



ISPPD Bylaws

For

State Chapters

Adopted on 9th November, 2019.

Indian Society of Pedodontics (Pediatric) and Preventive Dentistry

Bylaws for State Chapters

I. Formation

Any State / UT approved by the ISPPD Executive Committee may start a State Chapter if they have a minimum of 25 Life members. Only one chapter can be formed in a particular state/ UT. A letter of intent to form a chapter should be sent to the ISPPD HO with the signatures & ISPPD membership numbers of the interested members (enclosure 1). EC's decision on the matter shall be final & binding on the applicants.

II. Rules and Regulation

- (a) The State chapter shall be called the 'ISPPD... (name of the state/ UT) CHAPTER' e.g. ISPPD Kerala State Chapter. No other name will be applicable and shall only exhibit the logo of ISPPD.
- (b) The office of the State chapter shall be located where the State Secretary resides or carries on his/ her profession or as decided by the Executive Committee of the chapter.
- (c) There shall be 6 classes of members:
 - (i) Chapter Charter/ Founder Members
 - (ii) Chapter Life Members

- (iii) Associate members
- (iv) Affiliate members
- (v) Honorary members
- (vi) Chapter Student Members

All state chapter members must be the ISPPD members. Chapter Founder Members will be those responsible for the inception of the chapter & approved by the Chapter EC & ISPPD EC. All classes of members will have same eligibility criteria as mentioned in ISPPD bylaws.

- (d) Membership Fee & Head Office Share-The membership fee will be decided by the state Chapter EC & can be reviewed every after 3-5 years subject to Chapter EC's approval. The ISPPD EC should also approve the changes. Only onetime fee shall be taken from a candidate wanting to become a member of the state chapter.

Each chapter will have to deposit Rs 5000/- to the Head Office as HO share as onetime fee in the first year of its formation. In subsequent years, state chapter will deposit onetime fee if the new members are added in the chapter, as per following-

- (i) Up to 50 new members- Rs 1000/-
- (ii) Up to 100 new members- Rs 1800/-
- (iii) More than 100 new members- Rs 2500/-

NOTE- after receiving the list and the HO share, their names will be uploaded in Society's web site.

- (e) Any person desiring to become a Member of the state chapter under any class of membership and possessing the requisite eligibility shall make an application in writing, duly proposed by an existing ISPPD members to the State Secretary of the Chapter, with relevant documents & requisite fee. The person should first be a member of the ISPPD. State Secretary will put up all applications for approval before the Chapter Executive Committee. The Executive Committee shall have the absolute discretion to accept or reject any application with or without giving any reasons for the same. In case the application is not accepted, the membership fee, if deposited shall be refunded to the applicant concerned. The membership to the State Chapter is by application and not by the right on fulfilling the qualification of any respective member class.
- (f) The list of members in each State Chapter shall be maintained by the State Secretary of the chapter & sent to the ISPPD Secretary General on or before 31st January every year along with the list of office bearers for that year.

III. Composition of Chapter Executive Council:

(I). The Executive Council of the chapter will consist of:

Post	Number	Term
President	1	1 Year
President-Elect	1	1 Year
Immediate Past President (except 1 st year)	1	1 Year
State Secretary	1	3 Years
Treasurer (After 3 Years)	1	3 Years
Editor (Optional)	1	3 Years
HO representative	1	1year (usually EC member of HO)

Executive Committee Members PG	6	1 Year
Student member (optional)	1	1year

NOTE: The number of 'executive committee members' will be 6 till the strength of the chapter reaches 200. Following this, there will be one member for every 50 members till a maximum of 20 is attained.

IV. ELECTIONS-

- (a) The election of President (elect) shall be held every year and shall be amongst the Chapter Life Members. For the post of President-Elect, the applicant shall be a good standing member of ISPPD & have attended at least 3 out of last 5 National ISPPD Conferences / PG conventions. Only for the first year of Chapter existence, both President & President-Elect will be elected, subsequent years election for the post of only President-Elect will be held.
- (b) The election of the State Secretary shall be held every three years, amongst the Chapter Life Members. For the first 3 years of chapter existence, post of Secretary-cum-Treasurer shall be there and the applicant should be a good standing member of ISPPD & have attended at least 3 out of recent 5 National ISPPD Conferences / PG conventions. After 3 years, the post of State Secretary and Treasurer will be separate.
- (c) The election of the Treasurer shall be held every three years after initial 3 years of chapter existence. He/ She shall be amongst the Chapter Life

Members. The applicant shall have attended at least 3 out of recent 5 National ISPPD Conferences/ PG conventions. .

- (d) The election of the Editor shall be held every three years and shall be amongst the Chapter Life Members. For the post of Editor, the applicant should have minimum 5 publications out of which at least 2 should be in PubMed/Scopus indexed journals as first author. Also he/she should have attended at least 3 out of last 5 National ISPPD Conferences / PG conventions. .
- (e) Executive Committee members. Election shall be held every year and shall be amongst the Chapter Life Members. The applicant shall have attended at least 2 out of recent 5 National ISPPD Conferences/PG conventions.
- (f) HO representative- will usually be an EC member of the Head Office who belongs to the same state. If no state member is there in HO EC, the state chapter will elect one HO representative who will represent the state chapter in all EC meetings of HO as SPECIAL INVITEE.

NOTE: (I) Any Member of the Executive Council including Office Bearer who is absent for three consecutive meetings or more than half of the number of meetings held during his term of the Executive Committee shall cease to be a Member of the Executive Council and such Member shall not be eligible for re-election / re-nomination to the EC for the next term

- (ii) The term of the State Chapter will commence from the termination of the AGM & continue till the termination of the next AGM (between 1st January to 31st December of the same year).

(g) The power of the business and affairs of the Chapter shall be vested in the Executive Council. The State Secretary and president during first 3 years and thereafter State Secretary & Treasurer will be the authorized signatories to operate bank account opened by the Chapter or as specified by the Executive Council. The Executive Council should meet at least once in every three to four calendar months... Every meeting of the Chapter Executive Council shall be called by at least fifteen days' notice in writing. The President shall always be the Chairman of all the meetings of the Chapter Executive Council. When the President is absent or is unwilling to act as the Chairman, President Elect or State Secretary shall chair the meeting in the same order. The quorum for every meeting of the Executive committee shall be 50%. In case the required quorum is not present, the same shall stand adjourned for fifteen minutes, then the remaining members present shall constitute the quorum. The question arising at any meetings of the Executive Council shall be decided by a majority of votes and in case of an equality of votes, the Chairman of the meeting shall have a second or casting vote. The recorded minutes of the EC meetings shall be circulated by the State Secretary for confirmation 15 days prior to the next EC meeting. The corrected & confirmed minutes signed by Chapter President & State Secretary should be maintained by the State Secretary.

V. Annual General Body Meeting:

The Chapter shall hold a General Body Meeting of its Members called the Annual General Body Meeting once in a year usually with any state level academic activity. The date and place shall be determined by the Executive Committee. All the

members of state chapter & guest from other state chapters including HO branches good standing shall be eligible to attend and vote in the general body meeting. At least 21 days' notice should be given for the meeting.

No activity of state chapter should be organized at least 6 weeks before the national events of Head Office e.g.: Conference, PG Convention, Mid Term Conference etc.

NOTE: (I) The accidental omission to give notice of any meeting to or the non-receipt of notice by any member shall not invalidate the proceedings at the meeting.

(II) The usual transactions of the meeting will include minute's confirmation of the previous AGM, annual report of the chapter, Accounts for the previous financial year, Elections of office bearers, awards & recognition, journal report & any other matter etc. No general body meeting shall be competent to enter upon, discuss or transact any business, which has not been specifically mentioned in the notice or notices upon which it has been convened.

(III) At least one fourth of the number of members entitled to vote and present in person shall form a quorum for a general body meeting and no business shall be transacted at any general body meeting unless the requisite quorum is present at the commencement of the business. In case the required quorum is not present at

the time fixed for the meeting, the same shall stand adjourned for 15 minutes and then the members present shall constitute the quorum.

(IV) The President shall always be the Chairman of all the meetings of the Chapter.

When the President is absent or is unwilling to act as the Chairman. The Vice President/ State Secretary shall chair the meeting in the same order.

(V) A vote may be given by a member, either by show of hands or by ballot. In case of an equality of votes, the Chairman of the meeting shall be entitled to cast a vote in addition to his own vote as a member. No objection shall be made to the validity of any vote except at the meeting or poll at which such vote shall be tendered and every vote whether given personally or by any means hereby authorized be deemed valid for all purposes of such meeting or poll whatsoever.

VI. Eligibility for office bearers:

(I) After 3 years of chapter existence, to seek election for the post of President elect, State Secretary & Treasurer, the aspiring Member should have a minimum of three (3) years of good standing membership in the Chapter and shall have been elected to the Executive committee for one full term and with at least 75% attendance in the Executive committee meetings. The applicant shall have attended at least 2 out of last 3 National ISPPD Conferences / PG conventions.

(ii) Election procedure:

Nomination for the vacant posts of Executive Council shall be called by the State Secretary along with the notice of AGM. The last date of receipt of such nominations from the candidates shall be fixed by State Secretary in consultation with

President but not later than ten days prior to the date of AGM. The candidates shall send the nominations to the State Secretary on or before the last date and all chapter Life Members with good standing will be eligible to contest. One candidate will be eligible to contest only for one post. If anyone applies to contest for more than one post, all the nominations of the member shall be invalid automatically for all the posts. Names of the eligible candidates as approved by the Executive committee shall be announced at AGM and election will be conducted at AGM by secret ballot. Members who would withdraw their candidature shall withdraw within the stipulated date if announced in the notice or at AGM. No fresh nominations shall be received at AGM unless there is a vacancy. In case of conflicts within the chapter a member or members can appeal to the ISPPD Executive committee by placing his/her complaint to the Secretary General of ISPPD. The decision of the ISPPD EC shall be final. Any further appeal shall be subject to Arbitration & such arbitration shall be governed by the provisions of the Indian Arbitration and Conciliation Act 1996.

The State chapters may raise their own finances and will not be funded through the ISPPD HO. The membership fee for the State chapter shall be fixed by the chapters respectively and the same should be communicated to the ISPPD HO. ISPPD Head Office shall not be liable for the debts or liabilities of the State Chapter. Results of the election must be sent to ISPPD HO before 31st January every year.

The ISPPD President and Secretary General shall be ex-officio members of all State Chapter EC and shall be invited to attend all meetings and functions at their own expenses. If a State Chapter wants to close down its chapter, the matters may be communicated to the ISPPD Head Office with the signatures of at least 2/3rd of its

members. All accounts, cash, fixed deposits, securities and other assets will be transferred to the Head Office and kept in trust for disbursements as decided by the ISPPD EC. The audited Account statements of every financial year should be submitted to the ISPPD HO by 31st March of the succeeding year.

Every chapter must apply for PAN card and GST/ Service Tax

Registration in their respective state and discharge the GST/ service tax obligations as per the law.

(iii) Any State chapter may be derecognized by the ISPPD EC if found to be acting against the interest of the ISPPD or if 2/3rd of the members of the chapter request for a derecognition.

VII. Finances -

- (i) The state chapter will be independent on its own with regard to finance, purchase of movable and / or immovable assets.
- (ii) If a state chapter is closed down or suspends its activities or is derecognized, its funds including cash securities, fixed deposit certificates, etc. shall be transferred to the HO and kept separately.
- (iii) The accounts of the state chapter shall be scrutinized, audited and approved by its EC and circulated to members before being placed at the AGM of the state chapter. One copy of the audited and approved statement of accounts shall be forwarded to HO every year after the AGM. There should not be any activity of the state chapter with the intention of earning any profit. The funds of the state chapter shall be solely utilized

towards the objectives and no portion of it will be utilized for payment to its members by way of profit, interest, dividend etc.

- (iv) Funds and all bank accounts and other accounts shall be operated and handled by the Treasurer jointly with the State Secretary of the state chapter after 3 years of its formation.

NOTE- In case of conflict, following procedures should be adopted-

(i) Refer the ISPPD Bylaws & resolve the issue at the state EC level.

OR

(ii) Matter should be referred to the Head Office & decision of the EC will be final & binding on all.

END
