c Conference Hall Facilities**

- i. There should be a Main Auditorium with a capacity of around 600 persons. The acoustics of the hall should be good and should be air-conditioned.
- ii. Two satellite halls with a capacity of around 300 persons each must be available. The facilities should be such that three sessions should be conducted simultaneously in the three halls available.
- iii. A separate site should be identified for display of posters.
- iv. A centralized preview hall should be arranged and connected to all halls.

**21.3.d Vehicle Parking facilities:** The organizers of OASISCON should ensure that adequate parking space is available near the venue.

**21.3.e Spouses and Children Lounges:** There should be a separate place allotted for providing lounge space for spouses and children.

**21.3.f Registration counters:** Adequate space at the entrance of the venue with computer facilities should be provided for registration counters. Adequate number of counters should be put up to reduce overcrowding at the registration counters.

**21.3.g OASIS Counter**

- i. A separate counter with adequate space should be allocated for locating the OASIS Counter.
- ii. The organizing committee should provide computer facilities with Xeroxing and printing facilities at the OASIS Counter.
- iii. The requirement of stationery at the OASIS counter shall be submitted by the Secretary General, OASIS to the organizing committee well in advance.

**21.3.h Security:** The venue should be such that it can be cordoned off from the general public and is safe from security point.

**21.4 Approval of Conference Venue**

The venue is chosen by the Organising Committee the details of which will have to be presented in the First EC Meeting which is conducted in the month of April (4 months ahead of the conference). The President and Secretary General shall pay a visit to the venue along with the Vice President, OASIS of the member state conducting the OASISCON to ascertain in person the details of the venue and arrangements made in the conduct of the Conference. The team may suggest appropriate suggestions and changes if any regarding the arrangements made. The final details of the arrangements made shall be presented in the Second EC Meeting held in the month of June (2 months ahead of the conference).

**21.4.a** Due approval of the Executive Committee is a must before organizing a OASISCON.

**21.4.b** It is the duty of the Organizing Committee to do the necessary alterations in the venue suggested by the Executive Committee.

## **21.5 Stall by Scientific Companies**

The number of stalls and tariffs for the stall is at the discretion of the Organizing Committee, OASISCON.

## **21.6 Announcement for OASISCONs**

**21.6.a** The **Brochure** for the Conference should be approved by the President and Secretary General before being communicated to the members.

**21.6.b** The first announcement regarding the OASISCON can be distributed during the previous years conference itself with the details of the dates and venue.

This announcement should carry the welcome message by the President, OASIS and the list of office bearers of the association.

**21.6.c** The second announcement should be sent by email to all members by the last week of January.

**21.6.d** The final announcement should be sent by email/ post to all members of OASIS by the last week of May.

**21.6.e** The second and third announcements should carry the message by the President and Secretary General of OASIS.

**21.6.f** All announcements regarding the OASISCON should carry the names of the Office Bearers of OASIS.

**21.6.g** Report on the progress of the arrangements being made should be submitted by the Organizing Secretary, OASISCON during all the Executive Committee Meetings.

**21.6.h** The President and Secretary General, OASIS should be kept informed on all matters pertaining to the OASISCON.

**21.6.i** The Conference website will be given a link from the Association website.

## **21.7 Registration for OASISCON**

**21.7.a** The Registration will be fully computerized.

**21.7.b** The Organizing Committee should allot registration numbers according to first alphabet of the member's names.

Delegates should be requested to quote the registration numbers for all correspondences.

### **21.7.c Registration Fee**

- i. The Registration Fee for the Conference is decided by the association at the First Executive Committee Meeting.
- ii. The Conference Fee can be increased by 10% once in 2 years rounded of to the nearest 100.

**21.7.d** The following personals are provided **Complimentary Registration, Accommodation and Local Hospitality.**

- I. President, OASIS and wife
- II. Immediate Past President, OASIS and wife
- III. President Elect, OASIS
- IV. Secretary General, OASIS and wife
- V. Vice Presidents, OASIS
- VI. Treasurer
- VII. Special Invitees of IOA
- VIII. Senior Members of Member States chosen to be honoured during OASISCON Inauguration.
- IX. Orators of the Conference.

**21.7.d.i** Special badges mentioning the post held by them shall be prepared.

**21.7.d.ii** A special counter shall be arranged to receive the Honourable Members.

**21.7.d.iii** The Organizing Committee shall ensure that they receive the above Honourable Members at the registration counter and hand over the badges and conference kit on their arrival.

**21.7.d.iv** Accomodation and Local Hospitality for the Orators should be provided by the Conference Organizers. The orators will have to register for the conference.

**21.7.e** The following members are provided **only Complimentary Registration**

Senior members of OASIS above 70 years (not to accompanying persons). The respective member may place a written request to the Organising Committee of OASISCON before the due date for registration. No Free Spot Registration will be allowed.

## **21.8 Special Invitees**

Special Invitations should be sent by the organizing committee of OASISCON on behalf of the OASIS, at least two months in advance to the following-

- i. President, Indian Orthopaedic Association
- ii. Secretary, Indian Orthopaedic Association
- iii. Prof.M.Sudhakar Shetty Orator
- iv. Prof.S S K Marthandam Orator
- v. Senior Members of Member States chosen to be honoured during OASISCON Inauguration.

## **21.9 Delegate kit**

It is left to the Organizing Committee to decide on the quality/ size / type of the delegate bag.

The purpose is only to provide a handy bag to provide the following essential items:

1. Copy of Final Programme
2. Food Coupons
3. Invitation to the inaugural function (this invitation can be sent to the delegates well in advance along with the final programme if the chief guest and other dignitaries attending the inaugural function are finalized)

4. Details of registration
5. Writing pad
6. Jotting pen
7. Invitation to the Banquet (if registered)
8. Delegate name badge
9. Information Brochure of facilities like
  - Transport arrangement
  - Spot map of the venue
  - Other miscellaneous information
10. Conference Souvenir

Other complimentary are optional.

### **21.10 Certificates**

**21.10.a** Participation certificates for delegates shall be separate for the CME and the main Conference.

**21.10.b** Participation certificates for delegates should preferably be distributed from the morning of the last day of the Conference.

**21.10.c** Participation certificates for the workshop shall be given at the venue of the workshops.

**21.10.d** Certificates to Faculty Members, Guest Speakers, Chairpersons should be handed over immediately after the Scientific Session.

**21.10.e** Certificates for oral presentations shall also be given by chairpersons to all speakers at the end of the session.

**21.10.f** Certificates for poster presentation shall be distributed in the hall for poster presentations.

### **21.11 Souvenir**

**21.11.a** A souvenir shall be brought out to commemorate the Conference.

**21.11.b** The following items shall constitute the contents of the souvenir-

- 1) Message from various dignitaries including the President and Secretary General , OASIS

- 2) Presidential Address
- 3) Secretary's Annual Report
- 4) List of Executive Committee Members of OASIS
- 5) List of Organizing Committee Members of the Conference
- 6) Final Programme of the Conference
- 7) Articles from various sources on Orthopaedics and general topics of interest
- 8) List of Donors
- 9) List of Exhibitors
- 10) List of Advertisers
- 11) Advertisements
- 12) Anecdotes', Jokes etc (Optional)

**21.11.c** The tariffs for advertisements in the souvenir is at the discretion of the Organizing Committee of the Conference.

### **21.12 CME Programme**

**21.12.a** The CME and Preconference workshops are held on the preceding Friday of the Main Conference (first day of Conference).

#### **21.12.b Inauguration of the CME**

**21.12.b.i** Inauguration of the CME is done by the President, OASIS in the presence of the Secretary General, OASIS, Organising Chairman, OASISCON, Organising Secretary, OASISCON and Chairman, Scientific Committee, OASISCON.

**21.12.b.ii** This shall be of a very short duration (approximately 15 minutes).

**21.12.b.iii** The CME booklet if prepared should also be released by the President during the inauguration of CME.

#### **21.12.c Faculty for CME**

**21.12.c.i** The faculty for CME shall include foreign speakers and national speakers.

**21.12.c.ii** Preference may be given to speakers from South India.

**21.12.c.iii** As much as possible due representation should be given to members from various member states.

**21.12.d** The CME topics shall be decided by the local Scientific Committee of OASISCON and the Executive Committee of the Association shall be informed about it.

**21.12.e** The organizers should ensure that proper timings are maintained during the CME Programme.

### **21.13 Orations**

**21.13.a** Three orations are held in the Annual Conference of the Association(OASIS)

- i. Dr.M. Sudhakar Shetty Oration,**
- ii. Dr.S.S.K.Marthandam Oration,**
- iii. Presidential Oration.**

**21.13.a.i** The Dr M Sudhakar Shetty Orator and Dr S.S.K.Marthandam Orators (both) shall not be from the same state.

**21.13.a.ii** The Dr M Sudhakar Shetty Orator and Dr S.S.K.Marthandam Orator can be changed at the last moment only under extraordinary circumstances with the due approval of the President, OASIS.

<b>Rotation of Orations</b>
Karnataka
Kerala
Pondicherry
Tamil Nadu
Andhra Pradesh
Telangana

### **21.13.b Dr. M Sudhakar Shetty Orator**

**21.13.b.i** The Dr.M. Sudhakar Shetty Orator will be decided by the Executive Committee during the First Executive Committee Meeting and the name intimated to the Organizing Committee of OASISCON.

**21.13.b.ii** The Dr.M. Sudhakar Shetty Orator should preferably be from South India on a rotation basis amongst the Southern States. The State Association shall name the Orator and intimate the EC through the Vice President, OASIS of the state.

**21.13.b.iii** The Dr.M. Sudhakar Shetty Orator is presented a Medallion and a Certificate.

**21.13.b.iv** The cost towards travel of the Orator will be borne by the State Association from where the Orator hails and local hospitality of the Orator will be borne by the Organizing Committee of OASISCON.

#### **21.13.c Dr. S. S. K. Marthandam Orator**

**21.13.c.i** The Dr. S. S. K. Marthandam Orator will be decided by the Executive Committee during the First Executive Committee Meeting and the name intimated to the Organizing Committee of OASISCON.

**21.13.c.ii** The Dr.S.S.K.Marthandam Orator should preferably be from South India on a rotation basis amongst the Southern States (in alphabetical order). The State Association shall name the Orator and intimate the EC through the Vice President, OASIS of the state.

**21.13.c.iii** The S.S.K.Marthandam Orator is presented a Medallion and a Certificate of Honour.

**21.13.c.iv** The cost towards travel of the Orator will be borne by the State Association from where the Orator hails and local hospitality of the Orator will be borne by the Organizing Committee of OASISCON.

#### **21.13.d Presidential Orator**

**21.13.d.i** The Presidential Orator is the immediate outgoing President who has laid down office during the Inauguration of the present conference.

**21.13.d.ii** The Presidential Orator is presented a Medallion and a Certificate of Honour.

#### **22.13.e Conduct of Orations**

**21.13.e.i** The Orations should be held in the Main Hall.

**21.13.e.ii** The Dr M Sudhakar Shetty Oration and Presidential Oration shall be held together on the forenoon session of the Conference on the second day. The Dr S.S.K.Marthandam Oration shall be held on the forenoon session of the Conference on the third day.

**21.13.e.iii** The duration of the Oration shall be 30 minutes each and an extra 15 minutes being allotted for arrangements to be made and introduction of the speakers.

**21.13.e.iv** No other concurrent scientific sessions should be held during the Orations.

**21.13.e.v** The Orations shall be presided over by the President, OASIS and the Secretary General, OASIS.

**21.13.e.vi** The Secretary General, OASIS shall introduce the Orators.

**21.13.e.vii** The President, OASIS shall do the honours.

**21.13.e.viii** The introduction of the speakers is followed by the donning of the Oration Medal and handing over of the Certificate.

#### **21.14 Scientific Programme**

**21.14.a** The following sessions should form part of the Scientific Programme of the OASISCON.

- i. OASIS Dr A A John Consultants Medal Session
- ii. OASIS Post Graduates Medal Session
- iii. Poster Medal Sessions (if short presentations are planned)
- iv. Free Paper Sessions
- v. Symposia
- vi. Guest Lectures
- vii. Interactive Session ( How I do it?/ My worst complication)
- viii. Any other interesting programmes may be included only with the concurrence of the Executive Committee, OASIS

**21.14.b** The Scientific Committee of OASIS should be kept informed of the Scientific programme arrangements and its progress regularly.

**21.14.c** There shall be two committees to oversee the arrangements of the scientific programme.

- i. Academic Committee, OASIS
- ii. Scientific Committee, OASISCON

**21.14.d Academic Committee, OASIS**

**21.14.d.i** The Academic Committee of the OASIS consists of

- I. President, OASIS
- II. President Elect, OASIS
- III. Secretary General, OASIS
- IV. Sr. Vice President, OASIS
- V. Vice President 2, OASIS

**21.14.d.ii** Academic Committee, OASIS will oversee the format and arrangements of the Scientific Programme by the Scientific Committee, OASISCON.

**21.14.e Scientific Committee for Selecting the Medal Papers**

**21.14.e.i** The Committee for selecting the Medal papers for the Conference shall include

- (i) Academic Committee of the OASIS,
- (ii) Organising Secretary, OASISCON
- (iii) Scientific Committee Chairman, OASISCON.
- (iv) Editor, JOASIS

**21.14.e.ii** The selection shall be made by circulating the papers submitted for medal presentations amongst the committee members and marks allotted. The final consolidation of the marks and selection of the medal papers shall be done by the Sr. Vice President. The final list shall be intimated to the committee members. The Chairman, Scientific Committee, OASISCON shall ensure that the papers submitted for medal presentations are circulated amongst the committee members.

**21.14.f Chairpersons for Scientific Sessions**

**21.14.f.i** There shall be 2 Chairpersons and one Rapporteur for each Scientific Session.

**21.14.f.ii** The Rapporteur shall be appointed from the local area and he shall help the Chairpersons in smooth conduct of the scientific sessions.

**21.14.f.iii** The Chairpersons shall be selected by the Organizing Committee.

### **21.15 General Requirements for all papers**

**21.15.a** The presenting author should be a member of the member state of OASIS and should have registered for the Conference.

**21.15.b** Decision on inclusion of paper for medals is at the discretion of the Scientific Committee for selecting medal papers.

**21.15.c** Full paper in triplicate should reach the Scientific Committee on or before the last date.

**21.15.d** The paper must highlight the following:

- i. Introduction and purpose
- ii. Materials and methods
- iii. Results and discussions

**21.15.e** Papers will be considered only on submission of full text.

**21.15.f** If the paper is for a medal session the medal should be indicated by the presenter.

**21.15.g** A delegate can present only one paper. Poster presentation can be additional and there is no limit for number of posters.

**21.15.h** The time for presentation shall be decided by the Scientific Committee, OASISCON except the medal papers the timing for which will be 8 minutes presentation and 2 minutes discussion.

### **21.16 Medal Papers**

**21.16.a** The scrutiny of the scientific papers and selection for the medal sessions shall be done by Scientific Committee for Selecting the Medal Papers.

**21.16.b Scientific Committee for Selecting the Medal Papers** consists of

- (i) Academic Committee of the OASIS,
- (ii) Organising Secretary, OASISCON
- (iii) Scientific Committee Chairman, OASISCON.
- (iv) Editor, JOASIS

**21.16.c** These members should not be an Author/co-Author in competitive sessions

**21.16.d** The list of selected papers will be submitted to the Scientific Committee, OASISCON and Academic Committee, OASIS.

**21.16.e** No changes can be made in this list without the permission of the Academic Committee, OASIS.

**21.16.f** There shall be a minimum of two papers and a maximum of 6 papers during each medal session. Alterations in the number of papers for the medal sessions shall be made by the Academic Committee, OASIS.

**21.16.g** Scientific papers not qualifying for the medal sessions shall be considered for free paper / poster session by the Scientific Committee, OASISCON.

**21.16.h** The Scientific Committee, OASISCON should send the scientific papers (abstract and full papers) to the Scientific Committee for Selecting the Medal Papers within one week of the last date for submission of papers.

**21.16.i** The scientific paper selected for medal session should be intimated to the presenter three weeks ahead of the Conference.

## **21.17 Judges for Medal Paper Sessions**

**21.17.a** The judges for the medal sessions shall be nominated by the Secretary General, OASIS.

**21.17.b** There shall be no role for the local Scientific Committee, OASISCON in the selection of judges.

**21.17.c** Three judges will be selected by the President and secretary General of OASIS on the day of the conference from the available Faculty.

**21.17.d** The panel of judges for each medal session shall comprise 3 members.

**21.17.e** One of the judges should be below 45 years.

**21.17.f** They should not be from the institution from which there is a paper / have coauthored any paper in this session.

**21.17.g** They should not be part of the organizing committee of the conference

## **21.18 Guidelines for Assessment of Medal Papers, OASISCON**

The following guidelines may be followed during the medal paper sessions by the judges to avoid any controversies arising-

**21.18.a** The judges shall assess and award marks individually without any discussion with the fellow judges.

**21.18.b** The marks scored by the individual presenters shall be tabulated by the committee of judges and the winner of the medal decided by the committee.

**21.18.c** Criteria for Judgement (Assesment Sheets will be checked by the President & Secretary General OASIS) (Total 50 Marks.)

1. Significance of the study 5
2. Content 5
3. Clarity 5
4. Presentation 10
5. Projection / layout 5
6. Results 5
7. Discussion 5
8. Specific number of cases 5
9. Clinical or research data to support conclusion 5

**21.18.d** The best among available papers shall be selected for the medal.

**21.18.e** The committee of judges shall submit the results in writing to the Secretary General, OASIS.

**21.18.f** The results shall be announced during the Valedictory function.

**21.18.f** In all medal paper sessions, the Judges' decision shall be final and binding in all respects and no alteration should be made by anyone.

## **21.19 Specific Requirements for Individual Medal Papers**

### **21.19.a OASIS Gold Medal For Post Graduates**

**21.19.a.i** Papers with good materials and with minimum of two years follow-up should be considered for inclusion.

**21.19.a.ii** Single case reports and papers with short follow-up should not be considered for the medal.

**21.19.a.iii** Presentations or studies which do not require follow-up can also be considered for inclusion. This has to be decided by the Scientific Committee for Selecting the Medal Papers..

**21.19.a.iv** The presenting author should be a Post Graduate student when the paper is going to be presented. Evidence in the form of a Bonafide Certificate from the Head of the Department or Head of the Unit shall be submitted when submitting the Scientific material to the Scientific Committee, OASIS.

### **21.19.b OASIS Dr A A John Consultant Medal Session.**

The Consultant Medal has been created solely to encourage the consultants and senior members to present their work by themselves. This would also enable the consultants to present the message from their scientific work in a better manner. The following are the rules and regulations which govern this medal.

**21.19.b.i** The presenter should be a life member of the member state of OASIS.

**21.19.b.ii** There is no age limit.

**21.19.b.iii** The presenter should have registered for the Annual Conference.

**21.19.b.iv** He must have had a minimum experience of five years in the practice of Orthopaedics after qualifying in Orthopaedics.

**21.19.b.v** The presentation should be an original work by the author himself.

**21.19.b.vi** The presentation should be made by the author himself.

**21.19.b.vii** A minimum of 2 years follow up is essential before presentation of the scientific work. This criteria may not be applicable in certain studies which may not require a follow up. This is to be decided by the Scientific Committee for Selection of Medal Papers.

**21.19.b.viii** The decision of the Scientific Committee and the panel of judges is final in all matters pertaining to this medal.

#### **21.19.c OASIS Best Poster Award**

**21.19.c.i** The Organising Committee shall make adequate arrangements for proper display of the posters as well as for interaction of the author with delegates interested in discussing the poster.

**21.19.c.ii** The time for discussion with the presenter shall be mentioned in the final announcement and the Conference Programme.

**21.19.c.iii** A separate time shall be allotted for the judges appointed to assess the posters to go round and interact with the presenters.

**21.19.c.iv** The standard size of the posters shall be 175 vertical height and 85cms across inclusive of the title, subject matter and photographs.

**21.19.c.v** The format of poster presentation (Poster/eposter) can be decided by the Scientific Committee, OASISCON.

#### **23.19.d OASIS Ortho Quiz Award**

**21.19.d.i** During the Annual Conference of OASIS, a quiz competition is held for the Post graduate students where four top teams getting selected in the preliminary written test participate, with two students representing each institution in the finals.

**21.19.d.ii** The preliminary written test for the PG Quiz shall be held on the second day of Conference in the afternoon.

**21.19.d.iii** The finals of the quiz programme should be held on the last day of the Conference in the main hall. It shall be allotted atleast a minimum of one hour.

**21.19.d.iv** The winners are awarded the OASIS Ortho Quiz Winner Award and the runners up get the OASIS Ortho Quiz Runner-up Award.

**21.19.d.v** The official Quiz Master shall be appointed by the Scientific Committee, OASISCON. The Quiz Master will decide the format of the quiz programme.

**21.19.d.vi** The quiz programme announcement should be made in all the announcements of the Conference.

**21.19.d.vii** The organizing committee should make all arrangements for the smooth conduct of the programme in consultation with the Secretary General, OASIS.

## **21.20 Inaugural Function**

**21.20.a** The Inaugural Function shall be held on the CME day after its conclusion (first day of Conference) to save time during the main Conference.

**21.20.b** Dignitaries on the Dias during the Inaugural Function are

- I. President, OASIS
- II. President-elect, OASIS
- III. Secretary General, OASIS
- IV. President, State Chapter organizing OASISCON
- V. Secretary, State Chapter organizing OASISCON
- VI. Organizing Secretary, OASISCON
- VII. Office bearers of IOA (President / Secretary)
- VIII. Special Invitees
- IX. Immediate Past President
- X. President & Secretaries of all member states seated behind

**21.20.c** Programme: The structure of the Inaugural Function programme shall be as follows-

- I. Prayer
- II. Welcome Address by the Organizing Chairman, OASISCON
- III. Annual Report of Association by the Secretary General, OASIS
- IV. Presidential address by President, OASIS
- V. Address and Inauguration of the Conference by Chief Guest
- VI. Address by Special Invitees and release of OASIS Journal and Conference Souvenir and Inauguration of Scientific Exhibition
- VII. Honouring of Senior Members from Member States.
- VIII. Distribution of Best Chapter Award.
- IX. Introduction of President Elect and his Address
- X. Vote of Thanks by Organizing Secretary, OASISCON
- XI. National Anthem

### **21.21 Valedictory Function**

**21.21.a** The Valedictory function shall be held at the conclusion of the scientific sessions on the concluding day of main Conference.

**21.21.b** Dignitaries on the Dias are

- I. President, OASIS
- II. President Elect, OASIS (Organising Chairman Next OASISCON)
- III. Secretary General, OASIS
- IV. Secretary General Elect, OASIS if there is a take over
- V. Organizing Secretary, OASISCON

**21.21.c** Programme-

- I. Prayer
- II. Secretary General's Remarks
- III. Distribution of
  - a. Academic Medals and Awards
- IV. President's address
- V. Thanks giving by Secretary General, OASIS
- VI. Takeover by new Secretary General, OASIS (Once in 3 years in case of takeover)
- VII. Address by New Secretary General, OASIS
- VIII. Vote of Thanks by Organising Secretary, OASISCON.

### **21.22 Annual General Body Meeting**

**21.22.a** The General Body will meet once in a year at the venue of the Annual Conference of OASIS (OASISCON) during the second day immediately after the scientific sessions.

**21.22.b** No other programme shall be held during the General Body Meeting after the scientific sessions.

**21.22.c** President, OASIS shall preside over the meeting along with Secretary General, OASIS.

**21.22.d** The Secretary General Elect will note down the proceedings of the meeting.

**21.22.e** The following reports shall be submitted in the Annual General Body Meeting

- i. Secretary General's Report
- ii. OASIS Journal Editor's Report
- iii. Treasurer's Report
- iv. Report of various Committees of OASIS
- v. Report by Fellows
- vi. Report by Organizing Secretary, OASISCON
- vii. Report by Organizing Secretary, OASIS TRAUMACON & Advanced CME
- viii. Report by Secretaries on activities of Member states. and submission of updated Membership details.

**21.22.f** Ratification of the following is done in the Annual General Body Meeting

- i. Resolutions of all Executive Committee Meetings
- ii. New Members of OASIS

**21.22.g** The Agenda for Annual General Body Meeting shall be send atleast 2 weeks in advance.

### **21.23 Expenditure**

The projected budgetary requirements for the conference have been put under the following guidelines

1. Venue arrangements and establishment expenses including pandals, trade exhibition stalls, registration counters, etc.
2. Catering
3. Audiovisual facilities
4. Printing/ Stationery
5. Communication (telephone/ fax, e-mail, letters)
6. Accommodation and Transport (dignitaries and others)
7. Inaugural function and other miscellaneous expenditure like gifts/momentoes
8. Entertainment / sightseeing / ladies programme
9. Administration: Salary to staff/ office set-up etc.
10. Miscellaneous contingency expenses

### **21.24 Contribution to the Association by Organizing Committee, OASISCON**

**21.24.a** The contribution to the Association by the Organizing Committee is decided by the Executive Committee of the Association periodically.

**21.24.b** On date the contribution to corpus fund of OASIS is Rs.10 lakhs.

**21.24.c** The change in contribution from OASISCON to OASIS shall be decided by the Executive Committee of OASIS ratified by the General body

### **21.25 Social Events at OASISCON**

Social events held in conjunction with the Annual Conference (OASISCON) shall be the responsibility of the Organizing Committee of the Conference with the approval of Executive Committee of the OASIS.

### **21.26 Auditing and submission of Accounts**

**21.26.a** The accounts shall be audited by an Auditor appointed by the Central Office

**21.26.b** The accounts should be submitted atleast in the Second Executive Committee Meeting of OASIS.

## **22 ALTERATION OF CONSTITUTION AND RULES**

**22.1** The rules and regulations shall be altered by the vote of atleast three fourths of the members (Life) present at a meeting specially convened for the purpose.

**22.2** The Secretary shall dispatch a notice of such meeting and of every proposed alteration by post to every member eligible to vote, not less than 30days before the date of the meeting and no rule shall be altered unless such notice has been given.

## **23 MEMORANDUM OF UNDERSTANDING (MOU) / AGREEMENTS**

Any Memorandum of Understanding (MOU) or Agreement to be signed on behalf of OASIS with any other organization or concern shall be by the President and Secretary General. The same shall be intimated to the Executive Committee and the General Body.

## **24 INDEMNITY**

Neither the office bearers nor the members of the General and / or Business Executive authorities nor members of the Association shall be answerable for any act done in good faith by them for the sake of conformity only, for the monies of the Association other than such as shall come into their own hands or for any collections or receiver of monies appointed by the Executive Committee concerned for any misfortune, loss or damage happening to the Association by reason of any deed executed by them as an office-bearer or mere indiscretion on their part in the performance of their duties or otherwise on account except for willful negligence or fraud. Every person being an office bearer or a member of the Central Executive Council / Executive Committee or a member of the Association, his heirs, executors and administrators shall be indemnified and saved harmless out of the funds of the association against all action, suits, claims and demands whatsoever brought / made against him or them either severally or jointly in respect of any engagement of the association such as may be incurred by his own personal willful neglect or fraud.

## **25 DISSOLUTION**

**25.1** No less than three-fifth of the Life Members of the Association may determine that it shall be dissolved, and thereupon it shall be dissolved forthwith, or at any time agreed upon, and all necessary steps shall be taken by the Executive Committee for the disposal and settlement of the property of the Association, the claims and liabilities. According to the Rules of the Association, the adjustment of affairs shall be referred to the Principal court of the original civil jurisdiction of the district in which the office of the association is situated and the court shall make such order in the matter as it shall deem requisite.

**25.2** If on the dissolution of the Association there remains after satisfaction of its debts and liabilities, any property whatsoever the same shall not be paid or distributed among the members of the association but shall be given or transferred to some other institution or institutions having the object of the advancement of medical sciences and art, such institution or institutions to be determined by the three-fifth of the members of the association at or before the time of dissolution and, if and so far as effect cannot be given to such provision then to some other charitable object.

All provisions of the **Societies and Registration Act (1860)** as amended from time to time shall apply to the Association.

Approved by Executive Committee this date \_\_\_\_\_

Approved by General Body this date \_\_\_\_\_

These amended bylaws of the Orthopaedic Association of South Indian States were adopted on

\_\_\_\_\_ and supersede all previous Association bylaws and amendments.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

**Dr.Raghav Dutt – President, OASIS**

**Dr.S.Pandian- Imm. Past President, OASIS**

**Dr.R Selvaraj – President Elect, OASIS**

**Dr.Aneen Nambikutty – Secretary General, OASIS**

**Dr.Nalli.R.Uvaraj – Imm. Past Secretary General, OASIS**

**Dr. Roshan Kumar - Secretary General Elect, OASIS**