



UP Orthopaedic Association

CONSTITUTION 2020

Approved and ratified by the Special AGM on February 15, 2020 in Lucknow, under the Chairmanship of Dr. Jamal Ashraf, President UPOA and vetted by Dr. Anup Agrawal, Secretary UPOA

INDEX

1. NAME	2
2. OFFICE AND SCOPE	2
3. AIMS AND OBJECTIVES	2
4. MEMBERSHIP	3
5. EXECUTIVE COMMITTEE	4
6. OFFICE BEARERS	6
7. ACCOUNTS	9
8. MEETINGS	9
9. ELECTION OF OFFICE BEARERS	9
10. AMENDMENTS	11
11. ANNUAL CONFERENCE	11
12. MID TERM SYMPOSIUM	14
13. UPOA SPECIAL COURSE	15
14. UPOA ARTHROPLASTY COURSE	15
15. UPOA TRAUMA COURSE	16
16. UTILIZATION OF SAVINGS	16
17. POST GRADUATE INSTRUCTIONAL COURSE	16
18. AFFILIATED ORTHOPAEDIC CLUBS	17
19. JOURNAL AND EDITOR	17
20. AWARDS	18
21. FELLOWSHIPS	23
22. SELECTION OF FELLOWSHIPS AND AWARDS	25
23. ARBITRATION	25
24. ANNEXURES	26

1. NAME:

The name of the Association shall be “**Uttar Pradesh Orthopaedic Association**”, here in after called the Association in these rules and regulations.

2. OFFICE AND SCOPE:

- a. The registered office of the Association shall be in Lucknow at the permanent UPOA Secretariat.
- b. Association would be registered with The Registrar of the Societies.
- c. The Association shall operate throughout the state of UP.
- d. It will operate directly and through Orthopaedic clubs affiliated to the UP Orthopaedic Association and established in different towns of UP in furtherance of the aims and objects of the Association.

3. AIMS AND OBJECTS:

- a. The Association shall be non party, non political, non sectarian and on profit making organization and shall have the following aims and objectives:
- b. To encourage and advance the study and practice of the science and art of Orthopaedic Surgery.
- c. To promote professional fellowship, cooperation and exchange of view among the Orthopaedic Surgeons of the state.
- d. To encourage scientific research and experimental work on Orthopaedic problems.
- e. To organise scientific meet consisting of lectures, paper presentation, discussions, seminars, symposia and workshops for the advancement of Orthopaedic Surgery.
- f. To maintain a reference library.
- g. To publish a Journal devoted to Orthopaedic Surgery and bulletin of the scientific activities
- h. To hold and develop properties, movable and immovable that may be necessary or advantageous for the aforesaid objects, to purchase, sell, rent, lease or to mortgage it in the interest of the Association.
- i. To receive membership fee and donations for development of Association and subscriptions from members. Donations for instituting awards, orations and prizes of the Association will only be accepted after approval of the Executive General body of the Association.
- j. To co-operate with other Medical and Surgical Associations of U.P. or other states.
- k. To watch and advice on legislations affecting Orthopaedic surgeons.
- l. To arrange and conduct competition, organise fellowships and give award, prizes and certificates for the same.
- m. To organize exhibition of surgical instruments, implants and allied products for display, critical evaluation and suggestions.
- n. To add all such other things as may be incidental to or conducive to the attainment of all or any of the above objectives.

4. MEMBERSHIP:

a. CATEGORIES OF MEMBERSHIP:

Membership of the association shall be of three categories:

i. LIFE MEMBERSHIP:

Life Membership of the Association shall be open to the Orthopaedic Surgeon with postgraduate qualification (MS Ortho, DNB Ortho & D.Orth) and foreign qualifications recognised by the MCI. Life members working / practicing Orthopaedics outside the state or those who are not practicing the specialty, from the date of implementations of Amended Constitutions 2012, shall cease to have the right to hold any office or receive any award.

ii. ASSOCIATE MEMBERSHIP:

- a. Postgraduate students in Orthopaedics.
- b. Doctors-with postgraduate qualifications other than in Orthopaedics, recognized by MCI.

Associate Members are entitled to attend scientific meetings, social events and to participate in all scientific discussions but they will not have the right to vote, hold any office, or attend any business meeting.

iii. HONORARY MEMBER:

Persons of eminence related to Orthopaedic specialty may be conferred Honorary Membership / Fellowship of the Association after being duly screened by a Selection committee and approved by the Executive committee and the General Body.

b. SELECTION OF MEMBERSHIP:

Application for Life Member / Associate Member of the Association on a membership form duly proposed and seconded by Life Members shall be sent to the Secretary who in turn shall place it before the Executive Committee for consideration. Provisional certificate and membership number will be provided thereafter. Membership shall be ratified only after the approval by the General Body.

Honorary Member shall be nominated by the Executive committee.

c. MEMBERSHIP FEES:

Financial year of the Association shall be from 1st April to 31st March. Membership fee shall be reviewed and revised after every three years. The last revision was done in General Body meeting of the Association on 18 Feb, 2012 at Kanpur. Membership fee for different categories shall be

- i. Life member: Onetime payment of Rs. 4000.00. (Four thousand only).
- ii. Associate member: Annual fee of Rs. 500.00 (Five hundred only) payable in advance by 31st of March every year.
- iii. If an associate member becomes Life Member within one year of passing he will have to pay Rs 2500 more

d. **CESSATION OF MEMBERSHIP.**

- i. No member will be entitled to any of the privileges of the Association if his/her subscription to the Association is in arrears for more than two years and in the event of its remaining unpaid even after a reminder under Registered Post, he/she shall automatically cease to be a Member of the Association.
- ii. Any member, desirous to withdraw his/her membership from the Association shall give a notice in writing to the Secretary not less than three months before the end of the financial year.
- iii. Any Member whose resignation is requested under Rule 5.2.5 shall have the right to appeal to the next business meeting of the Executive Committee provided he/ she makes a written application to the Secretary within 14 days of receiving the request. The matter of revival, withdrawal or resignation, after Executive Committee approval, has to be ratified in the General Body Meeting.

e. **RIGHTS & PRIVILEGES OF A MEMBER:**

- i. Life Members have full voting rights. They are entitled to participate in every activities of the Association. They will receive all information regarding activities of the Association and are entitled for a free copy of journal. Only Life Members Residing and Practicing Specialty in State are entitled to hold any office.
- ii. Associate Members and the Honorary Members shall have all the privileges of a life Member except the right to vote, hold any office or attend any Business meeting.

5. EXECUTIVE COMMITTEE:

a. **COMPOSITION:** It shall consist of the following

- i. President
- ii. President Elect
- iii. Vice Presidents – 2
- iv. Secretary
- v. Treasurer
- vi. Joint Secretary – 3 (by nomination)
- vii. Executive Members – 9
- viii. Ex officio Members
- ix. Editor
- x. All Past Presidents
- xi. All Past Secretaries
- xii. Elected UP Representatives in IOA – 2

b. ROLE AND POWERS:

- i. The Executive Committee shall be responsible for the total management of the Association.
- ii. The Executive Committee shall have powers to fill up vacancies amongst the officers (except the President) and other members of the committee for the remaining term of the office, subject to confirmation at the next business meeting.
- iii. The Executive Committee shall control the affairs of the Association, its funds and assets. The Executive Committee shall have powers to purchase, construct or acquire on lease, exchange, hire or by gift or otherwise any real or personal property and any rights of privileges necessary or convenient for the purpose of the Association, and to improve, develop, manage, sell, lease, mortgage, dispose off return to account or otherwise deal with any property or part of the property of the Association.
- iv. Any income from the property of the Association, howsoever derived shall be spent solely towards the objectives of the Association and no portion thereof shall be paid or transferred directly or indirectly for any other purpose except for (a) the purpose of providing Scholarships and fellowships to be offered for Competition amongst the Life Members and Associate Members of the Association residing and working in the state of Uttar Pradesh (b) as gift to the Orthopaedic charitable education or other trusts of the Association.
- v. The Executive Committee shall have the power to request the resignation of a member deemed contrary to the interest of the 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 eight weeks before the next business meeting.
- vi. The Executive Committee shall have the power to remit, reduce or suspend the subscription of any Life Member at its discretion.
- vii. Without prejudice to the powers of the General Body of the Association the Executive Committee may exercise powers functions and duties as under.
 - a. To appoint Committees, sub-committees and Commissions and delegate power and functions to them as it may deem necessary.
 - b. To co opt any Life Member to any committee.
 - c. To receive donations and benefactions for and in the name of the Association.
 - d. To Arrange fellowship and Scholarships.
 - e. To appoint Auditor and fix his remuneration
 - f. To do all such acts and exercises deemed to be necessary in furtherance of the objects of the Association.

6. OFFICE BEARERS:

Office bearers of the Association shall be

- i. President
- ii. President Elect
- iii. Vice President – 2
- iv. Secretary
- v. Joint Secretaries – 3
- vi. Treasurer
- vii. Editor
- viii. Webmaster
- ix. Quizmaster
- x. Members of Executive – 9

a. ELIGIBILITY OFFICE BEARERS:

- I. Life Members only, who are also member of Indian Orthopaedic Association are eligible to hold any office of the Association. They shall be residing and practicing Orthopaedics in the state at the time of holding the office. They will give a declaration to these effects during filling the nomination papers.

- II. Members for the office should fulfill the following criterias before they are eligible as a candidate for election to these positions

a. President / Vice President / Secretary / Treasurer:

1. Been a member of the Association for a minimum period of 10 years.
2. Served in the Executive Committee (in any capacity) for a minimum period of three years.

b. Editor:

1. Been a member of the Association for a minimum period of 5 years
2. Served as the Associate / Assistant Editor of JBJD for a minimum period of three years
3. Published at least two articles in indexed journals and two articles in JBJD .
4. He will be selected by President and Secretary by inviting application from the members on the prescribed format

c. Member Executive / Webmaster / Quiz Master:

Should have been a member of the Association for a minimum period of 5 years

b. DUTIES & POWERS OF OFFICE BEARERS:

i. PRESIDENT:

- a. The President shall coordinate, supervise and direct the activities of the Association. He or she shall preside over all Business and Scientific meetings convened by on behalf of the Association. He/ She shall deliver a Presidential address.
- b. The President shall be Ex-Officio Members of all Committees and subcommittees.
- c. The President shall submit his/ her resignation to the Executive Committee.
- d. The term of the President shall be for one year

ii. **PRESIDENT ELECT:**

- a. The President Elect shall be the Returning Officer for the annual elections of UP Orthopaedic Association
- b. The term of Office of the President Elect shall be One year after which he will take over as President of UP Orthopaedic Association

iii. **VICE PRESIDENT:**

- a. If the President ceases to hold the office, one of the senior member (Seniority by membership of Association) of the two Vice- Presidents shall be inducted as President for the remaining term by a notification from the office of the Secretary. This shall be approved in the next Executive meeting.
- b. In the absence of the President, the Vice- President by seniority or in adverse condition any member of the Executive shall be nominated by the Secretary to preside over the meeting.
- c. The Vice president shall submit his resignation to the President
- d. The term of Vice President shall be one year.

iv. **SECRETARY:**

- a. The Secretary shall execute all policies and programmes of the Association and shall submit reports at the meeting of the Executive Committee and to the General Body during the annual conferences giving a General review of the work of the Association in the preceding year.
- b. He shall keep members informed through press, news letters, circulars etc. regarding various academic activities of the Association.
- c. He shall prepare and keep the minutes of all business meetings of the Executive Committee and General Body and see that all notices regarding meetings are duly given in accordance with the provisions of rules and bylaws.
- d. He shall circulate the accounts for the year with the minutes of the last Annual General Body Meeting along with the notice of the next Annual General Body Meeting.

- e. He shall be responsible for safe up keep of the records of the Association and he shall be custodian of the Seal of Association.
- f. He shall be accountable to the Executive as well as to the General body.
- g. He will sign and execute all contracts or other instruments in the name of Association and shall exercise general supervision over the affairs of the Association.
- h. He shall be Ex-Officio member of all committees and sub committees of the Association.
- i. He shall inform the Editor of the Journal about the arrears of the subscription of Full Members and Associate Members within the first month of the commencement of the New Year.
- j. He shall prepare an updated voters list with verified email addresses and cell phone numbers
- k. Secretary shall be empowered to employ a part time clerk/assistant on a honorarium approved by Executive committee.
- l. He shall maintain an account with a maximum limit of Rs. 10,000/- (Ten thousand) and operate it with Joint Secretary the same to meet the contingency expenses. Payment of any amount more than Rs. 10,000 (Ten thousand) shall be made on the recommendations of the Secretary directly to the party by the Treasurer. If and when the Secretary needs more than Rs. 10,000 (ten thousand) towards contingency expenses, he shall have to submit an account of utilization of Rs. 10,000 (Ten thousand) taken earlier with the new demand. In the absence of utilization account, the Treasurer will have the right to refuse the additional demand.
- m. He shall submit his resignation to the President.
- n. The term of office of the Secretary shall be of three years.

v. TREASURER:

- a. Treasurer shall keep accounts of the Association.
- b. He shall present a half-yearly account in the Executive Meeting during the symposium and audited Annual Account in the Executive Meeting and General Body Meeting during the Annual conference. He will be accountable to the Executive body and the General body in all financial matters.
- c. He shall present a budget for approval for the next year at the General body meeting.
- d. All cheques and other negotiable instruments shall be signed jointly by the Treasurer and the Secretary.
- e. The Treasurer will submit his resignation to the President.
- f. The term of office of the Treasurer shall be three years.

vi. JOINT SECRETARY:

- a. Three Joint secretaries shall be nominated: one by the President and two by the Secretary.
- b. One of the Joint Secretaries nominated by the Secretary should be from Lucknow.
- c. In the absence of the Secretary, the President shall nominate senior most Joint Secretary (by virtue of membership) to take over the function of the Secretary. This nomination shall be ratified by the Executive Committee in the next meeting.
- d. The term of office of the joint secretary shall be of one year.
- e. The Joint Secretary will submit his/her resignation to the Secretary or President.

Any office bearer (except President who is allowed only one term) cannot serve the Association in same Capacity for more than two terms.

7. ACCOUNTS:

The accounts of the association will be kept in any nationalized bank (Corporate / Government) .This will be jointly operated by secretary and treasurer of the association .

8. MEETINGS:

- a. Executive committee shall meet at least twice a year, once during Mid Term Symposium and other during Annual conference of the UPOA.
- b. The General Body shall meet at least once a year at the time of Annual conference. Members entitled to attend and participate in the General body meeting are only the Life Members with voting rights.
- c. Quorum- A minimum of 10 (ten) members for the Executive committee meeting and 75 (seventy five) members for the General body meeting are required to complete the quorum for respective business meeting.
- d. Notice for the meeting - A minimum of 15 days notice for the Executive committee meeting and 30 days for the General body meeting shall be given by the Secretary. The Agenda must be circulated along with the notice for these meetings.
- e. Extra Ordinary meeting:
 - i. Special Executive meeting can be convened by the President and the Secretary with the written request by at least six members of Executive committee. Matters needing urgent decisions by Executive body may be decided through an online / video conference; a minutes of which shall be recorded by the Secretary.
 - ii. Extra ordinary General Body meeting may be called to order by the President during the Annual conference on written request of at least 100 members with voting rights attending the conference.

9. ELECTION OF OFFICE BEARERS:

- a. **TERM OF OFFICE BEARERS.**

- i. The President and two Vice Presidents have the term of office for one year and they shall be elected annually.
- ii. The President shall be elected one year in advance and shall be called President Elect.
- iii. The Secretary, Treasurer and Editor shall have the term of office for three years. President & Treasurer shall be elected at the end of three years of the term.
- iv. Joint Secretary (Three). They shall have a term of the office of one year.
- v. Member of the Executive (Nine) Three members shall be elected every year. Their term of office shall be three years.
- vi. The Webmaster and Quizmaster shall be selected by a committee comprising the President, President Elect and Secretary, and shall have a term of three years, contemporaneous with that of the Secretary.

b. **PROCEDURE:**

- i. President Elect shall be the Returning Officer. The Secretary shall provide all relevant documents and funds necessary for conduct of election.
- ii. The Returning Officer shall circulate the list of vacancies to be filled in for nomination to all Life Members and full Members eligible, at least three months prior to the Annual conference through online newsletter / emails / UPOA website notification and invite nominations from the Life Members duly proposed and seconded by Life Members
- iii. Each candidate shall have to deposit Rs. 5000 (Five thousand) only as nominations fee. The nomination must reach the Returning Officer within the specified time. Any withdrawal shall be permitted within two weeks from the last date of nomination. The nomination fees shall be refunded to the withdrawing candidate. If there is more than one nomination for any vacancy, election shall be held by an online voting procedure
- iv. Nomination papers shall be scrutinized by the Returning Officer within a week of the last date of receipt. Nomination found invalid shall be rejected and the candidate shall be informed accordingly. All other contestants shall be informed about other contestants for their posts before the date of withdrawal.
- v. The Election Officer shall organise an online voting platform and post all relevant details and procedures on the UPOA website.
- vi. The returning officer shall publish on the UPOA website a model code of conduct that will be enforced from the date of notification of the election
- vii. All the candidates will have to sign and abide by the model code of conduct.
- viii. The model code of conduct for elections will be put forth for approval by the Election Officer at the EC Meeting held at the Mid Term Symposium.
- ix. In case of violation of code of conduct by any candidate, the returning officer will send his recommendation to President and

Secretary who will then take further decision in consultation with Election officer

- x. Change of cell phone or email address has to be duly informed to the secretary before the notification of elections.
- xi. No changes in the UPOA Membership data will be permitted after the notification of elections
- xii. Counting of votes shall be done before General body meeting under supervision of Election Officer in presence of the contestants accompanied by one nominee each. The results of elections shall be announced in the General body meeting at the earliest.
- xiii. Presence of the member elected for any post is mandatory in the AGM. He should also be a registered delegate to the conference.
- xiv. Induction of the new office bearers will be done at the Congress Banquet. The outgoing President will install the President Elect as the new President by handing over the jewel of office. The new President will then induct his office bearers.

10. AMENDMENTS

The amendment in the constitution if and when considered necessary can be done after due approval of the Executive committee, the amendment then, shall be approved by two third majority of members eligible to vote and registered for the conference in the extra ordinary General body meeting. The notice of extra- ordinary meeting shall be given at least 45 days in advance.

11. ANNUAL CONFERENCE:

- a. Annual Conference shall be held in the 3rd weekend of February every year to avoid clash with other state conferences.
- b. Venue for the next conference shall be decided in the General Body meeting one year in advance. It shall be proposed by a member on the prescribed bid form, duly signed by the proposed organising secretary, Org. Chairman, and President & Secretary of the Local Club. Proposed organising secretary and one from the other three signatories shall be present in the GBM. Proposal in absentia shall not be considered. In case of more than one bid to hold the conference, the venue shall be decided by mutual consent-or by Voice vote.
- c. The member inviting / bidding for the conference shall be designated as the organising secretary. Local organising committee may be appointed by the organising secretary. The organisation of the conference shall be in consultation with the President and the Secretary of the Association.
- d. **SCHEDULE OF CONFERENCE**

The Annual conference shall be of 3 days (Friday to Sunday)

- i. **1st Day:** Paper presentations, Medal Sessions, Symposia, EC Meeting, SCRC Meeting and in the evening Inaugural function
- ii. **2nd Day:** Dr. B. N. Sinha Oration, Dr. T. P. Srivastava Oration, Dr. K. P. Srivastava Oration, Ghaziabad Orations, Medal Sessions, Guest Lectures, Symposia & the AGB Meeting
- iii. **3rd Day:** Dr. Anil Gupta Memorial Oration, Dr. Abbas Ali Khan Oration, Guest Lectures and Paper presentations

e. **PROTOCOL FOR INAUGURAL FUNCTION**

- i. The inaugural function should preferably finish in one hour.
- ii. The function shall be presided by the President of the U.P. Orthopaedic Association
- iii. Persons of eminence in the field of Orthopaedics should preferably be invited as the chief guest to inaugurate the conference.
- iv. President IOA / Secretary IOA / Vice President IOA (in preferential order) should be invited as guest of honour
- v. Not more than 9 persons will be on dais during the inaugural function. The President, Chief Guest, Guest of honour, President Elect, Secretary, Organising chairman, Organising Secretary and President & Secretary of Local Orthopaedic Club should be on dais during the inaugural function.
- vi. The dais may be expanded to 11 persons in the extra-ordinary circumstances that the UPORTHOCON is being held in a educational institution to accommodate the appropriate university / college dignitaries.
- vii. The first row in the conference hall during the annual conference of UP Orthopaedic Association shall be reserved to the Past Presidents of UP Orthopaedic Association.
- viii. Master of the Ceremony should be nominated by the organising secretary to conduct the inaugural function.
- ix. Master of ceremony will conduct the inaugural function in following order.
 - a. Invocation
 - b. Lighting of Lamp
 - c. Welcome Address by Chairman organising committee.
 - d. Secretary's report and Prize distribution.
 - e. Presidential address
 - f. Guest of Honour's address
 - g. Inaugural address by chief guest
 - h. Vote of Thanks by organising Secretary
 - i. National Anthem.

f. **PROGRAMME:**

- i. The program committee will consist of President, Secretary, Immediate Past President, President Elect and the Organising Secretary.

- ii. At least 50% of the guest lectures will be decided by the program committee of the UP Orthopaedic Association.
- iii. At least 50% of the guest lectures will be delivered by members residing and practicing in Uttar Pradesh.
- iv. The Organising Secretary in consultation with President and Secretary shall finalize and invite Guest speakers.

g. **OBLIGATIONS OF THE ORGANISING SECRETARY:**

- i. Organise the conference programme in consultation with President and secretary at the meeting of the programme committee. For this the programme committee shall meet at least one month before the conference. The 4 members of the programme committee shall be provided travelling expenses and hospitality by the organising committee.
- ii. The organising secretary may take care of the expenses of the Guest Speakers with reference to travel (finances permitting). Registration and local hospitality for all guest speakers will be complimentary.
- iii. President, President Elect, Secretary and all the 6 Orators shall be entitled for free registration, stay and hospitality.
- iv. All executive members shall be entitled to free registration (not applicable if spot registration); they will however be required to send their registration forms along with the incidental charges
- v. President / Secretary IOA should be given the same privileges as the Orators.
- vi. The Organising Secretary shall:
 - a. Contribute to the UPOA 8% of the entire collection of the conference excluding those received, if any, in leau of delegate hotel bookings.
 - b. Apply and obtain UP Medical Council accreditation for the conference and mention this accreditation on the conference certificates
 - c. Issue certificate of attendance and paper presentation to the registered delegate and speakers under signature of the President, Secretary, Organising Chairman and Organising secretary. No further signatures are permitted
 - d. Submit audited account of the conference within six months to the Secretary and Treasurer UPOA.
 - e. Send a list of registered delegates to the Secretary UPOA within two weeks of the event

h. **VALEDICTORY FUNCTION:**

The Valedictory should be conducted by the President in following protocol:

- i. Secretary's Comments
- ii. Organising Secretaries Reply
- iii. Comments of Any member of the Association
- iv. Invitation by next Org. Secretary
- v. Vote of thanks by Secretary (incoming)
- vi. National anthem

12. SYMPOSIUM

- a. Symposium shall be held in September every year. It will be held in a place decided by the members during General body meeting. If more than one bid is received, the decision will be taken by majority vote in the GBM
- b. It shall be of one day duration and shall consist of Symposia, Guest lectures / Quiz for PG students and free time for panel discussion.
- c. The topic of the Symposium will be decided in consultation with the UPOA President & Secretary and announced within one month of the General Body meeting
- d. A meeting of the Executive committee shall be held on the day of Symposium.
- e. Organising Secretary of Symposium shall be responsible for
 - i. The registration and local hospitality of the UPOA President, President Elect and Secretary. However, President or Secretary of the IOA, if attending, will also be provided with travel expenses.
 - ii. Guest speakers may be provided with travel expenses (finances permitting). Registration and local hospitality for all guest speakers will be complimentary.
 - iii. All executive members shall be entitled to free registration (not applicable if spot registration).
 - iv. The Organising Secretary shall:
 - a. Contribute to the UPOA 8% of the entire collection of the conference excluding those received, if any, in leau of delegate hotel bookings.
 - b. Apply and obtain UP Medical Council accreditation for the conference and mention this accreditation on the conference certificates
 - c. Issue certificate of attendance and paper presentation to the registered delegate and speakers under signature of the President, Secretary, Organising Chairman and Organising secretary. No further signatures are permitted
 - d. Submit audited account of the conference within six months to the Secretary and Treasurer UPOA.
 - e. Send a list of registered delegates to the Secretary UPOA within two weeks of the event
 - v. Inaugural function and valedictory function shall be on the same pattern as in Annual conference.
 - vi. A quiz completion among the teams of various medical colleges will be held during the Mid term Symposium of UPOA.
 - vii. The President shall have emergency powers to approve or alter the topic of Symposium or CME and appoint any other member to organise the Annual conference or Symposium without prior approval of the General Body only if the earlier member expresses his inability to organise the same.

- viii. Workshops organised by Orthopaedic clubs shall not clash with the Symposium and Annual conference organised by UPOA and the Annual conference of IOA. The Organising Secretaries should inform the Secretary UPOA about such activities well in advance.
- ix. All Fellowship certificates and cheques will be presented during the Inaugural function of the Mid Term Symposium.

13. UPOA SPECIAL COURSE:

- a. The UPOA Special Course shall be held in April every year. It will be held in a place decided by the members during General body meeting.
- b. It shall be of one day duration and shall consist of Symposia, Guest lectures and free time for panel discussion.
- c. The proposed topic of the course should be mentioned in the bid document to be placed before the annual GBM
- d. A short inaugural function should be conducted which should finish in 30 minutes
- e. Organising Secretary of Course shall be responsible for
 - i. The registration and local hospitality of the UPOA President, President Elect and Secretary. However, President or Secretary of the IOA, if attending, will also be provided with travel expenses.
 - ii. Guest speakers may be provided with travel expenses (finances permitting). Registration and local hospitality for all guest speakers will be complimentary.
 - iii. All executive members shall be entitled to free registration (not applicable if spot registration).
 - iv. The Organising Secretary shall:
 - a. Contribute to the UPOA 8% of the entire collection of the conference excluding those received, if any, in lieu of delegate hotel bookings.
 - b. Apply and obtain UP Medical Council accreditation for the conference and mention this accreditation on the conference certificates
 - c. Issue certificate of attendance and paper presentation to the registered delegate and speakers under signature of the President, Secretary, Organising Chairman and Organising secretary. No further signatures are permitted
 - d. Submit audited account of the conference within six months to the Secretary and Treasurer UPOA.
 - e. Send a list of registered delegates to the Secretary UPOA within two weeks of the event

14. UPOA ARTHROPLASTY COURSE:

- a. The UPOA Arthroplasty Course shall be held in July every year. It will be held in a place decided by the members during General body meeting.
- b. It shall be of one day duration and shall consist of Symposia, Guest lectures and free time for panel discussion.
- c. All rules and regulations will be similar to the UPOA Special Course

15. UPOA TRAUMA COURSE:

- a. The UPOA Trauma Course shall be held in October every year. It will be held in a place decided by the members during General body meeting.
- b. It shall be of one day duration and shall consist of Symposia, Guest lectures and free time for panel discussion.
- c. All rules and regulations will be similar to the UPOA Special Course

16. UTILIZATION OF SAVINGS:

- a. The organising secretaries are authorised to take registration fee as decided in the General body meeting, for the Annual Conference and Symposium.
- b. The organising secretary is also authorised to collect donations or charge fee for providing facilities for Scientific Exhibition to different organisation.
- c. The savings, after duly submitting the contribution to the UPOA, shall be utilized by the Orthopaedic Club or organising committee for its activities for the development of the speciality (In case of the conference/ Symposium being organised by the teaching institution it shall be shared equally between the Department of the teaching institution and the local Orthopaedic club).
- d. The Organising Secretary shall contribute to the UPOA 8% of the entire collection of the symposium excluding those received, if any, in leau of delegate hotel bookings. The organizing secretary shall also inform the UPOA secretary about distribution of the savings.

17. POST GRADUATE INSTRUCTIONAL LECTURES”

- a. The PG Instruction Course Lectures will be held every year in the month of November. The course is aimed at giving practical tips to the examination appearing students.
- b. The course will be for a duration 2 & ½ day event: beginning on Friday and ending on Sunday afternoon.
- c. The inaugural function should be short and as per protocol of other UPOA official programmes.
- d. UPOA President, Secretary, and President Elect should be invited for the inaugural function.
- e. Target delegates should be exam going batch of MS/DNB .
- f. There should be a delegate registration fee in accordance to previous year fee .
- g. The course content & pattern should be based on the pattern of PG examination & should be divided extremity / region wise: e.g. upper limb, lower limb, spine & miscellaneous so as cover all the topics of PG Exams .
- h. Didactic clinical lectures should be avoided as far as possible other than the basic sciences

- i. Clinical & presentation skills should be polished; major time of course should be devoted to clinical case presentations.
- j. Faculty with appropriate & relevant clinical & teaching experience should be invited from both teaching & nonteaching institutions from state & outside the state .
- k. Faculty travelling allowance should only be provided to out of state faculty, if finances permit.
- l. Local hospitality should be provided by the organisers for all faculty members, who should preferably stay for complete duration of the course .
- m. Breakfast & Lunch should be provided for the delegates.
- n. NO Gala dinner or Banquet should be arranged for the delegates but may be arranged for the faculty members.
- o. Proper session wise attendance of delegates should be marked .
- p. Feedback from delegates regarding content & Faculty of course should be taken for further improvement
- q. Certificate format should be as per other UPOA official Programmes
- r. A sum of Rs.one lakh will be given by the UPOA to the organisers for conduction of course. (Rs Fifty thousand before start of course & fifty thousand after the submission of audited accounts after the course)

18. ORTHOPAEDIC CLUBS:

- a. A minimum of 10 (Ten) Orthopaedic surgeons in a District/ Janpad, who are members of the UP Orthopaedic Association are entitled to group together and start an Orthopaedic club with aim of promoting the art and science of Orthopaedics.
- b. The members of the club shall elect a President, a Vice President a Secretary a Treasurer and Three Members of the Executive to run the affairs of the club.
- c. The Secretary of the Orthopaedic club shall intimate the activities of the club to the Secretary of UPOA Association and shall help in organising Annual conference or symposium if held in that District/ Janpad
- d. All members of local Ortho Clubs preferably should become members of UPOA as well as IOA
- e. Only life members of UPOA as well as IOA can be office bearers of the Local Clubs
- f. All the local Orthopaedic Clubs should be affiliated to the UPOA.
- g. The Clubs must have annual elections and information of new office bearers should be communicated to the Secretary.
- h. Clubs must be registered with Registrar of Societies and must have a PAN No.
- i. All official UPOA events can only be conducted by those city clubs who have their own PAN No.
- j. Constitution of the club shall be planned by the local body on the pattern of the UPOA.
- k. President and Secretary of the UPOA shall be invited by Orthopaedic clubs if any activities are being organised by club.

19. JOURNAL AND EDITOR:

- a. The official Journal of the Association is the "**Journal of Bone and Joint Diseases**" (JBJD). It will be published three times a year.
- b. The office of the Journal shall be at the place of Editor
- c. The Editor shall be selected among the members of the Association, fulfilling eligibility criteria specified in Clause 6/a/b, by a panel comprising of the President, President Elect, Secretary, and two Past Editors of the JBJD.
- d. The Editor shall have a tenure of office for three years and shall also be Ex-officio member of the Executive Body. He/ She shall submit his/her resignation to the President.
- e. The JBJD will be available in online format for all members.
- f. Journal shall be sent by post to the Authors, Co-Authors, Chairman's of Orthopaedic Departments of all UP based Medical Colleges and to those members who have specifically requested, in writing, to receive a hard copy
- g. The Editorial Board shall be presided over by the Editor and shall consist of
 - i. Immediate Past Editor
 - ii. Associate Editors – 2
 - iii. Assistant Editors – Max 6
 - iv. Editorial Board Members – Max 12
- h. The Associate & Assistant Editors shall be selected among the members of the Association, by a panel comprising of the President, Secretary, and the Editor
- i. The Associate & Assistant Editors shall have a term of three years, contemporaneous with that of the Editor.
- j. Duties of the Editor.
 - i. The Editor shall be responsible for publication of the journal.
 - ii. Shall coordinate and assist the President and Secretary to select the best paper.
 - iii. Present the Annual report of the Journal to the Executive committee and General Body during the Annual conference.
 - iv. Shall be answerable to the Executive Committee and General Body.
- k. Finance:
 - i. The Editor shall arrange funds from donations and advertisement.
 - ii. The accounts of the journal shall be merged with the main UPOA account. All payments for the journal expenditure will be made by the Secretary and Treasurer from the main account

20. **AWARDS:**

All eligible Life Members / Associate Members (only PG students) residing and practicing the speciality in the state shall be entitled for any Award of the Association

a. **A LIFETIME ACHIEVEMENT AWARD**

- i. Will be given to an eminent orthopaedic surgeon who is member of UPOA, and has made commendable contribution for growth and development of Orthopaedics in the state.
 - ii. A committee of President, Immediate Past President, President elect, and Secretary shall decide the person during the mid term symposium.
 - iii. The award shall consist a citation, memento and shawl and will be presented during inaugural function of the annual conference of UP Orthopaedic Association
 - iv. The recipient shall get privileges similar to the Orators at the UPORTHOCONS.
 - v. A maximum of two Lifetime achievement awards can be given in any UPORTHOCON
- b. **Dr. B. N. SINHA ORATION:**
 - i. Oration shall be delivered by the Immediate Past President of the Association immediately after the 1st scientific session during the annual conference.
 - ii. The orator shall be honoured with a memento and citation.
 - iii. He shall be provided free registration, accommodation and hospitality.
 - iv. This award shall be given after the oration by the President of the Association.
 - v. The President and the Secretary shall be chair persons of this session.
- c. **DR. T. P. SRIVASTAVA ORATION:**
 - i. Oration shall be delivered by an eminent Orthopaedic Surgeon of the country. This has been financed by interest on the money donated by Prof S. M. Tuli and Prof T. P. Srivastava.
 - ii. The Orator would be selected by a committee consisting of President and Secretary of the UPOA and President, Varanasi Orthopaedic Club or his representative.
 - iii. The orator will be given citation and travelling expenditure by the UPOA.
 - iv. Local hospitality, free registration and suitable memento will be provided by the organising committee of the Annual Conference of UPOA.
- d. **DR. K. P. SRIVASTAVA ORATION:**
 - i. Oration shall be delivered by an eminent Orthopaedic Surgeon of the country (Preferably President of Indian Orthopaedic Association).
 - ii. The Orator would be selected by a committee consisting of President and Secretary of the UPOA and President, Agra Orthopaedic Society or his representative.
 - iii. The orator will be given citation and travelling expenditure by the UPOA.

- iv. Local hospitality, free registration and suitable memento will be provided by the organising committee of the Annual Conference of UPOA.

e. **GHAZIABAD ORATION:**

- i. The Oration shall be delivered by an eminent Orthopaedic Surgeon of the country.
- ii. The Orator would be selected by a committee consisting of President and Secretary of the UPOA and President, Ghaziabad Orthopaedic Club or his representative.
- iii. The orator will be given citation and travelling expenditure by the UPOA.
- iv. Local hospitality, free registration and suitable memento will be provided by the organising committee of the Annual Conference of UPOA.

f. **DR. ANIL GUPTA MEMORIAL LECTURE:**

- i. Lecture shall be delivered by an eminent Orthopaedic Surgeon working in Uttar Pradesh.
- ii. Submissions will be invited from amongst the Life Members. The Orator will be selected, from amongst the submissions, by a committee comprising the President, President Elect & Secretary of UPOA.
- iii. The orator will be given citation and travelling expenditure by the UPOA.
- iv. Local hospitality, free registration and suitable memento will be provided by the organising committee of the Annual Conference of UPOA.
- v. The invitation should be sent to the family members of late Dr. Anil Gupta at Kanpur

g. **DR. ABBAS ALI KHAN MEMORIAL LECTURE:**

- i. The Oration shall be delivered by an eminent Orthopaedic Surgeon of the country.
- ii. The Orator would be selected by a committee consisting of President and Secretary of the UPOA and President, Aligarh Orthopaedic Club or his representative.
- iii. The orator will be given citation and travelling expenditure by the UPOA.
- iv. Local hospitality, free registration and suitable memento will be provided by the organising committee of the Annual Conference of UPOA.

h. **ORTHOPAEDIC CLUB AWARDS**

i. **Dr. K. P. SRIVASTAVA TROPHY:**

The best Orthopaedic club with membership of more than 75 UPOA members will be assessed for the yearly activities and shall be awarded a trophy at the time of the Annual conference. To be eligible, the club must conduct annual election and send a preliminary report before the Mid Term Symposium.

ii. **Dr. M. K. GOEL TROPHY:**

The best Orthopaedic Club where membership is between 51-75 UPOA members, will be assessed for the yearly activities and shall be awarded a trophy at the time of the Annual Conference.

To be eligible, the club must conduct annual election and send a preliminary report before the Mid Term Symposium.

iii. **DHANENDRA PRASAD BHAGWATI DEVI MEMORIAL TROPHY:**

The trophy is named after the parents of Dr. Ashok Gupta, who had donated Rs. 50,000.00 for the purpose.

The best orthopaedic club with members between 26- 50 will be awarded this trophy at the time of the Annual Conference

To be eligible, the club must conduct annual election and send a preliminary report before the Mid Term Symposium.

iv. **UPOA TROPHY:**

The best Orthopaedic Club where membership is less than 25 UPOA members, will be assessed for the yearly activities and shall be awarded a trophy at the time of the Annual Conference.

To be eligible, the club must conduct annual election and send a preliminary report before the Mid Term Symposium.

i. **BEST PAPER AWARD**

BHAGWAN PRASAD MEDAL:

A Medal shall be awarded to the author of the best paper published in the JBJD. It shall be selected by a committee comprising of the President, Immediate Past President, Secretary & the Editor. President shall be the Chairman and the Editor the Coordinator of this committee. It shall be given at the opening ceremony of UPORTHOCN

j. **GOLD MEDALS:**

i. **Dr. A.K. GUPTA GOLD MEDAL:**

The best paper presentation at the time of the Annual conference by a eligible member of the Association, not older than 40 years of age and based and working in UP, will be

awarded a medal and a certificate at the congress Banquet of the same conference.

This award can be presented only once to a member and he must be a registered delegate for conference.

A separate medal session of 6 papers selected by the programme committee will be held for this.

ii. Dr. U. S. MISHRA PRESIDENT'S GOLD MEDAL:

The best paper presentation at the time of the Annual conference by a eligible member of the Association, in any age group, based and working in UP, will be awarded a medal and a certificate at the congress Banquet of the same conference.

This award can be presented only once to a member and he must be a registered delegate for conference.

A separate medal session of 6 papers selected by the programme committee will be held for this medal

iii. Dr. BHASKAR MALL PG GOLD MEDAL:

The best paper presentation at the time of the Annual conference by a bonafide PG student of a UP Medical College, will be awarded a medal and a certificate at the congress Banquet of the same conference.

This award can be presented only once to a member and he must be a registered delegate for conference.

A separate medal session of 6 papers selected by the programme committee will be held for this medal

iv. PG QUIZ

- a. A quiz completion among the teams of various medical colleges will be held during the Mid term Symposium of UPOA. Teams representing each of the UP medical colleges will consist of two PG students.
- b. The winning members will be given a medal and certificates. The winning team shall represent the UP state at the National quiz at IOACON.
- c. The winning team shall be provided with conference registration charges and apex class airfare expenses to attend the IOACON

v. E POSTER GOLD MEDAL

There shall be a E poster competition at the annual conference. PG students from each institution can present their work in the poster competition.

The best poster winner will be awarded a medal and certificate at the congress Banquet of the same conference.

k. UPOA EXEMPLARY SERVICE AWARD

- i. Will be given to an eminent orthopaedic surgeon who is member of UPOA, and has made commendable contribution for growth and development of Orthopaedics in the state.
- ii. A committee of President, Immediate past President, President elect, and Secretary shall decide the person during the mid term symposium.
- iii. The award shall consist a citation, memento and shawl and will be presented during inaugural function of the annual conference of UP Orthopaedic Association
- iv. A maximum of two such awards can be given in any UPORTHOCON
- v. The recipient will get privileges similar to the Orators at the UPORTHOCON

21. FELLOWSHIPS:

a. UPOA TRAVELLING FELLOWSHIP (2):

- i. Eligible Members of the Association below 40 years of age will be selected and sent to the Annual Conference of WBOA. A sum of Rs. 10000 (Ten Thousand) shall be paid to each fellow to cover the expenses.
- ii. The Secretary will try to arrange the local hospitality at the centers. The funds for this fellowship will be provided by the Secretary out of the savings of conference/Symposium of the Association.
- iii. The fellows will submit the report to the Secretary which will be published in the Journal. They will be given a certificate at the Inaugural function.

b. UPOA VISITING FELLOWSHIP (2):

- i. This fellowship shall be given (one from teaching group and one from non teaching group) to eligible member of the Association below 45 years of age for teaching and below 50 years for non teaching group.
- ii. The selected persons will be sent to centre of eminence in India for a duration of one week
- iii. A sum of Rs. 10000 (Ten Thousand) shall be paid to each fellow to cover the expenses.
- iv. UPOA Visiting Fellowship for the non-teaching group has been named as Dr. Bholanath Memorial Visiting Fellowship and UPOA Visiting Fellowship for the teaching group has been named as Dr. A.N. Srivastava Memorial Visiting Fellowship.

c. UPOA EXCHANGE FELLOWSHIP (2):

- i. This fellowship shall be given to bonafide Post graduate students who are first runner up of UPOA PG Quiz. They will attend the Annual Conference of Madhya Pradesh Chapter of IOA.

- ii. The local hospitality and registration charges will be met by the host Orthopaedic Association on reciprocal basis.
- iii. Travel expenses of Rs 10000 shall be paid to each fellow to cover the expenses.
- iv. The fellows shall be required to present a paper at the conference and participate in the deliberations of the conference.
- v. They shall submit their report to the Secretary for the publication in Journal. They shall be given a certificate in the Inaugural Function.

d. **LUCKNOW FELLOWSHIP:**

- i. Two selected fellows will be spending 10 days at the Sancheti Hospital, Pune.
- ii. Prof. O.P. Singh has donated Rs. 1,00,000 (One Lakh) for this fellowship.
- iii. Travel expenses of Rs 10000 shall be paid to each fellow to cover the expenses
- iv. The selection Committee of this fellowship will consist of President, Secretary of Association and Prof. O.P. Singh.

e. **VARANASI EXCHANGE FELLOWSHIP:**

- i. The selected fellow will visit Ahmedabad during the visit of the Johnson & Johnson fellows.
- ii. Varanasi Orthopaedic club has donated Rs. 30,000 (Thirty Thousand) for this fellowship.
- iii. He will be presented a certificate at the Inaugural function.
- iv. Travel expenses of Rs 10000 shall be paid to each fellow to cover the expenses

f. **GHAZIABAD UPOA FOREIGN FELLOWSHIP:**

- i. Two selected fellows (one from a teaching institute & one from non teaching stream) will visit an International Orthopaedic Center at a mutually agreeable date.
- ii. They will be presented a certificate at the Inaugural function
- iii. Ghaziabad Orthopaedic club has donated Rs. 10,00,000 (Ten lakh) for this fellowship.
- iv. A sum of Rs. 45,000/—(Forty five Thousand) shall be paid to the fellows to cover the expenses.
- v. The selection Committee of this fellowship will consist of President, Secretary of Association and President of Ghaziabad Orthopaedic Club.

g. **GHAZIABAD UPOA NATIONAL FELLOWSHIP:**

- i. Two selected fellows (one from a teaching institute & one from non teaching stream) will visit a center of eminence in India at a mutually agreeable date.
- ii. They will be presented a certificate at the Inaugural function

- iii. A sum of Rs. 10,000/—(Ten Thousand) shall be paid to the fellows to cover the expenses.
- iv. The selection Committee of this fellowship will consist of President, Secretary of Association and President of Ghaziabad Orthopaedic Club.

22. SELECTION OF FELLOWSHIP & AWARDS

- a. Fellowships shall be decided by a Fellowship committee consisting of three members i.e. President, Secretary and Immediate Past President (Except specified otherwise as for Lucknow Pune Fellowship, and Ghaziabad UPOA National & Foreign Fellowship).
- b. Information about all awards should be circulated amongst all members by the Secretary of Association by post in the 1st circular of Association. The 1st circular must be circulated within two months from Last Annual Conference. The application forms duly completed by desiring persons should reach the convenor of the Fellowship committee within one month from the date of circular.
- c. The fellowship committee shall have the guide lines (annexure 1) in deciding the award for different fellowships.
- d. Best Orthopaedic club awards will be decided by a committee consisting of three members i.e. President, Secretary and Immediate Past President
- e. The committee will follow the laid down Criteria for Selecting best Orthopaedic Club Award (annexure 2)
- f. The criteria for Dr. A.K. Gupta Gold Medal, Dr Bhaskar Mall PG Gold Medal and Dr. U. S. Mishra President's Medal for best paper presented in Scientific session of U.P. Orthopaedic Association I.O.A. at its Annual Conference (annexure 3)
- g. A copy of criteria for evaluating above medals shall be distributed to the Judges in the Conference.
- h. The Secretary U.P. Orthopaedic Association shall nominate three judges preferably from amongst the non UP Based Guest speakers

23. ARBITRATION:

In case constitution is silent on any point, IOA constitution will be followed. In case of any dispute which can not be satisfactorily settled the matter shall be settled by arbitration Each party will appoint an arbitrator and arbitrators will appoint an umpire, only from Life members of Association. The decision of the umpire shall be final and binding on all parties

24. ANNEXURES

Annexure 1

Selection of fellowship	Criteria	Max
Degree	MS	9
	D. Orth	5
Publications	JBBD (5 points per paper)	20
	IJO (8 points per paper)	16
	International (10 points)	10
Paper Presentation	UPORTHOCON (2 for each)	6
	Subspeciality (2 for each)	4
	IOACON (3 for each)	6
	International (3 for each)	3
Conferences attended	UPORTHOCON (1 for each)	3
	Subspeciality (1 for each)	2
	IOACON (2 for each)	6
	International (2 for each)	
Academic awards		5
Fellowships		2
Experience	(1 for each year)	3
TOTAL		100

Annexure 2

ACTIVITIES FROM 1 JANUARY TILL 31 DECEMBER REPORT TO BE SUBMITTED BEFORE 15 JANUARY	Max
Increase in number of members of UPOA - 1 point for every new members	10
Increase in number of members of IOA - 1 points for every 1 new members	10
Academic Activities (Name with number of delegates)	
(1) National Conference (IOACON)	15
(2) State Conference / National Conference of Sub-speciality Group of IOA	8
(3) Mid Term Symposium	4
(4) Instructional Courses / CME / Hands on Workshop (2 point per programme)	8
(5) PG Crash Course	2
(6) Clinical Meetings - 0.5 points for each meeting	6
Achievement of Individual Members (National & International)	
(1) Guest lecture in National & International Conferences - 2 point per presentation	6
(2) Guest lecture in UPORTHOCON - 1 point per presentation	4
(3) Paper presentation in National & International Conference - 1 point per presentation	3
(4) Paper presentation in UPORTHOCON - 0.5 point per presentation	2
(5) Awards & honours	2
(6) Elections to higher posts (P/S=2; VP/E/T=1, E=0.5)	4
(7) Inventions (techniques, instruments, implants)	1

(8) Academic Literature (writing, editing, translating)	2
Newsletter	2
Regular Election of Office Bearers (Reporting of Activities to Hon Secretary UPOA)	4
Other Activities (1) Any welfare programme for public (2) Slide projector, Overhead projector, laser pointer (3) Activities connected with allied orthopaedic activities	3
Chapter contribution to UPOA (10-50000 Rs = 2 points)	4

Annexure 3

Each paper should be evaluated for

1. Content - 10 points

(consider whether the material presented was factual, whether data collection was meticulous with attention to detail, whether the analysis was objective and the discussion was rational)

2. Quality of presentation - 5 points

(consider the quality of slides, the style and effectiveness of presentation and maintenance of time)

3. Originality - 5 points

(consider in addition whether additional light has been thrown on established knowledge)