

SOCIETY OF INDIAN RADIOGRAPHERS

Memorandum of Society

1. Name of the society: **SOCIETY OF INDIAN RADIOGRAPHERS**
2. Address of the society: No. 16, 8th Main, MD Block, Malleshwaram, Bengaluru

Aims and Objectives of the Society

- a. To serve for the welfare and promote the interests of radiographers
- b. To develop academic excellence and foster professional efficiency among members of the Society.
- c. To promote overall development of the patient care, appropriate teaching methods and standards so as to contribute to professional development.
- d. To initiate and work such schemes as may be necessary beneficial and conducive to the amelioration of the members namely recreational clubs, publication of professional literature, library etc.
- e. To encourage the Members to participate in affairs promoting the public welfare.
- f. To preserve, protect and promote the interests, right privileges, recognition, advancement as well as professional and social status of members.
- g. To impart among its members the importance of principle of thrift, economies, social service and social help.
- h. To Co-operate, affiliate itself with (fraternal, national and international) association, with similar aims and objectives.
- i. To dignify the profession of Medical Radiographer by maintaining and improving the ethical, professional standards of education and research.
- j. To publish journal to facilitate exchange of ideas among professional, Radiographic technique.
- k. To organize seminars, conferences, workshops, symposia, discussions etc., to enable them to exchange their experience and views
- l. To promote and co-ordinate Research studies and encourage publication of literature on professional Radiologic Technology.
- m. To carryout Indian Society of Radiographers:

Rules and Regulations

1. In the rules, the Society of Indian Radiographers Head Office will permanently be in Karnataka.
 - a. The Society of Indian Radiographers means S.I.R
 - b. The Society means S.I.R
 - c. The Chairman, Co-chairman, President, Vice President, General Secretary, Working General Secretary, Zonal Vice President, Treasurer, Co-ordinator, convener website of Society of Indian Radiographers.
 - d. The Secretary generally shall be by election.
 - e. The President shall be from the State hosting the Conference.
 - f. The term 'Members' shall include the 'Ordinary Members' and associate members of the society.
 - g. Wherever the article he is used, it shall include her also.
 - h. The financial year of the Society shall be from the 1st April to 31st March
2. The society shall be central organisation comprising of all the State and Union Territory of India
3. The Headquarters of the Society shall be at Bangalore. The working hours of the society shall be for two hours between 5.00 p.m. to 7.00 p.m. on all working days.
4. **CLASSIFICATION OF MEMBERS:**
 - a. Individual Membership: There shall be three class of individual membership namely Life Members, Ordinary Members and Associate Members.
 - b. Individuals with Bachelor's degree or Radiologic Technology from a Govt. recognized University or with an equivalent qualifications or individuals with Diploma in Radiologic Technology from a Govt. recognized University of Institution, in India and Abroad who in addition are engaged.
 - c. Any qualified radiographer whether working in Government, Institutions, Private Autonomous Hospitals, is eligible to become a member.
 - d. Any individual desirous of becoming Life Member, Ordinary Member or Associate Member shall make an application to the Secretary General of the shall be put up for consideration by the Executive Committee.

5. ELECTION OF MEMBERS:

- a. Any individual above the age of 18 years desirous of becoming a Member of Associate Members shall make an application to the General Secretary of the Society in the prescribed form, after his name has been proposed and seconded by two Professional Members of Association. This application will be put up for consideration by the Executive Committee.
- b. Corporate Membership can be conferred on any Society, or organization is proposed and seconded by two Professional Members and it gets the approval of two-thirds of members of Executive Committee.

6. MEMBERSHIP REGISTER:

The Secretary General shall enter the name and full particulars of every person admitted as Life member, Ordinary Member, or the Associate Member in the Membership Register. On such an entry being made, he shall be allotted a particular number in each category to the member and this shall be the membership number of the concerned member. From the date of such an entry and the allotment of the concerned membership number and on this information being conveyed to the member concerned, the individual concerned, he shall be the member of the Society.

7. ADMISSION FEE AND ANNUAL SUBSCRIPTION:

Every member shall pay an admission fee and annual subscription as and when enhanced by the Society:

- a. The Annual Subscription for the various classes of Membership shall be:

PARTICULARS	INDIAN	FOREIGN
Admission Fee per annum	Rs. 1500.00	\$ 40.00
Life Member	Rs. 1000.00	\$ 30.00

- b. Professional members intending to have the rights of membership for full span of their life can enroll themselves as 'Life Members' of the Society on payment of Rs.1000/- at any time of their membership period. This amount shall be paid in full amount in 3 equal installments payable with 6 months from the date of the application for life membership. The individual saying the amount in installments shall be deemed to the life member of the Society

8. TERMINATION OF MEMBERSHIP:

A member of society shall cease in the event of:

- a. on his resignation: The resignation of any member of society shall be in writing addressed to the President and shall be accepted by the Executive Committee provided that the member has paid up all his dues to the Society.

- b. Any member fails to pay his annual subscription within the prescribed period of three months; he shall be automatically ceases to be a member of the Society
- c. On the death of the members.

9. TERMINATION OF MEMBERSHIP :

Membership of a person shall stand suspension in the event of his action being violating the terms of the Constitution or has been working contrary to the aims and objectives of the S.I.R for any other reason which the Society may deem sufficient by vote of less than two-thirds of the members thereof, at a special meeting called for the purpose. The concerned member against whom action is intended to be brought against should also be given one month's notice regarding such actions and the concerned member have the right to explain his conduct to the president and shall have the right to appear to the General body of the Society, if he so desires within a period of three weeks of the receipt of the decision of the Society.

10. RE ADMISSION OF THE MEMBERS:

A member of the society once suspended according to clause IX can be re-admitted to the society after conducting the enquiry by forming an enquiry committee and after the approval of Executive Committee by a majority of two-thirds of votes of those present in the Executive Committee Meeting.

11. RESPONSIBILITY OF THE MEMBER:

The member whose name has been entered in the Register of Membership is obliged to accept the constitution and By Laws of the Society and follow them. No one shall be absolved on this plea that he has not received a copy of the constitution and Bylaws of the Society.

12. PREVILENGES OF MEMBERS:

- a. Every member shall have the right to
 - I. Attend all general body meetings
 - II. Attend and take part in the conferences, symposia, scientific meetings and lectures etc., arranged by the Society or its any of the regional branches.
 - III. Receive a copy of the statement of accounts and reports of the Society.
- b.
 - I. A life member receives the copy of the journal free of cost published by the Society and the other publications of the Society at reasonable cost fixed by the Society.
 - II. An ordinary member receives the copy the journal and other publications of the Society, at reasonable cost fixed by the Society.

- III. Vote the candidate for the executive committee.
- IV. Enjoys such other privileges of membership as may be conferred on them to time by constitution and bylaws of the Society.
- V. Every member shall conduct himself or herself in such a manner as to bring credit to the Society.

13. FUNCTIONS AND POWERS OF THE OFFICE BEARERS:

A. CHAIRMAN:

- a. He shall approve the dates of all E.C. Meetings, Extra Ordinary General Body Meetings and Annual G.B. Meetings.
- b. Conference, Scientific meetings, CME, Symposia, etc. shall be conducted with the approval of chairman.
- c. All financial matters shall be approved by chairman before auditing.

B. CO-CHAIRMAN:

In the absence of Chairman, Co-chairman shall attend to all duties of chairman.

C. THE PRESIDENT:

- a. The President shall have the overall control of the Society
- b. He shall be the Chairperson of all the Executive Committee meetings, extraordinary General Body Meetings and Annual General Body meetings.
- c. In case of emergency requiring any immediate action, he shall adopt such measures as the circumstances may demand and get such action ratified in the next meeting of the Executive Committee to be convened within 15 days from the date of such actions.
- d. He shall resolve the proceedings of the meetings and the conference and interpret the Rules and Regulations and decide doubtful points of issue.
- e. He shall be consulted and his approval is essential in all important matters concerning the Society.
- f. Shall consult Chairman in policy, and financial matters.
- g. In case where voting is held during the deliberations of the executive committee meetings or in General body meetings (Extraordinary or the annual) he shall have casting vote in addition to his own ordinary vote if there happens to be equality in distribution.

D. VICE PRESIDENT: 2 Persons

One Vice President shall assist the president and act as President during the absence of the President or at the request of the President. The second Vice-President shall be from Delhi and he shall be authorized to do correspondence with Govt. of India under the consultation of President / Secretary General of S.I.R

Zonal Vice-President

- i. There shall be four Zonal vice-Presidents, (Exclusive of Central and Delhi Vice-Presidents)
- ii. Shall have 5 years' experience in Central or State branch association, shall be elected or nominated by the Zonal states and approval should be taken from Central Office.
- iii. Shall spread the Society's activities in respective zone with the consultation of Central Office Bearers.

E. THE SECRETARY GENERAL:

- a. Secretary General shall carry out the day-to-day administration and carry out the decisions of the Committee by the help of the other office bearers as required.
- b. The Secretary General shall be responsible for office work and correspondence. He shall convene and organize all meetings of the society. The Secretary General shall maintain the record of the minutes of the meetings. He shall prepare the audited annual report to be placed before General body meeting and get it approved by the Executive Committee prior to placing it before the General Body meeting.
- c. The Secretary General can ask the treasurer to produce account books at any time to check up and to produce to the committee, if necessary.
- d. The Secretary General shall have in his custody all the registers and documents relating to the society except the cash book.
- e. In emergency matters, the Secretary General shall take suitable action in consultation with the President and shall report the same at the next meeting.
- f. He shall keep an impress amount, not exceeding Rs.500/- and shall recover the amount spent from the treasurer on production of the vouchers. Expenditures exceeding Rs.500/- at the time incurred, payment by cheque.
- g. He shall be the Ex-officio Member of all the Committee formed within the Society, for various purposes.

F. WORKING GENERAL SECRETARY:

- a. In absence of Secretary General shall carry out all his duties.
- b. Shall prepare schemes with the consultation of President and Secretary General to improve:
 - i. Society's activities,
 - ii. Financial position of the Society,
 - iii. Academic activities for Radiographers, etc.

G. THE TREASURER:

- a. The treasurer shall be responsible for the funds of the Society and the relevant records. He shall operate the funds under the direction of the executive committee.
- b. The Treasurer shall receive contributions, donations, and subscriptions from the members and issue receipts and deposit the same in a Nationalized Bank in the name of Society of Indian Radiographers approved by the Executive Committee.
- c. The Treasurer shall receive donation in the form of kind and maintain the same in a separate register. The Treasurer shall keep informed about the collection of funds from all sources in writing to the Executive committee.
- d. The Treasurer shall maintain accounts of the income and expenditure of the society and produce the same to the General Secretary of the Society when required by him.
- e. The Treasurer shall have a detailed report of the income and expenditure of the year and get it audited by the auditor and place it before the General Body Meeting.
- f. The Treasurer shall have the authority to operate jointly with the Secretary General for the expenses of the Society and shall not keep more than Rs.500/- in cash with him/her at any given time.
- g. He shall pay all the bills by cheques, which has been communicated to him by the Secretary General, whenever the amount of payment exceeds Rs.500/- the letter of sanction communicated to him shall have the signature of both the Secretary General and the President, in the absence of which he shall not entitled to make the payment.
- h. He shall not make any cash payment to any party, except to meet postal expenses, and contingency expenditure amount not exceeding Rs.300/-

H. CO-ORDINATOR:

Shall co-ordinate with Central Office Bearers and State branches of S.I.R. in all Society's activities.

I. CONVENOR WEBSITE:

Shall upload all activities of the Society, like Bylaws, Life membership received directly from individual Radiographers, State branches and ID cards issued (with names), Good understanding certificates issued (with names), shall upload National / State Conference, CME, etc and all S.I.R related programs.

J. EXECUTIVE COMMITTEE MEMBER:

All State associations shall send the following list of 9 E.C. Members to the Central offices for approval.

- a. Should have taken Life membership / Associate membership of S.I.R

- b. President and General Secretary of each State branch shall be the permanent Executive Committee Members of the National Body (S.I.R)
- c. State association shall nominate / elect four E.C. Members.
- d. Three members shall be from semi Govt., Autonomous or private Radiology dept.
- e. The tenure of these E.C. Members shall be for 2 years.

14. ELECTION PROCEDURE:

- a. Prior information shall be given to all Office Bearers, Central and States, E.C. Members about the election, number of vacancies and the procedure of contesting / voting in the election.
- b. Only Executive Committee Members of S.I.R having the following experience shall be eligible to contest the elections. Only E.C. Members have voting power.
- c. The contestant shall be proposed and seconded by 2 E.C. Members.
- d. The election shall be held by secret ballot.
- e. Elections of central office bearers, state branch E.C. members and zonal Vice-presidents shall be held once in 2 years.

15. FUNDS OF THE SOCIETY

The funds of the Society shall consist of the following sources.

- a. Subscription and registration fees from members and associated members.
- b. Donations.
- c. Contributions or grant-in-aid from State or Central Government, local bodies and voluntary organization.
- d. Advertisement in the journal of the Society.
- e. From the sale of publications by the Society.
- f. Funds raised during conference and any other sources legally.

16. ACTIVITIES OF S.I.R. (STATE BRANCH)

- a. The name and title of the State Association affiliated to S.I.R shall be Society of Indian Radiographers (_____ State Branch).
- b. State branch shall make all the qualified Radiographers Life members of S.I.R.
- c. State branch office shall keep 50% of the life membership amount collected for their office expenses and 50% shall send to S.I.R Central office.
- d. The State branch shall have accounts in a recognized bank and operate jointly by General Secretary and Treasurer.
- e. State branch shall send the list of life members to Central Office to issue ID Cards.

- f. Shall conduct CME, symposia, workshop, National / State conference and other academic programs with the consultation of Central Office.
- g. If Central Office Bearers participate in the state activities on invitation, and the State association should bear T.A and D.A of such Office bearers.
- h. State Branch shall send annual report of income and expenditure, accounts of Conference and other Academic programs to Central Office.
- i. The State President shall have power to open district branch office with intimation to central office. The district branch office shall take permission from State office to conduct conference / CME/ Symposia and other academic activities and submit income and expenditure account to State Office.

17. OFFICE BEARERS OF THE SOCIETY

- a. The Office bearers of the Society shall assume office from the time of the Annual General Body meeting following their election. The outgoing office bearers shall hand-over the charge of the office and the relevant documents within one week after assuming the office, by the new office bearer.
- b. The office seal and the letter head of the Society shall be used by the Central office bearers, State branch office and District branch office.

18. GENERAL BODY MEETING

- a. The Annual General Body meeting shall be held during annual / bi-annual conference. If it could not be conducted for any unforeseen reasons, the present committee shall continue for not more than 6 months.
- b. The notice of the General Body meeting shall be circulated 15 days prior to meeting.
- c. The quorum of the General Body shall be a one-third of the total members.
- d. Special General Body Meeting shall be convened as per the Society (1) and (3) of the Karnataka Societies Registration Act 1960.
- e. All members can attend to take part in the discussions. But the voting rights shall be restricted to Executive committee Member only.
- f. The quorum for the Executive Committee Meetings, one-thirds of the strength of the committee. No quorum is necessary for the adjourned meetings.

19. ELECTION PROCEDURES:

Election for the various vacancies of the Office bearers shall be held once in 2 years in the Executive Committee Meeting, Office bearers shall be elected from among the Executive Committee members and the announcement of the elected Office bearers shall be made in the General Body Meeting at the time of annual / bi-annual conference of Society of Indian Radiographers.

- a. Chairman / Co-chairman: Nominated posts shall have 5 years' experience of Central Office Bearers.
- b. President: 5 years' experience as an active member of E.C.
- c. Vice – President: 3 years' experience as an active member of E.C.
- a. Secretary General: 5 years' experience as an active member of E.C.
- b. Working General Secretary: 3 years' experience as an active member of E.C.
- c. Treasurer: Shall have 2 years' experience as E.C. Member and have accounts maintaining knowledge.
- d. Co-ordinator: Nominated posts shall have 5 years' experience in Society's activities.
- e. Convener Website: Nominated posts shall have website experience.

19. DISSOLUTION OF THE SOCIETY

- a) The Society shall not be dissolved except by the vote of a majority of three-fourth of the members present and voting at a General Body Meeting convened for such purposes provided the total number of votes cast at such a meeting is not less than three-fourth of the total number of members.
- b) The funds and assets of the Society after meeting all liabilities shall be disposed of according to the Karnataka Societies Registration act,1960.

20. AMENDMENTS TO RULES & REGULATIONS OF THE SOCIETY

- a) The alterations or amendments to Memorandum of Society shall be made as per section (9) of the Karnataka society registration Act, 1960.
- b) Change of name, rules and regulations shall be made as per section (10) of the Karnataka Society Registration Act, 1960.
- c) Regarding amalgamation of the Society arises; section (21) of the Karnataka Society Registration Act, 1960 shall be followed.
