FINAL DRAFT OF BYLAWS (REVISED 2026)

ARTICLE 1

GENERAL PROVISIONS

1.1 Name

The name of the Society shall be "Indian Society of Pedodontics (Pediatric) & Preventive Dentistry" (ISPPD). For all statutory purposes name used will be Indian Society of Pedodontics and Preventive Dentistry whereas for all other purposes Pedodontics will be replaced with "Pediatric" in the name of society.

1.2 Definitions

1.2.1 "Society" shall mean the Indian Society of Pedodontics (Pediatric) and Preventive Dentistry" and also can be referred briefly as "ISPPD.

1.2.2 "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".

1.2.3 Pedodontics (Pediatric) & Preventive Dentistry is defined as age -defined specialty which renders complete oral health care to children from birth through adolescence. (Until 18 years of age) including children with special health care needs.

1.3 Aims and Objectives

1.3.1 The Society is formed on the firm belief that "Every child in India has a fundamental right to complete oral health". Every member of the dental profession in general and Pedodontists (Pediatric Dentists) in particular have an obligation to uphold this right.

1.3.2 The Society shall have the solemn responsibility towards the maintenance of positive oral & dental health of the children through prevention & treatment with an involvement of the community and other necessary measures to achieve this objective.

1.3.3 The Society shall make an endeavour to provide suitable medium for honoring the commitment it has so sacredly undertaken.

1.3.4 The Society shall be responsible for improvement of education, research and delivery of oral health care in the field of Pediatric & Preventive Dentistry and shall extend cooperation or collaborate with any individual, group or organization, national or international, with similar ideas, ideals and objectives.

1.3.5 To achieve the objectives, society shall carry out following activities:

- Conduct dental health education programmes in schools and community for the promotion of better oral health awareness, oral hygiene and prevention of oral diseases in children & adolescents.
- 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 dental education, symposia and other oral education programmes.
- To provide forums for pediatric dentists to share and exchange knowledge on the current and recent advances in the field of pediatric & preventive dentistry.
- Hold periodical meetings and conferences for the members of the society.
- Organize courses on the recent developments in the field of pediatric and preventive dentistry for pediatric dentists and other members of dental profession who would be interested to join such courses.
- 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.
- Establish rapport with National Dental Commission, Union and State Governments, Universities and other National and International Apex bodies to advice on the various aspects of Pediatric & Preventive Dentistry including legislative and administrative areas.

- Accept endowments and grants from individuals or societies, official or non-official, Governmental or non-governmental, national or international.
- Make efforts to improve the basic curriculum of the subject of pediatric and preventive dentistry both at the undergraduate and postgraduate levels or super specialties if started in future.
- Establish liaison with dental/ medical associations and societies of other allied sciences like Orthodontics, Pediatrics, Obstetrics & Gynecology, Nutrition & Dietetics, Psychiatry, Psychology and Basic Sciences like Biochemistry, Microbiology and Pathology etc.
- Encourage research in the specialty of Pediatric 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.
- 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.
- To collect, manage and disburse funds for all or any of the objectives of the society.
- Prepare clinical guidelines for standardization of the practice of pediatric dentistry in all parts of India.
- 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 2

MEMBERSHIP

2.1 Eligibility

A person shall be eligible to be a member of the society, if he holds a postgraduate qualification i.e. MDS in Pedodontics (Pediatric) and Preventive Dentistry also registered under Dentists Act 1948, Schedule I and III.

2.2 Categories

2.2.1. Life Member : Any member, who is a citizen of India, and having resident status, who proposes to become a life member should hold a qualification as mentioned in clause 2.1.1 & pays one-time "Member Enrolment Fee" as fixed by the Executive Council. The membership number will be allotted as- 'L' followed by year in which he/ she became member & then membership number. Eg if someone takes life membership in 2019 & his membership number is allotted as 1200, his membership number will be L19 1200

2.2.2 Student Member : The postgraduate students at various dental institutions in India who are specializing in Pedodontics (Pediatric) & Preventive Dentistry (MDS) shall be entitled to be enrolled as student members. The membership number will be allotted as above with prefix 'S'

2.2.3 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 the specialty in furthering the aims and objectives of the Society, shall be eligible for associate membership subject to the approval of Executive Council. The person must be a citizen of India. The membership number will be allotted as above with prefix 'A'

2.2.4 Affiliate Member : Those persons who are not citizens of India, have postgraduate qualification in Pedodontics (Pediatric) and Preventive Dentistry and are full time teachers in Pedodontics (Pediatric) & Preventive Dentistry or in practice for at least five years, or those who have obtained post graduate qualification in Pediatric dentistry from other countries (Indian and foreigners both) and are interested in the aims and objectives of the Indian Society of Pedodontics (Pediatric) & Preventive Dentistry shall be entitled to become affiliate members subject to the approval of the Executive Council. The membership number will be allotted as above with prefix 'F'.

2.2.5 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 Council. The membership number will be allotted as above with prefix 'H'

2.3 Membership Fees and Subscription

2.3.1 “Membership Fee” has to be paid at the time of registration in the society. The fee amount will be decided by the Executive Council from time to time. The fee amount will be different for different categories.

2.4 Duties of Members

2..4.1 A member whose name has been entered in the register is obliged to accept the Constitution and by-laws of the Society and follow it .

2.4.2. No one shall be absolved on the plea that he has not received a copy of the constitution and by-laws of the Society.

2.5 Priviliges of Members

2..5.1 All members shall have following privileges:

- Become a member of elite group of Indian Pediatric Dentists.
- Attend society’s national conferences, conventions, symposiums & workshops and present scientific papers, posters and videos.
- Receive E copy of the journal of ISPPD and its newsletter free of cost

2.5.2 In addition to privileges mentioned in 2.5.1, **life members** would have following priviliges :

- Eligible to vote in society’s general elections.
- Eligible to contest elections to office of ISPPD.
- Eligible for travel & research grants, scholarships, exchange programs, various awards & prizes announced time to time.
- Attend International Pediatric Dentistry conferences at subsidized registration charges.
- Become a member of PDAA through ISPPD.

- Opportunity to lead the society and develop leadership skills.
- Other benefits announced for life members from time to time.

2.5.3 In addition to privileges mentioned in 2.5.1, student members would have following priviliges :

- Eligible for travel & research grants, scholarships, exchange programs, various awards & prizes announced time to time.
- Attend International Pediatric Dentistry conferences at subsidized registration charges.
- Become a member of International Pediatric Dentistry Associations like IAPD & PDAA through ISPPD.
- Other benefits announced for student members from time to time.

2.6 Membership procedure

2.6.1 All categories of members except honorary members shall apply online through society's web site by uploading the application with all relevant documents in the prescribed form and make the online payment of the membership fee The application shall be scrutinized by the membership committee and further approved by the executive council. The members shall be informed of the decision in due course, till then they will 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.

2.6.2 After membership is duly approved by the Executive Council, the Honorary Secretary General shall issue the certificate of membership & his/ her name will be entered in the society's register.

2.6.3 The membership number will be allotted as- 'M' followed by year in which he/ she became member & then membership number. Eg if someone takes membership in 2019 & his membership number is allotted as 1200, his membership number will be M19 1200

2.7 Termination of membership

2.7.1 A person shall cease to be a member of the Society if his name is removed from the register.

2.7.2 The name of the person shall be removed from the register by the Executive Council.

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 Secretary General 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.

2.7.3 The membership of any member may be terminated for other reasons which the Executive Council 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 Council with the contents of the charges. If the Executive Council 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.

2.7.4 If a member, whose name has been removed under article 2, sub clause 2.7.2 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.

2.8 Re- acceptance of membership

2.8.1 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.

2.8.2 Members whose names have been removed under rules of Termination Article 2, sub-clause 2.7.3 should be re-admitted on written apology acceptable to the Executive Council, to be finally approved by the General Body. However, only after the decision of the Executive Council the member will start enjoying privileges of the membership except that of franchise or seeking election to any office.

2.8.3 The terminated member will be eligible to apply for a fresh membership after a gap of 5 years from the date of termination.

ARTICLE 3

GOVERNING BODY OR ORGANIZATIONAL STRUCTURE

3.1 Term year of the society

3.1.1 "Term Year" of the Indian Society of Pedodontics & Preventive Dentistry shall be from AGM to AGM of the succeeding year. The oath taking of new office bearers shall take place in the first EC meeting.

3.1.2 For financial purposes, annual year shall be from 1st April of a year to 31st March of succeeding year.

3.2 Composition of office bearers (elected and nominated)

3.2.1 The society shall function with the following governing bodies/ councils. These will be President's office, Executive Council, Secretarial office, Editorial office and any other council formed by approval of the executive council. Presidential office will be the supreme body of ISPPD with Executive Council, Secretarial office and Editorial office functioning under the Presidential Office.

3.2.2 The President's office will consist of 5 elected office bearers including

President	1
President Elect	1
Vice President	2
Secretary General	1
Editor in Chief	1

3.2.3 The Executive council shall consist of 18 elected members for 2000 life members and it can be increased based on the number of new life members added to the society (One raise for every 250 new members).

3.2.4 The total EC members will be equally divided into three categories as per matrix below.

Number of years of life membership	No.of posts
8-12 years	6
13-17 years	6
More than 18 years	7

The additional member shall be added from the senior most category to junior most category in such a way that the balance is maintained.

3.2.5 The total number of EC members shall not exceed 25.

3.2.6 Immediate Past President and Immediate Past Secretary will also be a part of the Executive Council.

3.2.7 Governing Body of the Society shall be the Executive Council. The President, President Elect, Vice-President, Secretary General, Treasurer and Editor-in-Chief of the Journal shall be Ex-officio members of the Executive Council. The immediate Past President and immediate Past Secretary General shall also be members of the Executive Council in the ensuing year. There shall be one student representative member in the committee.

3.2.8 The secretarial office will have 4 nominated members Treasurer, Joint Secretary, Assistant Secretary, Assistant Treasurer. The nominated members will be selected by the Secretary General in consultation with the President. Joint Secretary, Assistant Secretary, Assistant Treasurer will not be members of the executive council and will be considered as nominated non-voting members.

3.2.9 The editorial office will have following members : Editor in chief (elected), 1 Associate editor (nominated post), 2 Assistant editor (nominated post) and journal committee members. The total number of members shall not exceed 12 including the President and Secretary General. Editor-in-chief shall select the Associate editor and 2 Assistant Editors. The committee members shall be finalized/ approved by the Executive Council in consultation with the Editor-in-Chief for a period of one year. However, the term of committee members can be extended [renewed every year] for the entire three year term period of the Editor-in-Chief. Associate editor and Assistant editors will not be members of the executive council and will be considered as nominated non-voting members.

3.3 Tenure of office bearers

3.3.1 The tenure of various office bearers will be as follows:

President	1 year
President Elect	1 year
Vice President	1 year
Secretary General	3 years
Editor in Chief	3 years
Executive council members	1 year
Treasurer	3 years
Joint Secretary	3 years
Assistant Secretary	3 years
Assistant Treasurer	3 years
Associate editor	3 years

Assistant editors	3 years

3.3.2 The honorary posts should be reviewed every year depending upon the performance and in case of non-performance, can be changed before completion of the term. Honorary (non elected) will not have right to vote in the executive council meeting.

3.3.3 A life member can serve as a President for a maximum of two terms with the gap of at least 6 years between the terms.

3.3.4 A life member shall hold the office of the Secretary General for three years but shall not be eligible to hold it more than two consecutive terms (6 years). He shall, however, be eligible for re-election after the lapse of two terms.

3.3.5 A life member can serve on a honorary post for a maximum of two terms irrespective of the honorary post being same or different. Also, the two terms cannot be in succession and there has to be a gap of three years between two terms.

3.3.6 A life member can be elected to post of editor in chief for a maximum of two terms; either in continuation or with a break.

3.3.7 A life member can be elected to post of Vice President for a maximum of two terms; either in continuation or with a break.

3.3.8 A life member can be elected consecutively to the executive council for a maximum of two terms. Life member can get re- elected to the executive council after a gap of one year.

3.4 Appointment and oath taking of office bearers

3.4.1 Appointment of office bearers will commence from AGM for the respective tenures mentioned in clause 3.3.1

3.4.2 Each of the office bearers will receive an appointment letter from the secretarial office after the elections.

3.4.3 Oath taking of office bearers will take place during the first EC meeting. Immediate past president will administer oath to all the office bearers.

3.5 Duties of office bearers

3.5.1 *The duties of President would be as follows :*

- He shall be the chairman of the General Body, Extra Ordinary General Body and Executive council meeting and any other committee formed unless specially mentioned otherwise.
- He shall have a casting vote in case of equality of votes in addition to his regular vote. (Except in the case of elections, where it will be the election officer who has the extra vote).
- He shall regulate the proceedings of meetings and conferences, interpret rules and regulations and make decisions in debatable issues.
- 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.
- He shall be consulted on all important matters concerning the affairs of the Society.
- The President, if necessary, can appoint a Marshall for any meeting and ask any member to be respectfully escorted out.
- He shall be bound to lead and inspire all members of ISPPD and to project 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.

3.5.2 *The duties of President Elect would be as follows:*

- He shall assist the President and shall succeed to the office of President during the first EC meeting in the year following his election.

3.5.3 *The duties of Vice-President would be as follows:*

- He shall preside on all meetings in the absence of President and shall have all the powers of the President only on the given occasion.
- He shall give advice to President on appointment of chairs of various committees.

3.5.4 *The duties of Secretary General would be as follows:*

- The Secretary General 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 AGM.
- He shall be member of all Committees.
- He shall pass all bills for payments.
- He shall maintain a correct and up to date register of all the members of the Society.
- The Secretary General shall correspond with the national and international bodies / societies for professional and academic coordination between them and ISPPD. He shall apprise the members of his efforts towards this in the AGM.
- He would also inspire other office bearers as well as members of ISPPD to make an endeavor towards furthering the objectives of the Society.

3.5.5 *Duties of Treasurer would be as follows:*

- He shall be responsible for collection of subscriptions and donations from members and well-wishers of the Society.
- He shall sign the receipts and prepare statement of income and expenditure of Society duly audited by a registered auditor before AGBM each year and shall present the same at the Annual Meeting.
- The treasurer shall present annual budget during the second EC meeting (online or offline) of each year. The annual budget should discuss the projected annual income through various sources like subscriptions and donations, allocation of funds into various grants, awards and expenses towards travel, meetings and conferences.
- All payments shall be made by the Treasurer at the instance of the Head Office and after getting the bills passed by the Secretary General.
- The Treasurer shall have the authority to operate the bank account together with the Secretary General of the Society.
- He shall have the right to point out any error or discrepancy in the order of payment of Secretary General 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.

3.5.6 *Duties of Editor in chief would be as follows:*

- The Editor-in-Chief shall strive to raise the standard of the Journal as it forms the face of the Society.
- The Editor-in-Chief 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 AGBM.

3.5.7 *Duties of Joint Secretary, Assistant Secretary, Assistant Treasurer and Executive / Assistant Editor would be as follows:*

- The Joint Secretary, Assistant Secretary, Assistant Treasurer and Assistant Editor shall assist the Secretary General, Treasurer and Editor-in-Chief respectively in carrying out the duties of their respective offices and their terms of office shall be as that of their respective senior officers.
- They shall be members of the Executive Council.
- In case of the inability of the Secretary General, Treasurer, Editor-in-Chief to discharge their duties due to any reason, the Joint Secretary, Assistant Treasurer and Assistant Editor respectively shall officiate in their place unless decided otherwise by the Executive Council.

3.5.8 Duties of the Executive Council member

- He shall be responsible for giving suggestions and views on various agendas discussed during the executive meeting
- He shall serve as a chair/ co chair of a committee or be a member of various committees as decided by the President.
- He shall give ideas and suggestions for various awards, grants, schemes for the betterment of life members.
- Shall submit his contributions made for upliftment of the society to the secretarial office at the end of his tenure.

3.6 Powers and Functions of Executive Council

3.6.1 The Executive Council 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.

3.6.2 The Executive Council shall have the powers to frame By-Laws consistent with the Constitution and its aims and objectives and amended.

3.6.3 The Executive Council shall have the power to appoint or remove salaried officers and any other staff appointed by the Society.

3.6.4 The decision of the Executive Council 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 Council has the final powers.

3.7 Resignation or Absence of office bearer

3.7.1 In the event of resignation or death of any member from president's office, secretarial office, editorial office or executive council, the President shall have powers to nominate any life member to fill the vacancy created for that term only .

3.7.2 If any office bearers viz. President, Secretary General, Treasurer or Editor-in Chief 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 Executive / Assistant Editors respectively for that period.

3.7.3 In case, the President post falls vacant due to any reasons, Vice-President shall take the role of the President for the remaining period of that term. The post of Vice President falling vacant during the term shall not be filled. The post of Secretary General, Treasurer, and Editor-in-Chief falling vacant shall be taken over by the Joint Secretary, Assistant Treasurer and Associate editor respectively for the remaining period of that term year.

3.8 Removal of office bearer

Removal of office bearers can be done by no confidence motion: The charges against any office bearer have to be enunciated in the form of a resolution, signed by not less than ¼ of total number of members of the Society. The President or Secretary General shall circulate the same to all the members and convene a extraordinary 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 extraordinary General Body Meeting themselves, only for the charges levelled against the office bearer concerned. Every opportunity has to be provided to the office bearer to appear or to represent his case at such an enquiry. If 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.

a) The voting shall be online. b) The quorum for the special meeting shall be 1/4 of the total strength of the members as on the register. c) The office bearer under reference shall not chair the meeting. d) If the violation of the office bearer is proved, the person will be debarred / restrained from participation in the activities of the Society for a period of 5 years.

3.9 Change in number of posts or nomenclature of posts

Increase in the number of office bearers or change in the name designation of various posts can be carried out only after an amendment has been passed to that effect.

ARTICLE 4

COMMITTEES

4.1 Name of the committees

4.1.1 ISPPD shall have following committees :

- Conference and Site Selection Committee
- Membership and Grievance Committee

- Scientific Committee
- International Affairs Committee
- Journal Committee
- Bylaws Committee
- Awards and Nominations Committee
- Research Grants Committee
- Finance Committee
- Industry and sponsorship committee
- Provisional Committees – these may be created on temporary basis to achieve specific tasks on direction of the President

4.2 Structure of committees

4.2.1 Each committee will have a Chair, Co chair (at President's discretion), Advisor and members.

4.2.2 Chairs of the committees, except as otherwise provided in these Bylaws, shall be recommended by the President with approval of the President's office. An Executive Council member can serve as the chair of a committee.

4.2.3. Co chair may be appointed for any committee by the President's office.

4.2.4 Members of all committees, except as otherwise provided in these Bylaws, shall be nominated by the Chair of the respective Committee with approval of the President's Office.

4.2.5. Service on a specific committee as a member and/or as chair shall not exceed two (2) consecutive years after which there must be a break of at least one (1) year before a member may serve on the same committee again.

4.2.6 In exceptional circumstances the President may appoint a life member to serve for a period in excess of three (3) consecutive years on a committee.

4.3 Advisor to committee and role

4.3.1 The President will appoint Advisors to any committee on recommendation of the chair of the committee. Advisors should have served as past president, past secretary of the society.

4.3.2 Advisors shall vote in the proceedings of any committee in event of any disagreement.

4.3.3 Advisor shall receive all committee communications and shall be invited to be present at all meetings of the committee.

4.4 Appointment of committees

4.4.1The chairs/ co chairs, advisors of various committees will be appointed during the first EC meeting by the President.

4.4.2 The chairs of various committees will recommend names of members of the respective committees during the EC meeting to enable approval by the President's office.

4.4.3 Electronic correspondence to all the chairs, co chairs, advisors and members of various committees for their appointment would be sent by the secretarial office within a week after the first EC meeting.

4.5 Tenure of committees

4.5.1 Tenure of each committee would be one year and can be extended twice for one more year on President's approval.

4.5.2 A committee member/ chair failing to deliver during their tenure can be replaced by the President's office.

4.6 Composition and Duties of committees

4.6.1 Conference and site selection Committee

a. *Composition* – President (Chair), President Elect, Immediate Past President, two Executive Council members

b. Duties

- Evaluate the bid documents for conference
- Hold online meeting with the bidder during the committee meeting
- Prepare a comparative report of all the bids with recommendations and submit to presidential office
- Maintain vigilance on the financial expenditure / income related to conference/ convention in coordination with the conference/ convention committee.

4.6.2 Membership Committee

a. Composition – Secretary General (Chair), Joint Secretary, Assistant Secretary, four Life members

b. Duties

- Collect all the documents for membership submitted online
- Scrutinize the documents and application
- Correspond with the applicants if needed
- Prepare a monthly list of new members
- Interact with various colleagues and motivate them for taking membership of ISPPD
- Receive grievances of life/ student members and take appropriate actions on their resolution in consultation with the executive council.

4.6.3 Scientific and education Committee

a. Composition – Life Member of more than 30 years of experience in pediatric dentistry (chair), three executive council members, nine life members

b. Duties

- Advise the Council on all matters concerning the clinical practice of Pediatric Dentistry
- Develop and annually review general guidelines and policy for the clinical practice of Paediatric Dentistry and submit them to Council
- Invite suggestions from life members for their comments/suggestions on guidelines so that any necessary amendments may be made before publication

- Oversees scientific programs throughout the country
- Make suggestions for holding academic meetings related to specialized topics related to pediatric dentistry
- Make suggestions for changes/ upgradation of undergraduate and postgraduate curriculum

4.6.4 International Affairs Committee

a. Composition – Secretary General (Chair), two executive council members, three life members

b. Duties

- Develop relations with international organizations of pediatric dentistry
- Develop relations with pediatric dentists of repute across the world in academics and clinical practice and invite them for conferences and webinars
- Facilitate international collaborations for research, publications, and academic exchange programs. Promote faculty and student exchange programs with reputed international institutions.
- Identify opportunities for members to participate in international fellowships, training programs, and scholarships.
- Facilitate dissemination of global best practices, clinical guidelines, and recent advancements to Society members.

4.6.5 Editorial Committee

a. Composition – Editor in chief (Chair), Associate Editor, Assistant Editors, six life members

b. Duties

- Ensure smooth publication of journal and its circulation
- Maintain journal website
- Maintain soft copies of scientific papers received for publication
- Maintain the reviewer comments and share with authors
- Correspond with authors
- Selection of reviewers
- Organize reviewer workshop
- Maintain records of journal funds

- Shall be responsible for management of whole business of journal.

4.6.6 Bylaws Committee

a. Composition – Vice President(chair), two executive council members, three life members

b. Duties

- Review the bylaws
- Invite amendments from life members and discuss about making necessary amendments
- Maintain record of amendments suggested
- Prepare report of amendments and submit to secretarial office three months before annual general body meeting

4.6.7 Awards and Nominations Committee

a. Composition –Vice President (chair), four executive council members

b. Duties

- Review various applications received for awards selections for various competitions held from time to time
- Create objective criteria (scoring rubric) for judging each award/ nomination/ research and travel grants. Each awards/ nomination would have its separate scoring rubric.
- Discuss nominations for awards such as fellow of ISPPD, star pediatric dentist award, ISPPD icon award, Academic excellence award, student merit award, distinguished women award, young pediatric dentist award and distinguished clinical practitioner award
- Submit report to secretarial office
- Suggest new awards to secretarial office
- Suggest changes in criteria of awards, as and when required

4.6.8 Research Grants Committee

a. Composition – President Elect (chair), two executive council members, three life members

b. Duties

- Make guidelines for various research grants and travel grants
- Prepare objective criteria (scoring rubric) for selection of proposals
- Make suggestions on number and financial aid for research grants and travel grants
- Scrutinize research proposals in a time bound manner for timely dispersal of funds
- Maintain records of all proposals
- Give suggestions for improvement to rejected proposals
- Encourage dissemination of results with acknowledgement to ISPPD

4.6.9 Finance Committee

a. Composition – Treasurer (chair), Assistant treasurer, two Executive Council members

b. Duties

- Prepare annual budget
- Make suggestions to Secretarial office for handling of funds
- Scrutinize any proposal from a life member or EC member for a new activity/ course/ program which would involve utilization of funds and give suggestions to secretarial office.

4.6.10 Industry and Sponsor Committee

a. Composition –Life member of more than 30 years experience (chair), two Executive Council members, five life members

b. Duties

- Explore options of endorsing dental products related to pediatric dentistry
- Deals with sponsors related to preventive and pediatric dentistry
- Recommend policies and criteria for product endorsement, ensuring transparency and evidence-based decision-making.

4.7 Meetings of committees

4.7.1 Committees should conduct at least three meetings in their tenure.

4.7.2 Meetings may be held online or in person. However, no travel reimbursements would be given for attending committee meetings.

4.7.3 The agenda of meeting shall be circulated to all members at least two weeks prior to the meeting by the chair of the committee.

4.7.4 The decision on an agenda should be made unanimously by the committee members. In the event of disagreement, advisor shall ask the committee members to vote for final decision.

4.8 Minutes of meetings

4.8.1 Minutes of meeting shall record the date, venue, group picture, duration of meeting, members present, agendas discussed along with views of various members and advisor. It shall record decision/ action taken on various agenda.

4.8.2 The minutes will be sent to all members by the chair of the committee within a week of the meeting.

4.8.3 The minutes will also be sent to president's office within a week of the meeting.

4.8.4 Minutes of all the meetings of a tenure with list of completed and incomplete tasks shall be compiled and submitted to the secretarial office at the end of the tenure.

ARTICLE 5

MEETINGS

5.1 Definitions

5.1.1 Executive Council meeting (EC meeting involves meeting of members of President's office, Secretarial office, and Editorial office.

5.1.2 General Body meeting (GBM/ AGM) is meeting held once in a term year of the society where all office bearers, honorary members and life members are entitled to attend the meeting.

5.2 Role of Executive Council meeting

5.2.1 The Executive Council may meet for the transaction of business, adjourn and other wise regulate its meetings and proceedings as it thinks fit.

5.2.2 Executive council shall receive recommendations of all committees mentioned in Article 4 of bylaws and take a final decision on the recommendations

5.2.3 Executive council shall have powers to make a decision on any suggestion by the council member, if the suggestion is deemed fit for the upliftment of the society and its members.

5.2.4 Decisions passed in the executive council meeting shall be forwarded to GBM for information of the life members except the decision on amendments on bylaws which will have to be ratified by the GBM.

5.2.5 Standing orders may be passed by the executive council after discussion in the EC meeting. Standing order would however be implemented after minutes of the EC meeting (in which they were passed by EC) are proposed and seconded in the subsequent EC meeting. The information about implementation of standing orders will be sent to all life members through email.

5.3 Role of General Body meeting

5.3.1 General body meeting shall apprise the life members of various decisions taken by the executive council .

5.3.2 Life members can discuss or ask questions related to functioning and decisions taken by the executive council. In the event of disagreement on decisions taken by the executive council, President shall have the right to take a final call to avoid delay in implementation of decisions already taken by the executive council.

5.3.3 Life members can give suggestions on the amendments of bylaws suggested by the executive council which can be passed with 50% majority of members attending the GBM.

5.3.4 Online elections will be held during the GBM and the results will be announced during the GBM.

5.4 Number of meetings in a term year

5.4.1 The Executive Council shall meet 5 times in year at regular interval (2 during the 2 consecutive conferences, 1 during PG convention and 1 outside the conference/ convention venue and 1 online meeting).

5.4.2 The General Body Meeting will be held once a year coinciding with the annual conference.

5.5 Notification of Executive Council meeting

5.5.1 Every Executive Council meeting shall be called for with a prior notice of 30 days.

5.5.2 The agenda of the Executive Council meeting shall be circulated to all the members at least one week before the meeting.

5.5.3The Secretary General with the permission of the President can request for an extra-ordinary meeting of the Executive Council with at least ten days' notice period.

5.6 Notification of General Body meeting

5.6.1 Notification of General Body Meeting shall be made electronically through email and on website 60 days prior to the meeting.

5.6.2. Timing and venue of the meeting shall be also be mentioned in the notification. Annual General Body Meeting shall be held along with Annual Conference. The Annual General Body Meeting shall be convened preferably after the valedictory of the annual conference or as decided by the head office and conference organizers mutually.

5.6.3 The agenda of the General Body Meeting shall be sent to all the members three weeks before the date of the meeting.

5.7 Extra ordinary General Body meeting

5.7.1 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 Council.

5.7.2 An Extra-Ordinary General Body Meeting may be called at any time of the year on the requisition of 20% members having voting rights.

5.7.3 Nothing except the business for which it is called shall be discussed at the meeting.

5.7.4 Minimum Ten days' notice of the meeting with the agenda shall be given to the members.

5.7.5 The quorum for the meeting shall be of 1/3 of the total members on the register.

5.7.6 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.

5.8 Order of business of the Executive Council meeting

5.8.1 Every meeting of the Executive Council 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, the Secretary General shall preside the occasion.

- Secretary shall ask all members to take seat and welcome all members.

- Secretary shall collar the President and request the President to declare the Executive Council meeting open.
- Secretary shall welcome the executive council members.
- Secretary shall read out apologies for absence of executive council members.
- Secretary shall seek approval of the agenda from the President which has been circulated.
- Approval and confirmation of the minutes of the previous meeting.
- Matters arising from the minutes shall be discussed.
- Report presented various committees mentioned in Article 4.
- Discussion and decision on recommendations of various committees may be made unanimously.
- Voting may be done if disagreement on recommendation of a committee.
- Recommendation can be considered passed if more than 50 % of members present vote in favor of the same.
- If the recommendation gets less than 50% of votes in favor of the same, the recommendation would be sent back to the concerned committee for reconsideration.
- Honorary members shall not vote.
- Any other agenda to be discussed with the permission of President.
- Secretary shall ask the President to declare the meeting closed.

5.8.2 In case any member of the Executive Council is unable to be present, he shall intimate to the Secretary General his comments in writing on each subject in the agenda, which shall be read at the Executive Council meeting.

5.8.3 All questions arising at any time of the meeting of the Executive Council 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.

5.8.4 The proceedings of the Executive Council meeting should be recorded only in writing by the Secretary General and should be maintained confidential

5.9 Order of business of the General Body Meeting

5.9.1 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 the Secretary General.

- Secretary shall ask all members to take seat and welcome all members.
- Secretary shall collar the President and request the President to declare the General Body meeting declare open
- Secretary shall welcome the executive council and the life members.
- Secretary shall take online attendance of life members and get it verified by doing a head count. The attendance shall be recorded and maintained by the secretarial office.
- Secretary shall seek approval of the agenda from the President which has been circulated
- Approval and confirmation of the minutes of the previous meeting.
- Matters arising from the minutes shall be discussed.
- Report presented by the President
- Report presented by the Secretary and its adoption
- Report and statement of audited accounts presented by the Treasurer and its adoption
- Report presented by the Editor and its adoption
- Awards to the members if any
- Acknowledgement to the last Conference & Convention organising team
- Discussion on Amendments, if any
- Intimation of Election nominations
- Online Elections
- Declaration of results
- Address by the outgoing office bearers
- Welcome address by the incoming President & future plans
- Acknowledgement to the immediate office bearers
- Any other business with the permission of the Chair
- Secretary shall ask the President to declare the meeting closed

5.9.2 Any member may submit resolution to the General Body Meeting after giving three months' notice. However, in case of emergency, the notice period can be one month. It shall be first considered by the Executive Council after which the Secretary General shall put up the resolution before the General Body Meeting for their consideration with the decision of the Executive Council.

5.9.3 The proceedings of the General Body Meeting shall be regulated according to the By-laws of the Society. 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 out and marking of an entry to that effect in the Register of the proceedings of the Society shall be conclusive of the fact.

5.10 Minutes of the meetings

5.10.1 The minutes of the proceedings of the General Body Meeting shall be duly recorded & kept for the purpose and shall be signed by the President and Secretary General of the Meeting.

5.10.2 The minutes of the proceedings of the General Body Meeting shall be circulated electronically to all the life members within 45 days of the meeting.

5.10.3 Minutes of the EC Meeting shall be recorded and circulated electronically to all the EC members within 15 days of the meeting.

5.11 Quorum

5.11.1 Two-thirds of the existing Executive Council members shall constitute a quorum.
If the required quorum is not present at the time of the meeting, the meeting shall be adjourned for ten minutes. If the required quorum is not present after the adjourned time, the members present shall constitute the quorum. A meeting of the Executive Council at which quorum is present shall be competent to exercise all or any of the functions of the Executive

Council. The President shall always be the Chairman of all Executive Council meetings. When the President is absent or not willing to act as the Chairman for some reason, the Vice President shall chair the meeting.

5.11.2 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.

5.12 Renumeration to attend executive council meeting

A fixed renumeration will be paid to the executive council members (members mentioned in 3.2.3 and 3.2.7) for attending EC meetings other than conference or convention. The renumeration will be paid to support travel expenses. The amount of renumeration will be decided by the President but cannot exceed more than Rs. 10000 per person.

ARTICLE 6

TRANSITION OF LEADERSHIP AND HANDOVER OF OFFICE

6.1 Office of the Society

The office of the Society shall be same as the official address of the Honorary Secretary General. However it is recommended to have a permanent office of the society subject to the availability of funds and approval by the general body.

6.2 Register of the Society

The Honorary Secretary General shall maintain a register of the registered members-
A hard copy and a soft copy on additional reliable data storage device and on website with periodical update. The cloud space can be purchased for keeping the record.

6.3 Handover of office records

It shall be the duty of the outgoing Secretary General and Treasurer to handover office with all its property, records, and books etc within 1 month.

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. Reports and minutes of meetings of all the committees
9. 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 7

ELECTIONS

7.1 Posts for elections and eligibility criteria

7.1.1 Election would take place for following office bearers:

President Elect
Vice President
Secretary General
Editor-in-Chief
All the Members of Executive Council (EC)

7.1.2 General Eligibility Criteria would be as follows

- Should be a life member of good standing. There shouldn't be any legal or malpractice action against the life member.

- The minimum eligibility criteria in terms of life membership years for various posts are as follows:

Name of the elected office bearer post	**Number of posts**	**No. of years of continuous active membership**	**Additional eligibility criteria**
President Elect	One	15	Must have served as Vice President
Vice President	Two	13	Must have served as EC member for three terms OR should have served for 2 terms as EC member plus one full term as one of the nominated office bearers.
Secretary General	One	13	Must have served as EC member for three terms OR should have served for 2 terms as EC member plus one full term as one of the nominated office bearers.
Editor-in-Chief	One	13	Must have served as EC member for three terms. must have at least 10 PubMed / Scopus indexed publications (out of which at least 5 as first or second author) must have served as an editor/ assistant editor in any journal for one full term or should have served as reviewer/ editorial board member for 5 years in any PubMed indexed journal.
EC Member	Nineteen	8	

The total EC members will be equally divided into three categories.

No. Years of Life Membership	No. of Posts
1. 8-12 years	1/3rd
2. 13-17 years	1/3rd
3. Above 18 years	1/3rd

Name of the nominated office bearer post	**Number of posts**	**No. of years of continuous active membership**	**Additional eligibility criteria**
Treasurer	One	12	Must have served as EC member for two terms
Assistant Treasurer	One	12	Must have served as EC member for two terms
Joint Secretary	One	12	Must have served as EC member for two terms
Assistant Secretary	One	12	Must have served as EC member for two terms
Associate Editor	One	12	Must have served as EC member for two terms
Assistant Editor	Two	12	Must have served as EC member for two terms

7.1.3 In addition to above eligibility criteria, Associate and Assistant Editors must have atleast 5 PubMed / Scopus indexed publications (out of which at least 3 as first or second author **AND** must have served as reviewer / editorial board member for at least 2 years.

7.1.4 Any member would be considered to have completed his/her one year term only if he/she attends 3/5 to 4/5 (60% to 80%) of the total EC meetings conducted in that year. Out of the 5 EC meetings in a year, a member must have attended at least one of the two EC meetings conducted outside the conference and convention venues. Any member of the Executive Council (including the office bearers) who is absent for three consecutive EC meetings or more than half of the meetings held during his / her term of the Executive Council shall cease to be a member of the Executive Council. Such a member shall not be eligible for re-election / re- nomination to the Executive Council in the next term .

7.1.5 If any member whilst serving in EC or in any office bearer post is found to violate the By-Laws it will render them ineligible to continue his/her term in that post and file nominations for any post in the future for a minimum period of 5 years.

7.1.6 No member can file nominations for the same post for more than 2 consecutive terms. A lapse of one term is mandatory after two consecutive terms for applying for the same post including the EC member post.

7.2 Time of elections

Elections would be held during the annual general body meeting of the society.

7.3 Notification of elections

7.3.1 Notification of elections shall be electronically communicated to all the life members with the name and number of posts, eligibility criteria, nomination form and last date of submission of nomination form.

7.3.2 Notification of elections would be done 3 months before the date of annual conference.

7.3.3 A period of 30 days would be given to fill the nomination form and submit to the secretarial office.

7.4 Election committee

7.4.1 A short term Election committee would be constituted by the General Secretary comprising of President, President Elect and Immediate Past President.

7.4.2 The committee would be constituted at the time of notification of elections.

7.5 Call for nominations for elected posts

7.5.1 Notification of elections would be done 3 months before the date of annual conference.

7.5.2 A period of 30 days would be given to fill the nomination form and submit to the secretarial office. Nomination fees of rupees five thousand will be payable by life member to the head office for filing nomination papers. Nomination fees would be non- refundable.

7.5.3 One person shall be entitled to file nomination only for one post at a time. Each eligible proposing member can propose one candidature and can second another candidature only. The proposing life member should also have attended at least three out of the last five Annual Conferences / conventions of the Society. All nominations should reach Secretary General 30 days before the GBM or as notified by the head office by registered post or as an email from his personal email address (registered with ISPPD Head Office) to the official email of Head Office in PDF format. Any nominations received later shall be disqualified. No nominations shall be done by fax.

7.6 Scrutiny of nominations

7.6.1 Election committee would scrutinize all the applications, check if eligibility criteria are fulfilled, nomination form has been filled properly and submit the report to the Secretary with reasons for rejection of nomination form.

7.6.2 The scrutiny of applications should be completed 45 days before the date of elections and list of eligible candidates would be shared on the website, EC members and also to all the candidates.

7.7 Withdrawal of nominations

7.7 Withdrawal of nominations can take place till 30 days before the elections. On floor withdrawal of nomination will not be considered.

7.8 Declaration of list of contestants

7.8.1 Final list of eligible candidates , after withdrawal , shall be shared on the website, EC members and also to all the candidates. The same should happen 25 days before the day of elections.

7.8.2 If required number of nominations under any criteria is not received by the closing date, nominations for the election may be called on the floor of the AGBM as per the eligibility criteria. Floor nomination for any post should be proposed and seconded by at least one life member of good standing. The proposer of any candidature should also have attended three out of the last five Annual Conferences of the Society and will be able to propose or second only one candidate.

7.9 Appointment of Election officer and Observer

7.9.1 The names for Chief Election Officer (CEO) shall be discussed and be decided in the EC meeting prior to the GBM. The proposed name shall be approved in the GBM and then CEO shall take the charge of the election proceedings.

7.9.2 Duties of the election officer would involve announcing final list of candidates in GBM, explaining the election process to the members, scheduling the timing of the online election, declaration of result, verifying documents of contestants going for floor nomination.

7.9.3 Election officer shall overview and conduct the entire election process with the assistance of secretarial office.

7.9.4 To ensure transparency in the entire election process, President shall appoint the senior most life member present in the GBM as the observer.

7.10 Mode of elections

7.10.1 Mode of elections would be online

7.10.2 All life members who are willing to vote shall come in person and cast their vote during the election proceedings in the GBM of the Society.

7.10.3 No postal ballots are entertained in our Society.

7.10.4 Only life members of the ISPPD of good standing for at least one year are eligible to vote. In case of a violation or a claim of violation, the CEO will have the rights to take decision in consultation with President, President elect and Immediate Past President. He can also declare the election null and void.

7.11 Declaration of results

7.11.1 The results would be declared by the election officer soon after elections of all the posts are completed.

7.11.2 The person getting the largest number of votes shall be declared elected by the CEO. In case of equality of votes, the CEO shall have the right to decide the winner by casting an extra vote in addition to his own vote.

7.11.3 In case there are no nominations for a particular post, request on the floor shall be made in the AGBM and the election shall be concluded.

ARTICLE 8

AWARDS AND GRANTS

8.1 Types of awards and grants

The society shall confer the following awards and grants

- Life time achievement award
- Fellow of ISPPD
- B.R. Vacher Oration Award
- Star Pedodontist (Pediatric Dentist) Award
- ISPPD Icon award
- Distinguished Pediatric Dental Practitioner Award
- Young Pedodontist (Pediatric Dentist) Award
- ISPPD Academic excellence award
- ISPPD Student Merit Award
- Research Grant
- Travel Grant

8.2 Essential eligibility criteria / privileges of awards, grants and fellowship

8.2.1 Life time achievement award

The "Life time achievement award' – instituted by the Indian Society of Pedodontics (Pediatric) & Preventive Dentistry is the highest award given by the society.

- Member should be of good standing
- Member should have been an active academician or clinician
- Member should have at least 30 years of continuous membership.
- Member must have attended at least 15 conferences/ convention of ISPPD and done exceptionally well in the academic field during his/her life time
- 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 registration for the conference shall be waived off and local hospitality shall be extended by the Conference host committee. The travel bills shall be reimbursed by the ISPPD head office.
- Maximum number of awards which can be given in a year is one

8.2.2 Fellow of ISPPD

Fellow of ISPPD is the highest honour to the senior members of ISPPD who have

- Member should be of good standing
- Active Membership of ISPPD for at least 20 years
- Has 15 publications in Pubmed/ scopus indexed Journals (minimum 5 international) & at least 5 as first author to his credit
- Has other major contributions to the Society
- He/ she should have attended minimum 10 conferences/ conventions.
- Fellow of ISPPD would be presented in the form of a certificate and a plaque.
- There is no limit to number of awards in this category.
- Scoring rubric will be used for this award.

8.2.3 B.R. Vacher Oration Award

B.R. Vacher Oration Award is an honour to the senior members of ISPPD who have

- Member should be of good standing
- with at least 20 years of active membership
- who has done significant and consistent work on aspect of Pediatric Dentistry.
- The nominee must have at least 10 publications in Pubmed/ scopus indexed journals (minimum 3 as first author) & have attended minimum 10 conferences/ conventions.
- 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 registration for the conference shall be waived off and local hospitality shall be extended by the Conference host committee.
- The travel bills shall be reimbursed by the ISPPD head office.
- B. R. Vacher Oration award will consist of a citation and a memento.
- Only one award will be given in a year.

8.2.4 Star Pedodontist (Pediatric Dentist) Award

- Member should be of good standing
- Should have been an active life member
- Should have service for a minimum period of 1 year as the Principal / Dean [or any other equivalent post] in a recognised academic institution / college.
- He must also have attended at least 10 conferences/ convention of ISPPD
- Scoring rubric will be used for this award.

8.2.5 ISPPD Ikon award

- Member should be of good standing
- Should have been an active life member
- Should have exhibited excellence in extracurricular area other than dentistry such as sports, music, fitness etc.
- Registration in the Conference is mandatory.

8.2.6 Distinguished Pediatric Dental Practitioner Award

- Member should be of good standing
- Should have been an active life member
- Should have own set up of an EXCLUSIVE pediatric dental practice catering to children in age group of 0-18 years only.
- The exclusive pediatric practice should be more than 15 years old.
- Scoring rubric will be used for this award.

8.2.7 Distinguished Women Award

- Woman Member should be of good standing
- Should have been an active life member
- He must also have attended at least 10 conferences/ convention of ISPPD
- Scoring rubric will be used for this award.

8.2.8 Young Pedodontist (Pediatric Dentist) Award

- Member should be of good standing
- Should have been an continuous life member
- Member should be under 35 years of age
- Member should have attended minimum 3 conferences/ conventions as life member
- Member should have at least five paper presentations at national/ international level along with minimum five publications(preferably in Pubmed/ scopus indexed journals & 2 as first author).
- The award will be given to the individual who has more achievements and has substantially contributed to the society
- Only one award will be given in a year.

- Scoring rubric will be used for this award.

8.2.9 ISPPD Student Merit Award

- Award can only be given to an undergraduate student of a life member of ISPPD
- The student should belong to a college which is recognised by the National Dental Commission and the Government of India.
- The subject of Paediatric & Preventive Dentistry should be a separate final year subject and should be taught by the Paediatric Dentist.
- The student should be from the regular batch only and must have passed the final BDS examination in the first attempt.

8.2.10 *ISPPD Academic excellence award*

- Award can be given to a student member of ISPPD only
- The student should belong to a college which is recognised by the National Dental Commission and the Government of India.
- The student must have passed both final MDS exams in the session 2024-25 in Pediatric and Preventive Dentistry in first attempt.
- Must have secured first division with a minimum of 60% marks.
- Should be a member of the Indian Society of Pediatric & Preventive Dentistry.
- Registration in the Conference is mandatory.

8.2.11 Research and Travel grants

- The society encourages its members to contribute in the research & development of the specialty by providing a number of financial assistance in the form of grants.
- The details of research grants to Life Members and Student members , travel grants and other financial awards shall be uploaded on the website.
- The guidelines for the grants will also be available on the web site which may be reviewed every three years to five years by the awards and grants committee.

8.3 Constitution of awards / research grants committee

Awards committee and research grants committee shall be constituted at the beginning of each term year as mentioned in clause 4.6.7 and 4.6.8 respectively

8.4 Structure of awards / research grants committee

8.4.1 Awards committee would consist of Secretary General(chair), four executive council members and an advisor as mentioned in 4.2 and 4.6.7

8.4.2 Research grants committee would consists of President Elect (chair), two executive council members, three life members and an advisor as mentioned in 4.2 and 4.6.8

8.5 Role and power of awards / research grants committee

8.5.1 Secretarial office shall forward all applications for various awards/ nominations to the awards committee.

8.5.2 Secretarial office shall forward all applications for various research and travel grants to the research and grants committee.

8.5.3 Awards committee shall scrutinize all nominations/ applications for various awards except life time achievement award and BR Vacher Oration Award. It would score each application/ nomination using scoring rubric made for each award. The recommendation with scoring would be sent to executive council for its final approval.

8.5.4 For life time achievement award and B.R. Vacher oration award, secretarial office shall forward names of candidates to the awards committee after approval from the executive council. The awards committee shall prepare a brief summary and justification for each candidate and forward the same to the Executive Council for final selection of the awardee.

8.5.5 Research and grants committee shall scrutinize all applications for various grants. It would score each application using scoring rubric made for each grant. The recommendation with scoring would be sent to executive council for its final approval.

8.6 Call for nomination of awards and applications for various grants

8.6.1 A notification calling for nomination of various awards would be electronically sent to life members and put on website six months before the annual conference. Separate nomination forms shall be attached along with the mail for all awards except for life time achievement award and BR Vacher Oration Award

8.6.2 The nomination for the *Fellow of ISPPD award* can be made on the prescribed format through a Head of the department imparting postgraduate training in the specialty of Pedodontics (Pediatric) & Preventive Dentistry or by a member of ISPPD of good standing with at least 15 years of continuous membership.

8.6.3 The nomination for the *Lifetime Achievement Award* and *B.R. Vacher Oration* award will be done by the executive council which will be ratified by the GBM.

8.6.4 The nominations for the *Young Pediatric Dentist* award shall be invited by the Head office in a prescribed form on the announced date. The nomination form duly proposed and seconded, with all enclosures & detailed Curriculum Vitae of the candidate should reach to the head office before the last date of submission.

8.6.5 A notification calling for applications to various research and travel grants would be electronically sent to life members and put on website soon after first EC meeting of each term year. Separate application forms shall be attached along with the mail for travel and research grants.

8.7 Scrutiny of nominations and applications

Awards and research committees shall scrutinize all applications/ nominations for completeness of application/ nomination form, meeting of eligibility criteria and ensure that applicant is a member of good standing.

8.8 Scoring criteria of awards / grants

8.8.1 There will be a separate scoring criteria for each award/ travel / research grant . The scoring criteria would be in the form a scoring rubric to make scoring objective and transparent.

8.8.2 Awards committee and research grants committee would be responsible for developing these scoring rubric for each award/ grant and revise them as and when required.

8.8.3 Both the committees shall maintain record of scoring rubric of each applicant and forward the same to the secretarial office at the end of their term.

8.9 Selection of awardee

8.9.1 The awards and research grants committees will make recommendations based on scoring rubric and forward the same to the executive council.

8.9.2 Executive council may send back the recommendations to the awards / research grants committee for re assessment, if executive council is not satisfied with the recommendations.

8.9.3 Final decision on awards and research grants will be notified after final approval of the executive council.

8.10 Declaration of awardees

8.10.1 The awardees are notified through an email by the Secretary apprising them of the privileges of the awardee.

8.10.2 The awardees of research and travel grants are notified through an email by the Secretary which would also apprise them of conditions related to the research grants/ awards.

8.11 Record of Awardees of each term year

List of various prestigious awards would be maintained by the secretarial office and also displayed on the website in a year wise manner.

ARTICLE 9

PUBLICATIONS AND JOURNAL

9.1 Name of the Journal

Official Journal of the society is Journal of Indian Society of Pedodontics and Preventive Dentistry

9.2 Journal circulation

Electronic copy of the Journal will be circulated free of cost to all the life members.

9.3 Editorial office

The Editorial office will be same as the official address of the Editor-in-chief.

9.4 Editorial committee and tenure

Composition and tenure of the editorial committee is mentioned in clauses 3.3, 3.5.6 of these bylaws

9.5 Roles and powers of editorial committee

Roles and powers of the editorial committee are mentioned in the clause 4.6.5

9.6 Journal finances

The journal committee shall raise funds for the publication of the journal. The Journal shall not charge publication charges to the Life members and Student members. But a processing / publication charge can be finalized & charged from non ISPPD members and international authors. In addition, contribution towards the journal fund shall be made from the ISPPD head office based on the needs put forward by the Editor-in-Chief on 1st April of every year. There are no subscription fees for the life members of the society to receive the journals.

9.7 Transfer of editorial office

The editorial office shall transfer the office to the newly elected editor in chief within a month of the election.

The outgoing editor in chief shall transfer all documents related to administration, publication and finances of the journal to the incoming editor in chief.

ARTICLE 10

FINANCES AND AUDIT

10.1 Appointment and Tenure of Treasurer

Appointment and tenure of treasurer are mentioned in clause 3.2 and 3.3 of these bylaws

10.2 Roles and responsibilities of Treasurer

Roles and responsibilities of Treasurer are mentioned in clause 3.5.5 of these bylaws

10.3 Funds of the society

10.3.1 Funds of the society shall comprise of the membership fees, donations, advertisements in journal of society, conference/ convention contributions from registration fees, proceeds from the sale of periodicals or books and such other property as may be acquired from time to time, Contribution from Government or local bodies, 10.3.2 Receipts must be generated by the treasurer of each payment received.

10.3.3 All receipts should have a unique receipt number for identification of all payments received. Receipts should also mention the name, address and GST number of the society.

10.3.4. A subscription may be purchased of a software to handle all payments.

10.3.5 Soft copy of all receipts should be maintained by the treasurer.

10.4 Maintenance of accounts

10.4.1 Treasurer shall maintain the entire account of ISPPD with the objective of reflecting complete transparency.

10.4.2 All the expenses should be preferably made online or through cheque.

10.4.3 Record of all payments should be kept under various heads such as travel expenses, accommodation expenses, meeting expenses, website expenses etc.

10.4.4 Invoices of all payments should be taken from each of the payee and record of all invoices maintained in chronological order for audit purpose.

10.4.5 Record of all cash expenses made should also be made separately in a chronological order.

10.4.6 Record of all award money disbursements should be maintained.

10.5 Annual Budget

An annual budget shall be prepared by the Treasurer, reviewed by the Finance Committee within a month of taking office or within a month of the first EC meeting and submitted, with recommendations, to the Executive Council for their final approval.
The annual budget shall comprise of projected income and expenses under various heads of the financial year.

10.6 Appointment of Internal Audit committee and composition

10.6.1 Internal audit committee shall be a temporary committee appointed by the Presidential office for a tenure of 3 months to audit the finances including all income and expenses of the society.

10.6.2 The composition of Internal Audit committee will be President, Secretary General, Treasurer, Assistant Treasurer, 2 executive committee members and 3 life members.

10.6.3 The objective of the internal audit committee is to check for any inadvertent lapses in receipt generation of payments, check for sequencing of receipt numbers, check for invoices of all payments made by the society.

10.6.4 Internal audit committee shall prepare a report and submit the same to the executive council.

10.7 Appointment of Independent Auditor

10.7.1 An independent auditor shall be appointed as per statutory guidelines. The appointment letter and the other statutory requirements for this shall be maintained by the secretarial office.

10.7.2 If the auditor needs to be changed, the statutory guidelines should be followed for that by the secretarial office.

10.7.3 The executive council must be informed and approval must be given by the executive council for change of auditor.

10.8 Record of Balance sheets

10.8.1 Balance sheet will be circulated to all executive council members one month before the GBM. Any query or discrepancy can be sent through email to the secretarial office.

10.8.2 Balance sheet of all financial years must be maintained by the secretarial office along with all the documents related to income tax.

ARTICLE 11

SOCIETY ACADEMIC EVENTS

11.1 Name and Number of Academic events

11.1 Society shall hold following academic events during a term year

- Annual Conference
- Postgraduate convention
- Mid term conference (once in two years)
- Reviewers workshop
- Faculty development program
- Pedo Rare- Rapid revision workshop

11.2 The rules and regulations pertaining to annual conference and postgraduate convention have been detailed in the "***Conference Guidelines Revised 2026***" . "Conference Guidelines Revised 2026" should be considered as an appendix to these bylaws.

11.2 Appointment and Role of Committees of events

11.2.1 A local organizing committee shall be constituted for the annual conference and the postgraduate convention as per the conference guidelines revised in 2026.

11.2.2 The Executive Council 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 and preferably should have organized any national level event of ISPPD. The Conference Secretary shall not have any prior history of fraudulence.

11.2.3 Other events i.e. Mid term conference, Reviewers workshop, Faculty development program, Pedo Rare- Rapid revision workshop shall be considered as head office events and organizing chairperson would be appointed by the executive council.

11.2.4 Role of committees of events have been elaborated in the conference guidelines revised in 2026.

11.3 Certificate courses

11.3.1 ISPPD can start a certificate course on a specialized topic related to pediatric dentistry.

11.3.2 The proposal for initiating a course has to be submitted by an executive council member to the secretarial office. The proposal should highlight the importance of organizing the course, format of course (online/ offline/ hybrid), duration of course, target participants, objectives, curriculum structure and proposed fees.

11.3.3 The secretarial office list the proposal for discussion in the EC meeting. If the executive council approves the proposal, the proposal shall be forwarded to the scientific committee. The scientific committee shall submit its recommendations within 30 days of receiving the proposal. However, if the executive council disapproves the proposal by majority votes, the proposal shall be scrapped.

11.3.4 The certificate shall be given to the participants by ISPPD.

11.3.5 The registration fees would be decided by the secretarial office. The registration fees would be collected by the secretarial office.

11.4 Governing body of certificate courses

11.4.1 A governing body shall be constituted by the proposer of the certificate course. The details of the governing body shall be submitted to the secretarial office and it has to be approved by the executive council .

11.4.2 The composition of the governing body would be Course Director (s), Academic Director (s), Examination Controller and two executive council members.

11.4.3 The tenure of the governing body would be five years. A report on the course would have to be submitted by the governing body to the Secretarial office which would have to be presented in the executive council. The President may take a decision on continuing with the same governing body or change the governing body.

11.5 Role and responsibilities of governing body of certificate courses

11.5.1 The governing body shall prepare the SOP document of the certificate course.

11.5.2. It shall be responsible for smooth conduct of the certificate course, announcing the dates of the course, preparation of brochure, maintaining list of participants, selection of course faculty, coordination with participants and course faculty, selection of venue, selection of examiners and conduct of examination.

11.6 SOP document of certificate courses

SOP document will be prepared by the governing body highlighting course overview, objectives of the course, governing body of the course, faculty selection criteria, curriculum structure, teaching methodology, assessment and examination pattern, certification and future pathways.

11.7 CDE programs

11.7.1 Any life member who wishes to conduct a CDE programme under the Aegis of ISPPD may request a refundable advance of Rs.10000/-. This may be remitted within 2 months after the CDE Programme.

11.7.2 When a CDE is held under the ages of ISPPD, all communications and brochures banners should incorporate the logo of ISPPD prominently.

11.7.3 Mandatory Requirements.

1. A request letter will be sent to HO to take permission.
2. All Office bearers of the ISPPD must be informed/ invited in writing.
3. One of the signatories must be from HO; President or Secretary General
4. All delegates must be the members of ISPPD (barring the speakers/ course mentors from other specialties)
5. A brief report along with few photographs should be sent to HO within one month of the event. The organizing committee of the CDE programme if failed to remit the designated amount and return the advance within the stipulated time as mentioned, without any written request to extend the dates, an interest of 12% per annum shall be applicable on the total amount &/or action as decided by the Executive Council. The decision taken by the Executive Council will be binding and final inclusive of legal action.

ARTICLE 12

STATE CHAPTERS OF THE SOCIETY

12.1 To fulfill the objectives of the society initiation of state chapter is recommended. The detail guidelines for starting and running the state chapters of ISPPD will be available on society website which can be downloaded.

12.2 In case of any dispute, the matter of the state chapter should be referred to the executive committee of ISPPD the decision of which shall be final and binding on all state chapters.

ARTICLE 13

ETHICS AND PROFESSIONAL CONDUCT

13.1 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 Council 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.

13.2 Criteria's for the member of good standing

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

13.3 Code of Ethics

- He should not criticize the society in public domain.
- Act with honesty and integrity in all professional interactions.
- He should maintain honour and dignity of other members of the society.
- He should not criticize any member of society in public domain including social media.
- He should place the best interests of the child above all other considerations.
- He should avoid conflicts of interest that may compromise patient care.
- Refrain from discrimination based on race, religion, gender, disability, socioeconomic status, or nationality.

ARTICLE 14

AMMENDMENTS TO BYLAWS

14.1 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.

14.2 The quorum of meeting shall be two-thirds of the members registered with the Society. The voting shall be confined to the members only.

14.3 If any amendment is to be carried, shall have the support of at least 2/3 of the member attending the meeting.

14.4 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 at least three months before GBM. The secretary shall forward the resolution to the bylaws committee. The bylaws committee shall give recommendations on the same within 15 days. The resolution along with recommendations of the bylaws committee shall be placed before executive council for approval. After approval from the executive council, the resolution will be placed in the GBM.

14.5 Bylaws committee shall also review the bylaws document during the tenure and may recommend amendments. The resolution for amendments from the bylaws committee shall be discussed in executive council for approval. After approval from the executive council, the resolution will be placed in the GBM.

ARTICLE 15

ADOPTION

These Bylaws as herewith stated, or as hereafter amended, shall have effect immediately upon adoption, unless otherwise stipulated; all prior conflicting laws, parts of laws or resolutions shall thereupon be null and shall stand repealed.