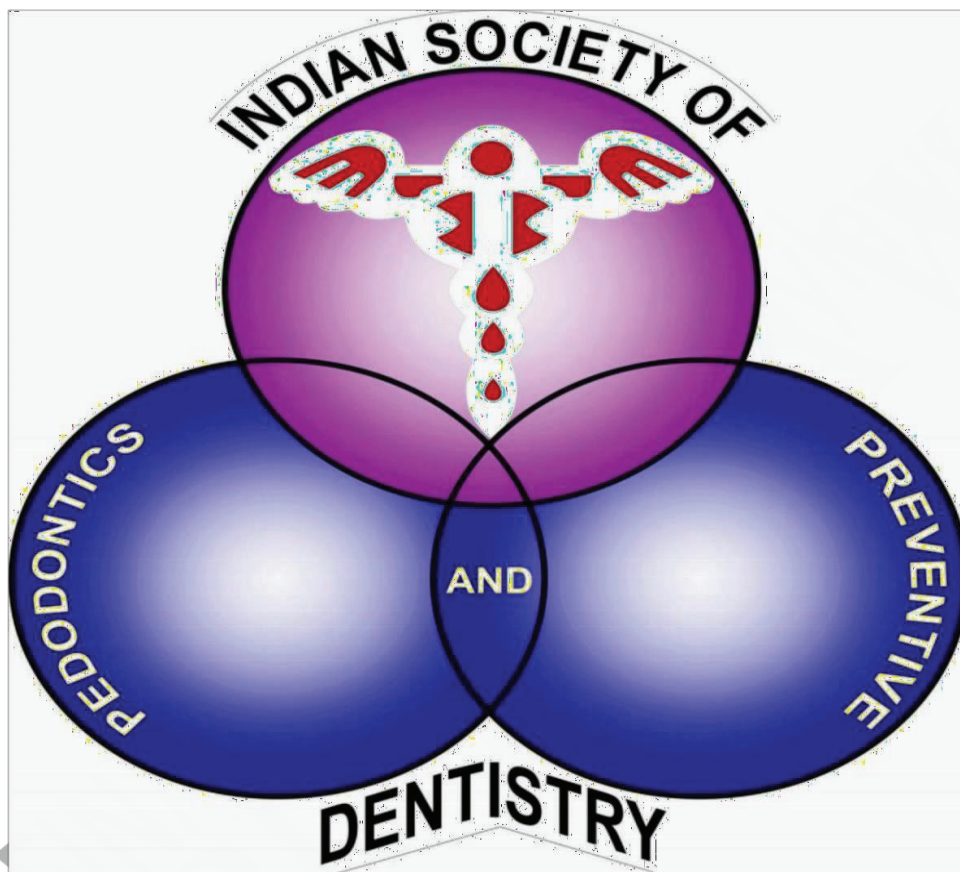


ISPPD BYLAWS

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ISPPD Bylaws

Adopted on 9th November 2019

First amendment done on 26th Nov 2022 as per the approval of General
Body Meeting held at Bhopal
(Incorporated with red colour)

ISPPD BYLAWS

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ARTICLE I. NAME

The name of the Society shall be “Indian Society of Pedodontics (Pediatric) & 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 (Pediatric Dentists) in particular have an obligation to uphold this right.
- b) 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.
- c) The Society shall make an endeavour to provide suitable medium for honoring the commitment it has so sacredly undertaken.

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.

TO REALIZE AND ATTAIN THE ABOVE OBJECTIVES, THE SOCIETY
WILL:

- 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 in children & adolescents.

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- 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 dental education, symposia and other oral education programmes.
- c) To provide forums for pediatric dentists to share and exchange knowledge on the current and recent advances in the field of pediatric & Preventive Dentistry.
- d) Hold periodical meetings and Conferences for the members of the Society.
- e) 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.
- 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 Pediatric & 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 the subject of Pediatric 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 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.
- 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 (Pediatric) 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 (Pediatric) & 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) including children with special health care need.

ARTICLE IV. OFFICE OF THE SOCIETY

The Office of the Society shall be at a place from where the Honorary Secretary General is elected however it is recommended to have a permanent office of the society subject to the availability of funds and approval by the general body.

ARTICLE V. 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.

ARTICLE VI. ELIGIBILITY AND QUALIFICATIONS OF MEMBERS

Member : 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. Re-registration of membership once every 3 years by paying the amount revised periodically. 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

- a) Life Member : Any member who proposes to become a life member should hold a qualification as mentioned in point a) & pay one-time membership 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
- b) 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'
- c) 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 membership number will be allotted as above with prefix 'A'
- d) Affiliate Member : Those persons who have postgraduate qualification in Pedodontics (Pediatric) and Preventive Dentistry or those with post graduate qualifications in other subjects and are full time teachers in Pedodontics (Pediatric) & Preventive Dentistry for at least five years, who are not living in India 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'

- e) 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'
- f) Charter Member : the ordinary or student members, who have filled in the enrolmentenrolment 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 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 Executive Council/ designated committee and 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.
- b) 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.

Any category of members (except honorary and charter) can be admitted to the Society by the Executive Council after his name is proposed by any responsible member of ISPPD and he submits an application in writing along with relevant documents as

mentioned in the web site. 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 (Pediatric) & Preventive Dentistry.

ARTICLE VIII. SUBSCRIPTION TOWARDS MEMBERSHIP

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.

ARTICLE IX. FELLOWSHIP/AWARDS

1. “Life Time Achievement Award”

The “Life time achievement award” – instituted by the Indian Society of Pedodontics (Pediatric) & Preventive Dentistry is given to a life member of the Indian Society of Pedodontics (Pediatric) & Preventive Dentistry of good standing and a teacher and/ or a clinician with at least 25 years of continuous membership. The candidate must have attended at least 10 conferences/ convention of ISPPD and 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 only one among them will be selected and will be honoured.

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.

2. “Fellow of ISPPD”

‘Fellow of ISPPD’, is the highest honour to the senior members of ISPPD who have (i) Membership of ISPPD for at least 20 years and has 15 publications in Pubmed/ scopus indexed Journals (minimum 5 international) & at least 5 as first author to his credit and other major contributions to the Society. He/ she should have attended minimum 10 conferences/ conventions. The presentation would in the form of a certificate and a plaque. The nomination for the 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. Not more than 2 awards can be given in a year.

3. “B.R. Vacher Oration Award ”

This should be awarded to a good standing member of ISPPD with at least ~~15~~ 20 years of continuous membership who has done significant and consistent work on aspect of Pediatric Dentistry. The nominee must have atleast 10 publications in Pubmed/ scopus indexed journals (minimum 3 as first author) & have attended minimum 10 conferences/ conventions. The nomination for the award can be made on the prescribed format through 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 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. Only one award will be given in a year.

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4. “Young Pedodontist (Pediatric Dentist) Award”

This award is for young Pedodontist (Pediatric Dentist) under 35 years of age who is a life member of ISPPD, has attended minimum 3 conferences/ conventions as life member & has 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 and a member in good standing.

The nominations for the above mentioned awards shall be invited by the Head office in a prescribed form on the announced date. The nomination forms 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. 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 will be final.

5. “Star Pedodontist (Pediatric Dentist) Award”

Star Pedodontist Award is given to a life member of the Indian Society of Pedodontics (Pediatric) & Preventive Dentistry of good standing and a teacher who has completed 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 05 conferences/ convention of ISPPD**

6. Financial 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 & awards.

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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.

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 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.
- 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 Secretary General or Treasurer.
- e) 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

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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 IX, 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 XI, sub- clause (e) should be re-admitted on written apology acceptable to the Executive Council, to be finally approved by the General Body. However, 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. The terminated member will be eligible to apply for a fresh membership after the period of termination.

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ARTICLE XII. PRIVILEGES OF MEMBERS

All members shall have following privileges -

1. Become a member of elite group of Indian Pediatric Dentists.
2. Eligible for travel & research grants, scholarships, exchange programs, various awards & prizes announced time to time. Attend society's national conferences, conventions, symposiums & workshops and present scientific papers, posters and videos.

3. Attend International Pediatric Dentistry conferences at subsidized registration charges.
4. Become a member of International Pediatric Dentistry Associations like IAPD & PDAA through ISPPD.
5. Receive E copy of the journal of ISPPD and its newsletters free of cost
6. Eligible to vote in society's general elections.
7. Eligible to contest elections.
8. Opportunity to lead the society and develop leadership skills.
9. Other benefits announced from time to time for the members.

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 it . 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.

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ARTICLE XIV. SOCIETY YEAR

Year of the Indian Society of Pedodontics & Preventive Dentistry shall be from AGM to the next AGM however for financial purposes, it shall be from 1st April to 31st March.

ARTICLE XV. HANDING OVER 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 3 months.

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 endeavour to publish a Journal which shall be the official publication of the Indian Society of Pedodontics (Pediatric) & Preventive Dentistry and shall be managed by the Journal Committee. The Editor-in-Chief of the Journal shall be the Chairman of the Journal and carry all editorial work with the help of an

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Associate / Assistant Editors and the Journal Committee. The members of the Journal Committee shall be finalised/ approved by the Executive Council, in consultation with the Editor-in-Chief. The Editor-in-Chief shall maintain soft copy of the scientific papers received for publication. The team shall also maintain the details of the review process of all the scientific papers submitted to 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/registers, journals and scientific papers in his custody.

Journal fund: 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.

ARTICLE XVII. FUNCTIONING OF THE SOCIETY

- a) The Society shall function with the following management councils:
- i) Executive Council ii) Journal Committee iii) Any other committee formed at the time of need. It should be proposed and approved by the Executive Council and approved by the General Body.
- b) The Executive Council will consists of 5 elected office bearers, 18 elected committee members and 7 nominated office bearers. The elected office bearers include:

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SN	Title	No. of Post	Term Period
1.	President	1	1 year
2.	President Elect	1	1 year
3.	Vice President	1 <u>(2 above 2000 life members)</u>	1 year
4.	Secretary General	1	3 years
5.	Editor-in-Chief	1	3 years
6.	Executive Committee	18 Members	1 year

The 7 nominated office bearers include:

SNo.	Title	Number of	Term	Posts	Period
1.	Treasurer	1			3 years
2.	Joint Secretary	1			3 years

3. Assistant Secretary 1 3 years
4. Assistant Treasurer 1 3 years
5. Associate Editor 1 3 years 6. Assistant Editors 2 3 years

NOTE- The Nominated Posts should be reviewed every year depending upon the performance and in case of non-performance, can be changed in between.

The Immediate Past President and Immediate Past Secretary will also be a part of the Executive Council. Hence, a total of 32 members shall constitute the Executive Council of the Society. The total number of executive members is 18 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). The additional member shall be added from the ~~senior~~ junior most category to ~~junior~~ senior most category in such a way that the balance is maintained. [Category explained in the next section]. The total number of EC members shall not exceed 25. 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.

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- c) The Journal Committee shall include the Editor-in-Chief, 1 Associate Editor and 2 Assistant Editors and other 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.

ARTICLE XVIII. ELECTION OF OFFICE BEARERS AND FORMATION OF EXECUTIVE COUNCIL

Election for the 4 Honorary Office Bearers: President Elect, Vice President, Secretary General, Editor-in-Chief and all the Members of Executive Council (EC) shall be held at the Annual General Body Meeting (AGBM). a) Eligibility Criteria:

- i) Should be a life member of good standing.
- ii) The minimum eligibility criteria in terms of life membership years for various posts are as follows:

No.	Title	Eligibility
1.	President Elect	15 years
2.	Vice President	13 years
3.	Secretary General	13 years
4.	Treasurer	13 years
5.	Editor-in-Chief	13 years
6.	Nominated posts (Assistant Secretary, Assistant Treasurer, Associate / Assistant Editor)	12 years
7.	EC Members	8 years

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- iii) To contest for any of the posts, the life member must have attended at least 3 out of the last 5 AGBMs of the Society.
- iv) To contest for any of the Honorary office bearer's posts (except Vice President), the candidate should have served at least 2 terms as an EC member and completed one full term as one of the nominated office bearers (joint/assistant secretary, assistant treasurer, associate / assistant editor).

However for Vice President, a member Should have completed 3 terms as EC member or should have served for 2 terms as EC member plus completed one full term as one of the nominated office bearers.

- v) 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 .
- vi) If any member whilst serving in EC or in any office bearer post is found to violate the Constitutional 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. The total EC members will be equally divided into three categories.

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No. Years of Life Membership	No. of Posts
------------------------------	--------------

- | | |
|-------------------|-------------------|
| 1. 8-12 years | 1/3 rd |
| 2. 13-17 years | 1/3 rd |
| 3. Above 18 years | 1/3 rd |

vii) Eligibility for the post of Editor-in-Chief / Associate

editor

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.

(viii) Eligibility for the post of Assistant Editor

must have atleast 5 PubMed / Scopus indexed publications (out of which at least 3 as first or second author.

must have served as reviewer / editorial board member for at least 2 years.

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

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(b) Every year, usually three months prior to the forth coming Annual Conference, the Secretary General shall communicate preferably through official web site or email to all life members asking for nominations for various posts: Honorary Office Bearers and all EC Members. 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 atleast three out of the last five Annual Conferences / conventions of the Society. All nominations should reach Secretary General 30 days before the AGBM 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.

- c) The nominations received by the head office will be scrutinized by a “Election Committee” which includes the President, President Elect and Immediate Past President or as appointed by the President This committee shall have the power to scrutinize, accept / reject the nominations.
- d) 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.

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- e) Secretary General shall send another email or notify on the official web site of the society, intimating the final names of nominees for various posts to all the life members of the society. All life members who are willing to vote shall come in person and cast their vote during the election proceedings in the AGBM of the Society. No postal ballots are entertained in our Society.
- f) The names for Chief Election Officer (CEO) shall be discussed and be decided in the EC meeting one day prior to the AGBM. The proposed name shall be approved in the AGBM and then CEO shall take the charge of the election proceedings.
- g) Voting should always happen using the secret ballot paper system. 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.

- h) 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.
- i) 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 year or till the next AGBM.
- j) 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.

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ARTICLE XIX. REMOVAL OF OFFICE BEARERS

Removal of office bearers 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 $\frac{1}{4}$ of total number of members of the Society. The President or Secretary General 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, 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 $\frac{2}{3}$ 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.

- a) The voting shall be by secret ballot.
- 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. The decision of the EC and the President will be final.

ARTICLE XX. TERM OF THE OFFICE BEARERS OF THE SOCIETY

- a) The new office bearers and the new members of the Executive Council shall assume office from the time of the AGBM in which they are elected. The outgoing office bearers shall handover charge of their offices and all their documents concerned within two months after the AGBM. They shall complete all pending work in this months' time before handing over the charges.

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- b) A year or the term of office denotes the period between two consecutive AGBMs.

ARTICLE XXI. 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 council meeting and any other committee formed unless specially mentioned otherwise.
- c) 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 CEO who has the extra vote).

- d) He shall regulate the proceedings of meetings and conferences, interpret rules and regulations and make decisions in debatable issues.
- 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. The President, if necessary, can appoint a Marshall for any meeting and ask any member to be respectfully escorted out.

-:22:-

- g) It would be incumbent on the President 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.

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

He shall be a member of the Executive Council 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 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 Secretary General

- a) The Secretary General shall hold the office 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 one term.

- b) 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 AGBM.

He shall be member of all Committees.

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- 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 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 AGBM. 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 three years and shall be eligible for renomination, at end of this period.
- b) He/she shall be responsible for collection of subscriptions and donations from members and well-wishers of the Society.
- c) He/she 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.
- d) 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.
- e) The Treasurer shall have the authority to operate the bank account together with the Secretary General of the Society.

- f) 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.

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Section VI: Duties, Powers and Tenure of the Editor -in-Chief

- a) The Editor-in-Chief of the Journal shall hold office for three years and shall be eligible for re-election at the end of this period.
- b) The Editor-in-Chief shall strive to raise the standard of the Journal as it forms the face of the Society.
- c) 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.

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

- a) The Joint Secretary, Assistant Secretary, Assistant Treasurer and Executive / 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.
- b) They shall be members of the Executive Council.

- c) 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.

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Section VIII: Duties and Power of Journal Committee

- a) Shall be responsible for regular publication of Journal
- b) Shall scrutinize all the articles to be published in the Journal, and pass them for publication.
- c) Shall be responsible for management of whole business of journal.
- d) Shall have at least 2 pages for Secretary General in each issue for publishing important news or for publicity / organization purposes. If these are not utilized by General Secretary these shall be utilized by Journal Committee for other purposes.

Section IX: Executive Council Meeting

The Executive Council shall meet 5 times in year at regular interval (2 during the 2 consecutive conferences, 1 during PG convention and 2 outside the conference/ convention venue)). Every Executive Council meeting shall be called for with a prior notice of 15 to 30 days. However, an Extraordinary Executive Council meeting may be called at a short notice at the discretion of the President. The required quorum for the Executive Council meeting shall be 15 Members. 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. 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. The decisions for the questions arising in the Executive Council meeting shall be decided a majority of votes casted. In case of

an equality of votes, the Chairman of the meeting shall have a second vote to make the final decision.

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ARTICLE XXII. GOVERNING BODY -POWERS AND FUNCTIONS

- a) Governing Body of the Society shall be the Executive Council.
- b) The President, President Elect, Vice-President, Secretary General, Treasurer and Editor-in-Chief of the Journal shall be Ex-officio members of the Executive Committee. The immediate Past President and Past Secretary General shall also be members of the Executive Committee in the ensuing year. There shall be one student representative member in the committee.
- c) The Executive Council 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 Council members shall constitute a quorum. In instance of insufficient quorum, the meeting has to be adjourned for 10 minutes. 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 agenda of the Executive Council meeting shall be circulated to all the members at least one month before the meeting. 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. 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.

Any two members of the Executive Council with the permission of the President can request for a meeting of the Executive Council. The 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.

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- d) 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. The proceedings of the Executive Council meeting should be recorded only in writing by the Secretary General and should be maintained confidential.
- e) 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.
- f) If any office bearers viz. President, Secretary General, Treasurer or Editor-inChief 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.
- g) The Executive Council 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.
- h) The Executive Council shall have the powers to appoint or remove salaried officers and any other staff appointed by the Society.

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

- j) 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.

ARTICLE XXIII. CALLING OF ANNUAL GENERAL BODY MEETING

- a) The date and venue for the Annual General Body Meeting shall be proposed by the Executive Council 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. 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.
- 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 the Secretary General.

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- f) The business to be transacted at the meeting shall be taken up in the following order:

1. Collaring the President & meeting called to order.
2. Reading and adoption of the Secretary General's report.
3. Reading and adoption of the Treasurer's report and the statement of audited accounts.
4. Reading and adoption of Editor's report.

5. Awards to the members if any
6. Acknowledgement to the last Conference & Convention organising team
7. Amendments if any
8. Election of Office-bearers and Executive Council Members in place of outgoing members.
9. Address by the outgoing office bearers
10. Welcome address by the incoming President & future plans
11. Acknowledgement to the immediate office bearers.
12. Resolution from members if any.
13. Any other business with the permission of the Chair.

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- g) The proceedings of the General Body Meeting shall be regulated according to the Constitution and 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.
- 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 duly recorded & kept for the purpose and shall be signed by the President and Secretary General of the Meeting.
- j) 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. 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.

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EXTRA ORDINARY GENERAL BODY MEETING

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

- a) Nothing except the business for which it is called shall be discussed at the meeting.
- b) Minimum Ten days' notice of the meeting with the agenda shall be given to the members.
- c) The quorum for the meeting shall be of 1/3 of the total members on the register.
- d) 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.

ARTICLE XXIV. STATE CHAPTERS OF THE SOCIETY

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

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ARTICLE XXV. ANNUAL CONFERENCE / MID TERM CONFERENCE / CONVENTION/ CDE PROGRAMMES

CONFERENCE

The Secretary General will invite bid from the members to hold the next Annual Conference keeping also in view the recommendations of the Executive Council. The person or persons organizing the Annual Conference shall form an organizing Committee which shall appoint its own office-bearers for the conduct of the Conference and also decide the registration charges . The Executive Council shall render all possible assistance to the Organizing Committee of the Conference. The Executive Council may sanction a refundable advance not exceeding Rs.1,00,000/- to the Organizing Chairman of the Conference on a written request to the Head office and shall be returned back within 3 months after the conference A sum of Rs.900 per registered Life member and Rs.450 per registered student member shall

be remitted to the ISPPD head office as HO Share within 3 months after the Conference.

MID TERM CONFERENCE

A mid-term conference can be planned once in two years outside India, preferably in association with Pediatric Dentistry Society of the host country.

PG CONVENTION

Similar to the pattern of Annual Conference, bid for PG Conventions will be invited by the Secretary General and decided by the Executive Council..

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A refundable amount of Rs.50, 000/- may be advanced to the Organizing Chairman of the PG Convention, on written request to the Head office and the same amount shall be returned within 3 months after the Convention. A sum of Rs.450 per registered Life member and Rs.225 per registered student member shall be remitted to the ISPPD head office as HO Share within 3 months after the Convention. The Scientific charter once decided by the Organizing Committee may be discussed with the Head Office.

As far as possible the Conferences in clockwise and conventions in anti-clock wise fashion should be held.

Detailed guidelines for organizing conferences and conventions are available on the website and the guidelines can be revised once in 5 years. The percentage of the registration amount (HO Share) to be remitted to the head office by the conference and convention committee should be reviewed and revised once in 3years. The decision of the EC has to be informed and approved in the AGBM.

CDE PROGRAMME

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

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5. A brief report along with few photographs should be sent to HO within one month of the event. 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, 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.

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.

ARTICLE XXVI. 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 Council.

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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 Council.

ARTICLE XXVII. 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 Advertisements in the Journal of the Society
- III Proceeds from the sale of periodicals or books and such other property as may be acquired from time to time
- IV Contribution from Government or local bodies.
- V Shares from the registration amount of ISPPD Life members and student members attending the annual conference and PG convention.

b) All accounts are to be audited by registered accountant, to be approved at Annual General Body Meeting. Audited account will be placed before the Annual General Body Meeting.

ARTICLE XXVIII: 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 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.

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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 Any member who remains dormant from the association or the profession is not a good member.

.....END.....

ISPPD BYLAWS