

MEMORANDUM OF SOCIETY

Pune Orthopaedic Society

1) Name of the Society

The name of the Society shall be Pune Orthopaedic Society

2) Registered Office of the Society

The registered & principal office of the society shall be situated in the City of Pune, and located at **Office No. Room No.408, 4 Floor, IMA House, Shukrawar Peth, Pune 411002** or at any other place as the Executive Committee of the Society may decide from time to time.

3) OBJECTS OF THE SOCIETY:

The predominant objects for which the Society is formed are as under:-

- i. To arrange Lectures , Seminars, Conference etc on Orthopaedics
- ii. To promote awareness in the society in general Urban & particularly Rural area about newer Orthopaedic Treatments.
- iii. **To hold properties movable or immovable that may be necessary or advantageous for the aforesaid object, to purchase, sell, rent and or mortgage the same for benefit of the association.**
- iv. To encourage exhibition of instruments implants, tools, appliances etc. connected with or pertaining to Orthopaedic surgery and to attempt to improve such instruments and appliances for special need of the country.
- v. To hold the scientific meetings, conferences, discussion, and disseminate and further the art and science of orthopedics.
- vi. To establish and maintain POS website relating to Orthopaedics.
- vii. To watch and to advise on legislation affecting Orthopaedic surgery and allied subjects.
- viii. To establish contact with other society or societies and exchange scientific information and collaborate with them in progress of common interest.
- ix. To receive donations and subscriptions and to hold the funds in trust for any particular purpose for the advancement of Orthopaedic surgery and also for social and charitable purposes.
- x. To initiate any other program which may be decided from time to time by the society for the advancement of orthopaedic surgery and for public at large.
- xi. To organize various seminars of orthopaedic for the General Public in Pune.
- xii. To make rules , regulations and bye laws of Association and to delete, change or add to the same as and when necessary, conducive to the attainment of all or any of the object of the association.

- xiii. The association shall function in accordance with the rules and regulations, a copy thereof is filled herewith duly certified in prescribed manner.

MANAGEMENT OF THE SOCIETY

The names and occupations and address of the members of the first Executive Committee to whom the management of the society is entrusted by the rules of the “ Poona Orthopaedic Society “ as under :-

SR NO	FULL NAME & ADDRESS	NATIONALITY	AGE	OCCUPATION	DESIGNATION
1.	Dr Parag Sancheti 30, Marble Arch, Sindh Society, Aundh, Pune 7	Indian	48	Orthopaedic Surgeon	Executive Member
2.	Dr Chetan Pradhan Tulsibagwale Colony, Pune 9	Indian	46	Orthopaedic Surgeon	Executive Member
3.	Dr Gopal Pundkare D1/404, Shivsagar Society, Anandnagar, Sinhgad Road	Indian	46	Orthopaedic Surgeon	Executive Member
4.	Dr Ketan Khurjekar Mantri Kishore, Bhosale Nagar, Pune 7	Indian		Orthopaedic Surgeon	Executive Member
5.	Dr Sampat Dumbare Patil 151/5, Shivshail, Magarpatta, Hadapsar, Pune 28	Indian	41	Orthopaedic Surgeon	Executive Member
6.	Dr Chetan Puram 402, Colonial Hurt, 1054 Model Colony, Pune 16	Indian	40	Orthopaedic Surgeon	Executive Member
7.	Dr Sanjay Bhalerao Kalyani Hospital, Shivaji Rasta, Swargate, Pune	Indian	42	Orthopaedic Surgeon	Executive Member
8.	Dr J M Talesara Talesara Hospt, Near Gunjan Cinema, Airport Road, Pimpri	Indian	59	Orthopaedic Surgeon	President
9.	Dr Shrinivas Shintre 44/102, Govindanand,	Indian	51	Orthopaedic Surgeon	Secretary

	Navsahyadri Soc, Karvenagar				
10.	Dr Jayant Shah Sudarshan Ortho Center, Sanas Plaza, Bajirao Road, Pune 9	Indian	52	Orthopaedic Surgeon	Executive Member

We, the following persons whose signatures are hereunder are desirous of being formed into "Pue Orthopedic Society" in pursuance of the objects set out in the Memorandum of Society. The said Society has not been registered so far. We are desirous of registering the same under the Societies Registration Act, 1860.

Sr No	Full Name	Signature
1	Dr Parag Sancheti	
2	Dr Chetan Pradhan	
3	Dr Gopal Pundkare	
4	Dr Ketan Khurjekar	
5	Dr Sampat Dumbare Patil	
6	Dr Chetan Puram	
7	Dr Sanjay Bhalerao	
8	Dr J M Talesara	
9	Dr Shrinivas Shintre	
10	Dr Jayant Shah	

CERTIFICATE - I

I know the above persons , who have signed on the memorandum of the Society " Pune Orthopaedic Society "

(Parag V Deshpande)

B-7 , Gokulnagar, 2nd Floor ,
1184/4 , Shivajinagar, Pune -411005

ADVOCATE

CERTIFICATE - II

This is to certify that to the best of our knowledge , no Society in the name of " Poona Orthopaedic Society " or having similar name thereto is in existence and registered under the societies Registration Act, 1860

PRESIDENT

(Member)

SECRETARY

RULES & REGULATIONS
OF
“ PUNE ORTHOPAEDIC SOCIETY “

1. Name of the Society

The name of the Society shall be “Pune Orthopaedic Society “ (hereinafter referred to as “ the Society.’)

2. Registered Office of the Society

The registered & Principal office of the society for the time being, Located at: **Office No. Room No.408, 4 Floor, IMA House, Shukrawar Peth, Pune 411002** or at any other place as the Executive Committee of the Society may decide from time to time.

3. Definitions

In the Rules, unless there is anything repugnant in the subject or context: Society’ means “Pune Orthopaedic Society “

- a) ‘Act’ means the Societies Registration Act, 1860
- b) ‘Founder Members ‘mean and include the subscribers to the Memorandum of Society.
- c) ‘Members’ mean the persons whose names are already appearing in the Membership Register maintained by the society and all those persons who are hereafter admitted to the various categories of members of the society by the Executive Committee and whose names are so recorded in the Membership Register.
- d) ‘The Executive Committee ‘ means the managing body of the Society
- e) ‘Year’ means the period commencing from 1st April of any Calendar **Year** and ending on 31st March of the following calendar year.
- f) Masculine gender and the singular number respectively include the feminine gender and plural number and vice versa.
- g) ‘Rules’ means Rules now registered or amended from time to time by the Executive Committee and accepted by the General Body.
- h) The jurisdiction of the Society shall be throughout the State of Maharashtra and can be extended as per the permissibility of the Societies Registration Act 1860
- i) The jurisdiction of the Society shall be throughout the State of Maharashtra and can be extended as per the permissibility of the Societies Registration Act, 1860

4. Membership

The membership of the society shall be given only to those persons who have attained the age of majority and who are liable to be admitted as members in the opinion of the Executive Committee.

~~4a) Any MEMBER OF PUNE ORTHOPAEDIC SOCIETY CAN BECOME A MEMBER OF FORUM BY CONTRIBUTING SUBSCRIPTION AMOUNT that CAN BE DETERMINED FROM TIME TO TIME;~~

A) Life Members

- 1) A person having post graduate degree or diploma in Orthopaedic, recognized by Medical Council of India and actively practicing Orthopaedics shall be eligible for membership.
- 2) Should be recommended by two sitting members of the society.
- 3) Should pay necessary enrolment fees as prevailing at that time.
- 4) They will be given Registration number as LM

B) Honorary Members

- 1) Honorary members will be those individuals who render their valuable services to the Society,
- 2) Such members shall not be required to pay any fee.
- 3) They will have no right of Voting or Contesting for Elections.
- 4) The Executive Committee Shall maintain a Register of Members, Wherein the names and addresses of all the members will be recorded.
- 5) They will be given Registration number as HM

C) Junior Members:

- 1) Associate Membership can be given to a Student, who is doing post graduate diploma or degree or DNB in Orthopedics, after passing MBBS.
- 2) He should be taking post graduate education in National Medical Council recognized and approved Institutions in India.
- 3) He should submit the certificate for HOD or Head of the Institution to that effect.
- 4) The subscription will be about Rs 2,000 + GST. After passing out and possessing the degree or diploma, he can pay the remaining balance of Rs 3,000 + GST (or whatever is the difference) and become Life Member.
- 5) He will be given registration number as JM

Associate Members:

Associate Membership can be given to a post-MBBS Consultant who are specialist other than Orthopedics, including Physiotherapists

He should be taking post graduate education in National Medical Council recognized and approved Institutions in India.

He should submit the certificate for HOD or Head of the Institution to that effect.

The subscription will be about Rs 5,000 + GST. He will be given registration number as AM

After approval of Executive Committee, Till GBM, an applicant for any of above memberships may be given benefit of being Life Member except, Voting or contesting right. He also can be a member of any Working Sub-Committee except that he can't be nominated as member of Executive Committee, Journal editor or Webmaster. He

can attend General Body Meetings but will have no Voting right, nor can propose any Resolution.

RIGHTS OF LIFE MEMBERS:

- a) A Life member shall be entitled to all privileges of the membership of the Association.
- b) A Member shall have right to attend all the meetings and conferences and discussions conducted by the Association (on payment of additional fees fixed, if any.)
- c) A member has got right to attend Annual General Meeting or such other General Meetings of the Association. Further he has right to vote, discuss functions of the Association, Annual Accounts, Balance Sheet and future policy and planning of the Association.
- d) Member has the right to contest the elections to the E.C. of Association as per the procedure laid down

5. General Body :

The members referred to in Rule 4A, B ~~(a), 4(b), 4(c)~~ , shall constitute the General Body of Society.

6. Executive Committee :

The Executive Committee ~~shall be known as Executive Body, Committee.~~ It shall consist of

(1) President (2) ~~Vice~~ President ~~Elect~~ (3) Secretary (4) Treasurer , (5) Secretary Elect, (6) Treasurer Elect, minimum 6 Executive Committee Members and ~~immediate and~~ Immediate Past President (Ex-officio) , Immediate Past Secretary (Ex -Officio) (1) Web Manager and (1) Editor. Every Year 3 Members will retire from 6 Executive Committee Members

Web Manager and Editor will have no voting right.

Regional Representatives:

There will be 1 regional Representatives from each Area, outside PMC limits, as follows: (Total 4)

PCMC & Rest of Haveli

North: Junnar, Ambegaon, Khed, Shirur

East: Daund, Purandar, Baramati, Indapur, (Phaltan, , Malshiras)

West: Maval, Mulashi, Velhe, Bhor

This representation can be increased depending upon the strength and response from any area.

The tenure will be of 2 yrs.

A) Election Protocol and Process:

- 1) Election has to be conducted every year under any circumstances.

- 2) There will be only Online Election. There will no Ballot voting. For some reason, if the Online Voting is not possible then for the said year, postal ballot voting will be arranged so as to accommodate all the members.
- 3) There will be an Election Committee to carry out election process. This Committee will have 3 members and will be headed by a Chief Election Officer. These 3 members among themselves will take any decision, by simple majority.
- 4) This Committee will work only in the ambit of the Constitution and will inform every decision to the Executive Committee. Any decision will be implemented only after approval by EC by simple majority.
- 5) This Committee will be appointed by Executive Committee, before 1st January of every year.
- 6) The Immediate, Non-contesting Past President who is not a member of the Executive Committee will be the Chief Election Officer. But, the Executive Committee can appoint a Chief Election Officer from any of the Past Presidents by 2/3 Majority.
- 7) Executive Committee can appoint remaining 2 Election Committee Members, from Executive Committee, who are not contesting the Election.
- 8) Executive Committee may alter and approve the Election Time Table and will declare the Election and hand over further proceedings to The Election Committee.
- 9) Accordingly, Chief Election officer will declare the election and send the notice by email and WhatsApp to all the members who are the voters, on the basis of members list as on date, submitted by Secretary. This declaration and the time table will be posted on all Official WhatsApp groups by the Secretary and also put on Official Website by Webmaster.
- 10) Chief Election officer shall invite Nomination forms by sending Application Form, stating the posts to be filled in, with Eligibility criteria for each declared post, as mentioned in Constitution, by email and WhatsApp Post to all Voters. The Application form will also be available on Official Website.
- 11) The Voters list would be displayed on Website of the Association. It will also be available at POS Office also.
- 12) Election Process is considered to be started, only when Actual Voting is started.
- 13) Both email and Mobile number, registered at POS Office, should be considered for Voting ID Proof. The changes in the email and Mobile number have to be updated before Voting Process has been started. Afterwards, under exceptional circumstances, it can be changed, 24 hrs prior to last voting date, only after approval of POS President &/or Secretary, who will be responsible for determining actual Mobile number and Email ID of the Eligible Voter.
- 14) Photo to be captured and submitted during voting, may be kept optional
- 15) No objection about Qualification or Eligibility will be allowed, after Voting has started.
- 16) The Election Committee will hand over the result to POS Office, who will declare it on Official WhatsApp Groups the same day and will be put on the Website on the same day.
- 17) Incomplete Applications will be rejected by Election committee. No further date extension for correction of incomplete applications should be given.

18) The election of the Executive Committee shall be held, Online, before Annual General Body Meeting. If necessary ~~preferential~~ Ballot voting system will be used for election.

B) ELECTION VENDOR

- 1) The agency has to be chosen and approved by Executive Committee, before 1st December, every year.
- 2) There will be MOU between Election Vendor and President & Secretary of POS.
- 3) Election Vendor is answerable to President, Secretary and Election Committee Members. He shouldn't communicate directly with any contestant or voter.
- 4) He should provide his services, continuously, from 0900am to 0600pm, every day during Voting Period. He should keep multiple lines open. His number shouldn't remain continuously engaged or switched off during this time.
- 5) He should change the data of voters, whenever either Chief Election Officer, President or Secretary informs him. He should do it within 2 hrs.
- 6) He should facilitate the voting process, make it very simple.
- 7) Short Biodata (maximum 100 words) with photograph of candidate will be provided on Voting Page.
- 8) Once voting starts, Voters and Non-voters list will be provided to all the candidates every alternate day.
- 9) Not more than 2 votes should be done from one IP address, i.e. from same mobile, laptop, computer on any digital device.
- 10) While opening the result, there will be 3 Passwords. They will be with Election vendor, Chief Election Officer and President or Secretary. This Password will be given to all, after Voting is Over and before opening the result. The final result should be seen only after entering all three passwords
- 11) Result should be opened in front of Election Committee, POS EC and Candidates (or their authorized representative), to maintain transparency in elections
- 12) Vendor should provide all election data within 5 days of declaring result, which is a property of POS.
- 13) He will be paid 50% fees at the time of MOU, 25% at the time of result and remaining 25% after election data has been submitted.
- 14) In the case of any difficulty or issue with Election Vendor, the power will remain with Executive Committee. Any refusal by Election Vendor to follow this, will be considered as Breach of Terms and Conditions and will be dealt accordingly.

C) NOMINATIONS

- 1) Members who desire to contest the elections of executive committee should submit their application duly signed by the proposer and seconded from the Life members of the association to the election officer.
- 2) Election Officer will open the envelopes containing application forms, as per declared timetable, in front of candidate/s or his/her authorized representative (optional to candidate).

- 3) He will validate or invalidate the forms after due scrutiny, as per declared timetable and will reject forms which are incomplete, improperly filled or stating any wrong information on the part of the candidate.
- 4) Election Officer as far as possible will clear all doubts and grievances about the form at the same time.
- 5) Then Election officer will confirm eligibility of the candidates regarding any unpaid dues, validity of membership issues for any reason, reported known criminal cases against candidate & conviction. After due scrutiny and satisfying himself about the eligibility of the Candidate, he will prepare Initial list of candidates and inform the same to POS office, Executive committee and to candidates by email.
- 6) The Election Officer will also publish the Initial list of candidates on website.
- 7) The Election officer shall communicate to the candidates, whose applications have been rejected and also inform this to Executive Committee.
- 8) Any member aggrieved by rejection of nomination, shall communicate to the Executive Committee to make an appeal, as per declared timetable and accordingly the Executive Committee shall call an Emergency Executive Meeting, within 5 days. An application for an appeal can be filed online or personally to the Executive Committee. This meeting will also be attended by Election Committee members and the aggrieved, who will put their say.
- 9) Then, Executive Committee shall discuss the matter, after the aggrieved leaves the meeting. They shall give verdict by simple majority. Their decision shall be final.
- 10) If none or less number of applications are received than the number of vacancies to executive committee, then the applications will be invited in AGBM. If applications received are more than the number of vacancies, then the elections will be carried out in AGBM by Electronic method or Ballot.
- 11) A member should fulfill the Eligibility criteria at the time he applies or at the time of assuming the Office, for any post of Executive committee.
- 12) A member shall not contest for more than one post.
- 13) A member can't be on any post for more than 2 times. Under exceptional Circumstances, GB can give permission for contesting, after being on that post for more than 2 times.

D) CODE OF CONDUCT

Guidelines and code of conduct for are proposed for free, fair and transparent elections. The aim is also to avoid gush of SMS, e-mails and WhatsApp to members by contestants, which most of the times irritates the members and disturbs them.

- 1) The Guidelines for Campaigning:
- 2) During elections, candidates can send only one bulk SMS, one bulk email, one campaign telephone call, one WhatsApp post on Official (Administrative) POS group, only once a week. He can send his post to POS office, who will post it in all official groups.

- 3) Accordingly, Candidate can contact personally as many times as he can, provided the voter member is not annoyed. If any member writes to the candidate, not to communicate him by any means, the candidate should avoid it.
- 4) DO NOT USE POS Academic Groups, even once, for campaigning.
- 5) Avoid Automated Call center bulk calling.
- 6) Election Committee Members and POS office bearers (except candidates) should not get involved in direct campaign, for any candidate
- 7) Once voting starts, Voters and Non-voters list will be provided to all the candidates every alternate day. SMS/email/ calls should be send to only nonvoters. Members who have already voted should not be inconvenienced, any more.
- 8) Not more than 2 votes should be done from one IP address, i.e. from same mobile, laptop, computer on any digital device. If found, severe disciplinary action will be taken against the culprit.
- 9) All candidates will be given information and suggestions time to time by election Committee.
- 10) If any contestant has grievance against any candidate or agency, of any manipulation or malpractice, initially, it will be dealt with Election Committee. If the contestant is not satisfied with verdict of Election Committee, he will appeal to POS Office, within 24 hrs of the verdict. Then, immediately, POS Executive Committee will form a committee of 3 past presidents and 2 EC Members, who will give verdict in 5 working days and if found guilty of any malpractice, agency will be black-listed and will not be given work in future and the candidate will be suspended from Association for six years, after appropriate approval procedures, of EC and GBM, as a Disciplinary Action.
- 11) If code of conduct is violated by any candidate, following actions will be taken ·
 - a) If the candidate fails to observe the code for first time, he will not be allowed to send email/SMS for next 1 week.
 - b) If the same candidate defaults again, he will not be allowed to send any update for the remaining period of elections.
 - c) For further defaults, action will be decided by the Election Committee and then POS EC.
- 12) If a complaint is registered to EO by any POS member, with proof, that he is repeatedly troubled by the candidate, then EO will inform this to POSEC through POS Office. POS EC will take the final decision. maximum to the termination of his candidature, as a Disciplinary Action.

E) TIME TABLE OF ELECTION

Guidelines for the Time table shall be as follows. It can be altered to a limited extent by Executive Committee. It will be given by POS Office to Election Committee. Tentative dates will be as follows:

- 1) First circular of Elections by 1st January
- 2) Invite applications in between 2nd January to 16th January, 04:55pm
- 3) Last date of withdrawal: 23rd January @05:00pm

- 4) Declaration of Initial List of Eligible Applicants: 23rd January @06:00pm
- 5) Last date of filing grievance by the applicants: 30th January @0600pm
- 6) Redressal of Grievances: 31st January to 5th February
- 7) Declaration of final list of Eligible Contestants: 5th February @0600pm
- 8) Online voting 15th February @1100am to 28th February@ 0600pm
- 9) Results to be declared on 1st March @1200 Noon

F) INFORMATION OF FINAL CANDIDATES ON WEBSITE

- 1) Bio-data of all Final Eligible candidates alongwith his photograph, will be uploaded on election web page so that members will know the candidate and his work
- 2) Bio-data should contain only name and his vision about POS, in maximum 100 words.

G) BALLOT:

- 1) Elections shall be done through online procedure. For some reason, if the Online Voting is not possible then for the said year, postal ballot voting will be arranged so as to accommodate all the members.
- 2) All members should verify their email IDs and Contact numbers at either POS Office or on website. It is the primary responsibility of the member, himself, to see whether their name is in that list and all information about them is correct. POS Office or Executive Committee will not be responsible, if incorrect information is there in POS record or Website.

H) Appointment of Editor & Co-Editor and Webmaster & Assistant Webmaster:

- 1) For appointment of Editor & Co-Editor of Journal and the Webmaster & Assistant Webmaster, applications will be invited from the members by POS Office.
- 2) There will not be a general election for these posts. Executive Committee will select candidates for these posts by Simple majority voting.
- 3) Editor & Co-Editor of Journal and Webmaster & Assistant Webmaster can be invited to Executive Committee meeting and will be given remuneration for that meeting. However they will have no voting right.
- 4) The tenure will be of 2 yrs.
- 5) In case of resignation or termination of any of these members, Executive Committee will nominate any Life Member for the remaining tenure.

I) INVALID ELECTION:

- 1) In case of Either Whole Election or Election for any particular post is declared invalid, by General Body,
- 2) If any kind of gross fraud, misappropriation, manipulation is found by Executive Committee, while conducting the whole election Process, an Extra Ordinary General

Body meeting has to be called within 7 days, which will take decision of validity of election.

- 3) If the whole Election is cancelled and declared null and void by General Body, it should be declared again as per time table, decided by Executive Committee, within 15 days. New Election Committee will be formed by Executive Committee, as per rules.
- 4) If Election of any post is cancelled because of any reason, fresh election, for only that post should be taken

J) SUFFICIENCY OF NOTICE:

- a) All notices, notifications and other communications by the Election Officer for information of members shall be held proper and sufficient if the same are put on Official WhatsApp Group or published on Website of the Association. But, Executive Committee has got right to overrule any such notices, notifications and other communications.

K) Eligibility Criteria:

- 1) President Elect:
 - a) He should be life member of the association for at least 10 consecutive years.
 - b) He should have served as Secretary of the Society for at least 1 full term.
 - c) He should not be convicted for criminal charges before any Competent Court, Authority and or Medical Council of India and State Medical Council. If there is medical profession related reason for criminal charges, he can take prior permission and approval from Executive Committee to contest the Election. It is the Executive Committee, who will decide and define whether the charges are of criminal nature or not.
- 2) Secretary and Treasurer:
 - a) He should have completed 2 years as Elected EC member of POS at the time of applying for the post, and or at the time of assuming the office.
 - b) He should not be convicted for criminal charges before any Competent Court, Authority and or National Medical Council and State Medical Council. If there is medical profession related reason for criminal charges, he can take prior permission and approval from Executive Committee to contest the Election.
- 3) Executive Committee Member
 - a) He should be life member of the association for at least 5 consecutive years.
 - b) He should not be convicted for criminal charges before any Competent Court, Authority and or National Medical Council and State Medical Council. If there is medical profession related reason for criminal charges, he can take prior permission and approval from Executive Committee to contest the Election.

If an elected person resigns from his post without any justifiable cause, or explanation to Executive Committee, which if not accepted by Executive Committee, will not be eligible to contest any post for next 5 years from such resignation

DURATION OF OFFICE

1. President - 1 Year and 1 year Ex-Officio
2. President Elect - 1 Year
3. Hon Secretary -1 Year & 1 year Ex Officio
4. Treasurer - 1 Year & 1 year Ex Officio
5. Executive ~~Council~~ **Committee Member** - 2 Years (3 Retiring by Rotation every Year)
6. Web Manager - 1 Year
7. Editor - 1Year
8. Immediate Past ~~Council~~ ~~(Ex - Officio)~~ (President & Secretary
a. ~~Immediate Past should serve as~~

Web Manager : Will be responsible for the entire web site management of the society.

Editor : Will be entrusted with responsibility of Bulletin publication of the Trust every year.

7. Vacancy in Termination of Membership

The following circumstances shall cause a vacancy in the membership

- a) Death
- b) Resignation
- c) Insanity
- d) If any member is acting against the interest of the Society and if after giving opportunity for explanation, the Executive Committee decides unanimously to remove such member.
- e) If the member is convicted of any offence of moral turpitude or any criminal offence, Executive Committee can decide this by Majority and suspend the Member. He can be suspended or terminated for 6 or more years, only by passing a suitable resolution in the General Body Meeting of the members and passed by simple majority.
- f) A member can be terminated on account of financial misappropriation with POS, POS Funds or any financial matter related to POS, misbehavior, misconduct by passing a suitable resolution in the General Body Meeting of the members by simple majority. The period of termination will be decided in that GBM
- g) **Disciplinary Action:** If any Life member goes in the Court of Law or Charity Commissioner against the decisions of **General Body**, he will be immediately suspended from the Association and will not have any right as Life Member. If he wins the case, he can be re-instated as a Life Member. But, if he loses the case, he will be terminated with immediate effect. for the next 6 yrs. If he goes in the appeal, which is accepted by the Court, he will remain again in suspended state. If he wins the appeal, he can be re-instated as a Life Member. But, if he loses the case again, he will be terminated with immediate effect. The duration of this termination can be more than 6 yrs, as per decision taken in subsequent GB, by simple majority. While re-admitting those members, who are terminated because of going to the Court against decisions of GB, they should pay the all expenses incurred by the Association, while defending/fighting the case in the Court. Then only they may be considered for New membership.

h) Disciplinary actions will be of 2 types: Suspension & Termination

a. Suspension means

- i. Member will have no rights of being a life member.
- ii. He can't remain as or contest to be Office bearer
- iii. He will have no voting right
- iv. He will not get any communication from POS Office regarding conferences, announcements, information
- v. He will cease to be a member of Official WhatsApp groups
- vi. He should not be the faculty of any academic or non-academic events, webinars, symposiums, conferences or any such programs of the POS or affiliated chapters of POS or in the programs done in association of the POS
- vii. His name will remain in the register of members and his LM number will remain the same
- viii. The membership and LM Number will be restored automatically once the period of suspension is over

b. Termination means

- i. He will be no longer a member of POS
- ii. His name will be removed from the register of members and his LM number will be cancelled
- iii. Termination will be for minimum 6 years, but can be more to be decided by GB
- iv. Once the period of termination is over, he can re-apply for new membership. After approval and ratification by GB, new membership number will be allotted to him. After that, he will be considered as New member. While re-admitting those members, who are terminated because of going to the Court against decisions of GB, they should pay the all expenses incurred by the Association, while defending/fighting the case in the Court. Then only they may be considered for New membership.

c. Disciplinary action on Life Member:

- i. Disciplinary action including suspension/termination as member of POS, may be taken against any member found in any act, prejudicial to the aims and objects of the association and found unsatisfactory in General Body Meeting, only. Executive Committee, on giving opportunity of personal hearing in the meeting called for the purpose, may pass an appropriate Resolution for such suspension/termination, which will be confirmed in GBM by simple majority.
- ii. However before passing such Resolution, the concerned member has to be served with the show-cause notice of 15 days by Surface Mail or email from POS Office, calling upon him to Executive Committee

Meeting, to explain about the charges/acts which can lead to suspension/termination.

- iii. On receipt of any such reply from the accused member, or if no reply is received within 15 days from receipt of notice from the concerned member, EC will either exonerate him or pass an appropriate resolution of suspension/termination. The concerned member shall remain suspended from the date of passing of such Resolution of suspension/termination by EC. EC can resolve to terminate the member, but he remains suspended with immediate effect. Termination will come into effect only after approval by GB.
- iv. Then this matter will be kept in front of GB in subsequent meeting. In that meeting, the suspended member will be given 15 min to put his say to GB, which then, after due deliberation will pass a resolution by simple majority, either to exonerate or suspend or terminate the member. GB can suspend/terminate the member for 6 or more years or even permanently also.

d. Disciplinary action on Executive Committee Member:

- i. A member of Executive committee, including Office Bearers, who remains absent for 3 consecutive meetings of the committee, without prior intimation to the President and/or Secretary and/or POS Office, shall cease to be a member of the Executive Committee.
- ii. Executive Committee can decide this by Majority and suspend the Member, till he is reinstated or terminated in subsequent GBM.
- iii. He can be exonerated or terminated from Executive Committee, only by a suitable resolution in the General Body Meeting of the members, passed by simple majority.
- iv. If convicted, He will also not be eligible to contest for any Election for next 6 yrs.

i) RE-ADMISSION OF MEMBER:

- a. Terminated Members may be reinstated, as a New member again, by making fresh application after completing their period of termination only. This new membership will be given only after approval by GB by simple majority.
- b. While re-admitting those members, who were terminated because of going to the Court against decisions of GB and because the verdict had gone against them, they should pay the all expenses incurred by the Association, while defending/fighting the case in the Court. Then only they may be considered for New membership.

~~j) If a member makes persistent in payment of his membership fee for consecutive two years when due and demanded by the society.~~

8. Filling -up of Vacancies

- a) Any vacancy occurring amongst the Members of the Executive Committee on account of death, resignation, removal of retirement, and if the period is less than half of the tenure, it shall be filled up by the remaining members of the Executive Committee by their majority decision. If the remaining tenure is less than half, fresh election for that particular post should be taken.
- b) If thought proper, additional members on the Executive Committee can be Co-opted, subject to limitation of maximum number of two.
- c) Necessary resolutions shall be passed in the meetings of the Executive Committee by majority of votes.

9. Powers, Functions and Duties of the Executive Committee.

- a) All **the properties** of Society, movable or immovable or any rights relating thereto, shall vest in Society and shall be held by Executive Committee it for and on behalf of the Society. The properties so held shall be used exclusively for the purposes of the society.
- b) Executive Committee shall be the authority of the Society and shall have all powers for its **day to day management**, including the powers to establish branches, change the headquarters and to carry into effect the policy and program of the Society. The Executive Committee may, from time to time, delegate any of its powers to any one or more of its members or any of its officers or agents subject to general or specific direction and May, from time to time, modify, revoke or amplify such powers.
- c) The Executive Committee shall have power to open **bank accounts** of all description at its Head Office and its Branches or any place where it operation are carried on with one or more banks or may authorize one or more person to operate any one of the said accounts, except that an impress accounts, up to a limits to be prescribed by the Executive Committee, may be operated upon by an individual officer or employee authorized in this behalf.
- d) To solicit, obtain, accept, donations, contributions, subscriptions, grants , gifts , devices and bequests from the **donors** or any person, firm , corporation , Society , trust or other institution interested in any of the objects of the society or from Central Govt., State Govt., and any authority , official , Semi – Official or other.
- e) To **acquire** by gift, purchase , lease , on hire , bequests by Will or otherwise , however, any land buildings, easements , playgrounds , parks and property movable and immovable and any estate or interest for the furtherance of all or any of the objects of the Society.
- f) For the furtherance of the Objects and activities of the Society to build, **construct**, and maintain houses, or other building and alter, extend, improve, repair, enlarge or modify the same, including any existing building and to provide and reequip the same with light, paper drawings, furniture, fittings and all other enmities and necessaries for the use in or to which such building is to be put.

- g) To construct or otherwise acquire, layout, repair, extend, alter enlarge, improve and use any land for recreation or playgrounds, parks and / or any **immovable property** belonging to or held by the society.
- h) To sell, mortgage, let, lease, exchange gifts or otherwise transfer or deal with all or any property, moveable and immovable, of the society by obtaining permission of the statutory authority if any.
- i) Executive Committee shall, by Three-fifth majority, have power to **raise loans** against the security of any property of the society or without security for fulfillment of aims and objects of the society and to grant or direct to be granted mortgage, charge or other encumbrance of any description for securing same.
- j) Executive Committee shall have power to **incur expenditure** funds of the society for purposes of the society and all moneys not required for immediate expenditure for the purpose of the society may be invested in such manner and in such securities, deposits and investments as may be permissible under section (5) of the Income Tax Act, 1961 and the other relevant laws applicable to charitable societies from time to time.
- k) The Executive Committee or person authorized by Society may enter into contract, arbitration agreement(s) on behalf of the Society in relation to any matter concerning the Society, directly, or indirectly, and may authorize one or more of its members to pursue arbitration proceedings.
- l) To accept the Cost Semi Government / Private Body, Proposals and implement the same
- m) To appoint one or more Managing Committees, Sub Committees or the routine and day to day management and administration of the Society or for a particular purpose.
- n) To become the member of any other bodies or persons, society or persons, institutions, societies and bodies corporations for the benefit of the Society. **To get Affiliation with any State, National or International Association.**
- o) To amalgamate with any other Society, institution, or body having similar objects.
- p) To do all such other lawful acts, deeds or things as are incidental or conducive to the attainment of any of the objects of the Society.
- q) **To appoint and remove salaried officers and servants of the Association.**
- r) **To represent any matter to safeguard the interest of the Association or the medical profession before Government or other public bodies or any properly constituted authority.**
- s) **To consider application for new membership.**
- t) **To decide and approve day to day management, expenses, capital expenditure during the course of the activities of the Association.**
- u) **To follow any other Powers and/or duties mentioned elsewhere in this Schedule**
- v) **Executive Committee has a power to overrule decision of Office bearers, in Executive Committee Meeting, by Simple majority**
- w) **Executive Committee can change, alter, modify, add, edit, cancel any decision taken/ resolutions passed by previous Executive Committees or in any previous Executive Committee meetings.**

x) But, Executive Committee doesn't have any right to change, alter, modify, add, edit, postpone, cancel any decision taken/ resolutions passed by General Body. It can be changed only either by subsequent GBs or competent Court. Executive Committee has to implement decisions taken by General Body without any unwarranted delay or prejudice

10. Code of Conduct for Executive Committee Members

- a) Every member should inform to POS Office about his probable absence from any meeting, beforehand. If he remains absent for 2 consecutive Executive Committee meetings without any valid or genuine reason, EC will give him warning and still, if he remains absent for 3rd time, disciplinary action would be taken by EC, by simple majority, like suspension from EC, for 6 months or even disqualifying for any post for next 6 years, which should be approved by General Body by simple majority
- b) EC members have to follow and implement the work assigned to them by the President or Secretary or EC. If he defies or doesn't do, he will be reprimanded and his remuneration for that meeting will be forfeited. If this persists, disciplinary action will be taken by EC against him, by 2/3 majority, like suspension from EC, for 6 months or even disqualifying for any post for next 6 years, which should be approved by General Body by simple majority

11. Powers and Duties of Office Bearers

There shall be President, Secretary, ~~and~~ Treasurer and other members of the Executive Committee. The Office Bearers of the Society shall be liable to accept Honorarium, for the services rendered by them to the Society.

A) President

- 1) The president shall exercise the powers of general supervision, guidance over the activities and affairs of the society.
- 2) He shall be the Chairman of all the Executive Committee and General Body meetings of the Association.
- 3) He has to conduct Meetings. But, he can appoint any one of Office Bearer to conduct the meetings.
- 4) He shall guide and control the activities of the Association.
- 5) He will declare his theme for the year, which will be implemented by all EC Members
- 6) He shall have the right of (as veto power) casting vote in case of equality of votes in the Executive Committee and General Body Meetings
- 7) He has the right to suggest names of Nominated Members to Executive Committee. However, these members shall be appointed after majority consensus of the EC Members.
- 8) He should proactively supervise and will also be responsible for any Govt Compliance, Accounts, expenditure etc.

- 9) ~~President shall be member of association for minimum 10 years and should have served as Secretary of the Society.~~

B) President Elect:

- 1) Shall be elected one year in advance
- 2) Shall take over as president next year in general body meeting.
- 3) Shall help President in his working, as and when required.
- 4) If the President ceases to hold the office during his term due to whatever reason, and if the tenure is less than 6 months, he shall work as the President for the remaining term. But, if the tenure is more than 6 months, fresh elections will be taken for the post of the President for the remaining term. Till then, he will act as an Interim President.

C) Secretary:

The Secretary shall perform the following duties:

- 1) To call the meeting of the Executive Committee and General Body maintain records of such meetings.
- 2) To implement or give effect to decisions taken in the meetings and to report progress in subsequent Executive Committee meeting.
- 3) To sign or execute correspondence / documents for and on behalf of the society.
- 4) To visit different Centers of Activities of the Society and to report on their working to the Executive Committee.
- 5) To prepare and publish Annual Report.
- 6) To exercise general supervision over the employees and properties of the Society.
- 7) To collect / invest disburse and otherwise manage the funds in accordance with the directions of the Executive Committee.
- 8) To maintain all record, Minute Books , Membership Register and update the same from time to time.
- 9) Any other duties that may be entrusted by the Executive Committee from time to time.
- 10) He will be responsible for any Govt Compliance, like Charity Commissioner Compliance

D) The ~~Secretary~~ as Treasurer:

- 1) The ~~Secretary~~ Treasurer shall have the following powers and functions:
- 2) He / She shall be in charge of the cash and moneys and other finance of the society to be administered in accordance with the directions of the Executive Committee.
- 3) Supervise, Control, and operate Bank accounts of the Society, jointly with Secretary or any other office bearer duly authorized by the Executive Committee.

- 4) Have the Statutory audit of the accounts conducted and present Balance Sheet and Income & Expenditure Account to the Executive Committee as well as General Body. He shall be responsible for keeping up-to-date the accounts of the Association. He shall get all the accounts audited by Auditor appointed by the Executive Committee.
- 5) Prepare & present annual Budget estimates of the Society to the Executive Committee for its approval.
- 6) He will be responsible for all Income tax Office work, Compliance, TDS, GST, Income tax work, annual returns
- 7) However, the said powers shall be exercised by the Treasurer only as per the instructions of the Executive Committee, President, whose decisions shall be final and binding on the Treasurer.

12. Executive Committee Meetings

- a) The Executive Committee of the Society shall ordinarily meet once in every quarter with clear notice of seven days for reviewing the working of the Society. However, it may meet more often if so required.
- b) The Secretary shall have powers to convene an emergent meeting of the members on giving at least three days' notice.
- c) The quorum for the meeting of the Executive Committee shall be 1/3 of total number of EC and its decisions shall be by a majority vote.
- d) In case there is no sufficient quorum the meeting shall be adjourned for the half an hour and thereafter no quorum is required and the business of the meeting shall be transacted with the members present.
- e) Executive Committee members may call meeting by giving notice to President of the Association. Such notice must be signed by at least 5(five) members of Executive Committee or they can send separate email to secretaryofpos@gmail.com. Even, they can send the notice on Official WhatsApp Group.
- f) If President fails to call such meeting within 10 days of receiving such notice, then the Executive Committee members themselves shall call the meeting of the Executive Committee. This meeting may be held online in emergency or pandemic situation. In this meeting, only that agenda will be transacted for which this meeting is called for
- g) In case of any emergency, any resolution may be accepted by circulation among all the members on WhatsApp and such resolution circulated and adopted by majority of members shall be effectual and binding as if this resolution had been adopted in a regular meeting of the Executive Committee.
- h) The Executive committee may invite a member or a non-member expert for deliberation on a specific issue but the invitee shall have no voting right.

13. General Body Meetings:

An Annual General Meeting of the General Body shall be held within six months of close of the Financial Year on a clear notice of fifteen days unless due to unforeseen circumstances it has to be postponed.

- a) The quorum for the General Body Meeting shall be one-sixth of the total members, who are personally present. No quorum shall be required if the General Body meeting is adjourned for 15 min for want of quorum.
- b) The following business shall be transacted at the Annual General Body Meetings
 - i. Consider & approve Annual Report of the Society
 - ii. Examine and adopt audited accounts including Balance Sheet and income & expenditure for the preceding year.
 - iii. Consider and sanction budget estimates of capital / revenue expenditure of the ensuring year.
 - iv. Appoint statutory auditors and fix their remuneration.
 - v. Review working of the society and lay down General Policy and future program for the guidance of all concerned.
 - vi. Consider any other matter placed before it with the permission of the President.
 - vii. To consider and approve the amendments in the constitution suggested by the Executive Committee.

Extraordinary General Meeting

- a) An extraordinary General Meeting of the Society may be called , at any time , by the President and shall be convened by Secretary, or requisition of at least half the members of the Executive Committee or minimum 10 members of the General Body, to consider any matter relating to the affairs of the Society. Such a meeting shall be convened within fourteen days of the receipt of the aforesaid requisition.
- b) A clear notice of fifteen days shall be given for the Extraordinary General Meeting.
- c) The quorum of Extraordinary General Meeting shall be one-third of total members.

14. Financial Year

The financial year of the society will be from 1st April to 31st March.

15. Bank Account & its Operation

To perform financial transactions of the society, one or more Account/s, as may be resolved from time to time shall be opened. Such Bank Account/s shall be operated by the joint signatures of President and of Secretary / Treasurer, as may be resolved from time to time.

16. Audit of Accounts

The accounts of the Society shall be audited once a year by the auditor/s who shall be qualified Chartered Accountant/s, and appointed by the Executive Committee.

17. Annual List of Members

Once in a year, on or before the fourteenth day, succeeding the day on which the Annual General Meeting is held, a list shall be filled with the Registrar of Societies, of the names, addresses and occupations of the members of the society.

The list shall be maintained in the Membership Register and shall be updated from time to time by the Secretary.

18. Legal Proceedings

Subject to the approval of the Executive Committee, the Secretary or person authorized by society shall have full power to institute, conduct, defend, compromise, refer to arbitration or abandon legal proceedings for or against the society, through any member or other person specially authorized for the purposes in accordance with section VI of the Societies Registration Act, 1860

19. Rules, Regulations and Bye – Laws.

The Executive Committee by majority of three-fifth of members of General Body may frame bye-laws and regulations and consider any amendment of such rules and by-laws. The meeting shall be called after giving fourteen days clear notice to members, with circulation of the proposed bye-laws / additions / amendments

20. Amendment & Amalgamation

Whenever it shall appear to the Executive Committee of the Society , which has been established for purposes as per its Memorandum of Society , that it is advisable to alter , extend , amend or abridge such purpose to or for other purposes within the meaning of the Act , or to amalgamate the Society, either wholly or partially , with any other Society with similar objectives.

Executive Committee may submit the proposition to members of the Society in a written or printed report, and convene a special meeting for the consideration thereof according to the regulations of the society. Provided that no such proposition shall be carried into effect unless such report shall have been delivered or sent by post to every member of the Society at least ten days previous to the special meeting convened by the Executive Committee for consideration thereof , and such proposition shall have been agreed to by the votes of three-fifth of the members

delivered in person or by proxy , and confirmed by the votes of three-fifth of the members present at a second special meeting convened by the Executive Committee at an interval of at least one month after the former meeting. Provided further that the procedure to alter , extend , amend or abridge any of its objects or change of names in the memorandum of society shall be carried out as per procedure as laid down under section 12 and 12A of the societies Registration Act XXI of 1860 , as applicable to the state of Maharashtra. Similarly any amendment of the memorandum of Society as well as Rules & regulations will be carried out with the approval of the Competent Income Tax Authority.

21. Interpretation Clause

The Society is hereby declared and established to be a Public Charitable Society without any profit motive and not for the benefit of any particular religion, community or caste, and all the provisions of the Income Tax Act, 1961, or amendments thereof shall be applied and construed accordingly.

The Society may , in its discretion undertake any one or more of the objects as mentioned in the Memorandum of Society from time to time and shall not be under any obligation , to take up all the objects mentioned in the Memorandum of Society, in whole or in particular , if found to be repugnant to or inconsistent with any of the provisions of Income Tax Act, 1961 as non – charitable in character and scope within the meaning of “ CHARITABLE” as per the relevant provisions shall be amended in accordance with the Societies Registration Act, 1860 and no in particular of the Funds of the Society shall be expended or furtherance thereto , but the validity of other objects of the Society shall not be challenged on that account. No activities of the Trust shall be carried outside India. Similarly, the Society will not carry out any activity with the intention of earning profit and the income and the funds of the Society will be solely utilized towards the objects and no portion of it will be utilized for payment to the Trustee or any member of Executive Committee by way of profit, interest, dividend, etc.

Out of the total income of the trust, about 80% of the income shall be spent on the objects and about 20% shall be spent on administration, every year.

22. Dissolution

If any time it becomes necessary to dissolve the Society, Executive Committee may, by majority of three-fifth of the total number of its members, for the time being, dissolve accordingly and shall at the same time determine the question of the disposal of the assets having regard to its objects after meeting the claims and liabilities of the Society.

In the event of dissolution of the society, the procedure laid down in Section 13 and 14 of the Societies Registration Act, XXI of 1860 apply provided that funds and property shall in no case revert back to the donors or members of the society and no dissolutions, the property of the Society shall be vested, transferred or applied to charitable institutions having objects similar to that of the Society.

23. Applicability Clause

All the provisions of the Societies Registration Act XXI of 1860, as extended to the State of Maharashtra, will apply to this Society.

We, the undersigned three members of the Executive Committee of the society do hereby certify that the above is a true and correct copy of the Rules and Regulations of the " PUNE ORTHOPAEDIC SOCIETY "

24. Agenda at the General Body Meeting

Following agenda is to be transacted at General Meeting:

1. To pay Obituaries for the members who are deceased after last AGBM
2. To approve Minutes of the last General Body meeting.
3. To approve Annual Report, Annual Audited Accounts.
4. To appoint Auditor for next year and fix his remuneration.
5. To approve/ ratify Amendments to Memorandum and articles of association.
6. To give prior permission to sale of any property of the Association.
7. To discuss objects and working results of the Association.
8. To ratify the induction of new members recommended by executive committee.
9. To administer Oath of all elected members.
10. To discuss any other business with the permission of the Chairman

25. Association's Fund and investments

Funds can be invested according to the restrictions of Bombay Public Trust Act 1950

26. POWER TO REMOVE DIFFICULTIES

1. If any difficulty or any doubt arises in giving effect to Rule and / or regulation to meet or resolve situation, or if there is any ambiguity about interpretation of any rule or regulation, the Executive Body is hereby empowered and authorized to resolve such day to day difficulty (and / or supplement anything or Omit anything) and the decision of the Executive Committee on such day to day issue shall be binding on the Association.
2. However, if such difficulty or doubt is regarding any Change in the Constitution, which will alter the basic purpose of that clause, and if it is affecting interest of the Association or against the Aims and Objectives of the Association, then such decision of the Executive Committee shall be implemented only after approval by the GB by simple

Majority. The power of such interpretation, of whether it is against interest of the Association or against the Aims and Objectives of the Association, will be vested with Executive Committee, which will be decided by 2/3 Majority of attending members in EC Meeting. Then it will be implemented after approval in Executive Committee. But, it can be reversed, altered by General Body in the subsequent Meeting.

27. PROTOCOL FOR APPOINTMENT OF OFFICE STAFF:

1) **POS Office Manager:** The Office Manager will be appointed after an interview, by Secretary. Job/appointment shall be on contract basis & not employee relationship. Salary shall be fixed and revised as per labor laws and as per approval of Executive Committee

2) **Chartered Accountant:** A chartered Accountant can be appointed for a period of 3 years, with the approval of Executive Committee. He should be preferably from Pune. Following Services shall be provided by him.

1. Audit under the Bombay Public Trusts Act 1950: He should provide the services of Auditing under BPT Act requiring an auditor to express their opinion on the financial statements of the trust. He should apply test checks of the transactions of the POS including the compliance of various laws and sections applicable to the trust and compliance of the Accounting standards applicable to the trust.

2. Income Tax Returns Filing: He should assist POS in filing the returns of income under the Income Tax Act based on information provided as required under the Act.

3. TDS Compliances under Income Tax Act: The trust registered in India are required to withhold the Tax on various payments such as fees to the professionals, payments to the caterers, Payments to the Travel consultants, Cab operators etc. The trust is required to file on a quarterly basis the TDS returns with the department. He should provide the services of filing these quarterly returns by collating the data from the trust and processing them in the required format and filing the return on behalf of the trust.

4. Other matters: Besides the above mentioned services, he should also assist in appellate proceedings under income tax law and other laws.

5. Fees: His remuneration will be decided and approved by Executive Committee for BPT Audit under Trust Act and Income Tax returns will be on Annual Basis, TDS Compliances per return basis, Filing of CIT appeals on per Appeal basis, Attendance with CIT Appeals on per effective hearing. Any other taxation matters will be decided on case to case basis.

3. Lawyer or Advocate: A part time Lawyer can be appointed by Executive Committee as per the need. Executive Committee will decide the remuneration and duration of appointment.

28. OFFICIAL EMAIL IDS OF THE OFFICE BEARERS

1. Official Email for correspondence with POS office will be secretaryofpos@gmail.com and will be managed by Hon. Secretary

29. EMERGENCY SITUATIONS/ EPIDEMIC/ PANDEMIC PROVISIONS:

The provisions and suitable changes in respect to emergency situations, epidemic, or pandemic shall be finalized by executive committee, on discussion with Trustees and Past Presidents.

30. WHATSAPP GROUPS:

A) Following are the rules to use WhatsApp on **Official Executive Committee Group**,

B) WhatsApp is very important and effective mode of Communication with all members. It should not be misused for malicious propaganda It's very important to maintain discipline and decorum in the groups.

C) Admins of the Group:

- (1) The Admins will be the President and Secretary of POS.
- (2) Additional Admin can be taken by Hon President for that particular year of tenure of President.
- (3) Additionally, EC can also choose and appoint Admin. His duration will be fixed by EC. EC has got power to remove him by Simple Majority

D) Group Formation:

- (1) There will be following Groups, which will be permanent and will be changed only in GBM by 2/3 Majority
- (2) POS Administrative Group (Alphabetical)
 - i) It will have posts only of Administrative in Nature. It will be used for informing POS EC decisions to Members and Member's communication with EC.
 - ii) If a member wants to communicate with any Sub-Committee or needs any help, he can communicate in this group.
 - iii) The membership of this Group is mandatory for all POS Members. Because, the all Official Communication from POS Office with POS Members will be on this groups
 - iv) It is a responsibility of individual member of POS to verify whether, they are there in Alphabetical Administrative Group.
- (3) POS Academic Group (Alphabetical): It will have contents of only academic in nature
- (4) POS Executive Committee Group (Year)
- (5) POS Immediate Past President Group (will change every Year)
- (6) POS Social Group: Voluntary
- (7) POS PG Students Group
- (8) Additional Groups may be formed by Hon Secretary as and when required.

E) RULES AND REGULATIONS OF WHATSAPP GROUPS:

(1) Duties, Rights and Responsibilities of Admin

- i) Admin has a Right to control activities in the Group.
- ii) Admin will be responsible for maintaining decency, decorum and discipline in that group.
- iii) Admin has a right to remove a member, if he/she violates rules and regulations of the Group. Nobody from the Group, should criticize this decision and create bad environment or conflicts

(2) Removal of Member from WhatsApp group

- i) If a member is deceased
- ii) If POS membership of a member is suspended or terminated
- iii) If he leaves the group on his own
- iv) If a member is violating rules of that Group
 - (1) Initially, it will be brought to the notice of that member, preferably on personal number
 - (2) If it is violated again, then final warning can be given in the group
 - (3) If it is violated 3rd time, he can be removed from the group

(3) Reinstatement of a Member

- i) If he leaves the group, inadvertently and informs the Admin accordingly
- ii) If his phone number is changed
- iii) If removed due to indiscipline and then tenders apology
- iv) If he is reinstated as POS member again

F) GUIDELINES ABOUT POSTS

- (1) The Group should be used **only for the purpose** for which it is created. e.g. Don't put Social post on Academic or Administrative group
- (2) In case of dispute, **decision of admin will be final**
- (3) Avoid Good Morning, Good Night posts
- (4) Avoid wishing for any festival, new year, wishes like birthday, Congrates, Thank you posts. You can wish on personal number
- (5) Avoid Political, communal, indecent, immoral, sexual, disgusting, hateful or derogatory posts. Avoid propaganda of any political party. This has to be followed on Social Groups also.
- (6) Use parliamentary Language, No personal attack or abuse
- (7) Whenever any post is put on WhatsApp, it is taken as addressed to all. If at all, somebody wishes to put post to an individual, it should be put on his personal number and not in the Group.

- (8) No EC Member should use these group to put his complaints against EC or GB. In this regard, He can communicate on individual numbers or using his own groups. As WhatsApp Groups remains open for all members, if there is any grievance against EC or GB or any member, it should be put either in email to office or WhatsApp of Secretary or President. Not on groups. Such matters need not be discussed in open forum, publicly.
- (9) Trolling of ay EC member on other groups is strictly forbidden. In such case, EC will take disciplinary action against such member.

G) POS Executive Committee WhatsApp Group

- (1) The Name of Official WhatsApp group of POSEC will be POS EC (Year)
- (2) When Hon President or Hon Secretary, put any message or information, It is important and necessary for them to know, whether every member has read, understood these Correspondence, Information, Communication or Circular, issued by them. So, 👉 sign (Index finger up) is to be used, when they have read and understood the post.
- (3) Sometimes, a suggestion or resolution requires voting (Approval or Disapproval) from members. So, when a member agrees and want to say Yes or approved, he will use 👉 sign or type 'Yes'. 👎 sign or type 'No' to be used to say No or don't agree or showing disapproval. Those who don't respond in 24 hrs, will be considered as Neutral. After 24 hrs, decision is declared as approved or disapproved, depending upon majority number of signs.
- (4) This group should be only used for Official Correspondence and information. There will be no personal posts, wishes like Congrates, Birthday, Thanks GM, GN, any festival Greetings etc. Admins will be given Authority to maintain decorum, discipline of the Group.
- (5) This Group will be used to decide only day to day decisions or minor policy decisions, permissions etc. Email can be used to send Final Decisions, invitation and information of meetings.

H) Backup of All WhatsApp Discussions will be kept by Hon. Secretary

I) In Future, Telegram app can be considered for this purpose.

31. Board of Trustees

1) Why Needed

- a) As it is mandatory to inform Charity Commissioner about changes in our executive body, every year. Currently, existing EC Committee is considered as Trustees. So, separate changed report for every changed EC Committee has to be submitted every year. As tenure of every post is separate, separate reports for every post need to be filed. e.g. one member is President-Elect for 1 yr, then he becomes President for the next year and then Immediate Past President for the next year. As these are separate posts. Separate changed report is required to be submitted for very post. This increases burden of documentation as well as increases cost. So, it was decided to have separate Board of Trustees, a body of Senior, experienced well-wishers of the Association, which is separate from Executive Body, for **reducing number of changed reports at Charity Commissioner Office.**

- b) It will look into following issues:
- c) There can be constitutional Crisis. There is need of providing constitutional solution for any such issues in future.
- d) There can be serious dispute against Executive Committee also. So, to have amicable solution, among the EC and the aggrieved one. Instead of Arbitrator, Board of Trustees can look after this.
- e) If at all there is any activity by EC against the Aims and Objectives of the Association,
- f) For larger amount of Money Transaction for more than 10 Lakhs, except during Annual Conferences.

2) Responsibilities (Duties) of Board of Trustees

- a) All immovable Properties will vest in the hands of Trustees.
- b) All movable Properties, furnitures, fixtures, equipment, machinery will vest in the hands of Trustees.
- c) Any representation with Income Tax, Service Tax, Government Office, Statutory Authorities, all matters with Charity Commissioner's Office will be done and supervised by the Trustee Board and
- d) Necessary compliance with all statutory requirements for all above, will be executed through Executive Committee and Office Bearers.
- e) Approval or appropriately modify any major event involving finances exceeding 10% of Annual turnover of the Association
- f) Any dispute involving EC members resulting in crisis situation, should be reported to and looked after by Board of Trustees.
- g) In case of disagreement between Board of Trustees and the Executive Committee, the matter shall be referred by the Executive Committee to an Extra Ordinary Meeting of the General Body, convened for this purpose.
- h) The decision of the GB, taken at such a meeting shall be final, provided it is carried by 2/3 majority of the members present and by voting. The quorum for such meeting will be same as that for any GBM
- i) Trustees can't hold any office of Profit in the Organization
- j) The total number of Board of Trustees will be 7 (Seven).

3) Tenure

- a) It will be 5 years or till the next Board takes the Office.
- b) In exceptional circumstances, current EC may extend the tenure of a Trustee for a period, not extending 1 year or till the New Board is formed, whichever is earlier

4) Eligibility for the Board of Trustees

- a) Any Past President having completed his tenure of 1 year
- b) Any Life member who has completed at least Seven years as an elected member of the Executive Committee. Nominated tenure or tenure as Past Secretary will not be considered for eligibility

- c) Age: Between 61-75 years at the time of date of application for the candidature/nomination.
- d) Retiring Trustee is also eligible for re-election, provided he fits in age criterion
- e) Election of Board of Trustees will be every 5 years and will be taken with Elections of EC.

5) Rights of the Board of Trustees

- a) They will be invited for every EC Meeting, but they will not have any voting right during that EC Meeting
- b) Reimbursement of expenses, transportation, fees paid for the meetings etc., which is legitimate will be done from Association funds
- c) To call an Extra Ordinary General Body Meeting in a critical situation, involving POS EC malfunctioning or violation of Aims & Objectives of the Trust. This should be done by $\frac{3}{4}$ majority of Board of Trustees
- d) It will be the privilege for the Trustees of POS that the Organizing Committee of POSAC shall provide Free Registration and Free Accommodation to them.
- e) It will be the privilege for the Trustees of POS, that the Organizing Committee of POSAC shall provide for seating arrangement for them in first three Rows at the Auditorium of GBM of POS

6) Meetings of the Board of Trustees (BT)

- a) The Trustees among themselves will choose the Executive Trustee, by majority voting, who will help to organize meeting, keep communication and will be a connecting link between EC and BT. He will also call meeting of BT and keep its record
- b) All these meetings will be Zoom/online meetings, to reduce expenditure. They will be recorded for record keeping purpose. EC will have right to see this recording
- c) There shall be at least 3 meetings in one calendar year, preferable once in every 4 months. These will be presided by the Executive Trustee or any other Trustee chosen by BT itself
- d) Decisions will be by simple majority. In case of tie, Executive Trustee will have an additional Casting Vote. Every Trustee have to attend at least 2 meeting in a year, unless permission is obtained or retrospective sanction is given by BT
- e) The Minutes and recommendation, if any, resolved out of meeting of the past presidents, shall be communicated to the EC of POS through Secretary of POS and the EC shall take necessary cognizance and action over it. But, these resolutions will not be binding on EC, per se.
- f) The Sitting President and Secretary will be essential invitees for each meeting of the Board of Trustees.

7) Termination of the Board of Trustees

- a) By Death
- b) By Resignation
- c) Guilty of Moral Turpitude, which brings disrepute to the Association

- d) Convicted for Criminal Offences with punishment for more than 6 months of imprisonment
- e) A Trustee, who remains absent for 3 consecutive meetings of Board of Trustees, without prior intimation to the President and/or Secretary and/or POS Office, shall cease to be a member of the Board of Trustees.
- f) Board of Trustees can decide this by Majority and suspend the Member, till he is reinstated or terminated in subsequent GBM.
- g) He can be exonerated or terminated from Board of Trustees, only by a suitable resolution in the General Body Meeting of the members, passed by simple majority.
- h) NO CONFIDENCE MOTION: Grievance against Behavior and conduct of Trustee: If a written Complaint of more than 100 Life members regarding behavior and conduct of a Trustee is given to EC. Then EC will give hearing to both sides and if EC approves the grievance, it will call Extra Ordinary GBM with at least 3 weeks' notice with this matter or agenda. The quorum for this meeting will be at least 300 Life members and the motion of no confidence has to be passed by more than ¾ Majority of those present. This meeting will be presided by sitting Hon President of POS

32. GUARDIAN MINISTER:

1. To make POS more Powerful, we have to be more Interactive with our members all over Pune. Also we have to increase Coordination with our Taluka or other Organizations from Pune and neighboring Districts. We need to be continuously in touch with them. President and Secretary alone will not be able to give necessary time and attention to this. So, to delegate this, Guardian Minister will be appointed for every Taluka/Zone.
2. Hon President and Hon Secretary will choose Guardian Minister and allot the Taluka/Zone, preferably with mutual discussion and understanding with the EC member. In case of dispute, decision of Hon President will be final.
3. The Broad Profile and responsibility of Guardian Minister will be as follows:
 - a. He is a very Important Link between EC and Individual Taluka/Zone. Associations.
 - b. He will exchange Information between EC and Taluka/Zone. Associations.
 - c. He will be constantly in touch with Taluka/Zone. Associations & their Presidents/ Secretaries
 - d. He will try his Best to Increase The POS Membership from his Taluka/Zone.
 - e. He is responsible for **Updating Database** of their Respective Taluka/Zone. All Guardian Ministers to go through the database of their respective Taluka/Zone, to contact their respective Taluka/Zone Association Presidents and Secretaries and push them for verifying data (Correct spelling of name, present Address, contact number, email etc.) of their Taluka/Zone POS Member and correct it
 - f. He will be responsible for looking after any issue or grievance arising in that Taluka/Zone. But, on his own, he will not give any decision in any matter, matter or dispute

- g. Any POS member of any Taluka/Zone, will first contact Guardian Minister first, who will take detailed cognizance of his issues and inform that to Hon. Secretary. Then the Guardian Minister will inform the concerned member about the solution of POSEC for his grievance.
- h. He will be invited to every official event, function of that Taluka/Zone Association, as a representative of POSEC.
- i. He (alongwith President and Secretary) will be in the WhatsApp Group of that Particular Taluka/Zone Group. This will be helpful to increase Communication with every member of that District
- j. He is Caretaker as well as Chawkidar for his Taluka/Zone.
- k. Guardian Minister should ensure that their Taluka/Zone Associations and Office Bearers are actively participating in POS Programs.
- l. All Guardian Ministers should submit reports of their area in every EC meeting. Those, who can't attend EC, can submit it by email.

33. PAST PRESIDENTS CLUB

1. That there shall be formation of Past President Club of POS. All the living past presidents shall be the members of this club. The present President of POS will be the Chairman of the club and the Secretary shall be Coordinator as well as WhatsApp Admin for this club.
2. The Past President club will act as advisory committee to the POS EC
3. The meetings of Past President club shall be held during POSAC, before EC Meeting, the communication regarding which shall be made by Present Secretary & President of POS.
4. The Minutes and recommendation, if any, resolved out of meeting of the past presidents, shall be communicated to the EC of POS through Secretary of POS and the EC shall take necessary cognizance and action over it. But, these resolutions will not be binding on EC, per se.
5. It will be the privilege for the past Presidents of POS that the Organizing Committee of POSAC shall provide for free registration to them.
6. It will be the privilege for the past Presidents of POS, that the Organizing Committee of POSAC shall provide for seating arrangement for them in first four Rows at the Auditorium of GBM of POS.

34. MEMBERS DATABASE:

1. Members' database will be updated from time to time on Official Website.
2. It is the primary responsibility of POS Members to verify their all information in the Database on the website. If they wish to modify it, they can communicate POS office on secretaryofpos@gmail.com.
3. The Expired Member's name will be removed from the Database. But, as a token of respect, that LM number will not be given to any other member in future.

4. The power to edit/ modify/add in the database will be with Executive Committee through Hon. Secretary. Chairman and Members of Database Committee will help him in this matter.

35. DIGITAL MEDIA

1. POS should have its own Zoom Meetings Annual Subscription for 500 members. It may be increased according to the circumstances
2. POS should have its own YouTube Channel, Facebook Page, Twitter Handle, Telegram Group, Instagram, Bulk SMS. It can have its own account in any popular Social Digital Media

36. POS WEBSITE

1. It will be managed by Webmaster with Web Committee and President and Secretary. It will be responsible for about the design, content, pages, Sponsors, advertisements in the Website.
2. A website Vendor can be appointed by Executive Committee
3. It should be stable to allow frequent changes and shouldn't crash at any manipulation.
4. Members' Area: This will be made accessible only after logging in with OTP. It will have
 - a. the private details like members' emails and mobile numbers,
 - b. Minutes of EC meetings, GBM's and other meetings
 - c. Access to the Surgical videos and other academic information
 - d. various links will be made on the website, including Financial planning for the orthopaedic surgeon, Medicolegal section and Medicolegal advice and comments
5. An online pay portal has to be facilitated for online payments, Online POS/MOA/IOA Memberships and online conference registrations
6. It will have upcoming Events, Past Events, Event Photo Gallery, Press Releases
7. There will be Conference notifications
8. Facebook page for POS and a Youtube channel for POS ca be published on website
9. Sponsors can be taken for website to generate revenue for POS, thereby making the website self-sufficient. This would involve exhibiting advertisements of Pharmaceutical and Implant companies on the website. Those sponsors, who take stalls at POSAC also can be offered about advt in Website, at discounted rates and can be given priority
10. The website will be updated every 1st Sunday,
11. POS office can communicate with Website Vendor and if any important or emergency material can be uploaded immediately.

50. PROTOCOL FOR WEB MEETING

1. Attendees have to ensure that their connection is secure and have good speed of Wi-Fi or other network. Any interruption in discussion due to this reason is responsibility of Individual member, and not of POS office.
2. When an attendee joins the meeting, it will be taken as he has signed in and present for the meeting. Accordingly, in official register, entry will be made as either present or absent.
3. An Attendee is expected to attend complete meeting. But, if at all he leaves the meeting for any reason, it will be considered that he has attended full meeting.
4. Voting for any resolution, have to be done by raising hand, 'show of hands'. Hand should be seen on video. Verbal voting will be difficult to make out, so, will not be considered valid.
5. Only one attendee will talk at a time
6. If any attendee wishes to talk, then he should raise his hand for permission for talking and only after permission from Host, he can talk. Cross-talking or simultaneous talking will not be allowed
7. If any attendee goes on talking or doesn't follow discipline or above protocol, he will be muted, till he stops talking. If he interferes or interrupts again and if this results in disturbance in meeting, he will be muted again. When this happens more than 3 times, he will be permanently muted, till the meeting is over.
8. In any meeting, many subjects are needed to be covered. So, lot of time shouldn't be spent, on one subject alone. So, all attendees should abide by following precautions
 - a. When an attendee is talking on a subject, he should be brief and precise. If required, he can write a note and read it. It will save time and energy, and will cover all points he wishes to elaborate.
 - b. Don't repeat same point again and again.
 - c. Don't digress or divert from main subject. Kindly stick to the main issue. Avoid beating around Bush.
 - d. Kindly read the printed material or watch the video, which is sent, beforehand
 - e. An attendee is advised to do some homework and prepare himself, so that many points can be covered.
 - f. An attendee needs to keep his presentation ready in PowerPoint, if any. He can share it during your presentation
9. During meeting, in case of any issue or controversy about meeting conduction, Chairperson's decision will be final.
10. All the proceedings will be recorded and will be considered as Official record. So, it is advised to all participants to avoid un-parliamentary language or behaviour.

PRESIDENT

MEMBER

SECRETARY