

INDIAN SOCIETY OF PERIODONTOLOGY

(Registration No. GB BSD 385/95)



CONSTITUTION AND BYE - LAWS

IN FORCE SINCE OCTOBER 2021

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CONSTITUTION

ARTICLE I – NAME AND AREA OF JURISDICTION

- A. The name of this organization shall be “Indian Society of Periodontology” and hereinafter may be referred to as “ISP”, “the society” or “this society”.
- B. Area of jurisdiction and the field of operation of the society shall be within the territory of India. However, to the extent governed by the bye-laws, the area of operation of the society can be in other parts of the world.

ARTICLE II – AIMS AND OBJECTIVES

This society is a scientific body concerned chiefly with the advancement of the art and science of Periodontology and works to fulfill the following aims and objectives:

- A. To promote the co-operative efforts of its members with regard to the advancement of science and practice of Periodontics.
- B. To convene scientific meetings/seminars at periodic intervals at convenient places as decided upon by the Executive Committee/General Body.
- C. To communicate and publicize the transactions/proceedings of the above seminars and individual clinical experience to the members of this society and general dental practitioners through the columns of the publication(s) of the society, with a view to contribute to the development of oral health care and render better assistance and service to maintain and improve the health of the public.
- D. To promote academic activities through the voluntary help of Post Graduate departments of Periodontology at various dental institutions in India and/or abroad.
- E. To propagate and work for suitable public health measures for the prevention of periodontal diseases.
- F. To focus the scope of media and enable it to spread the message of oral health care for the benefit of the public, professionals and the members of the society.
- G. To arouse interest and consciousness and possibly impart instructions to the public in oral hygiene.
- H. To promote such other activities in an attempt to secure better appreciation and further the aims and objectives as directed by the Executive Committee/General Body.
- I. The aims and objectives shall be subject to change(s) and/or modification(s) by the resolutions of the General Body passed at its annual meeting in accordance with the bye-laws of the society.

ARTICLE III – ORGANIZATION AND DISSOLUTION

The society is a non-profit organization registered under the state laws. If this organization is dissolved at any time, no part of its funds or property may be

distributed to, or among its members. After meeting all the liabilities of this society, the remaining funds or properties shall be used to foster the art and science of Periodontology in a manner to be determined by the Executive Committee (as defined in Article II of the bye-laws) of the society.

ARTICLE IV – MEMBERSHIP

Members can be enrolled under the following categories after paying the prescribed fees.

- A. Life Member
- B. Associate Member
- C. Affiliate Member
- D. Honorary Member
- E. Corporate Member

A. Life Member

1. Those holding a recognized Post Graduate qualification in Periodontology, such as MDS from any university in India or any other Post Graduate course equivalent to MDS and recognized by the Dental Council of India.
2. Those who have successfully completed advanced specialist course(s) in Periodontology and are recognized as graded specialists in the Indian Armed Forces Dental Services or those who have completed similar course(s) from abroad recognized by the Dental Council of India and are practicing the specialty exclusively in India.

Those eligible under sub-clause 1 and 2 can become Life Members. He/she shall be a regular member of society and shall have voting rights and shall be eligible to become an Office Bearer and Executive Committee Member as stated in Article VII; Section 1 and 2 of the constitution herein.

B. Associate Member

A person undergoing a recognized Post Graduate qualification course in Periodontology in any university in India recognized by the Dental Council of India. An Associate Member is not a regular member of the society and shall have no voting rights and shall not be eligible to become an Office Bearer or an Executive Committee Member.

C. Affiliate Member

Those holding a Post Graduate qualification in Periodontology from any foreign university which is not recognized by the Dental Council of India and also those holding a Diploma in Periodontology from any university in India which is recognized by the Dental Council of India. An Affiliate Member is not a regular member of the society and shall have no voting rights and shall not be eligible to become an Office Bearer or an Executive Committee Member.

D. Honorary Member

Well known Periodontists of the world shall be selected as Honorary Members on the basis of their significant contributions in the field of Periodontology, but not more than one in two years, on the recommendation of the Executive Committee, which shall be subject to confirmation by the General Body (as defined in Article I of the bye-laws) at its annual meeting. An Honorary Member shall not be a regular member of the society and shall have no voting rights and shall also not be eligible to become an Office Bearer or an Executive Committee Member.

E. Corporate Member

Corporate houses in India or abroad who have an interest in oral health care may be offered corporate membership of the society on the recommendation of the Executive Committee, which shall be subject to confirmation by the General Body at its annual meeting. A Corporate Member shall not be a regular member of the society and shall have no voting rights and shall not be eligible to become an Office Bearer or an Executive Committee Member. However, the Corporate Member shall have the privilege to attend meetings on invitation, to deliberate on matters concerning oral health care, but shall have no right to deliberate on the affairs of the society.

Section 1: ADMISSION OF MEMBERS

A person who wishes to apply for membership of the society has to first complete and submit the application form. Life, Associate, Affiliate and Corporate Members will have to submit the application form along with the prescribed fees and supporting documents/credentials to the Secretary. The Secretary will have the authority to first scrutinize the application form and it must be submitted to the Working Committee (as defined in Article VII; Section 5 of the constitution) for approval. After verification, if all documents are found to be in order and to the satisfaction of the Secretary and the Working Committee, the approval will be passed and the member will be informed and enrolled subsequently. In the event of false information, the application will automatically get cancelled. The decision of granting or rejecting membership taken by the Executive Committee is final and cannot be canvassed in any court of law, as the society is a voluntary body and the right of admission is reserved.

Section 2: PRIVILEGES OF A MEMBER

All Life Members shall be provided with a copy of all the publications of the society, free or at such rates as the Executive Committee may fix from time to time. All the members can participate in the scientific programs, oral health care programs, conferences and conventions organized by the society according to the terms laid down by the society. Only Life Members shall have the right to attend the General Body Meetings/ Extraordinary General Body Meetings and vote on any/all resolutions put forward in the meetings. Only Life Members are eligible to contest and hold offices of the society.

Section 3: CESSATION OF MEMBERSHIP

A. Membership will be terminated upon the member delivering a formal notice of

his/her resignation to the Secretary, and approved at the Executive Committee Meeting/Annual General Body Meeting.

- B. By death of the member.
- C. A member who is not qualified and has secured admission on misrepresentation shall automatically cease to be a member.
- D. If the conduct of any member is deemed by the Executive Committee to be prejudicial to the interest of the society, or in violation of the constitution and bye-laws of the society or is creating obstacles and hurdles in the working of the society, the Executive Committee can initiate disciplinary action on such a member. The member against whom an action is initiated shall be entitled to appear before the Executive Committee and give a written explanation before any action is taken. In the event of the explanation being found unsatisfactory, the Executive Committee can convene an Extraordinary General Body Meeting to take a decision on his/her membership. If at the meeting, 60% of the total strength of the members present record their vote in favor of the removal of the member, the member shall be terminated from the membership of the society. In case, the member does not respond to the notice, the Executive Committee/General Body can take the appropriate action as decided at its meeting.
- E. Any re-admission will be subject to the decision of the Executive Committee and further recommended by the General Body at its annual meeting.
- F. No member shall be entitled to ask for any refund of the membership fees either in whole or part thereof.
- G. No member is permitted to act against the interest of society as long as he/she is a member of the society.

ARTICLE V- MEMBERSHIP FEES AND ANNUAL DUES

The membership fees and annual dues of the society shall be as stated in the bye-laws Article V.

ARTICLE VI – ELECTION

The Office Bearers and the members of the Executive Committee shall be elected during the Annual General Body Meeting from among the regular members of the society.

- A. The Secretary shall issue an election notice 120 (one hundred and twenty) days prior to the Annual General Body Meeting and send it to all the Life Members of the society along with the election nomination form by speed post/registered post/courier inviting nominations for the posts of Office Bearers and the members of the Executive Committee mentioning therein the number of posts to be filled in by the election, as provided in the Article VII; Section 1 and 2 of the constitution and for such terms of office as provided in the bye-laws Article IV; Section 1; points a, b, c.
- B. Total number of elected posts for the Executive Committee are 35 (thirty-five) and they will be divided into three categories.
 - 1. Past President Category: 5 (five) Past Presidents preceding the Immediate

Past President shall be Executive Committee Members without any election, provided their nomination is found valid. If the nomination is not received or found invalid he/she will not be an Executive Committee Member, and the post will remain vacant. The "Acting President" (if any) shall not enjoy the privileges of the Past Presidents.

2. Existing Executive Committee Members Category: 20 (twenty) seats are reserved for the existing Executive Committee members who have attended at least 50% Executive Committee Meetings in the immediate preceding term. In case there are more candidates than the posts available in this category, elections within these candidates will be carried out at the floor of the Annual General Body Meeting. Any member who withdraws his/her nomination after the due date of withdrawal will not be eligible to be elected or nominated for any post of Office Bearer or as an Executive Committee member in that election year. In case there is a vacancy in this category, it will be passed on to the New Executive Committee Member category.
 - a. The Secretary will inform the members about the vacant posts along with the circulation of names of valid candidates.
 - b. Members who have not filled up any valid nomination form for the current term, and are interested in contesting for these vacant posts will send a nomination form to the Secretary following all election rules at least 15 (fifteen) days prior to the Annual General Body Meeting.
 - c. The Screening and Scrutinizing Committee shall examine these nominations prior to the 4th Executive Committee Meeting and submit the names of valid candidates to Executive Committee.
 - d. If the number of valid candidates exceed the number of vacant posts then the selection of the required candidates will be done by a draw of lots by the President at the Annual General Body Meeting from amongst the candidates who have applied against these vacant posts and their nominations have been found valid.
 - e. Any member whose candidature for any post of Office Bearer or existing Executive Committee Member for the election year has been found to be invalid (for any reason) by the Screening and Scrutinizing Committee, will not be eligible to reapply in this category inspite of posts being vacant.
 - f. The above rules apply for vacant Office Bearers posts also.
3. New Executive Committee Member Category: 10 (ten) seats in this category are reserved for members who are not Executive Committee members in the current term. These members will be elected at the Annual General Body Meeting.
4. If the Organizing Chairperson and/or Organizing Secretary of the Annual Conference or the Post Graduate Convention is not a member of the Executive Committee, they will be special invitees for the Executive Committee Meetings for the term and will attend the meetings as observers. Notice and the minutes of the Executive Committee Meetings will be sent to these members and they will have the right to take part in the discussions related to Conference/Post Graduate Convention. The other Life Members of the society can attend the Executive Committee Meetings with the prior permission from the President, as observers.

- C. Only Life Members shall be eligible to contest the election for any one post of either an Office Bearer or a member of Executive Committee and shall submit the nomination for such a post duly signed, proposed and seconded by 2 (two) Life Members on the nomination form to the Secretary, so as to reach him/her by the specified date which shall not be less than 60 (sixty) days before the Annual General Body Meeting.
- D. Candidates shall mention their attendance in the Annual General Body Meetings and Executive Committee Meetings as may be required for the particular post in the prescribed nomination form failing which the nomination will be invalidated.
- E. The duly proposed and seconded nomination form shall be sent to the Secretary either by Registered A/D post or by Speed Post individually. "ISP ELECTION" should be superscripted on the envelope and name of the post applied for should not be written on the envelope, failing which the nomination will be invalidated.
- F. Nomination received after the last date shall not be accepted and will be rejected outright. No correspondence shall be entertained on this matter.
- G. There shall be a Screening and Scrutinizing Committee. The Executive Committee shall appoint the Screening and Scrutinizing Committee which shall consist of the President, President-Elect, Immediate Past President, Secretary and 3 (three) Executive Committee members nominated by the Executive Committee.
- H. All the sealed envelopes containing the election nomination forms shall be opened by the Secretary at the meeting of the Screening and Scrutinizing Committee and the committee report shall be placed before the Executive Committee for approval.
- I. The Secretary shall inform all the candidates about the acceptance/rejection of the nomination immediately after the Screening and Scrutinizing Committee meeting. The reasons for rejection of the nomination shall be clearly mentioned.
- J. Any candidate desirous of withdrawing the nomination may do so in writing, duly signed and addressed to the Secretary. Such a withdrawal letter must reach the Secretary by the specified date, which shall not be less than 45 (forty-five) days before the Annual General Body Meeting.
- K. The Secretary shall circulate the names of all the candidates whose nomination forms have been found valid and accepted, to the regular members 30 (thirty) days before the Annual General Body Meeting.
- L. The voting, if necessary, shall take place during the Annual General Body Meeting or as decided by the Executive Committee.
- M. The Secretary shall prepare the ballot paper mentioning the name and post of the candidates. The option of electronic voting shall be considered at an appropriate time, if feasible.
- N. The President-Elect shall be the Returning Officer and with the help of the Screening and Scrutinizing Committee, shall conduct the entire election process which will start from the commencement of the screening of the nomination up to the declaration of polled votes.
- O. There shall be a secret voting by a single preferential vote by affixing "X" in the

space provided for in the ballot paper. Voting by postal ballot shall not be permitted.

- P. If more than one "X" is affixed against the name/post or any other symbol is affixed, such a ballot paper and voting thereby shall be held invalid.
- Q. The Screening and Scrutinizing Committee or the scrutinizers appointed by the Executive Committee in the presence of the President, President-Elect, Immediate Past President, Secretary and the candidates or their duly appointed proxies shall do the counting of the votes.
- R. The candidates getting the largest number of votes shall be declared as elected by the President. When the number of posts are two or more than two, then the candidates shall be declared elected based on the number of votes polled /obtained in a descending order. In case of a tie, the President shall exercise his/her casting vote.
- S. In case of any dispute during the election, the decision of the Returning Officer shall be final and binding.
- T. Any post(s) of Office Bearers remaining vacant at the time of the Annual General Body Meeting, for want of nomination(s) from the Life Members and/or the candidates remaining absent at the time of election, shall remain vacant and be treated as casual vacancies. There shall be no further election for any such vacant post(s). These casual vacancies shall be filled up by the recommendations of the Executive Committee at its first meeting by candidates among the elected Executive Committee members who fulfill the eligibility criteria required for the said post. Such candidates will get the benefit of attendance for the term. Any post(s), whatsoever, still remaining vacant for any reason shall remain vacant till the next election. Vacant Executive Committee seats will remain vacant.
- U. Associate, Affiliate, Honorary and Corporate Members shall not be eligible to contest or vote in the election of the society.
- V. All eligible candidates whose nomination papers have been accepted have to be present personally at the time of the election. Election of the candidate(s) in absentia shall not be permitted.
- W. All the regular members shall bring their photo identity card at the time of the election.
- X. A person who resigns from the post of an Office Bearer or the Executive Committee before the completion of the tenure of the post is debarred from contesting for any other position of office till the completion of the unfinished tenure of office.
- Y. Office Bearers of the Head Office and the following Conference Organizing Committee Members: Conference Secretary, Conference Organizing Chairperson, Conference Organizing Secretary, Conference Organizing Treasurer and Scientific Committee Chairperson, who do not submit their accounts and get them approved from the Executive Committee, within the prescribed time limit are not eligible to contest for the election for a period of 5 (five) terms.

ARTICLE VII – MANAGEMENT OF THE SOCIETY

Section 1: OFFICE BEARERS

- A. President
- B. Immediate Past President
- C. President-Elect
- D. 1st Vice President
- E. 2nd Vice President
- F. Secretary
- G. Joint Secretary
- H. Treasurer
- I. Editor
- J. Scientific Program Convener
- K. Periodontal Health Care Convener
- L. Assistant Secretary

Section 2: MEMBERS OF THE EXECUTIVE COMMITTEE

It shall comprise of the regular members of the society who are elected as per Article VI; Point B of the constitution. The ratio shall be 1 (one) Executive Member per 20 (twenty) Life Members of the society with the upper limit of 35 (thirty-five) Executive Committee members, or as decided from time to time, by the resolution of the General Body of the society. The number of Life Members of the society as on 30th September each year shall be taken in to account for calculating the total members of the Executive Committee.

Section 3: TERM OF OFFICE

The term of office of the Office Bearers and Executive Committee members shall be as stated in Article IV; Section 1 of the bye-laws.

Section 4: HEAD OFFICE

The registered Head Office (HO) shall be the main office of the society(having its jurisdiction within the territory of the Republic of India). It shall be based where the Secretary resides or works. The HO shall function within the framework of the constitution.

Section 5: SUB-COMMITTEES AND EX-OFFICIO MEMBERS

There will be a Working Committee which will comprise of all the Office Bearers. It is empowered to take decisions on behalf of the Executive Committee in cases of emergency situations. Such matters must be circulated to all the Executive Committee Members by email. If more than 50% members who respond to the email of an emergency meeting agree for an emergency meeting then it can be called and decision can be taken. The Executive Committee may also form other Sub-Committees as and when required. The President, President-Elect, Immediate Past President and Secretary will be the Ex-officio members of the society and will be members of all Sub-Committees.

Section 6: ELIGIBILITY

A. OFFICE BEARERS : Should be an Executive Committee Member of the current year.

i. PRESIDENT-ELECT:

Should have served in the Executive Committee for 5 (five) terms with at least 50% attendance in each term, out of which, one (1) term should have been within the preceding 2 (two) terms. The attendance of the current term should not be considered.

ii. 1st and 2nd VICE PRESIDENT:

Should have served in the Executive Committee for 3 (three) terms with at least 50% attendance in each term, out of which 1 (one) term should have been within the preceding 2 (two) terms. The attendance of the current term should not be considered.

iii. SECRETARY:

Should have served in the Executive Committee for 5 (five) terms with at least 50% attendance in each term, out of which 1 (one) term should have been within the preceding 2 (two) terms. The attendance of the current term should not be considered.

iv. JOINT SECRETARY:

Should have served in the Executive Committee for 3 (three) terms with at least 50% attendance in each term, out of which 1 (one) term should have been within the preceding 2 (two) terms. The attendance of the current term should not be considered.

v. TREASURER:

Should have served in the Executive Committee for 3 (three) terms with at least 50% attendance in each term, out of which 1 (one) term should have been within the preceding 2 (two) terms. The attendance of the current term should not be considered.

vi. EDITOR:

Should have served in the Executive Committee for 3 (three) terms with at least 50% attendance in each term, out of which 1 (one) term should have been within the preceding 2 (two) terms. The attendance of the current term should not be considered.

vii. SCIENTIFIC PROGRAM CONVENER:

Should have served in the Executive Committee for 3 (three) terms with 50% attendance in each term, out of which 1 (one) term should have been within the preceding 2 (two) terms. The attendance of the current term should not be considered.

viii. PERIODONTAL HEALTH CARE CONVENER:

Should have served in the Executive Committee for 3 (three) terms with at least 50% attendance in each term, out of which 1 (one) term should have been within the preceding 2 (two) terms. The attendance of the current term should not be considered.

ix. ASSISTANT SECRETARY (NOMINATED):

Should be a Life Member of the society, should work/reside in the same place as the Secretary, and will be nominated by the Executive Committee on recommendation by the Secretary. The post will be of 1 (one) term duration and the attendance of the Assistant Secretary will not be counted towards eligibility to contest for any election in the future. The Assistant Secretary will not have any voting rights in the Executive Committee Meetings.

B. EXECUTIVE COMMITTEE MEMBERS:

Should have been a Life Member for at least 5 (five) terms and should have attended at least 3 (three) ISP Annual General Body Meetings.

1. Past President Category:
 - a. 5 (five) Past Presidents preceding the Immediate Past President shall be the Executive Committee members without any election provided they have attended at least 50% of the Executive Committee Meetings in each term.
 - b. They will not be eligible to fill up a nomination form for any Office Bearers till the completion of the 5 (five) term tenure.
2. Existing Executive Committee Member Category:
 - a. Should have been in the Executive Committee with at least 50% attendance in the immediate preceding term.
 - b. In case of members who have been elected as New Executive Committee Members in the current term, attendance in the Executive Committee meetings of current term till the Screening and Scrutinizing Committee Meeting shall be taken into account for eligibility. They should have attended at least 50% of such Executive Committee Meetings
3. New Executive Committee Member Category:
 - a. Should have been a Life Member for at least 5 (five) terms.
 - b. Should have attended at least 3 (three) Annual General Body Meetings of the society in the last 10 (ten) terms.
 - c. Should not have been an Executive Committee Member in the current or immediately preceding term.

Section 7:

The duties of the officers shall be such as usually revolve on such officers and as may be prescribed by the constitution, bye-laws or by any resolution of the General Body.

Section 8:

- a. The Executive Committee shall manage and exercise general executive supervision over the affairs and functioning of the society. It shall have the

power, from time to time, to establish such regulations/criteria as it deems expedient concerning the management, the property and the objectives of the society.

- b. The Executive Committee shall have the charge of the properties and expenditure of funds of the society. It shall decide on all matters of expenditure that may arise from time to time and make a complete report thereof to the General Body at the annual meeting. It shall perform such other duties as shall be prescribed by the bye-laws of the society.
- c. The President or in his/her absence the 1st Vice-President or in his/her absence, the 2nd Vice-President shall direct the activities of the society during his/her term of office. The President-Elect shall assume the duties of the office of the President, in the absence of the President and Vice-Presidents for the remaining unexpired term.

Section 9:

Office Bearers and members constituting the Executive Committee duly elected and installed shall assume their respective offices at the close of the Annual General Body Meeting.

Section 10:

- a. The Executive Committee shall meet at least 4 (four) times in an association term (from Annual General Body Meeting to Annual General Body Meeting). The exact date, time and place shall be fixed by the Secretary in consultation with the President. The last Executive Committee Meeting of the term shall be held along with the Annual Conference prior to the Annual General Body Meeting.
- b. At least 30 (thirty) days' notice for the meeting shall be given to all the Executive Committee members intimating the place, date and time of the meeting and the agenda of the business to be transacted.
- c. In emergencies, a shorter notice shall be allowed at the discretion of the Secretary in consultation with the President, but in no case it shall be less than 15 (fifteen) days.
- d. A special meeting of the Executive Committee shall be called within 4 (four) weeks on receipt of a requisition signed by at least 1/3rd members of the Executive Committee, stating the business for which the special meeting is required.
- e. The proceedings of the meetings of the Executive Committee shall be recorded in the form of typed minutes and, after confirmation, shall be permanently preserved. The Executive Committee meeting minutes shall be sent to all Executive Committee members at least 30 (thirty) days in advance of the next Executive Committee Meeting. Any corrections from the Executive Committee members should be received by the Secretary at least 15 (fifteen) days prior to the Executive Committee Meeting. If no correction is received in writing 15 (fifteen) days prior to Executive Committee Meeting, no corrections of the minutes shall be permitted at the time of approval at the Executive Committee Meeting.

ARTICLE VIII - ANNUAL GENERAL BODY MEETING

- A. The Annual General Body Meeting shall be held once every year, preferably in the month of October/November during the Annual Conference of the society. In case due to any circumstances, the Annual Conference is not held in the year, the Annual General Body Meeting shall be held at the Head Office with the approval of the Executive Committee. The Annual General Body Meeting shall be held before the 31st of December every year.
- B. If the Annual General Body Meeting is not held due to a disaster or a natural calamity, a further date of the Annual General Body Meeting can be decided by the Executive Committee.
- C. The minutes of the Annual General Body Meeting shall be circulated to the members for approval within 3 (three) months from the Annual Meeting. Correction of the minutes, if any shall be submitted to the Secretary at least 1 (one) month before the next Annual General Body Meeting.
- D. No resolution shall be placed before the Annual General Body Meeting that has not been previously considered and discussed by the Executive Committee.

ARTICLE IX - FUNDS AND FINANCE

- A. The funds of the society shall be solely utilized towards the objectives and no portion of it will be utilized for payments to its members by way of profit, interest, dividend etc.
- B. The funds of the society shall be received by the Treasurer and credited to the account maintained with the society. The Treasurer may pay such as an advance to an Office Bearer of the society as approved by the Executive Committee or on reimbursement basis on receipt of vouchers.
- C. The funds shall be handled by the Treasurer jointly with the Secretary, except the Journal accounts which shall be operated by the Editor jointly with the Business Manager of the Journal.
- D. The accounts of the society shall be scrutinized, audited and approved by the Executive Committee and circulated to the members, before being presented at the Annual General Body Meeting. The funds shall be invested in the manner specified in Section 11 (5) of the Income Tax Act. There shall not be any activity of the society with the intention of earning any profit.
- E. The excess of income over expenditure of the society shall be transferred as a reserve fund of the society. The reserve funds shall only be drawn upon by a special resolution passed at an Executive Committee Meeting, in which 3/4th of the members who are present vote in favor of the resolution of withdrawal.
- F. All major expenses in excess of INR 50,000/- other than routine administration expenses shall require an approval of the Executive Committee.
- G. The annual statement of accounts and the balance sheet for the period starting 1st April and ending on 31st March of every year after auditing shall be sent to Executive Committee Members at least 30 (thirty) days before the 3rd Executive Committee Meeting. The members wanting to raise queries should do so in writing so as to reach the Secretary at least 15 (fifteen) days prior to the 3rd Executive Committee Meeting. Only these queries will be answered during the meeting. After approval by the Executive Committee, these accounts shall be

filed for assessment to the Income Tax Department. Subsequently these accounts shall be circulated to the members at least 30 (thirty) days prior to the Annual General Body Meeting. Members wanting to raise queries should do so in writing so as to reach the Secretary at least 15 (fifteen) days prior to the Annual General Body Meeting. Only these queries will be answered during the meeting. The audited accounts would then be placed at the Annual General Body Meeting by the Treasurer and Secretary for information.

- H. The Treasurer shall send the statement of accounts (Income and Expenditure Accounts) of the society term from 1st October to 30th September or from Annual General Body Meeting to Annual General Body Meeting) to the Secretary who will send it to the Executive Committee members at least 15 (fifteen) days prior to the 4th Executive Committee Meeting and after approval by the Executive Committee, shall be placed at the Annual General Body Meeting. In the case of the Annual General Body Meeting being held before the third week of October this approval by the Executive Committee will be deferred to the 1st Executive Committee Meeting of the coming term.
- I. The Journal statement of accounts and the balance sheet for the period starting from 1st April and ending on 31st March every year, after auditing shall be submitted to the Executive Committee and after approval by the Executive Committee shall be circulated to members and placed at the Annual General Body Meeting by the Editor for information. The institutional and individual subscription charges as well as advertising charges for the Journal will be reviewed by the Journal Committee from time to time and submitted to the Executive Committee for approval.
- J. The audited statement of accounts of the Annual Conference and Post Graduate Convention shall be submitted to the Executive Committee Members with the notice of the 3rd Executive Committee Meeting. The members wanting to raise queries should do so in writing so as to reach the Secretary at least 15 (fifteen) days prior to the Executive Committee Meeting. Only these queries will be answered during the meeting. After approval by the Executive Committee the accounts shall be circulated to members at least 30 (thirty) days prior to the Annual General Body Meeting. Members wanting to raise queries should do so in writing so as to reach the Secretary at least 15 (fifteen) days prior to the Annual General Body Meeting. Only these queries will be answered during the meeting. Subsequently the audited accounts would be placed at the Annual General Body Meeting for information.
- K. A chartered accountant shall be appointed as auditor at the Annual General Body Meeting every year for auditing the accounts. An internal auditor appointed by the Executive Committee shall audit the accounts before the auditor certifies the accounts.
- L. The financial year of the society shall be from 1st April to 31st March of the next year or as decided at the Annual General Body Meeting with a specific resolution for the same.

ARTICLE X- RECORDS

The society shall maintain the following records:

- A. A Register/Computerized database of all the members with their membership number, name, phone number, email id and current mailing address.
- B. Account books, ledgers and cash books shall be retained up to a period of at least 10 (ten) years after which they can be destroyed. Audited balance sheets of all years shall be retained for good.
- C. Correspondence beyond 6 (six) years may be destroyed at the discretion of the Executive Committee.
- D. Minutes of the Annual General Body Meetings, Extraordinary General Body Meetings, Executive Committee Meetings and attendance registers of the Annual General Body Meetings and Executive Committee Meetings, as well as membership registers and important correspondence shall be retained for good.

ARTICLE XI- DISPUTES AND ARBITRATION

A. Disputes:

This applies to all the disputes and differences between the members of the society or the members and the ISP Head Office or an outsider and the society. In respect of any dispute touching the business of the society, interpretation of the constitution and bye-laws, guidelines/rules and regulations of any activity and further any dispute arising out of any contracts, dealings and transactions shall be subject to the guidelines/rules and regulations of the society or with reference of any matter incidental thereto or in pursuant thereof or relating to their construction, fulfillment or validity or relating to the rights, obligations and liabilities arising out of such contracts, dealings and/or transaction of whatsoever nature with the society and/or any disputes between members inter se touching any aspect of the constitution, bye-laws and regulations made therein, shall be subject to arbitration and referred to the Arbitration Committee and shall follow the procedure as provided in the bye-laws, guidelines/rules and regulations of the society. The dispute can be referred for arbitration only after exhausting all the remedies provided hereinafter.

- 1. The Executive Committee on receipt of a complaint shall refer the matter to the Constitution Committee (if one exists) within 14 (fourteen) days of receiving the complaint.
- 2. After receiving suggestions and comments from the Constitution Committee, the Executive Committee will decide the matter after due consideration. If there is no Constitution Committee, the matter will be considered directly at the Executive Committee Meeting. All the disputants will be given a chance to present their views before the Executive Committee.
- 3. The decision of the Executive Committee shall be final and binding on all disputants.
- 4. If any disputant is not satisfied with the decision of the Executive Committee, he/she can seek arbitration.
- 5. No dispute shall be referred by any aggrieved person/body to the concerned

committee after the expiry of 30 (thirty) days from the date of action and the concerned authority shall not entertain the same.

In case of any dispute amongst/between any member/person on the one side and Head Office of the society on the other side in respect of Annual General Body Meetings/Extraordinary General Body Meetings/Executive Committee Meetings or in respect of any decision/matter relating to the working of the Executive Committee/Head Office, the aggrieved member/party within 30 (thirty) days of such a decision/Annual General Body Meeting/Extraordinary General Body Meeting shall refer the matter directly to ex-officio members of the society through the Secretary. In case of any ex-officio member being the aggrieved party, he/she cannot take part in the arbitration meeting.

In case of a difference of opinion on any matter, interpretation of the constitution, including election of the Office Bearers and Executive Committee Members, the aggrieved member/party shall appeal as per the procedure laid down here in this Article XI - Disputes and Arbitration.

Considering the well-being of the society as a whole, it shall not be in order for any member and/or individuals to approach the court. In case of a dispute, doubt or grievance of any member of the society including grievances regarding conduction of elections, conferences, workshops, etc., are all matters of arbitration. All decisions of the Executive Committee related to any action or order passed against any member or matter related to any grievance raised by any member shall be referred to the Executive Committee for arbitration. The appointed Arbitrators shall hear and decide the issues. Such arbitration shall be governed by the Provisions and Procedure of Indian Arbitration Act.

B. Arbitration:

1. All disputes between the members inter se, members and outsiders, the society and members and the society and outsiders concerning the business of the society, and/or bye-laws, rules and regulations and constitution of the society shall be subject to arbitration as provided under the bye-laws, rules and regulations of the society.
2. The entire contract between society and outsiders on any matter related to the society shall be subject to arbitration as per the arbitration procedure provided in the bye-laws, guidelines/rules and regulations of the society.
3. Arbitration Committee:
The Arbitration Committee shall consist of the President, Immediate Past President, President-Elect, Secretary and the Convener of the Constitution Committee and this committee shall hold the office for a period of one term.
4. Role of Arbitration Committee:
 - a. The duty of the committee is to select and prepare a list of arbitrators to take decisions in the disputes. The President of the society shall be the Chairperson of the Arbitration Committee.
 - b. Pending the decision of the Arbitration Committee, the decision taken at the Executive Committee Meeting and/or Annual General Body Meeting

/Extraordinary General Body Meeting shall hold good.

- c. The decision or arbitration shall be final and binding on all the disputants and no further appeal can be made by any disputant.

C. Restrictions:

1. In any dispute between members inter se and/or members and outsiders in which the society is not concerned and/or not concerning the business of the society, the parties thereto shall not be entitled to use and/or involve the name of the society.
2. Any dispute in which the society is not a party, shall fall out of the ambit of the rules and regulations as per the constitution and bye-laws of the society.
3. The logo and the emblem of the society is the registered trademark and property of the society. No one is permitted use the same without the prior permission of the Head Office. The Executive Committee can take appropriate action on those found misusing the logo or emblem of the society.
4. Any legal matter related to the society should be brought to the notice of the Executive Committee immediately.

D. Registered Head Office:

For the purpose of jurisdiction, Registered Office means Head Office which shall be in India where the Secretary resides/works and not any other place in India.

E. Exclusion of Jurisdiction of Civil Court:

1. All dispute(s), arbitration and legal proceeding can be initiated/commenced by the member(s) and outsider(s) concerning functioning/business of the society and/or bye-laws, rules and regulations and any matter relating to the constitution of the society only at the registered Head Office and not anywhere else.
2. In view of the arbitration clause for all disputes and grievances by member(s) the remedy to approach for a decree in Civil Court is barred. All such disputes and grievances shall be decided only by arbitration. If any member of the society persists to file any suit, which can be questioned as to its jurisdiction and maintainability, it shall be filed against the society Head Office represented by the Secretary at the registered Head Office and not in any other place in India and not against any other Office Bearers of the society.

ARTICLE XII- AMENDMENTS

This constitution may be amended by 2/3rd (two-third) affirmative votes of the Life Members present at an Annual General Body Meeting provided that the proposed amendment(s) with justification shall have been submitted in writing addressed to the Secretary and duly circulated to all the members of the society with at least 28 (twenty-eight) clear days' notice. The proposed amendment(s) shall come into force prospectively as decided by the General Body with specific resolutions thereto.

BYE – LAWS

ARTICLE I – GENERAL BODY

The governing body of the society shall be the General Body, which shall comprise of all the Life Members of the society, and which shall have the following powers:

- A. It shall be the supreme legislative body of this society.
- B. It shall have the power to enact, amend and repeal the Article(s) of the constitution and the bye-laws of this society or recommendation(s) of the Executive Committee.
- C. It shall have the power to elect all the Office Bearers and the members of the Executive Committee of the society.
- D. It shall have the power to approve all resolutions and recommendations made in the name of the society.

Section 1 – DAIS ARRANGEMENTS

The Office Bearers shall sit on the dais in the described order only.

From left to right: Assistant Secretary, Joint Secretary, Treasurer, 1st Vice President, Secretary, President, President-Elect, Immediate Past President, 2nd Vice President, Editor, Periodontal Health Care Convener, Scientific Program Convener

Section 2 - ORDER OF BUSINESS

The agenda of the Annual General Body Meeting shall be in the following order:

- a. Meeting called to order.
- b. Address by the President/Chairperson.
- c. Any motion for change in the order of business.
- d. Confirmation of the minutes of the previous Annual General Body Meeting and Extraordinary General Body Meeting (if any).
- e. Adoption of the Annual Report of Head Office, Scientific Program Convener, Periodontal Health Care Convener and Journal Office for the term.
- f. Adoption of the Annual Report of the Treasurer and the audited statement of accounts of the previous year ending on 31st March.
- g. Election of new Office Bearers and Executive Committee Members.
- h. Appointment of an Auditor.
- i. Resolutions brought forward by the Executive Committee.
- j. Any other matter with the permission of the Chair.
- k. President/Chairperson's concluding remarks.
- l. Installation of the Incoming President and Office Bearers.
- m. Acceptance speech by the newly installed President.
- n. Vote of thanks by the Secretary.
- o. Meeting adjournment.

ARTICLE II – EXECUTIVE COMMITTEE

The Executive Committee may hereinafter be referred to as “the committee” or “this committee” which shall be the administrative body of the society. It shall comprise of all the elected Office Bearers and Executive Committee members of the society.

Section 1: OFFICERS OF THE EXECUTIVE COMMITTEE

The President of the society or in his/her absence the 1st Vice-President or in his/her absence the 2nd Vice President or in the absence of the Vice Presidents, the President-Elect shall preside over the meetings. In the absence of even the President-Elect, the committee may elect any Past President, or in the absence of any Past President, any member of the Executive Committee as the Chairperson for that meeting. The Secretary of the society shall also be the Secretary of this committee.

Section 2: VACANCY

- a. In the event of any member of this committee duly elected by the General Body at its annual meeting ceasing to hold the office for any reason, the President, with the concurrence of the Executive Committee, may appoint any Executive Committee member of the society, who fulfills the eligibility criteria required for the vacant post, to serve until the next session of the General Body when a successor shall be elected and installed. In the event of the post of the President falling vacant due to some contingency, such as resignation, demise etc., the 1st Vice President shall succeed to the post of the President for the remaining period of time as the Acting President and he/she shall not become the Immediate Past President after the end of the tenure as an Acting President and in this circumstance, the office of the Immediate Past President will be vacant.
- b. In the event of the post of Secretary falling vacant, the Joint Secretary shall perform all the duties of the Secretary for the remaining tenure of the post of the Joint Secretary. In case of the post of Joint Secretary falling vacant, the Assistant Secretary shall perform all the duties of the Joint Secretary for the remaining tenure of the post of the Assistant Secretary.

Section 3: POWERS AND DUTIES

The Executive Committee shall have all administrative powers and duties except those specifically reserved for the General Body by these bye-laws. When the General Body is not in session, the committee shall have the power to establish ad-interim policies provided that such policies are reported to the next session of the General Body for ratification.

Section 4: MEETINGS

The Executive Committee shall meet at least 4 (four) times in a term. It may also meet at the call of the President, Secretary and as per the decision of the Executive Committee at the designated place and time.

Section 5: ORDER OF BUSINESS

The following shall be the order of business of the Executive Committee Meetings:

- a. Meeting called to order.
- b. Presidential Address.
- c. Adoption of the Agenda.
- d. To confirm the minutes of the previous Executive Committee Meeting.
- e. To consider the action taken on the minutes.
- f. Reports of Office Bearers/Sub-Committees.
- g. To discuss letters received, if any.

- h. Matters arising from the Head Office.
- i. Any other business with the permission of the Chair.
- j. Vote of thanks.
- k. Meeting adjournment.

Section 6: QUORUM

The quorum required for conducting the business of the Executive Committee shall be at least the total strength of Office Bearers and an equal number of the Executive Committee members. If the required quorum is not present at the scheduled time and place, the meeting shall stand adjourned for half an hour and reconvened at the same place at which time the business of the agenda shall be transacted irrespective of the quorum. The Secretary must mention this sub-clause in the Notice of the Executive Committee Meeting. There shall be no quorum required for conducting Sub-Committee Meetings.

ARTICLE III – REQUISITION MEETING / EXTRAORDINARY GENERAL BODY MEETING

Any Life Member may requisition an Extraordinary General Body Meeting of the society, to transact the specific urgent business of the society, provided that such a requisition is duly signed by at least 1/5th of the total strength of the Life Members and is submitted in writing addressed to the Secretary of the society, mentioning therein the specific agenda of the urgent matter to be discussed and the reasons for it thereto. On receipt of such a requisition notice, the Secretary shall convene a Requisitioned Meeting of the Executive Committee by giving its members at least 7 (seven) clear days' notice and mentioning therein the specific agenda. The Executive Committee shall consider the agenda in due perspective and take a decision which shall be final and binding, as to whether to requisition the Extraordinary General Body Meeting or otherwise. If such an Extraordinary General Body Meeting is necessary, the Secretary may then requisition the Extraordinary General Body Meeting to discuss the specific agenda thereto. The Requisitioned or Extraordinary General Body Meeting shall be held at the Head Office. The notice for such a Requisitioned or Extraordinary General Body Meeting must be given at least 10 (ten) clear days in advance. The incumbent President and the Secretary may request the Executive Committee by itself to call for an Extraordinary General Body Meeting to resolve any urgent business of the society.

ARTICLE IV – OFFICE BEARERS

The Office Bearers of the society shall be the President, President-Elect, Immediate Past President, 1st and 2nd Vice Presidents, Secretary, Joint Secretary, Treasurer, Editor, Scientific Program Convener, Periodontal Health Care Convener and Assistant Secretary.

Section 1: TERM OF OFFICE

- a. The following Office Bearers and members of the Executive Committee shall hold the office for 1 (one) term (from the Annual General Body Meeting at which they are elected till their successors are duly elected and installed at the

subsequent Annual General Body Meeting).

- i. President
- ii. President-Elect
- iii. 1st Vice President
- iv. 2nd Vice President
- v. Joint Secretary
- vi. Scientific Programme Convener
- vii. Periodontal Health Care Convener
- viii. Assistant Secretary (nominated)

The President-Elect shall succeed to the office of the President without further election at the Annual General Body Meeting following the Annual General Body Meeting at which he/she was elected to the post of President-Elect.

- b. The following Office Bearers shall hold the office for three terms from the Annual General Body Meeting at which they are elected and installed until their successors are duly elected and installed at the subsequent meeting.
 - i. Secretary
 - ii. Treasurer
 - iii. Editor
- c. The Immediate Past President shall hold the office for a period of 1 (one) term or till such time that a new Executive Committee is formed by the General Body at its next Annual Meeting.
- d. No Office Bearer of the society shall hold office for consecutive terms.

Section 2: DUTIES

PRESIDENT

- a. The President shall serve as the presiding officer of all regular and requisitioned meetings of the General Body where he/she shall cast the deciding vote in case of a tie, appoint judges and tellers for all elections and perform such other duties as customs and parliamentary usage require.
- b. He/she may present a written report to the General Body on subjects pertaining to the aims and objectives of the society.
- c. He/she shall perform such other duties as are assigned by these bye-laws.
- d. He/she shall be the Chairperson of all the Committees/Sub-Committees formed by the General Body/Executive Committee.

VICE PRESIDENTS

The Vice Presidents in the chronological order shall preside over all the meetings in the absence of the President and shall assist the President in performing his/her duties.

PRESIDENT-ELECT

In the absence of both the President and Vice Presidents, the President-Elect shall take over the duties of the President.

SECRETARY

- a. The Secretary, under the direction of the Executive Committee, shall supervise

- and discharge the activities and business of the society.
- b. He/she shall maintain records of the proceedings of the General Body Meetings and Executive Committee Meetings and the report(s) of the Committees/Sub-Committees.
 - c. He/she shall conduct the correspondence of the society and the Executive Committees.
 - d. He/she shall sign and issue vouchers for payment of all the bills of the society.
 - e. He/she shall notify all the members by mail, of meetings of the society and to the Executive Committee Members the meetings of the committee.
 - f. He/she shall perform such other duties as may be assigned to him/her by these bye-laws and by the Executive Committee.
 - g. He/she shall jointly with the Treasurer operate the bank accounts of the society.
 - h. He/she shall serve as Secretary of the General Body and the Executive Committee.
 - i. He/she shall be the ex-officio member of all the Committees/Sub-Committees formed by the General Body/Executive Committee.
 - j. He/she shall get the accounts of the society prepared and get the annual accounts duly audited under the control and signature of the Treasurer, to be submitted to all the members of the society at least 30 (thirty) days before the Annual General Body Meeting.
 - k. He/she may employ 1 (one) full-time or 2 (two) part-time administrative staff who will be paid a salary equivalent to the daily wage rate of the Government existing at that time. The Secretary shall give a written declaration that these persons are working with him/her in the capacity of administrative staff.

JOINT-SECRETARY

The Joint Secretary shall assist the Secretary in all the activities under instructions of the Secretary and discharge all such duties and activities of the society in fulfillment of the aims and objectives of the society.

TREASURER

- a. He/she shall collect all money and dues to the society.
- b. He/she shall pay all the bills when presented by vouchers bearing the signature of the Secretary.
- c. He/she shall make a report of his office to the Executive Committee as often as it may be deemed necessary and shall submit a written report at the Annual General Body Meeting, furnishing in detail the financial condition of the society as of the accounting year.
- d. He/she shall, jointly with the Secretary, operate the bank accounts of the society.
- e. At the close of the accounting year, he/she shall present the account books for audit by a reputable accountant duly approved by the Executive Committee and circulate the audited report thereof in detail.
- f. This report shall be circulated to the members for their consideration at least 1 (one) month before the Annual General Body Meeting.

EDITOR

- a. Shall be in charge of the Journal of the society.
- b. Shall form the Editorial Committee and submit the same to the President, Secretary and Executive Committee for approval. The Editorial Committee shall consist of at most 20 (twenty) members including the President, President-Elect, Immediate Past President, Secretary as ex-officio members and an Assistant Editor and Business Manager. The tenure of the Editorial Committee shall be of 1 (one) term.
- c. Shall, with the help of the Editorial Committee, be responsible for raising funds for the publication and management of the Journal.
- d. Shall have the sole discretion of publishing or correcting any of the articles received for publication.
- e. The Editor shall be empowered through a resolution of the Executive Committee to open/maintain and operate a savings bank account/current account (with internet banking option) in a Scheduled Nationalized/Private bank in the name of 'Journal of Indian Society of Periodontology'. The official address for communication for all banking purposes shall be in the place where the Editor resides/works or where the Editorial Office is located.
- f. Shall submit the statement of account and balance sheet for the period starting 1st April and ending on 31st March of every year for auditing to the Treasurer and Secretary. Shall also submit the statement of accounts (Income and Expenditure Account) for the period of 1st October to 30th September or from Annual General Body Meeting to Annual General Body Meeting to the Executive Committee.

SCIENTIFIC PROGRAM CONVENER

- a. Shall guide and control all the scientific activities.
- b. Shall be responsible for organizing scientific programs and workshop for the advancement of the science of Periodontics.

PERIODONTAL HEALTH CARE CONVENER

- a. Shall be responsible for improving public dental health by undertaking suitable oral health measures.
- b. Shall guide and control all periodontal health care activities for the improvement of public health.

ASSISTANT SECRETARY

Shall assist the Secretary and Joint Secretary in all the activities under the instructions of the Secretary and discharge all such duties and activities of the society in fulfillment of the aims and objectives of the society. He/she shall also perform the duties of the Joint Secretary in his/her absence.

Section 3: REMOVAL OF OFFICE BEARERS

Any Office Bearer shall be removed from office before completing his/her tenure, only by following the procedure as laid down hereunder, by bringing about a no confidence motion.

- a. The charges against any Office Bearer have to be enunciated in the form of a resolution, signed by not less than 1/4th of the total number of members of the society addressed to the President and Secretary, who shall circulate the same to all members and convene an Extraordinary General Body Meeting with this specific agenda to discuss the issue, within 45 (forty-five) days from the date of receipt of the resolution. In case they fail to do so, the members signing the resolution can convene a special meeting themselves, after expiry of 45 (forty-five) days, but within a period of 60 (sixty) days only for this purpose.
- b. The Executive Committee has the right to enquire into the charges leveled against the Office Bearer concerned and every opportunity shall be provided to the Office Bearer to appear or to represent his/her case at an enquiry. Then the whole matter shall be placed before the Extraordinary General Body Meeting of the society, giving the Office Bearer ample opportunity to state his/her case, after which the resolution shall be moved, to remove him/her from office.
- c. If at least 2/3rd of the members who are eligible to vote and are present at the meeting, cast their vote in favour of the resolution, it shall be passed with immediate effect.
- d. The quorum for this Extraordinary General Body Meeting shall be at least 1/4th of the total strength of the members as on the membership list.
- e. The voting shall be by secret ballot.
- f. Any member of the Executive Committee who is absent for three consecutive meetings without assigning a valid reason/apology in writing, shall automatically cease to be a member of the Executive Committee. A notice for the next Executive Committee Meeting shall not be sent to such members and such members shall not be eligible to file an election nomination form in that particular term/not be eligible to hold any post in the ensuing term.
- g. Any Office Bearer who is absent at the Annual General Body Meeting without assigning a valid reason in writing shall cease to be in the office of his/her unfinished tenure.

ARTICLE V – MEMBERSHIP FEE

Section 1:

Membership admission fee of the society shall be INR 500/- for all the members except Honorary and Corporate members, which shall be treated as initiation/administrative fee for enrolment as a member. The amount of the membership fee can be changed only after specific resolution of the General Body if so needed in accordance with the requirements of time and such a resolution shall come in to effect prospectively from the beginning of the immediate next financial year of the society.

Section 2:

- a. The membership subscription fee for a Life Member shall be INR 8000/- (inclusive of INR 500/- administrative fee) plus government taxes as applicable. Life Membership shall be on a continuous basis and he/she shall not be required to pay the annual membership subscription. The membership fee can be changed with specific resolution of the General Body and shall then come into effect prospectively from the beginning of the next financial year of the society.

- b. The membership subscription fee for an Associate Member shall be INR 8000/- (inclusive of INR 500/- administrative fee) plus government taxes as applicable from time to time. He/she shall be an Associate Member throughout the Post Graduate course and shall then convert the Associate Membership to Life Membership after the successful completion of the Post Graduate course, provided he/she has submitted the Post Graduate Degree/Passing Certificate to the Secretary of the society for becoming the Life Member with the Life Member application form.
- c. The membership subscription fee in respect of an Affiliate Member shall be INR 5500/- (inclusive of INR 500/- administrative fee) plus government taxes as applicable from time to time. Affiliate membership shall be on a continuous basis and he/she shall not be required to pay any annual subscription further.
- d. Honorary Member(s) shall not be required to pay the initiation or membership subscription fee of the society.
- e. The membership fee in respect of a Corporate Member under sub-clause (E) of Article IV of the constitution shall be INR 5,00,000/- or more, plus government taxes as applicable, to be paid in lump sum. Such a membership shall be for a period of 5 (five) years.
- f. The individual and institutional subscription fees to the Journal of Indian Society of Periodontology shall be notified in the Journal and shall be subject to change from time to time by approval of the Executive Committee

Note: The initiation fee and the Membership subscription fee under sub-clauses a, b, c and e of this section shall be subject to change(s) by a resolution of General Body at its Annual Meeting and shall be operative prospectively from the beginning of the next financial year of the society.

ARTICLE VI-FINANCES AND THEIR MANAGEMENT

- A. The money of the society shall be kept under the control of the Treasurer, in such a manner as the bye-laws may prescribe and shall not be paid out by him/her except upon written order of the Secretary, or as resolved by the Executive Committee.
- B. Funds of the society: The funds of the society shall be raised from the membership subscriptions, contributions and donations. The funds shall also be raised through advertisement in the publication(s) of the society and through other approved sources. The funds are to be applied to further the aims and objectives of the society, official publication(s) and other such material as may be decided by the Executive Committee which is not inconsistent with the aims and objectives of the society.
- C. Percent-wise expenses on various objectives of the society: The Executive Committee shall decide the quantum of percentage of the total funds of the society to be utilized on various objectives or programs from the excess of income over expenditure.
- D. The society shall reimburse the expense of the President and Secretary for attending the Executive Committee Meetings and other official programs/meetings of the society.
- E. Loans and deposits: The Executive Committee shall empower transfer of

money in fixed deposits in a Scheduled Nationalized/Private bank, and sanction loans and scholarship to the Associate Members (if required).

- F. Purchase of immovable property: The General Body of the society shall be empowered to purchase immovable property from the funds in the name of the society after specific resolutions by the General Body.
- G. Bank Account: the society shall maintain a bank account in a Scheduled Nationalized/Private bank. The Executive Committee is empowered to take decision in that respect from time to time.

ARTICLE VII-ANNUAL GENERAL BODY MEETING

There shall be an Annual Meeting of the General Body at the time and place decided by the Executive Committee of the society. A notice for the meeting incorporating the Order of Business as designed in Article I of these bye-laws, shall have been circulated to the members at least 2 (two) months in advance by the office of the Secretary.

ARTICLE VIII – QUORUM

At least 1/5th of the Life Members shall constitute the quorum for conducting the business of the Annual General Body Meeting. If the required quorum is not present at the scheduled time and place, the meeting shall stand adjourned for half an hour and reconvened at the same place, at which time the business of the agenda shall be transacted irrespective of the quorum. The Secretary must mention this sub-clause in the notice of the Annual General Body Meeting.

ARTICLE IX – ISP STUDY GROUPS

Section 1 – PREAMBLE

The need of new Study Groups of the ISP is emerging since the number of qualified Periodontists and Post Graduate students in particular areas has increased. This has prompted the formation of Study Groups.

The local group of Life Members shall be called ISP Study Group. It should be restricted to a particular geographic area also henceforth called as jurisdiction, i.e. town, city, district or region and should not cover the entire state unless decided so by the Executive Committee especially in areas where the density of Life Members is low.

Section 2 – COMMENCEMENT

At its inception, a Study Group should comprise of a minimum of 20 (twenty) Life Members residing/working in its jurisdiction. A Study Group can commence only after the approval for its formation has been received from the Executive Committee of the society.

Section 3 – COMPOSITION

- a. A Study Group should be headed by a President who shall be responsible for the activities of the Study group. He/she shall be answerable to the Head Office.

- b. A Study Group should also have a Secretary, who will conduct all the activities of the Study Group and a Treasurer who shall handle the financial aspect of the Study Group.
- c. The term of an Office Bearer of a Study Group will be for 3 (three) terms with a maximum of 2 (two) consecutive terms.
- d. Life Members residing/working in its jurisdiction can become members of the Study Group. Affiliate and Associate Members of the society (studying in its jurisdiction) can also become members. The names and other details like communication address, phone number and email id of the members shall be maintained in a roster and the Head Office shall be informed of the same. New members joining a Study Group shall have to be intimated to the Head Office each term.

Section 4 – ACTIVITIES

The activities of a Study Group will consist of holding scientific meetings and educational activities like promotion of knowledge and skills among professionals, general dental surgeons and also the public within its jurisdiction. The activities of the Study Group should not be against the aims and objectives of the Indian Society of Periodontology.

Section 5 – FUNDS

Study Groups shall generate their own funds for running their activities. Study Groups must have their own Permanent Account Number (PAN) and a bank account with a Scheduled Nationalized/Private bank.

Section 6 – REPORTS

Study Groups shall send a report of the activity they have conducted (within a month of its completion) to the Head Office and also to the Editor of the Journal of the Indian Society of Periodontology. An annual report along with an Income and Expenditure statement will also have to be submitted to the Head Office before the 4th Executive Committee Meeting.

Section 7 – AWARDS

After assessing their activities for the term, the best 2 (two) Study Groups will be presented with certificates and trophies during the inaugural function of the Annual Conference. The Secretary of the Study Group shall send the annual report of activities along with an Income and Expenditure statement to the Secretary before 31st August every year to enable them to be eligible for the Best ISP Study Group award.

Section 8 – DE-RECOGNITION OF STUDY GROUP

If, in the opinion of the Executive Committee, a Study Group is functioning against the interest of the society, the Executive Committee shall direct the Secretary to issue a show cause notice as to why the recognition of the Study Group should not be withdrawn giving 3 (three) weeks' time for a reply. The reply from the Study Group will be placed in the subsequent Executive Committee Meeting for consideration. If the Study Group does not give any reply, the Executive Committee has the right to

withdraw the recognition of the Study Group.

The activities of a Study Group shall be suspended in case of the following conditions:

- a. If the strength of the Life Members of the group drops below 20 (twenty).
- b. If the Study Group does not conduct any activities for 2 (two) consecutive terms.
- c. If the Study Group does not submit the Annual Report and Income and Expenditure account for 2 (two) consecutive terms.

The suspension shall be revoked by the Executive Committee on completion of the norms.

Section 9 – APPLICATION FOR CONFERENCE/CONVENTION

3 (three) terms after its inception, a Study Group can apply for the Annual Conference/Post Graduate Convention, provided its activities have not been suspended for any reasons mentioned in Section 8 of the bye-laws.

ARTICLE X – THE ANNUAL (NATIONAL) CONFERENCE OF THE ISP

Section 1 – PREAMBLE

These regulations and guidelines have been framed for the orderly, transparent and effective conduct of all the scientific, educational and other programs conducted at the Annual (National) Conference of the Indian Society of Periodontology.

Section 2 – THE TIMING OF THE ANNUAL CONFERENCE

The Annual Conference shall be conducted once a year between 1st October and 31st December, for a period of not less than 2 (two) days. In case of unavoidable circumstances such as natural calamities, wars, political instability in the country etc., the Executive Committee may decide not to hold the conference for that particular year.

Section 3 - PLACE OF THE ANNUAL CONFERENCE

The Annual Conference can be conducted anywhere within the Indian state. Events conducted outside the country can only be an addition and cannot replace the National Conference.

Section 4 – CONDUCTING AN ANNUAL CONFERENCE

- a. Only ISP Study Groups can bid to conduct the Annual Conference. The bid addressed to the Secretary of the society has to be made at least 2 (two) terms in advance and submitted to the Head Office on or before the 1st Executive Committee Meeting of that particular term. The bid should clearly outline the delegate fee, tentative budget, the place of the intended conference, infrastructure available and the organization/institution under whose aegis the conference is likely to be held. Bidders are encouraged to submit/present a multimedia presentation. The written bid should be signed by all the Life Members involved in making the bid.
- b. Following the submission of the bid, the President, President-Elect, Immediate Past President and Secretary shall scrutinize the bids and place the valid bids

for information at the 2nd Executive Committee Meeting where a Conference Secretary shall be nominated. The Conference Committee (as mentioned in Section 7; point c. of the bye-laws) will visit and inspect the places of the proposed conference and appraise the facilities available there. It shall prepare a report and submit the same to the Head Office before the 3rd Executive Committee Meeting of the current term.

- c. The 3rd Executive Committee Meeting shall consider the bids offered to it and the report of the Conference Secretary and make recommendations to the General Body at its annual meeting, where the members' approval is mandatory.
- d. Prior to submitting the bid, the host Study Group shall form a Conference Organizing Committee with various responsibilities being assigned. At least 2 (two) of the following four Conference Organizing Committee members i.e. Organizing Chairperson, Organizing Secretary, Treasurer and Scientific Chairperson should have been Executive Committee members for a minimum of 3 (three) terms. Among the Conference Organizing Committee, the Conference Chairperson, Organizing Secretary, Treasurer and Scientific Chairperson shall report to and be answerable to the Head Office.
- e. A Memorandum of Understanding shall be signed by the Conference Organizing Committee, represented by the Organizing Chairperson, Organizing Secretary, Treasurer and the Head Office, represented by the President, Secretary and Conference Secretary for following the rules and regulation/protocols of the society during the inaugural/valedictory function during the Conference.

Section 5 – MINIMUM REQUIREMENTS FOR HOSTING THE CONFERENCE

a. Annual Conference Auditorium

An auditorium with a seating capacity of 750-1000, which must be air conditioned, with a stage or provision for a stage, adequate number of exits, binding with all safety norms, a built in Audio Visual system or provision for the same and adequate lighting should be available.

b. Registration Counter

At the entrance of the conference complex an area measuring at least 1500 square feet with provision for separate counters for registered delegates (Life/Associate/Affiliate) and spot registrations should be available. It should have provision for on the spot delegate Photo Id Card. It should have a help desk.

c. Scientific Presentation Halls

At least 3-4 venues/halls for simultaneous scientific paper presentations must be available. Adequate Audio Visual facilities for quality presentations must be available. There should be seating for at least 250-500 persons per hall.

d. Food

A decent menu should be arranged with availability of food to all delegates.

e. Trade Exhibition

At least 5,000-10,000 square feet area of level land or provision for the same in the conference complex with all safety norms for the trade exhibition should be available.

f. Rest Rooms

Must have built in or custom made provisions for ample toilets and washrooms for ladies and gents.

g. Car Parking

Parking for at least 400-600 cars in the immediate vicinity (0.5 km radius) of the conference complex should be available.

h. Banquet Venue

Must have a minimum of at least 20,000 square feet area. Separate counters for Life Members must be provided.

i. Accommodation

Quality accommodation for at least 800 delegates in the immediate vicinity (0.5 - 2 km radius) of the conference complex should be available. Accommodation for at least 500 delegates within 2-5 km radius of the conference complex should be available.

j. Transportation

To and fro transportation should be arranged for delegates if the banquet venue is more than 2 km from conference venue. To and fro transportation should be arranged for delegates if the conference venue is more than 5 km from railway station/airport.

k. Others

Arrangements for accompanying person/family must be made e.g. Sight-seeing/entertainment etc. Arrangements for alumni meets should also be possible.

Section 6 – CONFERENCE SECRETARY

a. Eligibility:

- i. Should be residing/working in the same zone where the conference is allotted.
- ii. Should have been a past Conference Organizing Chairperson/Secretary or Past President/Secretary of the society.
- iii. Should be an Executive Committee member of the current term.
- iv. Should there be no Executive Committee member satisfying the third condition then the nominated Conference Secretary shall be a special invitee to all Executive Committee Meetings till the completion of the conference including the submission of accounts.

b. Responsibilities:

- i. Should intimate the progress/shortcoming of the Conference Organizing Committee to the President and Secretary then and there.
- ii. Must attend at least 75% of the Conference Organizing Committee Meetings.
- iii. Must be a party to all agreements that the Conference Organizing Committee enter into.
- iv. Must present the preliminary and concluding details regarding the conference in the Executive Committee Meeting.
- v. Will be answerable to the Head Office and Executive Committee in all matters related to the Conference.

vi. Must be a mandatory signatory for the Conference accounts.

c. Privileges:

- i. All travel expenses and accommodation of the Conference Secretary, pertaining to the conference, will be borne by the Conference Organizing Committee.
- ii. Will be on the dais during the Inaugural/Valedictory function of the conference and all other conference meetings.
- iii. Free registration for the conference including in-house accommodation.

Section 7 – ALLOTMENT OF CONFERENCE

- a. Annual Conference will be allotted on a rotation basis to each zone namely, North Zone>South Zone>West Zone>East Zone.
- b. Annual Conference venue must meet all the criteria stipulated above.
- c. A Conference Committee comprising of the President, Secretary, President-Elect, Immediate Past President and Annual Conference Secretary will be in charge of inspecting the venues proposed by the bidding Study Groups.
- d. The Executive Committee, based on the Conference Committee report shall make recommendations to the General Body at its annual meeting and the decision taken there shall be final and binding.

Section 8 – PROCEDURE FOR APPLICATION FOR HOSTING A CONFERENCE

- a. Bids for hosting the conference will be invited from the Study Groups of the eligible zone (as per rotation) at the beginning of the new term.
- b. The duly filled application form along with a proposed budget and resolution of the Study Group with a floor plan of the venue, signed by the President and Secretary of the Study Group should reach the Head Office before the 1st Executive Committee Meeting of each term.
- c. The Annual Conference Committee will inspect the conference venue and submit a report regarding the eligibility of the bidding Study Group to the Head Office, to be approved by the Executive Committee and recommended to the General Body at its annual meeting for a final decision.
- d. If more than 1 (one) Study Group in the same zone is bidding, the conference will be allotted by secret ballot during the Annual General Body Meeting.
- e. The Annual Conference and the Post Graduate Convention shall not be held in the same zone in the same year.

Section 9 – DUTIES AND RESPONSIBILITIES OF THE CONFERENCE ORGANIZING COMMITTEE

- a. Soon after receiving the allotment letter from the Head Office sanctioning the Conference and the formation of various committees, a single savings/current bank account should be opened in a Scheduled Nationalized/Private bank using the PAN of the conference. All transactions related to the Conference should be reflected in the account. A copy of the first two pages of the passbook along with the entry of the initial deposit should be submitted to the Head Office soon after the account is opened. Under no circumstances should a second account be opened.

- b. The dates of the Conference and the venue should be approved by the Executive Committee.
- c. The registration fee and other fees such as pre-conference course etc. should be informed to, and be approved by the Executive Committee.
- d. The Conference Organizing Committee has to mail the brochures informing the schedule of the Conference to the members well in advance. Similarly, the Department of Periodontics of all the dental colleges of India should be informed of the details of the conference.
- e. The Conference Organizing Committee shall bear the registration fee and accommodation charges of the President, Secretary and Conference Secretary of the society for the Annual Conference. The Conference Organizing Committee shall reimburse the travelling expenditure of the Conference Secretary.
- f. After the conference, audited accounts of the Conference together with a copy of the bank transactions must be submitted to the Head Office and approved by the Executive Committee within 1 (one) year of the completion of the same failing which the Conference Organizing Committee is answerable to the Executive Committee and the General Body and the Conference Secretary, Organizing Chairperson, Organizing Secretary, Organizing Treasurer and Scientific Chairperson are not eligible to file nominations for ISP elections for 5 (five) terms. The members of the hosting Study Group will also be liable for legal proceedings for the same.
- g. 10% of the conference registration fee has to be compulsorily set aside for the journal fund and should be submitted to the Secretary along with the details of registered delegates every three months after starting the conference registrations. The final amount and details can be submitted after the completion of the conference.

Section 10 – NON RECEIPT OF BIDS TO HOLD THE ANNUAL CONFERENCE

In an unlikely situation where no bids are received to host the Annual Conference the Head Office may, after consideration, allot the Conference to a particular place after persuading the Study Groups in the allocated zone to take up the Conference work, followed by Study Groups in other zones, or may take the responsibility upon itself to conduct the Conference. In such a situation the zonal rotation will not be followed and the conference shall be organized wherever it is possible for the Study Groups or Head Office to do so. In the subsequent year, the Study Groups in rotation (as before) will bid for the conference. The same shall apply to the Post Graduate Convention too. In any case, the decision taken shall be ratified by the General Body at its annual meeting.

Section 11 – PROTOCOL DURING THE CONFERENCE

- a. It is clearly understood by the Conference Organizing Committee that the conference is conducted on behalf of the society. Hence, the decorum, protocol and traditions have to be strictly followed. This is particularly so during conduct of Inaugural function, Valedictory program etc. The seating arrangement on the dais, the order of hierarchy should be as per the society protocol issued from time to time.
- b. There will be a maximum of 2 (two) guests i.e. Chief Guest and Guest of Honor apart from the Conference Organizing Committee Office Bearers on the dais.
- c. Dais arrangement during the inaugural function: (from left to right) Scientific Chairperson, Conference Secretary, President-Elect, Guest of Honor, President, Chief Guest, Secretary, Organizing Chairperson, Organizing Secretary.

- d. The time allotted for the inaugural function is 1½ (one and a half) hours at the maximum though 1 (one) hour is preferable. The time schedule should be given to all the speakers.
- e. The ISP emblem and the conference banner should be prominently displayed as a backdrop on the dais.
- f. Program protocol at the Inaugural function.
 - i. Escorting the dignitaries to the dais.
 - ii. Collaring the President by the Secretary.
 - iii. Meeting call to order.
 - iv. Invocation.
 - v. Welcome address by the Annual Conference Organizing Chairperson.
 - vi. Presidential address.
 - vii. Introduction of the Chief Guest by the 1st Vice President.
 - viii. Lighting of the traditional lamp and Inauguration by the Chief Guest.
 - ix. Address by the Chief Guest.
 - x. Release of the Souvenir and Address by the Guest of Honor.
 - xi. Address by the Annual Conference Secretary.
 - xii. Introduction of the President-Elect by the 2nd Vice President.
 - xiii. Address by the President-Elect.
 - xiv. Secretary's report and presentation of awards.
 - xv. Address by the Scientific Chairperson.
 - xvi. Vote of thanks by the Annual Conference Organizing Secretary.
 - xvii. National Anthem.
 - xviii. Meeting adjournment.
- g. Dais arrangement during the valedictory function:
The Office Bearers shall sit in the following order: (from left to right) Scientific Chairperson, Organizing Secretary, Conference Secretary, Secretary, President, President-Elect, Immediate Past President, Organizing Chairperson, Organizing Treasurer.
- h. Program protocol at the Valedictory function:
 - i. Escorting the dignitaries to the dais.
 - ii. Collaring the President by the Secretary.
 - iii. Meeting call to order.
 - iv. Welcome address by the Conference Secretary.
 - v. Presidential address.
 - vi. Address by the Scientific Chairperson.
 - vii. Distribution of Prizes/Certificates.
 - viii. Recognizing the Annual Conference Organizing Committee.
 - ix. Address by Chairperson/Secretary of Conference Organizing Committee.
 - x. Vote of thanks by the Secretary.
 - xi. National Anthem.
 - xii. Meeting adjournment.

ARTICLE XI – ISP POST GRADUATE CONVENTION

- A. The title should be “ISP Post Graduate Convention”.

- B. Application for conducting the Post Graduate Convention and its allotment shall follow all the bye-laws which pertain to the bidding/allotment of the Annual Conference.
- C. The convention should be for 2 (two) days and scientific deliberations for each day should preferably be for about 7 (seven) hours.
- D. It is desirable that the Post Graduate Convention be held between March and June every year. The exact dates may be decided after taking into account factors such as weather, university examinations and other events. The dates will have to be approved by the Executive Committee.
- E. The Post Graduate Convention of the society shall be held on the dates and place approved by the General Body or Executive Committee of the society.
- F. Post Graduate students should be informed well in advance and Life Members shall be invited for this Convention.
- G. The speakers should be renowned clinicians, academicians and/or researchers who have been or are active Post Graduate teachers in Periodontics or allied subjects in case of an interdisciplinary topic.
- H. The convention shall be restricted to the Life Members and Post Graduates in the discipline of Periodontology who are Associate Members of the society.
- I. The registration charges and other expenses should be kept as low as possible.
- J. The convention should preferably be held in a college so as to be able to use the infrastructure.
- K. To raise funds, the organizers can approach those sponsors who have not been contracted by the Head Office for central funding.
- L. The dates of the Convention and program should be given due publicity in the Journal of the ISP.
- M. The Convention Organizing Committee shall bear the registration fee and accommodation charges of the President and Secretary of the society during the Post Graduate Convention.
- N. The decision of the Executive Committee will be final in all matters concerning the Post Graduate Convention.
- O. After the Convention, audited accounts of the convention together with a copy of the bank transactions, must be submitted to the Head Office within 1 (one) year of the completion of the event. Failing which the Convention Organizing Committee is answerable to the Executive Committee and the General Body and the Convention Secretary, Organizing Chairperson, Organizing Secretary, Organizing Treasurer and Scientific Chairperson will not be eligible to file nomination for the ISP elections for 5 (five) terms. The members of the hosting Study Group will also be liable for legal proceedings for the same.
- P. The program protocol and dais arrangement for the Inaugural function and the Valedictory function of the Post Graduate Convention shall follow same guidelines prescribed for the annual conference.
- Q. 10% of the convention registration fee has to be compulsorily set aside for the journal fund and should be submitted to the Secretary along with the details of registered delegates every three months after starting the convention registrations. The final amount and details can be submitted after the completion of the convention.

ARTICLE XII – GUIDELINES FOR SCIENTIFIC PRESENTATIONS AT THE ANNUAL CONFERENCE/POST GRADUATE CONVENTION

Section - 1

- a. Presentation (paper/poster) is open only to the members of the society. The Organizing Committee shall verify the membership status of the delegates with the Head Office before accepting any submissions for the same.
- b. Post Graduate students would be allowed to present scientific papers only in the Post Graduate Convention whereas Post Graduate students are allowed to present competitive posters only in the Annual Conference.
- c. First Prize winning scientific papers in all categories from the Post Graduate Convention will be presented at the Annual Conference in the same term.
- d. Selection of the scientific papers is at the discretion of the Scientific Scrutinizing Committee (as per the guidelines laid down by the Head Office). There will be a ceiling of 80 papers selected for presentations per category with a maximum of 400 selected papers in total. The other papers which are not selected for presentation will automatically get converted to poster presentation for which the delegate will receive a participation certificate. These posters will be in the non-competitive section.
- e. The scientific committee reserves the right to accept/reject scientific papers. No requests/complaints will be entertained from anyone in this matter.
- f. Scientific papers once presented in any other conference will not be accepted for presentation.
- g. The scientific presentations should be forwarded duly signed by the respective Post Graduate Teacher/Head of the Department/Principal.
- h. For paper presentations the Scientific Committee shall appoint 2 (two) judges for each session in each category. One of the selected judges must be an active Post Graduate teacher or having sufficient experience as a Post Graduate teacher while the other can be a Life Member.
- i. For competitive poster presentations held during the Annual Conference the same criteria shall apply.
- j. The paper presentations shall be divided into sessions of 120 (one hundred and twenty) minutes each with the same judges for the entire session. The best paper of the session should be declared at the end of the session and that delegate will be entitled to a commendation prize. There will be 1 (one) commendation prize per 10 (ten) entries and a maximum of 40 (forty) for 400 (four hundred) entries.
- k. The first prize winners will be awarded a memento and a certificate. The commendation prize winner will be given certificates.
- l. The Scientific Scrutinizing Committee shall consist of the Scientific Program Convener of the Head Office, and the Chairperson, Secretary, Scientific Chairperson of the Organizing Committee as well as the Conference/Convention Secretary.

Section 2 – Dr. T. N. CHAWLA AWARD FOR BEST PAPER IN THE DISSERTATION CATEGORY

- a. Participants for this category should be Life Members of the ISP.

- b. The paper should be prepared from the dissertation/thesis submitted for a Post Graduate degree in Periodontics, which has not been read or previously published.
- c. The paper should be presented at the conference within 3 (three) years after passing the Post Graduate examination. The award will be given to the participant and not to the teacher who has guided the work.
- d. 2 (two) type written copies of the paper to be considered for Dr. T. N. Chawla award to be submitted to the Editor of the Journal and to the Scientific Chairperson of the Conference.
- e. A certificate from the Head of the Department/Institution should be produced by the participant along with the paper, regarding the date of the participant passing the Post Graduate examination and the bonafide of the paper.
- f. The paper submitted to the Conference should not be considered for any other award of Indian Society of Periodontology. The rights of publication are reserved by the ISP.

ARTICLE XIII – ACTIVITIES and AWARDS

Section 1 – ORATIONS

The society, during the Annual Conference, shall conduct orations in memory of Late Dr. (Mrs.) T.M.S. Ginwalla, Founder President of ISP and former Professor and Head of Dept. of Periodontology, Nair Hospital Dental College, Mumbai, Late Dr. G.B. Shankwalkar, Past President, Founder Member of ISP and former Dean, Govt. Dental College and Hospital, Mumbai and also in memory of Late Dr. Lalit Guglani, Founder Secretary and Past President of the ISP. The first oration has to be held on the first day of the Conference, soon after the Inaugural function and the other orations on subsequent days of the Conference. At least 1 (one) of the orators should be an ISP Life Member and the name should be approved by the Executive Committee.

Section 2 – ISP MERIT AWARDS

ISP shall present Merit Awards to the dental students who rank first in the subject of Periodontology in the regular BDS examination from all dental colleges in India recognized by the Dental Council of India during the Annual Conference of the society.

Section 3 – ISP AWARDS FOR SCIENTIFIC PRESENTATIONS

From among the papers presented by Post Graduate students at the Post Graduate Convention, the following are awarded:

- a. ISP Awards for the best paper presentation at the Post Graduate Convention:
 - i. Dr. V.N. Bhatavadekar Award for Best Clinical Paper.
 - ii. Dr. K.R. Lakhanpal Award for Best Paper in Preventive Periodontics.
 - iii. Dr. Y.P. Guglani Award for Best Research Paper.
 - iv. Brigadier (Dr.) J.K. Gupta Award for Best Case Report.
 - v. Dr. Manish Kolhe Award for the Best Paper in Dental Implants category.
- b. ISP Awards for the best poster presentation at the Annual Conference:
 - i. Best Clinical Poster.

- ii. Best Poster in Preventive Periodontics.
- iii. Best Research Poster.
- iv. Best Case Report Poster.
- v. Best Poster in Implant Dentistry.
- c. Dr. T. N. Chawla Award for Best Paper in Dissertation Category.
- d. Dr. A. Vasantha Rao Award for Best Poster Presentation (overall).

Awards c. and d. will be decided at the Annual Conference. The Poster Award is open for Associate Members as well as Life Members.

Section 4 – ISP AWARDS FOR THE BEST ORAL HYGIENE DAY CELEBRATIONS

Dr. G.B. Shankwalkar, the doyen of Indian Periodontics, was born on 1st August and to commemorate his birth anniversary, the Indian Society of Periodontology celebrates Oral Hygiene Day every year on the same day to bring awareness and also to stress the importance of preventing periodontal diseases.

The Indian Society of Periodontology provides an opportunity to spread the message of oral hygiene across the country to benefit the Indian community through the dental colleges and voluntary organizations.

Awards

Cash prize and trophy for Oral Hygiene Day celebrations:

- Category I : Best Dental College
- Category II : Best IDA branch/Dental Professional Groups
- Category III : Best Voluntary Organization

The detailed report with relevant photographs/video and other printed matters should be sent to the Secretary, by 31st August for being eligible for the ISP awards.

Section 5 – ISP Awards for Essay Competitions

The annual essay competition will be conducted by the Head Office every term. The essay competition will be conducted under four categories:

- Category I : Undergraduate Dental Student
- Category II : Post Graduate Student of Periodontology
- Category III : Dental Surgeons & Post Graduates of subjects other than Periodontology
- Category IV : Life Members of the ISP

The topics are to be approved in the Executive Committee before being circulated to all the members. 3 (three) prizes will be awarded in each category with a cash prize, as decided by the Executive Committee from time to time.

ARTICLE XIV – AMENDMENTS

These bye-laws may be amended by at least 2/3rd affirmative votes of the Life Members present at an Annual General Body Meeting provided that the proposed amendment(s) with justification(s) shall have been submitted in writing addressed to the Secretary and duly circulated to all the members of the society with at least 28 (twenty-eight) clear days' notice. The proposed amendment(s) shall come into force prospectively as decided by the General Body with specific resolution thereto.

ANNEXURE – I



**INDIAN SOCIETY OF PERIODONTOLOGY
ELECTION FOR THE YEAR:
NOMINATION FORM**

Please paste
your recent
passport
size photo
here

POST APPLIED FOR: _____
(Including Category for Executive Committee Members)

Name of Candidate: Dr. _____ Membership No.: ISP- _____

Address: _____

Email ID: _____ Mobile No.: _____

Name of Proposer: Dr. _____ Membership No.: ISP- _____

Address: _____

Email ID: _____ Mobile No.: _____

Name of Seconder: Dr. _____ Membership No.: ISP- _____

Address: _____

Email ID: _____ Mobile No.: _____

We hereby propose and second this candidature for the above mentioned post and year

Signature of the Proposer

Signature of the Seconder

I hereby accept this nomination for the above mentioned post and year

Signature of the Candidate

Place: _____

Date: ____/____/____

ELIGIBILITY DECLARATION BY CANDIDATE

(Applicants for Office Bearers posts need not fill the first two rows)

Whether ISP Life Member for more than 5 years as on the date of filing nomination:						Yes/No	
3 years in which AGMs attended (in last 10 years)							
Details of attendance in Executive Committee Meetings							
Year		No. of meetings held		No. Attended		Percentage	
Year		No. of meetings held		No. Attended		Percentage	
Year		No. of meetings held		No. Attended		Percentage	
Year		No. of meetings held		No. Attended		Percentage	
Year		No. of meetings held		No. Attended		Percentage	

ANNEXURE – II

APPLICATION FOR BIDDING FOR ISP ANNUAL CONFERENCE AND POST GRADUATE CONVENTION

1. Year of the proposed Annual Conference/Post Graduate Convention:
2. Place and zone of the proposed Conference/Post Graduate Convention:
3. Proposed Organizing Committee:
 - a. Organizing Chairperson :
 - b. Organizing Secretary :
 - c. Organizing Treasurer :
 - d. Scientific Chairperson :
 - e. Other members :
4. Members of Organizing Committee who have been past Executive Committee members for 3 terms:
5. Current number of Conference Organizing Committee Members in the ISP Executive Committee:
6. Whether ISP Annual Conference/Post Graduate Convention was held in this place earlier:
7. Proposed Venue of the Conference:
8. Distance from nearest bus stand: (in km.)
9. Distance from the nearest railway station: (in km.)
10. Distance from the nearest airport: (in km.)
11. Accommodation at the conference venue: (No. of persons)
12. Accommodation availability within 1 km radius: (No. of persons)
13. Accommodation availability within 2-3 km radius: (No. of persons)
14. Accommodation availability within 3-5 km radius: (No. of persons)
15. Area available for trade exhibition: (in sq. ft)
16. Seating capacity of the main conference hall:
17. Annual Conference Hall: AC /Non AC:
18. No. of additional halls for scientific sessions:
19. Scientific Halls: AC /Non AC:
20. Seating capacity of each scientific hall:
21. Area available for registration counter at the entrance: (in sq. ft)
22. Facility for Executive Committee Meeting, Annual General Body Meeting, Election:
23. Seating capacity for Conference Inaugural program:
24. Inaugural program at the conference venue or elsewhere:
25. If elsewhere, distance from the Conference venue: (in km.)
26. Inaugural session Hall: AC/Non AC:
27. Banquet at the Conference venue or elsewhere:
28. If elsewhere, distance from the conference venue: (in km.)

Attachments Required:

1. Resolution of the Study Group to bid for the conference/convention signed by the President and Secretary of the Study Group.
2. List of the Conference Organizing Committee members with ISP Membership Numbers.
3. CD/Pen Drive with PowerPoint presentation of the project details.
4. Floor Plan: (Showing exhibition area, Annual Conference halls, food counters, rest rooms, Car park etc.).
5. Proposed budget:
6. List of hotel names with distance from the proposed venue:
7. List of nearest places of interest with distance from the venue:
8. Route map to the venue from the nearest town/city:
9. Details of banquet venue: (area in sq. ft., Distance from the Annual Conference venue with route map)

DECLARATION

We hereby solemnly declare that the information provided in the application is true to the best of our knowledge.

Name and Signature
President of Study Group

Name and Signature
Secretary of Study Group

Place: _____

Date: _____

Any false information provided in the application will render the application invalid

ANNEXURE – III

Different Zones

South:

Kerala, Tamil Nadu, Karnataka, Andhra Pradesh, Telangana, Puducherry, Lakshadweep and Minicoy, Andaman and Nicobar

West:

Goa, Maharashtra, Gujarat, Rajasthan, Madhya Pradesh, Chhattisgarh, Daman and Diu, Dadra and Nagar Haveli

East:

Assam, Bihar, Orissa, West Bengal, Mizoram, Meghalaya, Manipur, Arunachal Pradesh, Tripura, Sikkim, Nagaland

North:

Jammu and Kashmir, Delhi, Himachal Pradesh, Uttar Pradesh, Haryana, Punjab, Uttarakhand, Jharkhand, Chandigarh

Note: If any other state gets sub divided then that state will get automatically added to the respective zone