

MODEL STATE CHAPTER CONSTITUTION**PART-I****ARTICLE OF MEMORANDUM****1. NAME**

- (i) The name of the State Chapter is _____
(Name of State/UT) STATE/ UT CHAPTER OF INDIAN RADIOLOGICAL & IMAGING ASSOCIATION, hereinafter called the State Chapter.
- (ii) The State Chapter is affiliated with 'Indian Radiological & Imaging Association', which shall be the supreme body.
- (iii) The office of the State Chapter shall be at its registered office, if any or at the Secretary's place.

2. AIMS AND OBJECTS

To promote the study, practice of Radio-diagnosis, Ultrasound, C.T., M.R.I. (N.M.R.) and other Imaging Modalities, Nuclear Medicine, Radio-Biology, and Interventional Radiology and other related sub-specialties/ super specialties.

- (a) The Association shall be a non-profitable organization for promotion of Radio-diagnosis, Ultrasound, C.T., M.R.I. (N.M.R.) and other Imaging Modalities, Nuclear Medicine, Radio-Biology and Interventional Radiology.
- (b) To protect and preserve the interest of members.
- (c) To assist Government and non-governmental agencies in all matters pertaining to Radiology and Diagnostic Imaging.
- (d) To propagate, impart and adopt methods for community welfare, through its members and branches.

3. METHODS

For the attainment and furtherance of these objectives, the State Chapter may:

- (a) Hold periodical meetings, CME programs and conferences on Radiological & Imaging Science.
- (b) Arrange from time to time Conferences, lectures, discussions and Workshops on any aspect of Radio-diagnosis, Ultrasound, C.T., M.R.I. (N.M.R.) and other Imaging Modalities, Nuclear Medicine, Radiobiology, Radiation Medicine and Interventional Radiology and other related sub-specialties/super-specialties.
- (c) Maintain a library, Radiology Museum and an Association office. Collect Historical records and preserve these in a library.
- (d) Encourage research in Radiology, Medical Diagnostic Imaging and Allied Sciences with grants out of the funds of the Association or from donations received.
- (e) 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 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.
- (f) To acquire, construct, improve or alter and maintain building or buildings on behalf of and for the Association.
- (g) To accept endowments and grants from the national or international, official or non-official, sponsored by the government or other charitable or similar institutions, foundations, etc. or from individuals to advance the aims and objectives and purposes of the Association subject to prevailing Govt. regulations.
- (h) To borrow or raise money, collect subscriptions, donations for the Association in such a manner as the Association may deem fit.

- (i) To invest any money of the Association 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.
- (j) To create or assist in creating city sub chapters for any of the purposes aforesaid for the aims & objects for which the State Chapter stands.
- (k) 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.
- (l) In case of a dispute between the member and the Association, the matter will be submitted to a Sub-Committee appointed by the President of the State Chapter. The decision of the Sub-Committee shall be subject to ratification by the IRIA Headquarters through the GBM of the IRIA.
- (m) The State / UT Chapter shall be affiliated wholly to the Indian Radiological & Imaging Association and the decision of IRIA GBM shall be binding upon the state chapters.

4. SETTLEMENT OF DISPUTES

- (a) All the legal disputes will be settled within the Judicial Territorial Jurisdiction of the State / UT Chapter Office.
- (b) 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 thereof 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 the Association shall have any personal claim on any movable or immovable properties of the state / UT chapter or make any profit, whatsoever by virtue of his membership.

PART-II

RULES OF THE STATE/UT CHAPTERS OF IRIA

1. The State/UT chapter shall consist of members whose names are currently on the Register of the members of the State / UT Chapter 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 amended from time to time.
2. All the state/ UT chapters shall be under direct jurisdiction of IRIA Headquarters. The state / UT chapter 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 of the State/ UT and inform the IRIA Headquarters periodically and when asked for details.

REGISTER OF MEMBERS

3. There shall be a register in which the names of all the members of the State / UT Chapter shall be entered with their qualifications, addresses and bio-data provided by the members. The photograph, copy of educational qualifications and registration certificates from medical council of the individual members will also be obtained and retained in the records of the office of the state/ UT chapter. Records shall be updated from time to time.

CITY SUB CHAPTER

- 4(a) There shall be a City Sub Chapter in such State as provided under Constitution of India provided that there are at least 10 Annual/Life/Emeritus Members within the territorial jurisdiction of the State and not more than one City Sub Chapter shall be allowed to be formed in any City. Any existing chapters of the _____ State Chapter of Indian Radiological & Imaging Association not complying with the above shall ceased to be a member of the _____ State Chapter of Indian Radiological& Imaging Association. In case the direct member wishes to be a member through a state chapter, he/she may do so on payment of necessary state chapter dues as decided by the respective state /UT chapter.
- (b) Regular meeting of the state/ UT chapter Presidents & Secretaries will

be held at the time of the Annual Conference. State chapter will not enroll defense & Central Services Officers. However, they will attend all the academic & scientific sessions of the state/ UT chapters. The state/ UT chapter shall hold their elections before November 30th each year and inform the IRIA Head Quarter latest by December 31st of that year.

5. All the City Sub Chapters will be known as —— (Name of city) City Sub Chapter of —— Name of State) State Chapter of Indian Radiological & Imaging Association and not as the individual City Sub Chapter.

MEMBERSHIP

The Secretary 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. For Direct members, eligibility will be decided by the Secretary General, IRIA.

6. The members of the State Chapter shall consist of the following categories:

Life Members, Emeritus Members, Honorary Members, Corresponding Members, Associate Members (for Healthcare Industry only), Provisional Life Members and Affiliate members.

- (a) Life Members: Means members who pay subscription in lump sum, according to the Bye-laws laid down for the purpose in lieu of yearly subscription. Life membership will only be given to those who have MCI/NMC recognized post-graduate degrees/diplomas in Radiology, Radio-diagnosis and Imaging.
- (b) Emeritus Members: Means Life members who have attained the age of the 65 years, or has been retired from the active practice by reason of physical disability. No delegation fee will be charged from the Emeritus Members attending the National/State Chapter Annual Conference.
- (c) Honorary Members:

Eminent members of the medical profession, who are not already enrolled as members of the State Chapter.

Other persons who have contributed for original research, scientific advancement in the Radio-diagnosis, Ultrasound, C.T., N.M.R. and other Imaging Modalities, Nuclear Medicine, Radiotherapy, Oncology, Radio-Biology and Radiation Medicine or Interventional Radiology. This category of members shall not have the voting rights. This is open to both Indians

and Foreign Nationals.

- (d) 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 and of standing in their discipline in their country. They shall pay yearly subscription to the State Chapter but shall neither have the privileges of voting nor of holding elective office in the State Chapter.
- (e) 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 degree the Provisional life member shall submit a copy of his degree / diploma to the State and IRIA Headquarters and will become a full Life member after approval by the Secretary. Provisional life membership period will be counted as continuous membership for purposes of elections, voting rights, eligibility for orations, awards etc.

- (f) Associate Members: Companies from Health Care Industry will be enrolled as Associate Members on annual subscription basis. They will have no voting rights.
- (g) Affiliate members: Persons with degrees/diplomas in radio-therapy or nuclear medicine or medical physics will be allowed to become affiliate members only.

STATE CHAPTER YEAR

- 7. The state chapter year shall be from 1st January to 31st December of that year.

The financial year of the State Chapter and its all city sub chapters for financial purposes shall be from 1st April to 31st March next year.

SUBSCRIPTION

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

RIGHTS AND PRIVILEGES OF THE MEMBERS

9. Every Life, Provisional and Emeritus Members 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 subscription of the current year before 30th June.
 - (b) To become a member of the Central/State Council of IRIA and office bearer of the Centre/State Chapter.
 - (c) To propose or second candidates for admission to the State Chapter.
 - (d) To introduce visitors to scientific meetings of the State Chapter.
 - (e) To a digital copy of each issue of the Journal and News Bulletin and other publications of the Indian Radiological & Imaging Association free, to which the state chapter is affiliated.
 - (f) To use Library and Museum and premises of the State Chapter/ IRIA Headquarters under the regulations which may from time to time be laid down by the State Council.

MANAGEMENT OF THE STATE CHAPTER

10. The control over the affairs of the Association shall vest in the body called the General Body of the State Chapter and all major decisions of this Association need to be ratified by General Body of IRIA to which the state chapter is affiliated. Its day-to-day administration shall vest with the State Council. All decisions relating to the Constitution of the state chapter shall be ratified by the Central Council and General Body of Indian Radiological & Imaging Association.

GENERAL BODY OF STATE CHAPTER

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

STATE COUNCIL

12. The State Council shall consist of the following:

- A. Office Bearers of the State Chapter
 - (a) The President of the State Chapter.
 - (b) President Elect of the State Chapter.
 - (c) The Immediate Past President of the State Chapter.
 - (d) Two Vice Presidents.
 - (e) Secretary.
 - (f) Immediate Past Secretary for first year only.
 - (g) Hon. Treasurer.
 - (h) Two Joint Secretaries.
- B. Elected Members of Central Council of IRIA

State Chapter Representatives as under from the State Chapter – one member for 25 members and thereafter for every 50 members, one member to a maximum of four. The membership stands as on 30th June of previous year.

C. Elected Members of State Council

One member for 20 members and thereafter for every 50 members, one member to a maximum of six. The membership stands as on 31st May of previous year.

POWERS AND FUNCTIONS OF THE GENERAL BODY

13. The General Body shall be the supreme body of the State Chapter and exercise overall control over the affairs of the State Council with power to over rule in any matter whatsoever the decision of the State Council and in particular to exercise supreme control over the affairs of the State Chapter and to ratify the decisions which the State Council may, from time to time, take during the currency of the State Chapter year. Ordinarily the General body will meet at least once a year, at the time of the Annual Conference of the State Chapter. The General Body of IRIA shall be the supreme body for the affairs for the State Chapter.

POWERS AND FUNCTIONS OF THE STATE COUNCIL

14. The State Council will administer the affairs of the State Chapter in accordance with the Constitution of the Association, Rules and Bye-laws. The State Council shall exercise such powers and do such acts and things as may be exercised or done by the Association. The State Council shall hold three meetings one before the GBM during the State Annual Conference and two mid term meetings as decided by the State Council.

CENSURE OF THE STATE COUNCIL

15. If the State Council or its members indulge in any activity detrimental to the Association and do not work in accordance with its rules and byelaws, the state council or its defaulting member may be censured or the entire state council may be dissolved and a new one may be elected by the general body of the Association.

ANNUAL CONFERENCE OF STATE CHAPTER

16. An Annual conference of State Chapter shall be organized every year or as the General Body of the State Chapter decides. The City Sub Chapters or individual members of the State /UT Chapter shall have the privileges of inviting the Conference. The place and the time of the Conference shall be decided at the Annual General Body Meeting in advance. The Annual Conference will be stated for e.g. 50th Annual Conference of _____ State Chapter of IRIA, and nomenclature shall not be changed.

A formal invitation for inviting Annual Conference must come to State Office one month before the coming Annual conference and it must be signed by 5 members of the State / City Sub Chapter.

No individual/ City Sub chapter will be allowed to host annual conference if the accounts of the previous conference hosted by it are not submitted.

If the annual conference is allotted to a City Sub Chapter and if for some reasons, the Chapter is unable to hold the conference, such a Chapter is debarred from contesting for next ten years. They will be considered as incapable of holding annual conference.

VALIDITY OF PROCEEDINGS

17. The proceedings of the meetings of the General Body and the State Council or any Committee, Sub-Committee or any Body acting under the Rules and Bye-laws of the State Chapter 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.

RECORDS OF STATE CHAPTER

18. All records as regards the membership, attendance at the meetings, minutes of the general body and state council meetings, subscriptions, receipt books, vouchers and challans, cash books, ledger bank documents including FDRs, statement of accounts and balance sheet shall be maintained properly and kept in safe custody by the branch Secretary or the Treasurer as prescribed.

DONATIONS

19. All donations made to the Association may be exempted under Section 15B of the Income Tax Act, 1922 and corresponding provision of Section 80G of Income Tax Act, 1961 (subject to the limits and conditions prescribed in the said section), from payment of income tax provided such donations are made to IRIA Headquarters. The application for getting this sanction for the State Chapter shall be made by the secretary to the authorities concerned each year or as required under the said act.

PART-III**B. BYE-LAWS OF THE STATE CHAPTER****ELECTION / NOMINATION / SELECTION ETC. OF MEMBERS**

1. Life, Associate, Student and Provisional Life Members shall be the following two categories
 - (a) Direct Members: No state chapter will enroll members of direct category through state chapter.

Direct member residing in a particular state can attend the academic activities of the state chapter and they will be on the mailing list of the state chapter where they are posted / residing, provided they inform their address to state chapter secretary and also to central headquarters.
 - (b) State Chapter Members: Every candidate for membership as Life, Provisional Life Members of the state chapter, shall fill up both a membership application form and a declaration or, both in duplicate (one copy to be retained by the state chapter) in the manner prescribed by the State Chapter and forward it to the chapter secretary along with the required subscription and copy of degree/diploma certificates. The Secretary of state chapter shall consider the application and submit it with the declaration form with its recommendation to the IRIA Headquarters, along with the required subscription within a month of the receipt of the application form. The application and the declaration form shall be filed as documents of the State Chapter at the IRIA Headquarters.
- (i) Life Members: Members of the State Chapter who pay subscription lump sum in lieu of the subscription as decided by General Body from time to time shall be called life members and they shall not have to pay any yearly subscription thereafter.
- (ii) Emeritus Members: This class of members shall consist of the Life Member who has attained the age of 65 years; or has retired from active practice by reason of physical disability for at least one year. They will not be charged any subscription and will have the voting right. No delegation fee will be charged from the Emeritus Members attending the State Chapter and National Annual Conferences.
- (iii) 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 degree the Provisional life member shall submit a copy of his degree / diploma to the State and IRIA Headquarters and will become a full Life member after approval by the Secretary. Provisional life membership period will be counted as continuous membership for purposes of elections, voting rights, eligibility for orations, awards etc.

- (iv) Associate Members: Companies of Health Care Industry will be enrolled as Associate Members on annual subscription basis. They will have no voting right.
- (v) Affiliate members: Persons with degrees/diplomas in radio-therapy or nuclear medicine or medical physics will be allowed to become affiliate members only.
- (vi) Corresponding Members: This class of members shall consists of scientists residing in foreign countries who are actively interested in Radio-diagnosis, Ultrasound, CT, MRI and other Imaging Modalities, Nuclear Medicine, Radiotherapy, Oncology, Radio-biology and Radiation Medicine and Interventional Radiology 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 of State Chapter from time to time.
- (vii) Honorary Members: The name of the honorary member shall be proposed and seconded by any member of the State Chapter where the merits of the candidate for such honor 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, of less than two thirds of members present and voting. It is open to both Indians and Foreign Nationals.

ADMISSION FEE

2. All categories of members except for honorary will have to pay the admission fee at the time of their admission to State Chapter as decided by the General Body from time to time.

SUBSCRIPTION

3. All members attached to the state chapter shall pay their subscription to state chapter fixed by the state chapter. The state chapter shall, however, pay to the IRIA Headquarters the amount fixed by the General Body of IRIA from time to time. Subscription shall become due from 1st April every year. Non-receipt of the subscription by 31st May by the State Chapter and 30th June by the IRIA Headquarters 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 of the year is not received by 31st May by the State Chapter and 30th June by the IRIA Headquarters of the following year, his/her name will be struck off. The Secretary General or State 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 members, whose subscription is not received by the IRIA Headquarters before 30th June, will not be eligible to vote in the election of national office bearers of IRIA. A uniform rate of subscription has been fixed as given below. These rates are subject to change as decided by the General Body of Indian Radiological & Imaging Association from time to time. The State Chapter shall not revise the membership subscription charges without ratification by the General Body of the IRIA.

In case of husband and wife both being members (the couple) shall pay between them one full and one half subscription for the year and shall be entitled to one copy of the journal between them. Admission Fee has to be paid by both of them.

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

The amount of life membership subscription received during the year should be treated as Corpus Fund and kept in the bank, as FDR / fixed securities (like RBI bonds) and the interest earned on these FDRs should be utilized for running the State Chapter.

The current share of the subscription to be remitted by the state Chapters to the IRIA Headquarters IRIA.

<u>S.No.</u>	<u>Type of Membership</u>	<u>Share of IRIA HQ</u>	<u>Share of State Chapter</u>
1.	Life Member	Rs 4,900.00	Rs 1,600.00
2.	Provisional Life Member	Rs 4,900.00	Rs 1,600.00
3.	Affiliate Member (Annual)*	Rs 10,000.00	—
4	Corporate Membership (Annual)*	Rs 5,000.00	—
5.	Corresponding Members	US \$ 100.00	—
6.	Adm. Fee in respect of Life/ Provisional Life/Direct Members	Rs 600.00	Rs 400.00

* *Membership is given directly by the Central Office, IRIA. Direct Members shall submit Rs 5,500/- (Rs 4,900/- subscription and Rs 600/- Adm. Fee) directly to IRIA HQ.*

The State/UT Chapter will charge Rs 7,500.00 as the Life Member subscription which includes Rs 1,000.00 as Admission Fee, the State/UT Chapter will retain Rs 1,600.00 as its share of Life Member subscription and Rs 400.00 being 40% of the Adm. Fee (Total Rs 2,000/-). Rest of Rs 4,900.00 and Rs 600.00 being share of Central IRIA Hd. Qtrs. (Total Rs 5,500.00) towards Life Member Subscription and Adm. Fee respectively would be forwarded to IRIA Hd. Qtrs. Along with Membership Form.

All members attending the Annual General Body meeting of the State Chapter shall have paid the subscription and dues. The proof of payment in the shape of either receipt or a certificate by the chapter president or secretary shall be sufficient. The responsibility of collection of subscription of members of the chapters rests with the state chapter Secretary.

TERMINATION OF MEMBERSHIP

4. Membership may be terminated:
 - I. By resignation: A member may at any time resign the membership by giving 30 days notice in writing to the chapter secretary
 - II. By removal of names on account of non-payment of subscription after due notice as follows:

In case of a direct member whether Annual 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 IRIA Headquarters, 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 be deemed by the State Council, prejudicial to the interests of the Association or be calculated to bring the medical profession into disrepute, the State Council, 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 apologise or to resign from the State Chapter. If the member is agreeable his/her apology shall be sent to the IRIA Headquarters with a confidential note giving details of the case for future reference. In the event of the said member refusing either to apologise or to resign when asked to do so, a General Body meeting of the state 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 $\frac{3}{4}$ th 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 State Council for confirmation, and the State 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 chapter only after receipt of such a confirmation. In the meantime, he/she shall be suspended from enjoying all the privileges of membership. This decision is subject to ratification by the Central Council and General body of the Indian Radiological & Imaging Association.
 - (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) By giving forged certificates. If the certificates given by the members are found false, the membership of such member(s) may be terminated by the State Chapter Secretary.

READMISSION:

5. Any person who has ceased to be a member under Bye-laws 14 and 15 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 State Council shall, however, have the power to write off a part or whole of any outstanding dues against such a member.
6. A person, who has been removed under Bye-law 16(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 State Chapter testifying his/her good conduct during the intervening period. He/she must also submit a written apology acceptable to the State Council and chapter concerned and to the IRIA Headquarters addressed to President, IRIA. But in case coming under Bye-law 16(b), readmission shall be possible only subsequent to such a person's name being re-entered in the medical register.

FORMATION OF CITY SUB CHAPTERS

7. A minimum of ten persons who are eligible to be the Life members of the State Chapter as per rule 4(a) and who reside, practice or are employed in a place within the territorial jurisdiction of a City under the constitution of India, may form a city sub chapter of the State Chapter by a resolution passed, at a General Body meeting of the state chapter of such persons convened for the purpose. The resolution with names of the office-bearers of the new city sub chapter, the membership declaration forms and central quota of subscription, as per Bye-law shall be sent to the IRIA Headquarters, for final approval of the chapter by the State Council at its next meeting.

The state chapter shall submit to the IRIA Headquarters of the members on their roll by 30th June each year, a list of new members and a list of members who left the chapter with their new address if available, along with a report of the activities of the chapter.

The state chapters should hold their annual election regularly and the new team of office bearers should take over by 31st December every year.

TERM OF OFFICE OF THE STATE COUNCIL

8. Term of office:

The State Council is an executive body of the State Chapter.

The annual meeting of the State Council shall finish its work before the 1st day of the Annual General Body meeting of the state chapter.

The President shall assume office by 31st December every year.

Only those representatives of the chapters, whose names are borne on the list maintained at the state office, for at least six weeks preceding the date of the annual meeting of the State Council, shall be entitled to attend other meeting of the State Council held during the session of the annual conference.

MEETING OF THE STATE COUNCIL

9. The meeting of the State Council shall be as under:
 - (a) The annual meeting of the State Council held just before the Annual General Body Meeting of the State Chapter shall be the Annual Meeting of the State Council.
 - (b) Extraordinary Meeting: The State Secretary with the consent of State President can call an extraordinary meeting of the State Council if the State President considers it necessary.
 - (c) Requisition Meeting: The State President or the State Secretary with the sanction of the state President, shall upon receipt of a requisition signed by at least 10 Members of the State 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 state President or the state Secretary 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 state Secretary on behalf of the State 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 State Office of the State Chapter or as the State President decides, but in case the state President or the state Secretary General fails to call a meeting, the requisitionists may hold the meeting at the place of their choice.

(d) Those State Council Members who do not attend two consecutive meetings of the state council should be declared ineligible for the State Council during that tenure. The members who submit the leave of application would not be taken out.

10. NOTICE OF THE STATE COUNCIL MEETINGS:

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

11. QUORUM OF THE STATE COUNCIL MEETINGS:

The quorum for all State Council Meetings shall be 5. 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, State Council or ex-officio members) shall form a quorum.

12. BUSINESS OF THE ANNUAL STATE COUNCIL MEETING OF THE STATE COUNCIL

- (a) The election, if necessary (in the absence of the state President or the Vice-Presidents) of the Chairman.
- (b) Confirmation of minutes of the previous meeting of the State Council.
- (c) Consideration of the Annual Report of the State Chapter.
- (d) Consideration of the audited accounts of the year of the State Chapter. Audited accounts will be circulated to all the members of the state chapter every year.
- (e) Consideration of the Budget for the ensuing year of the State Chapter
- (f) Consideration of Venue of next State chapter annual conference
- (g) Any other business with the permission of the Chairman

13. GENERAL RULES ABOUT THE ANNUAL MEETING OF THE STATE COUNCIL

- (a) Except with the special permission of the Chairman, no resolution shall be placed before the Annual Meeting of the State 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 at least four months before the date of the meeting.
- (c) Notice of resolutions to be moved at the annual meeting of the State Council shall reach the Secretary at least two months before the date of the meeting.

14. POWERS AND FUNCTIONS OF THE STATE COUNCIL OF THE STATE CHAPTER

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

- (a) To make regulations and issue instructions for the efficient administration of the State Chapter 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 committees formed should have at least 3 members.
- (c) To represent before the State Governments or public bodies or any properly constituted authority, any matter affecting the interests of the State Chapter or the Radiological and Imaging profession of the state.
- (d) To consider and decide applications for membership, resignation of members, suspension of members of chapters and the question of taking such disciplinary action as it may deem fit, against any member/city sub chapter for misconduct and willful neglect of default of notices.
- (e) To write off the whole or part of the unrealizable arrears of subscription of members or other outstanding dues of the State Chapter as and when considered necessary.
- (f) To appoint or remove salaried officers and servants of the State Chapter.
- (g) To fix the rate of traveling allowance to be paid to the office bearers of the State Chapter.

- (h) To consider all matters and make necessary recommendations as far as possible, to its being placed before the General Body of the state chapter for discussion.
- (i) 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 State Chapter.

MEETINGS OF THE STATE CHAPTER

- 15. The meetings of the State Chapter shall be held at such places and at such times as the State Council may appoint. At other times, the state Secretary under the direction of the state President shall fix the time and venue of the meetings.

A. Annual Meetings:

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

B. Scientific Meeting:

To read and discuss papers on Radio-diagnosis, Ultrasound, C.T., M.R.I., and other Imaging Modalities, Nuclear Medicine, Radiotherapy, Oncology, Radio-Biology and Radiation Medicine and Interventional Radiology and to arrange lectures, demonstrations and discussions on these subjects. To arrange a refresher course.

C. Annual General Body Meeting:

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

- (i) The election, if necessary (in the absence of the President or the Vice-Presidents) of the Chairman.
- (ii) Confirmation of the proceedings of the previous annual General Body Meeting
- (iii) Adoption of the Report of the State Chapter
- (iv) Adoption of the audited accounts
- (v) Adoption of the Budget for the ensuing year

- (vi) To elect six State Council Members as per Rule 12I
- (vii) To approve the names of Two Joint Secretaries – One of whom shall be the resident of same place as that of the Secretary and other shall be the resident from the place where the President is residing, as far as possible.
- (viii) To appoint Legal Adviser
- (ix) To appoint Auditors.
- (x) To approve Oration/Awards for the following year.
- (xi) Any other matter brought forward by the State Council
- (xii) To decide the venue of the next Annual Conference of the State Chapter two years in advance.
- (xiii) Any other business with the permission of the Chairman

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.

D. Extraordinary General Body Meeting:

An extraordinary General Body Meeting may be called at any time by the Secretary under the direction of the President for any specific purpose of which due notice has been given.

E. Requisition General Meeting:

A requisition General Meeting shall be held within 60 days of the receipt of the requisition in writing from at least fifty members of the State chapter to the Secretary with a copy endorsed in favour of the President specifying the business to be transacted at the meeting. On receipt of requisition, the Secretary shall inform the President forth with to proceed to call such a meeting. In case the Secretary 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 and the President on behalf of the State 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.

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.

16. QUORUM OF THE MEETINGS SHALL BE AS FOLLOWS:

- i. The Annual General Body Meeting: 20 Members Life & Emeritus
- ii. The Extraordinary General Body Meeting: 20 Members Life & Emeritus
- iii. The Requisition General Meeting: 10 percent (of the total strength of the Life & Emeritus members of the State Chapter)

17. NOTICE OF MEETINGS OF THE STATE CHAPTER:

- i. The Annual General Body Meeting : 30 days
- ii. The Extraordinary General Body Meeting : 30 days
- iii. Requisition Meeting : 30 days

18. 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.

19. 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.

20. 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.

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

22. Notice shall be sent to members either personally or by post at their addresses as registered in the books of the State Chapter.
23. 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.

FUNDS OF THE STATE CHAPTER

24. The funds of the State Chapter shall be derived from the following sources:
 - (a) Subscription of members.
 - (b) Interest from Bank
 - (c) Special contribution or donations raised directly or through the city sub chapters.
 - (d) Income derived from the publications of the State Chapter as per Bye-laws.
 - (e) Contribution received from the city sub chapter organizing the State chapter Annual Conference of as per Bye-law 50% of the savings, if any, should go to the city sub chapter concerned and 50% to the State Chapter.
 - (f) Requests received by legacies from persons who desire to benefit the State Chapter.
 - (g) Such other sources as may be authorized by the State Council or the General Body of the state chapter.
 - (h) Maintenance of accounts of the state chapter and getting it audited every year shall be done by Secretary or Hon. Treasurer of the state chapter.
 - (i) Corpus Fund: There shall be a Corpus fund of the State Chapter with contribution of members donation / subscription.
 - (j) The state office shall, out of the funds of the State Chapter, defray all expenses and shall pay rents, salaries, wages and such other charges as may be necessary for carrying on the work of the State Chapter. It 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 State Chapter with the budgetary provisions.

OFFICE BEARERS OF THE STATE CHAPTER

25. The tenure of the office bearers of the State Chapter will be as follows:

President: One Year but he/she can be re-elected to a total of 2 years i.e. 2 terms.

President Elect who will be automatically elevated to the President: One Year.

Joint Secretaries: One Year as they are nominated by the President and Secretary. He/She can be re-elected in future also.

Vice Presidents: One Year but he/she can be re-elected to a total of 2 years i.e. 2 terms.

Secretary: Two Years but he/she can be re-elected to a total of 4 years i.e. 2 terms.

Hon. Treasurer: Two Years but he/she can be re-elected to a total of 4 years i.e. 2 terms.

State Council Members: One year but he/she can be re-elected to a total of 4 years.

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.

Two Hon Joint Secretaries-one from the place of President and another from the place of Secretary as far as possible and to be nominated by the President & Secretary only.

Minimum requirement of the office-bearers for contesting elections:

President Elect: Should be continuously uninterrupted member of the State Chapter for at least 15 years.

Vice-Presidents: Should be continuously uninterrupted member of the State Chapter for at least 10 years.

Secretary: Should be continuously uninterrupted member of the State Chapter for at least 10 years.

Treasurer: Should be continuously uninterrupted member of the State Chapter for at least 10 years.

State Council Member: Should be continuously uninterrupted member of the State Chapter for at least 3 years.

Central Council Member: Should be continuously uninterrupted member of the State Chapter for at least 3 years.

NOTE:

- i. No one in receipt of a salary from the funds of the State Chapter shall be elected as an office-bearer of the State Chapter or a member of the Central/ State Council.
- ii. No member will hold more than one office in the State Chapter at a given time.
- iii. One member can file only one nomination for contesting the election in 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.
- v. If a member is elected as President of the state/UT chapter, he/she cannot contest for the any post in the state chapter during his/her current tenure.

DUTIES AND POWERS OF THE OFFICE BEARERS

26 The office bearers the state chapter can be asked to resign from their posts in the event of their negligence/misconduct while conducting their official duties.

A. PRESIDENT:

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

- (a) Shall be chairman of all meetings of the General Body of state chapter and the State 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 State Chapter.
- (c) Shall guide and control the activities of the State Chapter.
- (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 in election of office bearers or any other purpose.
- (f) Shall undertake tour etc. in the interests of the State Chapter whenever required.
- (g) Shall operate the bank account of the State Chapter jointly with Secretary /Hon Treasurer.
- (h) The tenure of the term of the President shall be full 12 months from 1st Jan to 31st December.
- (i) If a member is elected as President of the state/UT chapter, he/she cannot contest for the any post in the state chapter during his/her current tenure.

B. PRESIDENT ELECT:

- (a) Shall be the ex-officio member of all the committees, sub-committees.

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 Vice-President (who is senior between the two Vice-Presidents and membership of the State Chapter, will be only criteria for this). In case of resignation by the president, it will become effective when it is accepted by the State Council. Pending the acceptance of the resignation, the vice-president (who is senior between two vice-presidents) shall act as indicated above in case the president is unwilling to function as such.

C. VICE PRESIDENTS:

- (a) Shall help in the organization of chapters by making tours and addressing members and personnel etc.
- (b) The vice-president (senior) shall preside at the annual conference and other meetings in case the president is unavoidably absent.
- (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.

- (i) Senior amongst the vice-presidents will be as per the membership seniority of state chapter.
- (ii) 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.

D. SECRETARY

With the help of two joint secretaries

- (a) Shall be in-charge of the state office.
- (b) Shall conduct all correspondence on behalf of the State Chapter.
- (c) Shall have general supervision of accounts and pass all bills for payment.
- (d) Shall get the annual statement of accounts prepared by Hon. Treasurer duly audited by the auditors for adoption by the General Body. The audited account should be circulated to all the members of the state chapter.
- (e) Shall organize, arrange and convene meetings, conference, lectures and demonstrations etc.
- (f) Shall attend meetings of the general body, State Council and keep record of proceedings thereof. The minutes of the general body meeting shall be circulated amongst the members of the State Chapter within 60 days after general body meeting.
- (g) Shall be an ex-officio member of all committees.
- (g) Shall maintain a correct and up-to-date register of all members of the State Chapter.
- (h) Shall organize the State Chapter by encouraging the establishment of city sub chapters where they do not exist and by creating a general interest in the State Chapter.
- (i) Shall bring any matter, which he considers necessary in the interests of the State Chapter to the notice of the general body and the State Council for guidance and decision.
- (j) Shall keep upto Rs. 5,000/- in imprest account for day-to-day expenses.
- (k) Whenever necessary the secretary shall obtain opinion of all members of the State Council by correspondence under instructions of the President

E. JOINT SECRETARIES:

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

F. HON. TREASURER:

- (a) Shall receive all money of the State Chapter and deposit them in banks approved by the general body of the State Chapter to the credit of the State

Chapter to be operated jointly by the any two of-Treasurer, Secretary and the President.

- (b) Shall be responsible for collection of all subscription and contribution due to the IRIA Headquarters.
- (c) Shall dispose off the bills for payment as sanctioned by the secretary general only on his/her written order.
- (d) Shall have the right to point out any off or discrepancy in the order of payment of the secretary and refer the order back to him with his remarks. In the event of the disagreement still persisting between the secretary and the Hon Treasurer, the matter shall be referred to the president for final decision.
- (e) Shall be responsible for keeping up-to-date accounts of the State Chapter with all accounts books posted up-to-date.
- (f) Shall get the accounts audited by the auditors of the State Chapter.
- (g) Shall prepare a budget and present it at the annual general meeting of the State Chapter.
- (h) Shall prepare an annual statement of the accounts and balance sheet, showing the financial position of the State Chapter, get it audited by the auditors of the State Chapter and submit the same for adoption by the general body at the annual general meeting.

27. 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 as the election officer with the help of a committee of three prominent members from the place of State chapter office nominated by the president will conduct the elections. In case the Secretary is also re-contesting for any election, he will resign one month before the last date of filing the nomination and the President, IRIA will appoint the election officer for the particular election.

The Secretary shall on or before 15th October of each year invite the nomination from all eligible members of the State Chapter for the office of the President Elect.

The nomination should reach the office of the secretary general not later than 30th October, along with written consent of the candidates. Nominations received after the said date shall not be considered.

The Secretary shall inform by registered post, before 7th November 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 on or before the 15th November. Non-receipt of any reply in this respect by 15th November, will be interpreted as consent of the nominee to contest for election.

The Secretary shall on or before the 21st November, of every year, send to all those Emeritus and Life members, who are eligible voters as per the central IRIA list on 30th June of that year, a printed and numbered ballot paper (under registered post) signed by the Secretary or his nominee, containing the names of the candidates duly nominated for the office of the President Elect 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 office on or before the 10th December, after which date no ballot paper will be considered as valid. Alternately the Secretary can also conduct the election through E Voting as per the procedure followed in Central IRIA elections.

The Secretary shall scrutinize the ballot papers in the presence of three 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 member or emeritus member of the State Chapter. The Secretary shall inform the candidate the date and venue of the counting, a week before.

Election of the Vice-Presidents, Secretary, Hon. Treasurer, of the state chapter will be held in the same manner as the election of the President Elect. The ballot paper will be signed by the Secretary / Election officer only.

All the nomination for election received in the state chapter office 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 may not be asked to resign.

PROFORMA OF CALLING NOMINATIONS FOR THE OFFICE BEARERS OF THE STATE/UT CHAPTER

— STATE/UT CHAPTER OF INDIAN RADIOLOGICAL & IMAGING ASSOCIATION

ADDRESS—————

No. _____ Date.....

To,

All the Emeritus/Life Members ————— state/UT chapter of Indian Radiological & Imaging Association

Ref. Election of the ————— of the ‘———— state chapter of Indian Radiological & Imaging Association’ for the year (as notified)

According to Bye-Laws of the Rules and Bye-Laws of the Association, relevant part is quoted below:

“The Secretary (In case Secretary is contesting, President will appoint an Election Officer) shall on or before the — of each year invite all the Emeritus, Life and Active Members (under certificate of posting) to nominate a member of Association for the Office of the — who will be installed as — for the year—. The nomination must reach the state office not later than ————— along with written consent of the candidate. Nomination received after the date shall not be considered.”

Nominations for the Office of the — of — for the year — are hereby invited and should reach the undersigned by — *under a sealed registered cover mentioning ‘Nomination for Election’*. Not more than one name can be proposed/seconded by any member. Nominations received after ————— will not be considered. No correspondence shall be entertained by the Office in the matter of nominations. Proforma for your reply is appended below.

Please note that no duplicate ballot papers will be sent.

Dr.—————

Secretary

PROFORMA-I

We Propose and Second Dr. _____

(Name and Address in Block Letters)
as the _____ of _____ state chapter of Indian Radiological & Imaging Association for the year ____.

Name and Address of the Proposer: _____

_____ Signature

Name and Address of the Seconder: _____

_____ Signature

PROFORMA-II

I shall be willing to serve as the _____ of the _____ state chapter of 'Indian Radiological & Imaging Association' for the year ____.

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

_____ Signature

I certify that I am not in arrears of the subscription, and I have uninterrupted membership of the state chapter for the last ____ 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 entailing moral turpitude, (ii) convicted by Medical Council of India/State Medical Council or Appropriate Authorities for PC & PNDT Act on the grounds of unethical conduct.

_____ Signature