

RULES & REGULATIONS OF INDIAN SOCIETY OF PROSTHODONTICS-RESTORATIVE- PERIODONTICS CONSTITUTION – BY LAWS

ARTICLE 1: THE NAME AND AREA OF JURISDICTION

The name of the Society shall be “INDIAN SOCIETY OF PROSTHODONTICS-RESTORATIVE- PERIODONTICS” here in after referred as the ISPRP.

Society shall mean the “INDIAN SOCIETY Of PROSTHODONTICS-RESTORATIVE-PERIODONTICS” and also can be referred to briefly as “ISPRP”.

Area of Jurisdiction

Area of Jurisdiction & the field operation of the ISPRP shall be within the territory of India.

ARTICLE 2: OFFICE OF THE SOCIETY

The registered office shall be at the office place of the Hon. Secretary for the time being and is as follows The Dental Care Clinic 1st Floor, Alake Centre, Kambla Cross Junction Opp Ullal General Hospital Alake, Mangalore – 575003.

The said Office of the Society may be removed to such other place/places as the society shall think fit and proper from time to time.

ARTICLE 3: OBJECTIVES

- I. To guide and assist in the promotion of oral health among people.
- II. To provide scientific guidance and assistance to the dental fraternity, post-graduate students and government machinery regarding the advancements in the field of interdisciplinary dentistry with regard to restorative, prosthetic and periodontal treatment modalities.
- III. To provide dental health screening of public
- IV. To promote the public to seek dental specialists help to overcome dental pathologies and diseases.
- V. To create a national network of Periodontists Endodontists, Prosthodontists.
- VI. To conduct research in the field of dental specialties & allied sciences. To print and publish articles, periodicals and pamphlets on topics related to dentistry, dental medicine & allied sciences.

- VII. To provide training and assistance to dental postgraduates, dental technicians and dental hygienists.
- VIII. To organize conferences, seminars, symposiums and workshops in dentistry & allied sciences.
- IX. To get the ISPRP affiliated international dental organizations.
- X. To do all such others acts congenial and conducive to attain the objectives of the ISPRP and for the promotion of dentistry in the country on a sound scientific basis.

ARTICLE 4: MEMBERSHIP

Section 1: The members can be enrolled under the following categories

- a) Life Member**
- b) Student life Member**
- c) Associate Member**
- d) Honorary Members**
- e) Corporate Members**

a) Life Member

Those holding recognized postgraduate qualification in Prosthodontics or Conservative Dentistry & Endodontics or Periodontics as registered under Dentists Act 1948, Schedule I and III of Dental Council of India. They are designated as LM (Life Members).

b) Student life Member

Post graduate students in specialty of Prosthodontics or Conservative Dentistry & Endodontics or Periodontics. They will become life members once they submit the Post graduate degree certificate of Prosthodontics or Conservative Dentistry & Endodontics or Periodontics as registered under Dentists Act 1948, Schedule I and III of Dental Council of India. They are designated as SLM (Student Life Members).

c) Associate members

Post graduate students, Post graduate qualification in specialty other than Prosthodontics or Conservative Dentistry & Endodontics or Periodontics, Dental Auxiliaries as registered under Dentists Act 1948, Schedule I and III of Dental Council of India, Specialists in Medicine, Scientists, Educationists and Persons belonging to other medical faculties. They are designated as AM (Associate Members).

d) Honorary members

Any individual who has made outstanding contribution through research and service to the cause of dentistry in general and interdisciplinary dentistry in particular and medicine shall be entitled to be enrolled as honorary members of the Society with the approval of the Executive Committee and recommended by General Body. They are designated as HM (Honorary Members).

e) Corporate members

Representatives of Dental Institutions and Corporate companies.

Section 2: Admission of members

A person who wishes to become a member shall apply for membership of the society through a completely filled membership form available in the website or from the secretary's office and submit to the secretary office along with the prescribed fees and supporting documents to the secretary. The secretary will scrutinize the application form & submit it to the executive committee for approval. After verification, if all documents are found to be in order by the secretary & Executive members, then approval will be passed and the application along with supporting document will be handed over to the membership chairman. The membership chairman will inform the concerned member and issue a membership certificate. In the event of false information the application will automatically get cancelled. The decision of granting the membership by the executive members is final and cannot be canvassed to any court of law as society is a voluntary body and the right of admission is reserved.

Section 3: Membership Fees

- a. **Life Members/Student Life Member/Associate members** shall pay a one-time admission fee of Rs.3600/-. Members take a Life membership by paying one time payment Rs.3600/-. or as decided by the General body from time to time.
- b. Corporate members shall pay a one time admission fee of Rs.8000. or as decided by the General body from time to time.

Section 4: Privileges of Members

All the members can

1. Can attend and take part in Scientific Meetings, lectures and Conferences of the Society.
2. Can attend scientific courses organized by the Society at subsidized rates as fixed by the General Body.

Only Life members

1. Shall have a right to attend the General Body Meeting of the Society.
2. To receive a copy of the reports of statements of accounts.
3. To receive Journal or any other official publication by the Society.
4. Shall have the right to vote on all resolutions put forward at any of the meetings of the Society.
5. Shall be eligible to contest or hold any offices or membership of Executive Committee provided.

Section 5: Cessation/Termination of Members

1. No member is permitted to act against the interest of the society as long as they are member of the society.
2. A person shall cease to be a member of the Society if his name is removed from the register upon
 - a) Member delivering a formal notice of his resignation to the secretary, provided he has/she paid up all the dues of the Society, approved by the Executive Committee/Annual general body meeting. He/She shall not be entitled for any refund, full or partial thereof.
 - b) By death of a member.
 - c) If the conduct of any member shall be deemed by the executive committee as prejudicial to the interest of the society, in violation of the constitution and By Laws of the society or if he/she is creating obstacles and hurdles in the working of the society. The Executive Committee may deem by sufficient 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 Committee with the contents of the charges. If the Executive Committee decides to terminate the membership, he would stand suspended from the society and would be informed accordingly. However, the final termination would come into effect after ratification by the General Body. The member in concern would be given a fair chance to redeem his/her 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.

3. Any re-admission will be subject to the decision of the executive committee and further recommended by general body meeting.
4. No member is entitled to ask for any refund, full or partial thereof.

ARTICLE 5: SOCIETY'S FINANCIAL YEAR

Financial Year: - Year of the **INDIAN SOCIETY OF PROSTHODONTICS- RESTORATIVE- PERIODONTICS** for financial purposes shall be from 1st April to 31st March. All dues payable to the ISPRP shall be paid to the Hon. Secretary/ Treasurer on or before 31st March every year. The financial year of the ISPRP shall be from 1st April to 31st March.

ARTICLE 6: MANAGEMENT OF THE SOCIETY

The Society shall have the following committee:

- *Advisory Board*
- *Office Bearers*
- *Executive Committee*
- *Editorial Committee*
- *Constitutional Committee*
- *Scientific Committee*
- *Any other committee which may be needed at any time and when required proposed by the Executive Committee and approved by the General Body.*

Section 1: Advisory Board

There shall be an Advisory Board led by The Chief Advisor, consisting of Dental Council of India members and Deans/Principals of dental colleges. The function of this board is to support and guide ISPRP

Section 2: A. Office Bearers

The ISPRP shall have the following honorary office bearers.

Sl. No	Post	Number	Term
1	President	1	1
2	Immediate Past President	1	1
3	President Elect	1	1
4	Vice President	2	1
5	Secretary	1	2
6	Treasurer	1	2
7	Editor	1	3
8	Joint Secretary	1	1
9	Scientific Chairman	1	1
10	Membership Chairman	1	1
11	Web & Net working Chairman	1	1

Section 2: B. Duties & Powers of the office

A. The President:-

- a) He shall have supervision and control over the other office bearers of the ISPRP and its Executive Committee in the discharge of their respective duties and also over the working of the ISPRP in general.
- b) He shall preside over the General Body and the Executive Committee meetings of the ISPRP.
- c) He shall have the powers to convene any meeting of the ISPRP, either the General Body or the Executive Committee or any subcommittee, on short notice (7 working days) under his signature. The secretary should be informed regarding this.
- d) He shall have the powers to delegate any of his duties as the president to any one of the Vice- Presidents.

B. The Vice – Presidents:-

- a) The ISPRP shall have two Vice–Presidents who shall be elected by the General Body in its annual meeting from among the members of the ISPRP and shall be a Post graduate in Periodontics, Prosthodontics or Endodontics.
- b) In the absence of the President, one of the Vice–President as designated by the President, or in his failure to do so, as designated by the Executive Committee, shall be responsible to carry out the routine responsibilities of the President.

C. Hon. Secretary:-

- a) There shall be a Hon. Secretary for the ISPRP who shall be elected by its General Body in its annual meetings from among the members of the ISPRP and be a post graduate in Periodontics, Prosthodontics or Endodontics.

- b) He shall be custodian of all records, and all movable and immovable properties of the ISPRP, and shall maintain an inventory of such properties if any
- c) He shall administer and execute all routine activities of the ISPRP with the assistance and cooperation of the other office bearers, and other members of the ISPRP when ever required.
- d) He shall convene all meetings of the General Body and Executive Committee (on advice of the President.)
- e) He shall record and maintain the minutes of all the meeting of the General Body and the Executive Committee, and present the same for approval in the next respective meetings.
- f) He shall receive all the dues payable to the ISPRP and hand it over to Hon. Treasurer, to be deposited in the bank (preferably nationalized) in the name of the ISPRP.
- g) He shall prepare and present the report of the activities of the ISPRP annually and present the same in the Executive Committee for approval, and present it at the Annual General Body meeting.
- h) He shall execute all such other acts and perform all such other duties required to attain the objectives of the ISPRP. And also execute special responsibilities if any assigned to him by the President, Executive Committee and / or the General Body of the ISPRP.
- i) The secretary shall keep the ISPRP President informed of all the correspondence related to ISPRP.
- j) The secretary will remain as office bearer for a period of two years.

D. President Elect:-

- a) The ISPRP shall have a president elected by its General Body in its annual meeting from members of the ISPRP and he/ she shall be Post graduate specialist in Periodontics, Prosthodontics or Endodontics
- b) He/She shall assist the President and shall succeed to the office of President during the Annual General Body Meeting in the year following his election.
- c) He/She shall be Conference Secretary for the next Annual Conference

E. Hon. Joint Secretary:-

- a) There shall be joint secretary for the ISPRP who shall be elected by the General Body in its Annual meeting from among the members of the ISPRP to assist the Hon. Secretary and be a Post graduate in Periodontics, Prosthodontics or Endodontics.

- b) In the absence of the Hon. Secretary he/she shall be responsible to carry out the routine activities of the ISPRP, either as authorized by the President/ Secretary or the Executive Committee or by the General Body.

F. Editor:-

- a) There shall be an Editor for the ISPRP who shall be elected by its General Body in its annual meetings from among the members of the ISPRP and be a post graduate in Periodontics, Prosthodontics or Endodontics.
- b) He/She shall receive all duties of ISPRP said to him directly by the President or said through the Hon. Secretary
- c) He shall take the responsibility of publishing a journal for the association. The journal should have articles related to the reviews and research articles related to dental specialty.
- d) The fund for bringing out the journal should be obtained by the combined effort of the members as sponsorship from different corporate.
- e) The fund obtained for the journal as adverts should be remitted to the ISPRP account through the secretary and treasurer.
- f) The Editor will remain as office bearer for a term of three years.

G. Hon. Treasurer:-

- a) There shall be a Hon. Treasurer for the ISPRP who shall be elected by its General Body in its annual meetings from among the founder members of the ISPRP and be a post graduate in Periodontics, Prosthodontics or Endodontics.
- b) He shall receive all duties of ISPRP said to him directly by the President or said through the Hon. Secretary.
- c) He shall maintain the income and expenditure account of ISPRP.
- d) He shall honor the bills and vouchers passed by the Hon. Secretary, related to expenditure incurred on behalf of the ISPRP, and make the payment.
- e) He shall prepare the statement of accounts of the ISPRP annually and present the same before the Executive Committee after proper audit, to be submitted before the Annual General Body meeting for its approval.
- f) The Honorary Treasurer will remain as office bearer for the period of 2 years

H. Scientific Chairman

- a) There shall be a Scientific Chairman for the ISPRP who shall be elected by its General Body in its annual meetings from among the members of the ISPRP and be a post graduate in Periodontics, Prosthodontics or Endodontics.
- b) He shall receive all duties of ISPRP paid to him through the Hon. Secretary
- c) He shall take the responsibility of conducting scientific workshops for the association.

- d) The fund for scientific workshops should be obtained by the combined effort of the members as sponsorship from different corporate.
- e) The fund obtained for the scientific workshops should be remitted to the ISPRP account through the secretary and treasurer.
- f) The scientific chairman will remain as office bearer for a term of one year

I. Membership Chairman

- a) There shall be a Membership Chairman for the ISPRP who shall be elected by its General Body in its annual meetings from among the members of the ISPRP and be a post graduate in Periodontics, Prosthodontics or Endodontics.
- b) He/She shall receive the duties as assigned by the Honorary secretary.
- c) He/She shall maintain the membership list along with contact details and update it on request.

J. Web & Networking Chairman

- a) There shall be a Membership Chairman for the ISPRP who shall be elected by its General Body in its annual meetings from among the members of the ISPRP and be a post graduate in Periodontics, Prosthodontics or Endodontics.
- b) He/She shall receive the duties as assigned by the Honorary secretary.
- c) He/She shall update the website as and when suggested by the secretary.

Section 2: C. Removal of the Office Bearer

- The charges against any office bearers 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 General Secretary 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 after a period of sixty days only for the charges leveled against the Office bearers concerned and every opportunity has to be provided to the Office bearer to appear or to represent his case at such an enquiry. There upon the whole matter has to be placed before a special meeting convened for the defense to state his case after which the resolution is to be moved, and if the $\frac{2}{3}$ 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.
- The voting shall be by secret ballot.

- The quorum for the special meeting shall be 1/4th of the total strength of the members as on the register.
- The Office bearer under reference shall not chair the meeting.
- If the violations of the Office-bearer are proved, the person will be debarred for a period of 7 years and he will be restrained from the participation of the Society activities. The decision of the EC and the president is final.

Section 3: A. The Executive Committee:

The Executive committee shall consist of:-

- The Office bearers of the ISPRP.
- Three members each from the three specialties elected by the General Body from among its life members, in the Annual General Body meeting, when elections are due.
- The out-going President and the out-going Hon. Secretary shall be ex-officio members of the Executive Committee for a period of 2 years after relinquishing their posts.
- Two mentors nominated by the MENTORS will be part of Executive committee members but will not have any voting right
- Their office, and shall have the right to vote in that capacity.

Hence The Society will have following Executive committee members

Sl. No	Post	Speciality	Number	Term
1	EC members	Prosthodontics	6	1
2	EC members	Conservative dentistry & Endodontics	6	1
3	EC members	Periodontics	6	1
4	EC members	Past President	1	1
		Past Secretary	1	2
5	EC members	Mentors	2	1
		Total	22	

Section 3: B Constitutional Powers and responsibilities

- The Executive Committee shall be the Governing Body of the ISPRP, to execute the policies laid down by the General Body from time to time.
- It shall have the powers to delegate specific responsibilities to any member or office – bearer, for specific periods.
- It shall have the powers to accept or reject applications for membership of the ISPRP, in all categories subject to the rules laid down under this constitution. Enrollment in any

category made by the Executive Committee shall be reported to the General Body in its next meeting for ratification.

- d) It shall finalize and approve the annual report and audited statement of accounts before it is being presented before the General Body.
- e) It shall have the powers to fill up vacancies arising if any among the elected members of the Executive Committee, by co-opting from among the members of the ISPRP for the remaining period of the term.
- f) It shall have the powers to take disciplinary action on any member of the ISPRP or its office bearer, subject to ratification by the General Body.

Section 4: Term of Office Bearers & Executive members

A year in the matter of term of office means the period between two consecutive Annual General Body Meetings.

The new Office bearers and the new executive committee members shall assume office from the time of the Annual General Body Meeting in which they are elected.

The term of executive committee members is for a year.

The following office bearer will hold the office for a year from the Annual General Body meeting at which they are elected & installed until their successor are duly elected and installed

- President
- President Elect
- Vice Presidents
- Joint Secretary
- Scientific Chairman
- Membership Chairman
- Web & Networking Chairman

The following office bearer will hold the office for a 2 year period from the Annual General Body meeting at which they are elected & installed until their successor are duly elected and installed

- Secretary
- Treasurer

The term of the Editor is for 3 year period from the Annual General Body meeting at which they are elected & installed until their successor are duly elected and installed

Out of the 22 Executive members 18 members will be elected during the Annual General Body meeting. The outgoing Immediate Past President & the outgoing Secretary will be Ex-officio of the executive committee members. Two mentors will be nominated to the executive committee during the Annual General Body who will not have any voting power.

After one term the office bearer is not eligible for re-election for another consecutive term for the same post. They may be re-elected for another post or the same post only after 3 years from exiting the office. In case no members are willing to take up the post the executive committee has the right to appoint any executive member or the former office bearer to office for the consecutive term. Only regular life members who have attended the last three annual general body and executive members with minimum 80 percent attendance are eligible for contesting for election for the post of office bearer of ISPRP.

For the post of President & secretary, the member should have attended a minimum of 3 AGM's and have 2 years term in Executive Committee in the past 5 years With a minimum of 50% attendance in the EC meetings. Other office bearers the member should have attended a minimum of 2 AGM's and have 1 year term in Executive Committee in the past 5 years and for EC members should have attended a minimum of 2 AGM's in the past 5 years are eligible for contesting for election for the post of office bearer/EC Members of ISPRP.

Section 5: Election of the Office Bearers and Executive Members

a. Election:

- i. The office bearers and the members of the executive committee shall be elected/nominated during the annual general body meeting.
- ii. The secretary shall issue the election notice along with the nomination form to all the life members & founder members via postal service/Email/Website 180 days prior to the Annual General Body Meeting inviting.
- iii. If the Secretary fails to call for nominations, the General Body may elect the President and Secretary after calling for nominations during the annual conference in which elections are due.
- iv. Total number of Post for office bearers is as per the term in the office.
- v. Only the life member shall be eligible to contest the election for any one post of either Office bearer or the member of executive committee and shall submit the nomination

form duly signed, proposed and seconded by two life members to the Election scrutinizing officer. The address of the Election scrutinizing officer will be sent along the nomination form.

- vi. Election scrutinizing officer/Returning Officer will be appointed by the executive committee. Hon. Members, Associate members shall not be eligible to vote in any meeting of the ISPRP in their capacity in General Body meetings.
- vii. The candidate should mention the attendance in the Annual General Body meeting and executive committee meetings as per the required eligibility criteria.
- viii. All duly filled nomination forms should be in sealed envelope and couriered through registered or speed post or handed over personally/Email
- ix. Nomination received after the last date shall not be accepted and it will be rejected outright.
- x. Any Candidate willing to withdraw the nomination may do so in writing duly signed and addressed to the Election scrutinizing officer/Returning Officer. It should reach the Election scrutinizing officer/Returning Officer at least 30 days prior to the Annual General Body Meeting.
- xi. The voting if necessary shall take place during Annual General Body Meeting & Voting shall be by secret ballot paper. Voting by Postal Ballot shall not be permitted.
- xii. The person getting the largest number of votes shall be declared elected by person in chair of Annual General Body Meeting.
- xiii. In case of equality of votes, Chairman, shall have the right to decide by his right of casting vote in addition to his own ordinary vote.
- xiv. Any post(s) remaining vacant, shall be filled on recommendation of the General Body and there shall be no further election for any such vacant posts.
- xv. A person who resigns from the post of an office bearer or executive committee before the completion of the tenure of the posts is debarred from contesting for any other position of office till the completion of the unfinished tenure of office.

b. Eligibility Criteria:

- i. He/ she should be Post graduate specialist in Periodontics, Prosthodontics or Endodontics
- ii. He/ she should be a life member of the Indian Society of Prosthodontics-Restorative-Periodontics.
- iii. The vacancy for the office bearer Post is rotational from the three specialties (Prosthodontics, Conservative Dentistry & Endodontis, Periodontics) which will be notified during the Election by the secretary.

- iv. Attendance at 3 Annual Conferences/Annual General Body meeting is a minimum eligibility criteria to contest for the Executive Committee.
- v. Should have served in the executive committee for three terms with 50% attendance for the office bearer other than President & Secretary.
- vi. Should have served as the Office Bearer for 2 terms for the post of President & Secretary.

Section 6: A. Records

- a) A register computerized data base of the members with their membership number, name & current mailing address
- b) Account balance, ledgers, cash book shall be retained up to a period of 10 years after which it can be destroyed at the discretion of Executive committee. However balance sheet of all the years shall be retained
- c) Make the registers as digital as possible so that society is ECO FRIENDLY
- d) Annual general Body meeting, Extra Ordinary General Body Meeting minutes, Executive Committee meetings, Attendance registers of Annual General Body meeting & Executive Committee meeting, membership registers & important correspondence shall be retained.

Section 6: B. Handing Over Of Office Records

It shall be the duty of the outgoing President, General Secretary and Treasurer to bring and handover property, records, and books etc (wiz)

- 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

Section 7: Finances

- a. All money received on behalf of the ISPRP shall be remitted in a saving Bank account in a nationalized bank as decided by the Executive Committee, in the name of the ISPRP.

- b. The accounts of ISPRP shall be operated by any two of the following office bearers namely Hon. Secretary/President & Treasurer.
- c. The Hon. Secretary shall be empowered to keep with him maximum amount of Rs.10,000/- at a time as imprested money to spend for the day to day administration.
- d. The income & expenditure of the society shall be scrutinized, audited and approved by the executive committee and circulated to the members at least 45 days prior the Annual General Body meeting.

Section 8: Editorial Committee

The editorial committee is formed by the Editor in Chief of the society journal. The term of the editorial committee members is for 2 years.

Section 9: Constitutional Committee

The 3 members (1 – Prosthodontist, 1 – Endodontist, 1- Periodontist) Constitutional committee is formed by the executive committee of the society. The term of the Constitutional committee members is for 1 year.

Section 10: Scientific Committee

The 3 members (1 – Prosthodontist, 1 – Endodontist, 1- Periodontist) committee can be formed by the Scientific Chairman of the society. The term of the scientific committee members is for 1 year.

The committee can scrutinize the scientific presentations of the Annual conference

ARTICLE 7: THE GENERAL BODY

The General body of the ISPRP shall consist of: Life members of ISPRP

Section 1: The Annual General Body Meeting

- a) The General Body meeting of the ISPRP shall be held at least once in a year. Whenever annual conference is held the Annual General body will be held at the same venue and same time.
- b) If the Annual conference is not held/cancelled then the meeting will be held at the Head Office on or before 31st December every year.

- c) Thirty days notice shall be served for the General Body meeting. However, special meetings of the General Body may be convened with fifteen days notice by the President under his own signature.
- d) The minutes of the earlier AGM shall be circulated to the members through mail 60 days prior to the AGM.

Section 2: Order Of Business

The meeting shall have the following order

- a. Collaring the President
- b. Silent Prayer.
- c. Meeting Call to Order.
- d. Presidential Address by the President.
- e. Adoption of Agenda.
- f. Confirmation of the minutes of the previous Annual General Body Meeting.
- g. Adoption of the Annual Report of Head Office.
- h. Adoption of the Annual Report of the treasurer and the audited statement of accounts of the previous year ending on 31st March.
- i. Resolution brought forward by the executive Committee.
- j. Election/Nomination of New Office Bearers and Executive Committee members.
- k. Any other matter with the permission of the chair.
- l. Presidents concluding remarks.
- m. Installation of the incoming President and Office Bearers.
- n. Vote of Thanks by Secretary.
- o. Meeting Adjournment.

Section 3: Duties and Powers of the General Body

- a. The General Body shall be the supreme body of the ISPRP, to take any decision on any matter connected with the organization and execution of its duties and responsibilities; to explain and interpret any rule laid down in this constitution; or on any other point that is not covered by this constitution.
- a. The General Body shall formulate policies regarding the working of the ISPRP in general, aimed at attaining the objectives of the ISPRP.

- b. It shall elect the office – bearers and the members of the Executive Committee for a period of one year, in its annual meeting.(except Honorary Secretary, Treasurer which is for a period of two years and Editor which is for a period of three years)
- c. It shall have the powers to appoint committees or subcommittees for specific purposes and for specific periods.
- d. It shall have the powers to delegate any of its powers or responsibilities to any or group of office bearers or committees or subcommittees constituted by it.
- e. It shall have powers to call for the reports of such committee and to take appropriate action on such reports.
- f. It shall have the powers to seek explanation from any of its members, office bearers of the members of the Executive Committee, on any of their actions in the respective capacities.
- g. It shall have the powers to take disciplinary action on any of its members based on their actions that are found to be detrimental to the attainment of the objectives of the ISPRP.
- h. It shall consider the annual report of the activities of the ISPRP as presented by the Hon. Secretary on behalf of the Executive Committee.
- i. It shall consider the annual audited statement of accounts presented by the Hon. Treasurer, as adopted by the Executive Committee.
- j. It shall act as an appellate authority to hear and to take final decision on appeals if any received, on actions taken by the Executive Committee.

Section 4: The Extra Ordinary General Body Meeting

Any Life member may request an Extra Ordinary General body meeting of the Society, to transact the specific urgent business of the society, provided such an requisition is duly signed by at least 1/5th of the total strength of the life members and submitted in writing addressed to the secretary of the society mentioning there in the specific agenda of the urgent matter with reasons. On receipt of such request the secretary shall convene the requisitioned meeting to the Executive Committee by giving its members at least 7 days notice. The executive committee shall consider the agenda in overall due prospective and take a decision which shall be final & binding, whether to have Extra ordinary General Body meeting or otherwise.

If in case Extra ordinary General Body meeting is necessary then

- a. Notice of such requisition should be given 10 days in advance.
- b. Nothing except the business for which it is called shall be discussed at the meeting.

- c. The quorum for the meeting shall be of 1/4th 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 8: THE EXECUTIVE COMMITTEE

The Executive committee shall consist of:-

- a. The Office bearers of the ISPRP.
- b. Six members each from the three specialties elected by the General Body from among its life members, in the Annual General Body meeting, when elections are due.
- c. The out-going President and the out-going Hon. Secretary shall be ex-officio members of the Executive Committee for a period of 2 years after relinquishing their office, and shall have the right to vote in that capacity.

Section 1: The Executive Committee meetings

- a) The Executive committee meeting will be held at least thrice in a year.
- b) The Executive Committee shall meet prior to every General Body meeting at the same venue.
- c) The executive Committee may meet any number of times as required to transact important business. Fifteen days notice shall be served for the meeting of the Executive Committee.
- d) Emergency meeting of the Executive Committee may be convened at a short notice of seven days.

Section 2: Order Of Business

The meeting shall have the following order

- a. Collaring the President
- b. Silent Prayer.
- c. Meeting Call to Order.
- d. Presidential Address.
- e. Adoption of Agenda.
- f. To Confirm the minutes of the previous meeting.
- g. To consider the action taken on the minutes.
- h. Any other matter with the permission of the chair.
- i. Presidents concluding remarks.
- j. Vote of Thanks by Secretary.

k. Meeting Adjournment.

Section 3: Powers and responsibilities

- a. The Executive Committee shall be the Governing Body of the ISPRP, to execute the policies laid down by the General Body from time to time.
- b. It shall have the powers to delegate specific responsibilities to any member or office – bearer, for specific periods.
- c. It shall have the powers to accept or reject applications for membership of the ISPRP, in all categories subject to the rules laid down under this constitution. Enrollment in any category made by the Executive Committee shall be reported to the General Body in its next meeting for ratification.
- d. It shall finalize and approve the annual report and audited statement of accounts before it is being presented before the General Body
- e. It shall have the powers to fill up vacancies arising if any among the elected members of the Executive Committee, by co-opting from among the members of the ISPRP for the remaining period of the term.
- f. It shall have the powers to take disciplinary action on any member of the ISPRP or its office bearer, subject to ratification by the General Body.

Note: All meetings of the General Body and the Executive Committee shall normally be convened by the Hon. Secretary giving due notice except the emergency meetings which shall be convened by the President under his signature. If the Hon. Secretary fails to convene any meeting under instructions from the President, the President shall have the powers to convene such meetings of the General Body or the Executive Committee under his own signature.

ARTICLE 9: QUORUM

- a. The quorum of the General Body meetings of the ISPRP shall be 1/4th, of which at least five shall be from the Executive Committee.
- b. The quorum for the Executive Committee shall be five of which at least three shall be office bearers.

- c. If there is no quorum for the meetings of the General Body or Executive Committee, the same shall stand adjourned of 15 minutes from the scheduled time. For all adjourned meetings those present shall constitute the quorum when the meetings reassemble after the stipulated period of adjournment

ARTICLE 10: THE ISPRP NATIONAL CONFERENCE

A group/institution of at least 30 members of the society from the region may bid to conduct the annual conference. This bid is made at least a year prior, addressing the secretary of the society and submitted to the head office on or before the previous conference. The decision of approval is done in Executive Committee meeting.

Section 1: Guidelines for Conducting ISPRP Conferences

1. Once in 5 years the Head office will conduct the conference
2. Conference secretariat should get prior approval of the association's executive committee by sending a letter expressing the intent to conduct the national conference with a specific Interdisciplinary theme to the Hon. Secretary
3. Conference secretariat should also get approval of the association's executive committee with regard to the date, venue, conference registration fee, invited guests, orations and workshops
4. Conferences should be conducted only under the banner of the association.
5. The registration fee for the conference should be kept to minimum and no extra fee should be collected for any workshops or pre-conference courses provided. The registration should preferably include a in- house category.
6. The conference secretariat should open an account in a reputed nationalized bank for collection of all sponsorships and registration fees. The accounts should be closed within two months of the conference date, and all surplus funds should be transferred to the association's account.
7. Brochure are to be made available to all the members through mail
8. All kinds of extravagant spending like expensive gifts, banquets may be avoided; Gifts if any should be useful to the delegate and should carry the name and logo of the association.
9. The inaugural function of the conference should be conducted as per the guide- lines given by the association.

10. The scientific Programs should preferably involve members of the association as the main podium speakers.
11. In view of effective scientific deliberations, overlapping of the student and faculty presentation schedules must be avoided.
12. Preference should be given to scientific papers that involve management of complex clinical situations, demanding participation of the three specialities. These scientific presentations and posters should be evaluated by a panel of experts from all the 3 specialities.
13. No preconference courses and workshops should be coinciding with the schedule of the main scientific program.
14. All delegates should be presented with a participation certificate mentioning the name of the participant. Participants may be given with E-Certificates. **NO BLANK CERTIFICATES SHOULD BE GIVEN TO PRESENTER OR EVALUATOR OR CHAIR PERSONS**
15. The conference organizing committee should provide time and space for conducting executive meeting and annual general body meeting.
16. The audited copy of the income and expenditure should be submitted signed by the organizing chairman, organizing secretary and the treasurer of the conference organizing committee to the association through the conference secretary with-in two months of completing the conference.
17. The soft copy of the delegate list in all categories with contact details and the sponsors list with contact details should be submitted to the association.
18. The President Elect at the previous conference should preferably take charge as the Conference secretary or the association's executive committee will appoint the conference secretary.
19. Conference secretary and the association's executive committee shall be empowered to object and suggest changes in all matters concerned with organization and execution of the conference.
20. An ISPRP member may be given a concession of Rs. 500 in the registration fee.
21. More than 50% of the members of the organizing committee should be members of ISPRP.
22. A nominal fee could be charged for the pre conference courses and workshop subject to approval from the Executive Committee.

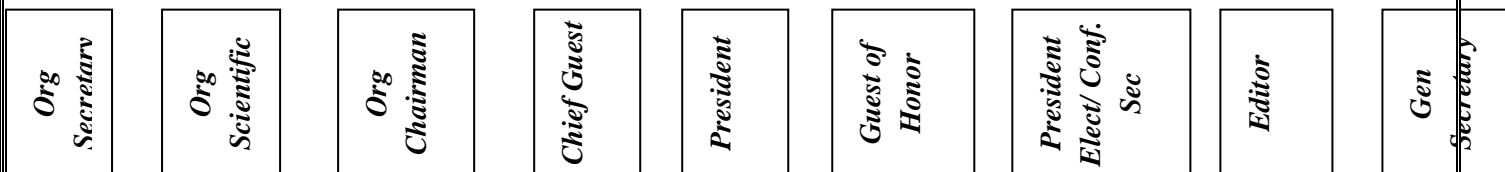
23. The conference committee should not invest in a separate website for the conferences; it should make use of the parent website www.isprp.org for all communication purpose.
24. COC should make a power point presentation of the progress made by it in at least 2 EC meeting before the conference date
25. The Conference scientific committee should have at least one member from the head office scientific committee or a member approved by the EC, to enable the HO to maintain quality of scientific sessions.
26. The EC should be allotted a convenient time and place for the EC meeting before the inauguration ceremony and not clashing with any other scientific activity.
27. A space or booth to be allotted for the ISPRP office for enrolling new members and registering for the next conference at the registration area.
28. Any legal disputes arising with regard to conduction of conference has to be the responsibility of the organizing committee.

Non Receipt Of Bids To Hold The Annual Conference

In a situation where no bids are received the head office may allot the conference to a particular place or may take up the responsibilities upon itself

Section 2: Protocol during the Conference

- a. The conference is conducted on behalf of the society. Hence, the decorum and protocol have to be strictly followed
- b. The **Dias arrangement** during the **inaugural function** is as follows

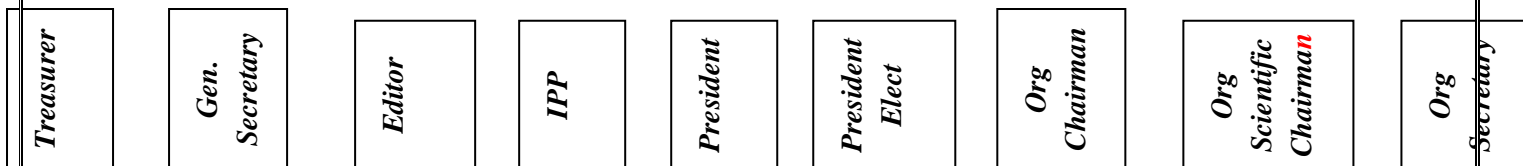


Program Schedule

- Escorting the dignitaries on to the Dias
- Collaring the President by Secretary ISPRP
- Meeting Call to order

- Invocation
- Welcome – Organizing Chairman
- Presidential address
- Secretary Report – Secretary (ISPRP)
- Introduction of President Elect by Editor
- Introduction of Chief Guest – President Elect
- Inaugurate by light
- Address by Chief Guest
- Intro of Guest of Honor – Organizing Scientific Chairman
- Release of the souvenir by Guest of Honor
- Address by Guest of Honor
- Inaugurate the trade by President (ISPRP)
- Presentation of memento to –
 - Chief Guest by President; Guest of Honor – by Secretary
- Vote of Thanks – Org. Secretary
- National Anthem

The **Dias arrangement** during the **Valedictory function** is as follows



Program Schedule

- Escorting the dignitaries on to the Dias
- Collaring the President by Secretary ISPRP
- Meeting Call to order
- Welcome – Organizing Chairman
- Presidential address
- Address by Org Scientific Chair man
- Introduction of President Elect by Editor
- Distribution of Prizes & Certificates
- Recognizing the Annual Conference Organizing Committee
- Address by Organizing Chairman/Secretary
- Vote of Thanks – Secretary(ISPRP)
- National Anthem

ARTICLE 11: INDEMNITY

Any member or an office-bearer of the ISPRP shall be indemnified of all liabilities which may occur during his normal discharge of duties in the respective capacity or in the discharge

of any special duty assigned to him by the General Body or the Executive Committee or the President of the ISPRP, save those which are proved to have caused by his willful negligence. Disputes if any are subject to jurisdiction of the head office (Secretary's office).

ARTICLE 12: AMENDMENTS

Amendments to this constitution can be made only by the General Body of the ISPRP and the same shall stand amended only if such proposal for specific amendments is voted in its favor by two third of the members present and having voting right. Proposal if any, for such amendments, shall be circulated among the members of the ISPRP 30 days in advance, preferably along with the notice of the General Body meeting or earlier, so that the members may be able to study the same.

ARTICLE 13: DISSOLUTION

In the event of the dissolution of the ISPRP at any time, all moveable and immovable properties and other assets owned by it, after clearing all its liabilities, shall be handed over to the Government of India with an understanding that the same shall be used for similar objectives as that of the ISPRP as envisaged in this constitution.

ARTICLE 14: DECLARATION

This constitution of the Indian Society of Prosthodontics- Restorative- Periodontics is adapted at the first Organizational meeting of the ISPRP held on 1st July 2018 at IDA Chambers, IMA Bhavan, Mangalore.