

# **BREAST IMAGING SOCIETY**

**Society Registration No. S/1448/Distt. South/2013**

**Under Societies Registration Act XXI of 1860**

**Memorandum of Society**

**And**

**Rules and Regulations**

## MEMORANDUM OF SOCIETY

The name of the Society is the BREAST IMAGING SOCIETY hereinafter referred to as  
the Society.

1. The name of the Society shall be 'BREAST IMAGING SOCIETY'.
2. Registered office of the society shall be situated at Delhi. The address will be as under until it acquires its own premises on rent/purchase.

C/O- Col. Pant's Imaging Centre

N-36, Ground Floor Greater Kailash Part-1 New Delhi-110048

3. Work area of the society shall be all over India.
4. Aims and objectives: The objectives for which this society is established are:
  - i. To educate medicate professionals on the Imaging and Intervention techniques related to the diseases of the breast.
  - ii. To conduct public awareness programs for promoting education and awareness of general public for early detection and management of breast cancer all over India.
  - iii. To encourage and promote welfare of patients with breast cancer and other diseases affecting breast. This also includes providing free medical services and advice to patients for breast imaging and interventions.
  - iv. To promote scientific collaboration among its members and make the guidelines regarding standards for their professional conduct.
  - v. To promote research in breast imaging and interventions.

- vi. To organize conferences, lectures, scientific meetings, seminars, exhibitions on Breast Imaging and Interventions for continuing medical education of radiologists, surgeons, physicians, oncologists, gynecologists, nurses, paramedical staff and medical students.
- vii. To publish journals, newsletters, or other publications on breast imaging which the society thinks desirable to achieve and promote the objectives of the society.
- viii. To function as a 'thinktank' and provide expert advice to physicians, scientists, industries and healthcare authorities.

All the income, earnings, movable, immovable properties of the society shall be solely utilized and applied towards the promotion of its aims and objectives only as set forth in the memorandum of the society and no profit on thereof shall be paid directly or indirectly by way of dividends, bonus profits, or in any manner whatsoever to the present or past members of the society. No member of the society shall have any personal claim on any movable or immovable properties of the society and shall not make any profit, whatsoever, by virtue of his membership.

5. **Governing Council:** The names and addresses, occupations and designations of the present members of the governing council to whom the management of the Society is entrusted as required under section 2 of the Societies Registration Act 1860 as applicable to the Union Territory of the Delhi are as follows:

<b>S.No</b>	<b>Full Name in Capital</b>	<b>Address</b>	<b>Occupation</b>	<b>Designation in the Society</b>
1	DR. BAGYAM RAGHAVAN	9 Kasturi Estates, 3 <sup>rd</sup> street Chennai-600086	Consultant Radiologist	President
2	DR RUPA ANANTHASIVAN	Govt Medical College Aurangabad Maharashtra	Consultant Radiologist	Vice President
3	DR VARSHA HARDAS	122/4 Lane 4, Koregaon Park, Pune-411001	Associate Professor	General Secretary
4	DR JANAKI P DHARMARAJAN	Amrita Institute of Medical Sciences and Research Centre Kochi	Consultant Radiologist	Treasurer
5	DR SHIKHA PANWAR	Sr.Consultant & Head MR Division Mahajan Imaging Delhi- NCR	Consultant Radiologist	Joint Secretary

### **Desirous persons**

We, the undersigned, are desirous of forming and managing a society called the BREAST IMAGING SOCIETY under the Societies Registration Act of 1860 and modified by the Act of September 1961, in pursuance of this Memorandum of Society.

The founder members of the Society shall be:

S.No	Full Name in Capital	Address	Occupation	Signature
1	CHANDRA SHEKHAR PANT	D-28 1 <sup>st</sup> Floor Gulmohar Park New Delhi 110049	Consultant Radiologist	
2	NIRANJAN KHANDELWAL	House No. 81, Sector 24 A Chandigarh	Professor of Radiology	
3	SANJAY THULKAR	E-89, Ansari Nagar east, New Delhi 110029	Additional Professor of Radiology	
4	TULIKA SINGH	House No. 197, Sector 15 A Chandigarh	Assistant Professor of Radiology	
5	SMRITI HARI	415, Hawa Singh Block, Asiad Village New Delhi 110049	Associate Professor of Radiology	

6	JYOTI ARORA	6/3 O.D.S Lajpat Nagar -4 New Delhi 110024	Consultant Radiologist	
7	SUMA CHAKRABARTHI	Trimurthi Bhavan Sreebardhan Pally Thakurpur Kolkata – 700063 West Bengal	Consultant Radiologist	
8	AJIT DINKER	26, GDA Colony Patel Nagar-1 Ghaziabad-201001 UP	Consultant Radiologist	
9	BAGYAM RAGHVAN	5, Kasturi Estate, 3 <sup>rd</sup> Street Chennai – 600086 Tamil Nadu	Consultant Radiologist	
10	CHANDER MOHAN	Flat No. 30, Block E2A Pocket No. 15 Janakpuri New Delhi 110058	Consultant Radiologist	

11	PUNAM BAJAJ	19, Birch Court, Nirvana Country, Sector 50, Gurgaon-122018, Haryana	Consultant Radiologist	
12	SABITA DESAI	31, Pushpak apartments, Autamount Road Mumbai 400026 Maharashtra	Consultant Radiologist	
13	SUBHASH RAMANI	B-802, Akshay Apartments, 10 <sup>th</sup> Road, Near Jain Mandir Chembur, Mumbai 400071, Maharashtra	Consultant Radiologist	

## **RULES AND REGULATIONS**

1. Name of the society: The society shall be called as the BREAST IMAGING SOCIETY.
2. The jurisdiction of the society stands to be all over India.
3. The fiscal year of the Society shall be from April 1 to March 31<sup>st</sup> next.
4. At all places hereinafter “he/him/himself shall be taken to mean “she/her/herself” as well.
5. ORGANISATION OF THE SOCIETY

### **GOVERNING COUNCIL**

The governing council shall comprise of the doctors who are/were involved in the field of breast imaging in the country.

### **LIFE MEMBERS**

The life members shall comprise of radiologists with interest in breast imaging and interventions who pay the membership fees (as detailed).

### **ASSOCIATE MEMBERS**

The associate members shall comprise of non-radiologist doctors from other specialties (surgeons, physician, pathologist, oncologists, gynecologist and any doctor concerned



with breast imaging), paramedical personnel, scientists and technicians involved in breast imaging and members of the healthcare industry.

## 6. ADMISSION

Application for life membership or associate memberships is to be sent to the head office in the prescribed form, along with the required subscription fee. The head office will scrutinize the forms and those fulfilling the above eligibility criteria will be made members. In case of discrepancy or ineligibility, the application form will be sent to the general secretary. The general secretary will present such application before the governing council for approval or rejection. If approved, the applicant will be inducted as life member or associate member of the society as appropriate. Governing council has full right to accept or reject the application and its decision is final and binding. The decision of the governing council shall be intimated to the concerned person.

## 7. MEMBERSHIP FEE

Subscription for life members or associate members shall be Rs. 5000/-. The membership fee may be increased from time to time with approval by the governing council.

## 8. CESSATION OF MEMBERSHIP

- a. By the decision of governing council/ executive body on the grounds of the damage or loss to the society by the said member.
- b. Resignation of the membership
- c. Death of a member

Appeal and re-admission of members: re-admission will only be feasible when the application is forwarded by two members of the governing council and voted with at least 50% majority of the governing council.

## 9. MEMBERS' RIGHTS

### LIFE MEMBERS

- a. Members shall be subject to the constitution of the society and the rules and regulations and bye-laws as in force from time to time together with rules framed hereunder.
- b. All life members fulfilling the defined criteria can contest election for the post of the governing council.
- c. Every member shall conduct himself in decent and respectful manner and extend co-operation to the governing council.
- d. Every member shall participate in proceedings of the meetings of the society and also participate in taking decisions by voting.
- e. Every member shall be entitled to receive notices of the meetings at least 15 days before.
- f. Any use of society's name for conferences, symposia, meeting advertisements etc. should be with prior approval of the executives/governing council.

### ASSOCIATE MEMBERS

- g. Associate members will have all rights and obligations of life members, except that associate member cannot participate in voting nor contest the election of governing council.

#### 10. GENERAL/ANNUAL GENERAL MEETING

There shall be a general body of the society consisting of all members. General body meeting shall be held at least once every year. A quorum of not less than one-third of the number of life members shall be required however; no quorum will be required for the adjourned meeting reconvened after an hour. An extra ordinary general body meeting can be called on the requisition of 3/5<sup>th</sup> of the life members. Following business will be transacted at general body meeting.

- a. Pass the annual budget of the society
- b. Prepare annual programs and policies for the achievement of aims and objectives of the society.
- c. To look after the fulfillment, upliftment or betterment of the society.
- d. To elect the office bearers of the governing council/executive body.

Notice of the general body meeting shall be sent to all members at least 15 days before by ordinary mail, email or displaying the notice on society website.

#### 11. ELECTION AND CONSTITUTION OF GOVERNING COUNCIL

Our governing council will consist of minimum 9 and maximum 15 members which include the president, vice president, general secretary, joint secretary, treasurer and

executive members. In addition, immediate past president and general secretary will also be inducted de facto as invited executive members without voting rights.

The election of the governing council will be held every two years, by show of hands or secret ballot which may be decided by the presiding officer, nominated by the current governing council. No proxies will be permitted.

## 12. TERM OF THE GOVERNING COUNCIL

The term of the so constituted governing council shall be for the period of two years or till the new governing council is constituted.

## 13. POWER AND DUTIES OF GOVERNING COUNCIL

Governing council of Breast Imaging Society shall look after the day to day affairs of the society. The governing council meeting, by distant or in-person, shall be held at twice in a year. Extraordinary governing council meeting can also be called on the request of the two-third of the members of the governing council. Quorum of the meeting shall be one-third, failing which the meeting will be adjourned. The meeting will be reconvened at the same place and date after one hour and no quorum will be required for this. Minutes and decisions of executive meeting shall be presented to and ratified by the following general body meeting.

- a. The governing council shall exercise all such powers and perform all such acts as may be exercised or performed by the society.

- b. Governing council may frame regulations consistent with these rules for regulating the procedure of the meeting of the board or its committees, election of members of the board and the conduct of the society affairs.
- c. Governing council shall meet at such time and place as may be necessary for the transaction of the affairs of the society as directed by the president and ordinarily shall meet twice a year either in person or teleconferencing.
- d. The meeting of the governing council shall be convened by general secretary in consultation with the president.
- e. Governing council will manage, administer, and look after all interests, objects, rights, funds of the society.
- f. Governing council will accept donations, subscriptions, grant for the society.
- g. Governing council has to ratify the accounts and audited statement of the society every year.
- h. Governing council will nominate representation from the society for global and international events.
- i. Governing council shall conduct with the concerned department/ office for the solution of the genuine problem faced by society.
- j. To give and take co-operation with other societies and organizations having similar objectives as of this society.

#### 14. POWER & DUTIES OF THE GOVERNING BODY/OFFICE BEARERS

## PRESIDENT

- a. President will preside over all meetings of the general and governing body
- b. President will offer vote in case of equality of votes in the meeting.
- c. President will be responsible for all the work done by the office bearers/governing body.
- d. President will call for governing body/general body meeting if thinks so.

## VICE PRESIDENT

In case of absence of the president, the vice president shall take the chair and perform the full powers and duties of the president.

## GENERAL SECRETARY

- a. Appointment or dismissal of paid workers of the society.
- b. Make payments from approved funds.
- c. To take loans for the society with the approval of the governing body.
- d. Noting proceedings of the meetings, prepare annual report.
- e. To call meetings of the general body or governing council, in consultation with the president. Agenda will be approved by the president and will accompany the notice.
- f. The day to day working, organization of symposia, newsletter will be looked after by the general secretary.

- g. General Secretary shall inform the president about all important matters and shall send a copy relating to society correspondence to president for perusals and comments.
- h. Have charge of assets of the society including, furniture, library, documents and records.
- i. Collect all dues and deposit all amount.
- j. Pass all bills for payment on behalf of the society.
- k. Maintain all types of records of the society including the register of the members containing their names, addresses and brief particulars.
- l. General Secretary shall be responsible for correspondence on behalf of the society.
- m. General Secretary is authorized to make emergency expenditure of up to Rs 20,000 without any prior approval. No expenditure of more than 20,000 shall be incurred unless the same has been included in annual or supplementary budget and approved by the governing council.

#### TREASURER

- a. Maintenance of all accounts duly approved by the society.
- b. Disposal of bills along with general secretary on his written instructions.
- c. Shall have the right to point out any error or discrepancy in payment order of the secretary and refer back the order with remarks. In case of disagreement, matter will be referred to the president and his advice will be final.

- d. Prepare budget estimates, expenses and receipts and present the same to governing council.
- e. Help the auditor for auditing the accounts of the society.
- f. Prepare annual statements of accounts and balance sheet, after auditing which should be adopted by the general body.
- g. Deposit all surplus amounts in the account of the society in the scheduled bank.

#### 15. HEAD OFFICE

The head office of the Society will remain in Delhi however the president may use his office for administration purposes.

The head office will

- a. Coordinate with general secretary and other office bearers of the governing council for the smooth functioning of the society.
- b. Maintain and audit funds annually in consultation with the treasurer of the society.
- c. Maintain the records and database of the society.
- d. Scrutinize the membership application forms and accept the membership if the laid down criteria are fulfilled or else forward it to the general secretary.
- e. Manage day-to-day running of the society including expenses of employees with the prior approval of general secretary.



## 16. ANNUAL CONFERENCE

Governing council will decide the venue of the next annual conference at least one year in advance. In case of multiple bidders, the decision will be taken by consensus, number count or voting among the governing council members.

The organizing committee will constitute a scientific committee in consultation with executive members of the society.

The organizing committee may take a loan from head office for use as start up funds. The organizing committee will return the start up funds and savings or donations to the conference, with minimum amount as decided by the governing council from time to time.

## 17. FINANCIAL YEAR

The financial year of the society shall be from 1<sup>st</sup> April to 31<sup>st</sup> March every year.

## 18. BANK ACCOUNT

The bank account will be opened and operated in a national scheduled bank at Delhi; the head office city and the signatories will be president, general secretary and treasurer.

Account will be operated by any two of these three. In case one or more of these do not normally reside at Delhi, then they can nominate any of the governing council members residing in Delhi, as their representative to operate the account. The main account of the society will remain in Delhi and will not be moved when new office bearers take over, for logistic reasons.

#### 19. SOURCE OF INCOME

The earning of the society shall be from subscriptions, donations, grant in aid, savings from the conferences, advertisements in journal and gifts from members and general public. This amount will be spent only to achieve aims and objectives of the society.

#### 20. AUDITOR

A chartered accountant approved by the governing body will audit the accounts and submit his report every year. His fee will be paid from society's account.

#### 21. ANNUAL FILE

A list of governing body members and office bearers shall be filed in the office of the Registrar of societies, Delhi as required under section 4 of Societies Registration Act 1860.

#### 22. VACANCY

If there is any vacancy in the governing body during its tenure, the governing body may appoint any member against the vacancy for the remaining period.

#### 23. LEGAL PROCEEDINGS

The society may sue or may be sued in the name of the president as per the provisions laid down under section 6 of the Societies Registration Act of 1860 as applicable to the union territory of Delhi.

#### 24. AMENDMENTS, ALTERATION, EXTENSION

Any kind of amendment in the memorandum; rules and regulations of the society shall be made by at least  $\frac{1}{2}$  majority of the general body as per the provisions of the section 12 and 12A of the Societies Registration Act of 1860.

#### 25. DISSOLUTION AND ADJUSTMENT AFFAIRS

Society may be dissolved in accordance with the procedure laid down under section 13 and 14 of the Societies Registration Act of 1860.

#### 26. APPLICABILITY CLAIM

All the provisions of the Societies Registration Act of 1860 as extended to the territory of Delhi shall apply to this society.

President

General Secretary

Treasurer