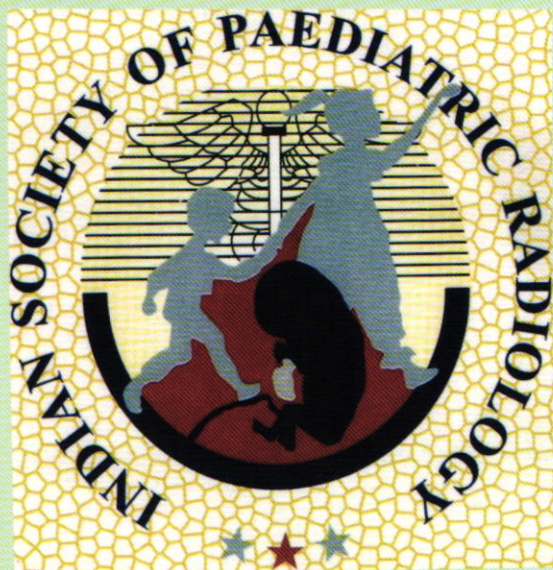


# INDIAN SOCIETY OF PAEDIATRIC RADIOLOGY



**(REGN. NO.: 543 YEAR: 2006)**

Registered under "Registration of Societies Act XXI of 1860  
Registrar of Companies, Pondicherry

## Registered office:

Pondicherry Institute of Medical  
Sciences, Ganapathichettikulam,  
Kalapet,  
Pondicherry-605014

## Secretariat:

Pondicherry Institute of Medical  
Sciences, Ganapathichettikulam,  
Kalapet,  
Pondicherry-605014  
Tel. 0413-2656271-73

## Constitution Review Committee of ISPR

### Members:

Dr. P Eapen Joseph  
Dr. Bijon Kundu

### Ex- Officio Members:

President. ISPR  
Dr. S K Sharma

### Founders:

Prof. M V K Shetty (Late)  
Prof. Arcot Gajaraj (Late)

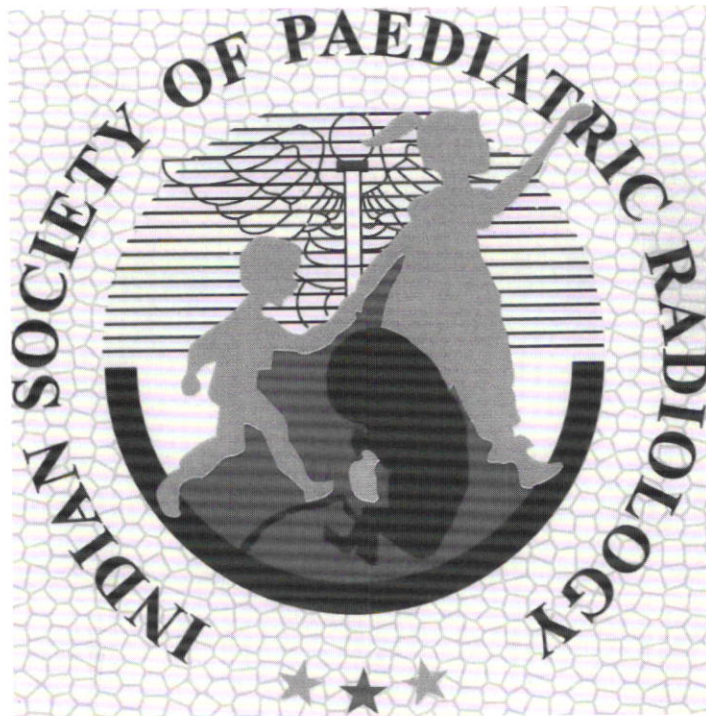
### Secretary ISPR

Dr J R Daniel (Late)  
Dr Jayaraj Govindaraj





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## **PART-I ARTICLE OF MEMORANDUM**

NAME :

1. The name of the association is INDIAN SOCIETY OF PAEDIATRIC RADIOLOGY (ISPR) hereinafter called the Association.
2. English will be the official language. The administrative office of the Association shall be at the place of the secretary.

### **AIMS AND OBJECTIVES AND PURPOSE:**

1. To encourage and advance the study of Paediatric Radiology.
2. To promote interaction among Paediatric Radiologists and allied specialists in India and abroad.
  - (a) The Association with its Official Journal shall be non-profitable organization for promotion of paediatric radiology and other related sub- specialties/ super-specialties.
  - (b) To protect and preserve the interest of members.
  - (c) To assist Government and non-governmental agencies in all matters pertaining to Paediatric Radiology and Medical Diagnostic Imaging.
  - (d) To propagate, impart and adopt methods for community welfare, through its members and branches.
3. To encourage scientific work and experimental work in paediatric radiology.
4. To encourage scientific programmes eg. Conferences, workshops etc.
5. To provide Continuing Medical Education Programme for post graduate students, medical Practitioners in their respective states and hold mid term CME. The academic and teaching activities of the association shall be promoted by a college formed as Indian College of Paediatric Radiology which shall be the academic wing of 'Indian Society of Paediatric Radiology (ISPR).
6. To establish and maintain reference libraries of books, magazines, newspapers, audiovisual materials etc relating to paediatric radiology.
7. To publish a journal devoted to Paediatric Radiology and allied subjects.. The journal shall be the official organ of the Indian Society of Paediatric Radiology. Publish from time to time transactions and other papers embodying researches conducted by the members under the auspices of the Association, either in the Official Journal INDIAN JOURNAL OF PAEDIATRIC RADIOLOGY & IMAGING or NEWS BULLETIN or as a SUPPLEMENT or as deemed fit.

8. To arrange and conduct examinations, award certificates and prizes on subjects concerned with the science and art of Paediatric Radiology.
9. To make rules, when deemed necessary, inter alia relating to discipline and professional conduct of paediatric radiologist and allied specialties.
10. To add all such things as may be incidental to or conducive to the attainment of all or any of the subjects.
11. To create a website so that it could be viewed globally.
12. To interact with other Societies in the World: like Japan, Europe, British and American, so that, there will be transfer of information and interaction for improvement of the Indian Society of Paediatric Radiology as a whole.

## **RULES AND REGULATIONS**

**NAME OF THE SOCIETY** : INDIAN SOCIETY OF PAEDIATRIC RADIOLOGY(ISPR)

**ADDRESS OF THE SOCIETY** : Department of Diagnostic Imaging,  
Pondicherry Institute of Intervention & Research,  
Pondicherry Institute of Medical Sciences  
Pondicherry - 605 014.

### **1. MEMBERSHIP :**

The membership of the Society shall be of five categories:

**Full Member** : Medical practitioner registered in India under I.M.C. Act, 1956 and practicing Paediatric Radiology or otherwise engaged in radiological work such as teaching or research and holding a postgraduate qualification in Radiology including its specialties shall be eligible for full membership. He may belong to any of three categories.

i). **Founder Member**: Members who joined the Society at the time of formation by paying Rs.3000/-

ii). **Life Member**: Member who has paid life subscription of Rs. 4500/-

iii). **Associate Member**: Persons registered in India under I.M.C. Act, 1956 and engaged in the practice of branches of medical science auxiliary to Paediatric Radiology. A bonafide post graduate student in Radiology is also eligible to become an Associate member by paying Rs.3000/-

iv). **Honorary Member**: A person considered suitable and desirable by the General Body may be enrolled as a Honorary member.

v). **Overseas Member:** Medical practitioner registered in Countries other than India and practicing the science and art of Paediatric Radiology shall be eligible for membership of this category. He should hold postgraduate qualification in surgery (including its specialties). He may be enrolled as a Life Member.

## **2. SUBSCRIPTION:**

- a. All new Members except Honorary Members shall pay entrance fees as decided by the General Body from time to time.
- b. Full Members (Life), Associate Member (Life) will pay subscription at the rates decided by the General Body from time to time.
- c. Honorary Members have not to pay any subscription.

## **3. GENERAL BODY & EXECUTIVE COMMITTEE:**

The general body shall consist of all members of the association except honorary, associate and overseas members.

## **POWERS AND FUNCTIONS OF THE GENERAL BODY:**

The General Body shall be the supreme body of the Association and exercise overall control over the affairs of the Central Executive Committee with powers to over rule in any matter whatsoever the decision of the Central Executive Committee and in particular to exercise supreme control over the affairs of the Association and to ratify the decisions which the Central Executive Committee may, from time to time, take during the currency of the Association year. Ordinarily the General body will meet at least once a year, at the time of the Annual Conference.

## **EXECUTIVE COMMITTEE:**

The administration of the Society is vested in the Executive Committee which consists of 8 Office Bearers, 2 ex- officio members and 7 elected members:

**A)** 1) President, 2) President elect 3) Two Vice Presidents 4) Secretary General, 5) Two Joint Secretaries. 6) The Treasurer 7) The Immediate Past President 8) Immediate Past Secretary General for first year only. 9) all the National Past Presidents and Secretary Generals of the Association will be invited members of the Central Council.

The Administrative Officer and office staff member of the Central Executive Committee, as deputed by the Secretary General will attend all the Central Executive Committee Meetings.

- (B) a. 7 Elected Members of the Executive Committee can be elected from the annual general body meeting.
- b. The elected members shall be elected by the General Body from among its members present at the Annual General Body Meeting.
- c. The term of the members of the Executive committee shall be two years and may be extended at the General Body Meeting.
- d. The meeting of the Executive Committee shall be held once in 6 months and one shall be at the Annual Conference to discuss important objectives.
- e. The notice for the Executive Committee meeting shall be issued 7 days prior to the meeting. Quorum for the meeting shall be 1/4th of the members

## **OFFICE BEARERS OF THE ASSOCIATION:**

**The tenure of the office bearers of the association will be as follows:**

<b>President, ISPR</b>	:	Two Years. He/she cannot be re-elected.
<b>President Elect, ISPR</b>	:	He/ She will be automatically elevated to the President, ISPR. Two Years. He/she cannot be re-elected.
<b>Vice Presidents, ISPR</b>	:	Two Years. He/She can be re-elected for one more term.
<b>Secretary General, ISPR</b>	:	Two Years but he/she can be re-elected to a total of 4 years i.e. 2 terms. Election will be held every two years.
<b>Joint Secretaries, ISPR</b>	:	Two Years. As they are nominated by the President and Secretary General, he/she can be re-nominated for any No. of times.
<b>Treasurer, ISPR</b>	:	Two Years but he/she can be re-elected to a total of 4 years i.e. 2 terms. Election will be held every two years.

**Minimum requirement of the office-bearers for contesting elections:**

<b>President Elect, ISPR</b>	:	Should be continuously uninterrupted member of the Association for at least 2 years.
<b>Vice-Presidents, ISPR</b>	:	Should be continuously uninterrupted member of the Association for at least 2 years.



- Secretary General, ISPR** : Should be continuously uninterrupted member of the Association for at least 2 years.
- Treasurer, ISPR** : Should be continuously uninterrupted member of the association for at least 2 years.
- Joint Secretary, ISPR** : Should be continuously uninterrupted member of the IRIA for at least 2 years.

In the event of any emergency arising by reason of any cause, such as death, detention, resignation or absence for a considerable period out of India of the President, the duties of the President shall be devolved upon the Senior Vice-President (whosoever is senior between the two Vice-Presidents by membership of the association, will be the only criteria for this selection).

In case of resignation by the president, the same will become effective only when it is accepted by the Executive Committee. Pending acceptance of the resignation, the Senior Vice-President (whosoever is senior between the two vice-presidents) shall act as indicated above in case the president is unwilling to function as such and shall be the Acting President till such a time as the next President Elect takes charge of office.

In the case of secretary general, the joint secretary who is senior in membership shall take over till the new secretary general is elected.

#### **4. POWERS AND FUNCTIONS OF THE OFFICE BEARERS:**

##### **a. President :**

1. He shall be the head of the Society.
2. He shall preside over the meetings of the committee as well as General Body.
3. He shall be the Chairman of all committees.
4. He shall co-ordinate the names of the Orators of the National Conference along with the other Executive Committee Members.

##### **b. General & Joint Secretary:**

1. He shall carry on all correspondence on behalf of the Society.
2. He shall issue notice of the meetings and maintain the records of the minutes of all such meetings.
3. He shall carry out other duties which are entrusted by the President and the Committee.

4. He shall maintain the directory of members.
5. He shall co-ordinate the names of the Orators of the National Congress with the Organising Committee of that Conference and the Executive Committee.
6. He and the Committee shall propose the names of the Orators at the General Body meeting.

**c. Treasurer :**

1. He shall maintain account books, vouchers, receipt book and other connected records.
2. He shall issue receipt for all sums received.
3. He shall prepare a statement of the annual income and expenditure and present it for approval by the committee at its meetings.
4. He shall co-ordinate the funds for the oration and best paper and poster awards.

**d. Control of Funds:**

Cheques or other negotiable instruments shall be jointly signed by the President, General Secretary, Treasurer or any of the two.

**5. POWERS OF THE EXECUTIVE COMMITTEE:**

- a. Shall carry out general policies laid down by the general body.
- b. Shall consider and recommend reports, statements of audited accounts and budget.
- c. Shall take decision on all matters of importance subject of the general Body.
- d. Shall frame rules not inconsistent to the byelaws of the Society, for running the Society smoothly and efficiently in a disciplined manner.

The Executive committee will administer the affairs of the Association in accordance with the Constitution of the Association, Rules and Bye-laws. The Executive committee shall exercise such powers and do such acts and things as may be exercised or done by the Association and shall take all decisions necessary for day-to-day running of the Association. The Executive committee shall hold one meeting in the Annual Congress, the second one before the GBM, besides one to be held in the mid term meeting. This will be intimated by the secretary. The accounts of Central Office shall be presented, ratified and passed by the Executive committee members to enable the filing of Income tax returns within the stipulated time period every year.

## **6. ACCOUNTS AND AUDITS:**

- a. The financial year of the Society shall be April to March.
- b. The society shall maintain the register of the accounts of members free of charge.
- c. Qualified Auditor / Auditors to audit the accounts of the ensuing year will be appointed at the Annual General Body meeting and remuneration will be fixed by the General Body .

## **7. PREPARATION AND FILING OF RETURNS:**

The necessary returns, registers, records and statements required to be filled with the Register shall be prepared and filled by the Treasurer.

## **8. FUNDS EARMARKED SPECIFICALLY FOR THE DEPENDENT OF THE SOCIETY :**

The copies of Bye-laws, Income and Expenditure statements and Balance sheets will be supplied to members on requisition at the cost of Rs.1/- per copy of each document.

## **9. FINE / ACTION TO BE TAKEN ON MEMBERS WHO VIOLATED BYE-LAWS OR RULES:**

Members found guilty of violation of all or any of the bye-laws of the Society or rules framed by the Executive Committee will be removed from the Society by a resolution passed by the majority of the members of the Committee.

## **10. DAY TO DAY TRANSACTION OF THE SOCIETY SHALL BE DONE BY THE COMMITTEE:**

The Executive committee has the power to appoint staff for the executive work of the Society and also to frame service rules to such staff.

## **11. GENERAL BODY MEETING:**

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

The Annual general body meeting will be held along with ISPR national conference. The following business will be transacted in the above meeting:

- i. To elect members of the Executive Committee once in 2 years.
- ii. To appoint auditor / auditors for the ensuing financial year.
- iii. To adopt and consider the audited statements of accounts of the preceding year.
- iv. To pass the budget of the Society for the ensuing year.
- v. Any other resolution (ordinary) received from the member three weeks before the meetings.

**b. Extra Ordinary General Body Meetings:**

The Executive Committee may at any time call an Extraordinary General Body Meeting of the Society with 21 days notice, it shall call in accordance with such requisition, it shall have powers to call such a meeting, duly complying with all the requirements.

**c. Notice of any General Body Meeting:**

1. Notice of every such General Body Meeting shall be given to all members 21 days before the meeting. The notice shall contain the day, hour and place and the object of the meeting and in case of any amendment of bye-laws or object of the Society as contained in the Memorandum intended, the proposed shall contain a copy of every such amendment.

2. The Notice shall be sent to the member by one or more of the following mode viz.,

i. By local delivery or by post or by circulation by the members or by publication through press.

ii. Quorum: Quorum of all General Body Meetings shall be  $\frac{1}{4}^{\text{th}}$  of the total members.

**12. SPECIAL RESOLUTION**

a. Special resolution is a resolution passed by a majority of not less than  $\frac{3}{4}^{\text{th}}$  of the Society entitled to vote as per present in person at the General Body Meeting of which a Notice of not less than 21 days specifying the intention as to purpose, the resolution as a special resolution has to be duly given.

b. Provided that if all the members entitled to vote at any such meeting agree to the resolution, the same may be passed as a special resolution by giving a notice not less than the period prescribed under this rule has been duly given.

i. To amend the bye-law of the Society.

ii. To amend the objects relating to the memorandum.

iii. To change the name of the Society.

iv. To amalgamate the Society

v. To divide the society into two or more societies.

vi. To dissolve the society.

**13. EXHIBITION OF REGISTERS:**

The members register, Minute book and books of accounts shall be kept at the registered office of the



Society for inspection by its members and at during the prescribed time shall be free of charge by giving a requisition in writing to the General Secretary.

#### **14. THE FUNDS OF THE SOCIETY:**

The funds of the Society shall be invested in Government Banks decided by the executive committee and such accounts shall be operated jointly by the President, General Secretary, Treasurer or any two.

#### **15. ADJOURNMENT OF MEETING:**

If required quorum is not present at the present hour, the meeting shall be adjourned for the next week of the same day. No quorum is required for the adjourned meeting whereas if the meeting is called on requisition from the members, it shall stand dissolved if quorum is not present at the appointed time.

#### **16. MEETING & ATTENDANCE:**

All the committee members and office bearers should attend committee meetings and if they are unable to attend, they should intimate the President and Secretary by letter or E-mail.

#### **17. REMOVAL OF MEMBERS:**

Courtesy Demands that all members should take active interest in the affairs of the Society they shall not do anything detrimental to the Society. If found so their names are liable to be removed from the Society and the decision of the General Body will be final binding on all.

#### **18. ORATIONS:**

1. **Prof M Vasant Kumar Shetty Endowment Oration**

2. **Prof Arcot Gajaraj Endowment Oration**

#### **RULES TO BE FOLLOWED:**

1. President in consultation with secretary general shall appoint a credential committee of three who are members of ISPR

2. The work presented should be his personal study preferably done in India

3. The Orator elected shall deliver his/her oration in person, which shall be an unpublished and original work in Radiology and Imaging.

4. The oration shall be published in the ISPR Journal / Newsletter. Five copies of his work as a full paper are ready for publication in ISPR Journal and which will not exceed 45 minutes reading time.

5. The orator shall receive a medal and a certificate.
6. The oration will be a copyright of ISPR, 2 copies & CDs will be held at the office for publication or reference.
7. If for any reason beyond the control of the orator, he/she is unable to attend the annual Conference in person the oration shall be read by his/her nominee in absentia.
8. In case no suitable candidate is found, no oration shall be awarded for that particular year.

## **GUIDELINES FOR ORATION / AWARDS FOR ISPR**

### **(a) ELIGIBILITY & QUALIFICATIONS:-**

The Awardees should be a Life Member of ISPR, continuously for last 3 years

(1A) Post Graduate Qualification in the specialty (MD/DMRD/DNB) - One Point each

(1B) Post Graduate Qualifications in the Super-specialty / Fellowship in Paediatric Radiology  
- One Point each

(1C) Awards or Honors given by recognized National or International Society or Associations for work in Paediatric Radiology (eg. IRIA, ICRI, IAP, ICMR, RSNA, SPR) - One Point each

**(For 1: total should not exceed 5 points)**

(2A) For any recognized text book - One Point

(2B) For each Chapter in books pertaining to Paediatric Radiology not less than 5 pages and / or each paper published in a National or International Journal as 1<sup>st</sup> author - One point each

**(For 2: total should not exceed 5 points).**

(3) Delivering a lecture or Presenting Paper pertaining to Paediatric Radiology in National / International/ Annual Conference - One Point each

**(For 3: total should not exceed 5 points)**

(4) Publishing article pertaining to Paediatric Radiology in a National or International Journal as 2nd / 3rd or senior author - 0.5 points for each article

**(For 4: total should not exceed 5 points)**

**(For eligibility & qualifications: total should not exceed 20 points)**

**(b) EXPERIENCE:-**

- (1) 5 years of Teaching experience or faculty member or 10 years of clinical practice- One point
- (2) Add one point for additional 2 years

**(For experience: Total should not exceed 5 points)**

**(c) RECOGNITIONS:-**

- (1) Administrator of a hospital or a Medical College - One Point
- (2) President/Chairman/VP/Secretary/Treasurer of a National Society - One point each

**(max. permitted points 2)**

- (3) Organizing National ISPR conference or CME as Chairman, Secretary or Organizing Committee Member - One point each

**(max. permitted points 2)**

- (4) Jt Secretary/ Executive member of ISPR - 0.5 Point each

**(max. permitted points 2)**

- (4A) Attending ISPR / IRIA / International Annual Conference to max. of 3 (should have attended at least 2 conferences) - One Point each

**(max. permitted points 3)**

- (4B) Attending ISPR / IRIA / National or International CME program to max. of 3

- One Point

**(max permitted points 2)**

**(For recognitions: total should not exceed 10 points)**

**(d) For awarding oration, the candidate must have minimum of 20 points**

**(e) A five member committee of three members appointed by the President and Secretary General of ISPR (inclusive of the latter two) should give the final verdict of selecting the Orators.**

**(f) Recommendations of the members of committee will be sent to Secretary General, ISPR**

**Chairman under confidential cover which will be opened in the Central Executive Committee Meeting of ISPR.**

**19. BEST SCIENTIFIC PAPER PRESENTATION AWARD, BEST POSTER AWARD AND BEST FACULTY PAPER PRESENTATION AWARD CERTIFICATE (ISPR).**

**A. ELIGIBILITY:**

1. Should be a life member of ISPR at the time of application.
2. Should be an uninterrupted member of ISPR for three years or more.
3. Should be a postgraduate in Radio – diagnosis: MD, DNB, DMRD, DMRT, DMR
4. Should have attended at least 3 consecutive ISPR national conferences or mid term CMEs.
5. A committee of three members (preferably of the organizing committee of the conference) appointed by the president & secretary of ISPR shall make the final verdict for the winner of this award.
6. Points to be given to the material of the paper, kind of presentation of the audio visual material, relevance of the subject and time taken by the presenter.

**B.** There shall be two AWARDS one each for the best paper and best poster presentation for the PG students.

**C.** There will be an AWARD Certificate to the best faculty paper presentation

**20. DISSOLUTION OF THE SOCIETY:**

The Society may by special resolution determine that it shall be dissolved and there upon the Society shall be dissolved forthwith. If upon the dissolution there shall remain after the satisfaction of all its debts and liabilities and property whatsoever the same shall not be paid or distribute the amount to the members but shall be given to some other registered society, having the same or similar objects to be determined by the Society. The Society shall stand dissolved as per procedures by the Society Registration Act, 1860.

**21. AMENDMENTS:**

Further amendments to the constitution shall be discussed in the next General Body Meetings. The members who decide to amend should give to the General Secretary in writing and the agenda may be made prior to the General Body meeting for discussion.







