

ASSOCIATION OF MEDICAL PHYSICISTS OF INDIA (AMPI)

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

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

PREAMBLE | NAME | ADDRESS | OBJECTIVES | MEMBERSHIPS | GENERAL BODY | ADMINISTRATION | FINANCES | ACCOUNTS | AMENDMENTS TO CONSTITUTION | CHAPTERS | DISSOLUTION | APPENDICES - I |

CONSTITUTION OF THE ASSOCIATION

PREAMBLE

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 Medicine and Biology.

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

Its 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 and professional 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 through conducting periodic examinations.

IV. MEMBERSHIP

The Association shall have the following classes of membership:

(1) Annual Member, (2) Life Member, (3) Honorary 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 / 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 having the requisite eligibility may become an 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. He/she shall have the right to vote but shall not be entitled to 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

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

3. Honorary Member

Honorary member shall be a person of distinction who has rendered outstanding service in the field of physics in medical/biological 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 reviewed by the Executive Committee and submitted to the General Body. Honorary member shall be entitled to participate in the Annual General Body Meetings and Special General Body Meetings and shall have the right to vote but shall not be entitled to contest for an elective office of the Association.

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. Institutional membership is an annual membership 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 be entitled to contest for 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 eligibility and conditions for membership are fulfilled. The Executive Committee shall have the power to refuse membership to any individual or institution without assigning any reason thereof.
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 applicable 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 violates 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 Association shall have one vote.
2. 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 of the General Body meeting.
4. The Secretary General shall circulate (hard copy through surface mail or soft copy through email or through any electronic media communication or any other means of communication) 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 Meeting.
5. The General Body shall meet at least once a year before the end of the calendar year, preferably during Annual Conference of the association to transact the following business:
 - (a) to read the minutes of last Annual General Body meeting; and the Special general body meeting, if any, and to note the action taken thereon.

- (b) Examine and adopt reports and recommendations of the Executive Committee for the year under consideration.
 - (c) to consider audit report received from the auditor, examine and adopt the audited accounts.
 - (d) to appoint an external auditor and fix the remuneration.
 - (e) to place tentative annual budget for the next financial year for consideration
 - (f) to consider any other matter with the permission of the Chair except those requiring prior notice, after the regular agenda is over and which are permitted by the constitution.
6. The newly Elected President, Vice-President, Secretary General, Joint Secretary, Treasurer, Joint Treasurer and the EC members will take over charge on 1st April of next financial year from which their term begins.
7. 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 at the time appointed for general body meeting, the meeting shall be adjourned for at least 30 minutes and at the adjourned meeting, the agenda of the original meeting shall be transacted whether there is requisite quorum or not.
8. A Special General Body Meeting (SGBM) may be called 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 General in writing (hard copy or email individually), clearly stating the subject or subjects to be discussed and must be signed (or emailed separately) by the members making the request. Such a meeting must be convened by the Secretary General within a month of the request reaching the Secretary General. The Secretary General, 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 so convened shall not transact any business other than that mentioned in the notice of the meeting. The presence of members requesting for SGBM is binding unless or until there is justifiable unavoidable reason.
9. The General body (Annual or Special) is supreme and its decision shall be final and binding on all the members of the association in all the matters including Executive Committee (EC), Board of Trustees (BOT) and Board of College of Medical Physics of India (CMPI).
10. No proxy or a holder of power of attorney or letter of authority shall be eligible to attend a General Body or Special general body meeting on behalf of a member of the AMPI.
11. No resolution can be brought to AGBM or SGBM cancelling its previous resolution, unless 6 clear months have expired after passing of the previous resolution.

VI. ADMINISTRATION

1. The Association shall be managed by an Executive Committee (EC) and a Board of Trustees (BOT) which shall be constituted thus:
 - (i) The Executive Committee shall have fifteen (15) members including a President, a Vice President, a Secretary General, a Joint Secretary, a Treasurer and a Joint Treasurer. Specifically, the EC shall have six (6) office bearers (a President, a Vice President, a Secretary General, a Joint Secretary, a Treasurer and a Joint Treasurer) and nine (9) members. The AMPI Members shall elect six (6) office bearers and nine (9) members of the Executive Committee.
 - (ii) The Board of Trustees shall have five (5) members including a Chairman and a Convener. Specifically, the BOT shall have two (2) office bearers (a Chairman and a Convener) and three (3) members. The AMPI Members shall elect two (2) office bearers and three (3) members of Board of Trustees.
 - (iii) Life members of AMPI who have post M. Sc. Diploma in Radiological/Medical Physics or M.Sc. in Medical Physics from a recognized university/ institution are only eligible for the post of office bearers of EC and BOT.
 - (iv) The policy of one person, one post shall strictly be implemented.
 - (iv) Elections for all the above posts shall be conducted as per AMPI Election Rules/Guidelines approved by the Executive Committee and ratified by the General Body. These rules/guidelines shall be made available to all AMPI members by email, website, post or other means by the Executive Committee. These rules/guidelines may be reviewed and/or revised by the Executive Committee, as and when necessary. Revised rules/guidelines shall be ratified by the General Body.
2. The election of Executive Committee and Board of Trustees shall be held once in **three (3)** years.
3. The term of office of the elected Executive Committee and Board of Trustees shall be **three (3)** financial years. No member will be eligible to be elected/co-opted to the Executive Committee/ Board of Trustees for more than **two (2) consecutive terms**.
4. A premature vacancy in the membership of the Executive Committee or Board of Trustees shall be filled by co-option. Any such vacancy for the post of office bearers or members of EC or BOT shall be filled by duly contested office bearers or members who are next in the result of the election for the respective post. If no contested candidate exists, EC or BOT shall have the power to co-opt an eligible AMPI member giving due consideration to operational aspects of the association.
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 of the members of EC to preside over the meeting.
6. The quorum for the Executive Committee meeting shall be **five (5)**.

7. All the decisions of the Executive Committee and Board of Trustees shall be taken by a majority vote.
8. The executive function of the Association shall be performed by the Secretary General/Joint Secretary of the Association as per the directives that may be issued to him/her by the Executive Committee.
9. The Executive Committee will authorize a panel consisting of the President, Secretary General, Treasurer and/or one 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 Conference, Symposium, Workshop etc., a committee will be specially nominated for the management of budget, expenditure, etc.
10. The Secretary General shall be responsible for the day-to-day activities of the Association. He/she shall convene all the meetings of the association such as EC meeting, General Body meeting and Special General Body meeting; send the agenda and keep minutes of all the meetings (General Body meeting, Special General Body meeting and the Executive Committee meeting) of the Association. The Secretary General 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 will share the responsibilities of the Secretary General as per the directives of the Executive Committee and in absence of Secretary General, the Joint Secretary will take up the complete responsibilities of the Secretary General.
12. Joint Treasurer will share the responsibilities of the Treasurer as per the directives of the Executive Committee and in the absence of Treasurer; Joint Treasurer will take up the complete responsibilities of the Treasurer.
13. The Secretary General shall give at least two weeks' 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. Considering the importance and urgency of the matter to be discussed, EC meeting can also be convened at shorter notice.
14. 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/she shall prepare budget estimates of income and expenditure for each year and submit it for approval of the General Body during Annual General Body Meeting of the Association.
15. All offices of the Association are non-profit and voluntary. No office bearer or member, including Executive Committee and Board of Trustees, of the Association shall receive any honorarium, remuneration, salary or any

compensation for the service rendered to the Association. Any office bearer or member, including Executive Committee and Board of Trustees, of the Association will, however, be reimbursed the actual expenses, if any, incurred by him/her in course of carrying out the work approved by Executive Committee/Board of Trustees on behalf of the Association.

16. The members of the Executive Committee/Board of Trustees severally or individually shall not be held responsible personally for any consequences of the decisions taken by the Executive Committee/ Board of Trustees in performing its functions and in particular for any debts the Association might incur.
17. The Executive Committee shall formulate a set of rules/guidelines for various activities such as Scientific Journal of AMPI, Conferences, Workshops, Symposia, institution of awards etc. of the Association from time to time. All such rules/guidelines 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. These guidelines shall come into force only after ratification by the General Body. Executive Committee shall inform all the members on all these guidelines via email, website, post or other means.
18. 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.
19. In order to keep pace with advancement of technology and to maintain certain minimum standards and strive constantly to improve upon the professional practice and academic content of Medical Physics practice in the country, competency certification of Medical Physicist is essential. Therefore, to meet these objectives, a scientific and educational wing of AMPI named **College of Medical Physics of India (CMPI)** was formed. The rules/bye laws for functioning of CMPI are given in **Appendix I**. Executive Committee of AMPI is empowered to review and/or revise these rules/bye laws of the CMPI, if deemed necessary. Services of the experts in the field of Medical Physics may be obtained for reviewing and/or revising the rules/bye laws of the CMPI. Any changes made in these rules/bye laws of CMPI shall be approved by CMPI, EC and General Body.
20. **Code of conduct:** The executive committee of the association will formulate the code of conduct for AMPI members including members and office bearers of EC, BOT and CMPI. This code of conduct shall be brought into effect after approval by EC and ratification by General Body. As a general rule, members of AMPI including members and office bearers of EC, BOT and CMPI will neither use un-parliamentary language nor shout at any other member and follow strictly the decorum during all the meetings (EC, GBM, SGBM, etc.). In addition, members of the association including members and office bearers of EC, BOT and CMPI should follow the resolutions and directive of the association. Frequent violations of this general rule by a member of the association will make him/her liable to be ousted from the EC, BOT, CMPI and the membership of the

association as per the case may be on recommendation of the concerned unit (EC, BOT and CMPI) and through ratification by the General Body.

21. **Principle of Confidentiality:** All the members of the association including members and office bearers of EC, BOT and CMPI shall observe the principle of confidentiality as per the directives of the association and will not circulate any information of the association to the members of the association or to the general public without prior permission of the executive committee (President/Secretary General), BOT (Chairman/Convener), or CMPI (Chairman/Secretary) as per the case may be.

22. **Disciplinary Committee**

- (i) There shall be a standing disciplinary committee consisting of the President, AMPI; Chairman, Board of Trustees; Chairman, CMPI; and two senior members of the association nominated by EC.
- (ii) President, AMPI will be the convener of this committee.
- (iii) This committee is empowered to investigate the cases of reported misconduct/ violations of rules/directives/guidelines of the association and recommend to EC an appropriate disciplinary action (magnitude of disciplinary action shall be formulated by EC and circulated to the members after approval of EC and ratification by General Body) against a member/group of members for violating code of conduct and rules/directives of the association.
- (iv) Disciplinary action may include, a censure for misconduct, temporary suspension of the membership or permanent removal from the membership of the AMPI/CMPI.
- (v) The disciplinary committee shall give its final decision within 45 days from the date of receipt of the complaint.

23. **Arbitration Committee**

- (i) An Arbitration Committee shall be constituted jointly by AMPI EC and Board of Trustees as and when required to resolve disputes/conflicts, if any, among members/EC/BOT/CMPI/GB and AMPI Chapters.
- (ii) This committee will interpret the rules/guidelines/directives, etc. of the Association and arbitrate in cases of disputes/conflicts among members/EC/BOT/CMPI/GB or AMPI chapters regarding association matters.
- (iii) 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. One of the members will be designated as convener of the committee.
- (iv) Any complaints/grievances/representation received from any member of the association will be referred to this committee by Executive Committee.
- (v) The committee will take up the issue and shall give its verdict unanimously or by a majority at the earliest but not later than 3 months from the date of receipt of the grievance(s).

- (vi) The verdict of the committee shall be final and binding on all parties concerned. However, before reaching a decision the committee shall seek clarifications from the member/complainant, if any, and then from the President/Secretary General of AMPI EC before giving its verdict.
- (vii) 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 consists of:
 - (i) all donations except those made for specific activities of the Association.
 - (ii) all subscriptions paid by members (both individuals and institutions) on non-recurring basis.
 - (iii) admission fees of members of all classes and,
 - (iv) up to twenty-five percent (25%) 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. 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 Conferences, Symposia, Workshop, Continuing Education, etc.
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:
 - (i) The balance in the General Fund from the previous years,
 - (ii) The subscriptions of members received on an annual basis,
 - (iii) All donations, grants, etc., made for specific activities of the Association,
 - (iv) The allocations made by the Board of Trustees out of the Trust Fund; and
 - (v) Any earnings/profits made by the Association through publications, organisation of exhibitions, conferences and other related activities unless decided otherwise by the Organising Committee/Executive 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 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. 10000/-(Ten thousand only) 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 Annual General Body meeting.

IX. AMENDMENTS TO CONSTITUTION

1. Amendments to the constitution 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.
2. Any request for amendment of Rules/Bye Laws/ Guidelines shall be submitted to the Secretary General at least two (2) months prior to the proposed date of General Body Meeting.
3. The Rules/Bye Laws/ Guidelines 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/regional 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/regional 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 of the association.
 - (b) The meeting shall elect an adhoc Chapter Committee, consisting of a Chairman, a Secretary and a Treasurer.
 - (c) The adhoc Chapter Committee shall submit 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 at least two members of the Committee,
 - (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 General of the Association. The formation of the Chapter shall however, be got approved by the General Body during the subsequent General Body meeting.
2. The local/regional Charter, inter-alia, shall ensure that it functions as per the objectives, rules, guidelines, and directives 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 ADMINISTRATION, 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 General of the Association an annual report of the activities of the Chapter of preceding financial year by August end of the current year.
 6. The approved and audited statement of accounts of the preceding financial year of the Chapter shall be submitted to the Treasurer of the Association by June end of the current year.
 7. The Chapter may raise funds for its regular activities after informing Executive Committee and ensuring that there is No Objection from the Executive Committee.

8. 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 of the association.
 - (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 (3) months' notice and shall consider any explanation the Chapter might have been asked to tender.
 - (d) If the Chapter Committee objects to the closure, the Executive Committees shall bring the matter to the General Body for discussion. 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 shall 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, email 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.

APPENDIX - I [As per VI Administration (19)]

Bye Laws of College of Medical Physics of India (CMPI)

1. Vision and Mission

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. 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.

2. Head office

The head office shall be in a City and shall be changed by the Board of CMPI and approved by the General Body

3. Structure

- 3.1. The CMPI will be an Educational wing of AMPI and will function as the Certifying body.
- 3.2. A life member of AMPI is only eligible to appear for CMPI certification. After certification, an AMPI member will become eligible to become member of CMPI.
- 3.3. A Board consisting of Nine (9) Experts/individuals, eight (8) elected by the members of CMPI and One (1) nominated by AMPI EC shall govern the College.

Executive positions on the board are

- Chairman
- Vice-Chairman
- Registrar
- Chief Examiner
- Secretary cum Treasurer
- Three members of the board
- One member nominated by AMPI EC from a teaching university/ institution having medical physics / radiological physics degree

- 3.4. The President and Secretary General 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. Scope

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

5. Certification

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

6. 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.

7. Membership

There shall be three categories of membership

- **Founding Members**
- Member
- Fellow

8. Admission to the 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 **Note-1** at the end of this document.
- Members shall be admitted after certification by a written and an oral examination Process
- Fellows: honorary degree conferred by nomination and credential review process

9. 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 Post MSc Diploma in Radiological/Medical Physics from a recognised university/institute and **two** years of experience in medical physics immediately prior to appearing for the membership examination.
- B. Sc. in Physics with one-year Post Graduate Diploma in Radiological Physics from Bhabha Atomic Research Centre or equivalent there to and **four** years of experience in medical physics immediately prior to appearing for the membership examination, and

Provide letters of references from two senior medical physicists of whom at least one of them should already be a member of the CMPI 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 the medical physicists who could provide the above reference, the same can be provided by a Radiation Oncologist.

10. 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.

11. 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 re-certification
- The Board Governing the college has the authority to decide on the continuation of the individual as Member of the college.

12. Membership Fees

The examination and certification fee shall be determined by the CMPI Board from time to time and approved by the General Body. There shall be no separate membership fee. However, there shall be a re-certification fee which shall be fixed by the board.

13. Organizational Structure

- The College will be an educational wing of AMPI with independent function of certification and accreditation
- The College shall be governed by the Board consisting of eight (8) elected representatives, five office bearers, namely a Chairman, a Vice-chairman, a Registrar, a Chief Examiner, a Secretary cum Treasurer and three members. The CMPI members will elect office bearers and members of CMPI Board.
- Each member shall serve for a three year term and shall be eligible for re-election for an additional term of three years only.

14. Election of the office bearers

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

15. 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 cum 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 an 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

16. 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 will be handled by an 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

17. 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.

18. 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.

19. 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

20. 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

21. 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.

22. Meetings

- The members 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

23. 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.

24. 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 1stApril and end on 31stMarch 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

25. 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

26. 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

27. 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

Note – 1: 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 member is 31st December 2008.
