

## **Article I. NAME**

The name of the Society shall be "Indian Society of Pedodontics & Preventive Dentistry" (ISPPD).

## **Article II. AIMS AND OBJECTIVES**

- a) The Society is formed on the firm belief that "Every child in India has a fundamental right to total oral health". Every member of the Dental profession in general and Pedodontists in particular have an obligation to uphold this right.
- b) The Society shall have the solemn responsibility towards the maintenance of positive dental health of the children through prevention, involvement of the community and through other necessary measures to achieve this objective.
- c) The Society shall make an endeavor to provide suitable medium for honoring the commitment it has so sacredly undertaken.
- d) The Society shall be responsible for improvement of education, research and delivery of Oral health care in the field of Pedodontics & Preventive Dentistry and shall extend cooperation or collaborate with any individual, group or organization, national or international, with similar ideas, ideals and objectives.

### **To realize and attain the above mentioned goals the society may:**

- a) Conduct Dental health education programmes in schools and community for the promotion of better oral health awareness, oral hygiene and prevention of oral diseases.

- b) Establish liaison with Dental surgeons in general practice to carry the message of the Society to term and also to keep them abreast with the new, relevant and advanced knowledge in the field through continuing oral education programmes.
- c) To provide forums for the Specialty Teachers to communicate and exchange knowledge on the current and recent advances in Pedodontics & Preventive Dentistry.
- d) Hold periodical meetings and Conferences of the members of the Society.
- e) Organize courses on the recent developments in the field of Pedodontics and Preventive Dentistry for Pedodontists and other members of Dental profession who would be interested to join such courses.
- f) To promote the publications of scientific literature including a Journal of the Society, this would be dynamic in character, and shall have the possibility to adapt itself to the needs of the Society from time to time. The publications shall mainly be scientific in nature but shall be flexible enough to undertake publicity and propaganda in relation to its specialty of the profession, Society and the community.
- g) Establish rapport with Dental Council of India, Union and State Governments, Universities and other National and International Apex bodies to advice on the various aspects of Pedodontics & Preventive Dentistry including legislative and administrative areas.

- h) Accept endowments and grants from individuals or societies, official or non-official, Governmental or non-governmental, national or international.
- i) Make efforts to improve the basic curriculum of Pedodontics and Preventive Dentistry both at the Undergraduate and Postgraduate levels or super specialties if started in future.
- j) Establish liaison with associations and Societies of other allied sciences like Pediatrics, Obstetrics & Gynecology, Nutrition & Dietetics, Psychiatry, Psychology and Basic Sciences like Biochemistry, Microbiology and Pathology etc.
- k) Encourage research in the specialty of Pedodontics and Preventive Dentistry and other related sciences by the establishment of scholarships, prizes and rewards, by publishing from time to time monographs embodying the results of the research conducted by members independently or under the auspices of the Society.
- l) Consider and express its views on all matters pertaining to public oral health, Dental profession, and Dental education and take such steps from time to time as shall be deemed necessary.
- m) To collect, manage and disburse funds for all or any of the objectives of the Society.
- n) Do all such things and matters as are conducive to the attainment of the above objectives or any one of them which are subsidiary to the said objectives.

### **Article III. DEFINITION**

In the following passages:

- a) "Society shall mean the Indian Society of Pedodontics and Preventive Dentistry" and also can be referred briefly as "ISPPD".
- b) "Member shall be an inclusive term embracing members, associate members, student members, honorary members, affiliate members, charter members and life members. Where-ever the article "He" has been mentioned, it shall also include "She".
- c) Pedodontics & Preventive Dentistry is defined as age-defined specialty which renders total oral health care to children from birth through adolescence. (Until 18 years of age)

### **Article IV. OFFICE OF THE SOCIETY**

The Office of the Society shall be at a place from where the Honorary General Secretary is elected.

### **Article V. REGISTER OF THE SOCIETY**

The Honorary General Secretary shall maintain a register of the registered members – A hard copy and a copy on additional reliable data storage device and on website with periodical update.

## **Article VI. ELIGIBILITY AND QUALIFICATIONS OF MEMBERS**

- a) **Member:** A person shall be eligible to be a member of the Society, if he holds a postgraduate qualification i.e. MDS in Pedodontics and Preventive Dentistry also registered under Dentists Act 1948, Schedule I and III. Re-registration of membership once every 3 years by paying the amount revised periodically
- b) **Life Member:** Any member who proposes to become a life member shall pay a one-time membership fee as fixed by the Executive Committee.
- c) **Student Member:** The Postgraduate students at various Dental Institutions in India who are specializing in Pedodontics & Preventive Dentistry (MDS) shall be entitled to be enrolled as student members.
- d) **Associate Member:** The associate member shall be a person with postgraduate qualification in any other allied Dental or Medical disciplines, who have sufficient interest in Pedodontics & Preventive Dentistry in furthering the aims and objectives of the Society, shall be eligible for associate membership subject to the approval of Executive Committee.
- e) **Affiliate Member:** Those persons who have postgraduate qualification in Pedodontics and Preventive Dentistry or those with post graduate qualifications in other subjects and are full time teachers in Pedodontics & Preventive Dentistry for at least five years, who are not living in India and are interested in the aims and objectives of the Indian Society of Pedodontics & Preventive Dentistry, shall be entitled to become affiliate members subject to the approval of the Executive Committee.

- f) **Honorary Member:** Any individual who has made outstanding contribution through research and service to the cause of dentistry in general and the care of children in particular shall be entitled to be enrolled as honorary members of the Society with the approval of the Executive Committee.
- g) **Charter Member:** the ordinary or student members, who have filled in the enrollment forms and paid the dues within three months of the 1st meeting of Indian Society of Pedodontics & Preventive Dentistry held on 25th November, 1979 shall be designated as Charter Members but shall not have any special privileges other than the ordinary or student members.

#### **Article VII. PROCEDURE TOWARDS MEMBERSHIP**

- a) All classes of members except honorary members shall make an application to the Honorary General Secretary, in the prescribed form. The application shall be scrutinized by the Executive Committee and the members shall be informed of the decision in due course, till then they shall be provisionally admitted to the Society. The provisional membership of the Society entitles one to all rights and duties except that of franchise or seeking election for any office.
- b) After membership is duly approved by the Executive Committee, the Honorary General Secretary shall send the member a letter informing them of the decision. The member is required to pay the subscription and dues and sign a declaration form, "I hereby declare that I shall promote the aims and objectives of the Indian Society of Pedodontics & Preventive Dentistry to the best of my ability and agree

to abide by its Constitution and By-Laws". After this, the member's name shall be entered in the Membership Register.

- c) An honorary member shall be **elected** by the Executive Committee after his name is proposed and seconded by two members, subject to the final ratification by the General Body.
- d) An affiliate member can be admitted to the Society by the Executive Committee after his name is proposed and seconded by two responsible members of the profession in his own country and he submits an application in writing. The member should furnish his particulars regarding his academic qualification, experience, list of published work, administrative abilities, and his/her significant contribution in the field of Pedodontics & Preventive Dentistry.

### **Article VIII. FELLOWSHIP/AWARDS**

Fellowship of Indian Society of Pedodontics and Preventive Dentistry

#### **1. "Life Time Achievement Award"**

The "Life time achievement award" – instituted by the Indian Society of Pedodontics & Preventive Dentistry is given to a life member of the Indian Society of Pedodontics & Preventive Dentistry of good standing and a teacher with at least 25 years of continuous membership. The candidate must have done exceptionally well in the academic field during his/her life time.

The nomination is to be made by the members of the executive committee and one among the m will be selected and will be honored.

The awardee is privileged to be introduced to the august gathering duly stating his achievements during the inaugural function of the annual conference. The award will consist of a citation and a memento. The local hospitality for the awardees will be extended by the Conference host committee, and not by the ISPPD. (Annexure II - Citation)

2. **"Fellow of ISPPD"**

'Fellow of ISPPD', is the highest honor to senior members of ISPPD who have (i) Membership of ISPPD for at least 20 years and has 15 publications in Journals (minimum 5 international) at least 5 as first author to his credit and other major contributions to the Society. The presentation would in the form of a certificate and a plaque. (Annexure III - Format) The nomination for the award can be made by a Head of the department imparting Postgraduate Training in the specialty of Pedodontics & Preventive Dentistry or by a member of ISPPD of good standing with at least 15 years of continuous membership.

3. **"B.R.Vacher Oration Award"**

This should be awarded to a good standing member of life ISPPD with at least **15 years of continuous membership** who has done significant and consistent work on aspect of Pediatric Dentistry. The nomination for the award can be made by a Head of the department imparting Postgraduate Training in the specialty of Pedodontics & Preventive Dentistry or by a member of ISPPD of good standing with at least 15 years of continuous membership.



The award will consist of a citation and a memento. The Awardees shall give an oration lecture at the commencement of the Scientific Session of the Annual Conference of ISPPD and the duration shall be of 30 minutes. The local hospitality for the awardees will be extended by the conference host committee, and not by the ISPPD.

#### 4. **"Young Pedodontist Award"**

This award is for young Pedodontist under 35 years of age who has at least five paper presentations and five publications, out of which **two** publications should be in indexed journals. ( **INTERNATIONAL JOURNAL** )The award will be given to the individual who has more achievements and has substantially contributed to the society & a member in good standing

The nominations for the above mentioned awards shall be invited by the Head office in a prescribed form four months prior to the forth coming Conference. The nomination forms duly proposed and seconded, with complete Curriculum Vitae of the candidate should reach to the head office two months prior to the conference.

Annually only one award would be given. Award committee will select the eligible candidate out of the total number of nominations.

**The decision of the award committee is final. The awardees under any category mentioned above, may be requested to generously contribute financially (minimum of Rs.10,000) to a charitable foundation to be established by the society.**

### **Article IX. SUBSCRIPTION**

Every member shall pay the annual subscription, such sums, as may be prescribed by the General Body, from time to time, except that this will not be applicable to Honorary Members, who will not have any financial or other liabilities to the Society.

a) Membership Fee:

i) Member	Rs 1000/- <b>for 3 years</b>
ii) Student Member	Rs 1000 for 3 year
iii) Associate Member	Rs 2000 per annum
iv) Life Member	Rs 4000/-
v) Affiliate Member	USD\$ 200

- b) The subscription for each year is payable in advance from 15th of November, to 1st of January. The financial year of the Society shall be from 1st January to 31st December.
- c) If the subscription on behalf of any member is in arrears, action may be taken as laid down in rules of termination of membership, Article X.
- d) 10% of the annual and that of Life subscriptions shall be credited to the Journal fund.

## **Article X. TERMINATION OF MEMBERSHIP**

A person shall cease to be a member of the Society if his name is removed from the register. The name of the person shall be removed from the register by the Executive committee.

- a) On death.
- b) Violation of the constitutional by-laws.
- c) On his resignation. The resignation of any member of the Society shall be in writing, addressed to the President or Honorary General Secretary and shall be accepted, provided he has paid up all the dues of the Society. If any member resigns any time during the year, he shall not be entitled for any refund, full or partial thereof.
- d) If his subscriptions are in arrear for two years consecutively and he has not paid in spite of three notices, the last being a registered letter, regarding his dues, from the Honorary General Secretary or Treasurer.
- e) The membership of any member may be terminated for other reasons which the Executive Committee may deem sufficient by votes of not less than two third of the members present, at a special meeting called for this purpose. The member concerned shall be informed regarding the contents of the charges against him and would be asked to present his point of view, by the Honorary General

Secretary, before acquainting the Executive Committee with the contents of the charges. If the Executive Committee decides to terminate the membership, he would stand suspended from the society and would be informed accordingly. However, the final termination would come into effect after ratification by the General Body. The member in concern would be given a fair chance to redeem his financial obligations to the Society at the General Body Meeting. A specific time frame would be allotted for return/ recover of the financial obligations. Defaulting after the time frame is liable for legal/criminal proceedings against the member in concern. **AND THE SOCIETY WILL BE FILING THE CASE LEGALLY**

- f) If a member, whose name has been removed under article X, sub clause b & c, seeks re nomination as a member without disclosing this fact and is made a new member erroneously, his membership will be considered null and void, unless he pays the arrears due from him under the rules.
- g) The terminated member will not be involved in any of the activities of the Society for a period of minimum 5 years.

#### **Article XI. RE-ADMISSION**

A terminated member, who wishes to be readmitted, can be readmitted on fresh application and on payment of any dues outstanding against him along with the membership fee. Members whose names have been removed under rules of Termination Article X, sub-clause (e) should be re-admitted on written apology acceptable to the Executive Committee, to be finally approved by the General Body.

However, after the decision of the Executive Committee the member will start enjoying privileges of the Membership except that of franchise or seeking election to any office.

The terminated member will be eligible to apply for a fresh membership after the period of termination.

### **Article XII. PRIVILEGES OF MEMBERS**

All members shall have the right:-

- a) To attend the General Body Meeting of the Society.
- b) To receive a copy of the reports of statements of accounts.
- c) To receive Journal or any other official publication by the Society on the rate fixed from time to time by the General Body (not applicable for student members).
- d) To use Society's library, if any, set apart.
- e) To attend and take part in Scientific Meetings, lectures and demonstrations of the Society.
- f) To attend scientific courses organized by the Society at such rates as fixed by the General Body.
- g) Only members and life members shall have the right to vote on all resolutions put forward at any of the meetings of the Society provided they have paid their dues on time.

- h) Only life members shall be eligible to contest or hold any offices or membership of Executive Committee. This is, provided they are Members of the Society in good standing. They must have attended at least 3 ISPPD Annual Conferences out of the last five years.
- i) Student members shall have the right to seek one seat in the Executive Committee.
- j) All members shall enjoy any other privileges that may hereafter be conferred by the General Body.

### **Article XIII. RESPONSIBILITIES OF MEMBERS**

A member whose name has been entered in the register is obliged to accept the Constitution and By-laws of the Society and follow them. No one shall be absolved on the plea that he has not received a copy of the constitution and by-laws of the Society. The Constitution has to be a copy of the legal print.

### **Article XIV. SOCIETY YEAR**

Year of the Indian Society of Pedodontics & Preventive Dentistry for financial purposes shall be from 1st January to 31st December.

### **Article XV. HANDING OVER OF OFFICE RECORDS**

It shall be the duty of the outgoing President, General Secretary and Treasurer to bring and handover property, records, and books etc (wiz)

1. Updated Membership registers.

2. Attendance registers
3. Minutes record register.
4. Cash register/ receipt book
5. Agenda records
6. Correspondence record
7. Bank records / receipts

8. Any other records /assets/property etc accumulated acquired or generated during his tenure to the newly elected Secretary at the Conference, after the election at the Annual General Body Meeting of the Society.

#### **Article XVI. JOURNAL OF THE SOCIETY**

The Society shall make an endeavor to publish a Journal which shall be the official publication of the Indian Society of Pedodontics & Preventive Dentistry and shall be managed by the Journal Committee. The Editor of the Journal shall be the Chairman of the Journal and carry all editorial work with the help of an Assistant editor/Executive Editor and the Journal Committee. The members of the Journal Committee shall be nominated by the Executive Committee, in consultation with the Editor.

The Editor shall maintain hard and soft copy of the scientific papers received for publication and also of all books received for review in register all books sent for review and other Scientific Papers to be published in the journal. The Editor shall provide the

list of the same to the President/ Secretary on demand. He shall be responsible for all the books and journals and Scientific Papers in his custody.

The Journal fund: the editor shall raise funds for the publication of the journal. In addition contribution towards the journal fund shall be made

- (i) 10% of the annual subscription to the membership of the Society.
- (ii) 20% of the registration at the annual conference
- (iii) 5% of the registration at the PG convention.

#### **Article XVII. MANAGEMENT OF THE SOCIETY**

a) The society shall have the following Honorary Office bearers:

1) <b>President</b>	1 post
2) <b>President Elect</b>	1 post
3) <b>Vice President</b>	1 post
4) <b>General Secretary</b>	1 post
5) <b>Joint Secretary</b>	1 post
6) <b>Treasurer</b>	1 post
7) <b>Joint Treasurer</b>	1 post
8) <b>Editor</b>	1 post
9) <b>Associate Editor/Executive Editor</b>	1 post

b) The Society shall have the following management councils:



- 1) Executive Committee
- 2) Journal Committee
- 3) Any other committee which may be needed at any time and when required proposed by the Executive Committee and approved by the General Body.

#### **Article XVIII.**

#### **ELECTION OF OFFICE BEARERS AND FORMATION OF EXECUTIVE COMMITTEE**

- a) Election of the President Elect, Vice-President, General Secretary, Treasurer and the members of the Executive Committee shall be held at the Annual General Body Meeting.
- b) Eligibility Criteria:
  - (i) Should be life member in good standing of ISPPD.
  - (ii) Attendance at 3 Annual Conferences out of the last five is a minimum eligibility to contest for the Executive Committee.
  - (iii) It is mandatory to serve for 2 terms in the Executive Committee to be eligible to file nominations for the following posts: Vice-President, Treasurer, and Editor.
  - (iv) To be eligible for the post of President-Elect and the Hon General Secretary a member should have served as Executive Committee member for 2 terms. He or she should have served also as an officio member for 1

term. The candidature for the posts in mention would be decided at the executive committee meeting prior to the Annual general body meeting.

- (iv) If any member whilst serving in Executive Committee or in the post of any office bearer of ISPPD is found to violate the Constitutional By-Laws it will render them ineligible and their nomination considered void.
- c) If required number of nominations under any criteria is not received by the closing date, nominations may be called on the floor of the Annual General Body Meeting as per the eligibility criteria. The floor nominations should be proposed and seconded by at least one life member **OF GOOD STANDING**. The proposer of any candidature should also have attended two consecutive National Conferences prior to the election.
- d) Every year, three to four months prior to the forth coming Annual Conference, the General Secretary shall address a communication to all such members who have the right to contest for any office, asking for nominations for various posts. One person shall be entitled to file nomination for one office at a time. One eligible proposing member can propose one candidature and can second another candidature only. All nominations should reach General Secretary 60 days before the forthcoming Annual Conference by registered post. Any nomination received later than the date set by the General Secretary shall not be entertained. No nominations shall be entertained by fax/email.
- e) In order to scrutinize the nominations received, the Executive Committee shall nominate two representatives from amongst its members, in addition to the General Secretary. On receipt of the nominations, the General Secretary shall call

a meeting of the two nominees of the Executive Committee to scrutinize the nominations. This committee shall have the power to scrutinize and reject the nominations.

- f) General Secretary shall issue another circular intimating to all members having voting right, the names of nominees for various offices. Any member wanting to cast his vote by post shall request the General Secretary for ballot paper in writing at least three weeks before the date of Annual General Meeting and shall return under sealed cover through the Registered post to the General Secretary after indicating clearly his choice among nominees for various posts. The envelop containing the ballot paper will have on its face "Ballot Paper" so that this envelop is opened only at the time of elections at General Body Meeting by scrutinizers. The ballot paper received by post should be kept secure and sealed and should not be tampered with. Any sealed ballot if tampered will be considered null and void. The ballot paper must reach the General Secretary at least 10 days before the date of selection. Once the nomination is received it should be acknowledged to the candidate.
- g) Scrutinizers to the elections shall be nominated by the Chairman of the General Body Meeting amongst the members present at the General Body Meeting and in no case shall be the candidate for various posts.
- h) Voting shall be by secret ballot paper.
- i) The person getting the largest number of votes shall be declared elected by person in chair of Annual General Body Meeting. In case of equality of votes,

Chairman, shall have the right to decide by his right of casting vote in addition to his own ordinary vote.

- j) In case of no nominations for any post, request on the floor shall be made in the General Body Meeting and election shall be concluded.
- k) The post of the Editor shall be nominated by the Executive Committee at its meeting and the same shall be approved at the Annual General Body Meeting. Open nominations shall not be called for the Editor. Assistant Editor/Executive Editor shall be nominated by the Executive Committee in consultation with the Editor.
- l) The Nominations for Treasurer and Joint Treasurer shall be called by verbal request at the Annual General Body Meeting and shall preferably be from a place from where the General Secretary has already been elected to facilitate the working of the Society.
- m) In the event of posts of President falling vacant due to any reasons, Vice-President shall succeed for the remaining period of that year. The post of Vice-President falling vacant during the year shall not be filled. The post of General Secretary, Treasurer, and Editor falling vacant shall be taken over by Joint Secretary, Joint Treasurer and Associate Editor/ Executive Editor respectively for the remaining period of the year till the Annual General Body Meeting.
- n) Only Life members of the ISPPD are eligible to vote. Any violation to the voting rights would render the election null and void.

### **Article XVIII. REMOVAL OF OFFICE BEARERS**

- a) Removal of office bearers by no confidence motion: The charges against any office bearers have to be enunciated in the form of a resolution, signed by not less than  $\frac{1}{4}$  of total number of members of the Society. The President or General Secretary shall circulate the same to all the members and convene a special General Body Meeting to discuss the same within a period of 60 days.

In case they fail to do so, the members signing the resolution can convene a special General Body Meeting themselves after a period of sixty days only for this charges leveled against the Office bearers concerned and every opportunity has to be provided to the Office bearer to appear or to represent his case at such an enquiry. There upon the whole matter has to be placed before a special meeting convened for the defense to state his case after which the resolution is to be moved, and if the  $\frac{2}{3}$  majority of those present at the meeting vote for the resolution such resolution shall have effect from the date on which it has been passed.

- b) The voting shall be by secret ballot.
- c) The quorum for the special meeting shall be  $\frac{1}{3}$  of the total strength of the members as on the register.
- d) The Office bearer under reference shall not chair the meeting.

- e) If the violations of the Office-bearer are proved, the person will be debarred for a period of 7 years and he will be restrained from the participation of the Society activities. The decision of the EC and the president is final.

### **Article XIX.**

#### **OFFICE OF THE OFFICERS AND TERM OF THE OFFICERS OF THE SOCIETY**

- a) The new Office bearers and the new members of committees shall assume office from the time of the Annual General Body Meeting in which they are elected. The outgoing office bearers shall handover charge of their offices and all the papers connected with their respective offices within 3 weeks of the Annual General Body Meeting in which new office bearers have been elected.
- b) A year in the matter of term of office means the period between two consecutive Annual General Body Meetings.

### **Article XX**

#### **DUTIES, POWERS AND TENURE OF OFFICE BEARERS**

##### **Section-I: Duties, Powers and tenure of the office of the President.**

- a) The President shall hold office for one year.
- b) He shall be the chairman of the General Body, Extra Ordinary General Body and Executive Committee meetings and any other committee appointed if and when unless specifically mentioned otherwise.

- c) He shall have a casting vote in case of equality of votes in addition to his ordinary vote.
- d) He shall regulate the proceedings of meetings and conferences interpret rules and regulations and decide doubtful points at issue.
- e) He shall preserve order and shall decide all points of order at or in connection with any meeting. There shall be no discussion on any point of order without the consent of the President and decision of the President shall be final.
- f) He shall be consulted on all important matters concerning the affairs of the Society.
- g) The President, if necessary can appoint a Marshall for any meeting and ask any member to be respectfully escorted out.
- h) It would be incumbent on the President to give a lead and inspire all members of ISPPD towards projecting the image of the Society. He would also be entitled to correspond with other national and international bodies for proper coordination between ISPPD and other Apex bodies.

### **Section – II: Duties, Powers and Tenure of office of President – Elect.**

He shall be a member of the Executive Committee and shall assist the President and shall succeed to the office of President during the Annual General Body Meeting in the year following his election.

### **Section – III: Duties, Powers and Tenure of the office of Vice-President.**

- a) The tenure of the Vice-President shall be one year.
- b) He shall preside at all meetings in the absence of President and shall have all the powers of the President only on the given occasion.

**Section-IV: Duties, Powers and Tenure of the office of General Secretary.**

- a) The General Secretary shall hold the office for two years but shall not be eligible to hold it more than two consecutive terms (4 years). He shall, however, be eligible for re-election after the lapse of one term.
- b) The General Secretary shall be responsible for the office work and correspondence. He shall organize and convene all meetings, Conferences, lectures and demonstrations. He shall prepare an annual report to be read before the Annual General Body Meeting. He shall be Ex-officio member of all Committees.
- c) He shall pass all bills for payments.
- d) He shall maintain a correct and up to date register of all the members of the Society.
- e) The General Secretary shall correspond with the national and international bodies and societies for professional and academic coordination between them and ISPPD and would apprise the general body of his efforts towards this in the Annual General Body Meeting. He would also inspire other office bearers as well as members of ISPPD to make an endeavor towards furthering the objectives of the Society.



### **Section V: Duties, Powers and Tenure of Treasurer**

- a) The Treasurer shall hold office for two years at a stretch and shall be eligible for re-election, at end of this period.
- b) He shall be responsible for collection of subscriptions and donations from members and well-wishers of the Society.
- c) He shall sign the receipts and prepare statement of income and expenditure of Society duly audited by a registered auditor before Annual General Body Meeting each year and shall present the same at the Annual Meeting.
- d) All payments shall be made by the Treasurer at the instance of the Head Office and after getting the bills passed by the General Secretary.
- e) The Treasurer shall open an account with a bank and shall have the authority to operate it together with the General Secretary of the Society.
- f) He shall have the right to point out any error or discrepancy in the order of payment of General Secretary and refer the order back to him with his remarks. In the event of disagreement still persisting between them, the matter shall be referred to the President for final decision.

### **Section VI: Duties, Powers and Tenure of the Editor**

- a) The Editor of the Journal shall hold office for four years at a stretch and shall be eligible for re-election at the end of this period.

- b) The members of the Journal Committee shall be selected by the Executive Committee in consultation with the Editor for a period of two years and the number shall not exceed eleven.
- c) The Editor should maintain and produce the statement of accounts of the funds raised from national, international individual and institutional subscriptions, advertisements and other resources, at the annual general body meeting.

**Section VII: Duties, Powers and Tenure of Assistant Secretary, Assistant Treasurer and Assistant Editor/Executive Editor.**

- a) The Joint Secretary, Joint Treasurer and Associate Editor/Executive Editor shall assist the General Secretary, Treasurer and Editor respectively in carrying out the duties of their respective offices and their terms of office shall be as that of their respective senior officers.
- b) They would not be members of the Executive Committee but can attend Executive Committee meetings as non-voting members.
- c) In case of the inability of the General Secretary, Treasurer, Editor to discharge duties of their office due to any reason, the Joint Secretary, Joint Treasurer and Associate Editor respectively shall officiate in their place unless decide otherwise by the Executive Committee.

**ARTICLE XXI. GOVERNING BODY-POWERS AND FUNCTIONS**

- a) Governing Body of the Society shall be the Executive Committee and shall not exceed 20 in number.

- b) The president, President Elect, Vice-President, General Secretary, Treasurer and Editor of the Journal shall be Ex-officio members of the Executive Committee. The immediate past President and the General Secretary shall also be members of the Executive Committee in the ensuing year. There shall be twelve more members eleven to be elected from amongst the life members and one from the student members.
- c) The tenure of the Executive Committee shall be one year and it shall be competent to act in spite of any vacancy. The members shall be eligible for immediate re-election after the expiry of their term, but cannot hold the office for more than two consecutive years.
- d) Election of the twelve Executive Committee Members who are not Ex-Officio members shall be held at the time of Annual General Body Meeting by calling floor nominations which shall be proposed and seconded by at least one life member. The proposer of any candidature should also have attended two consecutive national conferences prior to the election. The election would be by secret ballot as in the case of election of other office bearers.
- e) The Executive Committee may meet for the transaction of business, adjourn and other wise regulate its meetings and proceedings as it thinks fit. Two-thirds of the existing Executive Committee members shall constitute a quorum. In instance of insufficient quorum, the meeting has to be adjourned for 10 minutes. A meeting of the Executive Committee at which quorum is present shall be competent to exercise all or any of the functions of the Executive Committee. The agenda of the Executive Committee meeting shall be circulated to all the members at least one

month before the meeting. In case any member of the Executive Committee is unable to be present, he shall intimate to the Secretary his comments in writing on each subject in the agenda, which shall be read at the Executive Committee meeting. All questions arising at any time of the meeting of the Executive Committee shall be determined by majority of votes. In addition to the votes of members present and voting, the written comments of the absentee members shall be considered as voting by proxy wherever applicable. In every case of equality of votes, the President shall exercise a second or casting vote.

- f) Any two members of the Executive Committee with the permission of the President can requisition a meeting of the Executive Committee. The General Secretary with the permission of the President can requisition an extra-ordinary meeting of the Executive Committee for which at least ten days notice shall be circulated to all office bearers and members of the Executive Committee.
- g) The decision of the Executive committee in all matters pertaining to the Society shall be binding and final and cannot be contested legally, subject to ratification by the General Body at its annual general body meeting except in the matters where the Executive Committee has the final powers. The proceedings of the Executive Committee meeting should be recorded only in writing by the General Secretary and should be maintained confidential.
- h) Every meeting of the Executive Committee shall be presided over by the President; in the absence of President by the Vice-President; and in the absence of both the President and Vice-President, by a member chosen at the meeting to preside on the occasion.

- i) If any office bearers viz. President, Secretary, Treasurer or Editor intends to remain outside the country continuously for a period of three months or more, shall hand over charge of his office to Vice-President, Joint Secretary, Joint Treasurer or Associate Editor respectively for that period.
- j) The Executive Committee shall have the powers to appoint sub committees as and when necessary. Any such sub-committee may co-opt as members such persons who have experience in matters to be dealt by it. Such co-opted members should be members of the Society. The Executive Members shall make rules and regulations and terms of reference for all the sub-committees.
- k) The Executive Committee shall have the powers to appoint or remove salaried officers and any other staff appointed by the Society.
- l) The Executive Committee shall have the powers to frame By-Laws consistent with the Constitution and its aims and objectives and amended.
- m) The Executive Committee shall be entitled to act with authority in the furtherance of the aims and objectives of the society and the transaction of any business or financial matters that may arise except in respect of acts especially reserved to be done by the Society at a General Body Meeting.

#### **ARTICLE XXII. CALLING OF ANNUAL GENERAL BODY MEETING**

- a) The date and venue for the Annual General Body Meeting shall be proposed by the Executive Committee and decided at the Annual Meeting.

- b) The Society may hold its deliberations along with any other Society if it is considered desirable but it must meet as an independent body.
- c) The notice and agenda of the General Body Meeting shall be sent to all the members three weeks before the date of the meeting.
- d) Any member may submit resolution to the General Body Meeting after giving three months notice, in case of emergency, notice can be of one month. It shall be first considered by the Executive Committee after which the secretary shall put up the resolution before the General Body Meeting for their consideration with the decision of the Executive Committee.
- e) The General Body Meeting shall be presided over by the President, in his absence by the Vice-President and in the absence of both President and Vice-President, by a member elected at the meeting for the occasion.
- f) The business to be transacted at the meeting shall be taken up in the following order:
  - 1. Reading and adoption of the Secretary's report.
  - 2. Reading and adoption of the Treasurer's report and the statement of audited accounts.
  - 3. Reading and adoption of Editor's report.
  - 4. Election of Office-bearers and Executive Committee Members in place of outgoing members.

5. Amendment to rules, if any.
  6. Appointment of auditors.
  7. Resolution from members.
  8. Any other business with the permission of the Chair.
- g) The proceedings of the General Body Meeting shall be regulated according to the Constitution and By-laws of the Society. Such rules of the society may provide for voting by proxy. Unless otherwise specified in the rules, every question submitted to the General Body Meeting shall be decided by a show of hands or by division on two sides. In case of equality of votes, the person presiding shall have and exercise a second or casting vote.

A declaration from the President that the resolution has been carried and making of an entry to that effect in the Register of the proceedings of the Society shall be conclusive of the fact.

- h) The quorum of the General Body Meeting shall be two-thirds of the total strength of members in the Society. In case quorum is not complete, the general body meeting shall adjourn for a period of fifteen minutes. After 15 minutes the meeting would be re-convened and the members present shall constitute the quorum.
- i) The minutes of the proceedings of the General Body Meeting shall be recorded in a book kept for the purpose and shall be signed by the President and Secretary of the Meeting.

- j) Annual General Body Meeting shall be held along with Annual Conference. The Annual General Body Meeting shall be convened only after the valedictory of the annual conference. If for any reason an extraordinary general body meeting needs to be convened, it can be fixed at a time and place as decided by the Executive Committee.

### **EXTRA ORDINARY GENERAL BODY MEETING**

- a) An Extra-Ordinary General Body Meeting may be called at any time of the year on the requisition of 20% members having voting right.
- b) Nothing except the business for which it is called shall be discussed at the meeting.
- c) Ten days notice of the meeting with the agenda shall be given to the members.
- d) The quorum for the meeting shall be of 1/3 of the total members on the register.
- e) If within half an hour from the appointed time a quorum is not present at the meeting called on the requisition of the members it shall be dissolved.

### **ANNUAL CONFERENCE**

- a) The General Secretary at the annual General Body Meeting will request all members to organize the next Annual Conference and the Venue and dates be decided there for the next meeting, keeping also in view the recommendations of the Executive Committee.



- b) The person or persons inviting the Annual Conference shall form a Reception Committee which shall appoint its own office-bearers for the conduct of the Conference and also decide the rate subscription to be levied Reception Committee Membership. The Executive committee shall render all possible assistance to the Reception Committee of the Conference. The Executive Committee may sanction an appropriate refundable advance not exceeding Rs. 50,000 for making the arrangements, at the disposal of the Organizing Secretary of the Conference. The funds of the Society should be remitted within 4 months after the Conference. ( Since 2010 2<sup>nd</sup> EC meeting this refundable amount has been raised to Rs 1 lakh for conference and Rs 50000-00 to P G Convention)

## **PG CONVENTION**

The venue of the PG convention shall be decided by the Executive Committee at the Annual Conference.

A refundable amount of Rs.30, 000/- may be advanced to the Organizing Chairman of the PG Convention, which shall be returned within 3 months after the Convention.

15% of the registration fees shall be remitted to the ISPPD head office within 3 months after the Convention, of which 10% will be retained and remaining 5% would be sent to the journal fund.

The Scientific charter once decided by the Organizing Committee may be discussed with the Head Office.

(2<sup>nd</sup> EC Meeting 2009 Nellore this was modified In this regard because of these problems are happening quite often it was decided to reconsider this 30% issue in future and the house decided the new rule of 30% payment and resolved to consider and fix the min. basic registration amount for both the conference and convention and Rs 1500-00 for PGS and Rs 3000-00 (excluding the hospitality charges ) for other delegates was fixed for both the prog. and henceforth the 30% of this registration amount to be remitted to the head office by the conf. committee and the 15% by the convention committee. And this should be reviewed and revised once in 3years. This decision of the Ec to be informed AMG for approval.)

### **CDE Programme**

Any life member who wishes to conduct a CDE programme under the Aegis of ISPPD may request a refundable advance of Rs.10,000/-. This may be remitted within 2 months after the CDE Programme.

When a CDE is held under the aegis of ISPPD, all communications and brochures, banners should incorporate the logo of ISPPD prominently. All Office bearers of the ISPPD must be informed in writing.

The Organizing Committee of the Annual Conference, PG Convention and CDE Programme if failed to remit the designated amount and return the advance within the stipulated time as mentioned, it warrants to penalty and/or action as decided

by the Executive Committee. The decision taken by the Executive Committee will be binding and final inclusive of legal action.

- c) The Reception Committee shall contribute 30% of the total registration amount, of which the Head Office shall remit 20% of the same towards the journal fund and the remaining 10% will be retained by the ISPPD head office.
- d) The Reception Committee of the Conference shall determine the registration fee at the Annual Conference in consultation with the Executive Committee.
- e) The Executive Committee shall appoint a Conference Secretary to liaison between the organizing committee and the head office. The Conference Secretary must be an ISPPD member in good standing located strategically to the venue of the Conference. The Conference Secretary shall not have any prior history of fraudulence.
- f) **The Conference shall be open to the following**
  - I All members of the Reception Committee
  - II All members of the Society
  - III Any other authorized by the Reception Committee to be present on the occasion.
- g) **The Local Reception Committee shall be responsible for:**
  - I Making arrangements for suitable accommodation and hospitality for delegates (on payment) or free if reception committee decides so.

- II Arrangements for the Plenary and Scientific session.
  - III Printing of brochure and programme.
  - IV Arranging for a suitable dignitary (in consultation with the President and General Secretary of the Society) to inaugurate the plenary session.
  - V Arranging for social and cultural functions and sight seeing if possible.
  - VI Any other programme which the reception committee might feel fit.
- h) The General Secretary of Indian Society of Pedodontics and Preventive Dentistry shall be responsible for:
- I Fixing the dates of the forthcoming Annual Conference in consultation with Reception Committee preferably in the month of November. Any change should be in consultation with the Head Office.
  - II To make alternative arrangements, in case the Organizing Committee fails to give a firm commitment regarding the proposed dates for the Conference by 1st of January. Negotiation may be made with members desirous of inviting the Annual Conference at different places in India.
  - III Informing all members of dates of the Conference, 6 months prior to the Conference and PG convention at least two months prior to the Convention.
  - IV Inviting delegates from the Foreign countries and also requesting the President to help in the matter.

**V Conduct of business at Annual conference:**

**A. Inaugural session of the Conference:**

- I Dignitaries on the dais during inauguration – President, General Secretary, Editor, Conference Secretary, President elect, Chief Guest and other dignitaries as decided by the Organizing Committee.
- II Receiving the Chief Guest
- III Welcome address by Chairman of reception committee  
Presentation of the Secretary” s annual report- and Announcement of the awards
- IV Address by President
- V Inauguration and address by the Chief Guest
- VI Release of ISPPD Journal and souvenir.
- VII Messages to be read by the Conference Secretary (not more than three)
- VIII Vote of thanks by Organising Secretary
- IX National Anthem

**B. Scientific Session**

- I There shall be a Scientific standing committee of the Society consisting of President. Secretary, Editor and 2-3 more co-opted members. This committee shall lay down general criteria for Scientific Session. This Committee shall offer to

help the reception committee in the organization of Scientific Session. If necessary, help the reception committee in choosing subjects for symposia and scrutiny of scientific papers.

- II The Scientific Session shall begin with B.R.Vacher Oration Lecture.
- III Papers read at the scientific session of any Annual Conference if accepted can duly be published in the Society's Journal.
- IV If the acceptance for publication of a paper is not conveyed to the author within six months of its being sent to the Editor of the Journal of the Indian Society of Pedodontics and Preventive Dentistry or if it is not published within 18 months, the author will be free to publish it elsewhere after intimating the same to the Editor of the Journal of ISPPD

**C. Annual General Body Meeting As per article XXII of the constitution.**

**Article XXIII. AMENDMENTS TO THE CONSTITUTION**

Amendments of the constitution shall be made at Annual General Body Meeting after adequate special notice is given to this effect, which shall not be less than one month.

The quorum of meeting shall be two-thirds of the members registered with the Society. The voting shall be confined to the members only. If any amendment is to be carried, shall have the support of at least 2/3 of the member attending the meeting. Resolution for amendment may be proposed by any member of the

Society who shall inform the Secretary of his desire to do so and send him a copy of the draft resolution for consideration by the Executive Committee.

The resolution shall be sent to the Secretary at least 3 months before the Annual General Body Meeting, Who Shall submit it to the Annual General Body Meeting for consideration with the comments of the Executive Committee.

#### **Article XXIV. FUNDS OF THE SOCIETY**

- a) The funds or income of the Society shall be derived from the following sources :
  - I Subscription from members
  - II Donations
  - III Advertisements in the Journal of the Society
  - IV Proceeds from the sale of periodicals or books and such other property as may be acquired from time to time
  - V. Contribution from Government or local bodies.
  - VI. 30% Share from the total registration amount of the annual conference
  - VII. 10% of the total registration amount from the P G convention
- b) All accounts are to be audited by registered accountant, to be approved at Annual General Body Meeting.
- c) Audited account will be placed before the Annual General Body Meeting

## **Article XXV. JOURNAL OF THE SOCIETY**

- a) Shall be under the charge of an Editor who shall be assisted by a Journal Committee
- b) Journal Committee
  - 1. Editor – Chairman: To be elected from amongst ordinary members only.
  - 2. Assistant Editor/Executive Editor: To be nominated by Editor from ordinary members only as laid down in the Constitution.
  - 3. President
  - 4. General Secretary

Editorial consultants to be nominated every two years from members by the Editor. This would be in consultation with the executive committee.

### **c) Functions and Power of Journal Committee**

- 1. Shall be responsible for regular publication of Journal (Periodicity to be decided by General Body)
- 2. Shall scrutinize all the articles to be published in the Journal, and pass them for publication.
- 3. Shall be responsible for management of whole business of journal.



4. Shall have at least 3 pages for General Secretary in each Journal for use of News, Publicity or organization purposes. If these are not utilized by General Secretary these shall be utilized by Journal Committee for other purposes.
5. The Editor shall maintain and produce the statement of accounts of the funds raised from national, international individual and institutional subscriptions, advertisements and other resources, at the Annual General Body Meeting.

#### **ARTICLE XXVI: GENERAL CODE OF CONDUCT**

In this Society all the office bearers posts are Honorary. Any conflicts or any disputes arises will be sorted out amicably in consultation with the Executive Committee and later on ratifying in the General Body as per the By-laws of this Society. These By-laws shall not be used to file Writs/Litigation in any courts of law, **AGAINST THE MEMBERS OF THE SOCIETY OFFICE BEARERS** even if it is filed Society is not bound with that.

## Criteria's for the member of good standing

- a. He should be the life member of the society.
- b. Should have attended min 3 annual conferences as a life member in the past 5 years.
- c. No financial default be there on any form either in ISPPD or in any other society/ association.
- d. Should not have violated any rules of the professional registered body.
- e. No civil or criminal litigation pending.
- f. Should have actively participated in the association activities.
- g. Any member who assumes the post should execute the responsibilities.
- h. Any breach in the continuity will not considered as a member of good standing
- i. Any member who remain dormant from the association or the profession is not a good member.