

PART-1

ARTICLE OF MEMORANDUM

NAME

1. The name of the association is INDIAN RADIOLOGICAL & IMAGING ASSOCIATION (IRIA), hereinafter called the Association.
2. The permanent headquarters of the Association shall be in India, presently at IRIA House, C-5, Qutab Institutional Area, New Delhi-110016.

AIMS AND OBJECTS

3. To promote the study, practice of Diagnostic Radiological and Imaging Modalities including X-ray, Ultrasound, C.T., M.R.I., PET CT/MRI and other Imaging Modalities Radio-Biology, Radiation Medicine, Molecular Imaging and Interventional Radiology and other related sub-specialties/ super-specialties.
- 4(a) The Association, its Official Journal and Indian College of Radiology & Imaging shall be non-profitable organizations for promotion of Radio-diagnosis, Ultrasound, C.T., M.R.I., PET CT/MRI and other Imaging Modalities, Radio-Biology, Radiation Medicine, Molecular Imaging and Interventional Radiology and other related sub-specialties/ super-specialties.
- (b) To protect and preserve the interest and welfare of members.
- (c) To assist and advise Government and non-governmental agencies in all matters pertaining to Radiology and Medical Diagnostic Imaging.
- (d) To propagate, impart and adopt methods for community welfare.

METHODS

For the attainment and furtherance of these objectives, the Association may:

5. Hold periodical meetings, CME PROGRAMMES and conferences of the members of the Association.
6. Arrange from time to time Conferences, CME PROGRAMMES, lectures, discussions and Workshops on any aspect of Radio-diagnosis, Ultrasound, C.T., M.R.I., PET CT/MRI and other Imaging Modalities, Radiobiology, Radiation Medicine, Molecular Imaging and Interventional Radiology and other related sub-specialties/super specialties.
- 6.(a) The academic and teaching activities of the association shall be promoted by the Indian College of Radiology & Imaging (ICRI), which shall be the academic wing of 'Indian Radiological & Imaging Association' (IRIA).
7. Publish and circulate a Scientific Journal to be named the INDIAN JOURNAL OF RADIOLOGY & IMAGING (IJRI) and also News Bulletin of IRIA.

8. 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 RADIOLOGY & IMAGING or NEWS BULLETIN or as a SUPPLEMENT or as deemed fit.
9. Maintain a library, Radiology Museum, National Radiology and Imaging Education and Research Resource Center, National digital/electronic Image Archives and an Association office and/or Journal Office/College Office. Collect Historical records pertaining to the association or the history of radiology and imaging in India and abroad and preserve these in the library/archives.
10. Subscribe to the various Journals national and international and obtain web-access to these Journals. Necessary permission from the Government would be obtained as and when required.
11. Encourage research in Radiology, Medical Diagnostic Imaging and Allied Sciences with grants out of the funds of the Association or from donations received from individuals, Govt. and non Govt. agencies.
12. Purchase, take lease of, or otherwise acquire, hold, manage, let, sell, exchange, mortgage or otherwise dispose off movable or immovable property of every description and all rights or privileges necessary or convenient for the purpose of Association and the Official Journal and College Office and in particular any land, building, furniture, house-hold or other effects, conveyance and accommodation and when deemed necessary or desirable in the interest of the Association, sell, demise, let, hire out, mortgage, transfer or otherwise dispose off the same in accordance with the provisions of the Indian Societies Act 21 of 1860 or as amended from time to time.
13. To acquire, construct, improve or alter and maintain building or buildings on behalf of and for the Association.
14. To accept endowments and grants from the national or international institutions, agencies, sponsored by the government or other charitable or similar institutions, foundations, etc. or from individuals subject to prevailing Government regulations to advance the aims and objectives and for the purposes of the Association and the Indian Journal of Radiology & Imaging and Indian College of Radiology & Imaging, its members and branches.
15. To borrow or raise money, collect subscriptions, donations for the Association and the Indian Journal of Radiology & Imaging and Indian College of Radiology & Imaging, members and branches in such a manner as the Association may deem fit.
16. To invest any money of the Association or the Journal or the College or proceeds from the movable and/or immovable properties of the Association if not immediately required by the Association, and to withdraw the same in the manner provided by law.

To form a corpus fund with minimum contribution equivalent to life membership subscription fee already available or as may be available hereinafter and to invest this corpus in fixed instruments like RBI bonds/Fixed Deposits/Term Deposits or other secured instruments/deposits as approved by the Govt. from time to time and as deemed fit by the General body. The interest earned from corpus fund may be utilized by the association to attain the aims and objects of the association. The Corpus fund contributions of the members cannot be spent.

- 17(a). To assist, subscribe to, or cooperate or affiliate or be affiliated to or amalgamate with any other public body, whether incorporated, registered or not, and having altogether similar or in part, objectives similar to those of the Association without losing the identity of the parent body.
- 17(b) Conduct educational campaign amongst the people of India in the matter of Public Health and health related subjects by cooperating whenever necessary with different bodies working within the same objectives.
- 17(c) Organize medical camps for providing medical relief during epidemics and in the time of emergency and calamity.
18. To create or assist in creating branches, State/UT chapters for any of the purposes aforesaid for the aims & objects for which the Association stands.
19. To do all such other things as are cognate to the objectives of the Association or are incidental or conducive to the attainment of the above objectives.

SETTLEMENT OF DISPUTES

20. In case of a dispute between the member and the Association and its State/UT chapters and local city sub chapters, the matter will be submitted to a Committee appointed by the President of the State/Center. The decision of the Sub-Committee shall be put before the state executive committee/Central Council of IRIA for further decision and final ratification by the GBM whose decision shall be final and binding.
21. All the legal disputes of the IRIA Headquarters shall be settled within the Territorial Jurisdiction where the IRIA Headquarters is located.

22. ARBITRATION

Any disputes or differences, solution for which is not otherwise provided between (a) a member of IRIA/State/Territorial Local Chapter and (b) the Indian Radiological & Imaging Association, shall be decided by the Central Council of Indian Radiological and Imaging Association. Any party raising such disputes shall give at least six weeks notice of the same in writing by registered post to the Headquarters of IRIA and the same shall be placed on the agenda of the following meeting of the Central Council. The Central Council may regulate its own procedure for the purpose.

(a) NOTICES

All notices required to be sent under the Rules or Bye-laws regarding election dispute and/or Arbitration shall be deemed to have been sufficiently given by addressing the notice at the last available address in the records of the Association and sending it by registered post with acknowledgment due. The service shall be complete whether the registered cover is received back with the endorsement 'refused', 'not found', 'left without forwarding address' or with any other endorsement. It shall be the duty of the party to furnish the address in writing if notice is desired to be sent at an address different from that with the Association.

(b) DISPUTES/ARBITRATION

If at any time any member/Local City Sub Chapter/State/UT Chapter desires to refer any dispute of the Association to arbitration, the Arbitrator shall be the National President of IRIA and if he be involved himself, the immediate Past National President. The Arbitrator shall give an opportunity to both the parties to file their representation and if any party desires to be heard in person, the Arbitrator shall arrange the same and at the said hearing the other party shall be allowed to be present if he/she so desires. The Arbitrator shall allow either party to put questions to the other party to elicit the information provided the Arbitrator allows and provided that the question is in connection with the dispute before the arbitrator.

The person once appointed, as Arbitrator shall continue to be the Arbitrator till the dispute is settled even if his/her tenure of office expires. The Arbitrator shall give his/her award in writing and same shall be binding on all parties concerned. The expenditure incurred by the parties shall be borne by each party concerned.

If case a member/members or any other party is not satisfied with the award of the Arbitrator and prefers to go to the court, jurisdiction shall be Delhi where the IRIA Head Quarter is located, in case the matter concerns Headquarters office.

23. All the income earning, movable, immovable properties of the Association shall be solely utilized and applied towards the promotion of its aim and objects only set forth in the memorandum of Association and no profit there of shall be paid or transferred directly or indirectly by way of dividends bonus profits or in any manner whatsoever to the present and past member of the Association or to any person claiming through any or more of the present or past members. No member of Association shall have any person claim on any movable or immovable properties of the Association or make any profit, whatsoever by virtue of his/her membership.

PART-2

RULES OF THE ASSOCIATION

1. COMPOSITION

The Association shall consist of members whose names are currently on the Register of the members of the Association and of subsequent members, who shall be those persons who, being eligible, be duly enrolled in such a manner and upon such conditions as may be prescribed and amended from time to time.

2. HEAD QUARTER, JOURNAL AND COLLEGE OFFICES

Head Quarter of the Association shall be located in New Delhi and the Secretary General of the Association shall visit the Central Office frequently whenever required for official work but preferably not more than four times a year excluding the official meetings of the association and will be paid the expenses of traveling as per rule. He/she shall be entitled for secretarial help at the place he/she is stationed. Journal Office and College Office shall be located at the headquarters of IRIA in New Delhi. The Editor-in-Chief, IJRI and Secretary ICRI shall be entitled for secretarial help at the place where he/she is stationed.

3. REGISTER OF MEMBERS

There shall be a register in which the names of all the members of the Association shall be entered with their qualifications, addresses and bio-data provided by the members. The photographs, copy of educational qualifications and registration certificate of medical council from the individual members will also be obtained and retained in the records of the head quarters. Records shall be updated from time to time.

4. CHAPTERS

(a) STATE/UT CHAPTER

There shall be a State Chapter/Union Territory Chapter in such State or Union Territory as provided under Constitution of India provided that there are at least 10 Life Members within the territorial jurisdiction of the State/Union Territory and not more than one State/UT Chapter shall be allowed to be formed in any of the State/Union Territory. No one will be allowed to become a direct member of the Indian Radiological & Imaging Association where a State/UT Chapter exists except those who are in Armed Forces and Central Government Services, who are liable to be transferred frequently to different states/UT, will be allowed to become direct-members. In case the direct member wishes to be a member of a State/UT Chapter, he may do so on payment of necessary State/UT Chapter dues as decided by the respective State Chapter/UT.

(b) Regular meeting between Central Office bearers and State/UT Chapter President and Secretaries will be held preceding the Central Council Meetings at the time of Annual Conference. All the State/UT Chapters shall hold their elections before March 31st each year and inform the Head Quarter latest by April 30, failing which the state/UT chapter may be debarred from the membership of the Central Council.

5. **CITY SUB CHAPTER**

Where there are ten or more life members residing in any particular city in a State or Union Territory where a State/Union Territory Chapter exists, a City Sub Chapter for academic purpose only can be formed with the concurrence of respective State Chapter/Union Territory Chapter with intimation to the Central Office. Such city sub chapters shall be governed by the State/UT Chapter where they are situated. All financial, legal, administrative matters of City sub Chapters shall be under the control of State Chapter/Union Territory chapter only. The State/UT Chapter and not the City sub Chapter will communicate with the Center in all the matters.

6. Subject to the Rules and Bye-laws of the Association, each State/Union territory Chapter shall be free to govern itself in such a manner as it shall deem fit and for that purpose to make from time to time Rules and Bye-laws as it may deem fit to repeal, or alter the same as and when it shall consider it expedient. The Rules and Bye-laws so made for the time being in force shall be binding on the members constituting the State/Union Territory Chapter in reference to which, they are made, provided that such Rules and Bye-laws are in conformity with the Rules and Bye-laws of the Association and have been approved by the Secretary General subject to subsequent ratification by the Central Council. Wherever the State/Union Territory Chapter has either no Rules of its own or the Rules are silent on any point, the Rules of the Association shall be applicable.

A separate Model State/UT Chapter constitution shall be provided by the Central Hd. Qtrs. to every state/U.T. chapter, based entirely upon the National Constitution and all State/UT chapters should adopt the same without any modifications to maintain the uniformity throughout the nation. Only the Orations, CME programmes, Prize Papers, Building Committee etc. pertaining to State/UT can be included.

All the State Chapters/UT shall be under direct jurisdiction of IRIA Headquarters. The State/UT Chapters shall function as independent entities in respect of financial matters and shall file their Income Tax Returns and comply with requirements of prevailing Income Tax Laws and other statutory requirements of the Country. It will be binding on State/UT Chapters to submit copy of their audited statements of accounts to IRIA Headquarters within 40 days of filing the Income Tax Return, failing which the concerned State/UT Chapter may be debarred from participating in Central Council activities. For all judicial/administrative matters relating to City Sub Chapters, it shall be the responsibility of the respective State/UT Chapter. The state/UT chapters shall send the proceedings of all the meetings including General Body and extraordinary General Body meetings to the IRIA Head Quarters.

7. State/Union Territory Chapters shall refer all matters concerning the Government of India as a whole to the Central Office for necessary action. However, whenever a State/Union Territory Chapter approaches the Center to represent it to its State Government, the Central Office shall take necessary action in the matter. The State/Union Territory Chapters shall keep the Central Office informed about all actions taken by them with the State Government or other organizations.
8. All the State/UT Chapters will be known as (Name of the State) State Chapter of Indian Radiological & Imaging Association and not as the individual Association.
- 9 (a) The State/UT Chapters will be regarded as independent affiliated bodies and their Office Bearers shall be responsible for running the State/UT Chapter smoothly, paying necessary taxes and

duties in the stipulated time and taking other administrative decisions necessary for running the State Chapter in accordance with the Constitution and Rules and Bye Laws of the association. In case of any dispute in the State Chapter, the matter may be referred to the Central Office/ General Body for resolution of the same.

9(b) **FUNDS OF THE STATE CHAPTER**

The life membership amount received by the Head Quarter, and State/Territorial Chapter shall be kept in a separate account with Bank and shall be invested separately by each one respectively in the form of fixed investments RBI Bonds/Fixed Deposits/Term Deposit or other secured investments/deposits as approved by the Government of India. Interest earned from such deposits may be utilized for attaining the aims and objects of the association.

9(c) **DISCIPLINARY CONTROL OVER STATE/UT CHAPTERS**

All state chapters of the Association namely State/UT Chapter/City-sub Chapter shall be under the over all control of the IRIA Headquarters and governed by Rules and Bye-laws of IRIA Headquarters as amended from time to time. Those of the Chapters which are individually registered under the Societies Registration Act or under any other Act shall also come under the over all discipline and control of the Headquarters and abide by its Rules and Bye-laws as amended from time to time.

In case of any discrepancy between Constitution and Rules/Bye-laws of IRIA Headquarters and State/UT Chapter, the IRIA Headquarters Constitution will be supreme and States shall abide by these Rules and Regulations.

10. **MEMBERSHIP**

The Secretary General shall decide the eligibility or otherwise and the class to which a member could be admitted in consultation with the President on the basis of scrutiny and recommendation of State/UT Chapter secretary and such decision shall be final. For Direct members, eligibility will be decided by the Secretary General. List of new members shall be published in the IRIA News Bulletin.

11. **CATEGORY OF MEMBERSHIP**

The members of the Association shall consist of the following categories:

Annual Members, Life Members, Emeritus Members, Honorary Members, Corresponding Members, Student Members, Provisional Life Members, Corporate Members, and Affiliate Members.

(a) **ANNUAL MEMBERS:**

Means Medical Practitioners possessing Medical Post Graduate Degrees, D.N.B., or Diplomas in Radio-diagnosis recognized by Medical Council of India.

(b) **LIFE MEMBERS:**

Means Annual members who pay subscription in lump sum in lieu of yearly subscription, according to the Bye-laws laid down for the purpose.

(c) **EMERITUS MEMBERS:**

Means any Life Member or any Annual member with minimum 10 years membership of the association and has attained the age of the 65 years, or has been retired from the active practice by reason of physical disability. Such members shall not be liable to pay subscription but shall enjoy all the rights of a member. They shall have the voting rights. No delegation fee will be charged from the Emeritus Members attending the Annual Conference.

(d) **HONORARY MEMBERS:**

(i) Eminent members of the medical profession, who have special interest or contribution to the field of Radiology and Imaging and who cannot be enrolled as members of the Association.

(ii) Other persons who have contributed for original research and scientific advancement in the fields of Radio-diagnosis, Ultrasound, C.T., N.M.R., PET CT/MRI and other Imaging Modalities, Nuclear Medicine, Molecular Imaging, Radiotherapy, Oncology, Radio-Biology and Radiation Medicine or Interventional Radiology or other radiological specialties/sub-specialties. This category of members shall not have the voting rights. This is open to both Indians and Foreign Nationals.

(iii) The proposal of Hon. Member should be proposed and seconded by at least 10 life members of the association. The decision for enrolling as Honorary Member shall be reviewed by a credential committee to be nominated by the President and subsequently ratified by the General Body.

(e) **CORRESPONDING MEMBERS:**

Means Scientists residing in foreign countries, engaged in Radio-diagnosis, Ultrasound, C.T., N.M.R. and other Imaging Modalities Nuclear Medicine, Radiotherapy, Oncology, Radio-Biology and Radiation medicine and Interventional Radiology or other specialties/sub-specialties and of standing in their discipline in their country. They shall pay yearly subscription to the Association but shall neither have the privileges of voting nor of holding elective office in the Association. They shall receive electronic copy of Journal and News Bulletin.

(f) **STUDENT MEMBERS:**

Means students enrolled in any recognized medical institutions in India. Their membership as such shall be limited for the period of their post graduate training/instructions in MD, DMRD, DMRE and DNB in Radiodiagnosis. The membership in this category shall be for a maximum period of four years. The student members shall be enrolled only when their application for membership is duly certified by the respective Head of the Department of the medical institution/college, where they are enrolled as post graduate student. They will have no voting rights. Student membership will be counted as continuous membership for election purpose etc.,

provided it has been converted into Annual/life membership, immediately after the award of post graduate Degree/Diploma, thus there is no break in membership of Association.

(g) **PROVISIONAL LIFE MEMBERS:**

Students undergoing post graduate degree/diploma courses in recognized medical institutions can be enrolled as Provisional Life Members on payment of full Life Member Subscription and will be converted to regular Life Membership after acquiring the post graduate degree/diploma and they will have no voting right during the period of provisional life membership.

In case provisional life member does not pass his qualifying degree/ diploma within the time stipulated in Para (f) above he/she may be allowed to have extension/ continuation of provisional life membership upon request to the President. Provisional life member shall enjoy all the membership benefits of a life member except voting rights. Upon successful completion of post graduate degree/diploma the Provisional life member shall submit a copy of his post graduate degree/diploma along with the copy of the registration certificate from the Medical Council of India and to the Central office and will become a full Life member after approval by the Secretary General. Provisional life membership period will be counted as continuous membership for purposes of elections, voting rights, eligibility for orations, awards etc. Those who submit certified copy of their PG degree/diploma on or before June 30 and are not in arrears of subscription will be allowed voting right in elections and eligibility for Oration & Award in that year provided they fulfill other criteria of the same.

(h) **CORPORATE MEMBERS:**

Health Care Industry representatives will be enrolled as Corporate Members. They will have no voting right. Each Corporate Member is entitled to have at least 2 representatives attending meetings with IRIA on payment of appropriate annual subscription as decided by the General Body from time to time.

Corporate Members will donate annually at the time of participation in Annual Conference of IRIA. Donation will be added to the Corpus Fund of IRIA.

(i) **AFFILIATE MEMBERS:**

Those applying for fresh membership with degrees/ diplomas in Radiotherapy or nuclear medicine or medical physics will be allowed to become affiliate members only. Life membership will only be given to those with MCI recognized postgraduate degrees/diplomas in Radiology, Radio-diagnosis and Imaging.

12. **ASSOCIATION FINANCIAL YEAR**

The financial year of the Association and also of its all Branches will be from April 1st of one year to March 31st of following year.

13. **SUBSCRIPTION**

All the members except Emeritus/Honorary/Life Members shall pay as annual subscription the sum as decided in this regard from time to time as decided in the General Body from time

to time. For Corporate Membership, the annual subscription will be three time more as of Ordinary Members.

14(A). RIGHTS AND PRIVILEGES OF THE MEMBERS

Every Life/Annual and Emeritus Member shall be entitled:-

- (a) To attend, take part and vote in all meetings of the Association, be entitled to vote in any manner prescribed by the Association provided he/she has 3 years continuous members and has paid his annual subscription of the current year before 30th June.
- (b) To become a member of the Central Council and or Office Bearer of the Association provided he/she fulfils other eligibility criteria.
- (c) To propose or second candidates for admission to the Association.
- (d) To introduce visitors to scientific meetings of the Association.
- (e) To a copy of each issue of the Journal and News Bulletin and other publications of the Association free.

14(B) Every Honorary, Student, Corresponding, Affiliate and Corporate Member shall be entitled to:

- (i) Attend and take part in all meetings of the Association but will not be eligible to hold any office or be elected to the Central Council nor to exercise the right of voting at any meeting of the Association but may be co-opted in various committees and sub-committees. They will have no voting right.
- (ii) Receive a copy of each issue of the Journal and News Bulletin and other publications of the Association on payment of necessary amount as decided from time to time.
- (iii) Use the Library, Radiology and Imaging Resource Center/Archive Museum and premises of the Association under the regulations which may from time to time be laid down by the Central Council, and
- (iv) Introduce visitors to the scientific meeting of the Association.

15. MANAGEMENT OF THE ASSOCIATION

The Supreme control over the affairs of the Association shall vest in the body called the General Body. Its day-to-day administration shall vest with the Central Council.

16. GENERAL BODY

The General Body shall consist of all members of the Association except Honorary, Associate, Student and Corresponding members.

17. **CENTRAL COUNCIL**

The Central Council shall consist of the following:

(A) **EX-OFFICIO MEMBERS**

- (a) The President of the Association.
- (b) President Elect of the Association.
- (c) The Immediate Past President of the Association.
- (d) Two Vice-Presidents.
- (e) The Secretary General.
- (f) Two Joint Secretaries.
- (g) The Immediate Past Secretary General for first year only.
- (h) The Hon. Treasurer, IRIA.
- (i) The Editor-in-Chief of Journal.
- (j) The Joint Editor-cum-Secretary.
- (k) The Chairman of Indian College of Radiology & Imaging.
- (l) The Secretary, Indian College of Radiology & Imaging.
- (m) Two Vice-Chairmen, Indian College of Radiology & Imaging.
- (n) Hon. Treasurer, Indian College of Radiology & Imaging.
- (o) Two Joint Secretaries of Indian College of Radiology & Imaging.
- (p) All the State/UT Chapter Presidents and Secretaries will be Central Council Members.
- (q) Chairman and Secretary/Convener of the Building Management Committee shall be permanent members of the Central Council.
- (r) All the National Past Presidents and Secretary Generals of the association are permanent members of the Central Council.

The Administrative Officer and office staff member(s) of the Central Office as deputed by the Secretary General will attend all the Central Council Meetings.

(B) **ELECTED MEMBERS**

- (a) Five representatives for Central Council Members from unrepresentative categories only should be elected from defense; central services and states with no State/UT Chapter and only direct members of IRIA. Written consent from the Direct members should be produced, if not present in the meeting at the time of election of elected Central Council Members.
- (b) State/UT Chapter Representatives as elected by the State/UT Chapter on the following scale - one Central Council member for first 25 members and thereafter for every 50 members one Central Council member, to a maximum of four. The election of Central Council Members at the General Body meeting will be for direct members only. The membership strength stands as on 30th June of previous year.

18. **POWERS AND FUNCTIONS OF THE GENERAL BODY/AFFAIRS OF ICRI/IJRI**

The General Body shall be the supreme body of the Association and exercise overall control over the affairs of the Central Council with power to over rule in any matter whatsoever the decision of the Central Council and in particular to exercise supreme control over the affairs of

the Association and to ratify the decisions which the Central Council may, from time to time, take during the currency of the Association year. Ordinarily the General body will meet at least once a year, preferably at the time of the Annual Conference.

19. POWERS OF THE CENTRAL COUNCIL

The Central Council will administer the affairs of the Association in accordance with the Constitution of the Association, Rules and Bye-laws. The Central Council 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 Central Council shall hold two meetings in the Annual Congress, one before the GBM and other after the GBM; besides two mid term meetings at IRIA House, New Delhi. The accounts of Central Office, ICRI and Journal Office shall be presented, ratified and passed by the Central Council members in the first mid-term CCM to enable the filing of Income tax returns within the stipulated time period every year. The 2nd mid term CCM will be held in the month of November immediately after the elections of the office bearers of the association.

20. INDIAN COLLEGE OF RADIOLOGY & IMAGING

To promote the academic and teaching activity of the Association, an Indian College of Radiology & Imaging is formed. The Governing Body of the Indian College of Radiology & Imaging under the Association will formulate its programs, rules and regulations. Actions and decisions of the Indian College of Radiology & Imaging shall be approved by the General Body Meeting of the Indian Radiological & Imaging Association before they become operative. The Secretary of ICRI will submit the list of the members applying for the membership of ICRI to the Central Office, IRIA for confirmation of their membership status before processing their application for the membership of ICRI. The constitution of the association shall be followed if the rules and regulations of ICRI are either silent or there is any ambiguity. Secretary of ICRI shall inform President and Secretary General, IRIA about the activities of ICRI from time to time.

21. BUILDING MANAGEMENT COMMITTEE

There will be Building Advisory Committee and a Building Management Committee. The building advisory committee members may be located anywhere in India, while the Building Management Committee has to be of at least 5 members and a Secretary/Convener located in Delhi/NCR. Both committees will have tenure of 2 years. The members of the Building Management Committee and Building Advisory Committee will be elected in the General Body Meeting of IRIA. The Chairman of the Building Management Committee has to be from Delhi/NCR only.

The President, President Elect, Immediate Past President, Secretary General and Hon. Treasurer of IRIA shall be the ex-officio members of the Building Management Committee. The Hon. Treasurer of IRIA shall be the ex-officio Treasurer of the Building Management Committee. The Bank accounts shall have the signatories of any two of the four office bearers i.e. President, Secretary General, Hon. Treasurer IRIA and Chairman of the Building Management Committee.

22. ANNUAL CONFERENCE OF IRIA

An Annual Conference of IRIA shall be organized every year or as the General Body of the Association decides. The State/UT Chapters of the Association shall have the privileges of bidding to host inviting the Congress. The place and the time of the Conference shall be decided at the Annual General Body Meeting two years in advance. The Annual Conference will be stated e.g. 62nd Annual Conference of 'Indian Radiological & Imaging Association', and nomenclature shall not be changed.

A formal invitation from a State/UT Chapter for inviting Annual Conference must come to Central Headquarters by 31st August of the year to bid for the Conference 2 years later and it must be signed by State/UT Chapter President, Secretary & 5 other members of the State/UT chapter. The State/UT Chapter also submit details of Venue, Facilities available etc. and during GBM a brief presentation may be done.

No State/UT Chapter will be allowed to host annual Conference if the accounts of the previous Conference hosted by it are not submitted. Any State/UT Chapter hosting the Conference must have a permanent income tax PAN No. and must have submitted its up-to-date income tax returns for the financial year preceding the bid.

The eligible State/UT chapter bidding to host the National/International Conference should have adequate infrastructural facilities. Preference to host a National/International conference will be given to the State/UT chapter who have either never hosted a National/International conference OR have hosted a National/International conference earlier than the other bidder of the conference. The eligible State/UT chapter willing to host a National/International conference should apply to IRIA Head Quarters as per the rules laid down in the constitution not later than 31st August each year.

If the annual Conference is allotted to a State/UT Chapter and if for some reasons, the State/UT Chapter is unable to hold the Conference; such a State/UT Chapter should be debarred from hosting the Conference for next ten years. They shall be considered incapable to hold Annual Conference in the interim period unless otherwise it is proved beyond doubt.

- 23(a). The association will not be responsible for any losses whatsoever incurred by the host State/UT Chapter while organizing the Annual Conference of IRIA.
- 23(b). The President, President Elect and Secretary General of the Association are authorized by the Association to bid for hosting an International Conference in India after prior approval of the bid by the Central Council followed by the General Body. The bid for the Conference is to be submitted only after it is signed by the above office bearers and at least 7 other Central Council members authorized by the General Body of the Association. The organizing committee of this conference will be appointed by the General Body only.
- 23(c) The Association will not be responsible for any losses incurred during the organization of any National/International conference hosted/co-hosted by the Association.

24. AFFILIATED BODIES

Any Radiological Association, Union, Society or Scientific Organization either in India or abroad may be affiliated to the Association on terms and conditions to be mutually decided

upon and approved by the General Body of the Association and their members shall be given facilities as mutually agreed upon except the right of voting in the affairs of the Association. Similarly, the Association may seek affiliation with other like-minded international institutions subject to approval of General Body of IRIA.

In the event of an invitation from the Radiological Association/Union/Society/Scientific organization in India or abroad during their Annual Conference, a maximum of three member delegation comprising of the President/President Elect, any one from the Secretary General/ Immediate Past President of IRIA, one amongst the Chairman of ICRI and the Editor-in-chief, IJRI may be encouraged to participate in order to honour the invitation with the prior approval of the Central Council and General Body Meeting of IRIA. Only the Travel Expenses can be borne by IRIA/IJRI/ICRI respectively, for which a budgetary provision be made and passed by the CCM and GBM. All the above stated office bearers will be entitled for the travel expenses only once in a calendar year. In case of more than one visit, they will only be allowed to attend as an official delegate of IRIA but will not be entitled to claim any travel expenses or any other expenses whatsoever. If any office bearer has already made such visit and availed Travel Expenses from IRIA/IJRI/ICRI as mentioned above, he/she should not avail the same again in order to save the association money and give chance to others.

In the event of IRIA & ICRI extending invitation to the corresponding Office Bearers of the Radiological Association/Union/Society/Scientific organization in India or abroad during the Annual Conference, Only a facility of free registration and local hospitality can be extended to visiting delegates of same nature after prior approval of the Central council of IRIA.

25. VALIDITY OF PROCEEDINGS

The proceedings of the meetings of the General Body and the Central Council or any Committee, Sub-Committee or any Body acting under the Rules and Bye-laws of the Association or any of its Chapters shall not be invalidated by accidental omission to give any notice thereby required or any vacancy among their members or by any defect in the election or qualification of any of their members.

26. AMENDMENTS OF THE CONSTITUTION

An Extra Ordinary General Body Meeting with due notice be convened 15 Minutes after Annual General Body Meeting to consider the proposals for amendments of Constitution of the Association.

PROPOSAL FOR AMENDMENTS IN THE ARTICLE OF MEMORANDUM OF CONSTITUTION

Proposals for amendments in the Article of Memorandum of Constitution of the Association shall be considered at an extra ordinary General Body meeting of the General Body specially convened for the purpose. The proposed amendments/alterations must reach the Central Office at least four months before the date of the Extra Ordinary General Body Meeting and shall be circulated by the Secretary General to all the State/UT Chapters and Direct Members for opinion at least two months before the date of the meeting. Due notice of the proposed change must be given in the Agenda of the Extra Ordinary General body meeting of the Association. No such proposal shall be carried into effect unless it is agreed to by the votes 3/5th of the members present and voting at meeting and confirmed by 3/5th of the members

present at another meeting called immediately after the extra ordinary general body meeting. The notice of both these meetings should be given as per rules.

- N.B. Amendments by the members to the proposed changes should reach the Secretary General At least 4 months before the date of extra ordinary General Body meeting and Secretary General should send/circulate them to members two months before the extra ordinary General Body Meeting and any amendments by the members should reach to Secretary General 4 weeks before the extra ordinary G.B. meeting. Notice of the same shall be published in the June issue of the News Bulletin.

Proposals for change of Rules and Bye-laws shall ordinarily be considered only at the Annual General Body Meeting. The proposed alteration must reach the Central Office at least four months before the date of the Annual General Body Meeting and be circulated by the Secretary General to all the State/UT Chapters and Direct Members two months before the Gen. Body meeting. Due notice must be given in the Agenda of the Annual general body meeting of the association. Rules can only be changed by the 2/3rd majority of those members present and voting. Any additions to, modifications or repeal of the rules shall be considered to have come into force only after the proceedings of the meeting at which they were passed have been confirmed at the next meeting of the general body which may be called by the President soon after the Annual General Body Meeting. Due notice of the same shall be given along with the notice of the Annual General Body Meeting.

Explanations:

Due notice shall mean that the actual words of the proposed alteration of the rules shall be included in the Agenda of meeting of the general body.

In anticipation of the approval of the general body, the central council may amend the rules and bye-laws at any meeting provided the proposed amendments have been duly circulated to the State/UT Chapters and to all members entitled to vote and provided two third of the members of the central council present and voted in favour of the amendments. Immediate effect may be given to such amendments if the central council so decides. Thereafter it is to be approved by G.B.Meeting.

27. **DONATIONS**

All donations made to the Association, its official Journal and the Indian College of Radiology & Imaging will be exempted under Section 15B of the Income Tax Act, 1922 and corresponding provision of Section 80G of Income Tax Act, 1961 subject to prevailing Income Tax Laws and Finance Act of the Country. The State/UT Chapters may request for income tax exemption on their own accord. In case the State/UT Chapter wishes to receive some funds under income tax exemption they may also request the Central Office to receive the same and issue the necessary receipt.

PART-3

BYE-LAWS OF THE ASSOCIATION

1. ENROLMENT OF MEMBERS

Life, Annual, Student, Provisional Life Members, Corporate, Corresponding, Affiliate members shall be the following two categories.

(A) DIRECT MEMBERS

Persons eligible to become direct members, (Life, Annual, Provisional Life and Student Members) shall also fill up the prescribed membership application and declaration form and forward these forms along with their subscription to the central office. They can get these forms directly from Central Office. The application shall be accompanied by two attested copies of the candidate's postgraduate degree/diploma. The Secretary General will circulate the names of the applicants for direct membership (for Life, Annual Provisional Life and Student Membership) with his/her remarks along with the recommendations to the members of the Central Council for their approval. Ordinarily, if there are no adverse remarks of the Central Council, he/she will be enrolled as a member. In case of adverse remarks against any applicant, the matter will be placed before the Central Council at its next meeting. In case of acceptance of the applicant as a member, the secretary general shall forthwith give the due notice of the same to the journal office and the new member. The application and the declaration form shall be filed as documents of the association at the central office.

No State/UT Chapter will enroll members of direct category through State/UT Chapter.

Direct member residing in a particular state can attend the academic activities of the State/UT Chapter and they will be on the mailing list of the State/UT Chapter where they are posted / residing, provided they inform their address to State/UT Chapter secretary and also to central headquarters.

Direct member after retirement or if permanently posted in a State can opt for membership of the State/UT Chapter upon payment of necessary State Chapter dues.

The provision of direct membership is only for those, who are in Defense / All India Central Govt. Service like Railways and or other similar organizations, liable for frequent All India transfer and or place where, there is no State/UT Chapter.

(B) STATE/UT CHAPTER MEMBERS

Every candidate for membership as Life, Annual, Provisional Life, Student Members and Affiliate members of the association through a State/UT Chapter, shall fill up (both a) the membership application form and a declaration (or, both) in duplicate (one copy to be retained by the State/UT Chapter) in the manner prescribed by the association and forward it to the State/UT Chapter secretary along with the required subscription. The application shall be accompanied by two attested copies of the candidate's postgraduate degree/diploma recognized by Medical Council

of India. The State/UT Chapter shall consider the application and submit it along with the declaration form with its recommendation to the central office, along with the required subscription within a month of the receipt of the application form. The Secretary General will circulate the names of the applicants (for Life, Annual and Associate Membership) with his/her remarks along with the recommendations of the State/UT Chapter to the members of the Central Council for their approval. Ordinarily, if there are no adverse remarks either by a State/UT Chapter Secretary or Secretary General of the association, he/she will be enrolled as a member. In case of adverse remarks against any applicant, the matter will be placed before the Central Council at its next meeting. In case of acceptance of the applicant as a member, the secretary general shall forthwith give the due notice of the same to the journal office and to the new members, through the State/UT Chapter. The application and the declaration form, copy of post graduate degree/diploma and proof of employment in Central Govt. Services shall be filed as documents of the association at the central office.

(a). **ANNUAL MEMBERS**

Means Medical Practitioners possessing Medical Post Graduate Degrees, D.N.B., or Diplomas in Radio-diagnosis recognized by Medical Council of India.

(b). **LIFE MEMBERS**

Annual members of the association who pay subscription lump sum in lieu of the yearly subscription decided by general body from time to time shall be called life members and they shall not have to pay any yearly subscription thereafter.

(c). **EMERITUS MEMBERS**

Means any Life Member or any Annual member with minimum 10 years membership of the association and has attained the age of the 65 years, or has been retired from the active practice by reason of physical disability. Such members shall not be liable to pay subscription but shall enjoy all the rights of a member. They shall have the voting rights. No delegation fee will be charged from the Emeritus Members attending the Annual Conference.

(d). **HONORARY MEMBERS**

The name of the honorary member shall be proposed and seconded by Emeritus/Life member of the association where the merits of the candidate for such honour will be set forth by the proposers. The election shall take place at a meeting of the general body, voting being done by the secret ballot. No discussion shall be permitted on the merits of the person proposed. The person shall be considered elected if two thirds of the members present, vote in his/her favour. Every honorary member shall cease to be such a member upon a resolution of the general body to the effect, passed by a majority, if less than two thirds of members present and voting. It is open to both Indians and Foreign Nationals.

(e). **CORRESPONDING MEMBERS**

This class of members shall consists of scientists residing in foreign countries who are actively interested in Radio-diagnosis, Ultrasound, CT, MRI , Pet CT/MRI and other Imaging Modalities, Nuclear Medicine, Radiotherapy, Oncology, Radio-biology and Radiation Medicine and

Interventional Radiology, Molecular Imaging or other specialties/sub-specialties and who are in good ethical standing in the respective countries. They shall pay their subscription but shall not have the privileges of voting nor of holding any elective offices. The annual subscription will be decided by the General Body from time to time. They shall receive electronic copy of Journal and News Bulletin.

(f). **STUDENT MEMBERS**

Means students enrolled in recognized medical institutions in India. Their membership as such shall be limited for the period of their training/instructions in Radio-diagnosis, Ultrasound, C.T., N.M.R., PET CT/MRI and other Imaging Modalities, Nuclear Medicine, Radiotherapy, Molecular Imaging, Oncology, Radio-Biology and Radiation Medicine and Interventional Radiology; the membership in this category shall be for a maximum period of four years. The student members shall be enrolled only when their application for membership is duly certified by the respective Head of the Department of the medical institution/college, where they are on roll. They will have no voting rights. Student membership, will be counted as continuous membership for election purpose etc., provided it has been converted into Annual/life membership, immediately after the award of Degree/Diploma, thus there is no break in membership of Association.

(g). **PROVISIONAL LIFE MEMBERS**

Students undergoing post graduate degree/diploma courses can be enrolled as Provisional Life Members on payment of full Life Member Subscription and will be converted to regular Life Membership after acquiring post graduate degree/diploma and they will have no voting right during the period of provisional life membership.

In case provisional life member does not pass his qualifying degree/ diploma within the time stipulated in Para (f) above he/she may be allowed to have extension/ continuation of provisional life membership upon request to the President. Provisional life member shall enjoy all the membership benefits of a life member except voting rights. Upon successful completion of post graduate degree/diploma the Provisional life member shall submit a copy of his post graduate degree/diploma to the Central office and will become a full Life member after approval by the Secretary General. Provisional life membership period will be counted as continuous membership for purposes of elections, voting rights, eligibility for orations, awards etc. Those who submit certified copy of their PG degree/diploma on or before June 30 and are not in arrears of subscription will be allowed voting right in elections and eligibility for Oration & Award in that year provided they fulfill other criteria of the same.

(h). **CORPORATE MEMBERS**

Health Care Industry representatives will be enrolled as Corporate Members. They will have no voting right.

An amount as decided by General Body from time to time as Donation will be added to the Corpus Fund of IRIA. Currently, the Healthcare Industry shall donate a sum of Rs 5,000/- p. a.

(i). **AFFILIATE MEMBERS**

Those applying for fresh membership with degrees/ diplomas in Radiotherapy or nuclear medicine or medical physics will be allowed to become affiliate members only. Life membership will only be given to those with MCI recognized postgraduate degrees/diplomas in Radiology, Radio-diagnosis and Imaging.

2. **ADMISSION FEE**

Every candidate for membership of the association as a member of all membership categories as the case may be shall pay in Admission Fee of Rs 500/-, which may be modified from time to time. Out of this 60% will go to IRIA Hd.Qtrs. and 40% shall be retained by the State/UT Chapter. At present, Rs 300/- shall go to IRIA Hd.Qtrs. and rest Rs 200/- shall be retained by the State/UT chapter.

3. **SUBSCRIPTION**

Member shall pay subscription to their State/territorial Chapter (through local chapter, if any) according to the scale fixed by the Association yearly or lump sum for Life Members as the case may be. The State/Territorial Chapters shall pay the Central Fund Contribution (CFC) through the respective State/Territorial Chapters if it exists, at the rate of Rs. 1,000/- for annual member per head per year and lump sum amount of Rs 4,000/- for Life Member or any amount fixed by the General Body in future from time to time for all its members on roll, as per the membership register maintained at the central office. The ratio of such distribution of membership subscription between the Central Office and State/UT Chapters will be 75% to Central office & 25% to State/UT Chapter. The subscription fee will be revised after the approval of the General Body from time to time.

Subscription shall become due from 1st April every year. Non-receipt of the subscription by 30th June by the central office shall deprive the member of the privileges of his/her membership as laid down under Rule-11 excepting that of attending the meetings. If the membership subscription for Annual Members of the year is not received by 30th June of the following year, his/her name will be stuck off. The secretary general or State/UT Chapter secretary shall send notice to the members in the month of March intimating them that their membership subscription is due from 1st April. The Annual Members, whose subscription is not received by the central office before 30th June, will not be eligible to vote.

In case of husband and wife both being members (the couple) shall pay between them one full and one half subscription for the year. Both will enjoy all the privileges and rights of a member (Annual/Life as the case may be) except shall be entitled to one copy of the journal between them.

A member enrolled any time during the year shall pay full subscription for the year irrespective of the date of the enrollment.

The amount of life membership subscription received during the year should be kept in the bank, as FDR / RBI bonds as a Corpus Fund and the interest earned out of these FDRs may be utilized for running the association. The life membership amount of association, since its inception, should be calculated and if the same amount is not in the FDRs with association at

present, the balance deficient amount should be added and be kept in the FDRs in bank. On the same pattern, Journal Office should keep the contribution of life membership subscription (10% per life member subscription) as FDR and only its interest may be utilized.

The current share of subscription to be remitted by the STATE/UT CHAPTER to the IRIA Headquarters is:-

S.No.	Type of Membership	Share of IRIA Headquarters
1.	Life Member/Provisional Life Member	Rs 3,000.00
2.	Annual Member	Rs 800.00
3.	Student Member (Annually)	Rs 500.00
4.	Affiliate Member	Rs 5,000.00
5.	Adm. Fee in respect of life/Annual/Affiliate Member	Rs 500.00

The State/UT Chapter will charge Rs 4,000.00 as the life member subscription and Rs 500.00 as the Admission Fee from the Life Member. Out of this Rs 4,000.00, the State/UT chapter will retain Rs 1,000.00 as its share of life member subscription. 60% of the Admission fee will go to IRIA Hd.Qtrs. and 40% shall be retained by the State/UT Chapter. The same may be revised by the General Body from time to time.

Central Office and State/UT Chapters will form a corpus fund with minimum contribution equivalent to members subscription fee and to invest the corpus in fixed instruments like Bank FDR's/ RBI bonds or similar government securities as deemed fit by the General body. The interest earned from corpus fund may be utilized by the association for running day to day affairs of the Association. The corpus amount of a member cannot be utilized in the lifetime of a member.

4. All members attending the Annual General Body meeting shall have paid the subscription and dues. The proof of payment in the shape of either receipt or a certificate by the State/UT Chapter President or Secretary shall be sufficient in the case of State/UT Chapter member. The organizers shall have the full right to not to allow the members to attend the conference who have not paid their annual subscription.
5. The responsibility of collection of subscription of members of the State/UT Chapters rests with the respective State/UT Chapters. If the membership subscription of year is not received by 30th June, no journal will be sent to the defaulting members. Moreover, if the membership subscription of the year is not received by 30th June of the following year, names of the defaulting members will be struck off. Accordingly the name(s) of such members shall not be considered for counting total membership of the State/UT Chapter. Direct members will pay their subscription direct to central headquarters and responsibility lies with members only.

6. TRANSFER OF MEMBERSHIP

The Transfer of Life Membership should be effected only by the Central Office after the receipt of request from the member through the respective state chapter. The state share of the membership amount should be transferred to the state chapter, where the member requires the transfer after receiving the transfer orders from the Central Office, by the State/UT chapter from where the member is transferred. Further the state share of the Admission fee should be

paid by the member to the state chapter where he/she joins after receiving the transfer order from the Central Office.

Both State/UT Chapters involved in such a transfer shall inform the Central Office of IRIA so that records can be updated accordingly and Journal Office can also be notified.

7. **TERMINATION OF MEMBERSHIP**

Membership may be terminated:

- (i) By resignation: A member may at any time resign the membership by giving 30 days notice in writing to:
 - (a) The State/UT Chapter secretary, in case of State/UT Chapter member.
 - (b) The Secretary General in case of a direct member attached to the central office. The resigning member shall pay all the dues against him/her and the State/UT Chapter Secretary concerned shall put up a statement of outstanding dues against a member or a clearance certificate, if all dues are paid along with his/her resignation to the central office within a fortnight of acceptance of the resignation for information and necessary action.
- (ii). By removal of names on account of non-payment of subscription after due notice as follows:
 - (a) In case of a direct member whether active or associate, whose subscription remains unpaid by 30th June, his/her membership shall be terminated automatically after having followed the procedure as laid down in bye-law 7(a), due information of the same shall be given to the central and journal offices, for necessary action, including stoppage of journal etc.
- (iii). By removal of names on the ground of undesirable conduct:
 - (a) If the conduct of a member is deemed by the central council or a State/UT Chapter, prejudicial to the interests of the association or be calculated to bring the medical profession into disrepute, the central council or the State/UT Chapter, as the case may be, may ask him/her to submit a written explanation of his/her conduct. In the event of the explanation being found unsatisfactory, the member may be asked to either apologize or to resign from the association. If the member is agreeable, his/her apology shall be sent to the central office with a confidential note giving details of the case for future reference. In the event of the said member refusing either to apologize or to resign when asked to do so, a general body meeting of the State/UT Chapter shall be called to consider the case and at least seven days notice of the meeting shall be given to the members concerned, and he/she shall be given an opportunity to explain his/her conduct if he/she desires to do so. If at meeting 3/4th of the members present having recorded their vote for the removal of his/her name from the membership, the resolution along with the member's explanation and other records shall be sent to the central council for confirmation, and the central council may ask for explanation from the member so affected before final decision and his/her name shall be removed from the register of members of the State/UT Chapter only after receipt of such a confirmation. In the meantime, he/she shall be suspended from enjoying all the privileges of membership. The affected member retains the right to appeal to the General Body.

Explanation:

The State/UT Chapter Executive committee shall set up an enquiry committee to look into the matter and the decisions of the same shall be conveyed to the General Body of the State. The General body of the state shall submit its recommendations regarding disciplinary action to the National President and Secretary General for consideration of the Central Council. Final confirmation of disciplinary action shall be made by the Central General Body subject to ratification by 2/3 of members present. The disciplinary action can include suspension of membership until necessary apology or explanation is tendered by the member and accepted by the General body and may extend to termination of membership after approval by 2/3 of members present at the GBM and ratification of decisions of the GBM by an Extraordinary GBM to be held within 15 minutes of this GBM.

- (b) By removal of name on the ground of conviction in a court of justice ipso-act (1) upon sentence after conviction in a court of justice for any crime entailing moral turpitude: (2) upon being de-registered by the medical council of India or a state medical council on the ground of unethical conduct: or (3) upon forfeiture through misconduct of the medical qualifications by virtue of which he/she ceases to be eligible for membership.
- (c) Reigning office bearers of the association can use the logo of the association for official purposes .No other member of the association will use the logo of the association. If any member who is not an office bearers found misusing the logo of the association, his/her membership is likely to have terminated.

8. READMISSION:

- (a) Any person who has ceased to be a member under Bye-laws 11 and 12 can be re-admitted on fresh application being made by him/her and on payment of any dues outstanding against him/her on the date when he/she had ceased to be a member. The central council shall, however, have the power to write off a part or whole of any outstanding dues against such a member on the recommendation of the State/UT Chapter concerned, in case of direct members on its own initiatives.
- (b) A person, who has been removed under Bye-law 13(a) may be readmitted on the expiry of two years or thereafter provided, his/her application for re-enrollment is supported by ten members of the association testifying his/her good conduct during the intervening period. He/she must also submit a written apology acceptable to the central council and State/UT Chapter concerned.
- (c) But in case coming under Bye-law 13(b), readmission shall be possible only subsequent to such a person's name being re-entered in the medical register.

9. FORMATION OF STATE/UT CHAPTERS

A minimum of ten persons who are eligible to be the Annual members of the association as per rule 1B(a) and who reside, practice or are employed in a place within the territorial jurisdiction of a State/UT under the constitution of India, may form a State/UT Chapter of the association by a resolution passed, at a general meeting of such persons convened for the purpose. The resolution with names of the office-bearers of the new State/UT Chapter, the membership declaration forms and central quota of subscription, as per Bye-laws shall be sent to the

central office, for final approval of the State/UT Chapter by the central council at its next meeting.

The State/UT Chapter shall submit to the Central and Journal Offices return of the members on their roll by 30th June and 31st December each year, a list of new members and a list of members who left the State/UT Chapter with their new address if available, along with a report of the activities of the State/UT Chapter.

Similarly the City sub chapter may be formed, but they will report to their respective State/UT Chapter only.

Where there are ten or more Life/Annual members residing in any particular city in a State or Union Territory where a State/UT Chapter exists, a City sub Chapter for academic purpose can be formed. Such city sub Chapters shall be governed by the State/UT Chapter where they are situated. The State Chapter and not the City sub Chapter will communicate with the Center for all purposes. All financial responsibilities and statutory compliances of City sub Chapter will be maintained by the State Chapter.

All disputes between State/UT Chapters and City sub Chapters shall be resolved at the State level only. In case the matter cannot be resolved amicably the State/UT Chapter will submit report on the matter to the Central Council.

The State/UT Chapters should hold their annual election regularly and the new team of office bearers should take over as the system, which is being adopted in Central Office, IRIA. GBM of the State/UT Chapter should be held latest by the first week of April and list of office bearers submitted to the Central Office latest by April 30th, failing which the State/UT chapter will not be given representation in the Central Council any more for the year.

10. **TERM OF OFFICE OF THE CENTRAL COUNCIL**

The Central Council is an executive body of the association, and it shall be a continuous body. Additions/alternations to the list of members of the Central Council maintained at the Central Office shall be affected each year on or before April 15th. For this purpose the State/UT Chapters shall intimate the names of the newly elected Central Council members to the Central Office by April 15th, who will replace the previous Central Council Members representing the State/UT Chapter be entitled to attend any Central Council meeting to be held after the intimation is received by Central Office. Central Council members nominated in the GBM will replace previously nominated members and will be entitled to attend any Council meetings to be held in the year.

11. **MEETINGS OF THE CENTRAL COUNCIL**

The meeting of the Central Council shall be as under:

- (a) The annual meeting of the Central Council held just before the Annual General Body Meeting of the Association shall be the Annual Meeting of the Central Council.
- (b) The meeting held just after the Annual General Body Meeting of the Association shall be the first ordinary meeting of the new Central Council for that year.

- (c) Two mid-term Central Council meetings will be held at IRIA House, New Delhi as decided by the President. However out of these two Central Council meetings, one 2nd mid term Central Council Meeting will be held in the month of November just after the elections and members will be paid two way 2nd AC train fare for attending these mid term Central Council meetings.
- (d) **EXTRAORDINARY MEETING:** The Secretary General with the consent of President can call an extraordinary meeting of the Central Council if the President considers it necessary. Agenda notice of the meeting may be circulated and only circulated agenda may be discussed only.
- (e) **REQUISITION MEETING:** The President or the Secretary General with the sanction of the President, shall upon receipt of a requisition signed by at least 10 Members of the Central Council specifying the nature of the business for which the requisition meeting is required to convene a meeting within 45 days of the receipt of the requisition. A notice of 30 days shall be given to the members. If the President or the Secretary General fails to call the meeting within 45 days, a meeting shall be held within 10 weeks from the date of the delivery of such requisition to the Secretary General on behalf of the Central Council. If within 15 minutes from the time appointed for the meeting a quorum is not present, the meeting, if convened upon requisition of the members, shall be dissolved. The requisition meeting shall preferably be held at the Central Office of the Association or as the President decides, but in case the President or the Secretary General fails to call a meeting, the requisitionists may hold the meeting at the place of their choice. Agenda notice of the meeting may be circulated and only circulated agenda may be discussed only.
- (f) All the resolutions, amendments proposed & passed by Central Council during the year preceding the GBM are to be ratified by the GBM before they become effective.
- (g) "Those Central Council Members who do not attend two consecutive CCMs should be declared ineligible for the CCMs during that tenure. The members who submit the leave of application would not be taken out.

12. **NOTICE OF THE CENTRAL COUNCIL MEETINGS:**

- (a) Annual Meeting - 4 Weeks.
- (b) Ordinary Meeting - 4 Weeks.
- (c) Extraordinary Meeting - 2 Weeks.
- (d) Requisition Meeting - 30 days.

13. **QUORUM OF THE CENTRAL COUNCIL MEETINGS:**

The quorum for all Central Council Meetings be 25 of which at least 5 (except in the case of requisition meeting) shall be other than ex officio members. In all meeting except requisition meeting, if a quorum is not present within 15 minutes of the appointed time, the meeting shall stand adjourned for 15 minutes and then meeting again be held to transact the business. If a quorum is not present at the adjourned meeting, the members present whatever their number and qualifications (whether Annual, Central Council or ex-officio members) shall form a quorum.

14. **BUSINESS OF THE ANNUAL MEETING OF THE CENTRAL COUNCIL**

- (a) The election, if necessary (in the absence of the President or the Vice-Presidents) of the Chairman.

- (b) Confirmation of minutes of the previous meeting of the Central council.
- (c) Consideration of the Annual Report of the Year:
 - 1. Central Office
 - 2. Journal Office
 - 3. College Office
 - 4. Building Committee of IRIA
- (d) Consideration of the Budget for the ensuing year:
 - 1. Central Office including Building
 - 2. Journal Office
 - 3. College Office
- (e) Consideration of Orations and Awards (i) Sir Jagadish Chandra Bose Memorial Orations, (ii) Dr. Diwan Chand Aggarwal Memorial Oration and (iii) Dr. K.M.Rai Memorial Oration and (iv) Dr.M.L.Aggarwal Memorial Oration
- (f) Amendments of Rules, if any, for consideration and recommendation of the General Body.
- (g) Amendments of Bye-laws, if any
- (h) Resolution brought forward by members.
- (i) Resolution brought forward by individual members of the Association, if any
- (j) Any other business with the permission of the Chairman

15. **GENERAL RULES ABOUT THE ANNUAL MEETING OF THE CENTRAL COUNCIL**

- (a) Except with the special permission of the Chairman, no resolution shall be placed before the Annual Meeting of the Central Council that has not been previously given notice of and duly circulated with the Agenda of the meeting.
- (b) Resolution sponsored by individual members for the Annual General Body Meeting shall reach the Secretary General usually through the local State/UT Chapter, of which the sponsoring individual is a member, but the State/UT Chapter members shall have the right to send any resolution direct to the Secretary General provided a copy has also been previously submitted to the local State/UT Chapter.
- (c) Local state chapters and direct members shall send their resolution direct to the Secretary General. And all the direct member sending their resolutions, will be informed by the Central Headquarters regarding Central Council meeting, so that he/she can put his/her resolution.
- (d) Notice of resolutions to be moved at the annual meeting of the Central Council shall reach the Secretary General at least four months before the date of the meeting.

16. **POWERS AND FUNCTIONS OF THE CENTRAL COUNCIL OF THE ASSOCIATION**

The Central Council shall be the executive authority of the Association and as such shall have the powers to carry into effect the policy and programme of the Association as laid down by the General Body and shall remain responsible thereto. The Central Council shall have the right:

- (a) To make regulations and issue instructions for the efficient administration of the Association and for proper maintenance of its properties and publications.
- (b) To appoint committees, ad-hoc committees and standing committees as and when necessary. All the committee formed at the Central/state office should have at least 3 members.

Formation of the committees as and when required must be done by the Central Council/ General Body and any office bearer has no right to appoint any committee.

- (c) To represent before the Central or State Governments or public bodies or any properly constituted authority, any matter affecting the interests of the Association or the Radiological and Imaging Profession of the Country.
- (d) To pass the accounts of the association in its first mid-term Central Council meeting for purposes of filing Income Tax.
- (e) To consider and decide applications for membership, resignation of members, suspension of members of State/UT Chapters and the question of taking such disciplinary action as it may deem fit, against any member/State Chapter for misconduct and willful neglect of default of notices.
- (f) To write off the whole or part of the unrealizable arrears of subscription of members, of Central Fund Contribution from the State/UT Chapter or other outstanding dues of the Association or its publication or of the College as and when considered necessary.
- (g) To appoint or remove salaried officers and servants of the Association.
- (h) To fix the rate of traveling allowance to be paid to the office bearers of the Association and the members of the Central Council and other Committees, ad-hoc Committees and Sub-Committees.
- (i) To consider all matters and make necessary recommendation as of them as far as possible, to its being placed before the General Body for discussion.
- (j) To amend the Bye-laws as per Rule 26.
- (k) Subject to the provision of Rules and Resolutions to exercise in addition of the powers expressly given by the rules and Bye-laws all such powers and do all such acts and things as may be done by the Association.
- (l) The accounts of Central Office, ICRI, Journal Office shall be presented, ratified and passed by the Central Council members in the first mid-term CCM to enable the filing of Income tax returns within the stipulated time period every year.

17. **MEETINGS OF THE ASSOCIATION**

The meetings of the Association shall be held at such places and at such times as the Association or the Central Council may appoint. At other times, the Secretary General under the direction of the President shall fix the time and venue of the meetings.

18. **ANNUAL MEETINGS:**

(a) Scientific meetings, (b) Annual General Body Meetings, (c) Extraordinary General Body Meeting, and (d) Requisition Meetings.

(a) **SCIENTIFIC MEETING:**

(i) To read and discuss papers on Radio-diagnosis, Ultrasound, C.T., M.R.I., and other Imaging Modalities, Radio-Biology and Radiation Medicine and Intraventional Radiology and other specialties and subspecialties subjects to arrange lectures, demonstrations and discussions on these subjects.

(ii) To arrange a refresher course and or CMEs through 'Indian College of Radiology and Imaging' as deemed fit.

(b) **ANNUAL GENERAL BODY MEETING:**

The agenda of the annual general meeting shall include the following and in this order:

1. The election, if necessary (in the absence of the President or the Vice-Presidents) of the Chairman
2. Obituaries, if any.
3. Confirmation of the proceedings of the previous annual General Body Meeting, already circulated through February issue of the News Bulletin and comments received on the same by October 31.
4. Adoption of the Report of the Central Council:
 - a. Central Office,
 - b. Journal Office,
 - c. College Office and
 - d. Building Committee of IRIA
5. Adoption of the audited accounts of Annual Conference of IRIA.
6. Adoption of the Budget for the ensuing year:
 - a. Central Office including Building,
 - b. Journal Office
 - c. College Office,

- 7.(a) To elect five Central Council Members as per Rule 17 (B)
- (b) To approve the names of:
 - (i) Two Joint Secretaries – One of whom shall be nominated by Secretary General as far as possible for from the place of Hd. Qtrs. And other shall be nominated by the President.
 - (ii) The Secretary-cum-Joint Editor of the Indian Journal of Radiology and Imaging from the same place as that of the Editor-in-Chief, as far as possible.
8. To nominate Editorial Board as per Bye-law 40 (7b)
9. To appoint Hon. Legal Adviser.
10. To appoint Auditors for Central, Journal, and College Offices.
11. To approve Sir Jagadish Chandra Bose Memorial Oration for the following year.
12. To approve Dr. Diwan Chand Aggarwal Memorial Oration for the following year.
13. To approve Dr. K.M. Rai Memorial Oration for the following year
14. To approve Dr. M.L.Aggarwal Memorial Oration for the following year.
15. To announce awardee of Dr. Ashok Mukherjee Memorial Award and other Traveling Awards.
16. To approve the decisions of the GBM of ICRI.
17. Any other matter brought forward by the Central Council
18. To consider the progress of next annual conference.
19. To decide the venue of the next Annual Conference IRIA two years in advance.
20. To consider the amendments in the Memorandum-by-Laws.
21. To consider the resolutions put forward.
22. Any other business with the permission of the Chairman.
- N.B. There will be no cultural programme in the evening on the day of Annual General Body Meeting so that the meeting can continue for a longer time.

Care should be taken to arrange the timings of GBM so that sufficient time is given for discussion etc. to the members to participate actively in the GBM. There should be adequate gap of about two hours, if entertainment programme is arranged on same day as GBM.

“Minutes of General Body Meeting should be published with the proceedings and valid discussions and points raised by members and their names should come in the minutes and will be published in the February issue of the News Bulletin.”

(c) **EXTRAORDINARY GENERAL BODY MEETING:**

An extraordinary General Meeting may be called at any time by the Secretary General under the direction of the President for any specific purpose of which due notice has been given. So far as any proposed alterations or additions to the Article of memorandum of Constitution and Rules of the Association are concerned, the meeting can be called after 15 minutes of General Body Meeting.

(d) **REQUISITION GENERAL MEETING:**

A requisition General Meeting shall be held within 60 days of the receipt of the requisition in writing from at least 100 members of the Association or twenty members of the Central Council to the Secretary General with a copy endorsed in favour of the President specifying the business to be transacted at the meeting. On receipt of requisition, the Secretary General shall inform the President forth with to proceed to call such a meeting. In case the Secretary General or the President fails to convene such a meeting within 60 days of the receipt of the requisition, the requisitionists may themselves convene a meeting at a place of their choice but such a meeting shall be held within 10 weeks from the date of such delivery of the requisition to the Secretary General and the President on behalf of the Central Council. If within 15 minutes from the time appointed for the meeting, a quorum is not present, the meeting, (if convened upon requisition of the members) shall be dissolved.

19. In all meetings except a requisition meeting, if a quorum is not present within 15 minutes of the appointed time, the meetings shall stand adjourned for 15 minutes and then meet again to transact the business. If a quorum is not present at the adjourned meetings, the members present whatever their number, shall form a quorum. If there is no quorum at a requisition meeting it shall stand dissolved.

20. **QUORUM OF THE MEETINGS**

Quorum of the meetings shall be as follows:

- | | | |
|----|------------------------------------|--|
| 1. | The Annual General Meeting: | 100 Members Life/Annual |
| 2. | The Extraordinary General Meeting: | 100 Members Life/Annual |
| 3. | The Requisition General Meeting: | 200/10 percent (of the total strength of the Annual members of the Association.) |

21. **NOTICE OF MEETINGS OF THE ASSOCIATION:**

- | | | |
|----|-----------------------------------|---------|
| 1. | The Annual General Body Meeting: | 30 days |
| 2. | The Extraordinary General Meeting | |

- | | | |
|-----|---|---------|
| (a) | for purposes of change in the constitution: | 45 days |
| (b) | for all other purposes (Ordinarily): | 30 days |
3. Requisition Meeting: 30 days

 22. The minutes of all the meetings shall be correctly kept and recorded as early as possible, and shall be signed by the Chairman of the Meeting and confirmed at the next meeting. Minutes of the Central Council and General Body Meetings will be published in the News Bulletin.

 23. No resolution adopted or rejected at a General Meeting is to be considered at a subsequent meeting unless six months have elapsed.

 24. No resolution adopted or rejected by the central council shall be considered in the central council meeting unless either 6 months have elapsed or half the number of the members of the central council are in favour of such reconsideration.

 25. The Chairman of the meeting may with the consent of the members at which quorum is present and shall, if so directed by the members, adjourn the same from time to time, but no business shall be transacted at any adjourned meeting other than the business unfinished at the meeting for which the adjournment took place.

 26. All questions submitted to a meeting shall be decided (except in cases specially provided for) by a majority of votes as registered by show of hands or in such other manner as the members present or the chairman of the meeting, shall determine.

 27. No business shall be transacted at a requisition meeting other than that, for which the meeting is called for.

 28. Notice of all amendments to resolution proposed to be moved at a meeting shall reach the secretary general at least 4 months before the date of meeting.

 29. All resolutions to be brought before the Annual General Meeting shall previously be considered by the Central Council and copies of such resolutions along with the agenda of business of the Annual General meeting shall be sent by the Secretary General to each member of the central council at least 60 days before the date of the meeting of the Central Council at which they will be considered.

 30. Notice of any amendment to the resolution to be brought forward before the Annual General meeting must reach the Secretary General at least 4 months before the date of the General Body Meeting and copies of all the amendments received shall be made available to the members attending the meeting, as far as possible. The same shall be published in the October issue of the News Bulletin and members may bring the same in the CCM & GBM as they may not be circulated again in order to save the money.

 31. Exception to Bye-law 35 may be made under special circumstances at the discretion of the members in the case of matters coming up for consideration in the shape of amendments.

 32. No resolution or amendment of which due notice has not been given shall be brought forward to the meeting unless sanctioned by the president with the consensus of the house.

However, a resolution to change the order of business or for proceedings for dissolution or adjournment of the meeting or for closure or for proceedings to the next item of business on the agenda paper, or for referring back for further consideration of a committee, or an amendment thereof may be accepted by the chairman as formal if moved by any member present.

33. Notice shall be sent to members either personally or by post at their addresses as registered in the books of the association.
34. Every member shall give notice to the Secretary General and Journal Office in writing of any change in address.
35. Any notice, if served by post, shall be deemed to have been served on the day following that on which the same is posted. The notice shall be sent/served by under certificate of posting.

36. **FUNDS OF THE ASSOCIATION**

The funds of the association shall be derived from the following sources:

- (a) Subscription of the direct members.
- (b) Contribution from the State/UT Chapters on account of the members on their roll as per bye-laws.
- (c) Subscription of life members shall be deposited in the Corpus Fund, which shall be maintained in the form of fixed securities like RBI Bonds, Fixed Deposits etc.
- (d) Special contribution or donations raised directly or through the State/UT Chapters.
- (e) Income derived from the Journal and other publications of the association as per Bye-laws.
- (f) Contribution received from the State/UT Chapter organizing the Annual Conference of 'Indian Radiological & Imaging Association' as per Bye-laws, after payment of all statutory taxes liabilities, 50% of the savings, if any, should go to the State/UT Chapter organizing the conference and 50% to the Central Office (HQ) of the association. The accounts and statutory taxes etc. of the annual conference must be deposited by the organizers of the Annual Conference latest by 31st March of the Conference year. The final audited accounts of the annual conference must be submitted by the organizers of the annual conference to the Central Office 10th of May of the Conference year so that the same may be published in the June issue of the News Bulletin and subsequently passed by the Central Council and General Body.
- (g) Requests received by legacies from persons who desire to benefit the association.
- (h) Subscription from affiliated bodies according to the rule.
- (i) Such other sources as may be authorized by the central council or the general body.
- (j) A uniform rate as decided from time to time per Life Member (10% per life member at present) may be sent to the Journal Office to augment the funds of the Indian Journal of Radiology & Imaging.

- (k) All accounts and monies held by the IRIA, IJRI, ICRI and Building Management Committee of IRIA shall be maintained at the IRIA Head Quarters. The President, President Elect, Secretary General and Hon. Treasurer of IRIA shall be the ex-officio members of the IJRI, ICRI and Building Management Committee. The Hony. Treasurer of IRIA shall be the ex-officio Treasurer of the accounts of IJRI, ICRI and Building Management Committee. The Bank accounts of IJRI, ICRI and Building Management Committee of IRIA shall have the signatories of any one of the three office bearers of IRIA i.e. President, Secretary General, Hony. Treasurer apart from the signatories of IJRI, ICRI and Building Management Committee.
- (l) In the balance sheet of the Central Office, IRIA, the income expenses of the building will be shown in the grouping as and where they are”.

37. RESERVE FUND

There shall be a reserve fund of the association. At least 25% of the surplus of the central and journal offices each year shall be credited to this fund in the following year. The reserve fund shall only be drawn upon by a special resolution in a meeting of the General Body, notice of which shall have been duly circulated.

The reserve fund must only be drawn upon by a special resolution in a meeting of general body, notice of which should be duly circulated and same must be reflected in accounts of both the association as well as of Journal every year.

- 38. The central office with the permission of the General Body shall, out of the funds of the association, defray all expenses and shall pay rents, salaries, wages and such other charges as may be necessary for carrying on the work of the association. It shall further provide for the issue of the journal and such other publications as may be authorized and shall be empowered to spend money on scientific investigation, Conferences, prizes, scholarships and for such other purposes, as it may consider advisable, in furtherance of the objects of the association with the budgetary provisions.

39. OFFICE BEARERS OF THE ASSOCIATION

A. THE TENURE OF THE OFFICE BEARERS OF THE ASSOCIATION WILL BE AS FOLLOWS.

President, IRIA	One Year. He/she cannot be re-elected.
President Elect, IRIA who will be automatically elevated to President IRIA	One Year.
Vice Presidents, IRIA	One Year. He/She can be re-elected for one more term.
Secretary General, IRIA	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.
Hon. Treasurer, IRIA	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, IRIA	One Year. As they are nominated by the President and Secretary General, he/she can be re-nominated.

Chairman, ICRI	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.
Vice Chairman, ICRI	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.
Secretary, ICRI	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.
Hon.Treasurer, ICRI	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.
Jt.Secretary, ICRI	Two years. He/She can be re-nominated.
Governing Body Members, ICRI	Two years. He/She can be re-elected.
Editor-in-chief, IJRI	Three Years but he/she can be re-elected to a total of 6 years i.e. 2 terms. Election will be held every Three years.
Joint Editor-cum-Secretary, IJRI	To be nominated by the Editor-in-Chief for the similar period as above. He/She can be re-elected.

President Elect which will be elected 1 year in advance and will automatically take over as the President next year. President Elect and immediate past President will be the ex-officio members of all the committees.

THE FOLLOWING OFFICE-BEARERS WILL BE NOMINATED EVERY YEAR, FOR THE MANAGEMENT OF THE ACTIVITIES OF ASSOCIATION, IN THE GENERAL BODY MEETING AT THE ANNUAL CONFERENCE OF IRIA:-

- (i) Two Joint Secretaries – One of whom shall be nominated by Secretary General as far as possible for from the place of Hd. Qtrs. And other shall be nominated by the President.
- (ii) Hon. Secy.-in-charge-cum Joint Editor, Indian Journal of Radiology & Imaging, from the place of Editor-in-Chief, as far as possible and to be nominated by him/her, only.

B. MINIMUM REQUIREMENT OF THE OFFICE-BEARERS FOR CONTESTING ELECTIONS:

President Elect IRIA:	Should be continuously uninterrupted member of the Association for at least 15 years.
Vice-Presidents IRIA:	Should be continuously uninterrupted member of the association for at least 10 years.
Secretary General IRIA:	Should be continuously uninterrupted member of the association for at least 10 years.
Hon. Treasurer IRIA:	Should be continuously uninterrupted member of the association for at least 10 years.

Joint Secretary, IRIA:	Should be continuously uninterrupted member of the IRIA for at least 5 years.
Editor-in-Chief, IJRI:	Should be continuously uninterrupted member of the association for at least 10 years.
Secretary, IJRI:	Should be continuously uninterrupted member of the association for at least 7 years.
Chairman, ICRI:	Should be continuously uninterrupted member of the IRIA for 15 years, ICRI for 10 years and has to be Fellow (Fellow/ Hon. Fellow) of the College.
Secretary, ICRI:	Should be continuously uninterrupted member of the IRIA for 10 years, ICRI for 6 years and has to be Fellow (Fellow/ Hon. Fellow) of the College.
Vice Chairmen, ICRI:	Should be continuously uninterrupted member of the IRIA for 10 years, ICRI for 6 years and has to be Fellow (Fellow/Hon. Fellow) of the College.
Hon. Treasurer, ICRI:	Should be continuously uninterrupted member of the IRIA for 7 years and ICRI for 5 years.
Jt. Secretary, ICRI:	Should be continuously uninterrupted member of ICRI for at least 5 years.
Governing Body Members:	Should be continuously uninterrupted member of ICRI for at least 3 years.
Central Council Member:	Should be continuously uninterrupted member of the association for at least 3 years.

NOTE:

- (i) No one in receipt of a salary from the funds of the association shall be elected as an office-bearer of the association or a member of the central council.
- (ii) No member will hold more than one office in the Association/Journal/College at a given time in the central IRIA. But they can hold not more than one post in their respective State/UT chapter apart from holding one post in the Central IRIA/ICRI/IJRI.
- (iii) A member can file nomination for contesting only one post in a particular election.
- (iv) At the time of handing and taking over the charge of the office bearer, proper records of handing over and taking over will be maintained in IRIA, ICRI, and IJRI.
- (v) The office bearers of IRIA, ICRI, and IJRI can be requested to resign from their posts in the event of their negligence/misconduct while conducting their official duties.

- (vi) The audited accounts of the IRIA, IJRI and ICRI shall be signed by the reigning office bearers, however, if there is any point for clarification, it may be clarified by the outgoing office bearers.
- (vi) If a member becomes President of the association, he cannot contest for any other post in IRIA, ICRI or IJRI and State/UT Chapter in order to give honour to the prestigious post of the President of the Association.

40. **DUTIES AND POWERS OF THE OFFICE BEARERS**

1. **PRESIDENT:**

The president shall assume office after installation at the time of inauguration of the Annual Conference.

- (a) Shall be chairman of all meetings of the General Body and the Central Council and any other committees. He/she shall be ex-officio member of all committees except statutory committees.
- (b) Shall preside at the annual Conference and all meetings of the association.
- (c) Shall guide and control the activities of the association.
- (d) Shall regulate the proceedings of all meetings and the Conference and interpret the rules and bye-laws and decide doubtful points.
- (e) Shall in addition to his/her ordinary vote, have a casting vote in case of equality of votes on any decision in a meeting and not for election of office bearers of the association.
- (f) Shall undertake tour etc. in the interests of the association whenever required.
- (g) Shall operate the bank accounts of the association jointly with Secretary General/Hony. Treasurer.
- (h) The tenure of the term of the president shall be full 12 months from Annual Conference to next Annual Conference.
- (i) shall represent association at any other meetings including with Government.

President Elect will automatically take over as President in next Annual Conference. In case Annual Conference is not held in any year, President Elect will automatically assume charge by 15th January of the next year.

- (j) shall instruct office bearers of ICRI and IJRI if they are not performing their duties.

NOTE: 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 the president resigns, it will become effective only when it is accepted by the central council. Pending the acceptance of the resignation, the Senior Vice-President shall be Acting President till such a time as the next President Elect takes charge of office.

2. **PRESIDENT ELECT**

- (a) The President Elect shall be elected by the General Body as per rules laid down for elections.
- (b) The President Elect, elected every year, shall automatically succeed as President of IRIA the following Association Year.
- (c) Shall be ex officio member of the Central Council and all committees appointed by the President.
- (d) He/she shall coordinate with President on all matters pertaining to the management of the association.
- (e) In the event of an emergent situation such as demise, detention, resignation, incapacitating ill health of the President Elect, a fresh election shall be held.

3. **VICE PRESIDENT:**

- (a) Shall help in the organization of State/UT Chapters and branches by making tours and addressing members and personnel(s) etc.
- (b) The vice-president (senior) shall preside at the annual Conference and other meeting in case the president is unavoidably absent. Seniority will be decided on basis of years of membership of IRIA.
- (c) The vice-president (senior) shall be the chairman of all committees except statutory committees and sub-committees of which he is a member in case the president is absent.

N.B.

- (1) Senior amongst the vice-presidents will be as per the membership seniority of IRIA.
- (2) In case of senior vice-president refuses or unable to perform the duties of the president as stated above, then the junior vice-president will perform the duties of the president.

4. **SECRETARY GENERAL:**

With the help of two joint secretaries (nominated by President & Secy. Gen. Respectively, during the gen. Body meeting of annual Conference of IRIA).

- 1. shall be in-charge of the central office and employees of the association.
- 2. shall conduct all correspondence on behalf of the association.
- 3. shall have general supervision of accounts and pass all bills for payment.
- 4. shall get the annual statement of accounts prepared by Hony. Treasurer duly audited by the auditors for adoption by the central council. The audited account should be printed in the June issue of the News Bulletin.

5. shall organize, arrange and convene meetings, Conference, lectures and demonstrations etc.
6. shall prepare a budget and present it at the annual general meeting of the association.
7. shall attend meetings of the general body, central council and keep record of proceedings thereof. The minutes of the general body meeting shall be circulated amongst the members of the association within 60 days after general body meeting.
8. shall be an ex-officio member of all committees.
9. shall maintain a correct and up-to-date register of all members of the association.
10. shall organize the association by encouraging the establishment of State/UT Chapters where they do not exist and by creating a general interest in the association.
11. shall bring any matter which he considers necessary in the interests of the association to the notice of the general body and the central council for guidance and decision.
12. shall keep upto Rs. 10,000/- in imprest account for day-to-day expenses.
13. whenever necessary the secretary general shall obtain opinion of all members of the central council by correspondence under instructions of the President; and
14. shall visit the central office frequently but not more than 4 times a year apart from Central Council or any other meetings/election work. If required to visit more than 4 times a year, he/she will do it after the consent of President, only. TA shall be paid as per Guidelines of Traveling Allowance, which may revised by the Central Council from time to time.
15. shall instruct office bearers of ICRI and IJRI if they are not performing their duties under the directions of the President.

5. **JOINT SECRETARIES:**

The joint secretaries shall help the secretary general in looking after the office, in conducting correspondence, in preparation of agenda of meetings, in preparing statement of accounts etc. The joint secretaries at the central office shall act for the secretary general in his/her absence.

6. **HON. TREASURER:**

- (a) Shall receive all money of the association and deposit them in banks approved by the general body of the association to the credit of the association to be operated jointly by the any two of- Treasurer, Secretary General and the President.
- (b) Shall be responsible for collection of all subscription and contribution due to the central office.
- (c) Shall dispose off the bills for payment as sanctioned by the secretary general.
- (d) Shall have the right to point out any discrepancy in the order of payment of the secretary

general and refer the order back to him with his remarks. In the event of any disagreement between the secretary general and the Hony. Treasurer the matter shall be referred to the president for final decision.

- (e) Shall be responsible for keeping up-to-date accounts of the association with all accounts books posted up-to-date. Shall also be responsible for accounts, income and expenditure of the Building Committee.
- (f) Shall get the accounts audited by the auditors of the association.
- (g) Shall prepare an annual statement of the accounts and balance sheet, showing the financial position of the association, get it audited by the auditors of the association and submit the same for adoption by the general body at the annual general meeting.
- (h) Shall visit the Central Office, IRIA at least twice a year to get himself acquainted with the accounts. TA shall be reimbursed as per TA Guidelines if he/she is not residents of Delhi/NCR, which may be revised by the Central Council from time to time.

Can depute another member of IRIA from Delhi to look into query of audit matter related to Central Office of IRIA if he/she is not able to visit Delhi.

7. EDITOR-IN-CHIEF OF THE JOURNAL

- (a) Shall be In-charge of the Journal of the association.
- (b) Shall recommend the names of the Secretary cum-Joint Editor and names of the editorial board for approval of the General Body of the association after checking the necessary eligibility criteria.
- (c) Shall with the help of the Editorial Board be responsible for regular publication and management of the Journal.
- (d) Shall with the help of the Editorial Board have the discretion of editing, condensing, correcting or refusing to publish any of the article and other matters received for publication.
- (e) Shall follow the directions and guidance from President and Secretary General of IRIA with respect to administrative issues such as accounts, membership, non receipt of Journal, financial matters and any major publishing changes in the Journal.

8. SECRETARY CUM JT.EDITOR OF THE JOURNAL:

- (a) Shall help the Editor-in-Chief and Editorial Board for publication of the Journal.
- (b) Maintain account of the Journal with the help of the Treasurer.
- (c) Sign cheques for disbursement along with the President and Treasurer.
- (d) Keep an imprest of Rs. 2,500/- at a time for incidental expenses.

41. **ELECTION OF OFFICE BEARERS**

THE PRESIDENT ELECT:

Elections of president elect will be held in place of president who will automatically take over office of president next year.

The Secretary General as the election officer with the help of a committee of five prominent members from Delhi nominated by the president will conduct the elections. In case the Secretary General is re-contesting for any election, the President IRIA will appoint the Election Officer for conducting the particular election.

The Secretary General shall on or before 1st August of each year invite the nomination from all eligible members (under certificate of posting) of the association for the office of the President Elect.

The nomination should reach the office of the secretary general not later than 21st August along with written consent of the candidates. Nominations received after the said date shall not be considered.

The Secretary General shall inform by registered post, before 28th August the members whose names have been nominated for the office of the President Elect. Any of members desiring to withdraw his/her name must inform Secretary General on or before the 10th September. Non-receipt of any reply in this respect by 10th September will be interpreted as consent of the nominee to contest for election.

The Secretary General shall on or before the 10th October of every year, send to all those Emeritus, Life and Annual members whose subscription have been received at the central office by 30th June, and have three years continuous membership a printed and numbered ballot paper (under registered post) signed by the Secretary General or his nominee, containing the names of the candidates duly nominated for the office of the President and request the members to mark on it the candidate of their choice in the manner prescribed on the ballot paper and return the ballot paper so as to reach the central office on or before the 7th November, after which date no ballot paper will be considered as valid.

The Secretary General shall scrutinize the ballot papers in the presence of five members of the election committee who shall be nominated by the President. The candidates shall have the right to attend the counting of the votes or send one representative who must be life, Annual member or emeritus member of the association. The Secretary General shall inform the candidate the date and venue of the counting, a week before.

42. **PROFORMA OF CALLING THE NOMINATIONS**

No. IRIA/President Elect 200__

Date_____

To,

All the Emeritus/Life/Annual Members of IRIA

Ref. : Election of the President Elect of the 'Indian Radiological & Imaging Association' for the year 200__.

According to Bye-Laws No. 41 of the Rules and Bye-Laws of the Association, nominations for the office of the President Elect for the year 2__ are hereby invited.

Nominations should reach the undersigned by 21st August 200__ *under a sealed registered cover mentioning 'Nomination for Election'*. Not more than one name can be proposed/seconded by any member for this post. Nominations received after 21st August'200__ will not be considered. No correspondence shall be entertained by the Central Office in the matter of nominations. Proforma for your reply is appended below.

Those members who are in arrears of subscription or who have not paid their subscription continuously for the last three years and/or whose current year's subscription has been received in the Central Office after 30th June 200__ will not be sent the ballot paper.

Please note that no duplicate ballot papers will be sent.

Dr. _____
Secretary General, IRIA

PROFORMA-I

We Propose and Second Dr. _____
(Name and Address in Block Letters)

as the President Elect of Indian Radiological & Imaging Association for the year 200__.

Name and Address of the Proposer: _____ Signature

Name and Address of the Seconder: _____ Signature

PROFORMA-II

I shall be willing to serve as the President Elect of the 'Indian Radiological & Imaging Association' for 200__.

Name and Address of the Candidate: _____
(in block letters) Signature

I hereby certify that I am not in arrears of the subscription and I have uninterrupted membership of the Association for the last 15 years. I also hereby certify that I have not been convicted in a court of law (i) sentence after conviction in a court of law for any crime entraining moral turpitude, (ii) convicted by Medical Council of India/State Medical Council or Appropriate Authorities for PC & PNDDT Act on the grounds of unethical conduct.

_____ Signature

43. Election of the Vice-Presidents, Secretary General, Hon. Treasurer, Editor-in-Chief of Indian Journal of Radiology & Imaging, Chairman, Vice-Chairmen, Secretary, Hon. Treasurer and Governing Body Members of Indian College of Radiology & Imaging will be held in the same manner as the election of the President. The ballot paper will be signed by the Secretary General or by the Election Officer only.

Election of the office bearers of ICRI will be conducted by the Secretary General, IRIA on the pattern of IRIA and only eligible members of ICRI will participate.

All the nomination for election received in the Central Office, IRIA will be opened in front of the members of the election committee who will scrutinize all the nominations.

A proper dak receipt register for ballot papers at the time of election should be maintained separately in which all the ballot papers received are entered and given receipt number.

When a person, contesting an election, is not directly involved in the election process, he/she will not be asked to resign.

44. **ELECTION AND OTHER DISPUTES**

In case of an election dispute an Election Tribunal shall be constituted as under:-

(A) **ELECTION DISPUTE AT IRIA LEVEL:**

- (i) For election dispute at the Indian Radiological & Imaging Association (IRIA) level, the tribunal shall comprise of the National President of IRIA who will be the Chairman and two immediate past National Presidents of IRIA. If any of the two past national president is unable to act or refuses to act or even other wise interested party to the dispute, his/her place shall be taken by the available Past National President. If the National President him/her self is involved or is party to the dispute he/she will not act as a member/chairman of the tribunal and his/her place another past national president shall act as a member/chairman of the tribunal. All the proceedings of the tribunal, so formed, shall be held at IRIA Head Quarters, New Delhi unless the tribunal otherwise decides. The decision of the tribunal shall be final and binding to all.
- (ii) Records of the election shall be maintained for two years.
- (iii) No election shall be called in question except by an election petition presented to the National President within 15 days of the declaration of the results. No election petition shall be entertained unless accompanied by an application fee of Rs 1,000/- (non refundable) by cash/Demand Draft.
- (iv) The National President shall refer the petition within 7 days to the Election Tribunal as provided in the rules. The Election Tribunal shall meet within three weeks of such a reference. The tribunal shall give opportunity both to the petitioners and defendants concerned to be present at the hearing. No non-member shall have the right to represent any party at these hearings.
- (v) The Election Tribunal shall hold its hearings at the IRIA Head Quarters or at a convenient place as determined by the National President IRIA.

- (vi) Election disputes, if any will fall under the jurisdiction of the court in place of action (Delhi).
- (vii) Administrative assistance will be provided by the IRIA Head Quarters.
- (viii) Hony. Secretary General, IRIA will act as the Secretary of the Tribunal.
- (ix) All disputes are to be settled within six weeks from the date of petition.
- (B) ELECTION DISPUTE AT STATE/UT CHAPTER AND LOCAL SUB CHAPTER LEVEL
 - (i) In case of an election dispute in the State/Territorial Chapter and Local sub chapter, an Election Tribunal shall be constituted. For dispute at the State/Territorial levels, the Tribunal shall comprise of the National President of the IRIA who will be the Chairman and two immediate past National Presidents of IRIA as members. For dispute at the Local Chapter level the State/Territorial Chapter president and two immediate past presidents of State/Territorial Chapter under whose jurisdiction the Local Chapter falls shall form the tribunal.
 - (ii) In case the President or a member of the tribunal is him/her self involved in any way in such a dispute, or unable to act or refuses to act or even otherwise not interested, he/she will not be a member of the tribunal and his/her place shall be taken by another past president. When there is a difference of opinion amongst the members of the tribunal, the opinion of the National President, IRIA or Chairman of the tribunal for election disputes at the State/Territorial level and that of the State/Territorial President or Chairman of the Tribunal for election dispute at the Local Chapter level shall be final.
 - (iii) If any of disputing parties is not satisfied with the tribunal at state/territorial level, it may appeal to the national president of the association, who if he feels that a prime facie case of appeal exists, will refer it to a tribunal whose decision shall be final and binding on all concerned.
 - (iv) Records of elections shall be maintained for one year.
 - (v) No elections shall be called in question except by an election petition presented to the National President, IRIA, in case of an election dispute at the state/territorial Chapter level, or to the President of state/territorial chapter concerned in case of dispute at the city sub chapter level, within 15 days of the declaration of the elections results.
 - (vi) No election petition shall be entertained unless accompanied by an application fee of Rs. 500/- (non refundable) by cash/demand draft.
 - (vii) National President IRIA/President State/Territorial Chapter as the case may be, shall refer the petition within 7 days to the election tribunal as provided in the rules. The election tribunal shall meet within 3 weeks of such a reference. The tribunal shall give opportunities both to the petitions and defendants concerned to be present at the hearing. No non-member shall have the right to represent any party at these hearings.
 - (viii) In case of an election dispute at the state/territorial chapter level, the election tribunal shall hold its hearing at IRIA State/Territorial Chapter or IRIA Headquarters or at a convenient place determined by national president IRIA or chairman of the tribunal. In case of election dispute at the local chapter level, the election tribunal shall hold its hearings at the headquarters of

the State/Territorial chapter or such other convenient place as determined by the president of the state/territorial Chapter or chairman of the tribunal.

- (ix) The election dispute, if any, will fall under the jurisdiction of the court in place of action.
- (x) Administrative assistance to the Election tribunal in respect of election dispute at the State/territorial Chapter level shall be provided by IRIA Headquarters while administrative assistance to the election dispute at the local Chapter level shall be provided by the Headquarters of the state/territorial Chapter.
- (xi) The Secretary General IRIA shall act as Secretary of the tribunal in case of election dispute relating to the state territorial Chapter, while Hony. Secretary, State/territorial Chapter concerned will act as Secretary of the tribunal in case of election tribunal relating to local city sub chapter.
- (xii) All disputes are to be resolved within six weeks from the date of petition.
- (C) Legal proceeding, if any, where the Headquarters of the Association is a party, will fall under the jurisdiction of the court at Delhi, while in other cases of State/Territorial Chapter; the jurisdiction of the court shall be at place of action.
- (D) The parties concerned in an election dispute shall bear equally the travel and other expenses of the members of the Election Tribunal.

45. **GUIDELINES FOR REIMBURSEMENT OF TRAVELING ALLOWANCE**

Expenses Permissible to the Office Bearers are as follows.

A. PRESIDENT, IRIA:

1. TRAVELING ALLOWANCE:

Reimbursement of actual Travel fare incurred i.e. to and fro fare, either by air, train or whatever mode of transport, for attending official meetings of the Association.

2. TRANSPORT:

From Air Port, Railway Station, Bus Stand to IRIA H.Q./Meeting's place and back, Taxi Fare shall be reimbursed. The voucher for taxi fare must be produced, kept in account book.

3. STAYING:

Stay at IRIA Hd. Qtrs. will be free of charge whenever he/she visits the Hd.Qtrs. during his/her tenure.

4. MISC. EXPENSES:

Misc. expenses like Postage and Telephone etc. will be paid in full on actual expenditure and vouchers pertaining to his/her tenure should be submitted to IRIA Hd.Qtrs.

5. OFFICIAL VISIT TO STATE/UT CHAPTERS:

In case of State/UT chapter's invitation, the State/UT chapter shall bear the expenditure.

Whenever a situation arises and President visits any of the State/UT chapter and or local sub chapter, his/her travel expenses shall be paid by the IRIA Hd.Qtrs.

6. Whenever, there is a visit of President to see the arrangements at the Conference site, expenditure must be paid by the Conference Organizers.

B. SECRETARY GENERAL, IRIA:

Whenever he/she goes to see the arrangement at the Conference venue, the expenditure shall be paid by the Conference Organizers.

If the Secretary General is from outside Delhi, he is to visit the Central Office 4 times a year apart from Election Committee and Central Council Meetings to be held at IRIA House, New Delhi, he/she shall be reimbursed Travelling Allowance as per President. If it exceeds, he must inform/obtain consent from the President.

C. PRESIDENT ELECT:

Same as of President, IRIA

D. FOR CENTRAL COUNCIL MEMBERS:

Both way 2 AC train fare shall be reimbursed to the Central Council Members for attending the Central Council meetings held at IRIA Hd.Qtrs, New Delhi.

E. VICE PRESIDENTS, IRIA:

Two-way II AC train fare for attending all Meetings, at IRIA House, New Delhi.

F. HON. TREASURER, IRIA:

Air fare reimbursement for visiting IRIA Central Office two times in a year in order to get acquainted with accounts and signing of accounts books and other related documents.

Two-way II AC train fare for attending mid-term Central Council Meetings, at IRIA House, New Delhi.

G. JT. SECRETARY, IRIA:

Two-way II AC train fare for attending all Meetings at IRIA House, New Delhi.

H. EDITOR-IN-CHIEF, AND SECRETARY CUM JT.EDITOR IJRI:

Travelling Allowance shall be reimbursed by IJRI in the same way it is for Secretary General, IRIA.

I. OFFICE BEARERS OF ICRI:

Travelling Allowance shall be reimbursed by ICRI Chairman and Secretary ICRI in the same way it is for the Secretary General IRIA. For other office bearers of ICRI, it should be in the same way as it is for Vice President IRIA. For Governing Body member, it should be in the same way as of Central Council Members of IRIA.

J. STAFF OF CENTRAL OFFICE:

Both way II AC train fare for attending the executive meetings during the Annual Conference of IRIA will be provided by the Central Office of IRIA. The boarding and lodging will be provided by the local organizers of the Annual Conference of IRIA.

46. **GUIDELINES FOR ANNUAL CONFERENCE OF IRIA**

1. There shall be an Organizing Secretary of the Annual Conference of Radiology & Imaging.
2. The Organizing Secretary and other office bearers shall be elected by the State/UT Chapter where the proposed Conference is to be held in addition to other office bearers.
3. The Organizing Secretary shall be responsible for all arrangements for the convening and holding of the Conference and shall be guided by directions that may be issued on the subject by the central office of the Indian Radiological & Imaging Association. The Scientific Halls must be sound proof and equipped with all necessary audio visual equipments.
4. It is up to the organizers of the annual conference to consider the dates of the annual conference preferably on first week and not later than 3rd week of January.
5. The central office shall keep the Organizing Secretary informed on all matters of interest for holding the annual Conference and particularly on the following:
 - (a) Central Council and Trade Committee Meeting.
 - (b) Annual General Body Meeting.
 - (c) Inaugural ceremony/function of the Conference and the Sir Jagadish Chandra Bose Memorial Oration, Dr. Diwan Chand Aggarwal Memorial Oration, Dr. K M Rai Memorial Oration, Dr.M.L.Aggarwal Memorial Oration, Dr. Ashok Mukherjee Memorial Award.
 - (d) Invitation to the guests, foreign/Indian will be issued through Central Office only.
 - (e) Full length lectures will be delivered as far as possible on the opening day.
 - (f) A Scientific and Academic Advisory committee nominated by the President IRIA shall approve and oversee all scientific/academic activities during the Annual Conference. List of Chairpersons shall also be approved by this committee and proper representation shall be given to all State/UT Chapters and prominent radiologists.
 - (g) All speakers shall be evaluated.

- (h) Central Office, IRIA shall give seed money to the organizing state chapter, if required, prior to the approval of the Central Council.
6. Registration of delegates will start a day before the Conference and continue upto the time of inauguration.
7. Central Council and Trade Committee meeting will be held either on the previous evening or in the early morning before the GBM & inauguration of the. If there is delay in receiving some payments from the trade/industry, this can be reflected in the balance sheet. 50 percent of the savings should be handed over to the central office at the next annual Conference without fail. 50 percent share of the central office should be of the net savings.
8. Arrangements will be made to hold lectures arranged by Indian Colleges of Radiology & Imaging one day prior to the Conference.
9. The souvenir published by the organizers of the Conference will print names and addresses of all the members of the association registered with IRIA as on 30th November. Directory of members should be printed once in 3 years by Conference organizers.
10. The accounts and statutory taxes etc. of the annual conference must be deposited by the organizers of the Annual Conference latest by 31st March of the Conference year. The final audited accounts of the annual conference must be submitted by the organizers of the annual conference to the Central Office 10th of May of the Conference year so that the same may be published in the June issue of the News Bulletin and subsequently passed by the Central Council and General Body. There shall be no liability of the Centre Hd.Qtrs in case of any deficit.
- (10a). The State/UT Chapter hosting the Conference should have its own PAN number and should have been submitting its income tax returns up-to-date. The State/UT Chapter will give 50% of the profits of the conference, if any, as a donation to the Corpus Fund of the Association and necessary resolution of the State/UT Chapter office bearers shall accompany this fund. The amount will be handed over in the form of a Draft only payable at Delhi. The remaining 50% of profits shall be transferred to the account of the State/UT Chapter hosting the Annual Conference. No amount of money from the Conference will be held by any individual or group and no trusts or separate associations will be formed with these funds. Any attempt by an individual or group of individuals to withhold funds to be transferred to the State/UT Chapter will be considered illegal and necessary disciplinary action shall be taken against these persons by the State Executive. If the matter cannot be resolved at the State level the Central council will look into the allegations of financial irregularity and necessary disciplinary action will be taken by the Central council, subject to ratification by the General Body.
- All the income especially 50% central share from the savings of annual conference should come in the form of DD only.
11. Trade exhibition will be arranged every 11 year, during annual Conference of IRIA.
12. A camp office of IRIA will start functioning near registration counter from the registration day of Conference. Organizing secretary of Conference will arrange for sufficient space, furniture and banner etc. for the same.

13. Organizers of the next Annual Conference will enlighten the progress of the preparation of the Conference in the Annual General Body Meeting and subsequently in the mid term Central Council Meetings.
14. Prizes and Awards for best paper in Annual Conference and IJRI should be started to encourage the members, specially the younger ones.
15. The organizers shall make arrangements for Tea/Coffee, Water etc. outside the Scientific Halls for the delegates.
16. INAUGURATION:

The time for annual Conference inauguration function should be 60 to 90 minutes. It should not exceed 90 minutes in any case.

- (a) Invocation
- (b) Seating arrangements
 - (i) The president of the year; (ii) Incoming President, (iii) President-elect; (iv) Inaugural guests for inauguration of the scientific Conference and the scientific exhibition; (v) Chairman of the local reception committee; (vi) Chairman of the local organizing committee; (vii) Secretary general; (viii) Organizing secretary; (ix) Editor-in-chief; (x) Chairman of the ICRI; (xi) Foreign guests, if they are official representatives of the association; (xii) Highest officer of the state government; (xiii) Both vice-presidents; (xiv) Honorary Treasurer; and (xv) Memorial orators. And the seats of the two presidents should be in the middle. Past presidents will be seated in the first two-rows of the audience.

The President Elect and Vice Presidents will be seated in the first row.

The organizing secretary should make the arrangements in such a way that all the above may be accommodated at the dais and the secretary general may be asked to present the annual achievements of association in brief at the inaugural function.

- (c) Welcome Speech
- (d) Outgoing President inducts the new President. If the incoming president, due to unavoidable circumstances is unable to attend the Conference and may not be inducted President, he/she will be considered installed in absentia. His/her presidential address will be read by his/her nominee. The inducted president should exchange his/her seat with the outgoing president and thereafter the whole meeting is conducted by the installed president.
- (e) Presidential address.
- (f) Inauguration of Conference by the chief-guest.
- (g) Address by chief-guest.
- (h) Inauguration of scientific exhibition.

- (i) Address by the guest, inaugurating the scientific exhibition.
 - (j) Release of souvenir & address by the guest.
 - (k) Secy. General's brief resume/report of the activities of IRIA, including ICRI & IJRI.
 - (l) Presentation of annual awards.
 - (m) Vote of thanks by the Organizing Secretary of the Conference.
 - (n) National Anthem.
 - (o) After the inauguration, memorial orations will start and the scientific session will follow the memorial orations.
17. "General body meeting will be held on the first day of the Conference. Care should be taken to arrange timings of GBM so that sufficient time is given for discussion etc. to the members to participate actively in the GBM. There should be adequate gap of about 2 hours, if entertainment programme is arranged on the same day as GBM.
18. In the following 2 days of scientific session, diagnostic and Interventional session should run simultaneously. Scientific sessions should not be interrupted by other programmes. The organizers will display boldly and prominently banners with the name of oration, orator and topics in the hall/auditorium. Organizers will arrange performance evaluation sheets for speakers to be evaluated by the audience.
- (a) During the annual conference, one night will be designated as Talent Delegate Night and Organizers will make the necessary arrangements.
19. **BANQUET:**
- An official banquet will be held usually on the second day of the Conference.
- The banquet will preferably be held sitting. At the head table past presidents, vice-presidents, Editor-in-Chief, chairman of the Indian College of Radiology & imaging, chairman of Healthcare Industry, secretary general, chairman of the reception committee and treasurer. The past presidents will be made to sit in accordance with their seniority of presidentship. The president, immediate past president, nominee of electro-medical trade association, chairman of reception committee should always be seated.
20. **PROPOSING OF TOAST AT THE BANQUET:**
- The toastmaster will propose following toasts:-
- (a) Toast to the President of India; (b) Indian Radiological & Imaging Association; (c) Foreign guests; (d) Toast and thanks to the trade; (e) Thanks to the organizers of conference.
21. **Closing Ceremony:** Closing ceremony of the Conference should be held after the end of the scientific papers on the last day of the Conference.

22. Rules governing the invitation of the foreign guests during the annual conference:

The invitation to any foreign guests should be through the central office. Invitation should be extended to various International Radiological Societies to send their delegates.

However, our association will not be responsible for the financial commitments of the visiting dignitaries.

47. **ORATIONS:**

One member is allowed only one Oration. The name of the Orator must be proposed and seconded by the Life, Annual and/or Emeritus Member of the association.

A. SIR JAGADISH CHANDRA BOSE MEMORIAL ORATION:

During the Annual General meeting of Indian Radiological & Imaging Association held at Kolkata, to commemorate the memory of Sir Jagadish Chandra Bose, it was decided to start the 'Sir Jagadish Chandra Bose Memorial Oration' by the association. As there was no endowment, the general body felt that all expenses for this purpose will be met from the funds of Indian radiological & Imaging Association annually. And the first oration was delivered in the year 1951.

The following procedure will be followed while selecting Sir Jagadish Chandra Bose Memorial Oration:

1. The Orator shall be selected as per guidelines made for the selection of Orators.
2. The Orator elected shall deliver his/her oration in person, which shall be an unpublished and original work in Radiology and Imaging.
3. The oration shall be published in the Indian Journal of Radiology and Imaging. When the orator accepts the oration, he/she will also agree to publish the oration in the Indian Journal of Radiology and Imaging (IJRI). This acceptance will be in writing, with a copy to the Editor-in-Chief. The article will be submitted to the IJRI, not later than on 15 November of the year preceding the conference, following completely the "Guidelines for Submission" of the IJRI for publication in the subsequent February issue of the Journal.
4. The orator shall receive a medal and a certificate.
5. 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.

B. DR. DIWAN CHAND AGGARWAL MEMORIAL ORATION:

During the 21st Conference of radiology held in 1968 in Bangalore, it was proposed in the general body meeting that in order to commemorate the memory of Dr. Diwan Chand Aggarwal for his contribution to radiology, Dr. Diwan Chand Aggarwal Memorial Oration may be started as a regular feature.

The family members of Dr. Diwan Chand Aggarwal offered to create an endowment in favour of the association to perpetuate the oration. And the first oration was delivered in 1970.

The following procedure will be adopted for the selection of Dr. Diwan Chand Aggarwal Memorial Oration:

1. The Orator shall be selected as per guidelines made for the selection of Orators.
2. The orator elected shall deliver his/her oration in person which shall be an unpublished and original work in Radiology and Imaging.
3. The orator shall receive a cash award, medal (of the amount received as interest received on the endowment money) and a certificate.
4. The family of Dr. Diwan Chand Aggarwal has made an endowment and the interest received will cover the cash award and the cost of medal, etc.
5. The cash award is to meet the expenses that the orator is likely to incur in preparing his/her oration and deliver it in person.
6. The oration shall be published in the Indian Journal of Radiology & Imaging. The oration shall be published in the Indian Journal of Radiology and Imaging. When the orator accepts the oration, he/she will also agree to publish the oration in the Indian Journal of Radiology and Imaging (IJRI). This acceptance will be in writing, with a copy to the Editor-in-Chief. The article will be submitted to the IJRI, not later than on 15 November of the year preceding the conference, following completely the "Guidelines for Submission" of the IJRI for publication in the subsequent February issue of the Journal.
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.

C. DR. K.M.RAI MEMORIAL ORATION:

During the 30th Conference of radiology held in 1977 at Chandigarh it was proposed in the general body meeting that in order to commemorate the memory of Dr. K.M.Rai for his contribution to radiology Dr. K.M.Rai Memorial Oration may be started and the proposal was unanimously passed by the general body. And the first oration was delivered in 1978.

The following procedure will be adopted for the selection of Dr. K.M.Rai Memorial Oration:

1. The Orator shall be selected as per guidelines made for the selection of Orators.
2. The orator elected shall deliver his/her oration in person which shall be an unpublished and original work in Radiology and Imaging.
3. The orator shall receive a cash award, medal (of the amount received as interest received on the endowment money) and a certificate.
4. The family of Dr. K.M.Rai Memorial Oration has made an endowment and the interest received will cover the cash award and the cost of medal, etc.

5. The cash award is to meet the expenses that the orator is likely to incur in preparing his/her oration and deliver it in person.
6. The oration shall be published in the Indian Journal of Radiology & Imaging. The oration shall be published in the Indian Journal of Radiology and Imaging. When the orator accepts the oration, he/she will also agree to publish the oration in the Indian Journal of Radiology and Imaging (IJRI). This acceptance will be in writing, with a copy to the Editor-in-Chief. The article will be submitted to the IJRI, not later than on 15 November of the year preceding the conference, following completely the "Guidelines for Submission" of the IJRI for publication in the subsequent February issue of the Journal.
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. In case selected/ elected orator rejects the offer made, in any oration, then the same may not be awarded for the year concerned.

D. DR.M.L.AGGARWAL MEMORIAL ORATION

In order to commemorate the memory of Dr. M.L.Aggarwal for his contribution to radiology, Dr.M.L.Aggarwal Memorial Oration was started from the year 2004.

The Family members of Dr.M.L.Aggarwal created a Corpus of Rs Two lakhs for the Oration.

The following procedure will be adopted for the selection of Dr.M.L. Aggarwal Memorial Oration:

1. The Orator shall be selected as per guidelines made for the selection of Orators.
2. The orator elected shall deliver his/her oration in person, which shall be an unpublished and original work in Radiology and Imaging.
3. The orator shall receive a cash award, medal (of the amount received as interest received on the endowment money) and a certificate.
4. The family of Dr. M.L.Aggarwal has made an endowment and the interest received will cover the cash award and the cost of medal, etc.
5. The cash award is to meet the expenses that the orator is likely to incur in preparing his/her oration and deliver it in person.
6. The oration shall be published in the Indian Journal of Radiology & Imaging. When the orator accepts the oration, he/she will also agree to publish the oration in the Indian Journal of Radiology and Imaging (IJRI). This acceptance will be in writing, with a copy to the Editor-in-Chief. The article will be submitted to the IJRI, not later than on 15 November of the year preceding the conference, following completely the "Guidelines for Submission" of the IJRI for publication in the subsequent February issue of the Journal.

For all Orations, following things are required.

1. A committee of seven members shall consist of 3 Immediate Past Presidents of IRIA, 3

immediate Past Chairmen of ICRI and Editor-in-Chief IJRI and the applications received for the Orations/Awards of IRIA should be sent to this committee by Secretary General, IRIA for the final verdict. The President IRIA, President Elect IRIA, Secretary General IRIA, Chairman ICRI, Secretary ICRI shall be the ex-officio members of the Credential Committee of IRIA. The eligibility criteria of applicants shall be verified by Secretary General, IRIA. The Credential committee shall send its recommendations to Secretary General, IRIA who shall inform the report of the committee in the subsequent Central Council and General Body Meetings of IRIA.

2. For Indian citizen applying for any of the orations must be a life member of the association.
3. In case the selected/elected orator rejects the offer made in any of the Orations, the same may not be awarded for the year.

E. DR. ASHOK MUKHERJEE MEMORIAL AWARD:

The family of Dr. Ashok Mukherjee has offered to create an endowment in favour of association to perpetuate the award and interest will cover the cash award and the cost of medal.

Members with 5 years life/Annual membership under the age 40 years, can contest for the award. Paper will be read in person for 20 minutes duration in the annual Conference of IRIA. The award will be decided by the committee constituted by the president of IRIA. The contestants shall have to send four copies of abstract of their original dissertations to the secretary general of IRIA by 30th September every year, who in turn will send these to each member of committee, appointed by president of the year to go through these. And, as per entries received and recommendations of committee, the contestants will deliver their lectures, during the annual Conference, in front of all the members of committee (thus all the members of committee should be present during the presentation of dissertations) and thereafter the committee will decide the award to the best candidate.

1. Medal and cash award will be presented to the selected candidate.
2. The cash award is to meet the expenses that the orator is likely to incur in preparing his/her oration and deliver it in person.
3. The oration shall be published in the Indian Journal Radiology & Imaging. The oration shall be published in the Indian Journal of Radiology and Imaging. When the orator accepts the oration, he/she will also agree to publish the oration in the Indian Journal of Radiology and Imaging (IJRI). This acceptance will be in writing, with a copy to the Editor-in-Chief. The article will be submitted to the IJRI, not later than on 15 November of the year preceding the conference, following completely the "Guidelines for Submission" of the IJRI for publication in the subsequent February issue of the Journal.
4. 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.

48. **GUIDELINES FOR VARIOUS ORATIONS/AWARDS OF IRIA AND ICRI:**

ORATIONS/AWARDS:

1. Credit Hours

- (a) One Hr. visiting professor Lecture - 1/2 credit
- (b) One day CME - 2 credits
- (c) 2 day CME - 4 credits
- (d) Workshop whole day - 2 credits
- (e) In addition, all the teachers should get their own system depending upon the number of lectures they gave either to the postgraduates or to the undergraduates. Generally, the professor are giving credit hours on the numbers of specialty and super specialist conferences they conduct.

2 Guidelines for Oration/Awards for IRIA and ICRI

(a) Qualifications:-

- (1) The candidate should be a Life Member of IRIA for Oration/Awards of IRIA and Life member of both IRIA and ICRI for Oration/Award of ICRI.

- (2) Post Graduate Qualification in the specialty - One Point
- (3) Post Graduate Qualifications in the Super-specialty - One Point
- (4) For every 10 Papers published (He/She must be the first author) - One Point
- (5) For any recognized text book - One Point
- (6) Chapter in books not less than 10 pages - 0.5 points for each chapter and total should not exceed 5 points.
- (7) Presenting Paper in Annual Conference - 1 Point
- (8) Publishing article in indexed Journal as 1st author - 0.5 points for each article and total points should not exceed 5 points

(b) Experiences:-

- (1) 5 years of faculty member or 10 years of clinical practice - One Point
- (2) Add one point for additional 2 years but total points should not exceed 5 points.

(c) Recognitions:-

- (1) Administrator of a hospital or a Medical College - One Point
- (2) President/Chairman/Secretary of a National Society - One Point
- (3) President/Secretary of a State/UT Chapter of IRIA - One Point (total points should not exceed 8 points)
- (3A) Attending IRIA Annual Conference to max. of 3 - 1 Point (max. permitted points 3)
- (3B) Attending CME program to max of 3 - 1 Point (max permitted points 3)
- (4) For awarding oration, the candidate must have minimum 20 points
- (5) The work presented should be his personal preferably done in India
- (6) The subject of the lecture should not have been published elsewhere
- (7) 13 copies of work as a full paper should be submitted for further sending to the Credential Committee and also for publication in IRIA Journal as per criteria of Oration and the same shall not exceed 45 minutes reading time.

Recommendations of the members of committee will be sent to Secretary IRIA/ICRI under confidential cover.

FELLOWSHIP OF ICRI:

1. Eligibility:

- A: Should be a Life Member of IRIA and ICRI (for Fellowship) at the time of application.
- B: The Application should be duly proposed and seconded by Fellows of ICRI.
- C: The Applicant should have attended at least one national conference of IRIA and one CME of ICRI.

2. Qualifications: Points

- A: The Applicant should be a Post Graduate in M.D. (Radiology/Radio-diagnosis/Radio-therapy), D.N.B., D.M.R.E., D.M.R.D, D.M..R.T., D.M.R. (Basic Qualification). One point for each Qualification. -1 point or more
- B: Additional Qualifications in Radiology including Super-specialty. -1 or more
One point each for each additional qualification. (Not Course/Training)
- C: Fellowship related to Radiology, One point for each Fellowship -1 or more

D: Medals & Awards -1 or more

Total Points to this should not exceed to 5 (Five)

3. Experience:

A:Teaching: Experience of 5 years (From Asstt. Prof. /Lecturer Level) -1 point

B:Clinical : Experience as Practising Conventional Radiologist -1 point
10 years or more

One Point each to be added for every additional 3 years either Teaching or Clinical Practice Experience.

C: Experience in any of Imaging Modality- 5 years -1 point

Total Points to this should not exceed to 5 (Five)

4. Publications & Research:

A: Indexed Journal : -1 point or more
Publication as First author for each paper.
Max 5 points to be permitted.

B: Publication of Book-related to Radiology -1 point

C: Chapters in book-related to Radiology to min. pages 10, -1 point or more
Max. 2 chapters Permitted 2 points

D: Articles related to Radiology published in Souvenir/Scientific -1 point or more
magazines, Journal of National Societies etc.

One point each to Max. 5 articles-Max. permitted 5 points

E: Publication of souvenir/Books etc. related to Radiology -1 point or more
during CME/Conference etc. Permitted Max. 2 points.

Total Point to this should not exceed 15 (Fifteen).

5. Services Rendered to the Organization: IRIA & ICRI:

A: Post Held:President/Vice President, IRIA-National -1 point

Chairman/Vice Chairman, ICRI-National -1 point

President/Vice President, IRIA state level -1 point

President, IRIA-Chapter Level -1 point

Hony.Sec./Hon. Treasurer, Jt.Sec./Editor/Jt.Editor/Other Posts National/State Level	-1 point
Member of central or state council-National	-1 point
Total Point should not be more than 5 (Five)	
B: Organization: Participation in International Conference	-1 point
Organizing Secretary, IRIA National Conference	-1 point
Organizing Secretary, ICRI CME one point each CME	-1 point
Organizing Secretary, IRIA State/UT Chapter	-1 point
Any other post held for IRIA National/State level conference/ICRI CME	-1 point
Total points should not be more than 5 (Five)	
C: Awards:	
International Award/National Award	-1 point
Teaching Awards- National	-1 point
Related to Radiology & Clinical Practice	-1 point
Honour given by Recognized society or association	-1 point
Any Award given by IRIA/ICRI-Max 2 points	-1 point
Total points should not exceed 5 (Five).	
6. Recommendations:	
Attendance: ICRI CME to max. three CME, max. permitted points-3	-1 point or more
IRIA Conference to max. three, max. permitted points-3	-1 point or more

The Score for: Fellowship, ICRI should be Minimum: 25 Points

A committee of seven members shall consist of 3 Immediate Past Presidents of IRIA, 3 immediate Past Chairmen of ICRI and Editor-in-Chief IJRI and the applications received for the Fellowships of ICRI should be sent to this committee by Secretary ICRI for the final verdict. The President IRIA, President Elect IRIA, Secretary General IRIA, Chairman ICRI, Secretary ICRI shall be the ex-officio members of the Credential Committee of ICRI. The eligibility criteria of applicants shall be verified by Secretary ICRI. The Credential committee shall send its

recommendations to Secretary ICRI who shall inform the report of the committee in the subsequent Central Council and General Body Meetings of IRIA.

The October issue of the News Bulletin containing the proposed amendments in the constitutions will be dispatched by the Central Office by 31st October.
