

INDIAN DENTAL ASSOCIATION

CONSTITUTION



Indian Dental Association

Registered Head Office

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OFFICIAL COLOUR SCHEME OF EMBLEM



When the Emblem is printed or painted in more than one colour, the official colour scheme as given should be adhered to for the sake of uniformity.

However, in case of single colour printing, any one colour may be used throughout the emblem.

Reg. No. S/265 of 1967

The need to standardize the Association Emblem cannot be overemphasized. It is necessary in order to avoid a variation in the design, shape proportions and content of the emblem used on the letter-heads, banners, etc., of the various branches and at official functions. After consulting several senior members and after a painstaking search of the records available at the Head Office, the Central Council has approved the Emblem. All branches should follow the basic design, shape and colour scheme as given in their use, though the size may be altered as required without disturbing the proportions.

KNOW YOUR EMBLEM

The following is the significance and the rationale behind the Emblem design which projects the image of our Association.

1. **Head of the Elephant:** Adopted only in India, by the Indian Dental Association and it represents sagaciousness or thoughtfulness.
2. **Tusks of the Elephant:** They denote the dental profession and were used as far back as the Egyptian culture dates, to replace human teeth in the mouth with ivory. The tusks are most expensive and beautiful "teeth" known to mankind and thus stand for dentistry.
3. **The Staff of Aesculpius:** Stands for the Captor of authority and represents the professional authority of the Association.
4. **Serpents entwined around the Staff:** In 300 B.C., the God of Medicine and Healing of the Romans was Aesculpius who used serpents and a rod for healing. The Greek philosopher Hippocrates adopted this as a symbol of healing. It has since been associated with the medical science. Our emblem has two serpents entwined around the staff in opposite directions.
5. **Wings on the Staff:** Represent the spread of knowledge according to the Greek mythology wherein God Hermes had wings on his legs.

The Emblem has six small and three large divisions on the wings of either side of the staff.

The All India Dental Association, a Non-Government Organisation (NGO), was founded in 1946 under the able guidance of Dr Rafiuddin Ahmed, the doyen of dentistry in the country and the founder of the first dental college and hospital in India. Dr Rafiuddin Ahmed became its first President and continued for a three years term till 1948. IDA was formed to unite dental professionals across India and to foster education, improve awareness about oral health and enhance communication. Later the All India Dental Association became the Indian Dental Association, as it is known today. Thus, while registering the Association in 1967, for facilitation of registration under the Societies Registration Act, 1860, the address at Delhi was provided. However, Registered Head Office of the Association shall be where the Hon. Secretary General resides / practices and not any other place in India.

Today, Indian Dental Association has dental professionals as its members spread across the State and Local branches. Being an exclusive body of dentists in India, it effectively harnesses its vast resources aimed at attaining professional excellence in their day to day clinical and research activities and to ensure optimal oral health for all.

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INDIAN DENTAL ASSOCIATION

IDA Constitution shall be applicable to Office Bearers, Central Council, State, Local and Defence branches, and members

(Constitution copy as amended upto 21st September 2014)

GUIDLINES/RULES & REGULATIONS:

IDA has formulated separate guidelines on:

- (a) Conference
- (b) Election
- (c) Arbitration
- (d) Membership
- (e) Code of Ethics
- (f) Awards

to be followed in conjunction with the Constitution and it is imperative that members, Office Bearers, Central Council, State, Local and Defence branches shall adhere to these guidelines/ Rules & Regulations in upholding the spirit of the Constitution for the smooth and better functioning of the Indian Dental Association.

IDA CONSTITUTION AMENDMENTS:

- 1. Amended at AGM at Bombay on 29th December, 1967
- 2. Amended at AGM at Chennai on 29th December, 1974
- 3. Amended at AGM at Chennai on 2nd December, 1978
- 4. Amended at AGM at Coimbatore in December 1988
- 5. Amended at EOGM on 25th October, 1998 (single Constitution)
- 6. Amended at EOGM at Coimbatore on 19th November, 2000
- 7. Amended at EOGM at Mumbai on 5th September, 2004
- 8. Amended at AGM at Mangalore on 27th January, 2008
- 9. Amended at AGM at Nagpur on 14th February, 2009
- 10. Amended at AGM at Kolkata on 24th February, 2013
- 11. Amended at EOGM at Mumbai on 21st September, 2014

We, the members of the dental profession, having solemnly resolved to constitute ourselves into an independent and autonomous body in order to provide useful information and share knowledge and skills on dental science and to embody common goals and become more unified and advancing, enhancing knowledge through interacting with each other about various ways in which we can become better professionals in the service of improving the oral health of the nation and our own professional advancement so that we might provide a means of achievement within our own profession, and to engage ourselves in all programmes and projects that promote dental health and hygiene among the people and foster professional advancement of the fraternity, do hereby ordain, establish and give unto ourselves this Constitution for the governance of Indian Dental Association.

The Association serves as the custodian of oral health in the country and a liaison between the people, dental colleges, dental students, government institutions and oral healthcare and dental product manufacturers, nationally and internationally. At all times, we undertake to uphold the spirit of the Constitution.

ABBREVIATIONS & DEFINITIONS

ABBREVIATIONS

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

- a. IDA means the Indian Dental Association.
- b. “Members” means all classes of members.
- c. “Branches” means all state / local / Defence branches.
- d. “Council” / “CC” means Central Council of IDA.
- e. “Committee”/ “EC” means Executive Committee of state/local/Defence branches.
- f. “Direct Members” means direct members to the State / Defence Branch / Head Office.
- g. “HSG.” means Honorary Secretary General.
- h. “HO” means Registered Head Office.
- i. “AGM” means Annual General Body Meeting.
- j. “EOGM.” means Extra Ordinary General Body Meeting.
- k. “CDH.” means Council on Dental Health.
- l. “CDE.” means Council on Dental Education.
- m. “HSS” means Hon State Secretary
- n. “SO” means State Office
- o. “Term” mentioned in this Constitution means one completed term, i.e., from the AGM of one year to the AGM of the next year or till 28th February, whichever is earlier, in case of Central Council. In the case of all State and Local branches, one completed term means, the period between the AGM of one year and the AGM of the next year or till 31st December, whichever is earlier.

DEFINITIONS

- 1 Constitution: Constitution means and includes Articles, bye-laws, Guidelines and, Rules and Regulations framed under the Constitution of IDA.
- 2 Member: Any dental professional who has been admitted as a member by the HO of the Association and who is not in default or in arrears.
- 3 Association: Association means Indian Dental Association including members, branches and Head Office.
- 4 Bye-laws: Guidelines, Rules and Regulations framed by the Association to guide and control the actions of members and branches.
- 5 CENTRAL COUNCIL: The Central Council is the national level governing body of the Association having its jurisdiction within the territory of India.
- 6 Sub-Committee: Subcommittee means a committee constituted by Central Council and consisting of Central Council or Association members for the execution of activity / work / special task from time to time.
- 7 Registered Head Office: The Registered office means Head Office which shall be in India where the Honorary Secretary General resides/practices and not any other place in India, and under no circumstances the place of registration of the Indian Dental Association as a society, i.e., New Delhi, should be interpreted or considered or construed as the Registered Office or Registered Head Office of the Association.
- 8 Branches: Branches are those branches / segments of the Parent Association working in the State or District / Tahsil / Municipal jurisdiction within the territory of India.
- 9 State Office: The administration of the State Branch of the Association is done by the State Office (SO). The State office of the Association is based where the Hon. State Secretary resides or practices.
- 10 Local Office: The administration of the Local Branch of the Association is done by the Local Office (LO). The Local office of the Association is based where the Hon. Secretary of local branch resides or practices.
- 11 Guidelines: Guidelines are rules and regulations of the Associations, which are formed by the Central Council for better administration of the Association and are subject to alteration / modification / amendment.
- 12 Meeting: A formally arranged gathering of representatives or members of the Association.
- 13 Workshop: Workshops are meetings where participants are involved in group discussions and are normally organized around one or more theme areas. Workshops allow participants with differing values and priorities to build a common understanding of the problems and opportunities confronting them.
- 14 Seminar/s: Any meeting for an exchange of ideas / a course offered for a small group or series of meetings emphasizing interaction and exchange of information among a usually small number of participants.
- 15 Conference: The conference is a formally arranged gathering for consultation or discussion, exchange of views / information, the act of conferring, as of an academic degree, along with or without trade exhibition.

INTRODUCTION

Name	:	The name of the Association shall be 'INDIAN DENTAL ASSOCIATION'
Composition	:	The Central Council State Branches Local Branches Defence Branch
Official Affiliations	:	World Dental Federation (FDI) Commonwealth Dental Association (CDA) International Association of Dental Research (IADR) Society for Research on Nicotine and Tobacco
Registered Head Office	:	Registered Head Office shall be where the Hon Secretary General resides / or practices
Association year	:	Subscription Year – 1 st January to 31 st December. Financial Year - 1 st April to 31 st March. Functioning of Association – One Term, i.e., from AGM to AGM (for Head Office, State Branch, Local Branch) (One Term as specified in point no. 'O' under Abbreviations & Definitions)
Area of Operation	:	The Jurisdiction of Indian Dental Association is the territory of the Republic of India.

OBJECTIVES OF IDA

The OBJECTIVES OF IDA are:

- 1 To be actively involved in, and to help in, the promotion, encouragement and advancement of the dental and allied sciences.
- 2 To encourage IDA members to undertake measures for the improvement of public oral health and dental education in India.
- 3 To maintain the dignity, image and honour of the dental profession.
- 4 To protect the rights and interests of the members of the Association.
- 5 To foster friendship, co-operation and co-existence amongst the members of the Association and to implement well formulated schemes for the social security of members of the Association.

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

- a. Hold periodic meetings, conferences and trade exhibitions for the members of the Association and for the dental profession in general.
- b. Publish and circulate journals / newsletters which shall be the official voice of the Association, being especially adapted to the needs of the dental profession in India and which shall undertake publicity and propaganda work of the Association through their columns.
- c. Maintain an Association office or offices as herein afterwards provided.
- d. Encourage the opening of libraries in HO, state and local branches and procure other relevant materials, books, etc., out of the funds of the Association and from donations it receives.
- e. Publish from time to time papers embodying dental research, conducted by members independently or under the auspices of the Association.
- f. Encourage research and continuing dental education in the dental and allied sciences, with grants from the funds of the Association, by establishment of research centres and related foundations, etc., and scholarships, prizes or awards, in such a manner as may from time to time be determined by the Association. Maintain contact with national and international Associations having similar objectives.
- g. To set up trust / research centre / foundation, oral cancer and oral health educational initiatives, etc., to carry out public charitable and educational activities.
- h. To set up educational institutions.
- i. Conduct an educational campaign amongst the masses of India on the matter of oral hygiene, by co-operating with different public / private bodies working with similar objectives.
- j. Consider and express views on all questions pertaining to the Indian Legislation affecting public health, dental profession and dental education and take such steps from time to time regarding the same, as shall be deemed expedient and necessary.
- k. Grant the “IDA Seal of Acceptance” to oral care products, dental Instruments, equipment and material, etc., with regard to their safety, efficacy and quality, in the interest of the dental profession and the public. This authority is vested with the Central Council only.
- l. Represent the interest of the dental fraternity, to plead for and to protect its rights, to secure all benefits for its members, to defend their rights and also to liaison with Central Government / State Governments and various appropriate bodies.
- m. Do all such things as are cognate to the objectives of the Association or are incidental or conducive to the attainment of the above objectives.
- n. Safeguard the professional interest and social security of an individual member as a consumer.
- o. Co-operate with other speciality societies and Associations having similar objectives.
- p. Start and run charitable dental clinics by itself or by co-operating with other charity organizations or government /semi-government bodies.
- q. All activities of the Association shall be carried out in India. However, the Association can collaborate globally with regard to oral health programmes and scientific activities.
- r. To conduct voluntary CDE accreditation programme.
- s. To formulate base minimum standards to set up dental clinic and have voluntary dental practice accreditation programmes.
- t. Liaise with Governments, National and International bodies, Associations, Organisations, etc.

The benefits of the Association are open to all members irrespective of caste, creed, religion, sex etc.

1. Types of Membership :

Members can be enrolled under the following categories:

- | | | |
|---------------------|---|--|
| A. Annual Member | - | A dental surgeon who pays the annual subscription. |
| B. Silver Member | - | A dental surgeon who pays membership fees for a period of 5 years. |
| C. Gold Member | - | A dental surgeon who pays membership fees for a period of 10 years. |
| D. Life Member | - | A dental surgeon who pays a one-time subscription fee. |
| E. Student Member | - | An undergraduate from a dental institution / college. |
| F. Affiliate Member | - | A dental surgeon residing outside India. |
| G. Honorary Member | - | A dental surgeon of high scientific or literary standing, having rendered valuable services to IDA and nominated by the Central Council. |

2. Eligibility

Dental Surgeons should apply for membership in the prescribed application form and shall conform to the following conditions and prerequisites:

- He/she should be a dental surgeon registered under Part A of the Indian Dentists Act, 1948. (Graduates). In areas where the Indian Dentists Act has not been enforced and no registration has taken place, members of the dental profession are eligible to be registered under Part A (Graduates only).
- A dental surgeon with Part-B Registration of the Indian Dentists Act, 1948 and who is already a member in good standing, as on 31st January 1998, without any arrears shall continue to be a member. There shall not be any further admission of Part-B Registered Dental Practitioners in local / state branches & HO.
- An applicant should not have been convicted by any competent court of law for any cognisable offence; and should not be of unsound mind or insolvent. He/she should not have been engaged in any activity detrimental to the interests of the Association. While joining he/she should sign a declaration to that effect in the application form.
- The applicant should not be involved in any illegal activity.
- In the case of student membership, he/she should be an undergraduate student, studying up to internship from a dental institution / college, recognized / approved by the Dental Council of India. The application form should bear the Principal's signature and the stamp of the institution.
- In the case of Affiliate Members, the non-resident dental surgeon must provide his/ her professional credentials, which must be endorsed by a dental body of that country.

3. Subscription

A. General Rules

The Association shall reserve the right to revise the subscription from time to time.

- All subscriptions, with taxes as applicable from time to time, are payable in advance on the first day of membership year, every year.
- The annual year for subscription shall be from 1st January to 31st December every year
- The last date of receipt of subscription towards renewal of membership shall be 31st January at the HO. For convenience subscription should be received by 15th December at the local branch and by 31st December at the state branch.
- In case the annual fees of any member do not reach HO on or before 15th February every year his/her membership will be automatically terminated. Such member can enroll again as a member by paying admission fee and the necessary subscription.
- Any Annual/Silver/Gold member shall pay his/her entire amount of subscription directly either only to HO or State Office or Local branch. Local branch can pay State branch & HO share, directly to HO. HO will transfer respective share of State / local branches in due course of time. The Annual/Silver/Gold/Life/Student/Affiliate membership, NSS Subscription fees and admission fees prescribed may be reviewed from time to time, as recommended by the CC.

B. Subscription Fees:

a. Annual Member:

Admission fee - Those joining for the first time or seeking readmission shall pay an entire entrance fee of Rs. 300/- to the admitting local / state / Defence branch or HO.

Annual fee - member shall pay a uniform entire subscription of Rs. 1150/- (Annual subscription of Rs. 1050/- + subscription towards National Social Security Scheme (NSSS) of Rs. 100/-) either at local/state/Defence/HO.

Renewal Fee – They shall pay a uniform entire subscription fee of Rs.1150/- either at local / state/Defence branch or HO.

b. Silver Member (Membership for 5 years):

Admission fee – Those joining for the first time and seeking readmission shall pay the entire entrance fee of Rs.300/- to the admitting local/state branch or H.O. either only at Local / State/ Defence / Head Office.

Membership fee – member shall pay at a time the entire fee of “Rs.5750/- for 5 years (Annual subscription of Rs. 5250/- + NSS subscription of Rs. 500/-)”.

c. Gold Member (Membership for 10 years):

Admission fee – Those joining for the first time or seeking readmission shall pay the entire entrance fee of Rs.300/- to the admitting local/state /Defence branch or H.O. either only at Local / State/ Defence / Head Office.

Membership fee – member shall pay at a time the entire fee of “Rs.11500/- (Annual subscription of Rs. 10500/- + NSS subscription of Rs. 1000/-)”.

d. Life Member:

Admission fee – Those joining for the first time shall pay the entire entrance fee of Rs.300/- to the admitting local/ state / Defence branch or HO, and Life Membership fee – shall pay a one time entire fee of Rs.22150/- (Life membership of Rs. 19550/- + one time NSS subscription of Rs. 2600/-)”.
f. Affiliate Member: - Shall pay the entire annual subscription of US \$100 directly to the HO.

g. Affiliate Life Member: Shall pay a one-time entire fee of US \$ 350 directly to the HO.

h. Honorary Members: Shall not have to pay any subscription fee

National Social Security Scheme:

The AGM held on February 24, 2013 at Kolkata approved and adopted the National Social Security Scheme (NSS scheme). The NSS Scheme is clubbed with membership for cost effective administration. The NSS scheme is mandatorily applicable to all Annual/Silver/Gold/Life members. The member shall pay the NSS Subscription fees and taxes, if any, along with membership fees. The NSS Scheme subscription fees prescribed may be reviewed from time to time, as approved by the Central Council. The NSS Scheme Rules and Regulations under which the scheme shall operate are made available to members on the website. The NSS Scheme Rules and Regulations shall be applicable to all members.

Activity Fee:

The state and local branches have the option of collecting an “activity fee” in addition to the subscription fee from members affiliated to respective branches either once annually or for every activity as decided by their EC. It shall not be merged with subscription fee. Activity fee collected annually or for every activity as decided by EC will be uniformly collected from Annual/Silver/Gold/Life/Student member and not selectively from any particular category of members. However student member may be given concession for one or some programmes if the branch so decides. However if the activity fee is not paid by Annual/Silver/Gold/Life/Student member, his membership privileges remain the same. A member who has not paid activity fee cannot take part in State branch / Local / Defence branch activities for which activity fee is collected from members. But such a member (except student member) can attend EC meetings / AGM /EOGM and contest for any post of HO/ State branch/Local/Defence branch and vote in any elections conducted by HO/State branch/Local branch.

C. Distribution of Subscription– to Head Office/State/Local Branch

a. Annual Member

aa. The admission fee shall be Rs. 300/- and is distributed as under:

HO -	Rs.100/- (+ Taxes, if any, as applicable)
State branch	Rs.100/-
Local branch	Rs.100/-

ab. The annual / renewal fee shall be Rs.1150/- and is distributed as under:

HO -	Rs.500/- (fee sub. share of Rs. 400/- + NSSS Subscription of Rs. 100/- + Taxes, if any, as applicable)
State branch	Rs.250/-
Local branch	Rs.400/-

b. Silver member

ba the admission fee shall be Rs. 300/- and is distributed as mentioned for annual members.

bb. The subscription fee of Rs. 5750/- shall be distributed as under.

HO -	Rs.2500/-(fee sub. share of Rs. 2000/- + NSSS Subscription of Rs. 500/- + Taxes, if any, as applicable)
State branch	Rs. 1250/-
Local branch	Rs. 2000/-

c. Gold member

- ca. The admission fee shall be Rs. 300/- and is distributed as mentioned for annual members.
- cb. The subscription fee of “Rs.11500/- shall be distributed as under.
- | | |
|--------------|--|
| HO - | Rs. 5000/- (fee sub. share of Rs. 4000/- + NSSS Subscription of Rs. 1000/- + Taxes, if any, as applicable) |
| State branch | Rs. 2500/- |
| Local branch | Rs. 4000/- |

d. Life Member

- da. The admission fee shall be Rs. 300/- and is distributed as mentioned for annual members.
- db. Out of the life membership fee of total Rs.22150/-, Rs. 18,500/- shall be kept in fixed deposit and Rs. 2600/- one time subscription towards NSS Scheme shall be transferred to the NSSS account by the HO. The life membership account shall be operated separately. The Initial subscription of Rs 1050/- shall be divided as HO-Rs. 400/-, State Branch-250/-, and Local Branch 400/-“ and thereafter, every year interest shall be distributed as under:
- | | |
|--------------|-----|
| HO - | 40% |
| State branch | 30% |
| Local branch | 30% |

e. Existing Life Members (Members enrolled as life member before 5th Sept 2004)

- ea. The Life Membership fee of Rs.3,000/- of existing life members shall be kept in fixed deposit and interest earned thereon shall be distributed as under:
- | | |
|--------------|-----|
| HO - | 40% |
| State branch | 30% |
| Local branch | 30% |
- eb. In case of Direct Members of State Branch, the income from interest shall be distributed as under:
- | | |
|--------------|-----|
| HO - | 40% |
| State branch | 60% |
- ec. In case of Direct Members of Head Office the income from interest shall remain entirely with Head Office.

f. Direct Member of State Branch (State where local branch does not exist)

- fa. The admission fee of Rs. 300/- shall be distributed as follows.
- | | |
|--------------|-----------|
| HO - | Rs. 100/- |
| State branch | Rs. 200/- |
- fb. In case of direct members with a life membership of any state branch, the interest shall be distributed as under:
- | | |
|--------------|-----|
| HO - | 40% |
| State branch | 60% |
- fc. In case of direct member the annual membership Rs. 1150/- will be distributed as follows.
- | | |
|--------------|-----------|
| HO - | Rs. 500/- |
| State branch | Rs. 650/- |
- For silver / gold members calculate the distribution for HO and SO for respective number of years accordingly.

g. Direct Member of Head Office

In case of direct members of Head Office with Annual/ Silver/ Gold/ Life membership, the entire admission fee / annual /Silver /Gold Subscription / interest on life membership shall remain with Head Office.

h.

Any office (HO/State branch/Local branch) who receives the membership subscription amount should disburse the share to the respective offices (HO/State branch/Local branch) as per constitutional provisions. However, state / local branches should inform / mark copy to each other while forwarding subscription / subscription share to HO.

D. Share of Subscription CDE / CDH

- a. Head Office: - From the subscription received from annual members, an amount of Rs.15/- per member shall be the share of CDH and Rs. 15/- per member shall be the share of CDE.
- b. State office: - State branch to decide the share of subscription towards Journal/CDE/CDH at its AGM.

4. Admission of Member

A. Annual / Silver / Gold / Life

- a. A dental surgeon who wishes to apply for membership of IDA has to first completely fill and submit the application form. He/she shall have to submit the application form along with the prescribed fees and supporting documents / credentials to the local branch/state branch/HO for approval.
- b. The Hon. Secretary of the HO / state branch / local branch / Defence branch shall have the authority to first scrutinize the application form and other supporting documents. If the Secretary has any doubts or reservations, he shall refer the case to the CC or the EC for its decision. He cannot reject the membership without the consent of the CC or EC.
- c. Applications received at each branch office must then be submitted to the CC/EC for its approval subsequently. After verification, if all documents are found to be in order and to the satisfaction of the Secretary/CC/EC, the application shall be passed and the member shall be informed and enrolled subsequently.
- d. After approval, the subscription amount shall be deposited accordingly.
- e. The original application forms, along with the photograph shall be dispatched to HO for its records immediately. The local branch shall forward two copies of the application to the state branch after admission and the state branch shall forward one copy to HO.
- f. In the event of false information, the application shall automatically get cancelled/rejected.
- g. If the Branch Executive decides with a 2/3rd majority not to admit the applicant in the larger interest of the branch, the application shall be rejected and the applicant will be intimated. In case the applicant appeals to state branch/HO, the decision of CC shall be final.
- h. The decision of granting or rejecting membership applications by CC is final and cannot be questioned in any court of law, as the Association is a voluntary body and the rights to admission are reserved. The decision of CC regarding granting or rejecting membership to any applicant / member shall be binding on State, Local, Defence branches.
- i. By becoming member of the local or state or Defence branch a member shall automatically become member of the central organization, i.e. Indian Dental Association subject to receipt of his / her subscription share by HO.
- j. HO shall process the form and only HO can issue the identity / membership card, and/or other necessary eligibility, validity and/or membership status certificates to members. State and Local branches shall not issue any identity / membership card to members.

B. Direct Member

- a. A dental surgeon who wishes to become a member of IDA but does not reside or practise within the area of a state/local branch can directly apply to HO as Direct Member.
- b. Persons residing or practising within the jurisdiction of a state branch but in a place where no local branch exists shall be admitted to the respective State branches, as direct members.
- c. The HO / State Office shall reserve the right to accept or reject an application for direct membership as may be applicable.

C. Honorary Member

- a. For an Honorary Member to be admitted, he/ she should be proposed by atleast twenty-five members of the Association or ten members of the CC, wherein the claims of the candidates for such an honour shall be set forth by the proposers.
- b. The election shall take place at a meeting of the CC, where the voting will be done by secret ballot after due discussion.
- c. The person shall be considered elected as Honorary member if 2/3 of the members who are present and who cast their vote in his or her favour. Such members shall continue as Honorary Member for life.

D. Student Member

- a. An undergraduate student studying up to internship from any dental institution, recognized/approved by the Dental Council of India, shall be admitted as student member, on submission of an application form, duly signed by the Principal and on payment of the prescribed fees.

E. Affiliate Member

- a. A non-resident dental professional, interested in becoming member of the Indian Dental Association, shall apply for affiliate membership directly to HO, by paying the annual/life membership fees.
- b. He/she should be a member of the National Dental Society /Association of his/her country and should produce a certificate to that effect.
- c. All affiliate members shall apply for membership to HO only and shall be attached to HO only.

5. Transfer of Membership

Transfer of membership from one branch to another shall be done at the time of membership renewal, i.e., November/

December/January and on production of proof of IDA membership in the previous year. Once the subscription is paid to respective Local branch / State branch / Defence branch / HO for current year, membership will only be transferred in the following year with fresh request. However for communication purpose mailing address will be changed with written request.

6. Membership Privileges

- A. All members excepting student members shall be supplied with a copy of all the publications of the Association, free, or at such rates as the CC may fix from time to time.
- B. All members shall be entitled to the use of the library and the Association rooms, if any, set apart for the use of the members.
- C. All Members can attend CDE programmes, conferences, lectures and demonstrations, organized by the Association, according to the terms as laid down by the Association.
- D. Only annual / Silver / Gold and life members who have paid subscription before 31st July shall have the right to attend the AGM / EOGM of Central Council and of State branch and of Local branch and vote on all resolutions put forward at the meetings and vote for elections of Office Bearers and for other posts. Those who have paid the subscription after 31st July can only attend the AGM/EOGM but cannot vote on any resolution or vote in any election.
- E. Student, affiliate and honorary members shall have no right in the working of the Association.
- F. All members shall enjoy any other privileges that may hereafter be conferred by the CC.
- G. Only Annual / Silver / Gold and Life Members shall be eligible to contest and hold offices; i.e. office bearers of Local branch / State branch / Defence branch / Head Office / Representative to the CC / Representative of Local Branch to State EC / Local branch EC member, provided they are members in good standing.
- H. Member in good standing is one whose subscription share has been received by HO on or before 31st January.

7. Termination of Membership

- A. **Resignation:** - A member wishing to resign from membership may do so by tendering the resignation in writing to the HO with a copy to the state/local branch. His/her resignation shall take effect immediately and such member, ipso facto, ceases to be a member of the local branch, state branch and the HO.
- B. **Non-payment of Fees:** - The membership of a member whose subscription remains unpaid after 15th February at HO, every year, will be automatically terminated.
- C. **Undesirable Conduct:**
 - a. If the conduct of any member is deemed by the CC or state EC or local branch EC, prejudicial to the interest of the Association or calculated to bring the dental profession or the Association into disrepute, in violation of the rules and regulations of the Association or who is creating obstacles and hurdles in the working of the Association, that member shall be asked to submit a written explanation as to why disciplinary action should not be taken against him/her for his/her conduct.
 - b. In the event of the explanation being found unsatisfactory, the member may be asked either to apologise or to resign from the Association. If the member is agreeable, his/her apology or resignation will be accepted. In case of a branch member, the matter shall be referred to the CC through the state branch, giving details of the case for further reference.
 - c. In the event of the said member refusing either to apologise or to resign, an EC of his Local branch / State branch shall be convened to consider the case and notice of at least 7 days, in case of a local branch, 14 days in case of a state branch and 21 days in case of HO, shall be given to the member concerned. The member shall be given an opportunity to explain his/ her conduct.
 - d. If at the meeting 60% of the total strength of members who are eligible to vote and present at the meeting and who record their votes, vote in favour of removal of the member's name from membership, the resolution shall be sent to the CC through the state branch for confirmation. The member's name shall be removed from the register of membership of the local branch/ state branch/HO, only after receipt of the confirmation from CC.
 - e. Before the CC gives its final decision, the member shall have the right to appeal. However, in the meantime, the member shall be suspended from all privileges of membership.
 - f. In case of direct members, the state and HO shall follow the same procedure as the case may be.
- D. **No authentic qualifications / certificates.**
 - a. A member who is not qualified but who has secured admission on misrepresentation shall automatically cease to be a member on the same day.
 - b. If any member does not possess the requisite qualifications to join as a member in a state/local branch or HO but has been admitted by the state/local branches, such information shall be brought to the notice of the CC and a detailed enquiry will be conducted by the HSG regarding the member's credentials and the facts placed before the CC.

- c. If the CC decides that the concerned member is not qualified to become a member of the Association, an explanation shall be sought from the concerned member, giving 15 days time for the member to justify his/her case.
- d. If the member prefers to appear before the CC and explain his/her case, he may be given an opportunity. After receiving the member's explanation or after hearing the member, if the CC is convinced that the member does not possess the requisite qualification to be admitted as member, he/she shall be removed from the rolls of the state/local branch and HO forthwith and it shall be intimated to the member and the local and state branch.
- e. In the event of the member's not responding to the letter sent by HO, by registered post, in due time before the last date mentioned in the letter, the decision of the CC shall be final and binding on the member.

E. Alternate Associations

- a. If any member floats/forms another dental association parallel and detrimental to IDA at a regional or All India level, he/she shall be removed from the membership of IDA.
- b. Any member of IDA joining the parallel Association shall also be removed from membership of the Association. This does not apply to speciality societies. While removing, the procedure as laid in Sub Section 7.C in the article membership (Undesirable Conduct) shall be followed.

F. Refund of Subscription

No member shall be entitled to ask for any refund of the membership fees, either in whole or part thereof once the subscription is paid to Local branch / State branch / Defence branch Head Office.

8. Re – Admission as Member

- a. Members who have ceased to be members under clauses 7.A and 7.B of Article Membership, can be re-admitted as new members, upon fresh application, subject to approval by the EC/CC and upon payment of admission fees, annual fees and any dues outstanding against them except annual fee as on the date when they had ceased to be members.
- b. The CC shall however have the power to write off a part or whole of any outstanding dues against such members on the recommendation of the branches concerned, or in the case of direct members, on its own initiative.
- c. Members, whose names have been removed under clauses 7.C and 7.E of Article Membership, may be re-admitted, subject to the decision and approval of the CC, on the expiry of two years or thereafter, provided their application for re-enrolment, supported by ten members of the Association testifying to their good conduct during the intervening period, is accepted.
- d. But the member who has resigned under clauses 7.C and 7.E of Article Membership, can be re-admitted on submitting a written apology acceptable to the CC and or on the recommendation of the state/local branch concerned, by majority vote and he/she shall be charged an admission fee as a new member.
- e. On all matters of re-admission, the decision of the CC shall be final and binding on the members.

Central Council:

The Central Council shall be the national level governing body of the Association having its jurisdiction within the territory of India. The Central Council shall control & regulate the management and general affair of the Association. The Central Council shall oversee all State branches, Local branches, Defence branch and Membership of IDA.

Registered Head Office:

The Registered Office means Head Office (HO) which shall be in India where the Hon. Secretary General resides or practices and not any other place in India. The administration of the Association shall be done by the HO. The Head Office represents the Association and Central Council in all matters of the Association. The Head Office shall function within the framework of the Constitution as per the direction of the CC.

1. Management of Indian Dental Association

A. Central Council

The general management of the Head Office (HO), as a whole, shall be vested with the CC. Nobody in receipt of salary or an honorarium from the funds of the Association can be elected as an office bearer of the Association.

Composition of the Central Council:

a. Council Office Bearers

Post	Tenure
1. President	One Term
2. President Elect	One Term
3. Four Vice-Presidents	One Term
4. Honorary Secretary General	Five Terms
5. Honorary Joint Secretary	Five Terms
6. Honorary Assistant Secretary	Five Terms
7. Honorary Treasurer	Five Terms
8. Editor of the Journal	Five Terms
9. Chairman – Council on Dental Health	Two Terms
10. Chairman – Council on Dental Education	Two Terms
11. Immediate Past President	One Term
12. Chairman – International Committee	Two Terms
13. Vice-Chairman, International Committee	Two Terms
14. Chairman – ICCDE India Division	Two Terms
15. Secretary – ICCDE India division	Two Terms

b. Representatives from State Branches to CC

One Term

The number shall be on the basis of the total strength of the state branch as on 31st July as per HO records.

B. Functions & Powers:

The CC shall direct and regulate the general affairs of the Association, and its decision in all matters shall be final and binding, on matters of state/ local branches/ Defence Branch and individual members. It shall have the following powers:

- To conduct business at meetings of the CC.
- To look after the maintenance and administration of the Association library and all other properties.
- To be responsible for the organization and direction of publications of the Association and to decide policies of various publications and starting various new publications.
- To frame, alter or modify various guidelines.
- To frame, alter or repeal rules and bye-laws of the Association by a simple majority vote in the CC.
- Review, revise and recommend membership fees from time to time.
- To peruse sub-committees, including the Working Committee, Constitution Committee, the Screening & Scrutinizing Committee and other Committees, appointed by the President, in consultation with HSG.
- To appoint any other sub-committees if it considers necessary, subject to the approval of the President.

- i. To represent to the Government, public bodies, or any constituent authority, any matter in which the interests of the Association or the dental profession are involved and only HSG shall represent on all official matters including International Associations / Organisations, related Organisations and media, etc. The Office Bearers shall express the views of the Central Council.
- j. To consider and take decisions on applications for direct membership and resignation.
- k. To take disciplinary action on the removal of any members for want of qualification.
- l. To take necessary disciplinary action against any member or branch.
- m. To write off the whole or part of the arrears, or any other outstanding sums, against any individual member or a branch, if considered desirable.
- n. To delegate all or some of its powers (apart from the power of altering rules and bye-laws), to a working committee, if and when required.
- o. To appoint or remove salaried employees of the HO of the Association.
- p. To exercise, in addition to the powers by the rules expressly conferred on it, all such powers and execute all such acts and things as may be done by the Association and which are not hereby or by legislative enactment expressly directed or required to be exercised or done by the Association in the AGM/ EOGM meeting.
- q. To purchase, take on lease, sell, mortgage, or otherwise buy or dispose of immovable properties of every description, in particular any land, building, etc. and to form a trust as per govt. regulations, for which 2/3rd majority of CC is required, from amongst the members who are present and those who cast their votes.
- r. To purchase, manage, lend and exchange movable properties or rent any accommodation when deemed necessary in the interest of the Association.
- s. To buy utensils, books, newspapers, periodicals, instruments, fittings, appliances, apparatus, etc., when deemed necessary, in the interest of the Association.
- t. To erect, maintain, improve or alter and keep in repair any building for utilization of the Association.
- u. To borrow or raise money in such a manner as the Association may think fit and collect subscriptions and donations for the purposes of the Association.
- v. To invest any funds of the Association, not immediately required, for any of its objectives, in such a manner as may from time to time be determined by the CC in securities as approved under Section 11 (5) of the Income Tax Act, 1961.
- w. To assist, subscribe to, co-operate, affiliate or amalgamate with any other public body, having objectives partially or completely similar to the Association, whether that body is registered or incorporated.
- x. To approve or derecognise the state / local branches, if necessary.
- y. To declare null and void elections, held at the state/local branches, in case of a contestant appealing to HO, and questioning the merit of the election, after a detailed enquiry and with a 2/3 majority amongst the members who are present and who cast their vote.
- z. To give a directive to a branch or a member on any issue.
- aa. To grant the seal of acceptance of IDA, for oral health products / instruments / dental materials, by 2/3 majority amongst the members who are present and who cast their vote. The power to grant the seal of acceptance is vested only with the CC and not with State and Local branch.
- bb. To appoint one Conference Secretary, in charge of national conferences. The Conference Secretary shall be a liaison officer between the Head Office and the Organising Committee and shall be answerable to the Head Office and Central Council.
- cc. The CC shall be the authoritative body for any international congress hosted by IDA. The organizing committee, like any other sub-committee, shall work under the guidance of the HO.
- dd. To approve one Chairman; Organising Committee, Organising Secretary, Treasurer, Convener; Scientific Sessions Convener; Trade Exhibitions for national conferences.
- ee. To approve proposed delegate fees and budget of National / International Conference.
- ff. To nominate 10 members of CC to C.D.H. and 10 members of CC to the C.D.E. Committee.
- gg. If any member does not possess the requisite qualifications to join as a member but has been admitted by any of these, HO/State branch/Local branch, the CC has the powers to enquire into the matter and remove the member from the rolls of the Association.

- hh. To approve the audited balance sheet and the proposed budget for the year, before presenting them at the AGM/EOGM.
- ii. To represent matters pertaining to the Indian Dentists' Act, 1948 and allied matters.
- jj. To frame policies and public statements of IDA.

C. Term of the Central Council

- a) The CC shall enter upon its duties at the close of the AGM of HO and shall hold office till the end of the next AGM of HO, or till 28th February, whichever is earlier.
- b) The Office Bearers and members shall function forthwith after election at the close of the AGM of the HO and shall continue as members till the end of their tenure as mentioned in clause 1.A in this Article Central Council and will automatically cease to be office bearers or CC members after their tenure is over.
- c) Any member of the CC who is absent for three consecutive meetings without assigning a valid, reason/ apology in writing, shall cease to be a member of the CC, automatically. Notice to such members shall not be sent for the next CC meeting. Such members shall not be eligible for re-election/re-nomination for that Association year.

2. Office-Bearers: - Duties and Powers.

A. The President:

- a. Shall be the Chairman of AGM/EOGM, and all meetings of the CC and sub committees appointed by him, and any other committee for which no chairman has been appointed. He shall be a member of all committees.
- b. Shall preside at the Annual Conference of HO.
- c. Shall guide and render advice on the activities of the Association.
- d. Shall regulate the proceedings of meetings and conferences.
- e. Shall, in addition to his ordinary vote, have a casting vote. In case of equality of votes, if he fails to give his casting vote, the motion shall be declared invalid.
- f. Shall continue as a member of the CC for one year, beginning with the end of his tenure of office as President.
- g. Shall have the right to attend & take part in any meeting (EC/AGM/EOGM) of state/local branches anywhere in India.

B. The President - Elect:

- a. Shall be a member of the CC and shall assist the President in the performance of his duties.
- b. Shall succeed to the office of the President at the end of the closing ceremony / open session of the conference or at the end of the AGM in case of there being no conference in the year following his election as President Elect.

C. The Vice President:

- a. In case of the absence of the President, any one of the four Vice-Presidents, in their order of precedence, shall act as Chairman of the meetings of the CC / AGM / EOGM.
- b. Any one of the four Vice-Presidents in their order of precedence shall be the Chairman of all sub-committees for which no Chairman has been appointed even if he is not a member of that committee only in the absence of the President.
- c. All Vice Presidents shall help the branches in organizational activities.

D. The Honorary Secretary General:

- a. Shall be in charge of the HO.
- b. Shall be in charge of all correspondence and he shall be the only one to correspond or represent on official matters of the Association.
- c. Shall oversee general supervision of accounts; pass all bills for payments and sign cheques jointly with the Hon. Treasurer.
- d. Shall get prepared by the Honorary Treasurer, an annual statement of accounts, duly audited by the auditor, for presentation before the CC and at the AGM /EOGM.
- e. Shall prepare a budget and get it passed in the CC.
- f. Shall organise, arrange and convene meetings, conferences, lectures and demonstrations.
- g. Shall attend meetings of the CC and sub-committees and keep records of the proceedings thereof; and be a member of all committees.

- h. Shall assist the President in appointing sub-committees.
- i. Shall maintain a correct and up-to-date register/ computer database of all types of members of the Association.
- j. Shall promote IDA with the help of the Honorary Joint Secretary and Honorary Assistant Secretary, by encouraging the establishment of the branches where they do not exist and by creating a general interest in IDA.
- k. Shall maintain a property register.
- l. Shall have the right to attend and take part in any meeting (EC/AGM / EOGM), of the state/local /Defence branches, any where in India.
- m. If the HSG changes his personal head quarters to any other town, after he is duly elected, the HO shall not be shifted to his new headquarters without the prior approval of the CC and the final approval of the General Body.
- n. Only he shall correspond or represent on all official matters of the Association and issue a press release.

E. The Honorary Joint-Secretary:

Shall assist the HSG in looking after the office, in conducting correspondence and in preparing agendas for meetings, statements, etc.

F. The Honorary Assistant Secretary:

Shall assist the HSG, the Jt. Sec, and the Treasurer.

G. The Honorary Treasurer:

- a. Shall receive all funds of the Association and deposit them to the credit of the Association in a bank approved by the CC, and operate all accounts and funds jointly with HSG. These funds or a part of them may, if approved by the CC, be deposited with a nationalised bank or government / semi government financial body as specified by the Income Tax Authority.
- b. Shall maintain Heads of Accounts for publications; CDH; CDE and any other office requiring handling of funds and credit it in that Heads of Accounts. Shall issue Cheques/DD, whenever the Editor, Chairman CDH, CDE or any other Officer demands it and debit it to that Head of Account.
- c. Shall be responsible for the collection of subscription from all the members of the Association either directly or through branches.
- d. Shall dispose of the bills for payments as sanctioned by the HSG and only on his written order.
- e. Shall have the right to point out any error or discrepancy in the order of payment by HSG and refer the order back to him with his remarks. In the event of disagreement still persisting between HSG and the Honorary Treasurer, the matter shall be referred to the President for a final decision.
- f. Shall be responsible for keeping up-to date, the accounts and account books of the Association.
- g. Shall get all the accounts audited by the auditor of the Association.
- h. Shall prepare an annual statement of accounts and a balance sheet showing the financial position of the Association, get it audited by the registered auditor appointed at the AGM, and put it up through HSG before the CC for approval and then before the AGM / E.O.G.M. for adoption.

H. Editor - Journal:

- a. Shall be in charge of the journal of IDA.
- b. Shall be with the help of the Journal Committee, be responsible for raising funds for the publication and management of the journal.
- c. Shall be Chairman of the Journal Committee.
- d. Shall have the sole discretion of publishing or correcting any of the articles received for publication.
- e. Shall prepare and submit the statement of accounts yearly with the help of treasurer to the CC.

I. Chairman - Council on Dental Health:

- a. Shall be the Chairman of all meetings of the CDH and shall guide and control its activities.
- b. Shall prepare and submit the statement of accounts yearly with the help of Treasurer to CC.
- c. Shall nominate an Honorary Secretary of the CDH, to be approved by the CC, for a period of two years.
- d. The Honorary Chairman shall organise, arrange and convene meetings of the CDH at an All India level, state level and local branch level in various places in consultation with HSG.

J. Chairman - Council on Dental Education.

- a. The duty of the Chairman is to conduct continuing dental education programmes at an All India level, state level and local branch level in various places.
- b. Shall be the Chairman of all meetings of the CDE and shall guide and control its activities.
- c. Shall prepare and submit the statement of accounts yearly with the help of Treasurer to CC.
- d. Shall nominate an Honorary Secretary of the CDE, to be approved by the CC, for a period of two years.
- e. The Chairman shall organise, arrange and Convene meetings of the CDE in consultation with the HSG.

K. Chairman – International Committee

- a. The duty of the Chairman is to assist the President and HSG to represent IDA at International level with affiliated bodies.
- b. Shall express the views of the Association.
- c. The Chairman shall organise, arrange and convene meetings of the International Committee before the CC meetings.
- d. Shall attend CC meetings for two years, from the beginning till the end of his tenure of office as Chairman – International Committee.

L. Vice Chairman – International Committee

- a. Vice Chairman shall assist the President, HSG and Chairman International Committee to represent IDA at International level.
- b. Shall attend CC meetings for two years, from the beginning till the end of his tenure of office as Vice Chairman – International Committee.

M. Chairman – ICCDE India Division

- a. Shall be the Chairman of all meetings of the ICCDE India Division and shall guide and control its activities.
- b. Shall draft policies for conduction of ICCDE / Accreditation programmes.
- c. Shall represent India ICCDE Division at the International level.
- d. Shall oversee general supervision of ICCDE Programmes in India.
- e. The Chairman shall organise, arrange and convene meetings of the ICCDE before the CC meetings in consultation with the Secretary – ICCDE India Division and HSG.
- f. Shall regulate the proceedings of ICCDE India Division meetings
- g. Shall attend CC meetings for two years, from the beginning till the end of his tenure of office as Chairman – ICCDE India Division.

N. Secretary – ICCDE India Division

- a. Shall assist the Chairman.
- b. Shall liaison with the International CDE accreditation bodies.
- c. Shall assist in drafting policies for conduction of accreditation Programme.
- d. Shall get prepared draft annual report in consultation with the Chairman for presentation before the CC.
- e. Shall organise, arrange and convene ICCDE meetings before the CC meetings and keep records of the proceedings thereof.
- f. Shall attend CC meetings for two years, from beginning till the end of his tenure of office as Secretary – ICCDE India Division.
- g. Shall promote the ICCDE in India.

3. Derecognition of Branches:

- A. In the opinion of the CC, if a Branch is not functioning or functioning against the interests of the Association, the CC shall direct the HSG to issue a show cause notice as to why the recognition of the branch should not be withdrawn, giving three weeks' time for reply.
- B. If the branch replies, it shall be placed before the CC for consideration.
- C. If the branch does not give any reply, the CC shall direct the HSG to call for an EOGM of the members of the branch concerned, giving proper notice. In case of state branch or local branch de-recognition, the President and the Secretary General and the concerned state/local branch President and Secretary shall attend a meeting to redirect the branch to function in accordance with the directive of the HO. In case of the matter not being sorted out, a report will be made to the CC, which will have the right to withdraw the recognition granted to the state/local branch.

4. Elections:

- a. Persons, who are members in good standing only (as per clause no. 6.H in the Article Membership), are eligible to contest for all offices of HO. Offices shall include all office bearers, and Representatives to CC.
- b. Nominations to all posts of the Council Offices shall be received by the HSG.

Indirect Elections - Nominations for the posts of President Elect & Vice Presidents from branches (by branch EC) through its Hon. Secretary shall be forwarded to HSG in the prescribed format along with relevant documents including consent letter of the candidate. In such a case proposer or seconder is not required. If the candidate is not a member in good standing at the time of filing of the nomination, the nomination will be invalidated.

Direct Elections - Nominations for the posts of Hon. Secretary General / Joint Secretary / Asst. Secretary / Treasurer / Editor / Chairman CDH / Chairman CDE and other posts, if any, shall be invited directly from members along with the name and signature of the proposer and the seconder on it. Such nominations shall be forwarded to HSG. If anybody amongst the candidate, proposer and seconder is not a member in good standing at the time of filing of the nomination, the nomination will be invalidated.

- c. Only annual / Silver / Gold and life members whose subscription has reached HO before 31st July shall have the right to attend the AGM / EOGM of HO and of State branch and of Local branch and exercise their vote on all resolutions put forward at the meetings and exercise their vote for elections of Office Bearers and for other posts. Those who have paid the subscription after 31st July can only attend the AGM/EOGM but cannot exercise vote.
- d. A person who resigns from his post of an office-bearer before the completion of the tenure of his post is debarred from contesting for any other position of office till the completion of his unfinished tenure of office (HO).
- e. Office bearers who do not submit their accounts, within the prescribed time limit are not eligible to contest for any office bearers' post at any level, including representative to CC / State or Local Branch EC, for a period of five years. On this issue the decision of CC shall be final.
- f. If a member is readmitted, his previous attendance in CC and/or Local Branch EC or State branch EC will be held valid while considering eligibility criteria for contesting any post at Local Branch or State Branch or HO if he has completed the tenure of the said post. Similarly, any posts of office bearers held by him previously at Local Branch, State Branch, HO will be considered valid while contesting for any office bearer's post at Local Branch or State Branch or HO if he has completed the tenure of that post.

A. Qualifications for the nomination and contesting for Office Bearers.

a. President Elect:

- i. Should have served in the EC of a state branch for three terms, with at least 50% attendance in each term. The current term's attendance should not be considered.
- ii. Should have been President of the state branch with at least 75% attendance in the meetings of the State EC during the said term. The current term's attendance should not be considered.
- iii. Should have served in the CC for five terms with at least 50% attendance in each term, out of which at least one term should have been within the preceding two terms. The current term's attendance should not be considered.
- iv. Should have served as Vice President of HO.

b. Vice President:

- i. Should have served in the EC of a state branch for three terms with at least 50% attendance in each term. The current term's attendance should not be considered.
- ii. Should have been President/Vice President of a state branch with at least 75% attendance at the meeting of the State EC during the said term. The current term's attendance should not be considered.
- iii. Should have served in the CC for three terms with at least 50% attendance in each term, out of which at least one term should be within the preceding two terms. The current term's attendance shall not be considered.

c. Hon. Secretary General:

- i. Should have served in the EC of a state branch for three terms with at least 50% attendance in each term. The current term's attendance should not be considered.
- ii. Should have served as Hon. Secretary of state branch with at least 75% attendance at the meetings of the State EC during the said term. The current term's attendance should not be considered.
- iii. Should have served in the CC for five terms with at least 50% attendance in each term, out of which at least one term should have been within the preceding two terms. The current term's attendance should not be considered.

d. Hon. Joint Secretary:

The Hon. Joint Secretary must reside in the city where the HO is located, must be a member of that local branch and must have served for at least one term in the EC of the Branch. The current term's attendance should not be considered.

e. Hon. Asst. Secretary:

The Honorary Asst. Secretary must reside in the city where the HO is located, must be a member of that local branch and must have served for at least one term in the EC of the branch. The current term's attendance should not be considered.

f. Hon. Treasurer

The Honorary Treasurer must reside at the city where the HO is located, must be a member of that local branch and must have served at least for one term in the EC of the Branch. The current term's attendance should not be considered.

g. Editor Journal

- i. Should have served in the EC of the state branch for three terms with at least 50% attendance in each term. The current term's attendance should not be considered.
- ii. Should have served in the CC for three terms with at least 50% attendance in each term, out of which at least one term should have been within the preceding two terms. The current term's attendance should not be considered.
- iii. Should produce evidence of being Editor of a publication.

h. Chairman C.D.H.

- i. Should have served in the EC of a local or state branch for two terms, with at least 50% attendance in each term. The current term's attendance should not be considered.
- ii. Should have served in the CC for three terms with at least 50% attendance in each term, out of which at least one term should have been within the preceding two terms. The current term's attendance should not be considered.
- iii. Should have experience of conducting dental health programmes as a convenor of state / local branch and produce a certificate to that effect from the President or Secretary of the state or local branch.

i. Chairman C.D.E.

- i. Should have served in the EC of a local or state branch for two terms with at least 50% attendance in each term. The current term's attendance should not be considered.
- ii. Should have served in the CC for three terms with at least 50% attendance in each term, out of which at least one term should be within the preceding two terms. The current term's attendance should not be considered.
- iii. Should have experience of conducting scientific programmes, as a Convener of state / local branches or a Scientific Convener of annual IDA conferences of local or state branch or HO and produce a certificate to that effect from the President/Secretary/Chairman of the Conference.

j. Chairman – International Committee

- i. Should have served as past President / past Hon. Secretary General of the Head Office.

k. Vice Chairman – International Committee

- i. Should have served as past President / past Hon. Secretary General of the Head Office.

l. Chairman – ICCDE India Division

- i. Should have served as past President / past Hon. Secretary General of the Head Office.

m. Secretary – ICCDE India Division

- i. Should have served as past President / past Hon. Secretary General or Chairman CDE / CDH of the Head Office.

B. Election Procedure for President-Elect & Vice President:

- a. The HSG shall on or before 1st May, each year, issue notice to state and local branches to nominate one member of the Association for the office of President-Elect and four members of the Association for the office of four Vice Presidents.
- b. Nominations in prescribed format shall be forwarded to HSG by the branch secretary. The branch secretary should attach consent letter and other relevant documents of the candidate along with the nomination form. As nominations to these posts are made by branch ECs, proposer or seconder is not required unless nominations are invited directly from members.
- c. No member shall be eligible to stand for or hold two offices in HO during the same term. In such a case, his nomination becomes null and void for all posts. However, he can simultaneously apply for 'Representative to Central Council' from the State Branch.
- d. The nomination should reach the office of the HSG by 15th June each year. Nominations received after that date shall not be considered.
- e. The eligible candidates as declared by the Screening & Scrutinizing Committee shall be intimated after the meeting and also shall be informed of the names of their co-contestants for the post they intend standing for. They shall be given 15 days time for withdrawal of their candidature if they so desire. The candidate or his/her representative can attend the Screening & Scrutinizing Committee meeting. The representative should carry authority letter from the candidate and should be member of IDA.
- f. The HSG shall, on or before 15th September, send to all the branches and the direct members, the list of nominations received, requesting them to elect names for the respective posts of President-Elect and Vice-Presidents, from amongst the names in the list of nominees.
- g. The Branch Secretary shall use this list for preparation of ballot papers to be used for voting at the EOGM, especially called for the purpose. The notice of the EOGM shall be forwarded to HO well in advance.
- h. The counting of votes shall be done by two scrutinisers appointed by the President, in the presence of the President, Secretary and the candidates, or their representatives, who shall be IDA members and who shall have written authority from the Candidate, if present, at the EOGM of the Branch.
- i. The voting by ballot shall be according to the procedure laid down by the CC, from time to time.
- j. The voting by direct members shall be carried out by post, for which they will be supplied ballot papers from the HO, under postal certificate / Register A.D. / Speed Post / Courier, along with the list of nominations. The ballot papers must be sent to the HO by registered post / Speed Post / Courier, before the specified last date.
- k. The state branches should conduct elections by postal ballot for their direct members. They should follow the same procedure as above. The state branches, while sending the ballot papers, shall intimate the last date for receipt of ballot. The Screening and Scrutinizing Committee of the state branch shall meet on a date fixed earlier, tabulate the results, and send them to HO, in the format provided by HO, along with the original ballot papers received before the last date.
- l. The state branches, which have no local branches, shall conduct elections by calling an EOGM.
- m. The election results should reach HSG not later than 31st October, each year, after which they shall not be considered.
- n. There shall be a Screening & Scrutinising Committee. All the sealed envelopes shall be opened by the HSG in the meeting of this committee and the committee shall tabulate the results and place the same before the CC.
- o. The HSG shall give 15 days clear notice to all candidates informing them about the date, time and place of the Screening & Scrutinising Committee meeting, to enable them to be present at the meeting, either in person or by proxy, who shall carry an authority letter from candidate and who shall be a member of the Association.
- p. The person getting the largest number of votes shall be declared elected by the CC. In case of equality of votes, the President shall give his casting vote.
- q. In the event of there being no nomination either for the posts of one President- Elect or any one of the four Vice-Presidents received by the HO by the prescribed date of 15th June, the elections for these posts shall be held at the AGM and the eligibility criteria for the President-Elect and the Vice President shall remain the same. Election will be held by secret vote. The Procedure for conducting elections remains the same as followed for the HSG.
- r. The candidate securing the highest number of votes at the election shall be deemed as the first Vice-President. The candidate securing the second highest number of votes shall be deemed as the second Vice-President. The candidate securing the third highest number of votes shall be deemed as the third Vice-President and the candidate securing the fourth highest number of votes shall be deemed as fourth Vice President. In case of a tie, the President shall give his casting vote.
- s. If nominations are received for the posts of Vice- Presidents only, and if any of the elected Vice-Presidents resign to contest for the election of President-Elect at the AGM or for some other reasons, the order of precedence of the four Vice-Presidents will be determined on the basis of the number of votes polled by each of the remaining candidates, contesting for the election of Vice-President.

C. Election Procedure for Hon Secretary General / Joint Secretary / Asst. Secretary / Treasurer / Editor / Chairman CDH / Chairman CDE.

- a. One Honorary Secretary General, One Honorary Joint Secretary, One Honorary Assistant Secretary, One Honorary Treasurer, One Editor of the Journal, One Chairman CDH, One Chairman on CDE shall be elected at the AGM of HO.
- b. The outgoing CC shall have the power to nominate office bearers, whenever such a vacancy arises, with the previous consent of members concerned and recommend them to the Annual General Body.
- c. AGM notice shall be posted to Members by HSG not later than 30th November every year.
- d. Nominations shall be called for in the AGM notice of HO for vacant posts with the last date for the receipt of nominations.
- e. After getting the eligibility certificate from Branches and HO, the candidate shall send the nomination with the name and signature of the proposer and the seconder, to contest for the post to HSG by December 25th. If the candidate, proposer and seconder are not members in good standing at time of filing the nomination, the nomination will be invalidated.
- f. One candidate is eligible to contest only for one post. If one applies to contest for more than one post, all the nominations of the member shall become invalid automatically for all the posts. However, he can simultaneously apply for 'Representative to Central Council' from the State Branch.
- g. Names of eligible contestants as approved by the CC shall be announced at the AGM and the election conducted at the AGM by secret ballot.
- h. Members, who would like to withdraw their candidature, shall withdraw within the stipulated date if announced in the AGM notice or at the AGM. No fresh nomination shall be received at the AGM unless there is a vacancy. Eligibility criteria to contest for HSG / Chairman CDE & CDH / Editor Journal shall remain same as prescribed under election qualification criteria even if nominations are taken on the floor of the House in case of vacancy. Also condition as mentioned in clause 6.E in this Article will apply. Members whose subscription is received in HO on or before 31st July every year only are eligible to vote in the AGM/EOGM.

D. Election Procedure for Chairman-International Committee, Vice Chairman-International Committee and Chairman-ICCDE India Division, Secretary-ICCDE India Division.

- a. One Chairman-International Committee, Vice-Chairman – International Committee, One Chairman – ICCDE India Division, One Secretary – ICCDE India Division shall be nominated at the Council Office Bearers meeting.
- b. If more than one candidate is nominated for the posts then the election will be held through secret ballot in the council office bearers meeting.
- c. Council Office Bearers are only eligible to vote in such election, if held.
- d. In case of a tie, the President shall give his casting vote.

E. Criteria for election of Representatives to the Central Council from State Branches:

State branches shall elect their representatives to the CC at their AGM in the following scale, the number shall be on the basis of the total strength (Annual/Silver/Gold/Life membership) of the state branch as on 31st July as per HO records. Two CC posts, namely, that of State President and Secretary shall not be included in the above number:-

- a. For the first hundred Annual/Silver/Gold/Life Members or part thereof, there shall be three representatives.
- b. For every additional two hundred Annual/Silver/Gold/Life Members or part thereof, there shall be one representative.
- c. The names of such representatives shall be communicated to the HSG. The number of representatives of the state branches to the CC will be on the basis of the annual/Silver/Gold/Life membership strength on 31st July. The membership strength will be calculated as per HO records and not the state or branch registers.
- d. The election of the representatives to CC shall take place at the AGM of the state branch and the results shall be communicated to HO within a week of the election. The elected representatives shall hold office till the completion of their tenure and thereafter shall automatically cease to be representatives to the CC.

5. Removal Of Office Bearers:

Any office bearer shall be removed from office before completing his/her tenure, only by following the procedure as laid down hereunder, by bringing about a no confidence motion.

- A. The charges against any office bearer has to be enunciated in the form of a resolution, signed by not less than 1/4th of the total number of members of the Association, as on 15th January addressed to the President and HSG, who shall circulate the same to all members and convene a special EOGM to discuss the issue, within 60 days from the date of receipt of the resolution. In case they fail to do so, the members signing the resolution can convene a special meeting themselves, after expiry of 60 days, but within a period of two months only for this purpose.
- B. The CC has the right to enquire into the charges levelled against the office bearer concerned and every opportunity has to be provided to the office bearer to appear or to represent his case at an enquiry. Then the whole matter shall be placed

before the special EOGM of the Association, giving the office bearer ample opportunity to state his case, after which the resolution shall be moved, to remove him from Office.

- C. If 2/3 of the members who are eligible to vote and who are present at the meeting and who cast their vote, vote in favour of the resolution it shall be passed with immediate effect.
- D. The quorum for the special meeting shall be 1/4th of the total strength of the members as on the list.
- E. The voting shall be by secret ballot.
- F. Any member of the CC who is absent for three consecutive meetings without assigning a valid, reason/ apology in writing, shall cease to be a member of the CC automatically. Notice to such members shall not be sent for the next CC meeting. Such members shall not be eligible for re-election/ re-nomination for that Association term. This shall be intimated to the state office.

6. Casual Vacancies:

- A. Any vacancy occurring during the year, from amongst office bearers as mentioned in this chapter, except that of the President and Hon Secretary General shall be filled by the CC. Eligibility criteria for any office bearer / CC members shall remain the same as prescribed under election qualification criteria.
- B. Such office bearers / CC members elected from State branches shall hold office for the remaining tenure of that office.
- C. In case of elected members from the branches, such as Representative to CC, such vacancies shall be filled by the State Branch Executive concerned. Such members shall hold office only for the remaining tenure of the office.
- D. A representative to the CC from states if removed as stated under clause 5.F in this Article, shall not be re-nominated for that post again for that current term.
- E. The candidate should be present at the CC/EOGM/AGM at the time of filling the causal vacancy to give his consent to accept the post or he should have sent his consent letter to HSG prior to the meeting or should send it through some member present at the time of the meeting. No member can suggest the name of any candidate on the floor of the House unless his consent letter has been received by HO.
- F. In the event of the post of the President falling vacant due to some contingency such as resignation, demise etc., the first Vice-President shall succeed to the post of President for the remaining tenure of the post and in case of the HSG, the Joint Secretary shall succeed to the post of HSG for the remaining tenure of the post.

7. Meetings:

A Council Meetings:

- a. The Council Office Bearers shall ordinarily meet one hour prior to the Central Council meeting to discuss the matters of the HO, Subcommittees, etc.

B. Central Council Meeting:

- a. The CC shall ordinarily meet once in every three months. The exact date, time and place shall be fixed by the HSG in consultation with the President / CC.
- b. The 1st CC & last CC of the year shall be held along with the HO conference, if one is held.
- c. At least 21 days notice of the meeting shall be given to all the CC members, giving the place, date and hour of the meeting and the agenda of business to be transacted there-at. The business hours shall be from or between 9.00 am to 5.00 pm.
- d. In emergencies, a shorter notice shall be allowed at the discretion of the HSG in consultation with the President. But in no case shall it be less than 10 days.
- e. 15 members shall form the quorum, of whom at least 10 shall be other than office bearers. In the absence of a quorum within 30 minutes of the appointed time, the meeting shall be adjourned. The adjourned meeting shall be held on the same day and place immediately. No quorum shall be required for the transaction of any business at such adjourned meetings.
- f. A special meeting of the CC shall be called within 4 weeks on receipt of a requisition signed by at least 20 members of the CC, stating the business for which the special meeting is required. Notice for such special CC meeting shall be given 21 days in advance and the quorum shall be 15, out of which 10 members shall be from amongst the requisitionists. In the absence of a quorum within 30 minutes of the appointed time, the special meeting shall be dissolved.
- g. The proceedings of the meeting of the CC shall be recorded, later on shall be typed and after confirmation shall be permanently preserved duly signed by President or Vice President or Chairman and HSG. The CC minutes shall be sent to all CC members, 21 days in advance of the next CC. If no correction is received within 10 days before the next CC meeting, no correction shall be taken on floor of the House at the time of approval of previous CC minutes. This register shall be kept in the HO and shall be open to members of the CC for inspection with 15 days prior notice.

C. The Annual General Body Meeting:

The AGM shall be held once every year, ordinarily in the month of December / January (New Year). This shall be the ordinary AGM of the Association. The notice of the AGM of HO shall be posted to the members, not later than 30th November every year, mentioning the place, date and time of the meeting and the agenda of the business to be brought up before it. The quorum for the AGM of HO shall be 50. If there is no quorum after 30 minutes of the scheduled time the meeting shall be adjourned and reconvened immediately at the same venue with the same agenda where quorum will not be necessary.

a. The Agenda of the AGM shall be in the following order:

- i. The election, if necessary, (in the absence of the President and the Vice Presidents) of a Chairman from amongst the members present.
- ii. Welcome address by the President/Chairperson.
- iii. Confirmation of minutes of the previous AGM & E.O.G.M, if any.
- iv. Announcement of the results of the election for President Elect/Vice Presidents.
- v. Adoption of the annual report of HO; Journal Office; CDH Office; CDE Office; for the year ending 31st October.
- vi. Adoption of annual report of Treasurer and audited statement of accounts of the previous year, ending 31st March.
- vii. Any other motion for change in the order of business.
- viii. Election of the Office-bearers and other elections, if any.
- ix. Appointment of an Auditor.
- x. Appointment of Legal Advisor.
- xi. Resolutions brought forward by the CC.
- xii. Resolutions brought forward by the state branches.
- xiii. Resolutions brought forward by the local branches.
- xiv. Resolutions brought forward by the individual members of the Association.
- xv. Any other matter, with the permission of the Chair.
(Matters raised under this agenda shall only be discussed and appropriate action shall be taken after discussion in the CC / EOGM at a later date).
- xvi. President's concluding remarks.
- xvii. Handing over charge to incoming president and office bearers in case no open session / closing ceremony is held.
- xviii. Vote of thanks by the HSG.

b. General rules about the Annual General Body meeting:

- a. No resolution shall be placed before the AGM that has not been previously considered by the CC.
- b. Resolutions to HO/AGM proposed by State EC, Local Branch EC or by individual members, duly signed and seconded by another member, shall be sent to HSG, with a copy to the state and local branches, not later than 1st October.
- c. The branch or the member sending the resolution must be informed immediately after the CC meeting in the month of November/December, whether their resolution has been accepted or rejected by the CC.
- d. The HSG / Honorary Secretary shall issue, with the notice of the AGM, the preliminary agenda paper showing the business to be brought before the meeting, the terms of all motions to be moved, of which notice in writing has previously reached him and the names of the mover.
- e. A member, who wishes to move a change to any item included in the agenda paper, or ask any questions pertaining thereto, shall give notice thereof to the HSG so as to reach him not less than 14 clear days before the date fixed for the meeting.
- f. A notice of a resolution or an amendment shall be invalid unless accompanied by a copy of such motion or amendment.
- g. Any resolution of the CC may be considered at the AGM without notice being given.

D. General rules of procedure at meetings: EOGM / AGM / CC

- a. The election, if necessary, (in the absence of the President and the Vice Presidents) of a Chairman from amongst the members present.
- b. Minutes of CC meetings shall be circulated by the HSG and shall be confirmed by the President / Chairman of the meeting.
- c. Minutes of EOGM / AGM meetings shall be read at the respective AGM only and shall be confirmed by the President / Chairman of the meeting of AGM.

- d. No resolution adopted or negated at a meeting shall be reconsidered unless either six months have elapsed or 1/5 of the members of the CC sign a requisition for such reconsideration.
- e. The President / Chairman shall, in case of equality of votes, have a casting vote.
- f. No business shall be transacted at a special meeting / EOGM other than for which the meeting is called.
- g. The proceedings of any meeting shall not be invalid by reason of there being any vacancy or any invalid appointment or election of any member or accidental omission to give notice of such meeting to any member.
- h. A notice may be served on any member either personally through an employee servant of the Association or by post/courier.

E. Extraordinary General Body Meeting (EOGM) of Head Office:

- a. The CC, whenever it thinks fit, or on requisition made in writing by at least 100 Annual/Silver/Gold/Life Members shall call an EOGM of HO.
- b. The members, while requisitioning, should state the objectives of the meeting proposed to be called and sign legibly giving their full name and address to the HSG who in consultation with the President, will call an EOGM within two months of the receipt of the requisition.
- c. If the meeting is not called within 2 months of the date on which notice is received by HO, the concerned members themselves may convene an EOGM, but such meeting shall not be convened after four months of the date of the notice. After that the requisition notice will be treated as cancelled.
- d. Notice of the EOGM shall be sent to the members at least 21 days before the date fixed for the meeting, giving the place, date and time of the meeting and the agenda of the business to be transacted at such a meeting.
- e. The EOGM on requisition shall be convened only at the HO of the Association. In other cases, the CC shall decide the venue. The quorum for the EOGM is 50 and in case of a requisitioned meeting it shall be 60, out of which at least 50 must be amongst the requisitionists.
- f. In case of there being no quorum within 30 minutes of an EOGM called by the CC, the meeting shall be adjourned and will meet again at the same venue with the same agenda after 30 minutes. In case of an adjourned meeting, no quorum is necessary. In case of requisitioned EOGM, if there is no quorum within 30 minutes, the EOGM shall be dissolved.
- g. Such meeting can be chaired by the President, Vice Presidents in order of their precedence or Chairman can be elected.

8. Records:

It will maintain the following records:

- A. A register/computerized database of members with their membership number, name, qualification, current residence/ mailing address, affiliated branch and a record of membership subscription renewals.
- B. Account books, ledgers, cash books shall be retained up to a period of eight years, after which they can be destroyed. Audited balance sheets of all years shall be retained.
- C. Correspondence beyond five years may be destroyed at the discretion of the HSG.
- D. AGM & E.O.G.M minutes, CC minutes, attendance registers of CC and AGM, membership records and important correspondence shall be retained permanently.

9. Funds / Finance

- A.** Branches are independent on their own with regard to finances, purchase of movable and immovable Assets and formation of a Trust/Charitable Trust.

The funds of the Association shall be invested in the manner as specified in Section 11(5) of Income Tax Act 1961. This Association is an irrevocable Association. However, if the Association becomes defunct or dissolved, the assets/funds of the Association shall be vested with an Association or Society with similar objectives. There shall not be any activity of the Association with intention of earning any profit. The funds of the Association shall be solely utilized towards the objects and no portion of it will be utilized for payment to its members by way of profit, interest, dividend etc.

The Treasurer shall pay Rs.5, 000/10,000 cash as advance to an Office Bearer of the above section as approved by CC on reimbursement basis on receipt of vouchers.

One copy of the audited and approved statement of accounts shall be forwarded to the HO in case of State branches; HO & State office in case of Local branches every year immediately after the AGM. The accounts of the HO shall be audited and approved by the CC and circulated to the members before being placed at the AGM of HO for its final approval.

B. Income:

Funds of the Association irrespective of whatever heads they belong to, i.e., Journal, CDH, CDE, etc., shall be received only by the Treasurer HO and credited in respective heads of accounts maintained with the HO.

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

- a. Subscription from direct members.

- b. Central share of contribution from the branches on account of the members on their rolls.
- c. Special contributions or donations raised directly or through the branches.
- d. Income derived from the journal and other publications of the Association.
- e. Contributions received on account of organising Indian Dental Conferences.
- f. Bequests received through legacies from persons who desire to benefit the Association.
- g. Member's benevolent fund in which the life member's subscription as paid by member shall be credited after the death of Life Member.
- h. Sponsorship or such other sources as may be authorised by the CC.
- i. Surplus funds from CDE/CDH Programmes, if any.

C. Expenditure:

- a. The CC shall, out of the funds of the Association, debit all ordinary expenses and shall pay rents, salaries, wages and such other charges as may be necessary for carrying out the work of the Association.
- b. It shall further provide for the issue of the journal/publication of the Association and such other publications as may be authorised.
- c. It shall be empowered to spend money on scientific investigations, conferences, prizes, scholarships and on such other purposes as it may consider advisable in furtherance of the objects of the Association.
- d. All major expenses in excess of Rs.50,000/- (Rupees fifty thousand only) other than routine administrative expenses shall have to be approved by the CC.

D. Head of Account

- a. Only IDA HO shall open and operate/handle all accounts/financial matters of HO.
- b. All receipts pertaining to CDE, CDH, Journal/Publications and any other activity shall be received by IDA HO Treasurer and remitted in respective heads.
- c. No other office bearer shall operate independent account/s in bank/s.
- d. The Hon. Treasurer shall maintain various heads of accounts of income and expenditure.
- e. All income shall be payable to Treasurer IDA HO and it shall be credited into respective heads of accounts.
- f. On the expenditure side, the Hon. Treasurer shall debit the expenses on the respective heads of accounts and issue Demand Draft on the advice of Chairman CDH/CDE, & Journal & Publication/s Editor and other Convenors, if any.
- g. In case of HO, all funds / all bank accounts and all other accounts will be operated and handled by Hon. Treasurer jointly with HSG.

E. Accounts:

The Annual Statement of audited accounts and Balance Sheet, for the period starting from 1st April & ending 31st March of every year, after auditing, shall be submitted to the CC, circulated to members and placed in AGM by the Treasurer and HSG. The IDA HO Conference Accounts shall be audited by HO auditor & presented separately to CC for approval.

F. Reserve fund

There shall be a reserve fund of the Association. The reserve fund shall be 50% of the net surplus income of the first year of the branch concerned. In addition, 25% of the net surplus should be credited to this fund every year. This applies to HO & Branches. The reserve fund shall only be drawn upon by a special resolution of a meeting of the CC in case of HO, EC in case of branches in which 3/4th of the votes cast by members who are present and voting in favour of the resolution for withdrawal.

G. Appointment of an Auditor

- a. A Chartered Accountant shall be appointed as auditor at the AGM of the Association every year for auditing the accounts of the HO. Similarly an auditor shall be appointed at AGM of State Branch & Local Branch for auditing the accounts of respective branches. One Internal Auditor may be appointed. He should go through accounts before the auditor certifies the accounts. The guidelines to be framed by the CC.
- b. Duties of the auditor:
 - ba. Shall audit the accounts at the end of the year, and certify to their correctness.
 - bb. Shall give suggestions for the proper up-keep of accounts as required.

H. Liability

Neither IDA nor any of its branches shall be liable for any of the debts or liabilities of one another.

STATE BRANCH

The State Branch is that branch of the Association which has its jurisdiction within the state / union territory and shall cover all members of the State or Union Territory. It shall be made up of various local branches within the same territory and shall have its office headquarters within the same State/Union Territory where the Hon. State Secretary resides/practices. Every state branch will act as the co-ordinating link between the HO and local branches. It will oversee the functions and activities of its local branches. The state branch shall function under the auspices of the HO and abide by the rules and regulations of the HO who may de-recognize it for breach of rule or condition of the bye-laws.

1. Formation

- a. The members residing and practicing in an individual state (if there are no local branches), or the Presidents /Secretaries or members of local branches in a state shall unite to form a state branch on a territorial basis.
- b. The members or Presidents/Secretaries of the local branches should sign a written document, proposing to start the branch, mentioning the name, address and membership number. They will elect their office bearers and shall forward the complete proposal to the HO for approval. After verification the HSG will put the proposal before the CC for final approval. On approval, the HSG will inform the President and Hon. State Secretary to officially commence the functioning of the state branch.
- c. There will be only one state branch in a State/Union Territory.
- d. The general management of the state branches shall be vested with the EC of the branch, under guidance from HO. No one in receipt of salary or honorarium from the funds of the Association can be elected as office bearer of the Association.

2. Management:

A. Executive Committee (EC).

The general management of the state branch as a whole shall be vested with the EC of the branch, under guidance from HO. No one in receipt of salary or honorarium from the funds of the Association can be elected as office bearer of the Association.

a. Composition:

State Office Bearers	Tenure
1. President	One Term
2. President Elect	One Term
3. Three Vice-Presidents	One Term
4. Honorary State Secretary	Four Terms
5. Honorary Joint Secretary	Four Terms
6. Honorary Asst. Secretary	Four Terms
7. Honorary Treasurer	Four Terms
8. Editor of the Journal (Optional)	Four Terms
9. Chairman - Council on Dental Health	One Term
10. Chairman - Council on Dental Education	One Term
11. Immediate Past President	One Term

- b. Representatives from local branch to State Executive One Term
- c. Representatives from state branch to central council HO One Term

(The number shall be on the basis of the total strength of the state branch as on 31st July as per HO records (for every 100 Life/Silver/Gold/Annual members or part thereof there shall be three representatives. For every additional 200 Life/Silver/Gold/Annual members or part thereof there shall be one representative. In Addition State President and Secretary will be CC members from the State). It is optional for state branches to decide whether they should be members of the State EC also or not, in addition to their duties as representative of the CC which shall be decided in the AGM of the State branch)

B. Functions & Powers of the State Executive Committee (EC):

The state branch office will look after all the activities linked to the respective states. It will guide the local branches, which are affiliated to it, in all matters and shall become the medium of communication between local branches and HO The State Executive Committee shall regulate the general affairs of the Association and work within the framework of the Constitution and as per the directive of the CC. It will have the following powers and functions:

- a. To conduct business at the EC Meetings, maintain the Association office, office equipment, properties, etc., and organize scientific deliberations and publications.
- b. To peruse sub-committees appointed by the President in consultation with the Hon. State Secretary.
- c. To represent the Association to the State Government or to any other public body within the state, in the interest of the dental profession and of the Association.
- d. To consider and to take decisions on resignations and applications for direct membership to the state branch.
- e. To recommend any disciplinary action required against members of the state branch, to the CC.
- f. To write off the whole or part of the arrears against any individual payable to the state branch.
- g. To approve the audited balance sheet before presenting it at the AGM/EOGM.
- h. To appoint or remove salaried employees of the state branch office.
- i. To purchase, take lease or otherwise acquire, to form a trust as per govt. regulations, to manage, lend, exchange, sell, mortgage or otherwise dispose of movable or immovable properties of every description and all rights and privileges necessary or convenient for the purpose of the Association within the state limits, if agreed to by a 2/3 majority, amongst the members who are present and those who cast their vote.
- j. To build, maintain improve or alter and repair any buildings or premises owned by the state branch of the Association.
- k. To borrow or to raise funds in such a manner as the State Executive Committee may think fit and to collect subscriptions and donations for the state branch of the Association.
- l. To invest funds of the state branch, not immediately required for any of the objectives of the Association, in such manner as may from time to time be determined by State EC in securities approved under Section 11(5) of the Income Tax Act, 1961.
- m. To recommend the formation of local branches in the state branch territory.
- n. To appoint one Conference Secretary for state conferences.
- o. To approve one Chairman, Organising Committee, Organising Secretary and Treasurer for conducting state conferences.
- p. To send the branch's quarterly activity reports to HO at the end of every quarter of the IDA year.
- q. To resolve any disputes at the state level or at the local branch level, within the state.

C. Term of Office

- a. The EC shall enter upon its duties at the close of the AGM of the state branch and shall hold office till the next AGM of the state branch or till 31st December, whichever is earlier.
- b. The Office Bearers and members shall function forthwith after election and shall continue as members till the end of their tenure as mentioned in the clause (2.A) in this Article State Branch, and will automatically cease to be office bearers or EC member after that.
- c. Any member of the EC who is absent for three consecutive meetings without assigning a valid, reason/ apology in writing, shall cease to be a member of the EC, automatically. Notice to such members shall not be sent for the next EC meeting. Such members shall not be eligible for re-election/ re-nomination for that Association year.

3. Office Bearers – Functions & Powers:

A. President

- a. Shall be the Chairman of AGM/EOGM, at all meetings of the EC and sub committees appointed by him, and any other committee for which no chairman has been appointed. He shall be a member of all committees.
- b. Shall preside at the annual conference of his branch.
- c. Shall guide and render advice for the activities of the Association, in his/her branch
- d. Shall regulate the proceedings of the meetings and conferences.
- e. Shall, in addition to his/her ordinary vote, have a casting vote. In case of equality of votes, if he/she fails to give his/her casting vote, the motion shall be declared invalid.
- f. Shall continue as a member of the state branch EC, as the case may be, for one term, beginning with the end of his/her tenure of office as President.
- g. Shall have the right to attend any meeting EC; AGM; EOGM of any local branch in his/her state.

B. The President - Elect

- a. Shall be a member of the EC and shall assist the President in the performance of his duties.
- b. Shall succeed to the office of the President at the end of the AGM of the conference or at the end of the AGM / EOGM if there is no conference in the year following his election as President elect.

C. The Vice-President

- a. Any one of the three Vice-Presidents in their order of precedence shall act as Chairman of the meetings of the EC/ AGM/EOGM, in the absence of the President.
- b. Any one of the three Vice-Presidents in their order of precedence shall be the Chairman of all sub-committees for which no Chairman has been appointed, even if he is not a member of that committee only in the absence of the President.
- c. All Vice Presidents shall help the branches in organizational activities.

D. Honorary State Secretary

- a. With the help of the Hon. Joint Secretary and Hon. Asst. Secretary of his/her branch, the Honorary State Secretary will have the following duties:
- b. Shall be in-charge of the branch office. Shall conduct all correspondence of his/her branch and shall maintain a proper register of the branch.
- c. Shall have general supervision of accounts; pass all bills for payment and sign cheques of branch jointly with the Hon. Treasurer.
- d. Shall obtain from the Hon. Branch Treasurer an annual statement of accounts duly audited by the Auditor, for presentation before the EC and AGM of the branch.
- e. Shall prepare a budget and present it for approval at the EC meeting of his/her branch after the AGM.
- f. Shall organise, arrange and convene meetings, conferences, lectures and demonstrations of his/her branch.
- g. Shall attend meetings of the EC and sub-committees of his/her branch and keep proceedings thereof; and be a member of all committees of his/her branch.
- h. Shall assist the President in appointing sub-committees of his/her branch.
- i. Shall maintain a correct and up to date register/ computer database of all members of the branch.
- j. Hon. State Secretary shall have a right to attend any meeting of EC/AGM/ EOGM of local branches within his/her state
- k. Shall be responsible for sending the share of subscription to HO within 15 days/ before due date i.e. 31st January, whichever is earlier along with Names, addresses, membership No., Local branch name etc., of the members whose share has been sent to him.
- l. Shall maintain a property register.

In case the State Secretary, changes his/her personal head quarters to any other town, after being duly elected, the State Secretary Office shall not be shifted to his/her new head quarters, without the prior approval of the EC of the state branch.

E. The Hon. Joint Secretary:

- a. Shall help the Hon. State Secretary in his/her work in looking after the office, in conducting correspondence, in preparation of agenda of meetings, in preparing budget, etc.
- b. Shall act for the Hon. State Secretary, in his/her absence.

F. The Hon. Assistant Secretary:

Shall help the Hon. State Secretary in looking after the office, in conducting correspondence, in preparation of agenda of meetings, in preparing budget, etc.

G. The Hon. Treasurer:

- a. Shall receive all funds of his/her branch and deposit them in a bank or banks approved by the EC of the branch, to the credit of the branch and shall operate all funds and all accounts jointly with Hon. State Secretary.
- b. The Hon. Treasurer shall be responsible for the collection of subscriptions from all the members of the branch through the Secretary.

- c. Shall dispose of the bills for payment as sanctioned by the Hon. Secretary of the branch and only on his written order.
- d. Shall have the right to point out any error or discrepancy in the order of payment of the Hon. State Secretary and refer the order book to him with his remarks. In the event of disagreement still persisting between the Hon. State Secretary and the Hon. Treasurer, the matter shall be referred to the President for a final decision.
- e. Shall be responsible for keeping up to date, the accounts and account books of the branch.
- f. Shall get all the accounts audited by the auditor of the branch.
- g. Shall prepare an annual statement of accounts and a balance sheet showing the financial position of the branch, get it audited by the registered auditor appointed at the AGM of his branch and put it for adoption before the AGM through the Hon. State Secretary of the branch.

H. Editor of the Journal

- a. Shall be in-charge of the journal of the state branch
- b. Shall, with the help of the Journal Committee of the Branch, be responsible for the publication and management of the journal.
- c. Shall be Chairman of the Journal Committee of the Branch.
- d. Shall have the sole discretion of publishing or correcting any of the articles received for publication in the journal of the branch.
- e. Shall submit an yearly statement of accounts to the EC of the branch.

I. Chairman - Council on Dental Health

Shall co-ordinate/liaison with Chairman CDH of HO in conducting CDH activities of HO at the state level.

J. Chairman – Council on Dental Education

Shall co-ordinate/liaison with Chairman CDE of HO in conducting CDE programmes of HO at the state branch level.

4. Elections

A. General Rules for Election of Office-bearers.

- a. Persons who are members in good standing (membership [new / renewed] subscription received at HO by 31st January) only, are eligible to stand for office of the State branch. This includes, all Office Bearers and Representative to the CC.
- b. All nominations shall be received by the Hon. State Secretary.
 Indirect Elections: If state branch is following procedures as per HO, then nominations for the respective posts of President Elect & Vice Presidents from branches (by branch EC) through its Hon. Secretary shall be forwarded to Hon. State Secretary in prescribed format along with relevant documents and consent letter of the candidate. In such a case proposer or seconder is not required. If the candidate is not a member in good standing at the time of filing of the nomination, the nomination will be invalidated.
 Direct Elections: If election held at State branch AGM, nominations for respective posts of President Elect, Vice Presidents and Other posts, if any, shall be invited directly from the members along with the name and signature of the proposer and the seconder on it. Such nominations shall be forwarded to Hon. State Secretary. If anybody amongst the candidates, proposer and seconder is not a member in good standing at time of filing the nomination, the nomination will be invalidated.
- c. Only those members whose subscription is received at the HO by 31st July every year are eligible to vote for elections of President Elect and Vice Presidents of the State branch.
- d. Only annual / Silver / Gold and life members whose subscription has reached HO before 31st July shall have the right to attend the AGM / EOGM of HO and of State branch and of Local branch and vote on all resolutions put forward at the meetings and vote for elections of Office Bearers and for other post. Those who have paid the subscription after 31st July can only attend the AGM/EOGM but cannot vote in elections or on any resolution.
- e. A person who resigns from his/her position as an office-bearer before completion of the tenure of his/her post, to contest for any other office bearer's post during his/her unfinished tenure is debarred from contesting for any other office till the completion of his/her unfinished tenure of office in state branch.
- f. Office Bearers who do not submit accounts of their office on time or at the time of handing over office to successors, conference accounts within the prescribed time limit are not eligible to contest for any office bearers' post at Head Office, State Branch or Local Branch including representative to CC/EC for a period of five years. On this issue, the decision of CC shall be final.

- g The candidate securing the highest number of votes at the election shall be deemed as the first Vice-President. The candidate securing the second highest number of votes shall be deemed as the Second Vice-President and the candidate securing the third highest number of votes shall be deemed as the third Vice-President. In case of a tie, President shall give his casting vote.
- h. If a member is readmitted, his previous attendance in CC and/or Local Branch EC or State branch EC will be held valid while considering eligibility criteria while contesting for any post at Local Branch or State Branch or HO if he has completed the tenure of the said post. Similarly, any office bearer post held by him previously at Local Branch, State Branch, HO will be considered valid while contesting for any office bearer post at Local Branch or State Branch or HO if he has completed the tenure of that post.

B. Qualifications required to contest for Office Bearer post:

a. President Elect

- i. Should have served as President of a local branch with at least 75% attendance in the meetings of the local EC during the said term. The current term's attendance should not be considered.
- ii. Should have served in the EC of the state branch for five terms with 50% attendance in each term, out of which one term should be within the preceding two terms. The current term's attendance should not be considered.
- iii. Should have served as Vice President of SO.

b. Vice Presidents

- i. Should have served as President/Vice President of a local branch with at least 75% attendance in the meetings of the local EC. The current term's attendance should not be considered.
- ii. Should have served in the EC of the state branch for three terms with at least 50% attendance in each term, out of which one term should be within the preceding two terms. The current term's attendance should not be considered.

c. Hon. State Secretary

- i. Should have served as Hon. Secretary of a local branch with at least 75% attendance in the meeting of the local EC during the said term. The current term's attendance should not be considered or should have served as Organising Secretary of a National Conference.
- ii. Should have served in the Executive Committee of the state branch for five terms with at least 50% attendance in each term, out of which one term should be within the preceding two terms. The current term's attendance should not be considered.

d. Hon. Joint Secretary

Should have served in Local Branch Executive Committee for one term with at least 50% attendance and must reside in the same place/town where the Hon. State Secretary resides/ practises. The current term's attendance should not be considered.

e. Hon. Assistant Secretary

Should have served in Local Branch Executive Committee for one term with at 50% attendance and must reside in the same place/town where the Hon. State Secretary resides/ practises. The current term's attendance should not be considered.

f. Hon. Treasurer

Should have served in Local Branch Executive Committee for one term with at least 50% attendance and must reside in the same place/town where the Hon. State Secretary resides / practises. The current term's attendance should not be considered.

g. Editor Journal

- i. Should have served in the Executive Committee of the state branch for three terms with at least 50% attendance in each term. The current term's attendance should not be considered.
- ii. Should produce evidence of being associated with any Committee of Scientific Publication, or at least Chairman, Co-Chairman of the Scientific Session of any state or local branch conference.

h. Chairman – Council on Dental Health

Should have served in State EC for two terms with 50% attendance in each term. The current term's attendance should not be considered.

i. Chairman of Council on Dental Education

Should have served in state EC for two terms with 50% attendance in each term. The current term's attendance should not be considered.

j. Representatives to the CC from State Branch

(Kindly refer to Article – State Branch clause No.4. C.7 also)

- i. President/Secretary category-Category - 1
State branch President and State branch Secretary shall be CC members.
- ii. Existing Central Council Members category – Category 2
Out of total CC seats, 60% seats are reserved for existing CC members as follows:
 - 1 Category 2-A :
30% seats are reserved for existing CC members who have attended 75% of CC meetings held till 31st October of the current ongoing term.
 - 2 Category 2-B
30% seats are reserved for existing CC members who have attended 50% of CC meetings held till 31st October of the current ongoing term.
- iii. New Central Council member's category – Category 3
Out of total CC seats, 40% seats are reserved for New CC member's category. The following are eligible to contest in this category:
 1. Existing CC members not eligible to contest under Category 2.
 2. Life /Silver/Gold/Annual Member who was a member of CC / EC in a state for two terms, with at least 50% attendance in each term. The current term's attendance should not be considered
 3. Those members who contested in Category – 2 and lost.

The names of all office bearers, CC members, other State representatives shall be communicated to the HO within a week of the election. The CC representatives elected from State shall hold office till the completion of his/her tenure of office and thereafter shall automatically cease to be a representative to the CC.

C. Election Procedures

1. President & Vice Presidents:
The state branch has the option of conducting these elections either as per the procedure laid down for HO President Elect and Vice Presidents election or at the state AGM.
Those branches who wish to conduct elections as per HO should follow the following procedure. If they prefer to follow this procedure only those members whose subscription is received at HO by 31st July are eligible to vote.
 - a. The Hon State Secretary shall, on or before 1st of July each year, invite local branches to nominate one member for the office of President-Elect and three members for the office of three Vice Presidents.
 - b. The nominations for these offices shall be made by the local branch Executive Committee.
 - c. The nomination should reach the office of the Hon. State Secretary not later than 15th August each year. Nominations received after that date shall not be considered.
 - d. The eligible candidates as declared by the Screening and Scrutinizing Committee shall be intimated after the meeting and also shall be informed of the names of their co-contestants for the post they intend to contest for. They shall be given 15 days time for withdrawal of their candidature if they desire to do so. The candidate or his/her representative, who shall be a member of the Association and who shall carry authority letter from the candidate, may attend the screening & Scrutinising committee meeting.
 - e. The Hon. State Secretary shall, on or before 30th September, send the election notice to all the local branches and the Direct Members along with the list of nominations received, requesting them to elect one candidate for the post of President-Elect and three candidates for the post of Vice-Presidents from amongst the candidates in the list of nominees.
 - f. The local Branch Secretary shall use this list for preparation of ballot papers to be used for voting at the EOGM, especially called for the purpose and a copy of notice of EOGM shall be posted so as to reach State Office 1 week in advance.
 - g. The counting of the votes shall be done by two scrutinisers recommended by the President and approved by the EOGM, in the presence of the candidates, or their representatives if present, at the EOGM of the Branch.
 - h. The voting shall be done according to the procedure laid down by the CC from time to time.
 - i. The voting by direct members shall be by post for which they will be supplied ballot papers from the state office under postal certificate/Register AD/Speed Post/Courier, along with the list of candidates. The ballot papers must be sent to the State Office by registered/Speed post /Courier before the last date.
 - j. The election results should reach the Hon. State Secretary not later than 31st October each year if elections are held at the local branch AGM/EOGM after which they shall not be considered.

- k. There shall be a Scrutinising Committee. All the sealed envelopes shall be opened by the Hon. State Secretary during the meeting of the Scrutinising Committee and the committee shall tabulate the results and place the same before the EC.
- l. The Hon. State Secretary shall give 15 days clear notice to all the candidates informing them about the date, time and place of the Scrutinising Committee meeting to enable them to be present at the meeting, either in person or by proxy, who shall be a member of the Association and who shall carry a letter of authority from candidate.
- m. The person getting the highest number of votes shall be declared elected as President Elect by the Executive Committee. In case of equality of votes, the President shall give his casting vote.
- n. For the post of Vice-President, the candidate securing the highest number of votes at the election shall be deemed as the first Vice-President. The candidate securing the second highest number of votes shall be deemed as the Second Vice-President and the candidate securing the third highest number of votes shall be deemed as the third Vice-President. In case of a tie, the President shall give his casting vote.
- o. In the event of there being no nomination received by the state office, by the prescribed date of 15th August, either for the post of one President- Elect or any one of the three Vice-Presidents, the elections for these posts shall be held at the AGM and the eligibility criteria for the President-Elect and the Vice President shall remain the same. Election will be held by secret ballot. The Procedure for conducting elections remains the same as followed for the HSS.
- p. If nominations are received for the posts of Vice- President only, and if any of the elected Vice-Presidents resign to contest for the election of President-Elect at the AGM, or for some other reasons, the order of precedence of the three Vice-Presidents will be determined on the basis of the number of votes polled by each of the remaining candidates contesting for the election of the Vice-president.
- q. In the event of the post of the President falling vacant due to some contingency such as resignation, demise etc., the first Vice-President shall succeed to the post of President and act as President for the remaining tenure of the office. In such a case the same person will get attendance certificate as Vice President only for the same tenure and not as President.

The state branches shall elect the Hon. State Secretary, Hon. Joint Secretary, Hon. Assistant Secretary, Hon. Treasurer, Editor (if any), Chairman CDH, Chairman CDE and representatives to the CC (and President Elect and Vice Presidents as per the option exercised by the State Branch) at the AGM.

2. Representatives to the Central Council

The state branches shall elect their representatives to the CC at their AGM in the following scale:-

- a. State President and Secretary shall be Central Council members.
- b. The number of representatives of the state branches to the CC will be on the basis of the Annual/Silver/Gold/life membership strength of the branch as on 31st July as per the HO records. While calculating the number of CC members from State, the President and Secretary seats will not be included in that number.
- c. For the first 100 Annual/Silver/Gold/Life members, 3 representatives.
- d. For every additional 200 Annual /Silver/Gold/Life Members or part thereof, one representative. The names of such representatives shall be communicated to the Hon. Secretary General for information.
- e. The election of the representatives to CC shall take place at the AGM of the state branch and the results shall be communicated to HO within a week of the election.
- f. The elected representatives shall hold office till the completion of their tenure of office and thereafter shall automatically cease to be representatives to the CC.
- g. Out of total number of CC representatives from State branch 30% seats are reserved for category 2-A of Existing CC members with 75% attendance, 30% seats are reserved for category 2-B of Existing CC members with 50% attendance and 40% seats are reserved for category 3 of New CC members. In case there are more candidates than the posts available in category 2 (A & B) of existing Central Council Members, elections within these candidates should be carried out. In case there is a vacancy/ies in this category it will be passed on to category 3 of New Central Council Members.

3. Representatives to the State Executive Committee from Local Branches.

- i. The local branches shall elect representatives to the State EC during their AGM on the basis of membership strength as on 31st July, as per HO records. For the first 100 Annual/Silver/Gold/Life Members there shall be five representatives out of whom one shall be Local Branch President or Secretary. Over and above this, for every additional slab of 100 or part thereof, there shall be one representative.

4. Election procedure for Hon. State Secretary/Joint Secretary/Treasurer/Editor/Chairman CDH/Chairman CDE/CC members and President Elect and three Vice President 'if applicable' to be conducted at the AGM.

- a. The state branch shall conduct elections at the AGM as per the procedure hereinafter laid down for all post of office bearers; Members of EC and Representatives of State Branch to the CC.
- b. The Hon. State Secretary shall invite nominations from members of the branch for the election of office bearers and Pres Elect and three Vice Presidents if applicable (In case election of President Elect and Vice Presidents held at AGM, the candidates shall directly send their nominations to HSS and they shall not be nominated by Branches) Members of the EC and Representative to CC on or before **30th September** every year.
- c. These nominations from the candidates duly proposed and seconded by members in good standing shall reach the Hon. State Secretary by **25th October**.
- d. Candidates who would like to withdraw their candidature shall withdraw before the last date, announced in the AGM notice or at the AGM.
- e. No fresh nominations shall be received at the AGM unless there is a vacancy.
- f. No member shall stand for two state offices simultaneously. If he/she does so, his/her candidature shall become null and void for all posts. However, the candidate may simultaneously apply for Representative to CC from State Branch.
- g. A state EC shall be called for before the AGM to consider the eligibility of the candidates.
- h. The contestants found eligible to contest, received from amongst the members of the branch shall be put to vote at the AGM of the state branch.
- i. Two Scrutinisers shall be appointed at the AGM.
- j. The office bearers/Members of EC/Representative to CC shall be elected at the AGM of the branch.
- k. Should there be more than the allotted number of candidates for any office the voting shall be carried out by secret ballot.
- l. In case of a tie, the President shall cast his casting vote.

5. Mode of exercising options of State Branch:

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

6. Casual Vacancies

- a. Any vacancy occurring during the year, from amongst office bearers as mentioned in this chapter, except that of the President and Hon State Secretary shall be filled by the State EC. Eligibility criteria for any office bearer / EC members shall remain the same as prescribed under election qualification criteria.
- b. Such office bearers / EC members elected from Local branches shall hold office for the remaining tenure of that office.
- c. In case of EC members elected from the Local branches, any vacancies arising shall be filled by the Local Branch Executive concerned. Such members shall hold office only for the remaining tenure of the office.
- d. A representative to the EC from Local Branches if removed as stated under clause C.7.f in this Article shall not be re-nominated for this post again for that current term.
- e. The candidate should be present at the State EC/EOGM/AGM at the time of filling the causal vacancy to give his consent to accept the post or he should have sent his consent letter to Hon State Secretary prior to the meeting or should send it through some member present at the time of the meeting. No member can suggest the name of any candidate on the floor of the House unless his consent letter has been received by State Office.
- f. In the event of the post of the President falling vacant due to some contingency such as resignation, demise etc., the first Vice-President shall succeed to the post of President for the remaining tenure of the post and in case of the Hon State Secretary, the Joint Secretary shall succeed to the post of Hon State Secretary for the remaining tenure of the post.

7. Removal of Office Bearers

Any office bearer can be removed from office before completing his/her tenure, only by following the procedure as laid down here under, for bringing a no confidence motion.

- a. The charges against any office bearer have to be enunciated in the form of a resolution signed by not less than 1/4th of the total number of members of the branch as on 1st November, to the President and Honorary State Secretary who shall circulate the same to all the members and convene a special EOGM to discuss the issue, within 60 days from the date of receipt. In case they fail to do so, the members signing the resolution can convene a special meeting themselves, after expiry of 60 days but within a period of only two months only for this purpose.

- b. The EC has the right to enquire into the charges levelled against the office bearer concerned and every opportunity has to be provided to him/her to appear or to represent his case at an enquiry.
- c. The whole matter shall then be placed before the special EOGM of the State branch, giving ample opportunity to the office bearer to state his case, after which the resolution shall be moved, to remove him from office and if 2/3 members present at the meeting and who are eligible to vote and who cast their vote, vote in favour of the resolution, it shall be passed with immediate effect.
- d. The voting shall be by secret ballot.
- e. The quorum for the special meeting shall be 1/4th of the total membership strength of the branch as on 31st October as per HO records.
- f. Any member of the EC (representatives from local branch to State EC) of branches who is absent for three consecutive meetings, without assigning a valid, reason/ apology in writing, shall cease to be a member of the EC, automatically. Notice to such members shall not be sent for the next EC meeting. Such members shall not be eligible for re-election/ re-nomination for that Association term. This shall be intimated to local branch.

5. Meetings:

A. Executive Committee Meeting of State Branch

- a. The State EC shall ordinarily meet at least once in three months. The last EC shall be held one day prior to the state conference or the AGM, if the conference is not held. A notice of 14 days shall be given to members. However, in case of urgent meetings, the notice shall be of seven days. The exact date and time (between 9.00 am to 5.00pm only), shall be fixed by the Hon. State Secretary in consultation with state President. 10 members of the EC, of whom at least 5 shall be other than office bearers, shall form the quorum. In the absence of a quorum within 30 minutes of the appointed time, the meeting shall be adjourned. The adjourned meeting shall be held immediately at the same venue with the same agenda where quorum will not be necessary.
- b. A special requisition meeting of the EC shall be called within 4 weeks, on receipt of the requisition signed by at least 10 members of the EC, stating the business for which a special meeting is required. Notice for such a meeting shall be given 14 days in advance and the quorum shall be 10 members of the EC, out of which at least 5 members shall be from amongst the requisitionists'. In the absence of a quorum, within 30 minutes of the appointed time, the special requisition meeting shall be dissolved.
- c. Proceedings of the meetings of the EC shall be recorded in the form of typed minutes and after confirmation shall be permanently preserved. The Executive Committee minutes shall be sent to all state Executive Committee members along with the notice and agenda for the next Executive Committee meeting. Any correction by state Executive Members should reach Hon. State Secretary at least three days prior to the date of the Executive Committee Meeting. If no correction is received by the State Secretary, at least three days before the next EC, either by reg. post/courier/email, no correction shall be permitted at the EC meeting unless approved by the president. This register shall be kept in the State Secretary's Office and shall be open to members of the State Executive Committee for inspection.

B. Annual General Body Meeting

It is compulsory for all branches to conduct their AGM between **1st November and 31st December** every year and make known the election results to HO. If a state branch does not conduct its AGM and election by 31st December, the President Elect of the branch shall assume office automatically as President on 1st January. He shall then issue a notice of the AGM and elections of office bearers, whose tenure is over by that time and he shall be the returning officer for the Election.

The President Elect who assumes charge as the President has the right to intimate the bank, informing names of the newly elected office bearers who are authorised to operate branch accounts henceforth. Outgoing office bearers cease to operate the bank accounts with immediate effect. He shall inform the election result to HO and to all members of the branch. The notice of AGM shall be sent at least 14 days in advance and copy of the same to be forwarded to Hon. Secretary General. The quorum required for the state branch AGM is 30. In the absence of a quorum within 30 minutes of the appointed time, the meeting shall be adjourned. The adjourned meeting shall be held immediately at the same venue with the same agenda where quorum shall not be necessary.

a. The Agenda of the meeting shall be in the following order

- i. The election if necessary (in the absence of the President and the Vice Presidents) of a Chairman
- ii. Welcome address by the President/Chairperson.
- iii. Confirmation of minutes of previous Annual General Body/EOGM.
- iv. Announcement of election results of President Elect/Vice President, if any.
- v. Adoption of the annual report of the branch.
- vi. Adoption of the annual report of the treasurer and the audited statement of accounts of the previous year ending 31st march.

- vii. Any other motion for change in the order of business.
- viii. Election of the office-bearers and representatives to CC.
- ix. Election of members of EC.
- x. Appointment of an Auditor.
- xi. Resolutions brought forward by EC.
- xii. Resolutions brought forward by the local branches.
- xiii. Resolutions brought forward by the individual members of the Association.
- xiv. Any other matter with the permission of the chair (matters raised under this agenda shall only be discussed & appropriate action shall be taken after discussion in EC/EOGM.)
- xv. President's concluding remarks.
- xvi. Taking over of office by President-Elect along with his new team.
- xvii. Vote of thanks by Honorary State Secretary

b. General Rules

- i. No resolution shall be placed before the AGM that has not been previously considered by the EC.
- ii. Resolutions to state AGM, proposed by the individual members, duly signed and seconded by another member, shall be sent to the Honorary State Secretary, with a copy to the local branches, not later than 15th October.
- iii. Notice of resolutions to be moved at the AGM proposed by the EC of a local branch shall reach the Honorary State Secretary not later than 15th October.
- iv. The branch or the member sending the resolution has to be informed immediately after the EC meeting held for the same, whether their resolution has been accepted or rejected by the EC.
- v. The Hon. State Secretary shall issue, with the notice of the AGM, the preliminary agenda showing the business to be brought before the meeting, the terms of all motions to be moved, of which notice in writing has previously reached him along with the names of the mover.
- vi. A member, who wishes to move an amendment to any item included in the agenda paper, or ask any question pertaining thereto shall give notice thereof to the Honorary State Secretary so as to reach him not less than 7 clear days before the date fixed for the meeting. Members shall, however, have the right to propose amendments to any motion when it is before the house.
- vii. The Honorary State Secretary shall make available to all members attending the meeting, a list of all amendments of which notice had been given.
- viii. A notice of a resolution or an amendment shall be invalid unless accompanied by a copy of such motion or amendment.
- ix. Any resolution of the EC of the State Branch may be considered at the AGM without notice being given.

c. General rules of procedure EC / AGM / EOGM

- i. Proceedings at the meetings of the Annual General Body shall be recorded in the form of typed minutes and after confirmation by the President/Chairman, at the next AGM, shall be permanently preserved.
- ii. No resolution adopted or negated at a meeting shall be reconsidered unless, either six months have elapsed, or 1/5 of the members of the EC, in case of branches, sign a requisition for such reconsideration.
- iii. The President / Chairman shall, in case of equality of votes, have a casting vote.
- iv. No business shall be transacted at a special meeting / EOGM other than that for which the meeting is called.
- v. The proceedings of any meeting shall not be invalid by reason of there being a vacancy / vacancies or any invalid appointment or election of any member or accidental omission to give notice of such meeting to any member.
- vi. A notice may be served on any member either personally through an employee of the Association or by post/ courier/ email, etc.

C. Extra ordinary General Body Meeting of State Branch

- a. The EC, whenever it thinks fit or on requisition made in writing by at least one hundred annual/silver/gold/life members shall call an EOGM of state office.
- b. The members while requisitioning, should state the objects of the meeting proposed to be called and sign legibly, giving their full name and address to the HSS, who in consultation with the President, will call an EOGM within two months of the receipt of the requisition. If the meeting is not called within two months of the date on which notice is received by the Hon State Secretary / State Branch, the concerned members themselves may convene a meeting of the EOGM, but such a meeting shall not be convened after four months of the date of the requisition notice and after that the requisition notice will be treated as cancelled.

- c. Notice of the EOGM shall be sent to the members at least 14 days before the date fixed for the meeting, giving the place, date and time of the meeting and the agenda of the business to be transacted at such a meeting.
- d. The EOGM, if on requisition, shall be convened only at the state office of the Association.
- e. The quorum for the requisitioned EOGM shall be 60, out of which at least 50 must be amongst the requisitionists. If there is no quorum at the given time the meeting shall stand dissolved.
- f. If the EC decides to convene an EOGM, the venue shall be decided by the EC.
- g. The quorum for the EOGM, convened by the EC, shall be at least 30 Annual/Silver/Gold/Life members or 50% of the total strength of the state branch, whichever is less.
- h. If there is no quorum at an EOGM called by the EC, within 30 minutes, it shall be adjourned and will be reconvened immediately at the same venue with the same agenda where quorum will not be necessary.

6. Funds/Finance:

- a. The state branch is independent on its own with regard to finance, purchase of movable and / or immovable assets and formation of a Trust/Charitable Trust.
- b. If a state branch closes down or suspends its activities or is de-recognized, its funds including cash securities, fixed deposit certificates, etc., shall forthwith be transferred to the HO, to be kept in a Trust. It will not be annexed or clubbed with any funds of the HO.
- c. The accounts of the state branch shall be scrutinized, audited and approved by its EC and circulated to members before being placed at the respective AGM of the state branch. One copy of the audited and approved statement of accounts shall be forwarded to HO every year after the AGM.
- d. The funds of the state branch shall be invested in the manner as specified in Section 11(5) of the Income Tax Act. This Association is an irrevocable Association. However, if this Association becomes defunct or dissolved, the assets/funds of the Association shall be vested with an Association or Society with similar objectives. There shall not be any activity of the state branch with the intention of earning any profit. The funds of the state branch / Association shall be solely utilized towards the objectives and no portion of it will be utilized for payment to its members by way of profit, interest, dividend etc.
- e. Funds of the state branch / Association, irrespective of what-ever head they come under, CDH, CDE, Journal, etc, shall be received only by the Treasurer and credited to respective heads of A/c maintained with the state branch. He may pay cash as advance to an office bearer of the above sections as approved by EC or on reimbursement basis on receipt of Vouchers.
- f. Funds and all bank accounts and other accounts shall be operated and handled by the Treasurer jointly with the State Secretary of the state branch.

A. Income

The funds or the income of the state branch shall be derived from the following sources:

- a. State share of subscription from the local branches on account of the members on their rolls.
- b. Special contributions or donations raised by the state branch.
- c. Income derived from the journal and other publications of the Association.
- d. Contributions received on account of organising state conferences or IDC.
- e. Bequests received by legacies from persons who desire to assist the Association.
- f. Sponsorships and such other sources as may be authorised by the EC.
- g. Surplus from conferences, if any.
- h. Surplus funds from CDE/CDH programmes if any.

B. Reserve Fund

There shall be a reserve fund of the state branch. The reserve fund shall be 50% of the net surplus income of the first year of the branch concerned. In addition, 25% of the net surplus should be credited to this fund every year. The reserve fund shall only be drawn upon by a special resolution of a meeting of the EC, in which 3/4th of the member's present and who cast their votes in favour of the resolution.

C. Head of Accounts

All accounts/financial matters of the state branch shall be handled only by the state office. All receipts pertaining to CDE, CDH, journal and any other activity shall be received by the IDA state office Treasurer and remitted under respective heads. No other office bearer except Conference Accounts (optional, to be decided by State EC) shall operate independent accounts in a bank. The Hon. Treasurer shall maintain various heads of accounts of income and expenditure. All income shall be payable to the Treasurer IDA State Office and it shall be credited into respective head of accounts. Similarly on the expenditure side, the Hon. Treasurer shall debit the expenses on the respective heads of accounts and issue

a demand draft on the advice of the convenor CDH/CDE, Editor, etc., and other convenors, if any. In case of state branches, all funds, all bank accounts and all other accounts shall be handled and operated by the respective Treasurer of the branch, jointly with the Hon. State Secretary of the branch.

D. Expenditure

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

All major expenses in excess of Rs.50,000/- (Rupees fifty thousand only) other than routine administrative expenses shall require an approval from the EC.

E. Audited Accounts

- a. The annual statement of accounts and the balance sheet, for the period starting 1st April and ending 31st March of every year, after auditing, shall be submitted to the EC and after approval by the EC, shall be circulated to members and placed at the AGM, by the Treasurer and the Hon. Secretary.
- b. Similarly state branch conference accounts shall be audited by the state branch auditor and approved by the respective State EC.

F. Appointment of an Auditor in a State Branch

- a. A Chartered Accountant shall be appointed as auditor at the AGM of the state branch every year for auditing its accounts.
- b. **Duties of the auditor for the State Branch**
 - i. Audit the accounts at the end of the year, and certify that they are accurate and correct.
 - ii. Shall assist and give suggestions for proper book keeping of accounts as required.

D. Liability

Neither IDA nor any of its branches shall be liable for any of the debts or liabilities of one another.

7. Records

The State Branch will maintain the following records:

- a. A register/computerized database of members with their membership number, name, qualification, current residence/mailling address and the branch they belong to.
- b. Account books, ledgers, cash books shall be retained up to a period of 8 years after which they can be destroyed. Audited balance sheets of all years shall be retained.
- c. Correspondence beyond 5 years may be destroyed at the discretion of the Hon. State Secretary.
- d. The AGM, E.O.G.M. & EC minutes, attendance registers of EC, AGM & E.O.G.M., membership registers and important correspondence shall be retained permanently.

LOCAL BRANCH

The Local Branch is that branch of IDA, which is demographically located within the boundaries of a town, city, district, or municipal corporation.

1. Formation

The Dental Surgeons of an individual town/city/district/municipal corporation/Tahsil where a minimum of 20 or more members of IDA or dental surgeons eligible to become Annual/Silver/Gold/Life IDA members are practicing or residing, shall come together and form/constitute a local branch. They will specify the name of their branch, as adopted by their branch members and declare their area of operation.

- a. The members require to sign a written proposal, stating their intention of starting a branch, mentioning therein the serial no, membership no., if any, name, address and their existing branch, if any. They will elect their office bearers and shall forward the complete proposal to the CC for approval, through the state branch with an advance copy to the HO.
- b. More than one local branch can be formed in an area, provided that the parent local branch has more than 500 Annual/ Life Members and the members practicing within the stipulated area agree to form another local branch.
- c. In case a state branch is not functioning, local branches within the state shall be permitted by the CC to function directly under the HO.
- d. If the local branch strength reduces to less than the minimum prescribed after recognition, the branch shall be permitted to continue as a local branch.

2. Composition of Executive Committee (EC):

A. Local Office Bearers	Tenure
1. President	One Term
2. President Elect	One Term
3. Two Vice Presidents	One Term
4. Hon. Branch Secretary	Two Terms
5. Hon. Joint Secretary	Two Terms
6. Hon. Asst. Secretary (Optional)	Two Terms
7. Hon. Treasurer	Two Terms
8. Representative to Council on Dental Health	One Term
9. Representative to Council on Dental Education	One Term
10. Editor Journal / Newsletter (Optional)	Two Terms
11. Immediate Past President	One Term
B. EC Members: Three Members of EC for strength of first 100 Life/Gold/Silver/Annual Members or part thereof. For every additional 100 Life/Gold/Silver/Annual members or part thereof, there shall be one EC Member for membership strength of branch as on 31 st July as per HO records	One Term
C. Representatives from local branches to State Executive:	One Term
For 100 Annual/Silver/Gold//Life Members or part thereof, there shall be five representatives out of which one will be either President or Secretary. For every additional slab of 100 or part thereof, there shall be one representative for membership strength of branch as on 31 st July as per HO records. It is optional for local branch AGM/EOGM to decide whether they should be member of Local EC also, or not, in addition to their duties as representative to State EC.	

3. Functions & Powers:

- A. Executive Committee:
- The local branch EC shall regulate the general affairs of the local branch within the framework of the Constitution under the auspices of the CC and shall have the following powers.
- a. It will conduct business at the EC Meetings, maintain the Association office, office equipment, properties, etc. and organize scientific deliberations and publications.
 - b. To peruse sub-committees appointed by the President in consultation with Hon. Branch Secretary.
 - c. To consider and decide applications of membership and resignation and also to recommend disciplinary action against members of the local branch.

- d. To delegate some of the powers to a working committee when appointed.
- e. To write off, whole or part of the arrears against any member payable to local Branch.
- f. To approve the audited balance sheet before placing it in AGM/EOGM.
- g. To appoint and remove salaried employees of the local branch.
- h. To purchase, take on lease or otherwise acquire, to form a trust, as per government regulations, to manage, lend, exchange, sell, mortgage, or otherwise dispose of movable or immovable properties of every description and all rights or privileges necessary or convenient for the purposes of the association within the branch limits, if agreed on by 2/3 majority amongst the members present and those who cast their vote.
- i. To build, maintain, improve, alter or repair any buildings/ premises owned by the local branch of the Association.
- j. To borrow or raise money in such manner as the local branch executive may think fit and collect subscriptions and donations for the branch.
- k. To invest funds of the local branch of the Association, not immediately required for any of its objectives, in such a manner as may from time to time be determined by the EC in securities approved under Section 11 (5) of the Income Tax Act, 1961.
- l. To resolve all local disputes, if any.

B. Term of Office – Executive Committee:

- a. The local branch EC shall enter upon its duties at the close of the AGM of the local branch and shall hold office till the next AGM of the branch or till 31st December, whichever is earlier.
- b. The office bearers and members shall function forthwith after election and shall continue as members till the end of their tenure as mentioned in clause 2.A, B & C in this Article Local Branch, after which they automatically cease to be office bearers / members.
- c. Any member of the EC who is absent for three consecutive meetings without assigning a valid, reason/ apology in writing, shall cease to be a member of the EC, automatically. Notice to such members shall not be sent for the next EC meeting. Such members shall not be eligible for re-election/ re-nomination for that Association year.

4. Office Bearers – Functions & Powers

A. President:

- a. Shall be the Chairman of all meetings of the EC of his branch and of the sub-committees appointed by him/ her, and any other committee for which no chairman has been appointed. He shall be member of all committees.
- b. Shall preside at the AGM/EOGM/Annual Conference/ Scientific meetings of his branch.
- c. Shall guide and control the activities of the Association, in his/her branch.
- d. Shall regulate the proceedings of the meetings and conferences.
- e. Shall, in addition to his ordinary vote, have a casting vote. In case of equality of votes, if he fails to give his casting vote, the motion shall be declared invalid.
- f. Shall continue as a member of the local branch executive as President for one year beginning with the end of his/ her tenure of office as President.

B. The President Elect:

- a. Shall be a member of the EC.
- b. Shall assist the President in the performance of his/her duties.
- c. Shall succeed to the office of President at the AGM of his/ her branch or on 1st January if the AGM is not held, in the year following his / her election as President-Elect.

C. The Vice President:

- a. The first Vice President shall preside over all meetings in the absence of the President.
- b. When both the President and the first Vice President are absent the second Vice President shall take the chair.
- c. Any one of the two Vice-Presidents in their order of precedence shall be the Chairman of all sub-committees for which no Chairman has been appointed, even if he is not a member of that committee only in the absence of the President.
- d. The Vice President shall help in the organization of the Association activities and maintain close contact with the President regarding its activities and projects.

D. Honorary Branch Secretary:

With the help of the Hon. Joint Secretary and Hon. Asst. Secretary of his/her branch, the HS shall:

- a. Be in-charge of the local branch office.
- b. Conduct all correspondence on behalf of the branch.
- c. Maintain a correct and up to date register / computerised database of all members of the branch.
- d. Have general supervision of accounts; pass all bills for payment and sign cheques of the branch jointly with the Hon. Treasurer.
- e. Obtain from the Hon. Branch Treasurer an annual statement of accounts duly audited by the Auditor, for presentation before the EC and AGM of the branch.
- f. Prepare a Budget and present it for approval at the first EC meeting of the Branch after the AGM.
- g. Organise, arrange and convene meetings, conferences, lectures and demonstrations of the branch.
- h. Attend meetings of the EC and sub-committees of his branch and keep proceedings thereof; and function as an ex-officio member of all committees of his branch.
- i. Record proceedings of the meetings of the Executive committee meeting in the form of typed minutes and after confirmation shall preserve it permanently.
- j. Assist the President in appointing sub-committees of his/her branch.
- k. Be responsible for sending the share of the annual subscription received to the state office within 15 days / 31st December whichever is earlier.
- l. Be responsible for sending the life membership fees to the HO as and when received.
- m. Maintain a property register.

E. The Hon. Joint Secretary:

Shall help the Hon. Secretary of the local branch in his/her work, of looking after the office, in conducting correspondence, in preparation of agenda of meetings, in preparing budget etc. The Hon. Joint Secretary shall act for the Hon. Branch Secretary in his/her absence.

F. The Hon. Assistant Secretary:

Shall help the Honorary Secretary and the Hon. Joint Secretary in their work of looking after the office, in conducting correspondence, in preparation of agenda of meetings, in preparing the budget etc. The Hon. Assistant Secretary shall act for the Hon. Joint Secretary in his/her absence.

G. The Hon. Treasurer:

- a. Shall receive all funds of his/her branch and deposit them in a bank or banks approved by the EC of the branch to the credit of the branch and shall handle and operate all funds and all accounts jointly with Secretary of the local branch.
- b. The Hon. Treasurer shall be responsible for the collection of subscriptions from all the members of the branch through the Secretary.
- c. Shall dispose off the bills for payment as sanctioned by the Hon. Secretary of the Branch and only on his/her written order.
- d. Shall have the right to point out any error or discrepancy in the order of payment of the Hon. Secretary of the branch and refer the order back to him with his remarks. In the event of disagreement still persisting between the Hon. Secretary and the Hon. Treasurer the matter shall be referred to the President of the branch for final decision.
- e. Shall be responsible for keeping up to date, the accounts of the branch with all the accounts books posted up to date.
- f. Shall prepare an annual statement of accounts and a balance sheet showing the financial position of the branch, get it audited by the registered auditor appointed at the AGM of his branch and put it up before local EC and thereafter before AGM for adoption, through the Hon. Secretary of the branch.

H. Editor of the Journal/Newsletter

- a. Shall be in-charge of the journal/newsletter of the branch.
- b. Shall, with the help of the Publication Committee of the branch, be responsible for the publication and management of the journal/newsletter.

- c. Shall be Chairman of the Journal/Newsletter Committee of the branch.
- d. Shall have the sole discretion of publishing or correcting any of the articles received for publication in the journal/ newsletter of the branch.
- e. Shall submit the statement of accounts to the Treasurer of the branch yearly.

I. Representative to Council on Dental Health from Local Branch

Shall co-ordinate/liaison with Chairman CDH of head office/state office in conducting CDH activities at the branch level.

J. Representative to Council on Dental Education from Local Branch:

Shall co-ordinate/liaison with Chairman CDE of head office/state office in conducting CDE programmes at the branch level.

5. Elections:

A. General Rules of Election of Office-bearers

- a. Persons, who are members in good standing (i.e., whose membership [new / renewed] subscription is received at HO by 31st January), only are eligible to contest for all offices of the local branch). Offices include, all office bearers, representative to State EC, and Members of local EC.
- b. Nominations shall be received from the candidates by the Hon. Branch Secretary, with the names and signatures of the proposer and the seconder. If a candidate / proposer / seconder are not in good standing at the time of filing his/ her nomination, the nomination shall become invalid.
- c. Only those members whose subscription is received in HO on or before 31st July every year are eligible to vote for elections of HO/ state/local branches.
- d. A person who resigns from the post of an office-bearer before completion of his tenure, to contest for any other position of office, is debarred from contesting for any other office till the completion of his unfinished term of office in the local branch.
- e. All elections for the posts of office bearers, members of the local branch EC and representatives to the state from local branches should be held only at the AGM of the branch.
- f. The local branch shall elect members to the State EC in their AGM on the basis of membership strength as on 31st July as per HO records. For the first 100 Annual/Silver/Gold/Life Members or part thereof, there shall be five representatives out of which one will be either Local branch President or Secretary. Over and above this, for every additional slab of 100 or part thereof, there shall be one representative.
- g. The local branch shall elect local branch EC members in their AGM on the basis of membership strength as on 31st October as per HO records. For the first 100 Life/Gold/Silver/Annual members or part thereof there shall be three members. For every additional 100 Life/Gold/Silver/Annual members or part thereof, there shall be one EC Member.
- h. The elected Office bearers, Local EC members and representative to State EC shall hold office till the completion of his/her tenure of office and thereafter shall automatically cease to be office bearers, local/state members of the EC.
- i. If a member is readmitted, his previous attendance in CC and/or Local Branch EC or State branch EC will be held valid while considering eligibility criteria while contesting for any post at Local Branch or State Branch or HO if he has completed the tenure of the said post. Similarly, any office bearer post held by him previously at Local Branch, State Branch, HO will be considered valid while contesting for any office bearer post at Local Branch or State Branch or HO if he has completed the tenure of that post.

B. Qualifications to Contest for:

For the first three terms of the formation of a local branch, no qualification is required to contest for any post in the branch, except being a member in good standing.

a. President Elect

From the fourth term of functioning of a local branch, the contestant should have been a member of the branch EC for three terms with at least 50% attendance at EC meetings of the branch in each term, out of which at least one term should have been in the preceding two terms. The current term's attendance should not be considered.

b. Vice President

From the fourth term of functioning of a local branch, the contestant should have been a member of branch EC for two terms with at least 50% attendance at the EC meetings of the branch in each term, out of which at least one term should have been in the preceding two terms. The current term's attendance should not be considered.

c. Hon. Branch Secretary

From the fourth term of functioning of a local branch, the contestant should have been a member of branch EC for three terms with at least 50% attendance at the EC meetings of the branch in each term, out of which at least one term should have been in the preceding two terms. The current term's attendance should not be considered.

d. Hon. Joint Secretary and Hon. Assistant Secretary (Optional)

From the fourth term of functioning of a local branch, the contestant should have been an EC member for one term with at least 50% attendance at the EC meetings of the branch. The current term's attendance should not be considered.

e. Hon. Treasurer

From the fourth term of functioning of a local branch, the contestant should have been a member of the branch EC for 2 terms with at least 50% attendance at the EC meetings of the branch in each term, out of which at least one term should have been in the preceding term. The current term's attendance should not be considered.

f. Editor (optional)

Should have served in the EC of the branch for one term with at least 50% attendance. The current term's attendance should not be considered

g. Representative to Local EC

For members of local EC no special qualification is required.

h. Representative to State EC

Should have served in the EC of the local branch for one term with at least 50% attendance. The current term's attendance should not be considered.

C. Election Procedure:

a. Mode of Election of Local Branch Executive Committee:

The local branch shall conduct elections at the AGM as per the procedure hereinafter laid down for all posts of office bearers; Members of EC and representatives of local branch to State EC.

- i. On or before 15th September, every year, the outgoing EC shall have the power to nominate office-bearers, members of EC and Representatives of Local to state, with the consent of the members concerned, for the ensuing year whenever such vacancy arises; and recommend it to the general body for elections and shall circulate the same to the members of the branch on or before 30th September every year.
- ii. The local branch Secretary shall invite nominations from members of the branch for the election of office bearers/members of the EC and representative to state EC on or before 30th October every year. These nominations from candidates duly proposed and seconded shall reach the local branch at least 7 clear days before the day fixed for the AGM.
- iii. Candidates who would like to withdraw their candidature shall withdraw before the last date if it is announced in the AGM notice or at the AGM. No fresh nominations shall be received at the AGM unless there is a vacancy. No member shall contest for two local offices simultaneously. In such a case, the member's candidature shall become null and void for all posts. However, he/she can simultaneously apply for the post of local branch EC member and / or representative to State EC.
- iv. An EC shall be called for at least four days prior to the AGM to consider the eligibility of the candidates contesting.
- v. Two scrutinisers shall be appointed at the AGM.
- vi. The office bearers/Members of EC/Representative to EC of the state branch shall be elected at the AGM of the branch.
- vii. Should there be more than the allotted number of candidates for any office; the voting shall be by secret ballot.
- viii. In case of a tie, the President shall cast his casting vote.
- ix. If a candidate/proposer/seconded is not member of good standing at the time of filing his/her nomination, the nomination will be invalidated.

b. Mode of exercising options

The local branch is given certain options in this constitution. Such options shall be decided at the AGM or EOGM of the branch concerned and a copy of the resolution shall be forwarded to the HO and state branch.

6. Casual Vacancies

- a. Any vacancy occurring during the year, from amongst office bearers/Local branch EC members/Representatives from Local branch to State EC as mentioned in this chapter, except that of the President and Hon Local branch Secretary shall be filled by the Local EC. Eligibility criteria for any office bearer / EC members shall remain the same as prescribed under election qualification criteria.
- b. Such office bearers / EC members elected from Local branch to State EC / Local branch EC members shall hold office for the remaining tenure of that office.
- c. A representative to State EC from Local Branches if removed as stated under clause C.7.f of Article-State Branch shall not be re-nominated for this post again for that current term.
- d. The candidate should be present at the EC/EOGM/AGM at the time of filling the casual vacancy to give his consent to accept the post or he should have sent his consent letter to Hon Secretary prior to the meeting or should send it through some member present at the time of the meeting. No member can suggest the name of any candidate on the floor of the House unless his consent letter has been received by Local Office.
- e. In the event of the post of the President falling vacant due to some contingency such as resignation, demise etc., the first Vice-President shall succeed to the post of President for the remaining tenure of the post and in case of the Hon Branch Secretary, the Joint Secretary shall succeed to the post of Hon Branch Secretary for the remaining tenure of the post.

7. Removal of office-bearers

- a. Any Office bearer shall be removed from the office before completing his/her tenure, only by following the procedure as laid down here under by bringing a no confidence motion.
- b. The charges against any office bearer have to be enunciated in the form of a resolution signed by not less than 1/4th of the total number of members of the branch as on date, to the President and Honorary Secretary who shall circulate the same to all the members and convene a special EOGM to discuss the issue within 30 days from the date of receipt. In case they fail to do so, the members signing the resolution can convene a special meeting themselves, after expiry of 30 days and within a period of next one month only for this purpose. If meeting is not conducted within two months of the date on which the branch secretary has received the notice the notice for requisition meeting will be treated as cancelled.
- c. The EC has the right to enquire into the charges levelled against the office bearer concerned and every opportunity has to be provided to him/her to appear or to represent his case at an enquiry. Thereafter, the whole matter shall be placed before the special EOGM of the concerned branch giving ample opportunity to the office bearer to state his case, after which the resolution shall be moved, to remove him from office. If 2/3 of the members who are eligible to vote and who are present at the EOGM meeting and who cast their vote, vote in favour of the resolution, it shall be passed with immediate effect. The voting shall be by secret ballot. The quorum for the special meeting shall be 1/4th of the total strength of branch as on 31st October as per the HO records.
- d. An office bearer who has been removed from office shall not be allowed to hold any office of IDA for the next five years.

8. Meetings

A. Executive Committee Meeting:

- a. The Executive of a local branch shall ordinarily meet once in 3 months. A notice of 7 days shall be given to the members in case of an ordinary meeting and three days in case of an emergency meeting.
- b. The date and time shall be fixed by the Hon. Secretary, in consultation with the President of the local branch.
- c. Quorum is 5 members of the EC of whom at least 2 shall be other than office bearers. In the absence of quorum within 30 minutes of the appointed time the meeting shall be adjourned.
- d. An adjourned meeting shall be held on the same day and place immediately. No quorum shall be required for the transaction of any business at such adjourned meeting.
- e. A special meeting of the EC shall be called within 4 weeks, on receipt of the requisition signed by at least 5 members of the EC, stating the business for which a special meeting is required. Quorum is 5 members of the EC of whom at least 3 shall be from amongst the requisitionists. In the absence of quorum within 30 minutes the meeting shall be dissolved.
- f. Proceedings of the meetings of the Executive committee shall be recorded in the form of typed minutes and after confirmation shall be permanently preserved. The EC meeting minutes shall be circulated to EC members along with the EC notice; and corrections if any shall be done at the time of confirmation. This register shall be kept in Secretary's office and shall be open to members of EC for inspection.

B. Annual General Body Meeting:

- a. It is compulsory for the Hon. Branch Secretary to issue and circulate to all members the notice of the AGM at least 14 days in advance, to conduct the AGM between **1st November and 31st December** every year, with copy of the same to be marked to Hon. State Secretary and Hon. General Secretary, and to intimate the election result to HO and State office.
- b. If a local branch does not conduct its AGM and election by 31st December, the President Elect of the Branch shall assume office as President on 1st of January following his election.
- c. He shall then issue notice for the AGM and conduct elections to elect office bearers, if their tenure as local branch office bearers has expired by that time, and he shall be the returning officer for election.
- d. The President Elect who assumes charge as President has the right to notify the bank, informing it of the names of the newly elected office bearers who are authorised to operate branch accounts hence forth. Outgoing office bearers cease to operate the bank accounts with immediate effect. The President Elect shall inform the HO / state office and all members of the branch of the election results.
- e. The quorum for the local branch AGM will be 10 only.
- f. In the absence of a quorum within 30 minutes of the appointed time, the meeting shall be adjourned. The adjourned meeting shall be held immediately at the same venue with the same agenda where quorum will not be necessary.

C. Agenda of the meeting should be in the following order:

- i. The election if necessary (in the absence of the President and the Vice Presidents) of a Chairman.
- ii. Welcome address by the President/Chair person.
- iii. Confirmation of minutes of the previous AGM/EOGM.
- iv. Any other motion for change in the order of business.
- v. Adoption of the annual report of the branch.
- vi. Adoption of annual report of Treasurer and audited statement of accounts of previous year, ending 31st march.
- vii. Election of the office-bearers and representatives to the state EC.
- viii. Election of members of the EC.
- ix. Appointment of auditor
- x. Resolutions brought forward by the EC.
- xi. Resolutions brought forward by the individual members of the Association.
- xii. Any other matter with the permission of the chair (matters raised under this agenda shall only be discussed and appropriate action shall be taken after discussion in EC/EOGM.)
- xiii. President's concluding remarks.
- xiv. Taking over of office by President-Elect along with his new team.
- xv. Vote of thanks by Hon. Secretary

D. General rules

- a. No resolution shall be placed before the AGM that has not been previously considered by the EC.
- b. Resolutions proposed by the individual member/s, duly signed and seconded by another member shall be sent to the Hon. Branch Secretary not later than 10 days before the AGM.
- c. The member/s sending the resolution must be informed immediately after the EC meeting, whether their resolution has been accepted or rejected by the EC.
- d. The Hon. Branch Secretary shall subsequently issue the terms of all motions to be moved at the AGM, of which notice in writing has previously reached him and the names of the mover.
- e. A member, who wishes to move an amendment to any item included in the agenda paper, or ask any question pertaining thereto shall give notice thereof to the Hon. branch Secretary so as to reach him not less than 4 clear days before the date fixed for the meeting. Members shall, however, have the right to propose amendments to any motion when it is before the house.
- f. The Hon. Branch Secretary shall make available to all members attending the meeting a list of all amendments of which notice had been given.
- g. A notice of a resolution or an amendment shall be invalid unless accompanied by a copy of such a motion or amendment.
- h. Any resolution of the EC in case of branches may be considered at the AGM without notice being given.

E. General rules of procedure at meetings EC/ AGM / EOGM:

- a. Minutes of all meetings shall be correctly kept and shall be confirmed by the President/Chairman of the meeting. No resolution adopted or negated at a meeting shall be reconsidered unless either 6 months have elapsed or 1/5 of the members of the EC sign a requisition for such reconsideration.
- b. The President / Chairman shall, in case of equality of votes, have a casting vote.
- c. No business shall be transacted at a special meeting / EOGM, other than that for which the meeting is called.
- d. The proceedings of any meeting shall not be made invalid by reason of there being vacancy / vacancies, any invalid appointment or election of any member or accidental omission to give notice of such meeting to any member.
- e. A notice may be served on any member either personally through an employee, servant of the Association or by post/courier/ e-mail.

F. Extra ordinary general body meeting of Local Branch:

- a. The EC, whenever it thinks fit, or on requisition made in writing by at least 20 annual/Silver/Gold/life members or 50% of the total strength of the branch whichever is less, shall call an EOGM of the local branch.
- b. The members, while requisitioning, should state the objects of the meeting proposed to be called and sign legibly giving their full names and address to the Honorary branch Secretary, who in consultation with the President, shall call an EOGM within one month of the date on which the branch secretary has received requisition notice.
- c. If the meeting is not called within one month of the date on which the branch secretary has received requisition notice, the concerned members themselves may convene a meeting of the EOGM, within two months from the date of the requisition notice after which the requisition notice will be treated as cancelled.
- d. The EOGM if on requisition shall be convened only in the area where the local branch office is situated.
- e. Notice of the EOGM shall be sent to the members at least 7 days before the date fixed for the meeting, giving the place, date and time of the meeting and the Agenda of the business to be transacted at such a meeting.
- f. The quorum for the requisitioned EOGM shall be 10, out of which at least 50% shall be amongst the requisitionists. If there is no quorum at the given time the meeting shall stand dissolved.
- g. If The EC decides to convene an EOGM, the venue shall be decided by the EC.
- h. The quorum for the EOGM convened by the EC shall be 10. In case of an EOGM being called by the EC if there is no quorum within 30 minutes of the appointed time, the meeting shall be adjourned. The adjourned meeting shall be held immediately at the same venue with the same agenda where quorum will not be necessary.

9. Funds

- a. The local branch is independent and on its own with regard to finance, purchase of movable and immovable assets and formation of a trust/charitable trust.
- b. If a local branch closes down or suspends its activities, all its funds shall be transferred to the HO and kept separately. If the same branch is revived in future, the same funds shall be transferred back to the branch. If not revived within five years, then the CC shall take a decision regarding its funds.
- c. The accounts of the local branch shall be scrutinized, audited and approved by its EC and circulated to members before placing them at the respective AGMs of the local branches. One copy of the audited and approved statement of accounts shall be forwarded to SO and HO every year after the AGM.
- d. The funds of the local branch shall be invested in the manner as specified in Section 11(5) of Income Tax Act. This Association is an irrevocable Association. However, if this Association having become defunct or dissolved, the assets/funds of the Association shall be vested with an Association or Society with similar objectives. There shall not be any activity of the local branch with the intention of earning any profit. The funds of the Local Branch / Association shall be solely utilized towards the objectives and no portion of it will be utilized for payment to its members by way of profit, interest, dividend etc.
- e. Funds and all bank accounts and other accounts shall be operated and handled by the Treasurer jointly with the local branch Secretary of the branch.

A. Income

- a. By the subscription of the members of the branch concerned after forwarding the HO and State share.
- b. Special contributions or donations raised directly.
- c. Income derived from the journal and other publications of the branch, if any.

- d. Share received on account of organising the Indian Dental Conference or State Conference.
- e. Bequests received by legacies from persons who desire to benefit the Association.
- f. By Sponsorship and such other sources as may be authorised by the branch EC.
- g. Surplus from conferences, if any.
- h. Sponsorship and surplus from fees from CDE Programme, if any.

B. Reserve Fund

There shall be a reserve fund of the Association. The reserve fund shall be 50% of the net surplus income of the first year of the branch concerned. In addition, 25% of the net surplus should be credited to this fund every year. The reserve fund shall only be drawn upon by a special resolution of a meeting of EC in which 3/4th of the members present and who cast their votes in favour of the resolution.

C. Bank Accounts

Bank Accounts under various heads shall be opened only on approval of the EC and shall be operated by the Hon. Treasurer jointly with the Hon. Branch Secretary.

D. Expenditure

The EC, in case of branches, shall out of the funds of the branch, debit all ordinary expenses and shall pay rents, salaries, wages and such other charges as may be necessary for carrying out the work of the Association. It shall, further provide for the issue of the journal/newsletter and such other publications as may be authorised and shall be empowered to spend money on scientific investigations, conferences, prizes scholarships and on such other purposes as it may consider advisable in furtherance of the objectives of the Association. All major expenses in excess of Rs.10, 000/- (Rupees ten thousand only) shall require an EC approval.

D. Accounts

The annual statement of audited accounts and the balance sheet, for the period starting from 1st April and ending 31st March of every year, after being audited and approved by the EC, shall be circulated to members and placed at the AGM for adoption by the Treasurer and the Hon. Secretary.

E. Appointment of an Auditor

A Chartered Accountant shall be appointed as auditor at the AGM of the Association every year for auditing the accounts of the local branch.

Duties of the auditor:

- a. Shall audit the accounts at the end of the year, and certify to their accuracy.
- b. Shall assist and give suggestions for the proper book keeping of accounts, as required.

10. Liability

Neither IDA nor any of its branches shall be liable for any of the debts or liabilities of one another.

11. Records

The Local Branch will maintain the following records:

- a. A register/computerized database of members of the branch with their membership number, name, qualification, current residence/mailling address.
- b. Account books, ledgers, cash books shall be retained up to a period of 8 years after which they can be destroyed. Audited balance sheets of all years shall be retained.
- c. Correspondence beyond 5 years may be destroyed at the discretion of the Hon. Branch Secretary.
- d. The AGM, E.O.G.M. & EC minutes, attendance registers of EC, AGM & E.O.G.M., membership registers and important correspondence shall be retained permanently.

IDA STUDENTS' WING

The IDA Students' Wing is demographically located within the college or university campus. The Dental College Wing will be named as 'IDA (name of the Dental College) Students Wing'. The IDA Students' Wing shall function independently under the auspices of HO and remain affiliated to IDA Local branch and IDA state branch of the respective demographic regions. The Students' Wing shall abide by all rules and regulations of the Association and shall subject itself to de-recognition by HO / Central Council for breach of rules and bye-laws.

The Objectives

- 1 Nurturing future leadership
- 2 Welfare of students
- 3 Spreading awareness about IDA & its activities
- 4 Encourage students to take part in IDA activities
- 5 Serving student community in line with IDA's aims and objectives
- 6 Speedy facilitation of membership services
- 7 Sensitising student members about IDA's administrative procedures

All undergraduate dental students, excluding PGs, studying in a dental college shall come under the purview of IDA Students' Wing. All staff members and PGs shall be members of respective IDA local branches.

Members of IDA Students' Wing shall collect consolidated student membership fees and send directly to HO. IDA HO will forward the share of respective branches. All the communications shall be sent to Head Office with a copy to respective Local Branches and State Branch offices. IDA Dental College Wings will and can habitually & ordinarily conduct their meetings in respective Dental College campuses area. IDA Dental College Wings shall have their jurisdictions restricted to their respective dental colleges or university campuses only.

1. Formation:

The Dean / Principal or Senior Faculty Member / College Student Secretary with student members shall form the IDA Students' Wing. The name of the wing shall be as 'IDA (name of the Dental College) Wing'. Once formed the Wing will be permitted to function as IDA Dental College Wing.

- A. The Dean / Principal, Senior Faculty members and College Student Secretary require to sign a written proposal, stating their intention of starting a college student Wing, mentioning therein the serial no, student membership no., name, address and their existing branch, if any.
- B. College faculties, including PG Students, shall be members of the respective IDA Local / State branches and not those of the IDA Dental College Wing.

2 Composition of Office EC

A. Executive Committee

a. Chairman	One term
b. Vice Chairman	One term
c. Hon. Student Secretary	One term
d. Asst. Secretary	One term
e. Treasurer	One term
f. Cultural Secretary	One term
g. Sport Secretary	One term
h. Scientific Convenor	One term
i. Community Convenor	One term
j. Class Representatives	One term

B. Ex-Officio members

a. President, IDA State branch	One Term
b. Hon. State Secretary, IDA State Branch	One Term
c. President, IDA Local branch	One Term
d. Hon. Branch Secretary, IDA Local Branch	One Term

3 Functions and Powers:

A. Executive Committee

The IDA Students' Wing EC shall regulate the general affairs of the Students' Wing within the framework of the Constitution under the auspices of the Local Office / State Office and IDA HO, and shall have the following powers.

- a. It shall conduct business at the EC Meetings, maintain the Association office at the college, office equipment, properties, etc., and organize scientific deliberations.
- b. To peruse sub-committees for various activities by the Wing and functions appointed by Hon Student Secretary in consultation with Chairman and Vice Chairman.
- c. To promote student membership, collect consolidated fees, consider and decide applications of membership and resignation and also to recommend disciplinary action against members of the Students' Wing.
- d. To approve the income and expenditure statements.
- e. To resolve all local disputes if any.

B. Term of Office - Executive Committee:

- a. The Students' Wing EC shall enter upon its duties at the start of new semester or June / July, whichever is earlier, every year and shall hold office till the start of next semester or till 31st July, whichever is earlier.
- b. The office-bearers and members shall function forthwith after the start and shall continue as members till the end of their tenure as mentioned in clause 2 of this Article.

4 Office Bearers Functions and Powers

A. Chairman

- a. Shall be the chairman of all EC meetings of his Wing
- b. Shall Guide and control the activities of his Wing
- c. Shall regulate the proceedings of the meetings and programmes organized by his Wing.

B. Vice Chairman

- a. Vice Chairman shall preside over all meetings in the absence of the Chairman
- b. Shall guide, help and support in organisation of activities, maintain close contact with the Chairman for activities and projects.

C. Hon. Student Secretary

- a. Shall be in-charge of the college Wing
- b. Conduct all correspondence on behalf of the Wing
- c. Maintain records of Wing members.
- d. Shall forward Wing Office Bearers' list to HO well in time.
- e. Shall pass all bills and have general supervision of accounts
- f. Organise, arrange and convene meetings, lectures within the wing premises
- g. Assist the Chairman
- h. Be responsible for sending membership subscriptions to HO.
- i. Shall maintain the inventory register.

D. Asst. Secretary

- a. Shall assist the Wing secretary
- b. Shall act as Wing secretary in his absence.

E. Treasurer

- a. Shall receive all funds and deposit them in existing College Student Council's Account.
- b. Shall dispose of the bills for payments as sanctioned by Wing secretary.
- c. Shall be responsible to keep upto date Income and accounts statements.
- d. Shall prepare and maintain annual expenditure statement.

F. Cultural Convenor

Shall play a lead role in organising cultural events of the Wing

G. Sports Convenor

Shall play a lead role in organising sports events of the Wing

H. Scientific Convenor

Shall organise and co-ordinate and liaison with Local branch, State branch offices and HO for conducting scientific activities of the respective Wings.

I. Community Convenor

Shall co-ordinate and liaison with Chairman- CDH (HO)/ CDH Convenor – State and Local branch offices for conducting CDH activities of the respective Wings.

J. Student Representatives

Shall support the Students' Wing EC in performing their duties.

5 Election / Nomination:

As each student is attached to a dental college for five years, i.e., till the completion of his graduation and considering development of friendly relationship amongst student members, the general election will not be held in dental college Wing. Instead, following office bearers will be nominated every year by the Dean / Chairman of students' Wing.

EC Post	Qualification / Criterion
A. Chairman	Dean / Principal
B. Vice Chairman	Vice Dean / Principal / HOD / Senior faculty
C. Hon. Students Secretary	College General Secretary (Student)
D. Asst. Secretary	College Asst. General Secretary (Student)
E. Treasurer	College Treasurer (Student)
F. Cultural Secretary	College Cultural Secretary (Student)
G. Sport Secretary	College Sport Secretary (Student)
H. Scientific Convenor	College Scientific Secretary (Student)
I. Community Convenor	HOD or PG from Department Community Dentistry
J. Class Representative	Class representatives (one student representative from each class / batch)
K. Qualification	All faculties and students should be members of IDA. All faculties and PG students shall be members of demographically respective local branches.
L. Election procedure & Mode	As such there will not be general election in the college section Wing. All posts shall be nominated by the Chairman as per the given criteria. Wing EC / Chairman shall select / nominate student members for the posts of Student Representative/s.

6 Meetings

A. Executive Committee meeting

- The Executive Committee of Students Wing shall ordinarily meet once in 3-4 months.
- The date and time shall be decided by the Hon. Student Secretary in consultation with the Chairman / Vice Chairman.
- Quorum is 4 members out of which 2 members should be other than the Chairman and Hon Student Secretary. In the absence of the quorum within 30 minutes of the appointed time the meeting shall be adjourned. An adjourned meeting shall be held on the same day and place immediately. No quorum shall be required for transaction of any business at such adjourned meeting.
- Proceeding of the meeting shall be recorded in the form of typed / handwritten minutes.
- The Chairman shall have, in case of equality of votes, a casting vote.

7 Membership fee (Student Member)

- A. The annual year for Students' Wing shall be from July to June of the next succeeding year, e.g., July 2013 to June 2014.
- B. Consolidated fee (for the period of five years) – Rs 1500/-
Members shall pay the entire uniform consolidated subscription fee and, taxes as applicable from time to time, for their tenure of under-graduate course, either to the Students Wing, Local Branch, State Branch or Head Office. Students wing should forward all subscription fee, including taxes if any, to HO.
- C. Distribution of subscription fee
 - a. HO 800/-
 - b. State Office 100/-
 - c. Local Branch 100/-
 - d. Students Wing 500/-

8 Funds

- A. The Students' Wing is independent and on its own with regard to finance.
- B. If Students' Wing closes down or suspends its activities, its funds shall be transferred to HO and kept separately.
- C. Funds can be deposited in the existing Student Council's bank account and shall be handled by Treasurer jointly with the Chairman or Hon. Students Secretary.
- D. Statement of income and expenditure should be maintained.

E. Income

- A. By subscription of the members of the Students' Wing after forwarding consolidated (HO/SO/LO) share to HO.
- B. Special contribution or donations raised directly.
- C. Bequests received by legacies from person who desire to benefit the association.
- D. By sponsorship and such other sources as may be authorised by Wing EC.
- E. Sponsorship and surplus from the activities and / or fee.

9 Accounts

The Annual statement of audited accounts for the period starting from 1st April to 31st March every year, after being audited and approved by EC, shall be kept in the record. The Accounts will be audited by internal auditor.

10 Liability

Neither the IDA HO nor any of its branches / students wings shall be liable for any of the debts or liabilities of one another.

11 Records

The College Wing will maintain the following records:

- A. A register/computerized database of members of the Students' Wing with their membership number, name, membership year (from to), preferred mailing address, current residence, contact number (mobile) and email id.
- B. Expenditure register / cash book shall be retained up to a period of 8 years after which they can be destroyed.

DEFENCE BRANCH

All dental surgeons serving with the army, navy or air force or any other wing of the defence forces of the Government of India shall come under the purview of the Defence Branch of IDA.

- a. Members of the Defence Branch of IDA shall send the annual / silver / gold and life memberships directly to HO.
 - b. When the officer retires from the Defence Services he/she shall have the option to join and work at the state/local branch.
 - c. All communications to the Defence Branch shall be sent to the Head of the Dental Corps in New Delhi.
 - d. The Defence Branch will and can habitually or ordinarily conduct their meetings in any defence area in the country.
1. The Defence Branch shall have its jurisdiction all over the country.
 2. The Defence Branch shall function like a State Branch of the IDA under the auspices of IDA Head Office and abide by all its rules and regulations.
 3. The CC representative from the Defence Branch shall be elected / nominated by the Chief of Dental Corps on the same scale as that of state branches, on the basis of the strength of the Defence Branch, annually.

IDA PUBLICATIONS

1. IDA shall have scientific publications under the charge of Editor/s. The Editor/s shall be assisted by the Journal / Publications Committee. The Editor/s shall publish only the views of the Association in its editorials. The Editor of only the main Journal like JIDA/State Journal/Local Journal shall be the office bearer of CC/State EC/Local EC, respectively. Other Editors ipso facto will not be office bearers. They also need not be members of CC/State EC/Local EC, however, they will be responsible for proper publication of their journal including submitting of accounts and complying with all other duties.
2. **The Journal Committee**
 - A. **Ex-officio members**
 - a. The Editor
 - b. The President
 - c. The HSG in case of HO, Hon Secretary in case of State / Local Branches.
 - B. **Elected members**
 - a. One Assistant Editor
 - b. One Business Manager
 - c. Three other members.

The elected members of the Journal Committee shall be elected by the CC, in case of HO & EC in case of State / Local Branches. Their tenure will be decided by CC, State / Local EC, respectively.
 - C. One representative from Defence Branch shall be on the Board of Consultants in Journal of IDA. (Head Office Journal)
3. **Functions and Powers of the Journal Committee**
 - A. Shall be responsible for the regular publication of the Journal.
 - B. Shall meet regularly & along with CC / EC meetings.
 - C. Shall scrutinise all the articles to be published in the Journal and pass them for publication.
 - D. Shall be responsible for the management of the whole business of the Journal, its printing, securing advertisements, distribution of the journal amongst all categories of members.
 - E. Shall have the power to form a Board of Collaborators.
 - F. Shall reserve five pages in each issue of the Journal for propaganda, organisational news and publicity and other special news of the Association to be at the disposal of the HSG of the Association. In the absence of such matters this space can be utilised by the Journal Committee for other purposes.
 - G. Shall prepare a half yearly statement of the accounts of the Journal to be put before the CC through the HSG.
 - H. Shall prepare a budget and put it for consideration and sanction at the first meeting of the CC.
 - I. Shall prepare a yearly statement of accounts for financial year and submit it to HO Auditor of the Association and put it before the AGM of the Association through the HSG.
 - J. Shall have power to spend money for various things connected with the Journal up to the amount sanctioned by the CC. Beyond this limit the committee has to obtain special sanction of the CC before hand.
4. In the case of branches in all the clauses above (i.e., clauses 1, 2 and 3 in this Article) the designation HSG may be read as Honorary Secretary of State/Local Branches and the words CC may be read as State EC / Local EC as applicable.

ANNUAL CONFERENCE

1. IDA HO shall organise its Annual National Conference every year. Called the Indian Dental Conference, it may be hosted by an IDA Branch or IDA HO itself. Who will organize the conference shall be decided by the Central Council. In case of state branch conference, the place and time of the State Conference shall be decided by the respective State EC of the branch concerned after inviting bids from Local Branches to host State conference. Separate guidelines had been compiled to serve as a guide for conference organisers. The rules and regulations included in the Conference Guidelines shall be mandatory and binding on Conference Organising Committee and Hosting Branch. These conference guidelines shall be applicable to all Annual National Conferences / State annual conferences / Student conferences / Workshops and international conferences. In addition to the Constitution, refer Conference Guidelines.
2. Conference Organising Committee (COC)

The branch of the IDA holding the conference shall form the Conference Organising Committee of the conference.

 - A. Membership of the Conference Organising Committee shall be open to the following
 - i. All members of the branch of the IDA hosting the conference.
 - ii. Duly formed Conference Organising Committee may invite the members of the neighbouring branches to join.
 - B. Delegate fee for membership of the Reception Committee shall be fixed by EOGM of the hosting branch, to be ratified by the CC in case of HO. (In case of Local Branch hosting State Conference EOGM of hosting Local Branch. If the State Branch Office is the host, EOGM of State Branch).
 - C. COC Office Bearers

The Organising Committee shall elect / nominate from amongst themselves COC Office Bearers as mentioned in Conference Guidelines. The Chairman, Organising Secretary and a Treasurer shall be ex-officio members of all the subcommittees.
3. Delegates
 - A. All categories of Members of the IDA shall be entitled to attend the conference as delegates, on payment of delegate fees.
 - B. Delegate fee for HO Conference shall be as decided by the CC from time to time.
 - C. The Reception Committee fee/Delegate fee with hospitality will be recommended by the EOGM of the hosting branch and ratified by the CC.
4. Members of the conference

Membership of the conference shall be open to the following:

 - (i) All members of the Organising Committee
 - (ii) All registered delegates
5. Privileges of the President

The President of the IDA H/O for the year shall be the President of the conference. He/she and his/her spouse shall not be charged any fees for the conference. In the case of branches holding their own conferences, the President of the concerned branch holding the conference shall be the President of the conference and he/she and his/her spouse shall not be charged any fees. He/she shall be provided with accommodation, hospitality and conveyance by the hosting branch/IDA HO.
6. Privileges of H.S.G./Secretary

HSG, in case of HO Conference and Hon. State Secretary, in case of state conference and Hon. Branch Secretary, in case of branch conference and his/her spouse shall not pay any fee for the conference. He/she shall be provided with accommodation, hospitality and conveyance by the hosting branch/IDA HO.
7. National President & H.S.G.

When they attend any state/local branch conference, they need not pay delegate fees and hospitality charges. Same privileges shall be given to their spouses also. Similarly the state branch President/Secretary shall attend any local branch conference conducted within his/her state, without paying delegate and hospitality charges.
8. Conference Secretary

The CC in case of HO Conference and the State EC in case of state conference shall appoint a Conference Secretary who shall be a liaison officer between the HO or state office and the Conference Organising Committee, as the case may be.
9. Boarding and Lodging arrangements

The Organising Committee shall make arrangements for the boarding and lodging of those attending the conference, if so desired by them, on previous intimation and on payment for the same, when required, at the rate given by the Organising Committee. The Committee shall also make other arrangements as directed by the Organising Secretary.
10. Conduct of business at the annual conference (Ref. Manual of Conference Guideline)

ANNUAL CONFERENCE

11. At the Inauguration of the conference, business shall be in the following order:
 - i. Welcome address by the Chairman of the Organising Committee.
 - ii. Address by the President of the IDA HO or state branch or local branch as the case may be.
 - iii. Introduction of President Elect.
 - iv. Inauguration of the conference by the Chief Guest.
 - v. Reading of messages by the Conference Secretary.
 - vi. Address and announcement of prizes by the HSG, in case of HO. Conference or by the Honorary Secretary in case of state / local Branch Conference.
 - vii. Vote of thanks by Organising Secretary.
 - viii. National Anthem.

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

12. At the open session of H/O business shall be in the following order:
 - i. Welcome by the President.
 - ii. Resolutions from CC if any and individual members.
 - iii. Any other matter with the permission of the chair.
 - iv. Installation of the new President and his team.
 - v. Address by the Incoming President.
 - vi. Vote of Thanks by HSG.
13. If only AGM is held, the incoming President and the office bearers shall be installed to the office at the end of the AGM
14. Arrangement for AGM

In case of HO Conference, the Organising Committee and the Conference Secretary, in consultation with the HSG, shall make arrangements for the official meetings of IDA to be held, prior to the conference inauguration and after the open session and the AGM of the Association, which shall be held during the session of the conference. In the case of branches, the Organising Committee and Conference Secretary, in consultation with the Hon. Secretary of the concerned branch, shall make arrangements for the last EC and the AGM of the branch, which shall be held during the session of the conference.

Amendments

The constitution bye-laws rules regulation & ethics shall be framed and amended by the CC and approved by the AGM / EOGM of HO and shall be binding on HO, State, Local & Defence Branches of IDA and Members.

1. Any proposal for amendments in the constitution should be received at the HO with reasons as to why the said Amendment is required with proper justification in terms of merits and demerits of existing and new proposal, in writing only. If the proposal involves any financial implications, complete proposal with projections should be submitted with suggestions on how they could be met.
2. No proposal for amendments should be discussed / considered in any of the CC meetings unless due notice of it has been given and mentioned in agenda of the CC meeting.
3. An amendment to the Constitution will be valid only when approved by 2/3 majority of the members who are eligible to vote and who are present and who cast their votes at the AGM / EOGM of the Association and shall come into effect immediately after it is passed, unless otherwise specified.
4. Amendments in Conference Guidelines, Award Guidelines, Election Guidelines, Disputes and Arbitration, Arbitration Guidelines, etc., and membership, membership fees, admission procedures, awards, subscriptions can be carried out by CC with 2/3 majority out of the members present for the meeting and who cast their votes.
5. Whenever there is a dispute in the interpretation of articles & bye-laws, rules and regulations, and guidelines of this constitution, the decision of the CC shall be final & binding on members & Branches.
6. Any change with regard to the amendments shall be informed to the Commissioner of Income Tax/Registrar of Societies, for approval.
7. No resolution for amendment to the Dentists Act, 1948 can be forwarded to the Government of India unless approved at the AGM / EOGM of the Association. Any resolution or amendment to the Dentists Act, 1948 having special reference to the States, may be forwarded by the State branch to the State Government only with the prior approval of the CC.

Procedure of Amendment

- a. Any member who wishes to propose any amendment to the Constitution shall forward his proposal in proper format to the local branch EC. In case he/she is a direct member to the State branch / HO, the proposal should be sent to the State Branch / HO, respectively, as the case may be.
- b. The local branch EC shall consider the proposal and forward it to the State branch EC.
- c. In case the local branch EC wants to propose an amendment, it will forward to the State branch EC.
- d. In both the above cases (point no. b & c), a copy should be forwarded directly to HO.
- e. The state branch EC after considering the proposal sent by the local branch shall forward it to HO.
- f. In case the state branch executive wants to propose an amendment it will forward it to HO.
- g. The HO will forward the proposal to the Constitution Committee for consideration.
- h. In case the HO, Council Office Bearers want to propose an amendment to the Constitution, it will place it before the CC for consideration. After consideration CC will request the HO to forward the same to the branches / Constitution Committee for its consideration and suggestions, etc.
- i. In case a member of the CC proposes an amendments to the constitution, it shall be forwarded to the Constitution Committee for evaluation. Thereafter the Constitution Committee after giving due consideration and if necessary, will reframe the proposal and shall then forward it to the CC for its consideration.
- j. The CC after its final approval, shall ask the HO to circulate the proposed amendment clauses to the branches for their opinion on the said matter only, giving a specific date by which the opinion should reach the HO. The state branch/local branch EC shall consider the proposal received from the HO and convey its opinion on the said matter to the HO within the specified time.
- k. The local branch shall call the AGM \ EOGM of its branch to discuss the proposal of amendments received from the HO and send the members opinions to HO within the specified time.
- l. The HO will place the opinion received from the various branches to the CC and after due consideration shall pass a resolution to place it before the AGM/ EOGM of HO, for its final approval.
- m. In case the proposal of amendment is accepted by the AGM/EOGM (as per clause 3 in this Article) it shall come into effect immediately unless otherwise specified.
- n. If any new proposal is received by HO it will be referred to the Constitution Committee for discussion and it will not be included unless it is circulated to the branches for their opinion and approval.
- o. No direct new proposal will be considered for amendment in the constitution on the floor of the house at the CC/AGM/EOGM.

DISPUTES & ARBITRATION

1. Disputes

All the disputes and differences between

- A. The members inter se among the branch office of the Association and the members of the one branch and another/ other branches of the Association or
- B. The members of the Branch office/s and member/s of the state office/s of the Association or
- C. The member/s of Branch office/s and members of Head Office of the Association or with Head Office or
- D. The branch/offices of the Association and the state office/s of the Association or
- E. The branch/es and Head office or between state office/s and another/other state office/s or
- F. The state office/s and the Head office or between the branch office/s and another/other branch office/s or
- G. The outsider (the term outsider includes persons/organisations who enter into contract and / or do business with the Association) and the Association (the term Association includes branch office, state office and Head Office)
- H. The members of Association and Head Office

In respect of any dispute touching the business of the Association; interpretation of the bye-laws, guidelines/rules and regulations/any activity and/or of the constitution and further any dispute arising out of any contracts, dealings, transactions, shall be subject to guidelines/rules and regulations of the **Indian Dental Association** or with reference to any matter incidental thereto or in pursuant thereof or relating to their construction, fulfilment or validity or relating to the rights, obligations and liabilities arising out of such contract, dealings and/or transaction of whatsoever nature with the Association and/or any disputes between members inter se touching any aspect of constitution, bye-laws, guidelines/rules and regulations made therein, shall be subject to the Arbitration and referred to the committee and procedure as provided in the bye-laws, guidelines/rules and regulations, of the **Indian Dental Association**.

The dispute can be referred for arbitration only after exhausting all the remedies provided hereinafter.

2. Procedures to be followed:

A. At Local Branch

- a. A Local EC on receipt of complaint shall refer the matter to Constitution Committee (Const. Comm.) of local branch (if one exists) within 14 days of receiving the complaint
- b. After receiving suggestions and comments from Constitution Committee the local EC will decide the matter after due consideration. If there is no Constitution Committee it will consider the matter directly in Local EC. All the disputants will be given a chance to present their views before the EC.
- c. The decision of EC will be final and binding on all disputants.
- d. If any disputant is not satisfied with the decision of EC, he can refer the matter to State Branch.

B. At State Branch

- a. A State EC on receipt of complaint shall refer the matter to Constitution Committee (Const. Comm.) of State branch (if one exists) within 14 days of receiving the complaint.
- b. After receiving suggestions and comments from Const. Comm. the State EC will decide the matter after due consideration. If there is no Const. Comm. it will consider the matter directly in State EC. All the disputants will be given a chance to present their views before the State EC.
- c. The decision of State EC will be final and binding on all disputants.
- d. If any disputant is not satisfied with the decision of State EC, he can refer the matter to HO.

C. At Central Council

- a. HO and/or CC on receipt of complaint shall refer the matter to Constitution Committee (Const. Comm.) of Central Council (if one exists) within 14 days of receiving the complaint.
- b. After receiving suggestions and comments from Const. Comm. the CC will decide the matter after due consideration. If there is no constitution committee it will consider the matter directly in CC. All the disputants will be given a chance to present their views before the CC.
- c. The decision of CC shall be final and binding on all disputants.
- d. If any disputant is not satisfied with the decision of CC, he can seek arbitration.
- e. No dispute shall be referred by any aggrieved person / body to the concerned committee after the expiry of 30 days from the date of action and concerned authority shall not entertain the same.

In case of any dispute amongst / between any member/s; Local Branch/es; State Branch/es, on the one side and Central Council / Head Office of the Association on the Other side in respect of Annual General Body Meeting / Extra Ordinary General

Meeting / Central Council Meeting or in respect of any decision / matter relating to working of the Central Council / Head Office, the aggrieved member/s Branch/es within 30 days of such decision / Annual General Meeting / Extra Ordinary General Meeting shall refer the matter directly to Honorary Secretary General of the Head Office of the Association.

In case of difference of opinion on any matter, interpretation of constitution including election of office bearers of state/local branches and representatives to central council, an aggrieved member/party or branch shall appeal as per the procedure laid down here in this Article – Disputes & Arbitration. (The decision of the Central Council/State Branch EC/ Local Branch EC shall be final and binding on the state/local branches/members.)

Considering the well-being of the Association as a whole, it shall not be in order for branches or any member and individuals to approach the Court. In case of dispute, doubt or grievance of any branch, or any member of the Association, including grievances while conducting elections National/State/Local Branch, Conferences, workshops, etc., are matters of Arbitration. All decisions of Central Council as to any action or order passed against any member or matter of grievance raised by any member shall be referred to HO for Arbitration. The appointed Arbitrator shall hear and decide the issues. Such arbitration shall be governed by the Provisions and Procedure of Indian Arbitration Act.

3. Arbitration

- A. All disputes between the members inter se; members and outsiders; Association and members and Association and outsiders concerning the business of the Association, and / or bye-laws; rules and regulations and constitution of the Association shall be subject to arbitration as provided under the bylaw, rules and regulations of IDA.
- B. The entire contract between the Association and outsiders on any matters related to the Association shall be subject to arbitration as per the arbitration procedure provided in the bye-laws, guidelines/rules and regulations of IDA.
- C. Arbitration Committee:
The Arbitration Committee shall consist of the President, Immediate Past President, President (Elect), Honorary Secretary General and the Chairman of the Constitution Committee and the Committee shall hold the office for a year.
- D. Role of Arbitration Committee:
 - a. The duty of the committee is to select and prepare list of arbitrators to decide dispute. The Chairman of the Arbitration Committee shall be president of Association.
 - b. Pending the decision of the State EC the decision of Local EC and/or Local AGM/EOGM shall hold good. Pending the decision of the Central Council, the decision of State Executive Committee and/or State AGM/EOGM shall hold good. Pending the decision of the Arbitration the decision of CC and HO AGM/EOGM shall hold good
 - c. The decision of arbitrator shall be final and binding on all the disputants and no further appeal can be made by any disputant.

4. Restrictions:

- A. In any dispute between members inter se and/or member and outsiders in which Association is not concerned and/or not concerning the business of the Association, the parties thereto shall not be entitled to use and/or involve the name of the Association.
- B. Any dispute in which the Association is not a party, shall fall out of the ambit of the bye-laws, rules and regulations and Constitution of the Association.
- C. The IDA logo and emblem is the registered trademark and property of IDA. No one can use the same without the prior permission of the IDA HO. The IDA HO can take appropriate action on those found misusing the logo or emblem.
- D. Any legal matter related to IDA and outside IDA should be brought to the notice of the CC immediately.

5. Registered Head office

For the purpose of Jurisdiction Registered office means Head Office which shall be in India where the Honorary Secretary General resides/practices and not any other place in India, and under no circumstances the place of registration of the Indian Dental Association as a society, i.e., New Delhi, should be interpreted or considered or construed as the Registered Office or Registered Head Office of the Association.

6. Exclusion of Jurisdiction of Civil Court

- A. All dispute/s, Arbitration and legal proceeding can be initiated / commenced by the member/s; Branches/es and outsider concerning functioning / business of IDA and / or bye-laws; rule and regulations and any matter relating to constitution of IDA only at the place where the Honorary Secretary General of IDA resides and practices at the time of cause of arises and not any where else.
- B. In view of the arbitration clause for all disputes and grievances by a member/s or a State/Local/Defence Branch, the remedy to approach for a decree in Civil Court is barred. All such disputes and grievance shall be decided only by Arbitration. If any member or State or Local Branch of Association persist to file any suit, which can be questioned as to its jurisdiction and maintainability, it shall be filed against the Indian Dental Association, Head Office represented by the Honorary Secretary General in the City where he resides / practices and not in any other place in India or nor against any other office bearers of the Association.

CODE OF ETHICS

The IDA has prescribed the Code of Ethics in order to maintain and uphold the dignity and honour of the dental profession, and to ensure that its standards are respected, its sphere of usefulness extended and the advancement of dental science promoted. The guidelines for Code of Ethics have also been formed to ensure that the members of the IDA clearly understand their duties and obligations to the dental profession, to their patients, and to the community at large.

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