

MEMORANDUM & ARTLES OF RADIOLOGICAL SOCIETY OF PAKISTAN (1995-96)

MEMORANDUM OF ASSOCIATION

1. The name of the Association will be Radiological Society of Pakistan hereafter called Society.
2. The headquarter of the Association shall be where the elected President is stationed.
3. The objectives of the Association shall be;-
 - a) To work for the general advancement of Radio diagnosis, Radiotherapy, Nuclear Medicine, Radiation Physics and Imaging
 - b) To promote and encourage research in different branches of Radio Diagnosis, Radiotherapy , Nuclear Medicine , Radiation Physics & Imaging and to help in the development of these specialties at the national level .
 - c) To organize conferences, symposia and seminars.
 - d) To publish proceedings, journals memoirs and monographs for the dissemination of knowledge in these specialties
 - e) To promote and safeguard interest of workers in the field of Radiotherapy, Radio-diagnosis Nuclear Medicine, Radiation Physics and Imaging
 - f) To maintain, develop & extend relations with National & International organizations with similar objectives.
 - g) To seek affiliation to National and International Organizations with whom affiliation may be convenient or beneficial in the opinion of the Executive Committee.
 - h) To secure, administer & raise funds, grants and endowment for realizations of the above objectives.
 - i) The association shall not take part in any political activity whatsoever.

ARTICLES OF ASSOCIATION

(1):NAME

The name of the Association shall be RADIOLOGICAL SOCIETY OF PAKISTAN hereafter called SOCIETY.

(2):OFFICE

The office of the Association shall be at the place at which the elected president normally is stationed.

(3): MEMBERSHIP

The Association shall have the following categories of members

(a) Full Members

All medical practitioners who hold national or international postgraduate qualifications in Radio-diagnosis, Radiotherapy, Oncology, Nuclear Medicine and Imaging or Scientists with Postgraduate qualification in basic and applied sciences engaged in teaching or research in allied medical subjects. Plus graded specialist and medical graduates who have worked in the Radiological and or allied subjects for at least 5 years. Annual subscription is Rs.500/-

(b) Associate member:

Medical graduates engaged in postgraduate studies in the fields of Radio-diagnosis, Radiotherapy, Nuclear Medicine and scientists having qualifications in basic sciences working in allied medical subjects. They shall be entitled to attend meetings, symposia, lectures but not entitled to vote, Annual subscription Rs.250/-

(c) Life Members

All eligible to be full members who pay a lump sum of Rs.5000/- will be admitted by the Council to life membership.

(d) Corresponding members

Shall consist of those who fulfill the conditions for membership as defined in para (a) but are residing outside Pakistan Annual Subscription is US \$ 50/- Fees mentioned for any category may be changed at any time by the general body.

(d) Honorary members

Persons distinguished for eminent services to medicine and especially to the cause of Radiological Sciences and to this association may be made honorary members by the approval of the Executive Council and Membership approved in due course by General Body.

Membership will be by application supported by nomination in writing by 2 members in good standing.

- (e)** All members and associate members shall pay their annual dues on or before the 31st March, each year. In case of non-payment a notice of the same shall be sent to the address of the member / associate member in the record of the Society specifying a date not more than 14 days from the date of the notice within the dues must be paid.
- (f)** Every member joining the society impliedly undertakes to comply with these rules and any refusal or neglect to do so or any conduct which is calculated to defeat the objects of the society or any dishonest behavior or malpractice render such member liable to expulsion by a resolution of the Council provided that a least one will before the meeting of the Council at which such resolution is proposed to be passed, the member shall have notice thereof by a registered A.D. letter and that he shall, before the passing of such resolution have had an opportunity of giving orally or in writing as the Council may direct, any explanation or defense he may think fit. A member expelled shall forfeit all the privileges or membership and all rights against the society.

(4a) : TERMINATION OF MEMBER

Any member or associate member shall cease to be a member of associate member of the Society.

- i) Ipso facto on the date of the expiry of the notice as given in sub-clause (f) of article 3
- ii) On resignation given in writing to the Secretary General when such resignation is accepted by the Council
- iii) On expulsion by the Executive Council under sub-clause (g)

(4b) : RE-ADMISSION O MEMBERSHIP

A member who had to be removed on account of non-payment can be re-admitted on clearing the arrears.

(5): OFFICERS, COUNCILORS & EXECUTIVE COUNCIL

The office bearers of the Society shall be honorary and elected. The office bearers of the Society shall be:-

President-1, Vice President -1, Secretary General -1, Joint Secretaries -2, Treasurer-1, Editor of the Pakistan Journal of Radiology -1, there shall be 5 councilors, one from each province and one from Federal Areas including Azad Kashmir.

The office bearers, the councilors, the immediate past president and immediate past Secretary General shall constitute the Executive Council.

The President, the Secretary General and the Treasurer shall be from the same city which shall be by rotation from one of the four provinces of Pakistan and Federally controlled areas including Azad Kashmir, making sure that each province is represented at least by one member in council provided that if a particular province / territory declines, the office will go to the next province etc. in rotation as laid down in the first meeting vis: Punjab, N.W.F.P. Sind, Baluchistan and Federal areas, Azad Kashmir , in that order

Office Bearers a& Councilors shall be nominated by any member of the Association in writing to the Secretary General at least one month before the Annual General body meeting provided the consent of the nominee has been obtained.

The term of office of the office Bearers & Executive Council shall be two years it is mandatory that the Executive Council takes such measures as to complete the election process before their terms of office expires.

The terms of the Council shall begin as from January 1st; the old council shall automatically cease to function.

(6): MODE OF ELECTION OF THE COUNCIL & OFFICERS

The office bearers and members of the council shall be elected and their results announced at the General Body Meeting of the society to be held at the Specified time for the election year. The following procedures shall be followed for the elections.

- I). The General Body/Executive council shall nominate/elect an Election commissioner / election Committee before 30th June of the election year but in any case not less than three months before their last General Body Meeting is due.
- II). The election shall be by postal ballots

III). The Election commissioner / election committee shall issue schedule of election and shall complete the election before the General Body Meeting & shall announce the results in the General Body Meeting.

IV). In case no election commissioner is nominated the Secretary General shall act as election Commissioner and the President shall be the Presiding officer at the time of counting of votes and shall announce the election results at the General Body Meeting

V.a). Any member of the Society may propose the name of a candidate for a Council & Office bearer. This is to be seconded by another member provided that the name of a candidate shall not be entered unless he and his proposer & seconder are all members in good standing & the written consent of the candidates must be obtained. The form duly filled in is to be delivered through a representative or by post by a date to be fixed by the Executive Council of Election Commissioner, as the case may be.

V.b). All nominations received as above, shall be scrutinized & the nominations found in order shall be accepted & names of candidates entered on the ballot paper.

V.c). The Election Commissioner or the sub-committee appointed for conducting the elections by the council or if none is appointed the Secretary General shall collect the papers which shall not be signed or identified in any manner by the members & shall Count and check them in the presence of the candidates or representatives of the candidates if they desire.

VI). If no valid nominations are received, the vacancies shall be filled either at the General Body Meeting or an accordance with any other method decided by the General body

VII). If bye-elections are to be conducted these must be completed within 3 months of the General Body Meeting.

VIII). If no valid nominations are received for vacancy within the specified time, the incumbent will continue as such till the next election is held which should be within three months

(7): RESIGNATION FROM OFFICE OR COUNCIL

A member of the council or office bearer may resign by giving notice to the President /General Secretary who shall place the matter before the next meeting of the council for decision. In case the resignation is accepted the council may co-opt any member of the Society to fill the vacancy for the un-expired period of term of a council member or of an office bearer who has resigned. In case resignation of President the vice President shall take over the then the council shall co-opt any other members of the Society to fill vacancy of vice President which has thus fallen vacant.

(8): FUNCTIONS AND POWERS

(a) General Body:

The General Body is the supreme authority in the affairs of the Society.

(b) The Executive Council:-

- I) The executive council shall exercise general supervision over the affairs of the Society when the General Body Meeting is not in session.
- II) The executive council shall see that decisions of the General Body Meeting are carried out faithfully.
- III) May request and receive grants – in –aid, donations and loans from the government, and public foundations and any person or body of persons, corporate or incorporate.
- IV) Scrutinize and approve the budget of the society and exercise full control over the expenditure.
- V) Scrutinize the annual statement of accounts by the Treasurer of the Society and place the accounts before the Annual General Body Meeting of the society for approval.
- VI) Purchase, or otherwise acquire, movable / immovable property for the Society, subject to budget provisions.
- VII) Construct, hire or alter any building for the Society subject to budget provisions.
- VIII) Defend suits filed against the Society, Make reference to arbitration or file suits on behalf of the Society, to compromise or compound the same.
- IX) May delegate to the President, Secretary General or any other office authority and responsibility for executing the policies of the General body/council and to appoint sub committees nominate Election Commissioner and appoint Editorial board for Pakistan Journal of Radiology as and then necessary.
- X) Shall have full financial control of the society when General Body is not in session.
- XI) Admit new members and expel members in accordance with these regulations and / or rules, if any made in this behalf.
- XII) Place before the annual General Body meeting of the society, a report of the Society's activities during the preceding year including the complete statement of accounts and the budget proposals for the furtherance of the objects of the Society.

(c) PRESIDENT:-

The President shall exercise the powers of the Council between meetings, subject to such delegation of powers as may be approved by the Council and subject also to the ex-ante approval of the council at its next meeting of any action taken by him. In the absence of the President, the Vice President and in his absence any member elected by the Council may act as President. The President shall preside over all meetings of the General Body and of executive council. He shall supervise the affairs and activities of the association.

He shall hire or fire (after inquiry) any employee of the association drawing monthly emoluments of Rs. 1000/-

(d) VICE PRESIDENT:-

The Vice President shall act as President if the president is unable to discharge his function due to illness, absence, resignation, death or for any other reason. The Vice President shall also enjoy such other powers as may be delegated to him by the President or the Council.

(e) SECRETARY GENERAL

The Secretary General of the council shall keep the record of the proceedings of the meetings of General Body and Executive Council and shall be responsible for convening the meetings of the General Body or of the Executive Council. He will be responsible for examining all papers / letters relating to the business of the Society and shall obtain orders of the President on them whenever necessary. It shall be the duty of the secretary to notify the council members for any meeting of the society by a notice of one week in writing unless such notice is waived off by all the members of the society as the case may be. He shall issue the Agenda of such meetings. He shall exercise all executive controls over the Office of the Society and shall be responsible for the up-to-date record and up-to-date maintenance of the register of members and shall supervise the office staff. He shall keep a sum of Rs. 2500/- as imprest money and shall submit account of the money spent from this imprest. He shall circulate all relative information which are received in the office of the Society from other branches or foreign societies to all members through newsletters or by any other means.

(f) TREASURER

The treasurer shall be responsible for maintaining the accounts in proper form and registers for ensuring that the budget allocations are strictly observed and framing the budget proposals for the following years. He shall disburse in consultation with the President / Secretary of the Association funds of the society in accordance with the permission / sanction accorded by the General Body / Council and subject to such delegation of powers as may be made by the General Body or the Executive council He will be responsible for yearly audit of the account. He shall prepare audited accounts for submission to the General Body in the meeting of the election year.

(g) REPORT & RETURNS

The Secretary General shall submit matters having financial implication to the President / Council / Sub-Committee through the treasurer except as otherwise provided in the delegation of powers.

(h) OTHER OFFICE BEARER

The other office bearers shall exercise the functions delegated to them under the rules framed by the Council, or specially assigned to them by the President

(i) DISQUALIFICATION OF AN OFFICE BEARER

Any office bearer remaining absent from meetings of the council on three consecutive occasions without a genuine cause to be communicated in advanced shall cease to remain an office bearer. Such a vacant post shall then be filled in accordance with normal procedure of the society.

(9): FINANCIAL POWERS

- (I) General Body has un-limited financial powers. Its decision on financial and account matters may be reached by simple majority. It can give budgetary sanctions as is put up to it.
- (II) The executive council shall exercise the powers of General Body during the period when General Body is not in session. The decision regarding financial and account matters be reached by two third majority of the attending members. The executive council may authorize President to spend a sum not more than Rs. 25000/- by the President for any specified purpose. The sanction to spend a sum larger than 25000/- by the President for a specific job shall have to be taken from the General body.
- (III) The Secretary may spend sum of Rs. 2500/- per month over and above the imprest amount kept by him. The approval of the expenditure to be taken at the next executive council / General body Meeting.
- (IV) The Treasurer shall disburse those amounts only sanctioned under the financial powers stated above

(10) : MEETING OF THE COUNCIL

The meeting of the council shall be convened at least once in three months under the directions of the President for which a notice of at least one week shall be given in writing to the members provided that an emergency meeting of the council may be called by the President at a 24 hours notice. Provided also that any five members of the Council may requisition in writing any emergency meeting for the Council for a specific purpose and such meeting shall have all the powers of the Council for that specific purpose under these regulations.

(11): AGENDA OF THE MEETING

Normally the Agenda and working papers shall be issued to members of the council not less than seven days before the date of meeting an emergency meeting shall have only one item on the Agenda.

(12): QUORUM

The quorum of the Council shall be 5 members, one at least being an office bearer, provided that if a quorum is not complete within half an hour of the time fixed for the meeting, the meeting shall stand adjourned to the same day, place and about the same time and no quorum shall be necessary at such adjourned meeting. The agenda shall not be changed.

(13): PRESIDENT

The President, or in his absence the Vice President or in the absence of both, any person elected by the members of the Council who are present shall preside over the meetings of the Council.

(14): METHOD OF DECISIONS

All decisions of the Council except for financial and account matters shall be taken by a simple majority vote by show of hands of the members present. In case of a tie the President shall have another show of hands of casting of votes. The results of the voting shall be recorded by the President Decisions on financial and accounting matters shall be decided by a two third majority of members present.

(15) GENERAL BODY MEETING

The Annual General Body Meeting of the Society shall be not less than 9 months and not more than 14 months from the date of the preceding annual meeting. 15 clear days notice shall be given for the annual meeting and the Agenda shall be circulated along with the notice. The quorum for the Annual General Meeting will be 15 members or 10% of the members of the Society whichever is more, but no quorum will be necessary for an adjourned meeting which will be held on the same day and place provided that the agenda is not changed.

(16): EMERGENCY MEETING

An emergency meeting may be called at any time at three days clear notice, 15 or 10% of the members of the Society , whichever is more, present a requisition in writing to the President in this regards.

(17): AD HOC COMMITTEE

Till such time as an Executive Council is duly elected at an Annual General Meeting of the Society an Ad-Hoc Committee is hereby constituted consisting of the members specified in the schedule appended to the memorandum of Association, and it is also hereby provided that the Ad-Hoc Committee shall have all the powers and privileges as if it as a council duly elected under these regulations. The Ad-Hoc committee shall hold office till the second week of January, and if a Council is not duly elected by the time, till such further time as a council is elected.

(18); AMENDMENTS TO THE REGULATIONS

Subject to these regulations, the Council may from time to time frame such rules as may be necessary for regulating the conduct of the society's business and the terms and conditions of employment of its staff. These regulations may amended, altered or varied by a resolutions of two third majority of members present at any Annual General Meeting of the society provided that two weeks clear notice of an intention to move such a resolution is given to the Council. Such resolutions must have been proposed and seconded members in good standing.

(19): INDEMNITY OF OFFICE BEARERS

Neither of office bearers of the Society nor any member of the council shall be responsible for anything done, omitted to be done, or suffered in good faith hereunder and the office bearers, officers and members of the Council aforesaid shall be entitled to be indemnified against any action, cost claims, damages, expenses of demands and to be forced it to re-imburse the funds of the Society or any part thereof.

(20): DRAWING OF FUNDS

All income received by the Society, whether from fees or from sources shall vest in the society and shall be kept in the name of the Society in an account in a scheduled Bank. This account shall be operated under the joint signatures of any two of the following office bearers: the President, Secretary General and the Treasurer. In case the President and Secretary General operated the account, an early information must be conveyed to the Treasurer.

(21) AUDIT AND ACCOUNTS

An audit of the accounts of the Society shall be held every two years by a Chartered Accountant to be appointed at the Annual General Body Meeting. The certified accounts of the Society shall be produced at the Annual General Body Meeting which shall be attested by three members of the Executive Council to be true copy. Accounts of the Society can be inspected by any member in good standing provided a one month prior notice of such intent is given in writing to the Treasurer. Accounts of the Society shall be shifted to a Bank in the city where the newly elected. Treasurer resides within a period of one month from the date of declaration of election results.