INDIAN SOCIETY OF PAEDIATRIC RADIOLOGY

(REGN. NO.: 543 YEAR: 2006)

Registered under

"Registration of Societies Act XXI of 1860"

Registrar of Companies, Pondicherry

FOUNDED DEC. 2003

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

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

Ex-Officio Members:
President. ISPR
Dr. S K Sharma

Secretary ISPR:
Dr. J R Daniel (Late)
Dr. Jayaraj Govindaraj

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ARTICLE OF MEMORANDUM

NAME:

1. The name of the association is **INDIAN SOCIETY OF PAEDIATRIC RADIOLOGY (ISPR)** hereinafter called association.

2. English will be the official language. The Administrative office of the association shall be at the place of the secretary.

AIMS AND ITS OBJECTIVES

1. To encourage and advance the study and practice of the science and art of Paediatric Radiology.

2. To promote interaction among the Paediatric Radiologists and allied specialists in India and abroad.

3. To encourage scientific research and experimental work on.

4. To encourage scientific programmes e.g. Conferences, Workshops etc.,

5. To provide continuing Medical Education Programme for postgraduate students and Medical Practitioners.

6. To establish and maintain reference libraries of books, magazines, newspapers, audiovisual materials etc., relating to Paediatric Radiology.

7. (i) To publish a journal devoted to Paediatric Radiological 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 auspices of the Association, either in the Official Journal INDIAN JOURNAL OF the PAEDIATRIC RADIOLOGY & IMAGING or NEWS BULLETIN or as a SUPPLEMENT or as deemed fit.

   (ii) Newsletter (either e-version / physical version) should be published twice a year to all ISPR members.

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 Specialities.

10. To do all such other things as may be incidental to or conductive to the attainment of all or any of the above subjects.

11. To create a website so that it could viewed globally.

12. To interact with other Societies in the World like Japan, Europe, British & American as well as SAARC countries, Arab nations, Australian – New Zealand & African countries. So that there will be transfer of information and interaction for the improvement of the Indian Society of Paediatric and Paediatric Radiology as a whole.

NAME OF THE SOCIETY : **INDIAN SOCIETY OF PAEDIATRIC RADIOLOGY**

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

RULES & REGULATIONS

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 of otherwise engaged in radiological work such as teaching or research and holding a postgraduate qualification in Radiology including its specialities 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 the subscription of Rs. 9440/-
iii) **Honorary Member:** A person considered suitable and desirable by the General Body may be enrolled as a Honorary member.
iv) **Overseas Member:** Medical practitioner registered in Countries other than India and prac ticing in science and art of Paediatric Radiology shall be eligible for membership of this category. He should hold postgraduate qualification in Radiology (including its speciali- ties). He may be en rolled as a Life Member.

2. SUBSCRIPTION :

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

3. GENERAL BODY & EXECUTIVE COMMITTEE :

The general body shall consist of all members of the association except honorary and over- seas
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 whatsoover 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 Cimmittee may, from time to time, take during the currency of the Associa- tion year. Ordinarily the General body will meet at least once a year, at the time of the Annual Conference.

EXECUTIVE COMMMITTEE :

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

A) 1) President 2) President elect, 3) Two vice Presidents , 4) Secretary General , 5) Two Joint Sec retaries, 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 notice of the Executive Committee meeting shall be issued 7 days prior to the meeting. Quorum for the meeting shall be 1/4th of the members.
e) The meeting of the Executive Committee shall be held at least thrice in a year. And one shall be at the Annual Conference to discuss important objectives.

Minimum requirement of the office-bearers for contesting elections :

Criteria for becoming EC member

i) EC member should be ISPR member of 7 years minimum & should attend at least 3 annual national meetings in last 5 years

ii) Post of President / Vice President / Secretary / Treasurer - should be a valid member for 10 years minimum & attended 5 national annual meetings & should be an EC member for once in last 4 years.

(f) i) Only physical voting for office bearers election shall continue.

ii) Online voting option is reserved only for special emergency situations such as a Pandemic or natural disasters or Wars.

(g) Editor for E-newsletter should be an EC member.

OFFICE BEARERS OF THE ASSOCIATION:
The tenure of the office bearers of the association will be as follows :

President, ISPR	: Two years . He / She cannot be re-elected
President Elect, ISPR	: He / She will be automatically elevated to the President , ISPR, Two years. He / She cannot be re-elected.
Vice Presidents, ISPR	: Two years . He / She can be re-elected for one more term.
Secretary General, ISPR	: 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.
Joint Secretaries. ISPR	: Two years. As they are nominated by the President and Secretary General, he / she can be re-nominated for any No. of times.
Treasurer , ISPR	: 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.
President Elect, ISPR	: Should be continuously uninterrupted member of the Association for at least 2 years.
Vice Presidents, ISPR	: 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.
Editor , E-Newsletter	: Should be continuously uninterrupted member/editor for at least of a total of 4 years.
Joint Secretaries. ISPR	: Should be continuously uninterrupted member of the **ISPR** 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 Acting President till such a time as the next President Elect takes charge of office.

In the case of secretory general, the joint secretory 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 Organizing Committee of that Conference and the Executive Committee.

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 of other negotiable instruments shall be jointly signed by the President, General Secretary, Treaurer 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 effectively 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 filling of income tax returns within the stipulated time period every year.

6. ACCOUNTS & 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. PREPERATION & 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 Meetings :

The Annual general body meeting will be held with ISPR national conference. The following buisness 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 Extra-ordinary 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 Meeting shall be 1/4th of the total mem bers.

12. SPECIAL RESOLUTION :

a) Special resolution is a resolution passed by a majority of not less than 3/4th 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 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 devide 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 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 30 min. 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 & ATTENDENCE :

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 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 General Body will be the final binding on all.

18. ORATIONS :

1. Prof M Vasant Kumar Shetty memorial **ENDOWMENT ORATION**
2. Prof Arcot Gajaraj memorial **ENDOWMENT ORATION**

Citation will be awarded along with medals for orations.

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 & 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 & 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 con ference 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

(IA) Post Graduate Qualification in the speciality (MD/DMRD/DNB) - 1 point each

(IB) Post Graduate Qualifications in the Super-speciality / Fellowship in Paediatric Radiology - one point each

(IC) Awards or Honors given by recognized National or International Society or As-sociations 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 / of each paper published in a National or International Journal as 1st author - one point each

(For 2 : total should not exceed 5 points)

(3) Delivering a lecture or Presenting Paper pertaining to Paediatric Radiology in a 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

19. i) Best oral paper presentation award for i) Faculty ii) P.G. students
to be provided by the conference organizers until time bound sponsors are found.

ii) Best Poster paper presentation award for i) Faculty ii) P.G. Standards
to be provided by conference organizers until time bound sponsors are available.

20. Life time achievement award for ISPR may be considered to those ISPR members who have fulfilled the following criteria & the Executive Committee makes a decision which is ratified in the General body.

i) Should be an ISPR Member for at least 20 years or more.
ii) Should have served as President / any executive member of ISPR for at least a term.
iii) Should have uninterrupted membership for 20 years with outstanding contribution towards the Society.
iv) Should have publications / delivered lectures in paediatric radiology .
v) Should have organize national level ISPR conferences / CMEs/ outreach programs

21. i) Scientific Subcommittee
ii) Finance Subcommittee
iii) Website Subcommittee
iv) Constitutional review Subcommittee
v) Digital Subcommittee
vi) Outreach & social commitment Subcommittee
vii) International Liaison subcommittee.
viii) Credential subcommittee.

All committees will run for 2 years term and should compromise of at least 4 ISPR life members either elected or nominated from the General body meeting shall be present at the meeting.

1) Scientific Subcommittee.

i) Should oversee the scientific program for all ISPR CME's & Conferences.
ii) Make recommendations for best oral & poster presentations & lay down the points for a Winner.
iii) To decide if the Winner from the P.G. student category should be given FREE REGISTRATION for the next ISPR Annual National Conference.

2) Finance Subcommittee.

i) Should look into the income & expenditure of CME's , outreach programs and annual conferences.
ii) Should liaison with official ISPR Chartered Accountant

Account for a) Annual Balance sheet
b) GST payments
c) Upkeep of papers by the official Chartered Accountant with Registrer of Societies - once a year.
iii) Should suggest ways & means of revenue generation for the society.

3) Website Subcommittee:

i) Should maintain & update official ISPR website.

ii) Should constantly update the academic activities of ISPR including post Quiz of the ISPR members.

iii) Should update all icons given in the home page of the website including the history of ISPR and its yearly orators with details of the title of orations.

Outreach & social commitment Subcommittee

i) Should arrange for a social activity / causes (Charitable act) on behalf of ISPR at least once a year.

ii) Should arrange for an outreach program atleast once a year to remote places of different states to spread awareness of pediatric radiology.

iii) Should look into the financing of the faculty on behalf of ISPR for outrach programs.

iv) Faculty travel grant for outreach programs is Rs,1,00,000/- per year for all ISPR member faculties put together attending the outreach program

Digital Subcommittee:

i) Should arrange to upload ISPR activities in various social network sites.
ii) Should highlight ISPR activities in any digital format in various conferences related to radiology.
iii) Should put up interesting case studies on these various social network sites.

International Liaison subcommittee

i) Should maintain liaison with international societies such as SPR, ESPR, AOSPR etc.
ii) Should maintain liaison with international renowned pediatric radiologists for interaction and learning.
iii) Should help in choosing international pediatric radiology faculty for ISPR academic programs including its annual national conference.

Credential subcommittee

To look into selection of the orators once applied by ISPR member.
Constitutional review subcommittee
To review the constitution from time to time, relevant to the subsequent resolutions taken by the GBM

22. ISPR Members Directory to be maintained by the society and time to time update made every 2 / 4 years.

23. 23)Standard Operating Protocol (SOP) are in place to maintain & preserve ISPR records including forms, minutes, constitutional amendments in physical and digital forms.

Standard Operating protocols (SOP) are present for conducting Annual National ISPR Conference.

i) Scientific committee to oversee & approve of Scientific program of any conference.
ii)Organizers to make their own registration fees and dates including conference dates.
iii) Inaugural function should have not more than 8 chairs at the head table for the inauguration ceremony including Guest of Honour, Special guest, ISPR National President, ISPR national general secretory, Chairman organizing committee, Se cretory organizing committee, any organizing Patron, National ISPR Treasurer / organizing committee treasurer.
iv) All oration lecturers must have ISPR President & ISPR general secretory as its chairpersons only.
v) Conference has to be a minimum of 2 days and additional one day workshop is permissible.
vi) Conference must have atleast two or three lecture halls, exhibition area & a proper food area.
vii) All invited faculty, speakers & orators should be ISPR members.
viii) All organizing committee members should be ISPR members.
ix) Poster & oral presentations should be well planned.
x) Oration lectures must be on the first day of the conference & in pre lunch session.
xi) Valedictory session should include the award ceremony for winners of the posters and oral presentations.

24. **ISPR Travel Grant (Application to President & General secretory of ISPR):**

i) 3 Travel grants for one financial year of Rs. 75, 000/- each for faculty (ISPR members only). Nor more than 2 members a year.

ii) Lectures & oral paper presentations shall be given preference.

iii) Eligible : only once in 3 years after 7 years of membership To submit self certified statement along with copy of abstract accepted / invitation of lecture & attendance certificate. If number of applicants are more than 3 for a particular year, it shall be carried to next year.

iv) All applicants shall apply to ISPR President (General Secretary 8 weeks before departing for conference.

v) 3 members committee of President , President elect & |General Secretary ISPR shall decide after late date of SPR, ESPR & AOSPR Conference is over but before the annual national meeting of ISPR each year.

vi) Results shall be informed to the EC & GBM of ISPR. Grant shall be released immediately by ISPR after EC & GBM in each year.
