

Association of Radiation Oncologist  
of India

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# Constitution

Memorandum  
Rules  
and  
Bye-Laws

**CERTIFICATE OF REGISTRATION OF SOCIETIES**

(ACT XXI OF 1860)

No. 458 of 1978-79

I hereby certify that the Association of Radiation Oncologists  
of India

has this day been registered under the Societies Registration Act XXI of 1860 and as amended by Postal  
(Amendment) Act, 1957.

Given under my hand at Chandigarh this day of 23-10-1978. (One thousand nine  
hundred and seventy eight).



The stamp is circular with the text 'REGISTRAR OF SOCIETIES' and 'CHANDIGARH' around the perimeter. In the center, there is a portrait of a man. To the right of the stamp, there is a handwritten signature and the word 'Registrar'.

Letter from Secretary, Medical Council of India, to Dr. PK Julka  
regarding Practice of Chemotherapy by Radiotherapist

No. MCI- 23(1)/98-Med./21517

Dated: 13-11-98

"The P.G. Committee considered the communication from the Director, Regional Cancer Centre, Thruventhapuram with regards to practice of Chemo-therapy by the physicians having M.D. (Radiotherapy) qualification and decided that if one of theory papers in the M.D. (Radiotherapy) pertains to the subject of Chemo-therapy, such physicians possessing M.D. (Radiotherapy) qualification can be permitted to practice Chemo-therapy as well"

Dr. P. Kumar  
Deputy Secretary

No. MCI-4(3)/2008-Med/

MEDICAL COUNCIL OF INDIA

POSTGRADUATE SUB-COMMITTEE MEETING

August 4, 2008

One Dr. Aditya Narayan sought information under RTI Act, 2005 regarding the practice of Chemo-therapy by doctor with MD (Radio-therapy) following which a meeting of the Sub-Committee constituted by the Postgraduate Committee of this Council on 24.01.2008, was held on 04.08.2008 to deliberate upon the matter of Chemo-therapy by a doctor with MD (Radio-therapy).

The Sub-Committee was attended by the following members:-

1. Dr. D.K. Sharma
2. Dr. P.K. Julka
3. (Lt. Col. (Retd.) Dr. A.R.N. Setalvad), Secretary, MCI.

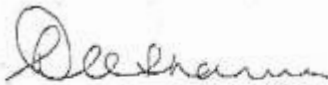
The complainant along with his query has also referred to a letter No. MCI-23(1)/98-Med/21511 dated 13.11.1998 along with the certified photo copy to this Council.

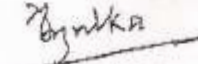
In our opinion, the matter had already been sorted out by the previous Committee referred to by Dr. Aditya Narayan, which has clearly mentioned as under:

*"The Postgraduate Committee considered the communication from the Director, Regional Cancer Centre, Thiruvanthapuram with regards to practice of Chemo-therapy by the physicians having M.D.(Radio-therapy) qualification and decided that if one of theory papers in the M.D.(Radio-Therapy) examination pertains to the subject of Chemo-therapy, such physicians possessing M.D.(Radio-Therapy) qualification can be permitted to practice Chemo-Therapy as well."*

The present Committee agrees with this recommendation.

As far as the question of practice of Chemo-therapy by Surgical Oncologists, the Committee is of the view that anybody who possesses a postgraduate qualification in the concerned speciality and has adequate experience, is competent to practice Chemo-therapy.

  
(Dr. D.K. SHARMA)  
Member

  
(Dr. P.K. JULKA)  
Member

# MEMORANDUM OF THE ASSOCIATION

## PART-A

1. Name  
The name of the Association is ASSOCIATION OF RADIATION ONCOLOGISTS' OF INDIA (AROI), hereinafter called the Association.
2. Office  
The Headquarters of the Association shall be in India at the place of the Secretary-General of the Association, till a permanent building of the AROI comes up. Subsequently, this office will be under the control of the Secretary-General who can be from any part of India.
3. Aims & Objectives  
"To promote the study, practice and advancement of Radiation Oncology, Cancer chemotherapy, Radiation Physics, Radiation Medicine, Radio-Biology and related disciplines in the management of cancer" and coordinate a proper, uniform and consistent growth of these disciplines in right perspective on the basis of scientific research, as per the needs of the country and at par with the international standards.
  - 3.1 Mission: The mission of the Association is to advance the practice of radiation oncology and related disciplines by disseminating the results of scientific research, providing opportunities for education and professional development of its members and promoting a health care environment conducive to optimal patient care.
  - 3.2 Vision: Members of the Association will strive for excellence in this clinical research, and educational domains of radiation oncology and related disciplines, and will be partners in the multidisciplinary quest to eradicate cancer as a cause of death and suffering.
  - 3.3 To promote the high standard in the practice of Radiation Oncology and related disciplines.
  - 3.4 To attain a high and uniform standard in Post-graduate Training in Radiation Oncology.
  - 3.5 To promote research in Radiation Oncology, Chemotherapy, and Radiation Physics, Radiation Biology and allied disciplines for improving the practice of Radiation Oncology in the country.
  - 3.6 To promote, establish, support any institution, scientific establishment or research organisation which is directed towards raising the standards of the practice, training or research in Radiation Oncology in India.
  - 3.7 To use all efforts to establish and maintain liaison with other associations and scientific bodies in India and abroad whose objects are in keeping with our Association.
  - 3.8 To carry out other activities which are incidental or conducive to the furtherance of the objects of the Association.
4. The Association, its official publications and Indian College of Radiation Oncology shall be non-profitable in nature, solely meant for promotion and welfare of Radiation Oncology, Chemotherapy, Medical Physics, Radiation Medicine, Radio-Biology and related disciplines as envisaged in the aims and objectives of the Association.  
Methods  
For the attainment and furtherance of these objectives, the Association may:
  5. Hold periodical meetings and conference of the members of the Association.
  6. Arrange from time to time conference, lectures, workshop, symposia, CME programmes, discussion and demonstrations on various aspects of Radiation Oncology, Medical Physics, Radiation Medicine, Radio-Biology and related modalities.
  7. Establish in INDIAN COLLEGE OF RADIATION ONCOLOGY (ICRO), as an integral part of the Association to co-ordinate and promote the academic and research activities in Radiation Oncology and related disciplines.
  8. Promote the publication of scientific literature pertaining of Radiation Oncology in practice & research, and publish and circulate a journal to be named the JOURNAL OF CLINICAL RADIOTHERAPY AND

ONCOLOGY, which shall be the official scientific organ of the Association. The journal on behalf of the Association shall be published by the Editor, who shall be duly elected by the members of the Association. The Editor shall be assisted by the Editorial Board comprising of eminent oncologists and researchers from India and abroad. President and Secretary-General of AROI and Chairman and Secretary of Indian College of Radiation Oncology (ICRO) shall also be member of the Editorial Board.

9. Publish a NEWS BULLETIN regularly to improve the communication amongst the members. The News Bulletin shall be published by the Secretary General of the Association and this shall include information about the latest developments in scientific field, current topics of interest, institutional/ zonal/ individual achievements of members, other news items from related organization, important new concepts, rules/ regulations, calendar of events etc.
10. Publish from time to time transactions and other papers embodying researches conducted by the members under the auspices of the Association, either in the official journal of Clinical Radiotherapy and Oncology, News Bulletin of the Association, either as a supplement, or as deemed fit.
11. Maintain a library, Radiotherapy Museum, the main Association office, a Journal Office and a College Office of the Association. Collect historical records and preserve these in the Library/ Museum.
12. Subscribe to the various Journals of India and abroad. As regards the journal to be subscribed from abroad, necessary permission from the Government will be taken as and when required.
13. Encourage research in Radiation Oncology and allied Sciences with grants out of the funds of the Association or from donations received.
14. Purchase, take lease of, or otherwise acquire, hold, manage, let sell, exchange mortgage or otherwise dispose off movable or immovable property of every description and all rights of privileges necessary or convenient for the purpose of the Association, the official journal, college Office and in particular any land, building, furniture, house hold or other effects, conveyance and accommodation as and when deemed necessary or desirable in the interest of the Association, and sell, demise, let, hire out, mortgage, transfer dispose of the same in accordance with the provisions of the Indian Societies Act 21 of 1860.
15. To acquire, construct, improve or alter and maintain building or buildings on behalf of and for the Association.
16. To accept endowments and grants through lawful means from the national or international official or non-official, sponsored by the government or other charitable or similar institutions, foundations, or from individuals etc. of duly known identity and social standing to advance the aims and objectives and purposes of the Association, the Journal of Clinical Radiotherapy and Oncology and the Indian College of Radiation Oncology.
17. To borrow or raise money, collect subscription, donations for the Association, the Journal and Indian College of Radiation Oncology in such a manner as the Association may think fit as per the provision under the law.
18. To invest any money of the Association, the Journal or the College or proceeds form the movable body and/or immovable properties of the Association, if not immediately required by the Association, and to withdraw the same in the manner provided by the law.
19. To assist, subscribe to, co-operate, affiliate, be affiliate to, or amalgamate with any other public body, whether incorporated, registered or not, and having altogether similar or in part, objectives similar to those of the Association without losing the identity of the parent body.
20. To all such other things, as are cognate to the objectives of the Association or are incidental or conducive to the attainment of the above objectives.
21. To persuade the Medical Council of the India and other apex bodies for quick implementation of Radiation Oncology as a separate specialty in all the teaching institutions in India.
22. To promote basic radiation Oncology training in the form of theory classes and clinical demonstration at the undergraduate level for better preparation of the future doctors in early detection and proper treatment guidance of patients in the community.
23. To arrange special/ advance training programs for its members in collaboration with or with the support of other centers/ organization institutions/ trusts/ individuals in India and abroad and ensure that the benefits are passed to eligible candidate in a fair and equitable manner as per the terms and conditions under each special arrangements.

# RULES OF THE ASSOCIATION

## PART-B

### CONSTITUTION

1. The Association shall consist of members whose names are on -the register of the members of the Association at the time when these revised and Bye-Laws comes into operation and of subsequent members, who shall be those person who, being eligible, shall, after the date of adoption of these revised Rules, and Bye-Laws of the Association, be duly elected in such a manner; and upon such conditions as may be prescribed from time to time.
2. Register of Members  
There shall be a Register in which the names of all the members of the Association shall be entered with their qualifications, addresses and Bio-data as far as possible. The photographs of the individual members will also be obtained and retained in the records of the Head Quarters. To bring in an efficiency in the functioning and for a faster growth of the Association shall be maintained in a computer, as soon as feasible. A directory of members, giving important information, shall also be brought out regularly by the Association. It shall be obligatory on the part of the members to keep the central as well as the Zonal Office of AROI, updated about their achievements or any changes. In a good spirit towards the Aims and Objectives of the Association, it should also be expected of each member to ensure that all the colleagues around them are enrolled as members of the Association and their records are kept updated.
3. Offices Of The Association (central, Journal, College And Zonal Offices)
  - (a) Central Office  
Ordinarily, the Central Office of the Association shall be located at the place where the Secretary-General of the Association is stationed. The Secretary-General of the Association will visit the President and the Head Quarters when permanently located in any major city in India land the Secretary-General is from outside the place of permanent Headquarter frequently but not more than 3 times in a year. He/She shall also visit the venue of the next conference for coordinating various arrangements and other parts of the country for the purpose of the Association as and when necessary and/or desired by the organisers of the Conference. He/She will be paid the expenses for the travelling and other incidental expenses. He/She will have a Personal Secretary engaged at reasonable remunerations, to take care of the correspondence at the office.
  - (b) Journal Office:  
Journal Office shall be located at the place where Editor-in-Chief of the Journal of Clinical Radiotherapy and Oncology is stationed or at a place desired by him/her for the convenience of work. Frequency of the journal, in the beginning, shall be twice in a year which shall gradually be increased to quarterly and then monthly publication, as soon as feasible. The Editor shall ensure the financial viability and regularity of the publication of the Journal with comparable standards with other similar publications in India and abroad. Although the Journal should financially be self supporting and should also be able to save money for the Association however, after going through various reasoning, if the General Body so approves, a partial financial assistance may be given to the Editor for bringing out the Journal till it becomes self sustainable.
  - (c) College Office :  
The main Headquarters of the Indian College of Radiation Oncology shall be situated along with the Central Office of the Association with the Secretary-General of the Association, but for the management of the day to day affairs of the college, a separate College Office shall be located at the place of the Honorary Secretary of the College.
  - (d) Zonal Office :  
Office of various State/Zonal Chapters of the Association that have been established as per the Rules and Bye-Laws of the Association shall situate at the places of the respective Secretaries of these chapters. This duly constituted chapter shall act as local coordinating office between the Central Office of the Association

and the members of the Association affiliated through respective State/Zonal Chapter.

#### 4. MEMBERSHIP

The Central Council shall have the right of decide the eligibility or otherwise and the class of which a member could be admitted and such decision shall be final. The members of the Association shall consist of the following categories.

- (a) **Active Members:** Means medical practitioners possessing medical degree of" diplomas in the medical sciences in terms of the Section 2 of the medical degree act 1956 and section 15 of the medical council act 1956 and also possessing post-graduate degree or diploma in Radiation Oncology (Radio-therapy), Radio-Biology, Radiation Medicine (Nuclear Medicine or Medical Physics producing satisfactory evidence of training in the aforementioned sciences. Medical Physicists should possess at least 3 years of hospital experience certified by the Head of the Department/Institution after post-'graduate qualification to be eligible for this class of membership. There shall be two types of membership under this category.
  - (i) **Annual Members:** Means an active member who pays his subscription basis at the rate as decided by the General Body from time to time. The term of such a. membership, shall expire on 31st December each year and renewal shall be due from the 1<sup>st</sup> of January failing which the membership shall be liable to be cancelled. Continuity of membership shall, however, be maintained if the annual subscription fee as per the prevailing rates, is paid latest by the 30th April of the year when it is due. After that it shall be taken as anew enrolment and fresh admission fee along with the annual subscription shall become payable. There shall be no continuity with the previous membership when considering benefits to the member where length of continuous membership is a criterion. It shall subsequently be renewed only after payment of fresh enrolment fee along with the annual subscription fee at the prevailing rates at the time of renewal.
  - (ii) **Life Member:** Means an active member who has paid his subscription along with the enrolment fee, in lump-sum as per the bye-laws laid down for this purpose from time to time and as per the fee structure as existing at the time a member opts to get enrolled as a life member.
- (b) **Student Members:** Means students enrolled for post graduation in the earlier mentioned disciplines in a recognized medical institution in India or abroad. Their membership as such shall be limited for the period of their training/instructions in Radio- therapy. Oncology, Radio-Biology and Radiation Medicine and membership in this category shall be for a maximum period of four years. The students members shall be enrolled only when their application for membership is duly certified by the .respective Head of Department of the Medical Institution College, where are on rolls. Members under this .category shall not have any voting right till they are eligible to join the Association as an active member. If a student member opts to join the Association as an active member upon completion of his/her post graduation, then he will apply fresh any pay the requisite fee as applicable at the time of his/her fresh application. Enrolment fee shall however, not be charged again if there is continuity in the membership from one category to the other. Student Member may, however, join the Association as Life Member on payment of the full life membership fee as applicable if they so desire, but full voting rights and other privileges shall be granted to them only after they have obtained their post graduate qualification.
- (c) **Honorary Members:** Means (i) eminent members of the medical profession, who are not already, enrolled as members of the Association, (ii) other persons who have contributed for original research, scientific Medicine or Medical Physics and (iii) all those who have delivered either of the two orations of the Association (i.e. Dr P.K. Haldar or Dr Solomon Padam Singh Memorial Oration during any of the annual conference provided they were or one? already not active members of the Association. This category of members shall not have voting rights.
- (d) **Trade Members:** Means (i) an individual dealing with manufacture, sale procurement or maintenance etc. of equipments used in the field of Radiation Oncology, Medical Physics, Nuclear Medicine, Radio Biology and related disciplines and (ii) those concerned with sale, manufacture or procurement of drugs/materials used in the field of Oncology. Again, in the event of the change in the category of membership, the member shall have to apply afresh under the new category and pay the fresh subscription fee as applicable, as described in 41 (b) above.
- (e) **Overseas Members (Professionals and Trade):** Means scientists of eminence residing in foreign countries, engaged in Radio-therapy, Oncology/Radio Biology and Radiation Medicine. They shall pay life

subscription to the Association but shall not have the privileges of voting nor of holding elective office in the Association. Overseas members, all collectively or as a group from the country/ a defined geographical region/continent provided the number of members in such a group is 15 or more, can form an Overseas Chapter of AROI. They shall elect a representative of their members for better co-ordination and exchange of knowledge/research experience/training programmes etc. between the overseas group and the Association. If an active member goes abroad with an intention of settling down there or for a period exceeding one year and desires to have his/her correspondence mailed to his/her foreign address then he/she shall pay overseas member subscription. If not, then the Association shall be free to mail his/her correspondence to his/her local mailing address within the country.

- (f) Associate Member: Radiation Physicists having less than 3 years of hospital experience, full time medical oncologists (without a background of Radiotherapy), specialists in other disciplines of medicine (like Surgery, Gynaecology, Pathology, Radio Diagnosis, Paediatrics etc.), engineers and other person engaged or having interest in science of Radio-therapy or its chapters, who are not in trade, but in the opinion of the Central Council, likely to advance the cause of the Association, may join the Association as an Associate Member. They will have no voting rights. Medical Physicists, may change over to an active Member after payment of the requisite fee as in 41bl above, after they complete 3 years) hospital experience duly certified by the Institution.

#### 5. Association Year

The year of the Association along with all its affiliated offices (Journal, College and Chapters) for financial purposes will be from 1st January to 31st December.

#### 6. Subscription

All the members except Honorary Members shall pay an annual/life subscription along with enrolment fee etc. as per the rates, decided in this regard from time to time and as per the in the Bye-laws.

#### 7. Rights And Privileges Of The Members

Every Active Member shall be entitled to :

- (a) Attend, take part and vote in general body meetings of the Association, be entitled to vote in any manner prescribed by the Association (provided he has 3 years continuous membership and in case of annual members has also paid his/her subscription of the current year, before 30th April without any interruption in membership during the preceding 3 years)
- (b) Membership of the Central Council and Office of the Association
- (c) Propose or second candidates for admission.
- (d) To introduce visitors to scientific meetings of the Association.
- (e) A free copy of each issue of the Journal and News Bulletin and other publications of the Association.
- (f) Use the library, Clinical Radiotherapy and Oncology Museum and premises of the Association under the regulation which may be laid down by the Central Council from time to time.
8. Every Honorary, Student, Overseas, Trade and Associate Members shall be entitled to:
- (a) Attend and take part in all meetings of the Association, but will not be eligible to hold any office or be elected to the Central Council nor to exercise the right of voting at any meeting of the Association but may be co-opted in various committees and sub-committees. They will have no voting right.
- (b) Introduce visitors to the scientific meetings of the Association.
- (c) A free copy of each issue of the Journal and News bulletin and other publications of the Association.
- (d) Use the library, Radiotherapy Museum and premises of the Association under the regulations which may from time to time be laid down by the Central Council.

#### 9. Management of The Association

The Supreme Control over the affairs of the Associations shall vest in the body called the General Body. Its day-to-day administration shall vest with the Central Council.

#### CENTRAL COUNCIL

The Central Council shall consist of the followings.

#### 10. Elected Members

- (a) The President of the Association.
- (b) Two Vice-Presidents (One Senior and One junior)

- (c) The Secretary –General
  - (d) The Editor in Chief of the journal.
  - (e) Five members to be elected by the General Body in its Annual General Body Meeting comprising of one from the areas where there is no State Chapter, one from members of the Defence Services and one each from the field of Medical Physics, Nuclear Medicine, Radio-Biology , Basic Sciences etc.
11. Ex-Officio Members
- (a) The Immediate Past President of .the Association.
  - (b) The Chairman of Indian College of Radiation Oncology.
  - (c) The Immediate Past Secretary-General.
  - (d) The Secretary, Indian College of Radiation Oncology.
  - (e) The Honorary Treasurer, Indian College of Radiation Oncology.
  - (f) All elected secretaries of State/Zonal Chapters.
12. Nominated Members
- (a) Two joint-Secretaries -One from the place of the President and second from the place of Secretary -General.
  - (b) The Honorary Treasurer, AROI -from the place of the Secretary -General.
  - (c) The joint Editor-cum-Secretary of the journal.
13. Co-opted Members
- One each from AMPI (Secretary), BRIT (Chief Executive) AERB (Secretary), Radiological Physics Division of BARC (Head of Division).
- The Administrative Officer or his representatives will attend all Central Council and Genera Body meetings to maintain a record of all the proceedings.
14. Powers and Functions of the General Body
- The General Body shall be the supreme body of the Association and exercise overall contra over the affairs of the Central Council with power to over-rule in any matter, whatsoever, the decision which the Central Council may, from time to time, take during the currency of the Association year. Ordinarily the General Body will meet at least once a year at the time of the Annual Congress.
15. Powers of the Central Council
- The Central Council will administer the affairs of the Association in accordance with the memorandum of the Association, Rules and Bye-Laws. The council shall exercise such power and do such acts and things as may be exercised or done by the Association. Ordinarily, the Central Council shall meet twice a year.
16. Scientific Meetings of the Association
- An Annual Congress of Association of Radiation Oncologists of India shall be organized every year or as the General Body of the Association decides. Senior institution based member: (Radiation Oncologists), institutions with facilities for radiation oncology and chapters of the Association shall have the privilege of inviting the congress. The place and time of the Congress shall be decided at the Annual General Meeting two years in advance as per details under the section on guidelines for the Annual Congress of AROI of this memorandum.
17. Affiliated Bodies
- Any Ontological Association, Union, Society or Scientific Organization either in India O abroad may be affiliated to the Association on terms and conditions to be mutually decided Upon and approved by the General Body of the Association. Members of such Associations, Unions Societies or Organizations shall be given facilities as mutually agreed upon except the rights of voting.
18. Validity of Proceedings
- The proceedings of the meetings of the General Body, Central Council, any Committee Sub-Committee or any Body acting under the Rules and Bye-Laws of the Association or any O its chapters shall not invalidated by an accidental omission, inadvertent or unforeseen delay to give any notice thereby required, or any vacancy among their members, or by any defect in the election or qualification of any of their members.
19. Amendements of the Memorandum, Rules and Bye-laws
- An Extra Ordinary General Body meeting be convened 15 minutes after Annual General Body) Meeting to consider the proposals for amendements of memorandum, Rules and Bye-Laws of the Association.
- (a) Proposals for change in the Memorandum of the Association shall be considered at an extra ordinary

general meeting of the General Body specially convened for the purpose. The proposed alterations must reach the Central Office at least four months before the date of the extraordinary general body meeting and shall be circulated by the Secretary General to all the Chapters and Direct Members for opinion at least two months before the date of the meeting. Due notice of the proposed change must be given in the Agenda of the extra-ordinary general body meeting of the Association. No such proposal shall be carried into effect unless it is agreed to by the votes of 3/4th of the members present and voting at the meeting; and confirmed by 3/4th of the members present and voting at another meeting convened for the purpose.

- (b) Proposals for change of Rules and bye-laws shall ordinary are considered at the Annual General Body Meeting. The proposed alteration must reach the Central Office at least four months before the date of Annual Meeting and be circulated by the Secretary- General to the chapters and all active members and due notice of it must be given in the Agenda of the Annual General Meeting of the Association. Rules and Bye-laws can only be changed by a 2/3rd majority of those members present and voting. Any additions to, modifications or repeal of the Rules shall be considered to have come into force only after the proceedings of the meeting at which they were passed, have been confirmed at the next meeting of the General Body which may be called by President soon after the Annual General Meeting. Due notice of the same shall be given along with the notice of the Annual General Meeting.

Explanations: Due notice shall mean that the actual words of the proposed alternation of the Rules shall be included in the Agenda of the meeting of the General Body. In anticipation of the approval of the General Body, the Central Council may amend the rules and bye-laws at any meeting provided the proposed amendments have been duly circulated to the chapter and to all direct members entitled to vote and provided two thirds of the members of the council, present and voting at the meeting, vote for the amendments. Immediate effect may be given to such amendments if the Central Council so decides.

20. State/Zonal Chapters of the Association

- (a) Formation of a State/Zonal Chapter: There shall be a Zonal Chapter/State Chapter/Union Territory Chapter in such States or Union Territory under the Constitution of India provided that there are at least 15 active members within the territorial jurisdiction of the state. A Zonal Chapter shall comprise of more than one state and/or union territory joining together to form the chapter but not more than one chapter shall be allowed to be formed in any single state/union territory. No body will be allowed to become a direct member of the Association of Radiation oncologist of India where a State Chapter exists. Any existing member of the AROI not complying with the above shall cease to be as member of AROI except those who are in Armed Forces and Central Government employees who are liable to be transferred frequently.

Local City Branch: Members residing in any particular area in a state or union territory where a State Chapter exists, a city branch can be formed by local active members for holding scientific and/or business meetings for convenience of city members. Such city branches will be governed by the State Chapter where they are situated. The State Chapter and not the city branch will communicate with the Central Office of the Association.

- (b) Rules/Bye-Laws of State/Zonal Chapter: Subject to the Rules and Bye-Laws of the Association, each state/union territory chapter shall be free to govern itself in such a manner as it shall think fit and for that purpose to make from time to time Rules/Bye- Laws as it may think fit or alter the same as and when it considers it expedient, provided that such rules and bye-laws are in conformity with the Rules and Bye-laws of the Association and have been approved by the Secretary-General subject to subsequent ratification by the Central Council. The Rules and Bye-Laws so made and for the time being in force, shall be binding on the members constituting the, State/Union territory chapter in reference to which, they were made. Wherever the State/union territory chapter has either no rules of its own or the rules are silent on any point, the rules of the Association shall be applicable.
- (c) Representations to State Government / Government of India: State/Union territory chapters shall only, refer all matters concerning the Government of India as a whole to the Central office for necessary action. However, where a State/Union territory chapter approaches the Centre after to represent it to its State Government, the Central Office shall take necessary action in the matter. The State or Union Territory Chapters shall keep the Central Office informed about all actions taken by them with State Government or other organizations.

- (d) Names of State/Zonal Chapters: All the State Chapters will be known as (Name of the Chapter) chapter of the Association of Radiation Oncologists of India and not as the individual Association. The chapter name would appear first followed by the Association name and not the vice versa. A standard format of stationary shall therefore be used by all chapters. Sample for which shall be available at the Central Office.

## BYELAWS OF THE ASSOCIATION PART-C

### 1. Election of Members

Following procedure shall be adopted for enrolling a new member for the Association under various categories:

- (a) Active Members (Annual/Life), Student Members, Associate Members from -areas where a State/Zonal Chapter of the Association exists:  
Every candidates for membership as Active, Associate or Student Members, of the Association from an area where a State/ fees Zonal chapter exists, shall fill up the membership application form, in duplicate (one copy to retained by the Chapter) in the manner prescribed by the Association and forward it to the Chapter Secretary along with the required subscription. The State Chapter shall consider the application and submit its recommendation to the Central Office, along with for the required subscription and enrolment fee as prescribed under each category from time to time within a month of the receipt of the application form. Secretary-General will circulate the names of the applicants with his remarks along with the recommendations of the Chapter to the members of the Central Council for their approval. Ordinarily, if there are no adverse remarks either by a Chapter member or a member of the Central Council, he/she will be enrolled as a member. In case of adverse remarks against any applicant, the matter will be placed before the Central Council at its next meeting, In case of acceptance of the applicant as a member of the Association; the Secretary-General shall forthwith give the due notice of the same to the Journal Office and the new member, through the State Chapter. The application form of the member shall be filed as documents of the Association at the Central Office, the details of the new member shall be entered in the membership register/ list and he/she will be entitled for all the rights and privileges as available to there members in that category of membership under the provisions of the has bye-laws of the Association.
- (b) Active Members (Annual/Life), Students members, Associate Members from an area where the Zonal/State Chapter does not exist:
- (c) Overseas Members, Trade Members: Candidate belonging to both these categories (i.e. b &c) shall also fill up the prescribed membership application and submit it along with their enrolment and subscription fee directly to the Central Office of the Association. The Secretary-General will circulate the names of the applicants with his remarks to the members of the Central Council for their approval. Ordinarily if there are no adverse remarks by a member of the Central Council, the applicant shall be enrolled as a member. In case of adverse remarks against any applicant the matter will be placed before the Central Council at its next meeting. In case of acceptance of the applicant as member, the Secretary General shall forthwith give the due notice of the same to the Journal Office and the new member. The application form of the member shall be filed as documents of the Association at the Central Office, the details of the new member shall be entered in the membership register/list and he/she will be entitled for all the right and privileges as available to other members in that category of membership under the provisions of the bye-laws of the Association.
- (d) Honorary Members:
- (i) All the orators for the Association, if not already a member, shall automatically be enrolled as Honorary Life Members of the Association.
- (ii) For persons of eminence in Oncology and others who have contributed immensely to the discipline. The names of such eminent persons for the honorary membership shall be proposed and seconded by any member of the Association wherein the merits of the candidate for such honour will be set forth by the proposes. The election shall take place at a meeting of the General Body, voting being done by the secret ballot. No discussion shall be permitted on the merits of the person proposed. The person shall be

considered elected if two-thirds of, the members present vote in his/her favour. Every honorary member shall cease to be such a member upon a resolution of the General Body to the effect, passed by a majority with not less than two-third of members present and voting.

Note: Honorary members shall not be required to pay any subscription or enrolment fee. They would, however, be request to fill up the membership form the records of the Association. They shall receive all correspondence, journals and news bulletin on behalf of the Association and shall be free to attend all the functions of the Association and shall be exempted to pay the registration fee, if any, during these functions. They shall enjoy all the other privileges and benefits as a member, except the voting rights.

## 2 Admission Fee

All categories of members (except honorary and overseas members) will pay an admission fee, as prescribed from time to time, on their admission to the Association in addition, to the membership fee. The present amount of admission fee is Rs. 50/- only which is payable by all the new members (except Honorary and overseas members) upon their joining the Association and upon re-admission, if there is an interruption due to any reason, in the membership of an old member. The General Body reserves the right to change the amount of admission fee

## 3 Subscription

### (a) Active Annual Members:

The members attached to the State Chapter (Annual Active, Associate) shall pay their subscription to the State Chapter according to the scale fixed by the State Chapter. The State Chapter shall, however, pay to the Central Office a sum of Rs. 200/- per member per year. The Secretary-General shall publish in the News s to the Bulletin every year reminding the members of the subscription dues. The subscription of remarks all the annual members shall be paid before 30th April each year. The subscription can be .In case paid by the member to the Secretary-General on behalf of the Chapter Secretary, if such Central a necessity arise, provided he/she ahs simultaneously cleared his/her dues with the State/ Zonal Chapter also. Member whose annual subscription is not received by the Central al Office by this date shall lead to suspension of all the privileges of his membership, as laid down under Bye Law & except that of attending the meetings. Membership of such a member shall be renewed as a fresh member with effect from the date his dues are received in the Central Office which includes fresh admission fee at the rates prevailing at that the time. It is expected that the annual member, in his/her own interest and in the interest of the Association, shall keep his/her membership continuously alive by timely payment of the subscription. The Secretary-General or the Chapter Secretary as the case may be, may send a notice in the first week of .March to those members on whose behalf the subscription has been received. Non-receipt of such a notice, however, shall not be taken as valid reason for non payment of the subscription dues. Their membership shall automatically be terminated by the 30th April if the subscription is not received by that date. An Annual Member enrolled any time during the year shall pay full subscription for the year irrespective of the date of the enrolment.

### (b) Active Life Members: Shall pay a lump-sum of Rs. 1000/- in lieu of the yearly subscription (till 15th December 1996):

(i) to the Central Office in the case of members not residing with in the jurisdiction of any State/Zonal Chapter or (ii) to the state /Zonal Chapter along with the Chapter fee, in case the member is residing ill the area such a chapter is functioning. The State Chapter shall remit a sum of Rs. 1000/- along with the admission fee and bank charges, if applicable to the Central office on behalf of the proposed Life Member. Life Membership Fee after 15th December 1996 shall be Rs. 1500/ (Rs. one Thousand Five Hundred Only). All application received directly or in Zonal chapters upto the 15th December 1996 shall, however, be processed at the existing fee of Rs. 1000/- only. The Zonal Secretaries shall send all applications so received, to the Central Office by the 31st December 1996 after which they will be accepted at the revised rates only. In case of husband and wife both being members (the couple), if they so desire, can pay between them one full subscription and one half for the respective category. They shall, however, be entitled to one copy of the Journal/New Bulletin and other material/literature from the association but shall have separate voting rights, if otherwise eligible.

### (c) Student Member: Annual subscription (Central Office fee) for student members will be Rs. 100/- which is

to be sent to the Central Office. They may, however join the Association as Life Member as per provisions under Rule 4(b), by paying the life membership fee at the prevailing rates.

- (d) Overseas Member: A life membership fee @ US\$ 250.00 shall be payable under this category at present which is to be remitted directly to the Secretary General.
- (e) Trade Membership Fee: Only Life Membership shall be accepted under this category. They shall also remit their membership fee directly to the Secretary-General. AROITill 15th December 1996

Upto 15th December 1996	Inland (INR)	Overseas (US \$)
Life Membership (individual)	7,000/-	400/-
Corporate Membership (Open to any two persons on behalf of a company at any time.)	20,000/-	1000/-
From 15th December 1996	Inland (INR)	Overseas (US \$)
Life Membership (individual)	10,000/-	500/-
Corporate Membership (Open to any two persons on behalf of a company at any time.)	30,000/-	1,500/-

- (f) Associate Members: The application for these members shall also be routed through the respective state/zonal chapters, wherever applicable. The Central Office fee for Association Member, at present is Rs. 200/- annual and Rs. 1000/- for life membership which shall be payable besides the State/Zonal Chapter fee along with the membership application.
  - 4. All members attending the Annual General Body Meeting shall have paid the subscription and dues. The proof of payment in the shape of either a receipt or a certificate by the Chapter President or Secretary shall be sufficient in the case of Chapter Member. The Organizers shall have the full right not to allow the members to attend the Conference who have not paid their annual subscription or charge extra registration fee, at least equal to the amount of the annual membership fee (of the Central as well as the State/Zonal Chapter, if applicable) which shall be deposited with the Central Office as well as the concerned state/zonal chapter of the Association, respectively.
  - 5. The responsibility of collection of subscription of members of the chapter rests with the State Chapters. If the subscription of the members is not received by the Chapter Secretaries and sent to the Central Office by 30th April, the Chapter is empowered to delete the names of the members and inform the Central Office accordingly. No journal will be sent to the defaulting members and if the members pay the subscription afterwards their membership can be restored by paying admission fee and the members will have no right to participate in the ensuing elections till 3 years period of continuous membership is completed again.
  - 6. If a chapter member leaves the area of his chapter permanently and goes to any other chapter, he must clear all the dues of the previous chapter and shall pay the subscription of the new chapter according to its rules, but in no case can a demand be made by the new chapter for a second payment of the central quote in the same year, and on no account the new chapter his shall accept the intimation of transfer unless a clearance certificate is produced from the previous chapter showing that all dues have been paid up. The facts of the transfer shall be notified by the Chapters to each other and to the Central and Journal Offices.
- Termination Of Membership  
Membership may be terminated:
- 7. By resignation: A member may at any time, voluntarily and unconditionally, resign the membership by giving 30 days notice in writing to:
    - (a) The Chapter Secretary, in case of Chapter Member.
    - (b) The Secretary-General in case of a direct member attached to the Central Office. The resigning member shall pay up all the dues against him and the Chapter Secretary concerned shall put up a statement of outstanding dues and a clearance shall put up a statement of outstanding dues and a clearance certificate, if all dues are paid, along with his resignation to the Central Office, within a fortnight of tendering of the resignation for information and necessary action.

8. By removal of names on account of non payment of subscription:
  - (a) In case of a direct member, whether Active or Associate, whose subscription remains unpaid by 30th June, his membership shall be terminated automatically after having followed the procedure as laid down in Bye-law 3(a).
  - (b) In case of chapter members, the chapter shall be free to make any rules or bye-laws it likes, about payment of its dues by its members as long as these are not contrary to the prevailing rules and bye-laws of the Association. When, however, the chapter decides to terminate or suspend the privileges of a member on account of non-payment of subscription after having followed the procedure laid down in Bye-law 3(a), due information of the same shall be given to the Central and Journal Office, for necessary action including stoppage of Journal etc. The chapters concerned shall, however, be responsible for payment of Central quote of such a member, whenever it is realized.
9. By removal of names on the grounds of undesirable conduct:
  - (a) If the conduct of a member be deemed by the Central Council or a State Chapter, prejudicial to the interest of the Association or be calculated to bring the medical profession, the nation or the humanity into disrepute, the Central Council or the State Chapter, as the case may be, may ask him/her to submit a written explanation of his/her conduct. In the event of the explanation being found unsatisfactory, the member is asked to either apologize or to resign from the Association. If the member is agreeable, his/her apology shall be sent to the Central Office with a confidential note giving details of the case for future reference. In the event of the said member refusing either to apologize or to resign when asked to do so, a general body meeting of the State Chapter shall be called to consider the case and at least seven days notice of the meeting shall be given to the member concerned. He/she shall be given an opportunity to explain his/her conduct, if he/she desires to do so. If, at the meeting, 3/4th of the members present having recorded their votes for the removal of his/her name from the membership, the resolution along with the member's explanation and other records shall be sent to the Central Council for confirmation, and the Central Council may ask for explanation from the member so affected before final decision. His/her name shall be removed from the Register of Members of the State Chapter only after receipt of such a confirmation. In the meantime he/she shall be suspended from enjoying all the privileges of membership. The affected member retains the right to appeal to the General Body within one year of the above decision.
  - (b) By removal of name on the ground of conviction in a Court of justice ipso-facto (11 upon sentence after conviction in a court of Justice for any crime entailing moral turpitude (21 upon being de-registered by the Medical Council of India or a State Medical Council on the ground of unethical conduct; or (31 upon forfeiture, through misconduct, of the medical qualifications by virtue of which he/she ceases to be eligible for membership.
  - (c) Misuse of logo of the Association: No member of the Association will use the logo of the Association. However, reigning office bearers of the Association can use the logo for official purposes only. If any member is found using the logo of the Association for any other purpose, his/her membership is liable to be terminated.
10. Readmission
  - (a) Any person who has ceased to be a member under Bye-laws 7, 8 and 9 can be readmitted on fresh application being made by him/her and on payment of any dues outstanding against him/her on the date when he/she had ceased to be a member subject to provisions in rule 10(b) and 10(c) below. The Central Council shall, however, have the power to write off a part or whole of any outstanding dues against such a member on the recommendation of the chapter concerned or in case of direct members on its own initiative.
    - b) A person, who has been removed under bye-laws 9(a) or 9(c) may be readmitted on the expiry of two years of thereafter, provided his/her application for re-enrolment is supported by ten members of the Association testifying his/her good conduct during the intervening period. He/she must also submit a written apology acceptable to the Central Council and Chapter concerned.
  - (b) But in cases coming under bye-laws 9(b), readmission shall be possible only subsequent to such a person being acquitted by the court of law and his/her name being re-entered in the Medical Register.
11. Bye Laws for forming AROI chapter
  - When there are more than 15 members having the right to vote in a geographical region and a request is

made by them to establish a local Chapter, the Executive Committee may accord sanction for the establishment of such Chapter in terms of a standard Chapter of agreement approved by the General body and as per clause 3(b) under the Rules of the Association. A local chapter of the Association may be established by the procedure given below. A Chapter can be formed for closely lying states and/or union territories grouped together within well defined geographical limits but not more than once chapter shall be allowed within one state nor shall be members from a part of one state be allowed to join with those of the other state for forming a chapter.

12. To procedure for formation of a new Chapter will be as follows:
  - (a) Members in the geographical region proposed to be covered by the Chapter shall convene a meeting and adopt a resolution proposing the formation of the Chapter. Such a resolution shall be signed by at least 15 members having the right to vote.
  - (b) The meeting shall elect an ad hoc Chapter committee, consisting of a Chairman, Secretary and Treasurer.
  - (c) The ad hoc 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 ad hoc committee shall be replaced by an elected the Chapter committee consisting of a Chairman, a Secretary and Treasurer and two other committee members. Each member of the Chapter Committee, ad hoc or duly elected, shall the have an uninterrupted membership of the Association for more than 3 years and the Chairman as well as the Secretary shall be full time Radiation Oncologists.
  - (e) The Executive Committee shall give formal recognition to each Chapter in the form of standard Chapter which shall contain the Chapter name, location, geographical area and the date on which the Chapter was granted recognition and shall bear the signature of the President and the 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 Chapter inter-alias, shall ensure that the local Chapter functions as per the objectives, rules and regulations of the Association.
13. Functioning of a Chapter:
  - (a) Each Chapter shall be managed by a Chapter committee constituted by three office bearers and two members, all elected by the Chapter General Body. 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.
  - (b) Various clauses applicable for the Executive Committee of the Association are equally applicable to the Chapter Committee, unless specified.
  - (c) The Secretary of each Chapter shall forward to the Secretary-General of the Association periodic reports of the activities of the Chapter from time to time.
  - (d) The Chapter Committee shall deposit in the Funds of the Association.
    - (i) the admission fee of all members
    - (ii) the membership fee for each member as due and realized from the member according to the category of the membership
    - (iii) fifty percent of the income from any other activity of the Chapter likes conference, symposia, workshops, CME program or donations etc.
  - (e) The Chapter shall mobilize local resources to raise funds for regular activities of the be Chapter after informing the Executive Committee and ensuring that there is 'No Objection' from the Executive Committee to raise fund on behalf of the Association subject to provisions in sub-clause 13(d) (iii) above.
14. Account of the Chapter: The audited statement of accounts of the Chapter shall be submitted to the Association at the end of financial year of the Association i.e. by each December along with the share for the Central Funds of the Association as per clause 13 above.
15. Closure of a Chapter: 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 15 members on its rolls.

- (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 three months notice to explain and conduct and shall consider any explanation the Chapter might have been asked to tender, for further necessary action accordingly. If the Chapter Committee objects to the closure, the Executive Committee shall bring the matter to the General Body for discussion. The final closure of the Chapter shall, however," be subject to the approval by the General Body of the Association.
16. Terms of Office of the Central Council  
 Terms of Office: Two years. Post of the Secretary-General and the Editor-in-Chief shall, however, continue for at least two terms (i.e. four years). In no case, any officer bearer shall continue longer than the term specified unless he/she is re-elected through the proper electoral process of the Association. Replacement of any office bearer, before completion of term, shall be carried out only through resolution passed by more than 3/4th majority of members present and voting in an extra-ordinary GBM of the Association. In case of any delay in holding the elections of the Executives beyond the term, an ad-hoc caretaker executive shall be elected from the floor on the house during the Annual GBM at the time of Annual Congress of the Association. This caretaker Executive shall be responsible for conducting the elections as per the procedures within 90 days of assuming the charge and shall hand-over the charge of the Association to this duly elected Executive before the end of 90 days. The caretaker Executive shall not be empowered to make any policy changes in the Association during its tenure.
- (a) The Central Council is an executive body of the Association.
- (b) The Annual Meeting of the Central Council shall finish its work before the 1st day of Annual Conference of the Association.
- (c) The new President when elected shall assume office on the 1st day of the Annual Congress; however conduction of the congress being held at that time shall be co-ordinated by the outgoing executive in the presence of the new executive, till the General Body Meeting during the Congress. The new executive shall take over the full responsibilities thereafter.
- (d) Only those representatives of the Chapters, whose name are borne on the list maintained at the Central Office, for at least six weeks preceding the date of the Annual Meeting of the Central Council, shall be entitled to attend the meeting of the Central Council held during the session of the Annual Congress. In case estate chapter representative is unable to attend a meeting of the Central Council, the President of the State Chapter may nominate any other member of the State, Chapter to depute for him/her at that particular meeting.
- (e) Casual vacancies, in case of elected members as per Rule 10 shall be filled by the Central Council either at a meeting convened for the purpose or by postal ballot. In case of the elected members from local chapters, they shall be elected by the chapter's con- cerned. Such members shall hold office for the remaining period of their term.
17. The Central Council Meetings  
 The Central Council meeting shall be held under following categories:
- (a) Annual Meeting
- (b) Ordinary Meetings
- (c) Extraordinary Meetings
- (d) Requisition Meetings
18. Frequency and procedures for calling Central Council Meetings:
- (a) The Annual meeting of the Central Council shall be held just before the Inaugural Function of the Annual Congress.
- (b) Ordinary Meetings: The first ordinary meetings shall be held just after the Annual General Body Meeting of the Association and before the valedictory function during the Annual Congress of the Association. Matters arising out of the GBM and planning of other actions during the year shall be discussed during this meeting. Venue and time to another ordinary Central Council Meeting, if necessary also be decided.
- (c) Extraordinary Meeting: The Secretary-General with the consent of President can and calls an extraordinary meeting of the Central Council, if the President considers it necessary. A notice of 30 days along with the Agenda for the meeting shall be given to the 1 the members of the Central Council.

- (d) Requisition Meeting: The President, or the Secretary-General with the sanction to of the President, shall upon receipt of a requisition signed by at least 10 members of the be Central Council specifying the nature of the business for which the requisition meeting is required, convene a meeting within 60 days of the receipt of the requisition. A notice of 30 days along with the agenda of the meeting shall be given to the members of the central Council.
19. Quorum of the Central Council Meetings: The Quorum for all Central Council Meetings shall be 12 of which at least 5 (except in the case of requisition meeting) shall be the elected members. In all meetings except requisition meeting, if a quorum is not present within 15 minutes of the appointed time, the meeting shall stand adjourned for 15 minutes and when meeting again to transact the business. If a quorum is not present at the adjourned meeting, the members present, whatever their number and qualifications (whether elected, ex-officio, nominated .or co-opted), shall form a quorum.
20. Business of the Annual Meeting of the Central Council
- (a) Election of the Chairman of the meeting, if necessary (in the absence of the President or Vice-President).
- (b) Confirmation of minutes of the previous meeting of the Central Council.
- (c) Consideration of the Annual Report of the year.
- i) Central Office
- ii) Journal Office
- iii) College Office
- (d) Consideration of the audited accounts of the year.
- i) Central Office
- ii) Journal Office
- iii) College Office
- Audited account will be published in October issue of the News Bulletin every year.
- (e) Consideration of the budget for the ensuing year.
- i) Central Office
- ii) Journal Office
- iii) College Office
- (f) Approval of new members of the Association.
- (g) Amendments of rules, if any, for consideration and recommendations of the General Body.
- (h) Amendments of bye-laws if any.
- (i) Resolution brought forward by Local Chapter, if any
- (j) Resolution brought forward by individual members of the Association, if any
- (k) Any other business with the permission of the Chairman.
21. General Rules about the Annual Meeting of the Central Council
- (a) Except with the special permission of the Chairman, no resolution shall be placed before the Annual Meeting of the Council that has not been previously given notice of and duly circulated with the agenda for the meeting.
- (b) Resolution sponsored by individual members for the Annual General Meeting shall reach the Secretary General usually through the local chapter, of which the sponsoring individual is a member, but the Chapter members shall have the right to send any resolution directly to the Secretary General provided a copy has also been previously submitted to the local chapter.
- (c) Local Chapters and direct members shall send their resolution directly to the Secretary- General.
- (d) Notice of resolutions to be moved at the annual meeting of the Central Council shall reach the Secretary General at least four months before the date of meeting.
22. Power and functional of the general council of the association
- The Central Council shall be executive authority of the Association and as such shall have powers to carry into effect the policies and programmes of the Association as laid down by the General Body and shall remain responsible thereof. The Central Council shall have the right:
- (a) To make regulations and issue instructions for the efficient administration of the Association and for the proper maintenance of its properties and publications.
- (b) To appoint committees, ad-hoc committees and standing committees as and when necessary.

- (c) To represent before the Central or State Governments or public bodies or any properly constituted authority regarding any matter that affects the interests of the Associations as such or that affects the proper growth and development of the specialty of .Radiation Oncology, Chemotherapy, Radiation Biology, Medical Physics, Radiation Medicine and other such disciplines related with the management of cancer in the country.
- (d) To consider and decided application for membership, resignation of members, suspension of member of the chapters and the question of taking such disciplinary action as it may deem fit, against any member of the Chapter for misconduct and wilful neglect or default of notices.
- (e) To write off the whole part of the unrealizable arrears of subscription of members, or Central Fund Contribution from the Chapter or other outstanding dues of the Association or its publication or of the College as and when considered necessary.
- (f) To appoint on salaries and remove, as required, the officers and helpers for the Association. g) To fix the rate of travelling allowance to be paid to the office-bearers of the Association and the members of the Central Council and other committees, ad-hoc committee and sub-committees.
- (h) To consider all matter and make necessary recommendations of them as far as responsible, before these being placed before the General Body for discussion.
- (i) To amend the Bye-laws as per Rule 19.
- (j) Subject to the provision of Rules and Regulations to exercise all such powers, in addition to the powers expressly given by the rules and bye-laws and do all such acts duly and things as may deem fit in the interest of the Association.

#### Meetings of the Association

The meetings of the Association shall be held at such places and at such times as the Association or the Central Council may appoint. At other times, the General Secretary under the direction of the President shall fix the time and venue of the meetings.

#### 23. Meeting :

##### (a) Scientific Meetings:

- i) To read and discuss papers on Radiotherapy, Oncology, Radio Biology & Radiation Medicine and Medical Physics and to arrange lectures, demonstrations and discussions on these subjects.
- ii) To arrange a refresher course through 'Indian College of Radiation Oncology' or as deemed fit.
- (b) Annual General Body Meeting: The Annual GBM of the Association shall be held in the evening of the second day of the Annual Congress. Only bonafide members of the Association shall be allowed to attend the meeting. The meeting shall be convened by the new any President during the year of election. The agenda of the annual general body meeting shall include the following and in this order.
  - i) Election of Chairman of the meeting if necessary (in the absence of the President or Vice President).
  - ii) Tribute to the members lost during the intervening period.
  - iii) Role call
  - iv) Confirmation of the proceedings of the previous annual general body meeting.
  - v) Adopting of the Report of the:
    - 1. Central Office
    - 2. Journal Office
    - 3. College Office

##### vi) Adoption of the audited accounts:

- 1. Central Office
- 2. Journal Office
- 3. College Office

##### vii) Adoption of the Budget for the ensuing year

- 1. Central Office
- 2. Journal Office
- 3. College Office

##### viii) The elect office-bearers and Central Council members as per rule 10(e), 12 and 13.

##### ix) To appoint Honorary Legal Adviser.

- x) To approve candidate(s) for Von-Essen Fellowship.
  - xi) To approve candidate(s) for Nargis Dutt Memorial fellowship.
  - xii) To approve candidate's Nucletron fellowship.
  - xiii) To approve candidate(s) for any other fellowship training or exchange programme that may be coordinated by or be available to the Association.
  - xiv) To approve candidate(s) for Dr. Neal and Dr. Joseph fellowships 141.
  - xv) To approve candidates for AROI Travel Fellowship (5).
  - xvi) Any other matter brought forward by the Central Council.
  - xvii) Other matters for which due notice was given before.
  - xviii) To decide the venue and dates of the next Annual Congress of Association of Radiation Oncologists of India 12 year in advance).
  - xix) Any other business with the permission of the Chair.
- (c) Extraordinary General Body Meeting: An Extraordinary General Body meeting may be called at any time by the Secretary-General under the direction of the President for any specific purpose of which due notice has been given. So far as may proposed alterations or additions to the Memorandum and Rules of the Association are concerned, the meeting can be called after 15 minutes of the General Body Meeting.
- (d) Requisition General Body Meeting: A requisition general meeting shall be held within 90 days of the receipt of the requisition in writing from at least 25% of the active members of the Association or more than half the members of the Central Council to the Secretary-General with a copy endorsed in favor of the President specifying the business to be transacted at the meeting. On receipt of requisition, the Secretary-General shall inform the President forthwith the proceed to call such a meeting giving at least 45 days notice to the members.- In case the Secretary-General or the President fails to convene such a meeting within 90 days of the receipt of the requisition, the requestors may themselves convene a meeting at a place of their choice but such a meeting shall be held within 120 days from the date of such delivery of the requisition to the Secretary-General and the President. If within 15 minutes from the time appointed for the meeting, a quorum is not present, the meeting (if convened upon requisition of the members) shall be dissolved.
24. In all meetings, except a requisition meeting, if a quorum is not present within 15 minutes of the appointed time the meetings shall stand adjourned for 15 minutes and then meet again to transact the business. If a quorum is not present at the adjourned meeting, the members present, whatever their number shall form a quorum. If there is no quorum at a requisition meeting it shall stand dissolved.
25. Quorum of the meetings shall be as follows :
- (a) The annual General Body Meeting 20% members (Active)
  - (b) The Extraordinary General Body Meeting 20% members (Active)
  - (c) The Requisition General Body Meeting 40% of the total strength of the active members of Association.
26. Notice of the Meetings of the Association:
- (a) The Annual General Body Meeting 30 days
  - (b) The Extraordinary General Body Meeting
    - i) For purpose of change in the Memorandum 60 days
    - ii) For all other purposes (ordinarily) 45 days
27. The minutes of all the meetings shall be correctly kept and recorded as early as possible and shall be signed by the Chairman of the meeting and confirmed at the next meeting.
28. No resolution adopted or negative by the General Body Meeting is to be considered at a subsequent meeting unless six months have elapsed.
29. No resolution adopted or negative by the Central Council shall be considered in the Central Council Meeting unless either 6 months have elapsed or half the number of the members of the Central Council are in favour of such reconsideration.
30. The Chairman of the meeting may, with the consent of the members in the meeting at which quorum is present and shall if so directed by the meeting, adjourn the same from time to time but no business shall be transacted at any adjourned meeting other than the business unfinished at the meeting from which the adjournment took place.
31. All question submitted to a meeting shall be decided (except in cases specially provided for) by a majority of

votes as registered by show of hands or in such other manner as the members present or the Chairman of the meeting shall determine.

- 32 No business shall be transacted at a requisition meeting other than that, for which the meeting is carried for.  
33 Notice of all amendments to resolution proposed to be moved at a meeting of the Central Council any already circulated shall reach the Secretary-General at least 4 months before the date of the meeting.  
34 Notice of all motions to be placed before the Annual General Body Meeting shall reach the Secretary-General at least 4 months before the date of meeting.  
35 All motions to be brought before the Annual. General Body Meeting shall previously be considered by the Central Council and copies of such motions along with the agenda of business of the Annual General Body Meeting shall be sent by the Secretary-General to each member of the Central Council at least 30 days before the date of the meeting of the Central Council at which they will be considered.  
36 Notice of any amendment to the resolution to be brought forward before the Annual General Meeting must reach the Secretary-General at least 4 months before the date of General Body meeting and copies of all the proposed amendments received shall be made available to the I members attending the meeting as far possible.  
37 Exception of Bye-law 36 may be made under special circumstances at the discretion of the meeting in the case of matters coming up for consideration, in the opinion of the Chairman, deserves immediate attention for valid reasons.  
38 No motion or amendment, for which due notice has been given, shall be discussed in the meeting unless sanctioned by the President with the consensus of the House.  
39 Notice shall be sent to members either personally or by post at their addresses as registered in the books of the Association.  
40 Every member shall given notice to the Secretary -General's Office in writing of any change in address.  
41 Any notice, if served by post, shall be deemed to have been served on the day following that on which the same is posted; and in providing such service, it shall be sufficient to prove that the notice was properly addressed and posted.  
42 Funds of the Association  
The funds of the Association shall be derived from the following sources:  
(a) Membership Subscription and admission fee of the members of the enrolled directly under various categories of the Association.  
(b) Central funds contribution from the Chapters on account of the members on their roll as per the bye-laws.  
(c) Special contributions or donations raised directly or through the Chapters as per bye-law 13 (d) (iii).  
(d) Income derived from the Journal and other publications of the Association as per Bye-laws.  
(e) Contribution received from the Organizing Secretary of the Annual Congress of Association of Radiation Oncologist of India as per Bye-law 13(d)(iii) and 55 (B) (xx) under section "Guidelines for Annual Congress of the Annual Congress must be sent to the Secretary-General at the earliest, at the most within one year after the congress.  
(f) Requests received by legacies from persons who desire to benefit the Association.  
(g) Subscription from affiliated bodies according to the Rules.  
(h) Such other sources as may be authorized by the Central Councillor the General Body and as permitted under the law.  
(i) Although the Journal of the Association should be able to sustain on its own and should rather be able to save funds for the Association, however, a contribution at the rate of Rs.25/- per issue, per member (entitled to receive the journal) of the Association years of its existence till it become self supporting. Approval for this contribution shall be granted by the General Body and the amount to be transferred shall also be determined/ revised by the General Body of Association. This will be subject to the regular publication of the Journal of good standards which shall be distributed by the Journal office to all the eligible members of the Association. A duly audited .accounts of the journal office must be maintained as that of the Central Office and the ICRO office. The audited report shall be regularly submitted to the Central Office for circulation amongst its members. Currently, a of sum of Rs.10,000/- shall be contributed from the Central Office to the Journal office for man, every issue of journal published subject to the above conditions. A sum of

Rs.10000/ shall be contributed by the Organizing Secretary of the Annual Congress to the Journal Office for publishing the Oration .lectures and other Guest lectures delivered during the Congress. If a special/supplement Issue IS contemplated for publishing the abstracts/texts of an Annual AROI Congress, then the Organizing Committee for the Congress shall contribute a further sum of Rs.25,000/- to the Journal office for the publication of that issue. Central Office contribution shall not give for such issues.

- (j) The accounts of the Journal Office and College Office will be clubbed along with Central Office for the purpose of Income Tax.
- 43 Reserve Fund: There shall be a Reserve Fund of the Association. At least 25% of the rove surplus of the Central and Journal Offices each year, shall be credited to this fund in the following year. The Reserve Fund shall only be drawn upon by a special resolution in a meeting of the General Body, notice of which shall have been duly circulated.
- 44 The Central Office shall, out of the funds of the Association defray all expenses and shall pay rents, salaries, wages and such other charges as may be necessary for carrying on the work of the Association. It shall further provide for the issue of the journal and such other publications as may be authorized and shall be empowered to spend money on scientific investigation, congress prizes, scholarships and for such other purpose, as it may consider advisable, in furtherance of the objects of the Association with the budgetary provisions.
45. Office Bearers of the Association  
The following office-bearers shall be elected/nominated for the management of the activities of Association:
- |   |                 |
|---|-----------------|
| (a) President (to be elected)   | Two years term  |
| (b) Vice-Presidents (Two) (to be elected) : Senior and Junior   | Two years term  |
| (c) Secretary-General (to be elected)   | Four years term |
| (d) Two Hon. Joint Secretaries (nominated) One of whom shall be a resident of the same region as the Secretary-General and the other shall be nominated from a place where the President is residing. |                 |
| (e) Honorary Treasurer (nominated-by the Secretary-General) : preferably from the same place as the Secretary-General :   | Two years term  |
| (f) Editor-in-Chief (to be elected - for the Journal of Clinical Radiotherapy and Oncology):  | Four years term |
| (g) Central Council Members   |                 |
| (h) Ex -officio   |                 |
- All the elected Honorary Secretaries of state/zonal chapter by virtue of their post shall automatically become members of the Central Council as long as they continue to hold that post.
  - The immediately past President.
  - Chairman, ICRO (to be elected by the members of the College when duly constituted) Two years term
  - The immediate past Secretary-General
  - Secretary, ICRO (nominated by the Secretary of the College) Two years term
  - Treasurer, ICRO (nominated by the Secretary of the College) Two years term
  - joint Editor-cum-Secretary In charge of the journal (nominated by the Editor-in-Chief).
- ii) Elected (total five) as per rule 10lel under the Rules of the Association Two years term
- iii) Co-opted -as per rule 13 under the Rules of the Association
46. Minimum requirement of the office-bearers for contesting elections or for being nominated.
- President: Radiation Oncologist should be uninterrupted member of the Association for at least 10 year on the date of being nominated. :
- Vice-President: Should be uninterrupted member of the Association for at least 10 years and for Senior Vice President should be a Radiation Oncologist. For the junior Vice-President, the candidate should be an uninterrupted member of the Association for 8 years on the date of nomination.
- Secretary-General/Editor-in-Chief (journal): Radiation Oncologist should be uninterrupted member of the Association for at least 8 years on the date of nomination.
- Treasurer/Joint Secretaries: Should be uninterrupted member of the Association for at least 5 years on the date of nomination.
- Central Council Member: For all other elected/nominated Central Council membership, the candidate

should be an uninterrupted member of the Association for at least 3 years on the date of being nominated or proposed.

NOTE:

- No one in receipt of a salary from the funds of the Association shall be elected as an 'Office-bearer of the Association or a member of the Central Council.
- No member will hold more than one office in the Association/journal/ College at given time except in emergency situations arising due to resignations, inability, long absence, detention on demise of any office bearer, when the functions of such post shall be taken over by the President or Secretary-General (with concurrence when of the President) or delegated by the President to any other member with the concurrence of the Central Council till the post is duly filled up through a fresh election.

47. President :

- (a) Shall be the overall in charge and controlling authority of the affairs of the Association.
- (b) Shall be Chairman of all meetings of the General Body and Central Council and any committee. He/she shall be ex-officio member of all committees 'except ill -statutory committees.
- (c) Shall preside at the annual congress and all meetings of the Association.
- (d) Shall guide and control the activities of the Association.
- (e) Shall regular the proceedings of all meetings and the congress, interpret the rules shall bye-laws and decide doubtful points.
- (f) Shall in addition to his/her ordinary vote, have a casting vote in case of equality of votes.
- (g) Shall undertake tour etc. in the interest of the Association whenever required.
- (h) Shall operate the bank account of the Association jointly with Secretary-General/ Treasurer.
- (i) Shall contribute actively in promoting and safeguarding the interests, aims and objectives, rules and bye-laws of the Association.

NOTE: In the event of any emergency arising by reason of any cause, such as death, detention, resignation or absence for a considerable period (out of India) of the President, the duties of the years President shall be devolved upon the Senior Vice President. In case of resignation by the President, it will become effective when it is accepted by the Central Council. Pending the acceptance of the resignation, the Senior Vice-President shall acts as indicated above in case the President is unwilling to function as such.

48. Vice-President:

- (a) The Vice-President (Senior) shall preside at the annual congress in case the President is not available or absent.
- (b) The Vice-President (Senior) shall be the Chairman of all Committees except statutory or committee and subcommittees of which he is a member in case the President is absent.
- (c) Shall help in the organization of chapters by addressing members and personnel, etc.
- (d) Shall contribute actively in promoting and safeguarding the interests, aims and objectives, rules and bye'-laws of the Association.

49. Secretary-General :

With the help of two Joint Secretaries: lone of who shall be nominated from the same place as the Secretary-General):

- (a) Shall be in charge of Central Office.
- (b) Shall act on behalf of and under the guidance and control of the President.
- (c) Shall conduct all correspondence on behalf of the Association.
- (d) Shall have general supervision of accounts and pass all bills for payment.
- (e) Shall get prepared by the Honorary Treasurer an annual statement of accounts duly audited by the Auditors for adoption by the General Body. It should be printed in October issue of the News Bulletin.
- (f) Shall organize arrange and convene meetings, congresses lectures and demonstrations etc.
- (g) Shall prepare a budget and present it at the Annual General meeting of the Association.
- (h) Shall attend meetings of the General Body, Central Council and keep record of proceedings thereof. The minutes of the general body meeting shall be circulated amongst the members of the Association within 60 days after the General Body Meeting;
- (i) Shall be an ex-orifice member of all committees.

- (j) Shall maintain a correct and up-to-date register of all members of the Association.
  - (k) Shall organize the Association by encouraging establishment of chapters where they do not exist and by creating a general interest in the Association.
  - (l) Shall bring any matter which he considers necessary in the interest of the Association' to the notice of the General Body and the Central Council for guidance and decision.
  - (m) Shall undertake tour etc. in the interest of the association whenever required.
  - (n) Shall keep upto Rs.2000/- in imp rest account for day-to-day expenses.
  - (o) Whenever necessary the Secretary-General shall obtain opinion of the members of the Central Council by correspondence under instructions of the President;
  - (p) Shall visit the Central Office frequently but not more than 3 times a year as per the provision made Rule 31a of the rules of the Association.
  - (q) Shall guide and control the activities of the Association.
  - (r) Shall contribute actively in the promoting and safeguarding the interests, aims and objectives rules and bye-laws of the Association
50. Honorary Treasurer :
- (a) In collaboration with the Secretary-General shall receive all money of the Association and deposit it in a bank or banks approved by the General Body of the Association to the credit of the Association to be operated jointly by the Treasurer, .Secretary-General and the President (at least two and of the three).
  - (b) Shall be responsible for collection of all subscription and contribution due to the Central Office.
  - (c) Shall dispose off the bills for payment as sanctioned by the Secretary-General only on his written order.
  - (d) Shall have the right to point out any discrepancy in the order of payment of the 1 me Secretary-General and refer the order back to him with his remarks. In the event of the disagreement still persisting between the Secretary-General .and the Honorary Treasurer, the matter shall be referred to the President of the Association for final decision.
  - (e) Shall be responsible for keeping up-to-date accounts of the Association with all accounts books posted up-to-date.
  - (f) Shall get the accounts duly audited by the Auditors Association; and
  - (g) Shall prepare an annual statement of the accounts and balance sheet showing ill the financial position of the Association, get it audited by the Auditors of the Association and submit the same for adoption by the General Body at the Annual General Meeting.
51. Joint Secretaries :
- The Joint Secretaries shall help the Secretary-General in looking after the office in conducting correspondence in preparation of agenda of meetings in preparing statement of accounts etc. The Joint Secretaries at the Central Office shall act for the Secretary-General in his absence.
52. Editor-in-Chief of the Journal :
- (a) Shall be in charge of the Journal of the Association named as the Journal of Clinical Ion. Radiotherapy and Oncology.
  - (b) Shall recommend the names of the Editorial Board for approval of the General Body.
  - (c) Shall with the help of the Editorial board be responsible for regular publication and management of the Journal?
  - (d) Shall with the help of the Editorial Board have the discretion of editing, condensing correcting or correcting to publish any of the articles and other matters received for publication.
  - (e) Shall co-ordinate with all the scientific/academic/research activities being carried out in the especially both in India and aboard and link them with the activities of the Association and the College by exchange of information with the Secretary-General. AROI and Secretary of the College. Information about such events/activities shall be circulated to all members through the journal.
  - (f) Shall be responsible for promoting the interests of the Association by regular publications and wide circulation of a good quality journal?
  - (g) Shall generate funds for the journal on behalf of the Association.
  - (h) Shall contribute actively in promoting and safeguarding the interests, aims and objectives rules and bye-laws of the Association.

- (i) Shall appoint an Honorary Secretary Incharge for the Journal, if felt necessary out of the active members of the Association.
- (j) Shall maintain duly audited accounts of the journal with assistance from the Secretary Incharge of the Journal and shall submit the report to the Central Office annually -by every September.
- (k) In the event of unforeseen situation of the resignation, migration abroad, or any other emergency such as death, detention, absence (on grounds of ill health or out of India) or inability to publish the journal due to reasons beyond control, the President with the approval of the Central Council may temporary take over the responsibilities of the Editor and execute them himself/herself or delegate them to any other person deemed suitable till a regular Editor is elected through the due electoral process. suitable till a regular Editor is elected through the due electoral process.

53. Secretary In-charge of the Journal (if nominated as above)

- (a) Shall help the Editor-in-Chief and Editorial Board for publication of the Journal.
- (b) Maintain account of the Journal with the help of the Editor-in-Chief.
- (c) Sign cheques for disbursement along with the Editor-in-Chief of the Journal.
- (d) Keep an impress of Rs. 1000/- at a time for incidental expenses.

54. Indian College of Radiation Oncology

As envisaged in its aims and objectives, the Association shall attach a very high importance to the academic and research activities in Radiation Oncology with its related disciplines, to improve the overall standards of post-graduate teaching, clinical practice and adequate growth of this discipline as per the needs of our country. In furtherance of these objectives, an Indian College of Radiation Oncology (ICRO), hereinafter called the college, shall be established as a dedicated and integral part of the Association. The College will function as an independent wing under the overall control of the Association and shall be governed by the following aims and bye-laws:

A. Aims & Objective of the College

- (a) To co-ordinate and promote academic activities in the disciplines of Radiation Therapy, Oncology, Medical Physics, Radiation Medicine, Radio Biology and other allied branches in the country.
- (b) To co-ordinate and promote research work in the disciplines of Radiation Therapy, Oncology, Medical Physics, Radiation Medicine, Radio Biology and other allied branches in the country.
- (c) To maintain a high level of excellence in the disciplines of Radiation Therapy, Oncology, Medical Physics, Radiation Medicine, Radio Biology and other allied branches in the country through organization of continuing medical education programmes, updates, workshops, symposia on, these subjects, at regular intervals and during the Annual Congress of the Association, in coordination with the Secretary-General of AROI and the Organizing Secretary of the Congress.
- (d) To coordinate the academic and research activities in these disciplines with similar organizations/institutions in other countries across the globe.
- (e) To co-ordinate co-operative/collaborative multicentre trials in these disciplines amongst various centers in India and with various advanced centers in the world, and foster closer cooperation in training and research in these fields in India and abroad.
- (f) To compile and circulate teaching material in the form of periodicals with the help of Secretary-General of the Association, Editor-in-Chief of the Journal and representatives of other similar organizations, scientific bodies/ institutions around the world.
- (g) To collaborate an exchange programme of scientific information between the members of the Association and other such organizations/bodies/institutions around the world.
- (h) To formulate policies, guidelines, teaching syllabi etc. for a uniform level of training (in the field of Radiation Oncology in the country with a level of excellence comparable to the best in the world.
- (i) To coordinate with the Medical Council of India, various Universities and teaching medical institutions in the country for establishing and ensuring an independent status of the discipline of Radiation Oncology in each teaching medical institution and for adhering to the policies, guidelines, syllabi specially formulated for attaining the uniformly high level of professional training in Radiation Oncology.
- (j) To prepare guidelines and materials for ensuring a uniform and high level of examination pattern in the field of Radiation Oncology across the country.

(k) To coordinate with the Medical Council of India, various Universities and teaching medical institutions in the country for including the subject of Oncology and Radiation Oncology in adequate details in the undergraduate medical curriculum's.

(l) To suggest guidelines for cancer preventions, early detection and proper management in cancer on the basis of academic and research experience gained through the activities of the College.

#### B Rules And Bye-laws of the College

The College shall be formed by the members who shall be elected by the Governing Council of the College. The Governing Council will administer the affairs of the College in accordance with the Rules and Bye-laws of the Association and the College; however, the General Body formed by the members of the College shall be the supreme body that shall exercise overall control over the Governing Council. The College have the following categories of the members:

(a) Founder Members: All those with all the following criteria shall be the founder member of the College.

i) Life Member of AROI for more than 10 years.

ii) Possessing a recognized post-graduate qualification with more than 10 years experience after post-graduation.

iii) At least 5 research publications in books/journals.

iv) Paid admission fee and Membership subscription, at the prescribed rate, to the College.

(b) Life members:

i) Life Member of AROI.

ii) Possessing a recognized post-graduate with more than 10 years experience after post graduation.

iii) At least 5 research publications in books/journals

iv) Paid admission fee and Membership subscription, at the prescribed rate, to the College.

v) Affiliated to a teaching institution imparting post-graduate training in Radiation Oncology or to a research institution conducting research in Oncology (presently or for more than 7 years in the past).

vi) Application proposed and seconded by two founder members fellows or life members of the College.

(c) Associate Members:

i) Associate Life Member of AROI.

ii) More than 10 years of teaching/research experience in the respective specialty.

iii) At least 5 research publications in books/journals.

iv) Paid admission fee and Membership subscription at the prescribed rate to the College.

v) Affiliated to a teaching institution imparting post-graduate training in Radiation Oncology or to a research institution conducting research in Oncology (presently or for more than 8 years in the past).

vi) Application proposed and seconded by two founder, members/fellows or life members of the College.

(d) Overseas Members:

i) Professionals in the specialities of Radiation Oncology. Oncology, Medical Physics, Radiation Medicine, Radio-Biology and allied disciplines staying and working in these fields in teaching institutions outside India for more than one year.

ii) Possessing a post-graduate qualification recognized by the national medical councils in their respective countries with more than 10 years of the professional experience after post-graduation.

iii) Life member of AROI.

iv) At least 10 research publications.

v) Paid Admission fee and Membership subscription at the prescribed rates to the College.

vi) Application proposed and seconded by Founder Members fellows. Life Members or other Overseas Members of the College.

(e) Honorary Members:

All the Honorary members of the Association.

#### C Fellows of the College :

A designation. "Fellow of the India College of Radiation Oncology" (FICROI) may be conferred by the Governing Council upon the College members under following categories:

(a) Founder Fellows: All founder members of the college shall be entitled to receive fellowship subject to payment of the Fellowship Fee.

- (b) Fellows:
- i) Members of the College.
  - ii) Possessing more than 15 years of experience after post-graduation or those having made outstanding contribution to the field of Radiation Oncology by way of promoting growth of this discipline in the country, conducting dedicated research work in the specialty, publishing highest number of research papers in the indexed or life journals (excluding case reports) or those having been bestowed upon a national international honour or position.
- Members coming under above criteria shall be eligible for award of Fellowship of the College. All such cases shall be processed by the Governing Council for election of fellows depending upon the number of vacancies, thus available, shall be drawn annually. Names of all the members' legible for Fellowship shall be circulated by the College Secretary to all the Fellows (including Founder Fellows) by way of secret to ballot system in June/July each year, if vacancies exit. The Fellows shall be requested to elect the new fellows to fill up the vacancies available. List, in order of preference, based upon the number of votes polled by each member, shall be prepared. New Fellows, equivalent to the number of vacancies available, shall thus be elected, shall be circulated again as above after one year along with the names of the new candidates that become eligible during this period, depending upon the vacancies available, if any.
- Fellowship to the newly elected candidate shall be conferred upon during the Annual Congress of the Association subject to the Fellow elect having paid the prescribed Fellowship Fee, at least one month before the Congress.
- (c) Honorary Fellows:  
The Honorary Members of the College shall, be conferred upon the Honorary Fellowship also the College. They shall not pay any fee towards this honour
- D. Admission/Membership/Fellowship Fee of the College  
Admission Fee Rs.250/- or US\$ 125  
Founder Membership Fee Rs.2000/-  
Life Membership Fee Rs.2000/-  
Overseas Membership Fee US\$ 250  
Associate Membership Fee Rs.2000/- or US\$ 250  
Fellowship Fee Rs.3000/-
- E. Rights and Privileges of the Fellows/Members of the College
- (i) Every Founder Members of the College shall be entitled to:
    - a) Attend: take part and vote in the general body meetings of the College and, be entitled to vote ill any manner as presented by the College
    - b) Membership of the Governing Council of the Association.
    - c) Propose or second candidates for admission to the College
    - d) Introduce visitors to scientific meetings of the College.
    - e) Fellowship of the College.
  - (ii) Every Overseas Member of the College shall be entitled to:
    - a) Attend and take part and vote in the general body meetings of the College and be entitled to vote in any manner as prescribed by the College.
    - b) Membership of the Governing Council of the Association provided him/her a member of the College for more than 4 years.
    - c) Propose or second candidates for admission to the College.
    - d) Introduce visitors to scientific meetings of the College.
    - e) Fellowship of the College through the prescribed election process subject to the eligibility criteria and availability of vacancies.
  - (iii) Every Overseas Member of the College shall be entitled to:
    - a) Attend and take part in all the meetings of the college but shall not be eligible to hold any office or be elected to the Governing Council nor to exercise the right of voting at any meeting of the College, but may be co-opted as members in the Governing Councillor in various committees and sub-committees of the College.
    - b) Propose or second overseas candidates for admission to the College.

- c) Introduce visitors to scientific meetings of the College.
- d) Fellowship of the College through the prescribed election process subject to the eligibility criteria and availability of vacancies.
- (iv) Every Associate Member of the College shall be entitled to:
  - a) Attend and take part in all the meetings of the college but shall not eligible to hold any office or be elected to the Governing Council nor to exercise the right of voting at any meeting of the College but may be co-opted as members in the Governing Councillor in various committee's and sub- committees of the College.
  - b) Introduce visitors to scientific meetings of the College.
- (v) Every Honorary Member of the College shall be entitled to:
  - a) Attend. and take part in ail the meetings of the college shall not be eligible to hold any office or be elected to the Governing Council nor to exercise the right of voting at any meeting of the College but may be co-opted as members in the Governing Councillor in various committees and sub- committees of the College. .
  - b) Introduce visitors to scientific meetings of the College.
  - c) Propose or second candidates for .admission to the College.
- (vi) Every Fellow of the College shall be entitled to:
  - a) All privileges as admissible to a founder member of the College.
  - b) Elect new fellows of the college depending upon the eligibility criteria of the member and the number of vacancies existing.
- F. Management of the College  
The Supreme control over the affairs of the College shall vest in the College Body constituted by the member of the College its day-to-day administration shall vest with the Governing Council through the Honorary Secretary of the College.
- G. Governing Council of the College  
The College will be governed in all its matter by an apex body called the Governing Council of the Indian College of Radiation Oncology. The Governing Council shall consist of:
  - (i) Elected Members
    - a) The Chairman
    - b) The Vice-Chairman
    - c) The Honorary Secretary: They shall be elected by secret ballot system along with the election of the Association and shall be conducted through the Secretary General of the Association.
  - d) Two members shall be elected by the College Body, as executive members of the Governing Council, from the floor during its annual meetings.
  - ii) Nominated Members : Treasurer of the College-from the place of the Secretary of the College.
  - iii) Ex-Officio Members President, AROI
  - iv) Co-opted Members  
Three members, out .of which at least one would be an overseas member and one honorary member of the College.
- H. Tenure of the Governing Council : Two years
- I. Organizational Set Up  
College Headquarters: Shall be the Head Quarters of the Association of Radiation Oncologists of India (AROI).  
President of the College: The President of AROI shall be the President of the College and shall arbitrate such matters as may be referred to him/her by the Governing Council of the College.  
Chairman of the College: Shall be the administrative head of the College and shall preside over all meetings of the college and its sub-committees etc., where stipulated.  
Honorary Secretary of the College: Responsible for day to day functioning of the College. Honorary

Treasurer of the College: Responsible for all financial matters of the College.

J. Powers of the Governing Council

- a) The organize/co-ordinate all matters pertaining to the College, as laid down in its objectives.
- b) The make regulations and issue instructions for the efficient administration of the College and for the proper maintenance of its properties and publications.
- c) Appointment of Accreditation Committees for selection of Fellows and College Membership.
- d) Appointment of academic and research committees of the college
- e) To appoint committees, ad-hoc committees and standing committees as and when necessary
- f) Membership admission and annulment.
- g) Appointment of Finance and Administration Committees of the College to Decide about the various fee structures as applicable to the College.
- h) Operating accounts of the College and management of funds at the disposal of the College.
- i) Conferment of Fellowships in various categories.
- j) To appoint on salaries and remove, as required, the officers and helpers for the College.
- k) To consider all matters and made necessary recommendations of them, as far as possible, before these being placed before the General Body of the College for discussions,
- l) Subject to the provision of Rules and Regulations to exercise all such powers, in addition to the power expressly given by the rules and bye-laws and do all such acts and things as may deem fit in the interest of the College.

Annulment of College Membership

In case a member ceases to a member of AROI due to any reason, his/her college membership will automatically stand annulled. No refunds for Annulments are admissible. Also, the Government Council of the College can annual any membership by a majority decision, giving specific reasons for such annulment in writing. Such annulments however, have to be ratified by a 2/3rd majority of voting members present in the General Body Meeting of the College.

Meeting of the College

a Scientific Meetings

- Scientific Meetings in the form of CMEs, updates, refresher courses, workshops; symposia, public lectures, guest lectures etc. shall be organized by the College at periodical intervals in different parts of the country in collaboration with the state/zonal chapter of AROI and Overseas members, wherever possible. ACME programme during the Annual Congress of the Association shall be co-ordinated by the College along with the Secretary- General of the Association and Organizing Secretary of the Conference.

b Annual General Body Meetings

- Annual General Body Meetings shall be held at the time of the Annual Congress of the Association to discuss upon the functioning and activities of the College and carry out other business matters as per the Rules and Bye-laws broadly governing the Association.

c Extra-ordinary GBMs

- Extra-ordinary General Body Meeting and Requisition Meetings of the College shall be governed by the same Rules and Bye-laws as that of the Association.

d Requisition Meetings

55. Election of Office Bearers of the Association and the College

Election of the office bearers of the Association, as well as the College, shall be held through a secret postal ballot system before the annual conference, during the year when these elections are due, as per the following procedure:

- i) The President, in consultation with the Secretary-General, shall nominate an Election Officer who shall be an active member of the Association for more than ten years of and who himself or herself is neither a candidate nor a relative of any other candidate contesting in the elections. The Elections Officer shall preferably be from the place of the Secretary-General for better coordination of the election process. He shall be responsible for supervising the elections, in coordination with the Secretary-General from the date of for the notification till the counting of ballots and announcement of results. In case of any controversy arising during the process, the Election Officer's decision, during each step of the election process, shall be final and

- binding. He/she may, however, be liable to explain the basis of his decision to the General Body, if required, to take the suitable remedial measures for similar situations, if encountered in future.
- ii) The Secretary-General shall, on or before the 16 August of the year when election are due, issue an announcement (under certificate of posting) inviting nominations for the Officers of the President, two Vice-Presidents, Secretary-General, Editor, Chairman of the College, Vice-Chairman of the College and Honorary Secretary of the College. Electoral Body for the elections of the Association shall consist of all the Active Members of the Association while that for the elections of the College shall consist of all the Founder Members and Life Members of the College.
  - iii) The nominations, preferably by registered post, should reach the Office of the Election Officer not later than 15th September along with written consent of the candidate. Nominations received after the said date shall not be considered.
  - iv) The Secretary-General along with the Election Officer shall scrutinize the nomination papers by the 25th September and immediately inform, (by registered mail/fax etc.) to all the nominated candidates for various posts, regarding the validity of their nominations. Any of these members desiring to withdraw their name must inform the Secretary General on or before the 15th October. Non-receipt of any reply in this respect by 15th October will be interpreted as consent of the nominee to contest for election.
  - v) If there is only one nomination against a post, after the final deadline for withdrawal, then the candidate shall be declared elected unopposed for that post.
  - vi) If there are more than one nomination's for any post, then the Secretary-General shall, on or before the 25th October of every year, send to all the Active members (Life and Annual, whose subscription have been received at the Central Office by 30th April, and who have three years of completed continuous membership), a printed and numbered ballot paper (bearing membership no. of the member to whom it is being sent), under certificate of posting. The upper part of the Election Officer, while the lower part shall have the, names of the candidate duly nominated for various posts. Separate ballot papers shall be sent for separate post with names of all the candidates for one post appearing on one ballot paper. The upper part of ballot paper bearing the ballot number (membership number) and signatures of the Secretary-General and the Election Officer shall be detachable, by perforations, from the lower part bearing the names of the candidates for that post. The member shall put his/her signature on the upper part and tear this slip (identity slip) off from each ballot paper. These slips shall be put in an outer envelope (marked 'A') bearing the address of election officer to whom this is to be sent. The member shall, then put a cross mark against the name of only one candidate on each ballot paper for each post. He/she will then put these ballot papers together in an inner envelope marked 'B'. This envelope shall then be duly sealed. The envelope marked 'B' shall be placed inside the envelope 'A' Envelope A will then be dispatched, preferably by registered post, to the Election Officer nominated for that year so as to reach him/her on or before the 20th November or the next postal working day if 20th happens to be a holiday. Ballot papers received after 20th November shall not be considered. Ballot papers shall be sent by each member individually. If there is more than one set of ballot paper in an envelope, they shall all be rejected. There shall be no cuttings, overwriting, double markings or any other mark of identification on any of the ballot paper or on the envelope marked 'B'. In case of any such event, or the identity having been enclosed together with the ballot papers; the vote such members shall be invalidated and not taken into further consideration thereafter.
  - vii) Counting of votes shall be held on the next morning after the last date for receiving the ballot papers or the next working day if the scheduled date happens to be a holiday at the place of the Election Officer. The Election Officer shall scrutinize all the ballot papers in the presence of the Secretary-General and two more active members of the Association which may be nominated by the President. Envelope 'A' shall be opened and identity slip shall be checked. If it bears the proper numbers, signatures of the Election Officer the Secretary-General as well as those of the member concerned, then the envelope 'B' shall be checked. If there are no marks of identification on envelope 'B' then such envelopes will be put in a box. If no identity slip is found in envelope 'A', then the envelope 'B' of such a member shall be excluded for the purpose of counting. Similarly, all envelopes marked 'B' shall be pooled together, mixed well and then opened one by one for counting of votes casted in favor of each candidate for various posts. All the invalid votes, as per the criteria explained above, shall be rejected and delete and excluded from the counting. The candidates shall have the

right to attend the, counting of the votes or send one representative, who must be an active and/or Emeritus member of the Association. Results of the counting of the valid votes shall be declared, soon thereafter, jointly by the Election Officer and Secretary General with witnesses from the members nominated to supervise the counting and from representatives of the candidates, if present. A candidate receiving the highest number of valid votes (higher number in case there are two candidate only) shall be declared elected against the post for which" he/she contested. In case of a tie, i.e. equal number of votes 'having polled by two or more candidates, one of them shall be elected by a draw of lot which shall be conducted by the Election Officer in the presence of the Secretary-General and other witnesses. The results once declared by Election Officer shall be final and binding to all. Remedial measures if required, for any irregularity, if detected, shall be applicable for the subsequent elections and not for the election which has been concluded. The new executive, thus declared elected, shall be installed at the inaugural function of the next annual congress of the Association but shall assume full charge during the General Body Meeting at that Conference.

56. Guidelines For An Annual Congress of the Association of Radiation Oncologists of India.
- An annual conference of the Association shall be held between the last week of November and first week of December each year. This shall be preceded by a CME programme for at least one day on current topics for the benefit of young radiation oncologists, to be followed by the main conference over the next three days over a weekend.
- A. Choice of Venue
- i) Venue for the conference shall be decided two years in advance, by the General Body out of the offers available from various members/host institutions. Attempt shall be made to move across in different regions of the country over subsequent years. Preference shall be given to those areas where an AROI conference has not been held before, subject to other criteria as mentioned below.
  - ii) As far as possible, conferences during the year of important milestones associated with development of Radiation Oncology and/or that of the Association itself should be held in the capital or at other major cities like Bombay, Calcutta, Bangalore or Madras. If an important international scientific meet or event in Radiation Oncology is being organized in the country in a given year attempt shall be made to hold the annual AROI Congress also either just before or just after the international even ay at the same place for the convenience of the members.
  - iii) A person offering to host an annual conference of the Association should be an institution based, full time practising Radiation Oncologist with adequate infrastructure and manpower available in his/her department and institution at the time of making the offer. He/she would normally by the Chief Organizing Secretary or the Chairman for that Congress. He/she should be sufficient senior in the speciality with over 10 years experience after post-graduation. He/she should be an active member of the Association for over 5 years and must have .attend at least five annual conferences of AROI.
- B. Organization of the conference :
- i) A local organizing Committee for the congress shall be constituted by the host I. institution which shall also have adequate representative of members from other Institutions in the city/region. Arrangement for the congress and functioning of the organizing committee, shall be coordinated by the organizing Secretary who would also constitute other subcommittees and their conveners to organize the scientific, programme, trade/scientific exhibition, financial, souvenir, cultural, accommodation, transport and other related arrangement as necessary for the congress. A Treasurer shall be selected who will work in collaboration with the Organizing Secretary and the Chairman to mange the financial matters. The Organizing Secretary With assistance from conveners/members of other subcommittees shall be responsible for all the arrangement for convening and holding of the congress and shall be bound and guided by the directions that may be issued in this connection by the Central Office of the Association. An initial seed money of Rs. 10,000/- may be loaned by the Central Office to the Organizing Secretary of the Congress to enable the organizing team start its activities.
  - ii) The Organizing Committee shall provide facilities (with arrangements for telephone, fax, photocopying and computer etc.) for maintaining an office of the Association viz. Central Council meeting, General body meeting holding selection interviews for various grants, awards and fellowship and for receiving/entertaining various important guests and dignitaries etc. The office of the Association shall be

manned by the Administrative Officer/Office Superintendent of the Association or any other person as deputed by the Secretary-General. He/she will note down all the requests/ suggestions/comments made by the members and provide information, whatever available with him/her, to the members as desired.

- iii) Registration of the delegates to the congress shall start a day before the main conference and shall continue upto the second day of the conference. The Organizing Committee shall try to raise enough funds, through other sources and keep the registration fee for the delegates as low as possible, especially for those who are members of the Association. As general guidelines, the delegation fee may be kept as under:-

	For members of AROI	For non-members
Full Delegates (Rs)	600	900
Students (Rs)	400	600
Other overseas (US\$)	100	150
Trade delegates (Indian) (Rs)	1200	2000
Trade delegates (Overseas) (US\$)	150	200
Associate delegates(Indian) (Rs)*	500	700
Associate delegates (Overseas) (US\$)*	75	125
Associate Trade delegates (Indian) (Rs)*	1000	1800
Associate Trade delegates (Overseas) (US\$)*	100	150

\*Accompanying members of AROI and non-members of AROI

- The above fee structures should normally prevail till 15th September, with a late registration fee enhanced by about 15% till 15th October, about 30% till 1 two weeks before the conference and about 10 to 50% after that date or on the spot.
  - Only if absolutely necessary, the organizers may enhance the above registration fee structure at the rate of about 10% per year for the AROI members.
- iv) First circular about the conference announcing the dates and other salient features etc. shall be circulated by the organizing Secretary at least one year in advance i.e. during the preceding year's congress to all the participants and to all the members, by post immediately after the conclusion of the preceding years' conference. An appeal with an open invitation for participation shall also be made during the valedictory function of the preceding years' conference and a flag of the Association shall be formally handed over by the present years' Organizing Secretary to the next year's Organizing Secretary of the Congress. Second circular for registration, along with details of fee, accommodation, tentative scientific programme and call for abstracts etc. shall be circulated by April of the year of the Congress. Abstracts for scientific presentation in the prescribed format shall normally be asked by the 15th July and full text of the paper (with entire document on a floppy) by the 1st October of the year of the congress. A third and final reminder may be sent in June/ July of the year
- v) The organizers shall inform the delegates about their registration and accommodation status soon on receiving the form along with the fee. Invited speakers and guests, shall be communicated well in advance about their accommodation arrangements and about the tentative date and time of their presentation.
- vi) Scientific programme of the congress shall consist of two orations, one conference lecture, guest lectures, symposia, conference debate, and Best Paper Award session, free paper session, poster sessions, Trade-Delegate session and/or session on newer development in Trade and pharmaceuticals.
- vii) Delegates submitting abstracts for presentation in the conference shall be kept informed by the Convener, Scientific Committee/Organizing Secretary about the procedure for acceptance/selection of the abstract and final status along with a tentative schedule for presentation of the paper, if accepted. All the abstracts received, shall be peer reviewed by three senior members independently to award marks to each paper. Papers for presentation in the Best Paper Award Session shall be picked up after this review as described at 58 (B&C) under section on Award/ Grants/fellowships of the Association. Attempt shall be made to give maximum chance to younger members for an oral presentation during the Congress and age of the presenter with year of post graduation shall, therefore, be asked along with the abstract.
- viii) The CME programme, before or both before and after the congress, shall be jointly coordinated by the local scientific programme committee, Central Office of the AROI and Secretary/Chairman of ICRO. Indo-American Cancer Congress which is actively and voluntarily supporting the CME programme shall also be

collaborated along with members of other such bodies in India and abroad from time to time. The teaching programme in the form of symposia, workshop, teaching lectures shall be jointly presented by the Indian and Overseas experts.

- ix) A Central Council meeting shall be held before the inaugural ceremony of the Congress. A General Body Meeting of the Association shall be held on the second day of the main congress. Selections for various travel grants/fellowships shall be made through interviews on the first day of the congress as per guidelines given later. The new Executive shall formally take over the full charge at the time of the GBM. A second Central Council meeting shall be held after the Annual GBM and before the valedictory function of the congress.
- x) The conference will begin with an inaugural ceremony. Financial Inauguration Ceremony shall generally be held on the first day of the main congress in the morning or on the evening of the day before (after the CME programme). Only in some rare unavoidable situations, shall the formal inaugural ceremony be held after the beginning of the main conference e.g. in the evening of the first day of the conference. The inaugural ceremony shall generally have the following programme:
- a. Vande Matram
  - b. Welcome address by the Chairman, Organizing Committee
  - c. Annual Report by the Secretary-General, AROI
  - d. Induction of the New President by the outgoing President by handing over of the Presidential Medal and a flag of the Association. If the President elect is unable to attend the Congress due to unavoidable reasons and be inducted as President, then he/she shall be considered as installed in absentia. His/ her Presidential address will be read by his/her nominee
  - e. Presidential Address
  - f. Address by the Head of the Institution
  - g. Any special invitee, representative, if present
  - h. Lighting of Lamp
  - i. Awards of Medals (for previous year's Best Papers), honours for any other luminary, eminent/senior oncologist award for Outstanding Trade Member of the year, commemoration of a special event/ milestone etc. by the Chief Guest
  - j. Address by the Chief Guest
  - k. Vote of thanks by the Organizing Secretary
  - l. National Anthem
- xi) Seating arrangement on the dais shall be below:
- a. Chairman, Organizing Committee
  - b. Editor-in-Chief
  - c. Secretary-General, AROI
  - d. President. AROI
  - e. Chief Guest
  - f. President Elect., AROI
  - g. Dean/Head of Institution
  - h. Secretary-General Elect. AROI
  - i. Chairman, ICRO
  - j. Representative/Office Bearers of Overseas group or any International Society/Association, if present
  - k. Organizing Secretary
- xii) Oration Lectures: Oration lectures shall follow the inaugural ceremony to be followed thereafter by the scientific session. If the inaugural ceremony has been held on the evening, then both the Oration lectures shall be held in the next morning. If the inaugural ceremony has been held in the morning, then one Oration lectures (Dr. Solomon Padam Singh) shall be delivered soon after the inaugural ceremony while Dr. P.K.Haldar Oration shall be delivered on the next morning. Both the orations shall be chaired and co-chaired by the President and Secretary-General.
- Choice of orators shall be made by the central office as per the guidelines given under bye-law 57. A formal invitation letter for the Orations, signed by both, the President and the Secretary-General, shall be sent by the Central Office of the Association. Local hospitality and the inland air travel expenditure (from the usual

place of work to the congress venue and back for the Orators from India and from the port of entry into India to the Congress venue and to the port of next destination within India for the Orators from Overseas) shall be borne by the Organizing Committee of the congress. The Association, shall honour the Orator by presenting a special souvenir or memento of the Association along with a citation. The orator shall also be enrolled as a Honorary Member of the Association, if he/she is not already a life member of the Association.

- xiii) Invitation to the overseas experts/guest speakers shall, as far as possible, be extended through the Central Office. The however, be without any financial commitment from AROI. Local hospitality to the invited/guest speakers shall be extended by the Organizing of the Congress.
- xiv) A special invitation shall be sent to Director, BARC, and Head Department of Radiation Protection (BARC}, Secretary, AERB, Executive Director BRIT, and President/Secretary AMPI to participate in the AROI Congress. A special session shall be organized for them to enable them present the latest rules/definitions/shall be organized for them to enable them present the lashes rules/definitions/modification/other matter relevant member to Radiation Oncology in India.
- xv) All Honorary Members of the Association shall be extended free local hospitality commemorating with their status by the organizers of the Congress. They will also not be charged the registration fee for the Congress.
- xvi) All past President of AROI shall also be extended free local hospitality by the organizers of the Congress as in bye-law 561xvi above.
- xvii) Trade Participation: A Scientific Trade Exhibition, about the existing/new products in equipments and drugs, shall be organized during the Congress. Two sessions with the Trade shall be organized during the Congress - one session for presentation of details about new equipment/drugs in the market and a second session about the services and relations between the Trade and the users.
- xviii) An official dinner of AROI, the President's Dinner, (both in the name of the outgoing and the incoming President) shall be held on the day of GBM. This shall preferably be in the form of a banquet (sitting). At the Head Table, past President, past Vice President and past Secretary -General will sit in accordance with their seniority of the post held. The President, Immediate Past President, Secretary -General Immediate Past Secretary-General, Immediate Past Secretary-General, Editor-in-Chief, Chairman IORO, Organizing Secretary and Chairman o the Congress, and a representative of the Trade shall sit at the Central tale. The toastmaster will propose 1 the toasts for:
  - (i) The President and Republic of India
  - (ii) Association of the Radiation the Oncologist of India
  - (iii) Out going President of AROI
  - (iv) Incoming President of AROI
  - (v) Foreign Guests
  - (vi) Any other distinguished guest/outstanding contributor to AROI present in the gathering
  - (vii) Trade
  - (viii) Local Organizers of the Conference ions The Central Office shall contribute an amount of Rs. 30,000/- only to the Local Organizing Committee, for arranging the President's Dinner. The contribution for dinner shall be raised from the Trade who will given a special opportunity to present their new product to the hose. The initial seed money loaned to the Organizing Committee shall be adjusted here by releasing a further amount of Rs. 20,000/- only towards the arrangements for the President's Dinner
- xix) Closing Ceremony/Valedictory Function -shall be held on the evening of the last ion day after the end of scientific programme.
- xx) At the end of the conference, all the accounts pertaining to this shall be audited by local auditors and copy of the audited accounts shall be sent to the Secretary-General before the next annual conference alongwith 50% of the net profits or 20% of the registration fee or Rs. 50,000/- whichever is more. The Organizing Committee shall pay an advance of Rs. 10,000/- (by 31st October of that year) to the Editor-in be Chief of AROI to cover the cost of printing Dr Solomon Padam Singh and Dr. PK Haldar Memorial lectures and reports of AROI Fellowships. An additional amount or Rs.25,000/- shall be paid to the Editor if a special supplement issue of the Journal, Containing full papers being presented during the Congress, is also published and released during the Congress.

57. Guidelines for Awarding the orations

(i) Dr. Solomon Padam Singh Oration

(ii) Dr. P. K. Haldar Oration

- Names of eminent persons (along with a brief detail of their contribution) related with the field of Oncology shall be proposed and seconded by active and/or Honorary Members of the Association and shall be sent to Secretary-General of AROI by the end of February each year for consideration for the forthcoming congress. A person, who has already delivered an Oration of The Association once, shall not be nominated again for any other Oration. The Secretary-General shall prepare a consolidated list of eligible nominees for the two orations (separately) and send by 31st March each year, a copy of this list (along with copies of their brief details) to the past three President as well as to President-in-Office requesting for a short listing of 3 candidates each, in order of preference, for two Orations (separately). They shall be requested to send their preferences to the Secretary-General by the 30th April each year. He shall then send the names of all short listed nominees (in order) to the President for a final choice of nominees (in order) for the two orations. The Secretary -General shall then extend by the 3rd week of May the formal letters of invitation, duly signed by both the President and the Secretary-General, to the each of the first nominee for the two Orations and shall continue this process with the next nominee if required, till a formal acceptance from the proposed Orators has been received
- The Orator shall be requested by the Secretary -General to send to topic of his/her presentation, a full text of the presentation, if possible, and his bio-data well in advance.
- Local hospitality and inland travel expense (by air) of the Orator shall be borne by the Local Organizing Committee.
- The Association shall honour the Orator by presenting him/her with a special memento (for Rs. 5000/- approx.) alongwith a citation/scroll of honour. He/She shall also be nominated as a Honorary, Member of the Association, if already not a member, and shall enjoy all the benefits as available to a Honorary Member.
- The Orator shall normally be a person of eminence who has made an outstanding contribution to the field of Oncology, to the growth and development of Radiation Oncology and/or the AROI or given a new direction to the growth of this discipline in the country and/ or abroad. As far as possible, the orator for Dr PK Haldar oration shall be a citizen of India or an overseas person of Indian origin.
- The orator shall deliver the lecture in person. The lecture shall be published in the official journal of the Association. If due to any unforeseen situations, when the orator is unable to attend the annual congress in person, the lecture shall be read by his nominee in absentia who shall also receive the memento on his behalf.

58. Awards/Grants/Fellowship Under the Association

Following awards/grants/fellowship are available with the Association which shall be governed as per the rules framed hereunder

A. Dr. Frank Neal/Dr Joseph Fellowship: An amount of 1,50,000/- under Dr. Frank Neal Fellowship and Rs. 30,000/- for Dr. Joseph Fellowship trust is available as fixed deposit with Dr Harish Kulkarni past President of AROI. This deposit is due for transfer to the Central Office of AROI. An annual interest of Rs. 15,000/- and Rs. 3,000/- is the yielded through these fixed deposits. Out of the deposit, four fellowships (for Rs. 5,000/- each) shall be offered to the members as per the followings guidelines:

Eligibility	Students in Radiation Oncology and those within 5 years of passing MD
	Life member of AROI
Age	Below 35 years
Duration of following	1-3 months

The fellowship is meant to cover training at any centre willing to accept candidate for such training as observer within India

The candidates shall be given a lump sum award of Rs- 5,000/- (Rs. Five Thousand only) after successful completion of their training at the host institution (duly certified by the head of the host department). If requested by the candidate (through his/her head of department), a maximum 50% of the amount

(Rs.2500/-) may be granted as advance soon after the arrival of the candidate at the host institution Application for this fellowship shall be submitted addressed to the Secretary-General. AR01 on plain papers along with a copy of bio-data, qualifications experience, membership Number of AROI, research publication if any, areas of interest and proposed host institution for training etc. The applications should be received at the Central Office by 31st October each year. Selection will be made through interviews by a duly constituted selection board, during the conference preferably on the 2nd day of the Congress.

The selection board shall comprise of the President AROI, the past three Presidents of the Association attending the conference and an overseas expert. The board shall be assisted by the Secretary -General, AROI in conducting the selections.

B. Smt. Parvati Devi Memorial Best Paper Award and

C. Dr JM Pinto Best Paper Award

- These two awards, in the form of medals have instituted by Smt. Parvati Devi Memorial Trust and by Dr. JM Pinto. an eminent radiation oncologist of our country respectively. These are given to young radiation oncologists to encourage them for presenting an original, good quality work during the conference.

Eligibility

Students in Radiation Oncology or those within 7 years after MD

Life member of AROI

Original unpublished work to be presented during the award paper session

Selection Criteria: All the abstracts received by the Scientific Committee of Conference shall be peer reviewed independently by 3 separate senior Radiation Oncologist (Medical Physicists for papers relating to Physics) who shall be requested to award marks to each paper on the basis of its merit four spare copies of the abstracts without the names of the authors/institution shall therefore be sublimated by each presenter. Age/qualification/years of experience/membership No. of the presenter shall be submitted separately.

After summing up the marks awarded by the three reviewers to each abstract, a consolidated list, in descending orders of marks shall be prepared by the Organisers. On the basis of this list the top ten abstracts belonging of eligible candidates, as per the conditions above, shall be selected for the best paper award session during the Congress. These candidates shall be informed about the same by the 15th September and they may be advised to submit their acceptance for the same by 30th September. They shall also be required to submit 4 copies of complete text of the paper alongwith tables, diagrams, photographs etc. to the Secretary-General by the 31st October. If any of the top ten candidates is not willing, then the next in the list may be included as above.

For the session of Best papers during the Congress, 3 senior persons, out of which at least one shall be an Overseas expert, shall be requested to judge the presentation on the basis of its subject, material, quality of slides and overall presentation with award of marks under each head, separately. All the judges shall be from different institutions and none shall belong to the department/institution from where a paper is to be presented in the award session. The session shall be chaired and co-chaired by the President and the Secretary-General of the Association. At the end of the session, all the marks awarded to candidates by the judges shall be summed up to arrive at a final order of merit. The top 1st and 2nd order candidate shall be declared selected for the Smt. Parvati Devi Memorial and Dr. JM Pinto Best Paper Medals respectively, which shall be awarded to them during the Inaugural Function of the next Annual Congress.

Similarly, the candidate for the best paper award in medical physics shall also be selected in this session. An amount of Rs.500/- as instituted by AIROP, shall also be selected in this session. An amount of Rs. 500/- as instituted by AIROP, shall be awarded to the candidate.

D. Travel Grants

There are seven slots presently available with the Association -five sponsored out of the fixed deposit made in favour of AROI by the Organizing Committee of XICCP for award to Radiation Oncologist and two sponsored by AIROP for award to Medical Physicists attending the AROI Conference. Each travel grant is for Rs. 500/- and is meant to encourage youngsters for attending and participating in the Conference.

Eligibility

Life Membership of AROI

Student in Radiation Oncology or within 5 years after passing MD (for ICCR Grant) and MedicalPhysicist working in a Radiation Oncology Department (for AIROP Grants).

Preferably presenting a paper in the conference-preference shall be given to those who are presenting the paper in the Best Paper Award Session and top 5 + 2 shall be selected for the grant, if they are otherwise eligible.

Preference shall be given to those who have not received this grant before. However, in the event of slots remaining vacant the grant may be given again if the candidate is otherwise eligible.

Applications on plain paper giving relevant details, as mentioned above, along with a brief bio-data should reach the Secretary-General by 31st October each year for his/her consideration in the forthcoming conference

E. International Fellowship

To update the members of the Association with latest techniques and methodologies at the international level in the field of Radiation Oncology, some of our well wishers/colleagues in their personal capacity and some dedicated Organizations/trade groups have very generously offered to support and/or conduct special advanced training programme abroad for the members of AROI. Such programmes have not only provided very fruitful training to a large number of AROI members in the past but have also galvanized the members for their greater and more enthusiastic participation in various scientific activities of the Association. Leeds fellowship programme sponsored under the patronage of Prof. C.A.F. Joslin at Leeds University was one such programme available to the Association till 1992. The Association of Radiation Oncologists of India shall always remain indebted to Prof. Joslin for his kind gesture of help and support of the Association in achieving its aim and objective of providing opportunities for advanced training to the members.

Keeping in view the rising aspiration of the members, progressively increasing size of the AROI membership and rapidly changing technologies in cancer management, the executive committee of AROI shall consistently be on the look out for providing "more opportunities to the members for such training programmes. The executive committee shall ensure that opportunities are available for all the members of the Association with more avenues for dynamic and younger members who have shown commitment to the discipline of Radiation Oncology as well as to the Association. The fellowship programme currently available to the Association with their proposed eligibility criteria are as under:-

a) Smt Nargis Dutt Memorial Fellowship at USA: (Sponsored by Dr. Nori through Smt. Nargis Dutt Memorial Trust)

No of Slots :	Two
Duration of fellowship	3 months for joint study/research/advanced training in U.S.A.
Grant	US\$ 600/- (each)
Eligibility Criteria	(i) Life Member of AROI for more than 5 years (ii) Age less than 45 years (iii) Post graduate degree in Radiation Oncology (iv) Full time practicing Radiation Oncologist (v) More than three published research works in indexed journals (excluding case reports) (vi) No previous international fellowship or award from the association

(b) Nucletron -Christie Hospital Fellowship: (Sponsored by M/s Nucletron BV in collaboration with Christie Hospital, Manchester)

No of Slots	Two
Duration of fellowship	6 months
Eligibility Criteria	(i) Life Member of AROI for more than 5 years (ii) Age less than 45 years (iii) Post graduate degree in Radiation Oncology (iv) Full time practicing Radiation Oncologist (v) More than three published research works in indexed journals (excluding case reports)

- (vi) No previous international fellowship or award from the association
- (c) Fellowship at Johannesburg, South Africa : (Under negotiation)
- |                        |   |
|------------------------|---|
| Likely no. of Slots    | Two   |
| Duration of fellowship | 3-6 months  |
| Eligibility Criteria   | <ul style="list-style-type: none"> <li>(i) Life Member of AROI for more than 3years</li> <li>(ii) Age less than 45 years</li> <li>(iii) Post graduate degree in Radiation Oncology</li> <li>(iv) Full time practicing Radiation Oncologist</li> <li>(v) More than three published research works in indexed journals (excluding case reports)</li> <li>(vi) No previous international fellowship or award from the association</li> </ul> |
- (d) Dr. Von Essen Fellowship :
- |             |   |
|-------------|---|
| No of Slots | One   |
| Duration    | One month   |
| Grant       | US\$ 2000/- (each)  |
| Eligibility | <ul style="list-style-type: none"> <li>(i) Life Member of AROI for more than 10years</li> <li>(ii) Senior Radiation Oncologist with age over 45 years</li> <li>(iii) Post graduate degree in Radiation Oncology</li> <li>(iv) Full time practicing Radiation Oncologist</li> <li>(v) More than three years for superannuation</li> <li>(vi) More than five published research works in indexed journals (excluding case reports)</li> <li>(vii) No previous international fellowship or award works in indexed journals.</li> </ul> |

The Secretary-General shall circulate a notice about these fellowship, alongwith alterations, in them, if any, to each member directly and also through the information brochure of the forthcoming conference, by May/June each year. Applications on plain paper alongwith 5 sets of detailed bio- data, date of birth, AROI membership details, year of post-graduation, other qualification, research experience, list of publications and a brief project report proposed to be carried out shall be sent to the Secretary-General by the 31st August every year who shall compile the list on the basis of the eligibility criteria as mentioned above. No application shall be entertained after the due date. Candidates not eligible shall be duly informed by the post by the 15th October with the reasons thereof. Final selection of the candidate shall be made on the basis of an interview by the specially constituted board for this purpose comprising of the President in office, who shall also Chair the board. President elect, (till he/she fully takes over the charge of executive during the GBM) past-Presidents attending the conference and two overseas experts. The Secretary General shall coordinate the selection process and ensure that all the criteria have been duly followed. Preference shall be given to younger members and to those who have contributed immensely either to the growth of the discipline of Radiation Oncology in the country or to the Association itself.

All the fellowship must be availed by the selected candidates within one year, before the next annual congress of the Association. However, if a candidate is unable to avail the opportunity due to some unavoidable and unforeseen circumstance, then the Central Council may, after due consideration of the situations, grant in deserving cases an extension in time for the fellowship till the next year. This extension in time shall be subject to the convenience/feasibility of the host institution/sponsoring organization. If the candidates is still unable to avail the fellowship during the extended period as well, due to any reason, his/her award of the fellowship shall be cancelled forthwith and he/she be debarred for such awards from the Association till a further period of 3 years. It shall be mandatory, for the selected candidates, to inform the Central Office of the Association about their schedule of the fellowship and submit a detailed report soon after completion to the Central Office, for publication in the News Bulletin of the Association.

59. Outstanding Trade Member Award  
The encourage greater involvement to trade members in the affairs of the Association and to acknowledge the contributions made by a Trade Member {Individual/corporate) to the growth of AROI the Association shall every year felicitate one member from the Trade who in the opinion of the executive has given on outstanding support to the activities of the Association during the previous year. It shall consist of a memento with a citation in favour of the member and it shall formally be presented during the inaugural function of the annual congress.

60. Dissolution  
The Association shall have perpetual succession by its corporate name.  
But, if in the course of time there should be a dissolution of the Foundation and if, at that time there shall be have remained after the satisfaction of the Association debts and liabilities, any assets or property, movable or immovable, the same not be distributed to the members of the Association but given over to some other organization which have similar aims and objects as that of the Association as the Executive Committee may decide.

The Association may be dissolved in accordance with the provisions of Section 13 of the Societies Act. All provisions of the Societies Registration Act 1960 are applicable to the Association.

#### AMENDMENTS IN CONSTITUTION (November 2003, Cochin)

- (a) Saving from Conferences
- Organising committee take care the internal travel (within India) for two speakers of Orations/ lectures.
  - The award amount of Dr CD Joseph/ Dr Frank Neal fellowships enhanced to Rs. 10,000/ and Smt. Parwati Devi & Dr JM Pinto best paper cash prize raised to Rs. 5,000/- & Rs. 2,500/- respectively.

#### AMENDMENTS IN CONSTITUTION (November 2006, Varanasi)

- (a) Membership
- Annual membership for AROI to be discontinued and only 'Active membership' to be offered as "Life Membership"  
Admission Fee raised to Rs 500  
Life Membership fee to be raised to Rs 2000/-  
Students may be enrolled as "Provisional Life Members" after a payment of Rs 2500 (Rs 2000 fee + Rs 500 admission fee) but without voting right. Once they obtain the Post-Graduate degree they will be considered for "Life Member".  
Overseas members existing fee US\$ 300/-.  
For SAARC countries. SAARC countries members may obtain membership in the same rates as their Indian counterparts by paying fee in Indian rupees.
- (b) Roll Call  
The word Roll Call to be replaced by 'signature for attendance'
- (c) Quorum  
For 'Annual GBM' for 25 members other than Central office bearer  
For 'Extra ordinary GBM' = 25 members other than Central office Bearers  
For 'Requisition GBM' = 50 Members
- (d) Conference  
Conference to be given to Chapter/ Institution and not to any individual.  
A chapter willing to host conference to apply before 31st October  
Registration fee to be decided by local organizing committee and get it approved in preceding year GBM.