

## AMENDED CONSTITUTION

Ech. 9A

# ASSOCIATION OF MEDICAL PHYSICISTS OF INDIA (AMPI)

(An Affiliate of the Indian National Science Academy and the International Organization for Medical Physics)

(Regd.No.421/1976 GBBSD, Public Trust F 4238)

NAME | ADDRESS | OBJECTIVES | MEMBERSHIPS | GENERAL BODY |  
ADMINISTRATION | FINANCES | ACCOUNTS | AMENDMENTS TO  
CONSTITUTION | CHAPTERS | DISSOLUTION | APPENDICES I, II, III |

## CONSTITUTION OF THE ASSOCIATION

### I. NAME:

The name of the Association shall be Association of Medical Physicists of India, which may be referred to in an abbreviated form as AMPI, and is hereinafter designated as the Association.

### II. ADDRESS:

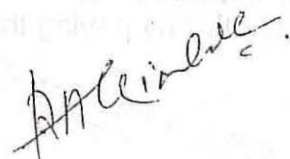
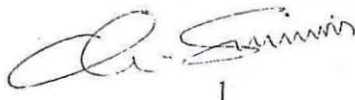
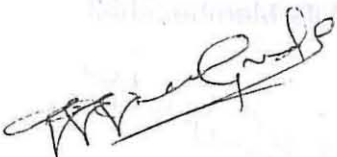
It's Registered Office shall be C/o. Radiological Physics & Advisory Division, Bhabha Atomic Research Centre, CT&CRS Building, Anushaktinagar, Mumbai-400 094.

### III. OBJECTIVES:

The main objectives of the Association are:

(i) To promote the advancement of physics as applied to medicine especially radiotherapy, nuclear medicine and radiology and the biological sciences.

(ii) To take appropriate steps to carry out, support, and to encourage research and development as well as teaching in various fields associated with the application of physics in medical sciences.



(iii) To provide a forum for persons who are engaged or interested in the field of medical physics and to arrange scientific meetings and discussions.

(iv) To initiate measures to effectively disseminate worldwide information in this field to all members of the Association.

(v) To promote the academic status of medical physics and its educational regulations in the medical institution where Medical Physics work is carried out in India and to encourage appropriate authorities to implement the suggestions laid down by the Association.

vi) To initiate action to maintain the standards in the practice of medical physics by certifying members of AMPI by conducting periodical examinations

The Association is a non-profit, non-trade, an all India organization primarily engaged in educational and research activities in the field of applications of Physics in Medical Sciences.

#### IV. MEMBERSHIP:

The Association shall have the following classes of membership:

(1) Annual Member, (2) Life Member, (3) Emeritus Member, (4) Institutional Member

##### Annual and Life Member


Eligibility: The annual/ life membership shall be open to an individual who has post M. Sc. diploma in radiological physics / medical physics or M. Sc. in Medical Physics from a recognized university/ institution and is engaged in routine services or research and development work in the application of physics to medical and biomedical sciences. However, a person having degree in science, engineering, or medicine specialized in radiological sciences also can become member.

##### 1. Annual Member

An individual qualified to become a member may become the Annual Member by paying the prescribed fee for the annual membership. The annual member shall be entitled to participate in the Annual General Body Meetings and Special General Body Meetings and shall have the right to vote and contest for an elective office of the Association. He/she shall be entitled to such privileges defined by the General Body from time to time.

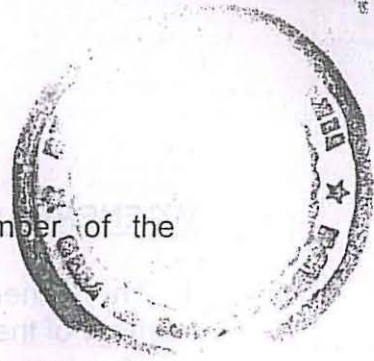
##### 2. Life Member:

A individual qualified to become an annual member may become the Life Member by paying the prescribed fee for the Life Membership. Life Member shall



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be entitled in addition to the rights and privileges of an member of the Association, those defined by the General Body from time to time.

**3. Emeritus Member:**

Emeritus member shall be a person of distinction who has rendered outstanding service in the field of physics in medical sciences or to the society. This type of membership may be conferred by the General Body. For conferring such membership a proposal in writing shall be submitted by the Executive Committee to the General Body.

**4. Institutional Member:**

Any Institution or organization, engaged in or promoting the use of any branch of physics to medicine, is eligible to become an institutional member of the Association. The institution holding this class of membership is entitled to depute one representative to participate in the Annual General Body Meetings and Special General Body Meetings.. The representative shall have the right to vote but shall not hold an elective office of the Association. Representative of the Institutional Member shall have the privilege to participate in all scientific programmes of the Association. Institutional Member shall have any other privileges as defined by the General Body from time to time.

5. Membership Fee: All members of various categories shall pay to the Association the appropriate membership fee as fixed by the General Body from time to time.

6. All applications for membership of the Association shall be scrutinized by the office bearers to ensure that the conditions for membership are fulfilled. The Executive Committee shall have the power to refuse membership to any individual or institution without assigning reasons there for.

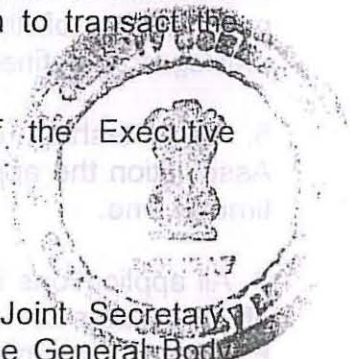
7. Any person or Institution desirous of becoming a member during any part of a year shall pay the subscription for the full calendar year. The subsequent continuance of membership shall be governed by the normal rules of membership then in force.

8. A member who is in arrears of subscription to the Association shall forfeit all rights and privileges applying to the relevant category of membership so long as the dues to the Association are not paid in full.

9. The Executive Committee has the right to revoke the membership of any member who violate the rules and regulations of the Association and jeopardizes its objectives. Such revocation shall, however, be subject to endorsement by the General Body.

**V.GENERAL BODY:**

- 1 . The General Body shall consist of all the members of the Association. Each member of the General Body shall have one vote.
2. The General Body shall control all funds, properties and activities of the Association. The General Body may delegate such of its powers and authority to the Executive Committee as it considers appropriate for the efficient administration of the affairs of the Association.
3. The President, or in his absence the Vice-President of the Association and in the absence of both any EC member selected by EC will preside over all meetings of the General Body and it shall be the duty of Secretary to circulate to all members an agenda which covers all business that is sought to be brought before the General Body at least one month prior to the convening of the General Body.
4. The General Body shall meet at least once a year before end of the calendar year, preferably during Annual Conference of the association to transact the following business:
  - (a) Examine and adopt reports and recommendations of the Executive Committee.
  - (b) Examine and adopt the audited accounts and balance sheet.
  - (c)The newly Elected President, Vice-President, Secretary, Joint Secretary, Treasurer and the EC members will take over office during the General Body Meeting.
  - (d)Appoint the external auditor.
  - (e) Perform any other functions that may be required by the Constitution of the Association.
5. The quorum for a General Body Meeting shall be one-third of the total number of members or 50 whichever is less. If there is no quorum, the meeting shall be adjourned for at least 30 minutes and at the adjourned meeting the business of the original meeting shall be conducted and no quorum will be necessary.
- 6.A **Special Body Meeting** may be summoned on the request of either (a) The Executive Committee or (b) One-fifth of the number of members or 50 members of the Association whichever is less. In the latter case, the request must be made to the secretary in writing, clearly stating the subject or subjects to be discussed and must be signed by the members making the request. Such a meeting must be convened by the Secretary within a month of the request reaching the



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Secretary. The Secretary, on the basis of decisions of the Executive Committee, shall circulate to the members notice regarding the agenda, date, time and venue of such a meeting at least fifteen days in advance of the proposed date for such a meeting. This meeting shall restrict to the specific purpose/agenda for which it is called.

#### VI. ADMINISTRATION:

1. The Association shall be managed by an Executive Committee (EC) & Board of Trustees which shall be constituted thus:

(i) AMPI Members will elect fifteen (15) members for the Executive Committee and five (5) members for the Board of Trustees

(ii) The elected fifteen (15) Executive Committee Members will elect from amongst themselves a President, Vice-President, Secretary and Treasurer of the AMPI. A Joint Secretary may also be elected if the EC so desires

(iii) Five (5) trustees will elect from amongst them, a chairman and a convener. Elections for all above posts shall be conducted as per AMPI Election Rules AMPI (Appendix I)

2. The election of Executive Committee and Board of Trustees shall be held once in three years

3. The term of office of the elected Executive Committee shall be three financial years. No member will be eligible to be elected/co-opted to the Executive Committee for more than two consecutive terms.

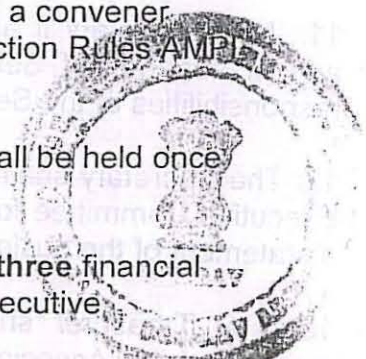
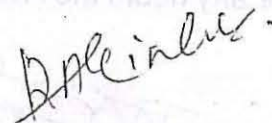
4. A premature vacancy in the membership of the Executive Committee and Board of Trustees shall be filled by co-option. Any such vacancy for the post of office bearers shall be filled by duly contested member of the respective units only.

5. The President of the Association shall preside over the Executive Committee meetings.

In the absence of the President, the vice-president shall preside over the Executive Committee Meetings. In the absence of the President and vice-president, the Executive Committee shall request one member to chair the meeting.

6. The quorum for the Executive Committee shall be five.

7. All decisions of the Executive Committee shall be taken by a majority of voting.



8 The executive function of the Association shall be performed by the Secretary of the Association in terms of any directives that may be issued to him by the Executive Committee.

9 The Executive Committee will authorize a panel consisting of the Secretary, Treasurer and the President or one other member of the Executive Committee to operate the funds. Any two members of the said panel shall be competent to operate the funds. In the event of special activities such as Symposium etc., a committee will be specially nominated for the management of budget, expenditure, etc.

10. The Secretary shall be responsible for the day-to-day activities of the Association. He shall convene meetings; send the agenda papers and keep minutes of all proceedings of the Association, the General Body and the Executive Committee. He shall prepare and submit to the Annual General Body Meeting, an Annual Report describing the activities of the Association during the year.

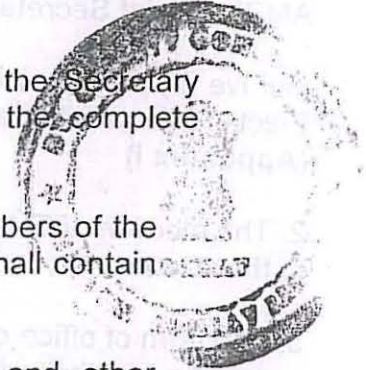
11. Joint Secretary if appointed will share the responsibilities of the Secretary and in absence of Secretary; the Joint Secretary will take up the complete responsibilities of the Secretary;

12. The Secretary shall ordinarily give 2 week's notice to the members of the Executive Committee for convening a meeting and such notices shall contain a statement of the business to be transacted at the meeting.

13. The Treasurer shall receive subscription, fees, donations and other moneys of the Association and shall issue receipts in respect of each. The treasurer shall maintain the accounts of the Association in the proper form and shall be responsible for the preparation and submission to the General Body of an annual statement of accounts, duly certified by the Auditor. He shall prepare budget estimates of income and expenditure for each year and submit it for approval of the Annual General Body Meeting of the Association.

14. All offices of the Association are non-profit and voluntary. No office bearer or member of the Association shall receive any honorarium, remuneration, salary or any compensation for the service rendered to the Association. Any office bearer or member of the Association will, however, be reimbursed the actual expenses, if any, incurred by him or her in course of carrying out the work approved by Executive Committee on behalf of the Association.

15. The members of the Executive Committee severally or individually shall not be held responsible personally for any consequences of the decisions taken by the Executive Committee in performing its functions and in particular for any debts the Association might incur.



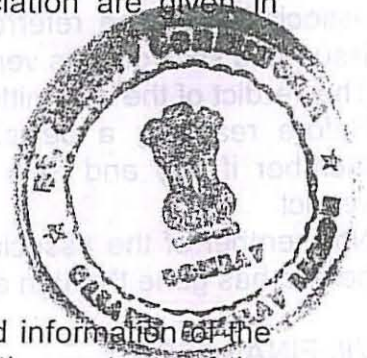
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16. The Executive Committee shall formulate a set of rules for the Association from time to time. All such rules shall be consistent with the directives of General Body and the provisions of the constitution of AMPI. Also, extreme care shall be taken while formulating rules/guidelines to follow the broad principles of natural justice and shun arbitrariness to avoid potential conflicts with law of land. The details of rules regarding following functions of the Association are given in **Appendix II**

- a) Scientific Journal of the Association
- b) Conferences , Workshops & Symposia
- c) Awards
- d) Code of Conduct for EC members
- e) Code of Conduct for members of association
- f) Chapter Directives



17 The association will maintain a website for the benefit and information of the members. There should be one Web-Editor who will decide the contents of the website in consultation with office bearers of AMPI

18. College of Medical Physicist of India (CMPI):

College of Medical Physicists of India (CMPI): In order to keep a) pace with advancement of technology and b) to maintain certain minimum standards and strive constantly to improve upon the professional practice & academic content of Medical Physics practice in the country, certification of Medical Physicist is essential.

Therefore, to meet these objectives an autonomous scientific/educational wing of AMPI termed as **College of Medical Physicists of India (CMPI)** was formed in 2009 (approved by GB in 2009 at Mumbai). The set of rules/byelaws for functioning of CMPI are given in **Appendix III**

19. Disciplinary Committee:

There shall be a disciplinary committee consisting of the President AMPI, Chairman Board of Trustees, Chairman CMPI and two senior members of the association nominated by EC. This will be a committee empowered to investigate the cases of misconduct and recommend to the General Body appropriate disciplinary action against a member/group of members for violating rules and regulations of the association.

Disciplinary action may include, a censure for misconduct, temporary suspension of the membership or permanent removal from the membership of the association/college.

20: Arbitration Committee:

An Arbitration Committee will be constituted as and when it is required jointly by AMPI EC and Board of Trustees This committee will interpret the rules and

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regulations of the Association and arbitrate in cases of Grievances of members and AMPI state chapters regarding association matters

The Arbitration Committee will consist of three senior members (having standing and continuous life membership for 20 years) of the association and one legal expert.

Any complaints/grievances/ representation received from any member of the association will be referred to this committee. The committee will take up the issue and shall give its verdict at the earliest unanimously or by a majority.

The verdict of the committee shall be final and binding on all parties concerned.

Before reaching a decision the committee shall seek clarifications from the member if any and then from the Secretary/President AMPI before giving its verdict.

No member of the association shall be able to seek legal process in courts unless he/she has gone through arbitration committee

## VII. FINANCES:

1). Powers and functions of the Board of Trustees shall be as defined in the Bombay Public Trust Act, 1960

2. The Board of Trustees shall control all immovable property, the trust fund of the Association as herein defined and any special fund created for specific activities of the Association.

3. The Trust Fund shall consist of -

a) all donations except those made for specific activities of the Association.

b) all subscriptions paid by members ( ' both individuals and institutions) on non-recurring basis.

c) admission fees of members of all classes and,

d) up to twenty five percent of the net income after the end of each calendar year which shall be transferred to the trust fund

4. During each financial year the Board of Trustees shall allocate towards expenditure by the Executive Committee, the income arising out of the investments of the Trust Fund.

1) The activities of the Association shall be financed from the subscription money received from members. The Executive Committee may raise additional funds through publications or other activities and may also seek and accept financial support to the Association for organizing meeting, Symposia, Workshop , etc.



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5. The Executive Committee shall control the General Fund of the Association as herein defined.

6. The General Fund of the Association shall consist of

- a) The balance in the General Fund from the previous years,
- b) The subscriptions of members received on an annual basis,
- c) All donations, grants, etc., made for specific activities of the Association,
- d) the allocations made by the Board of Trustees out of the Trust Fund and
- e) Any earnings/profits made by the Association through publications, organisation of exhibitions, conferences and other related activities unless decided otherwise by the Organising Committee arranging these activities.

7. The Executive Committee shall sanction expenditure within limits of the budget approved by General Body at its annual meeting. In case of urgent necessity, the executive Committee shall have powers to to authorize any reasonable expenditure beyond the budgeted amount and report to General Body at its next meeting.

8. The association funds shall be held in the name of the Association in one or more accounts of a Scheduled Bank as approved by the Executive Committee.

9. The cash kept by the Treasurer should not exceed Rs.5000 and whenever possible cheques should be issued for payment.

#### VIII. ACCOUNTS:

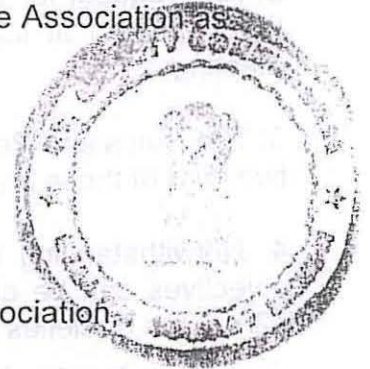
1. The accounts of the Association shall be audited by a certified public auditor appointed by the General Body.

2. The financial year of the Association shall commence from 1st April and end on 31st March of the following year.

3. An audited statement of the accounts of the Association for the year shall be presented by Treasurer to the General Body at the annual meeting.

#### IX. AMENDMENTS TO CONSTITUTION:

1. Amendments to the Rules and Regulations may be proposed by either the Executive Committee or a written request bearing the signature of one third of the total number of the members or 60 members of the Association whichever is less.



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2. Any request for amendment of Rules and Regulations shall be submitted to the Secretary at least 2 months prior to the proposed date of General Body Meeting. Top

3. The Rules and Regulations may be amended by the affirmative vote of at least two third of those present and voting at the General Body Meeting.

4. Notwithstanding what is stated above, the name of the Association or its objectives can be changed only by following the provisions of Section 12 and 12A of the Societies Registration Act 1860.

#### X.CHAPTERS:

1 A local Chapter of the Association may be established by the procedure given below. A Chapter can be formed for closely lying Cities or Towns grouped together within well defined geographical limits. When there are more than 50 Life members having the right to vote in a geographical region, City or Town and a request is made by them to establish a local Chapter, the Executive Committee may accord sanction for the establishment of such Chapter and submit to the General Body for approval.

The procedure to form the Chapter will be as follows:

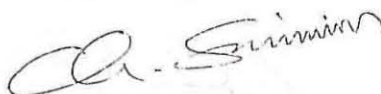
a) Members in the geographical region, City or Town proposed to be covered by the Chapter shall convene a meeting and adopt a resolution proposing the formation of Chapter. Such a resolution shall be signed by at least 50 Life members.

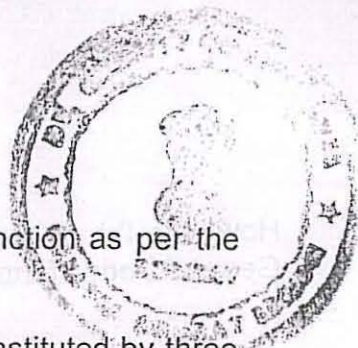
(b) The meeting shall elect an adhoc Chapter Committee, consisting of Chairman, Secretary and Treasurer.

(c) The adhoc Chapter Committee shall petition for the formation of the Chapter to the Executive Committee.

(d) Executive Committee shall consider all the aspects essential to the welfare of the Association in evaluating the petition and may accord sanction for the establishment of the Chapter. Thereupon the Chapter adhoc committee should be replaced by an elected Chapter Committee consisting of a Chairman, a Secretary, a Treasurer and two other Committee Members,

(e) The Executive Committee shall give formal recognition to each Chapter which shall contain the Chapter name, location, geographical area and the date on which the Chapter was formed, and shall bear the signature of the President and Secretary of the Association. The formation of the Chapter shall however, be got approved by the General Body during the subsequent General Body meeting.





The Charter, inter-alia, shall ensure that the local Chapters function as per the objectives, rules and regulations of the Association.

3. Each Chapter shall be managed by a Chapter Committee constituted by three office bearers and two other members all elected by Chapter members. The Office bearers of the Chapter shall be a Chairman, a Secretary and a Treasurer. Only eligible members of the Association falling within the geographical limits of the Chapter shall be elected to the Chapter Committee.

4. The clauses 3, 4, 5, 6 and 7 under Article VI, applicable for the Executive Committee of the Association are equally applicable to the Chapter Committee.

5. The Secretary of each Chapter shall forward to the Secretary of the Association annual report of the activities of the Chapter by Sept end.

6. The approved statement of accounts of the Chapter shall be submitted to the Association by Sept end..

7. The Chapter Committee shall deposit in the funds to the Association 10% of the Annual membership subscription collected from members covered by the Chapter.

8. Fifty percent of any amount in the Fund of the Chapter at the end of the financial year shall be transferred to the Fund of the Association.

9. The Chapter may raise funds for its regular activities after informing Executive Committee and ensuring that there is No Objection from the Executive Committee.

10. The Executive Committee may suspend and/or initiate action for closing a Chapter after careful consideration and examination of the situation, if

(a) The Chapter Committee of the said Chapter adopts a resolution for closure of the Chapter and communicates to the Executive Committee.

(b) The Chapter fails to maintain at least 50 life members.

(c) The Executive Committee considers any activity of the Chapter detrimental to the interest of the Association. in such an event the Executive Committee shall give the Chapter at least three months notice and shall consider any explanation the Chapter might have been asked to tender.

If the Chapter Committee objects to the closure, the Executive Committees shall bring the matter to the General Body for discussion.

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However, the final closure of the Chapter shall be subject to the approval by the General Body of the Association.



**XI.DISSOLUTION:**

1.A decision to dissolve the Association can be reached at any scheduled meeting of the General Body as per Sec. 13 of the Societies Registration Act, 1860.

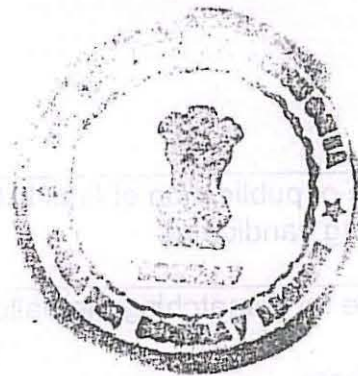
2.The motion to dissolve the Association should have specific approval of two-thirds of the total membership of the Association. While deciding this, the views of each and every member will be obtained by postal correspondence or otherwise.

3.If a dissolution of the Association has been approved as stated above, the residual funds of the Association after meeting the liabilities, shall not be distributed among the members but shall be utilized as per Sec. 14 of the Societies Registration Act, 1860.

Dr.D.D.Deshpande  
President

Dr.ChallapalliSrinivas  
Secretary

Dr. Rajesh A. Kinhikar  
Treasurer



## Appendix I

### Election Rules AMPI:

1. These rules are in addition to whatever is stated in the constitution of the Association.
2. Every executive committee shall hold elections before expiry of its term.
3. The members of the AMPI on the register of members as on 31st December of the year before the year of election should only be eligible to vote in the election to the executive committee & trust of the Association.
4. The provisional list comprising of membership number, name, duration of standing membership, remarks (if any) shall be prepared by the executive committee as per para (3) above and shall be notified on the website of the Association; inviting suggestions and objections in respect of the names of the members, within a period of 8 (eight) days, from the date of publication of the list.
5. After considering the suggestions and objections, if any, received, the executive committee shall publish a final list of members eligible to vote, on the website within a week of the last date as mentioned at para (4) above.
6. Annual members of the association shall not be eligible to contest the election of the executive committee/ trust.

7 The executive committee shall appoint from amongst the members a Returning officer who will not be contesting election and who will neither propose nor second candidature of any member. Returning officer will announce a programme of the election, invite nominations, scrutinise the nominations, publish the list of candidates, arrange to print and dispatch ballot papers (in case of electronic voting make available a electronic voting site in coordination with AMPI EC), and submit results of the election to the president/secretary of the association

8. The returning officer shall draw and declare a programme of various stages of election within 15 days of receipt of appointment letter as returning officer. It shall be displayed on the website of AMPI. The returning officer shall submit copy of such programme to the executive committee of Association.

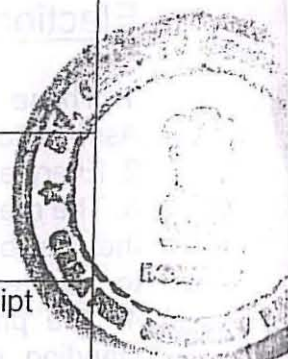
(i) Last date for filing nominations	30 days from the date of dispatch of nomination forms to members
(ii) The date of scrutiny and publication of list of nominations received	Within one week from last date of filing the nominations.
(iii) Date of withdrawal of candidature	Within 10 days from the date of publication of list of nominations

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(vi) Date of publication of final list of contesting candidates	Within 5 days from the last day fixed for withdrawal of candidature
(vii) Date for dispatching the ballot paper to members	15 days after the last date of withdrawal of candidature.
(viii) Date and time for receipt of ballot papers by returning officer..	Thirty days from the last day of dispatch of voting papers to members.
(ix) Counting of votes	Within a week of last date for receipt of voting papers.
(x) Date for intimating candidates about votes received by each candidate	Within 10 days after counting of votes.
(xi) Date of declaration of results.	Date of general body meeting.



9. The nominations from the members shall be in format of Sub-Appendix 'A' appended to the rules.

10. The voting at the election shall be secret postal Ballot / password protected electronic voting system

11. The ballot paper shall contain the names of all contesting candidates. It shall bear the seal of the Association and the counterfoil thereof shall bear the initials of the returning officer. Counterfoil will be signed by voter.

12. The names of the candidates in the ballot paper shall be arranged in alphabetical order with surname appearing first.

13 The last and closing date, time and place of voting for local voters if any shall be declared in the election programme.

14. The ballot box shall be so constructed that ballot papers could be conveniently put into it but could not be taken out, without the box being unlocked.

15. The empty ballot box shall be shown and then locked and sealed in presence of at least three members who are not candidates and the candidates or their authorized agents if any. All envelopes sent by voters shall be put into this box as soon as received by returning officer

16. Each member voter shall be posted a authenticated ballot paper by returning officer to his registered address with the Association. The voter shall put his signature on the counterfoil of the ballot paper.

17. Postal ballot papers received by returning officer after expiry of the date and time allowed for voting shall not be counted.

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18. The counting of votes shall be done at the date and time fixed for the purpose.

19. The returning officer shall submit to the chairman/ secretary of the Association a report indicating the number of voters who voted, number of valid and in valid votes, and the votes polled by each candidate along with his certificate that the election was in accordance with the election rules. This may also be sent to all contesting candidates.

20. If there is dispute regarding conduct of election, it should be brought to the notice of executive committee within fifteen day of receipt list of votes polled by candidates.

21. The final result of the election shall be declared in the ensuing annual general body meeting of the Association and the new executive committee shall be constituted on the same day.

22. All the records pertaining to the election shall be carefully preserved in box duly locked and sealed by the Secretary/ Returning Officer of the Association for a period of 3 months and destroyed thereafter. However, if the result of the election is disputed, the records pertaining to election shall be preserved until the final decision of the dispute.

23. If for any reasons beyond the control of the Association, it is not possible to observe the time schedule prescribed under these rules, the returning officer may revise the same with due notice to members and with due consent of the executive committee. The returning officer shall publish such revision of schedule on the website of Association.

**Sub-Appendix A**

Form of nomination paper for election to the post of the Members of the Executive Committee/ Trust of the Association of Medical Physicists of India (AMPI) for the period

from ..... to .....

Name of the Candidate.....

Membership No. & Address with email ID.....

Name of the Proposer.....

Address of the Proposer.....

Membership No. ....

Name of the Secunder.....

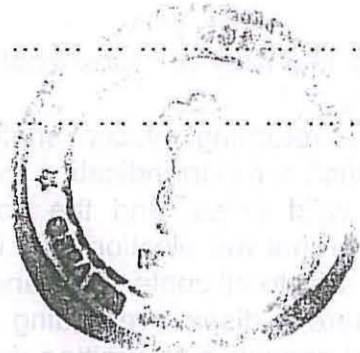
Address of the Seconder.....

Membership No. ....

Signature of the Seconder Signature of the Proposer

Place:

Date:



**DECLARATION BY THE CANDIDATE**

I, Shri/Shrimati, Dr. ....

hereby signify my willingness to serve as Member of the executive committee/ trust of the Association of Medical Physicists of India (AMPI). If I am elected to the said post. I further declare that I would attend at least three meeting of the executive committee and two meetings of trust every year.

Signature of the Candidate

Place:

Date:



## Appendix II

### a) Scientific Journal of the Association (presently known as "Journal of Medical Physics" :

The scientific journal of the association which is presently named as "Journal of Medical Physics" is the official organ of the Association of Medical Physicists of India. It will be published periodically on regular basis.

The publications of AMPI particularly JMP would be managed by an Editorial Board.

The Chief Editor is appointed / nominated by EC. This may be reviewed once in four years or at the request of Chief Editor. Two Associate Editors will be nominated by EC in consultation with Chief Editor who will help in activities of journal

The Editor will be responsible for all the scientific and technical aspects of the publication. He is supposed to arrange an Editorial Board, including the members and other Editors to help as per requirement.

The contract for printing /publishing would be finalised by editors in consultation with EC.

The Editor and the Associate Editors are authorized to accept the advertisements for publication in the journal and would be responsible for general administration of the journal. However, AMPI (the owner) is responsible for all the financial aspects of the journal. The contract for printing /publishing would be finalized by the editors in consultation with the EC.

### b) Conferences and Workshops

a) The Annual Conference of AMPI would normally be held in the month of November every year

b) The EC would invite bids from the institutes before General Body two years advance. The EC will normally hold the mid term meeting at the conference venue and inspect the conference site. However the EC may authorize the President, or any other officer / office bearer to inspect the conference venue and inform the EC at the mid term meeting which may be held elsewhere.

c) Financial arrangements for organizing AMPI Annual Conferences.

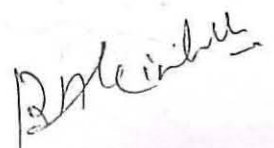
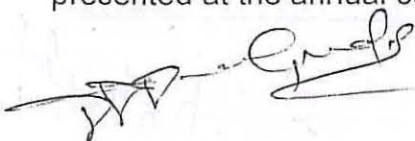
The EC will authorize the opening of a "AMPICON (year)" account in a bank at the venue of the conference. PAN of the AMPI will be used to open this account.

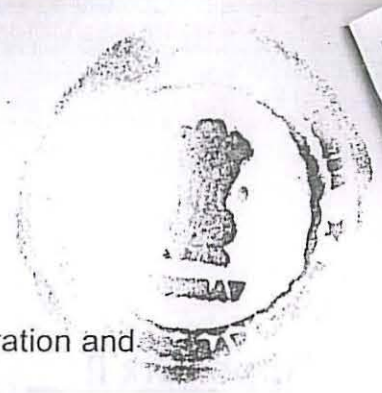
The account will be operated by any two of the following:

a. Organizing Secretary; b. Treasurer, and c. Organizing Chairman

50% of the profits from the Conference will be transferred to the AMPI Parent Body with a PAN after the statement of accounts of the Conference are audited by External Auditors.

d)The Organizing Secretary shall ensure that the final announcement with all forms is positively mailed not later than June 20th. Abstracts of all papers to be presented at the annual conference should reach the Chairman, Scientific





Committee,

e) The EC members would be provided complimentary Registration and accommodation by the Organizing Committee.

f) Posters would as far as possible be on display during the entire scientific session. Additional types of sessions such as Talking Posters, Short Platform Presentations, Touch Screen presentations etc. may be introduced by the Chairman, Scientific Committee. Each delegate to the annual conference shall be allowed to present only one Oral paper and one poster.

g) Dais seating arrangement during the inaugural function of the annual conference will be as follows, AMPI President, Guest of Honour, Chief Guest, AMPI President elect\*, AMPI Secretary, Chairman - Organizing Committee, Secretary of the Organizing Committee, any other dignitary decided by the Organizing Committee (\* in election year)

h) Chairpersons for Orations and Award paper session:  
Award Papers: President and Secretary

i) In case an Annual Conference has to be postponed due to unforeseen circumstances the Executive Committee is empowered to select a suitable date and venue for the same conference before the 31st of March of the following year.

### c) AMPI Awards

#### (1) Dr. Ramaiah Naidu Memorial Oration Award

Dr. Ramaiah Naidu Memorial Oration (RNO) Award was instituted by the Association of Medical Physicists of India (AMPI) in 1992 in honour of the pioneering Indian medical physicist Dr. Ramaiah Naidu. The oration award consists of a citation and a silver plaque. Traditionally, the RNO awards are given to either an Indian or an overseas eminent personality working in the field of Medical Physics. As per the current AMPI norms, the nominee for the RNO Award should be a Life member of the association, should be over 55 years of age and should have a minimum 20 years of working experience in the field of medical physics with a good track record of academic, research and clinical experience. Normally the name of the RNO awardee is decided by AMPI Executive Committee in consultation with organizing Chairman/ Secretary of the Conference.

#### (2) AMPI Best Paper (Oral and Poster) Awards

AMPI Best Paper Award is given to the best oral presentation and the best poster presentation adjudged by the scientific committee of the conference or a committee of judges appointed by the scientific committee in consultation with conference organizing committee and AMPI Executive committee. This award is financial supported by Indo-American Society of Medical Physicists. Each of the best paper awards carries cash prize of INR 10,000/- (Rupees ten thousand only) and a citation. AMPI Life Members are eligible for AMPI Best Paper Awards.

Parameters which are considered while selecting the best paper is: scientific content, relevance to the theme of the conference, presentation quality/ clarity and discussion within allocated time limit. Presenting author should ensure that the paper selected for best paper award has not been presented/published elsewhere.

### **(3) AMPI Meritorious Medical Physicist Award**

Meritorious Medical Physicist Award instituted in 1999 jointly by Dr. M. R. Raju and Shri P. S. Vishvanathan is to be given to an Indian Medical Physicist who is doing commendable job with the limited resources in a cancer hospital located in a rural area. The award carries cash prize of INR 10,000/- (Rupees ten thousand only) and a citation. Eligible candidates may send their applications to the Secretary, AMPI along with a write-up which describes and supports his candidature for the award. Recommendations of two referees (senior medical physicist/ radiation oncologist/ head of the institution, etc) who know the work of the applicant should also be submitted along with the application. The application for this award should reach the **Secretary, AMPI** on or before **September 30**.


### **(4) AMPI Dr. M. S. Aggrawal Young Investigator Award**

AMPI Young Investigator Award instituted in 2005 with the initial financial support of Prof. Suntharalingam, USA to encourage young medical physicist who is doing commendable research and development work, carries cash prize of INR 10000/- (Rupees ten thousand only) and a citation. This award is now financially supported by Dr. K. Subramanyam. This award is given to an AMPI Life Member who is less than 35 years of age and has a few good quality publications in refereed journals. Applications providing complete personal and academic details indicating AMPI Life Membership Number can be submitted to the Secretary, AMPI. Photocopy of the publications should also be enclosed along with the application for evaluation. The application for this award should reach **Secretary, AMPI** on or before **September 30**.

#### **d) Code of conduct for EC members**

- a) The members of EC will attend most of the EC meetings. Member who fails to attend 3 consecutive meetings would be warned by the secretary
- b) Member who does not follow the resolutions and directive of EC is liable to be ousted from EC membership.
- c) Members of EC will neither use un-parliamentary language nor shout at any other member and follow strictly the decorum during EC meeting. Frequent violation of this will also make him/her liable to be ousted from EC membership
- d) Sometimes it may not be necessary/possible to hold EC meeting, but some urgent matter has to be discussed amongst EC members, in such case EC Secretary may request members to send their opinions. All EC members must send their opinions by email/post.

Further these communications should be treated strictly as confidential and should not be circulated to any other member outside EC.



**e) Code of Conduct for AMPI members**

(i) The members of the Association will make their best effort to attend the General/ Special General Body Meetings of the Association.

(ii) Member who does not follow the resolutions and directive of EC is liable to ousted from the membership of the association.

(iii) Members of the Association will neither use un-parliamentary language nor shout at any other member and follow strictly the decorum during General/ Special Body Meetings of the Association. Frequent violation of this will also make him/her liable to be ousted from the membership of the Association.

(iv) Members of the Association should update their personal profiles and mailing address as and when there is a modification/ change. Members of the Association should sincerely participate in Elections of the Executive Committee/ Board of Trustees.

**f) Directive for AMPI Chapters**

i) The name of the Chapter should appear before the name of the association in all communications, representations and displays.

(ii) The name of annual conference of the Chapter should start with its abbreviated name before the abbreviated name of the association followed by the year of the conference e.g. the name of annual conference of 2012 of the Northern Chapter of AMPI should be - NCAMPICON 2012, for eastern chapter – ECAMPICON 2012, for Western Chapter – WCAMPICON 2012, For Andhra Pradesh Chapter – APAMPICON 2012, For Tamil Nadu and Puducherry Chapter – TNPAMPICON 2012, For Karnataka Chapter – KNCAMPICON 2012 and for Kerala Chapter – KCAMPICON 2012. This name of nomenclature shall also be adopted (either in full or abbreviated form) for all other purposes, if any.



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## APPENDIX III

### College of Medical Physics of India Bye-laws of the College of Medical Physics of India

#### 1. Vision Statement

The vision of the College of Medical Physics of India is to establish and maintain the standards in the practice of Medical Physics in the disciplines of Radiation Oncology, Diagnostic Imaging and Nuclear Medicine by certifying the Medical Physicists

#### 2. Mission statement of the College

The mission statement of the College of Medical Physics of India is to serve the public and the medical profession by certifying that its Members have acquired, demonstrated, and maintained a requisite standard of knowledge in medical physics and demonstrated the competence required for the practice of Radiation Oncology diagnostic imaging and Nuclear Medicine Physics

#### 3. Organizational Structure

The college will be an autonomous wing of AMPI and will function as the Certifying and accreditation body. A life member of AMPI is only eligible to appear for CMPI certification. A member of AMPI can become member of CMPI only by certification.

A Board of Nine individuals, Eight elected by the members and One nominated by EC shall govern the College.

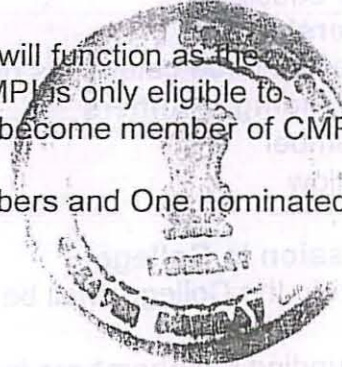
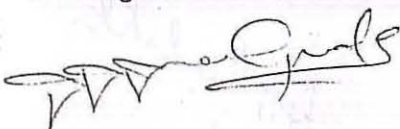
Executive positions on the board are

- Chairman,
  - Vice-Chairman,
  - Registrar of the college
  - Chief Examiner
  - Secretary cum Treasurer
  - Three members of the board
  - And one member nominated by AMPI EC from a teaching university/ institution having medical physics / radiological physics course
- (Signing authority for cheque can be Chairman/ Vice-Chairman/Registrar and the Secretary)

In addition the President and Secretary of AMPI will be ex-officio members of the CMPI. In addition there can be a panel of examiners short-listed in different disciplines (Radiological imaging, Radiation Oncology and Nuclear Medicine) that would contribute towards the question bank and may be included in the examination if needed. All policy matters of the college will be communicated to AMPI for approval.

#### 4. Name of the organization

The organization shall be called College of Medical Physics of India – denoted by



'CMPI' hereinafter referred to as the 'college'

#### 5. Head office

The head office shall be in a City (to be decided) and shall be changed by the Board of the college and approved by the General Body

#### 6. Scope of the College

- CMPI shall be a nonprofit professional organization whose objectives are to certify Medical Physicists practicing in India
- To work towards Review and accreditation of educational programs in medical physics

#### 7. Certification

The College certifies the Medical Physicists in the disciplines of Diagnostic Imaging, Radiation Oncology and Nuclear Medicine by certifying the Medical Physicists.

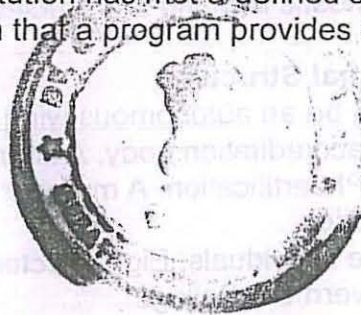
#### 8. Accreditation

Accreditation is a voluntary, non-governmental process of peer review, the objective of which is to ensure program or institution has met a defined standard. Thus accreditation serves as public recognition that a program provides a quality service or education.

#### 9. Membership

There shall be three categories of membership

- **Founding Members**
- Member
- Fellow



#### 10. Admission to College

Admission to the College shall be made as **Founding Members**, Members and Fellows

- Founding Members\* are inducted into the College as per the prescribed criteria mentioned in appendix 1.
- Members shall be admitted after certification by a written and an oral examination Process
- Fellows – honorary degree conferred by nomination and credential review process

#### 11. Eligibility for Membership

AMPI members wishing to become member of the college shall take up certifying examination and should meet the following criteria

- M. Sc. in Medical Physics from a recognized university with **two** years experience immediately prior to appearing for the membership examination.
- M. Sc. in Physics/Bio-Physics with one-year Postgraduate diploma in Radiological Physics from Bhabha Atomic Research Centre or equivalent

thereto and minimum of two years of experience in medical physics immediately prior to appearing for the membership examination.

- B. Sc. in Physics with one-year Postgraduate diploma in Radiological Physics from Bhabha Atomic Research Centre or equivalent thereto and minimum of four years of experience in medical physics immediately prior to appearing for the membership examination and

Provide letters of references from two senior physicists of whom at least one of them should already be a member of the Indian college of Medical physics with whom he/she has worked, clearly stating that the candidate has the required clinical experience to undertake the membership examination. In case the candidate has not worked with physicists who could provide the above reference, the same can be provided by a Radiation Oncologist.

#### **12. Eligibility to be a Fellow of the College**

Members of the college can be inducted into the college as Fellows (honorary) by Nomination

- Nomination should be supported by three members of the College
- The board that governs the College shall review his/ her credential and be satisfied that he/she meets the standards required to be a Fellow of the College.

#### **13. Re-certification**

- To continue as a Member of the college, he /she would require certification once in every 10 years.
- Application for re-certification should be made to the Registrar of the college
- Documents required by the board of CMPI should be submitted during certification
- The Board Governing the college has the authority to decide on the continuation of the individual as Member of the college.

#### **14. Membership Fees**

The examination and certification fee shall be determined by the Board from time to time and approved by the General Body. It shall be Rs 3000/- to start with.

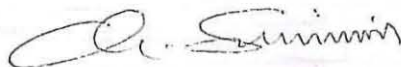
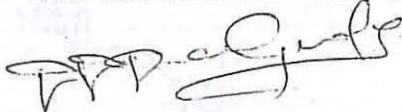
Membership Fee: There shall be no separate membership fee. However, there shall be a re- certification fee which shall be fixed by the board.

#### **15. Organizational Structure**

- The College will be a wing of AMPI with independent function of certification and accreditation
- The College shall be governed by the Board consisting of nine elected representatives viz, Chairman, Vice-chairman, Registrar, Chief Examiner, Secretary-Treasurer and three members
- Each member shall serve a three year term and shall be eligible for reelection for an additional term of three year only

#### **16. Election of the office bearers**

- The individual office bearers shall be elected by secret ballot at the AGM and by postal vote/ electronic voting. Preferably the election should coincide with AMPI election process
- The new board will take charge at the conclusion of the AGM



### 17. Eligibility to contest the election:

Chairman & Vice Chairman: – Should be a member / **Founder Member** of the college and should have minimum of 20 years of experience in the field of medical physics

- Secretary- Treasurer: Should be a member/ **Founder Member** of the college and should have a minimum of 10 years of experience in the field of medical physics.
- Registrar & Chief examiner: Should be a member/ **Founder Member** of the college and should have a minimum of 10 years of experience and should be working in a institution having teaching programme in medical physics
- Members of the Board : Should be member of the college and have minimum of 5 years of experience in the field of medical physics

### 18. Duties of the Board

- The Board shall act in accordance with the objectives of the College and is responsible for promulgating the rules as provided for in these Byelaws.
- The Board shall appoint an examining committee to conduct the certification examination annually
- The Board shall appoint a committee for accreditation of the Medical Physics courses. (This may be feasible if the permission from AERB for starting and running the courses are routed through CMPI. In this case the board needs to device the necessary mandate, infrastructure and manpower with set of regulations for institute who wishes to start these courses / running. May also be responsible to be carry forward status of recognition of Medical Physicist by MCI / other relevant government organization)

Deciding the fees for Membership examination, Accreditation of the Medical Physics course

Assessment of individual applications for Membership. This will be handled by a Credentials review Committee chaired by the Registrar.

Approval of individuals as examiners as requested from time to time by the Chairman of the Examination Committee.

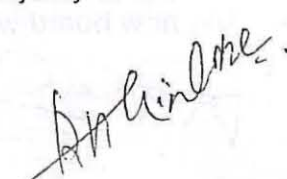
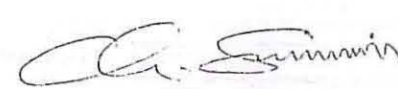
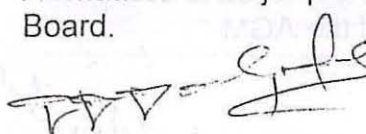
The assessment of applications for Accreditation of Medical Physics courses and this will be handled by a Accreditation Committee appointed by the Board □□A member of the Board shall chair the Accreditation Committee.

- The appointment of an auditor to audit the accounts of the College

### 19. Duties of the Chairman

The Chairman shall preside over all annual general meetings and Board meetings of the College and shall call to the attention of the College any matter that affects its interest.

- The Chairman shall take action in accordance with the recommendations approved at these meetings.
- All matters of major policy shall have prior approval of a majority of the Board.





## 20. Duties of the Vice- Chairman

- The Vice-Chairman shall preside at any meeting of the General Body of the College or the meeting of the Board from which the Chairman is absent.
- The Vice-Chairman shall be prepared to serve as Chairman if required and requested by the Board.

## 21. Duties of the Registrar

- He / She shall chair the committee appointed to review the credentials
- Prepare and distribute information regarding the application process for membership to college
- Process the applications for Membership to college
- Produce an annual registry of Members of the college

## 22. Duties of the Secretary-Treasurer

- The duties of the Secretary-Treasurer shall include:
- Recording and distributing the minutes of AGM and Board meetings
- General supervision of the financial affairs of the College.
- Maintaining the constitution and bylaws of the College
- May also collaborate with AERB / MCI for the status for reorganization of Medical Physicist by MCI / other relevant government organization.
- Collaborating with the Secretary of AMPI

## 23. Duties of the Chief Examiner

- The Chief Examiner shall be the chairperson of the Examination Committee
- He / She is also responsible for:
- Maintaining and updating the question bank
- Updating and maintaining the syllabus for certification examination
- Conducting the written certification examinations
- Conducting oral certification examinations.

## 24. Meetings


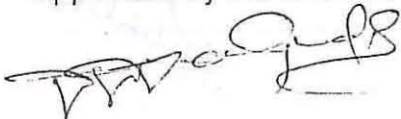
- The General Body of the college shall meet once a year during the Annual Conference of the AMPI
- The Board / the office bearers shall meet at least twice a year.
- Further meetings / discussions could be through e-mail/ teleconferencing

## 25. Examination Fees

- The examination Fee shall be fixed by the Board on suggestions from the Examination committee
- The annual membership fee shall be fixed by the board and approved by the General Body of the College.

## 26. Accounts

- The accounts of the College shall be audited by a certified public auditor appointed by the General Body of AMPI.



- The financial year of the College shall commence from 1<sup>st</sup> April and end on 31<sup>st</sup> March of the following year.
- An audited statement of the accounts of the College for the year shall be presented by Treasurer to the General Body at the annual meeting

## 27. Revocation of Membership

Membership to the college can be revoked if

- The member fails to pay the annual membership fee
- When it is brought to the notice of the College with sufficient evidence that the member is professionally incompetent or his/her practice of medical physics is unethical
- If the individual fails to obtain re-certification from the college

## 28. Amendment to the bye-laws

- Proposal for the amendment to the **bye-laws** shall be made to the registrar through main AMPI body and should be signed by at-least seven members of the college.
- The Registrar shall notify this to all the members at least three months before the AGM.
- Amendment to the **bye-laws** can be done by voting at the Annual General Meeting. At least two thirds of the voting should favor the additions / corrections to the **bye-laws** before they are adopted.
- Amendment to appendices e.g. requirement for examination, requirement for re-certification etc can be done by the Board

## 29. Dissolution of the college

- The motion to dissolve the College should have specific approval of two-thirds of the total membership of the Association. While deciding this, the views of each and every member will be obtained by postal correspondence or otherwise. If a dissolution of the

College has been approved as stated above, the residual funds of the College after meeting the liabilities, shall not be distributed among the members but shall be transferred to AMPI

**appendix – 1-** Induction of Founding members at the start of CMPI. AMPI EC decided to induct Founding Members to lay a strong foundation for CMPI at the initial stage of running the CMPI before regular Members are inducted by way of written and oral examinations with the following criteria,

- .Should be a Life Member of AMPI for at least 15 years and should have worked in a Clinical environment or Research and Teaching Organization in the field of Medical Physics for at least 15 years.
- The fee for enrolling Found Member is Rs.5000 (five thousand only)
- The last date for submission of application for enrolling as Founding members is 31.12.2008.

