

BYE- LAWS

1. **Name** : Indian Society of Head and Neck Radiology
2. **Address** : No.B026, Commanders Court, 49,Ethiraj Salai,
Chennai – 600008
(The Registered office may be shifted to such other place as the Executive Committee may decide from time to time)

3. **Date Of Formation** : 01/04/2019

4. **Jurisdiction:**

The Office of the Society shall be situated within the jurisdiction District Registrar of Societies, Chennai –Tamil Nadu.

5. **Business Hours:**

The business hours of the Society will be from 10.00AM to 1.00 PM and 2.00PM to 6.00PM.

6. **Membership:**

The Medical Practitioner registered in India under I.M.C Act, 1956 and practising Head and Neck Radiology or otherwise engaged in radiological work such as teaching or research and holding a postgraduate qualification in Radiology including its specialities shall be eligible for full membership. He may be a Founder Member or Life Member or Associate Member.

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 such decision shall be final.

The Membership of the Society shall be of five categories:

- a. **Founder Member:** Members who joined the Society at the time of formation.
- b. **Life Member:** Members who have paid life subscription.
- c. **Associate Member:** Persons registered in India under I.M.C. Act, 1956 and engaged in the practice of branches of medical science auxiliary to Head and Neck Radiology. A bonafide Postgraduate student in Radiology is also eligible to become an Associate member.
- d. **Honorary member:** A person considered suitable and desirable by the General Body as a Honorary member.
- e. **Overseas Member:** Medical practitioner registered in Countries other than India and practicing the science and art of Head and Neck Radiology shall be eligible for membership of this category. He should hold postgraduate qualification in medicine & surgery (including its specialties). He may be enrolled as a Life Member.

7. **Subscription:**

- a. All new Members except Honorary members shall pay entrance fees as decided by the General Body from time to time.

- b. Full Members (Life), Associate Member (Life) will pay subscription at the rates decided by the General Body from time to time.
- c. Honorary Members have not to pay any subscription.

8. Management Of The Society:

The Supreme control over the affairs of the society shall vest in the body called the General Body. Its day-to-day administration shall vest with the Executive Committee.

9. General Body:

The General Body shall consist of all members of the Society except Honorary, Associate and Overseas members.

10. Executive Committee:

- a. The administration of the society is vested in the Executive Committee which consists of the Office Bearers of the Society and two elected members.
- b. The elected members shall be elected by the General Body from among its members present at the Annual General Body Meeting. The term of the members of the Executive committee shall be two years and may be extended at the General Body Meeting.
- c. All past presidents shall be special invitees to the Executive Committee meeting.
- d. The meeting of the Executive Committee shall be held once in 6 months to discuss important objectives.
- e. The notice for the Executive Committee meeting shall be issued 7 days prior to the meeting.
- f. The Executive Committee will administer the affairs of the society in accordance with the Constitution of the society, Rules and Bye-laws. The Executive Committee shall exercise such powers and do such acts and things as may be exercised or done by the society and shall take all decisions necessary for day-to-day running of the society.

11. Office Bearers Of The Society:

- a. The office bearers of the Society shall consist of
 - i. President,
 - ii. Vice President
 - iii. Secretary General
 - iv. Joint Secretary
 - v. Treasurer
- b. The tenure of the office bearers of the Society will be two years. They shall be eligible for re-election for one more term.
- c. 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 Vice-President. In case of resignation by the President, the same will become effective only when it is accepted by the Executive Committee. Pending acceptance of the resignation, the Vice-President shall act as indicated above in case the President is unwilling to function as such and shall be the Acting President till such a time as the next President Elect takes charge of office. In the case of Secretary General, the Joint Secretary shall take over till the new Secretary General is elected.

12. Powers and Functions of the General Body:

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

13. Powers of The Executive Committee:

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

The Executive committee will administer the affairs of the Society in accordance with the constitution of the Society, Rules and Bye laws. The Executive committee shall exercise such powers and do such acts and things as may be exercised or done by the Society and shall take all decisions necessary for day-to-day running of the Society. The Executive committee shall hold one meeting in the Annual Congress, before the General Body Meeting, besides one to be held in the midterm meeting. This will be intimated by the Secretary. The accounts of Society shall be presented, ratified and passed by the Executive Committee members to enable the filing of Income Tax returns within the stipulated time period every year.

Quorum of the Executive Committee Meetings:

The quorum for all Executive Committee Meetings shall be 1/2nd of the total Executive Committee 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 shall form a quorum.

14. Powers And Functions of the Office Bearers:

a. President :

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

- i. He shall be the head of the Society.
- ii. He shall preside over the meetings of the committee as well as General Body.
- iii. He shall preside over the annual Conference and all meetings of the society.
- iv. He shall be the Chairman of all committees.
- v. He shall co-ordinate the names of the Orators of the National Conference along with the other Executive Committee Members.
- vi. He shall guide and control the activities of the society.
- vii. He shall regulate the proceedings of all meetings and the Conference and interpret the rules and bye-laws and decide doubtful points.
- viii. He 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 society.
- ix. He shall undertake tour etc. in the interests of the society whenever required.

- x. He shall operate the bank accounts of the society jointly with Secretary General/Treasurer.
- xi. The tenure of the term of the president shall be full 24 months from Annual General Body Meeting in which he is appointed.
- xii. He shall represent society at any other meetings including with Government.
- xiii. He shall instruct office bearers if they are not performing their duties.

b. Vice President:

- i. He shall help in the organization by making tours and addressing members and personnel(s) etc.
- ii. He shall preside at the Annual General Body Meeting and other meeting in case the President is unavoidably absent.
- iii. He 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.

c. Secretary General:

- i. He shall carry on all correspondence on behalf of the Society.
- ii. He shall be in-charge of the central office and employees of the society
- iii. He shall issue notice of the meetings and maintain the records of the minutes of all such meetings.
- iv. He shall carry out other duties which are entrusted by the President and the Committee.
- v. He shall have general supervision of accounts and pass all bills for payment.
- vi. He shall co-ordinate the names of the Orators of the National Congress with the Organising Committee of that Conference and the Executive Committee.
- vii. He shall propose the names of the Orators at the General Body meeting.
- viii. He shall get the annual statement of accounts prepared by Treasurer duly audited by the auditors for adoption by the Executive Committee.
- ix. He shall organize, arrange and convene meetings, Conference, lectures and demonstrations etc.
- x. He shall prepare a budget and present it at the Annual General meeting of the society.
- xi. He shall attend meetings of the General Body, Executive Committee and keep record of proceedings thereof. The minutes of the general body meeting shall be circulated amongst the members of the society within 60 days after general body meeting.
- xii. He shall be an ex-officio member of all committees.
- xiii. He shall maintain a correct and up-to-date register of all members of the society.
- xiv. He shall bring any matter which he considers necessary in the interests of the society to the notice of the general body and the executive committee for guidance and decision.
- xv. He shall keep up to Rs. 10,000/- in imprest account for day-to-day expenses.
- xvi. Whenever necessary the Secretary General shall obtain opinion of all members of the Executive Committee by correspondence under instructions of the President;
- xvii. He shall instruct office bearers if they are not performing their duties under the directions of the President.

d. Joint Secretary:

The Joint Secretary shall assist 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 Secretary at shall act for the secretary general in his/her absence.

e. Treasurer:

- i. He shall maintain account books, vouchers, receipt book and other connected records.
- ii. He shall issue receipt for all sums received.
- iii. He shall prepare a statement of the annual income and expenditure and present it for approval by the committee at its meetings.
- iv. He shall co-ordinate the funds for the oration and best paper and poster awards.
- v. He shall receive all money of the society and deposit them in banks approved by the general body of the society to the credit of the society to be operated jointly by the any two of- Treasurer and Secretary General and the President.
- vi. He shall be responsible for collection of all subscription and contribution due to the Central Office.
- vii. He shall dispose-off the bills for payment as sanctioned by the Secretary General.
- viii. He 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 Treasurer the matter shall be referred to the president for final decision.
- ix. He shall be responsible for keeping up-to-date accounts of the society with all accounts books posted up-to-date. He shall also be responsible for accounts, income and expenditure of the Building Committee and the journal.
- x. He shall get the accounts audited by the auditors of the society.
- xi. He shall prepare an annual statement of the accounts and balance sheet showing the financial position of the Society, gets it audited by the auditors of the society and submit the same for adoption by the general body at the annual general meeting.

f. Control of Funds:

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

15. Accounts and Audits:

- a. The financial year of the Society shall be from 1stApril to 31stMarch.
- b. The Society shall maintain the Register of the Accounts of members free of charge.
- c. Qualified Auditor / Auditors to audit the accounts of the ensuing year will be appointed at the Annual General Body meeting and remuneration will be fixed by the General Body

16. Preparation and Filing of Returns:

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

17. Provision of certified copies:

The copies of Byelaws, Income and Expenditure statements and Balance sheets will be supplied to members on requisition at the cost of Rs.100/- per copy of each document.

18. Fine /Action to be taken on Members who violated Byelaws or Rules:

Members found guilty of violation of all or any of the byelaws of the Society or rules framed by the Executive Committee will be warned /suspended /removed from the Society by a resolution passed by the majority of the members of the Executive Committee based on the severity of offenses which should be ratified by the general body. The affected member retains the right to appeal to the General Body.

19. Termination of Membership:

- a. By resignation: A member may at any time resign the membership by giving 30 days' notice in writing
- b. By removal of name on the ground of conviction in a Court of Justice
 - i. upon sentence after conviction in a court of justice for any crime entailing moral turpitude:
 - ii. upon being de-registered by the medical council of India or a state medical council on the ground of unethical conduct: or
 - iii. upon forfeiture through misconduct of the medical qualifications by virtue of which he/she ceases to be eligible for membership.

20. Reigning office bearers of the society can use the logo/name of the society for official purposes. No other member of the society will use the logo /name of the society. If any member who is not an office bearer found misusing the logo /name of the society, his/her membership is likely to have terminated.

21. Readmission:

- a. Any person who has ceased to be a member under Bye-laws 18 and 19 can be readmitted 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.
- b. A person, who has been removed under Bye-law 17 may be readmitted on the expiry of two years or thereafter provided, his/her application for re-enrolment is supported by ten members of the society testifying his/her good conduct during the intervening period. He/she must also submit a written apology acceptable to the Executive Committee.
- c. But in case coming under Bye-law 18(ii)(2), readmission shall be possible only subsequent to such a person's name being re-entered in the medical register.

22. Day To Day Transaction of the Society:

The Executive committee has the power to appoint staff for the executive work of the Society and also to frame service rules to such staff. The day to day administration is charged with them

23. General Body Meeting:**a. Annual General Body Meeting:**

The Annual General Body Meeting will be held within 6 months from the end of the financial year. The following business shall be transacted in the above meeting:

- i. To elect members of the Executive Committee/office bearers once in 2 years.
- ii. To appoint auditor/ auditors for the ensuing financial year.
- iii. To adopt and consider the audited statements of accounts of the preceding year.
- iv. To pass the budget of the Society for the ensuing year.
- v. Any other matter brought forward by the executive committee
- vi. To consider the amendments in the Memorandum-by-Laws.

- vii. Any other resolution (ordinary) received from the member three weeks before the meetings
- viii. Any other business with the permission of the Chairman

b. Extra Ordinary General Body Meetings:

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

c. Notice of any General Body Meeting:

- i. Notice of every such General Body Meeting shall be given to all members 21 days before the meeting.
- ii. The notice shall contain the day, hour and place and the object of the meeting and in case of any amendment of bye-laws or object of the Society as contained in the Memorandum intended, the proposed notice shall contain a copy of every such amendment.
- iii. The Notice shall be sent to the member by one or more of the following mode viz., by local delivery or by post or by circulation by the members or by publication through press.
- iv. Quorum of all General Body Meetings shall be 1/4th of the total members.

d. Requisition General Meeting:

- i. A requisition General Meeting shall be held within 60 days of the receipt of the requisition in writing from at least 25 % of the members of the Association 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.
- ii. 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.
- iii. Quorum of Requisition General Body Meetings shall be 2/3rd of the total members. 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.

24. Special Resolution:

- a. Special resolution is a resolution passed by a majority of not less than 2/3rd of the Society entitled to vote and present in person at the General Body Meeting of which a Notice of not less than 21 days specifying the intention as to purpose, the resolution as a special resolution has to be duly given.
- b. Provided that if all the members entitled to vote at any such meeting agree to the resolution, the same may be passed as a special resolution by giving a notice not less than the period prescribed under this rule has been duly given.
- c. Special resolution can be for following business:
 - i. To amend the bye-law of the Society.
 - ii. To amend the objects relating to the Memorandum.
 - iii. To change the name of the Society.
 - iv. To amalgamate the Society.
 - v. To divide the society into two or more societies.
 - vi. To dissolve the society.

25. Adjournment of Meeting:

If required quorum is not present at the present hour, the meeting shall be adjourned for 15 minutes and then meeting again be held to transact the business. No quorum is required for the adjourned meeting whereas if the meeting is called on requisition from the members, it shall stand dissolved if quorum is not present at the appointed time.

26. Meeting & Attendance:

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

27. Exhibition of Registers:

The Members Register, Minute book and Books of Accounts shall be kept at the registered office of the Society for inspection by its members and at during the prescribed time shall be free of charge by giving a requisition in writing to the General Secretary.

28. The Funds of the Society:

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

29. Removal of Members:

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

30. Validity of Proceedings:

The proceedings of the meetings of the General Body and the Executive committee or any Committee, Sub-Committee or any Body acting under the Rules and Bye-laws of the societies 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.

31. Dissolution of the Society:

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

32. Amendments:

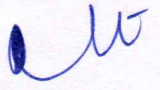
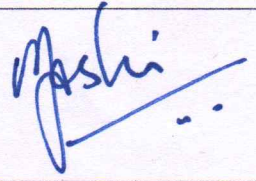

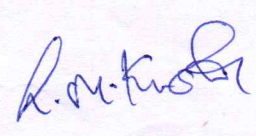

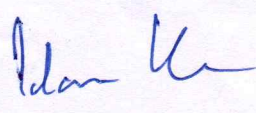
Further amendments to the constitution shall be discussed in the General Body Meetings. The members who decide to amend should give to the Secretary General in writing and the agenda may be made prior to the General Body meeting for discussion. The proposed amendments/alterations must reach the Central Office at least two months before the date of the General Body Meeting and shall be circulated by the Secretary General to all the Members for information at least one month before the date of the meeting.

All the amendments received from the members by the Secretary General shall be sent to the Constitution Amendment Review Committee as appointed by the General Body for its perusal and approval. If the committee observes that the amendments received from members are not worth to be discussed in the Executive Committee Meeting/General Body Meeting, then these shall be rejected by the committee and informed to the

Secretary General accordingly. No such amendment shall contravene provisions of the Tamil Nadu Societies Registration Act, 1975 and shall not prove repugnant to the provisions of Section 2(15), 11, 12, 13 and 80G of Income tax Act, 1961.

- 33.** For all the things and matters which have not been specifically provided for herein above, the provisions of the Tamil Nadu Societies Registration Act, 1975 and the Rules made under the Act and amended shall apply.

Signatures to the Memorandum hereby certify that this is the correct copy of the Byelaws.

Sl. No	Name	Address	Occupation	Designation	Signature
1.	Dr. C Amarnath	No. B026, Commanders Court, 49 Ethiraj Salai, Chennai - 600008	Radiologist	President	
2.	Dr. Varsha Mahesh Joshi	202, Krishna Residency, Church Rd, Banjara Hills, Rd 12, Hyderabad - 500034	Radiologist	Vice President	
3.	Dr. A Anbarasu	V6, Sreevatsa Residency, No. 10, MTP road, GN Mills, Coimbatore - 641029	Radiologist	Secretary General	
4.	Dr. L Murali Krishna	No.5, B.V. Nagar, Arumbakkam, Chennai - 600106	Radiologist	Joint Secretary	
5	Dr. Rajendra Kumar N Solanki	51, Swagat III Bungalows, Near Sakar School, Opp Janatanagar, At Chandkheda, dist Ahemadabad, Gujarat - 382424	Radiologist	Treasurer	
6.	Dr. N Chidambaranathan	Punithavalli Natesan Illam, Poombuhar Nagar, Kolathur, Chennai - 600099	Radiologist	Executive Committee Member	
7.	Dr. N O Veena	3-B, Royal Palms, 17, Halls Road, Kilpauk, Chennai - 600010	Radiologist	Executive Committee Member	