

MEMORANDUM OF THE SOCIETY

1.Name of the Society

The name of the Society is Indian Brachytherapy society (IBS), here in after called the Society.

2. Address

Indian Brachytherapy Society,
C/o Barnard Institute of Radiology & Oncology,
Govt. General Hospital,
E.V.R.Periyar Road,
Park Town,
Chennai-600 003.

3. The objectives of the Society

- i. To promote brachytherapy and its application in Medicine and biology.
- ii. To identify and support clinical, teaching, research and development work in brachytherapy and its related fields.
- iii. To provide forum for persons who are engaged or interested in the field of brachytherapy and to arrange scientific meetings and discussions.
- iv. To take suitable measures to disseminate worldwide information in this field to all members of the Society.
- v. To promote academic activities in brachytherapy and allied sciences.
- vi. To assist Government and non-Government agencies in matters pertaining to brachytherapy.
- vii. To protect and preserve the interest of members.

The Society is a non-profit, non-trade, an all India organization primarily engaged in academic and research activities in the field of brachytherapy and its allied sciences.

INDIAN BRACHYTHERAPY SOCIETY –BYE-LAWS

(Regd. No. 99/ 2006 TNSR Act. 1975)

1.Name of the Society

The name of the Society is Indian Brachytherapy society (IBS), here in after called the Society.

2. Address of the registered Office of the Society

Indian Brachytherapy Society,
C/o Barnard Institute of Radiology & Oncology,
Govt. General Hospital,
E.V.R.Periyar Road,
Park Town,
Chennai-600 003.

3. The Date of formation of the Society

March, 16, 2006.

4. Registrar of District within whose jurisdiction the Office of the Society is situated

The registrar of Societies, District Registrar Office, Chennai Central, 72/100, Chamiers Road, Chennai –18

5. The business hours of the Society

10 AM to 4 PM, on all working days except Sundays and Government Holidays. .

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The Society is a non-profit, non-trade, an all India organization primarily engaged in academic and research activities in the field of brachytherapy and its allied sciences.

7. The activities of the Society in furtherance of its objects

The activities of the Society shall includes all kinds of activities necessary for the functioning of its objectives as stated above, and in particular the holding of meetings, Seminars, Conferences and the publication of books periodicals may be decided by the Committee from time to time to fulfill the objectives of the Society.

8. The name of the person or Officer, if any, authorized to sue or to be sued on behalf of the Society.

The Secretary, Indian Brachytherapy Society.

9. The name of the person or Officer who is empowered to give directions in regard to the business of the Society

The Secretary, Indian Brachytherapy Society.

10. Enrolment of Membership:

The Society shall consist the following category of members.

- i. Member: A person who has a master degree in science, Medical science, Engineering and in currently engaged in the application of brachytherapy in biomedical sciences.
The member shall be eligible to participate in the annual general body meetings and shall have the right to vote and contest for an elective office of the Society. He /she shall be entitled to such other privileges defined by the general body from time to time.
- ii. Life member: A person qualified to become a member may become the life member by paying the subscription for the life membership.
- iii. Associate member: A Post Graduate student, studying in a University or College in science, medical science and Engineering is eligible to become associate member. Technologist, Nurses, Health care industry representatives and other persons having interest in brachytherapy are also eligible to become the associate members. He/she is entitled to the rights and privileges of a member of the Society except the right to vote and hold an elective office of the Society.
- iv. Emeritus members: A member who has attained the age of 65 years or has been retired from the service/active practice. Such members shall not be liable to pay subscription. They shall have the voting rights. But the individual should make a request for the above category.
- v. Corresponding member: Persons residing in foreign countries, engaged in the field of brachytherapy science. They shall pay the annual subscription to the Society. They neither have the voting right not of holding elective office in the Society.
- vi. Institutional member: Any Institution or organization, engaged in or promoting brachytherapy in Biomedical sciences, is eligible to become an institutional member of the Society. The Institution holding this membership is entitled to depute one representative to participate in the annual General body meeting and special general body meetings. The representative shall not hold an elective office of the Society. Representative of the institutional member shall have the privilege to participate in all scientific programs of the Society. They shall have any other privileges as defined by the general body from time to time.

11. Society year:

The year of the Society and its all branches for financial purposes will be from April 1st to 31st March next year.

12. Membership fee:
 - i. All members of various categories except the emeritus shall pay to the Society the appropriate membership fee as fixed by the general body from time to time. At present the life membership fee is Rs.2000/-
 - ii. Any person or institution desirous of becoming a member during any part of a year shall pay the subscription for the full year.
 - iii. A member who is in arrears of subscription to the Society shall forfeit all rights and privileges applying to the relevant category of membership so long as the dues are not paid in full.

13. Approval of membership:
 - i. All membership application shall be scrutinized by the executive committee to ensure that the conditions for membership are fulfilled. The executive committee shall have the power to refuse membership to any individual or institution without assigning reasons therefore.
 - ii. The executive committee has the right to revoke the membership of any member who violate the rules and regulations of the Society and jeopardizes its objectives. Such revocation shall, however, be subject to endorsement by the general body.

14. General body:
 - i. The general body shall consist of all the members of the Society. Each member shall have one vote.
 - ii. The general body shall be the supreme body of the Society, which shall control all funds, properties and activities of the Society.
 - iii. The general body may delegate its powers and authority to the executive committee, as it considers appropriate for the effective administration of the affairs of the Society.
 - iv. The President, or in his absence the Vice-President of the Society will preside over all meetings of the general body and it shall be the duty of Secretary to circulate to all an agenda which covers all business that is sought to be brought before the general body at least one month prior to the convening of the general body.
 - v. The general body shall meet at least once a year to transact the following business.
 - a. Examine and adopt reports and recommendations of the executive committee.
 - b. Examine and adopt the audited accounts and balance sheet.
 - c. Elect and install the new executive committee when ever applicable.
 - d. Appoint the external auditor.
 - e. Perform any other functions that may be required by the constitution of the Society.
 - vi. The quorum for a general body meeting shall be one-third of the total number of members or 25 which ever is less. If there is no quorum, the meeting shall be adjourned for at least 15 minutes and at the adjourned meeting the business of the original meeting shall be conducted and no quorum will be necessary.

- vii. A special general body may be summoned on the request of either (a) The executive committee or (b) One-fifth of the number of member or 25 members of the Society whichever is less.

In the later case, the request must be made to the secretary in writing, clearly stating the subject or subjects to be discussed and must be signed by the members making the request.

Such a meeting must be convened by the secretary within a month of the request reaching the secretary. The secretary, on the basis of decisions of the executive committee, shall circulate to the members notice regarding the agenda, date, time and venue of such meeting at least 21 days in advance of the proposed date for such a meeting. This meeting shall restrict to the specific purpose for which it is called.

15. Administration:

- i. The Society shall be managed by the executive committee (EC), which shall be constituted this:
 - a. The President of the Society
 - b. The Secretary of the Society
 - c. The Treasurer of the Society
 - d. The Vice President of the Society
 - e. The Joint Secretary of the Society
 - f. Ten members elected by the general body.
- ii. The President and the Secretary can nominate one vice president and one joint secretary, to help the administration.
- iii. A member having a minimum of 3 year of continuous membership or a life member with minimum three years standing in the Society may be duly proposed and seconded by two members for election to the post of President, Secretary, Treasurer and an EC member. The candidate shall sign a declaration that he/she agrees to stand for the election.
- iv. The Secretary/election officer will circulate the names of the candidates standing for election and there will be a 15 days period within which withdrawal can be affected. The election will be by secret ballot when more nominations are received.
- v. The term of office of the President, Secretary, Treasurer, State branch Chairman, Convener and elected EC members shall be two financial years. No member will be eligible to be elected for more than two consecutive terms.
- vi. A premature vacancy in the post of Office bearers should be filled by co-option. Any such vacancy in the post of President, Secretary and Treasurer shall be filled by duly elected member of the EC only.
- vii. The president of the Society shall preside over the EC meetings. In the absence of the President, the Vice President shall preside over the EC meetings. In the absence of the President, Vice President, the EC shall request one member to chair the meeting.
- viii. The quorum for the EC shall be five. All decisions of the EC shall be taken by a majority of voting.
- ix. The executive function of the Society shall be performed by the Secretary of the Society in terms of any directives that may be issued to him by the executive committee.

- x. The EC will authorize the Treasurer and the Secretary to operate the funds. In case of special activity (Conference etc) the EC will nominate a committee for the management of funds. The Secretary and Treasurer will sign the cheque / all bank transactions.
 - xi. The Secretary shall be responsible for the day-to-day activities of the Society. He shall convene meetings; send the agenda papers and keep minutes of all proceedings of the Society, the general body and the Executive committee. He shall prepare and submit to the Annual General body meeting, an Annual Report describing the activities of the Society during the year.
 - xii. The secretary shall ordinarily give 2 weeks notice to the members of the Executive Committee for convening a meeting and such notices shall contain a statement of the business to be transacted at the meeting.
 - xiii. The Treasurer shall receive subscription, donations and other moneys for the Society and shall issue receipts of each. The Treasurer shall maintain the accounts of the Society in the proper form and shall be responsible for the preparation and submission to the General body of an annual statement of accounts, duly certified by the Auditor. He shall prepare a budget estimates of income and expenditure for each year and submit it for approval of the Annual General body meeting of the Society.
 - xiv. All offices of the Society are non-profit and voluntary. No office bearer or member of the Society shall receive any honorarium, remuneration, salary or any compensation for the service rendered to the Society. Any office bearer or member of the Society will, however, be reimbursed the actual expenses, if any, incurred by him or her in course of carrying out the work approved by Executive committee on behalf of the Society.
 - xv. The members of the Executive Committee severally or individually shall not be held responsible personally for any consequences of the decisions taken by the Executive committee in performing its functions and in particular for any debts the Society might incur.
 - xvi. The Executive committee shall formulate a set of rules for the Society. All such rules shall be consistent with directives of general body and provisions of the constitution.
16. Finances:
- i. The activity of the Society shall be financed from subscription money received from members. The EC may raise additional funds through publication or other activities and may also seek and accept financial support to the Society for organizing, symposia, workshop, etc.,
 - ii. The EC shall control the funds of the Society as herein defined.
 - a). The balance from the previous years.
 - b). The subscriptions of members received on an annual basis
 - c). All donations, grants etc, made for specific activities of the Society.
 - d). Any earnings/profits made by the Society through publications, conference, workshop etc.
 - iii. The EC shall sanction expenditure within limits of the budget approved by the General body at its annual meeting. In cases of urgent necessity, the EC shall have the power to authorize any reasonable expenditure beyond the budgeted amount and report it to the general body at its next meeting.

- iv. The Society's funds shall be held in the name of the Society in one or more bank accounts of a scheduled bank as approved by the EC.
 - v. The cash kept by the Treasurer should not exceed Rs. 5000/- and cheques should be issued for payment.
 - vi. Whenever savings are made by the state chapters, by their activities, 50% of the saving should be transferred to the Society
 - vii. The state chapter should be given 25% of the membership subscription collected from the members of that chapter/region.
17. Accounts.
- i. The accounts of the Society shall be audited by a certified public auditor appointed by the General body.
 - ii. The financial year of the Society shall commence from 1st April and end on 31st March of the following year.
 - iii. An audited statement of the accounts of the Society for the year shall be presented by Treasurer to the General body at the annual meeting.
18. Amendments to constitution.
- i. Amendments to the rules and regulations may be proposed by either the Executive committee or a written request bearing the signature of one third of the total number of the members or 60 members of the Society which is less.
 - ii. Any request for amendment of rules and regulations shall be submitted to the Secretary at least 2 months prior to the proposed date of General body meeting.
 - iii. The rules and regulations may be amended by the affirmative vote of at least three-fourth of those present and voting at the General Body meeting.
 - iv. Notwithstanding what is stated above, the name of the Society or its objectives can be changed only by following the provisions of Section 12 of the societies Registration Act 1975.
19. Dissolution.
- i. A decision to the Society can be reached at any scheduled meeting of the general body as per Sec. 41 of the Societies Registration Act. 1975.
 - ii. The motion to dissolve the Society should have specific approval of three-fourth of the total membership of the Society. While deciding this, the views of each and every member will be obtained by postal correspondence or otherwise.
 - iii. If a dissolution of the Society has been approved as stated above, the residual funds of the Society after meeting the liabilities, shall not be distributed among the members but shall be utilized as per Sec. 14 of the Societies Registration Act, section 42 of the TNSR Act.