

INDIAN FEDERATION OF ULTRASOUND IN MEDICINE & BIOLOGY

(Formerly known as Indian Society of Medical Ultrasound)

(Established in the year 1978)



MEMORANDUM OF ASSOCIATION

Revised Memorandum in the year 2013, 2015-16

**(as per A.G.M. held on 26th October, 2013, at Puduchery, the E.G.B.M. held on 1st
March 2015 at Chennai and the AGM on 2nd Oct 2015 at Mumbai)**

**417, Hubtown Viva, Western Express Highway, Shankarwadi,
Jogeshhari (E), MUMBAI 400060
Web site: www.ifumb.in, Tel 022-28392829**

1. NAME :

The Name of this non-profit organization shall be “Indian Federation of Ultrasound in medicine and Biology”, here after known as the IFUMB.

2. ADDRESS AND OFFICE :

2.1 The Headquarters of the federation shall be in India at the following address :-

417, Hubtown Viva, Western Express Highway, Shankarwadi,

Jogesheari (E), MUMBAI 400060, Tel 022-28392829

E-mail : ifumb.in@gmail.com website : www.ifumb.in

2.2 The business of IFUMB, Indian Journal of ultrasound in Medicine & Biology and Indian college of medical ultrasound (ICMU) shall be conducted by their respective secretary from the above said office.

2.3 The secretary General of the federation, journal and the college shall be entitled for secretarial help at the place where he/she is stationed.

3. AIMS & OBJECTIVES :

The IFUMB is a multidisciplinary federation dedicated to advancing the safe and effective use of ultrasound in medicine through professional and public education, research, development of guidelines and accreditations.

3.1 Its aims shall be to promote and encourage research in the field of ultrasound and to disseminate scientific information.

3.2 The objectives of the federation shall be scientific, literary and educational, in the field of ultrasound and allied sciences.

3.3 In pursuit of these aims, the federation should engage in the following activities.

3.3.1 Sponsorship of meetings both national and international, whether in colleges, hospitals, institutions or any other convenient place for promoting academics.

3.3.2 Publication of official journal called the “Indian Journal of Ultrasound in medicine and Biology and other bulletins or communications.

3.3.3 The academic and teaching activities of the federation shall be promoted by the “Indian College of Medical Ultrasound” (ICMU), the academic wing of the IFUMB.

3.3.4 Co-operate with other medical societies and national or international organizations in promoting the science of ultrasound.

- 3.3.5 Appointment of committees and commissions on special problems or issues.
- 3.3.6 Awarding of prizes, fellowships and distinctions.
- 3.3.7 To promote the formation of national or regional societies or groups to promote improved communication and understanding in the community using ultrasound in medicine and Biology.
- 3.3.8 To protect and preserve the interest and welfare of members.
- 3.3.9 To discourage and condemn the activity of sex determination by Ultrasound aiding female feticide.
- 3.3.10 To maintain a library, museum and collect historical records pertaining to the federation or the history of ultrasound in India and abroad and preserve these in the library/archives, by any suitable methods.
- 3.3.11 To accept endowments and grants from the national or international organisations, Institutions sponsored by the government or other charitable organizations or similar agencies, foundations etc. Endowments may be accepted from individuals subject to prevailing government regulations to advance the aims and objectives in promoting the purposes of the federation and its allied organizations.
- 3.3.12 To invest any money of the federation from the movable and/or immovable properties if not immediately required by the federation and to withdraw the same in the manner provided by law.
- 3.3.13 To assist and advice government and non-governmental organizations in all matters pertaining to ultrasound and allied sciences.
- 3.3.14 To borrow or raise money, collect subscriptions or donations for the federation, its journal and the college from various sources in such a manner as the federation deems fit.
- 3.3.15 To propogate, impart and adopt methods to organize charitable and public awareness activities.
4. Unless otherwise specified in succeeding paragraphs “Society” or “federation” means IFUMB., “Committee” or “Governing Body” means “executive committee”, members means ‘member’ of the IFUMB, “General Secretary” means “Secretary General” and “Governing Council” of ICMU means “Executive Council”.

5. MANAGEMENT OF THE FEDERATION.

5.1 The supreme control of the overall affairs of the federation shall vest in the body called the General Body. However the management of the day to day affairs and administration shall vest with the Executive Committee duly elected in accordance with the rules and regulations

laid down in the election rules of the approved constitution of the federation. The Secretary General will be solely responsible for execution of activities of executive committee.

5.2 The affairs of the Federation shall be managed solely and entirely by an “Executive Committee”.

Which shall consist of.

- a) President 1.
- b) President Elect 1.
- c) President Elect 2
- d) Vice-President 1.
- e) Honorary Secretary General 1.
- f) Joint Secretary (Nominated by the President) 1.
- g) Treasurer 1.
- h) Editor in chief of Journal 1.
- i) Executive Members 10.

5.3 All these members of the Executive committee shall be ratified by the members of IFUMB present at the annual General Body meeting of the Federation.

5.4 All the past Presidents of federation and former Deans of I.C.M.U. shall be ex-officio members of the executive committee.

5.5 Chairpersons of committees of the IFUMB as and when formed shall be decided by the Executive Committee.

5.6 The term of President, President Elect and joint secretary shall be for one year only, and for the rest all posts in Executive Committee the term shall be for two years.

5.7 No other post will be held by the same person for more than 2 consecutive terms of 2 years each.

5.8 The members of Editorial Board shall not exceed seven in number.

5.9 THE GENERAL BODY

5.9.1 The general body shall consist of all life members of the federation, these members are the only members who shall partake in the decisions taken in the general body meeting. The honorary and associate members are not eligible to participate in the proceedings of the general body meeting. The general body shall be the supreme body of the federation and shall exercise overall control over the affairs of the executive committee with power to over-rule in any matter whatsoever the decision of the executive committee and in particular, exercise supreme control over the affairs of the

federation including that of the college and the journal, ratify the decisions which the executive committee, from time to time, may take during the current federation year. Ordinarily the general body shall be convened at least once a year, preferably at the time of the annual conference of the federation.

5.9.2 An extraordinary general body meeting may be convened at any time by the secretary general under the direction of the president for a specific or an important matter of which due notice has been given. The meeting can be called after 15 minutes of the general body meeting. Agenda circulated for such extra ordinary general body meeting will only be discussed in such meeting.

5.9.3 In all meetings, if the quorum is not present within 15 minutes of the appointed time, the meetings shall stand adjourned for a period of 15 minutes and then be convened again to transact business. If a quorum is not present after the adjourned meeting, the members present, whatever their number, shall form the quorum and the meeting will be continued to transact business.

5.9.4 Proceedings of the general body meeting should be recorded duly by any convenient means.

6. MEMBERSHIP OF FEDERATION.

The executive committee shall decide the eligibility or otherwise and the category to which a member should be admitted on the basis of scrutiny and recommendation by the secretary general and such decision shall be final.

All new members shall apply through a city chapter, duly proposed by two life members (at least one proposer should be the chairman or the secretary of the chapter). Where there is no City chapters, membership forms can be sent directly to central office proposed by any two life members of the federation.

The secretary general shall from time to time circulate the names of all new members to the members of the federation through a bulletin on the website and by communication to the chapter concerned.

6.1 There shall be 4 (four) categories of membership.

- a) Life Member.
- b) Associate member.
- c) Honorary Member
- d) Emeritus member.

6.2 Eligibility criteria for various categories of membership.

6.2.1 **Life member** : A medical doctor holding a postgraduate degree/diploma from any

university recognized by the medical council of India or the National Board of examinations and with an active interest in the field of medical and biological Ultrasound, whose scientific stature is in keeping with the aims of the federation, not in retrospect but from the date of the approval by the executive committee, will be eligible to be enrolled as a life member. A medical doctor holding only M.B., B.S. degree but practicing ultrasound continuously for a period of 15 years (with documentary proof) shall also be eligible to be a life member.

6.2.2. Associate Member : Any M.B.B.S. Doctor from any institute recognized by the Medical council of India shall be eligible to become an associate member after due approval of the executive committee. The associate members are not eligible to contest for any post of the executive committee /federation. He / she will not have any voting rights. An associate member on completion of a post graduate degree/diploma recognized by the MCI / NBE shall be eligible to become a life member after payment of the necessary fees as approved by the executive committee. An associate member can also become a Life Member on fulfilling the following two criteria: (1) Legally valid Certification of training in Ultrasound. (2) Five years of practice in Ultrasound after becoming associate member or attending three USCONS and having published three Ultrasound related papers in indexed or nationally recognized journals.

The associate member will pay the necessary fees with application form to be converted into life member.

6.2.3 Honorary Member : Eminent members of the medical profession who have special interest or contributions to the field of ultrasonography and allied sciences, shall be enrolled as honorarary members. Such membership is open to both Indian and international scientists.

The proposal for honorary membership must be duly proposed and seconded by two life members of the federation and must be ratified by the general body. These members shall have no voting rights.

6.2.4 Emeritus Members : Any life member with minimum of 20 years membership of the federation and has attained the age of 70 years, or has retired from active practice by reason of physical disability shall be eligible to be an emeritus member. Such members will continue to have voting rights. No delegation fee shall be charged from the emeritus members at any conference / CME / educational activity conducted under the auspices of the federation.

6.2.5 All old MBBS life members will continue as life members with all privileges.

7. MEMBERSHIP PROCEDURE :

7.1 The membership fee structure to enroll any new member shall be as follows.

7.1.1 Life Membership fees Rs 9000/- (includes WFUMB Membership).

7.1.2 Associate Membership fees Rs 7500/- (does not include WFUMB fees).

7.1.3 Out of the Rs 9000/- fees received by the chapters, they will keep Rs 4000/- as their share and send Rs 5000/- to the central office as Rs 3500/- central office share and Rs 1500/- as subscription of the WFUMB fees. When the chapters convert an associate member to life member the fees charged Rs 2500 /- will be sent to the Central office including to AFSUMB account.

7.1.4 The structure of the membership subscription will be formulated and altered by the executive committee from time to time to be ratified for execution by the general body.

7.1.5 The subscription shall be accepted by chapters by DD/Cash/cheque. The chapters will send the central office share along with the application form and relevant documents of the applicants within a month of receiving the applications.

7.2 Cessation of Membership :

7.2.1 Any member may withdraw from the federation by giving notice in writing to the secretary general and shall cease to be a member provided all his dues to IFUMB are paid.

The governing body by decision of 2/3rd majority of the members present may take any disciplinary action against any defaulting member on its own, or in pursuance of a notice signed by at least two members.

7.2.2. A member convicted by court of law amounting to cancellation of registration of the medical council would automatically cease to be a member of IFUMB.

7.2.3 A member whose social or political activities are considered detrimental to the interest of the federation shall cease to be a member of federation. A written complaint should be made by at least two life members following which the executive committee shall decide on the verdict to be ratified by the general body.

7.2.4 Any person who ceases to be a member for any reason shall nevertheless remain liable or and shall pay to the federation all the dues.

7.2.5 The cost of litigation if any, will be borne by the federation.

7.3 Privileges of membership :

7.3.1 All life and emeritus members

a) Shall be entitled to attend, take part, and vote in all meetings of the federation, be entitled to vote in any manner prescribed by the federation.

b) To become a member of the executive committee and / or an office bearer of the federation provided he/she fulfils all eligibility criteria.

- c) To propose and second candidates for admission to the federation and for elections.
- d) To introduce visitors to scientific meetings of the federation, to propose the name of any deserving scientist, both national and international for honorary membership of the federation.
- e) To receive a copy of each issue of the journal and news bulletin and other publications of the federation free of cost or at a cost decided by the executive committee.
- f) Use the library / museum or other educational facilities of the federation on payment of necessary amount as decided from time to time.

7.3.2 All other members except specified in Rule 7.3.1 shall be entitled to attend and take part in all meetings of the federation but will not be eligible to hold any office or be elected to the executive committee nor to exercise the right of voting at any meeting of the federation but may be nominated to various committees of the federation. They will have no voting right.

- a) Use the library / museum or other educational facilities of the federation on payment of necessary amount as decided from time to time.
- b) Introduce visitors to the scientific meetings of the federation.
- c) To receive a copy of each issue of the journal and news bulletin and other publications of the federation free of cost or at a cost decided by the executive committee.

8. FUNDS AND ASSETS :

The funds of the federation shall be derived from the following sources:

- 8.1 Central office share of the subscription fees of the Life and Associate members.
- 8.2 Income derived from the journal and other publications.
- 8.3 Contribution from the profits of the annual conference / CMEs and other meetings - 20% of registration fees of delegates and 25% of the profits of the annual conference or Rs 10 Lacs, whichever is more, after deducting the tax on total profits must be given to the central office of the federation. This is mandatory and compulsory. From CMEs 25% of the surplus is contribution of the central office.
- 8.4 Contributions and grants etc. from the sources authorized by the executive committee and the general body.
- 8.5 Donations Received from individuals / organizations duly approved by the executive committee / general body.

9. REGISTER OF MEMBERS.

9.1 The federation shall consist of members whose names are currently on the register of the members and of subsequent members, who shall be those persons, who being eligible, be duly enrolled in such a manner and upon such conditions as may be prescribed and amended from

time to time.

9.2 There shall be a register maintained by the secretary general in which the names of all members of

the federation shall be entered with their qualifications, address, telephone numbers (including mobile and fax) e-mail and biodata provided by members, two photographs and a copy of educational qualifications & copy of registration with state medical council must be retained in the records of the federation which shall be updated from time to time.

9.3 Any change in address and qualifications must be intimated to the secretary by the member and confirmation must be received from the secretary.

10. ELECTIONS :

10.1 The elections of the office bearers of the executive committee of IFUMB shall be conducted by postal ballots or electronic voting and shall not be conducted by raising of the hands in the general body meeting. All the valid life members of the IFUMB enrolled up to 31st, May of the preceding year of elections will be eligible to cast their vote.

10.2 If the Annual General Body meeting is held before the elections and if no valid nominations for a vacancy are received the person holding that office shall continue and do so for a full further term irrespective of any other provisions in these bye laws.

10.3 Eligibility :

10.3.1 No member of the federation shall be eligible to contest for any post of the executive committee unless he or she has been on the register of the federation for at least complete Five Years.

10.3.2 The member should be a life member.

10.3.3 For the posts of the President, the President Elect 1, the President Elect 2, the Vice President, the Dean ICMU, the Dean Elect 1 and the Dean Elect 2 & the Editor in Chief, a life member should be continuously uninterrupted member of the federation for at least 12 years and should have served on the executive committee for at least two full terms of two years of elected post (Not co-opted)

10.3.4 For the post of the secretary general, and the treasurer, the life member should be continuously uninterrupted member of the federation for atleast 10 years, and the life member should have served on the executive committee as member for at least two full terms each of two years.

10.3.5- For the post of executive members , **the candidate must have been a life member of the IFUMB for the past consecutive five years.**

10.3.6 Eligibility for re-election : a member shall have attended a total of at least two out of

four executive committee meetings of IFUMB in a given year, including one outside the venue of the annual conference.

10.3.7 The election to the post of editor in chief of the journal, shall be once in every Two years, by invited nominations from all the life members of the federation.

10.3.8 The editor in Chief will nominate upto 7 members to the editorial Board.

10.3.9 The term of President, President elect and Joint Secretary will be for a period of one year only, and the term of all other elected posts of executive committee of IFUMB will be for two years. The President after completion of his/her tenure, shall remain on the executive committee for future as ex-officio member and shall not be allowed to contest for any post on the executive committee of IFUMB, except for nominated posts.

10.3.10 The election for the post of two subsequent President Elects will be held along with the election of other office bearers. They will be designated as President elect for the nominated year and elected as such.

10.4 Election Process :

10.4.1 Applications for contesting any post of the executive committee shall be invited at least 3 months in advance of the annual conference. It is mandatory that all candidates submit their biodata and confirmed eligibility and a photograph to the secretary general for verification.

10.4.2 An election officer shall be appointed by the executive committee for the ensuing elections at the executive committee meeting held after USCON.

10.4.3 Ballot papers shall be sent by the election officer by registered post in official envelopes specially prepared for the purpose of elections so as to reach every life member one month prior to the last date of submission of ballot papers.

10.4.4 The election officer with the help of 4 members shall be incharge of counting of votes in the presence of representative of each contestant or by consent in writing in case of absentia of any representative.

10.4.5 Schedule of elections will be as follows :

- a) Notice for filing, nominations to be sent by 15th June
- b) Last date of receiving nominations 15th July
- c) Letter of intimation of nominations 25th July
- d) Last date of withdrawal of nominations 10th Aug.
- e) Dispatch of ballot papers 31th Aug.
- f) Last date of receipt of ballot papers 30th Sept.

10.4.6 The newly elected office bearers should be ratified and installed at the annual general

body meeting of the federation at the annual conference.

10.4.7 If any existing office bearer contests for any post in the forth coming elections of the executive committee of IFUMB, He/She shall have to resign from his/her existing post before the last date of withdrawal of nominations for the elections, if the elections are conducted by the IFUMB secretariat, but not, if, the elections are conducted by the Election Officer appointed for this purpose from his own office.

11. DUTIES AND POWERS OF OFFICE BEARERS :

11.1 President

11.1.1 The President shall be elected every year from amongst the life members of the IFUMB as per the rules laid down for the elections. He/She shall not be nominated by the executive committee.

11.1.2 The President shall assume office after installation at the time of inauguration of the annual conference.

11.1.3 The President shall be the chairperson at meetings of the general body and the executive committee and any other committees of the federation. He/she shall be member of all committees except the statutory committee.

11.1.4 The president shall preside over the annual conference and all other meetings of the federation.

11.1.5 The president shall guide and control the activities of the federation.

11.1.6 The president shall regulate the proceedings of all meetings and conferences and interpret the rules and by laws of the federation and decide on doubtful decisions/ points. The president shall be responsible for the affairs of the federation and shall as far as possible, be present and preside at all official meetings of the executive committee, the general body and any other committee of the IFUMB.

11.1.7 The President shall in addition to his/her ordinary vote, have a casting vote in case of equality of votes on any decisions in a meeting but not for election of the office bearers of the federation.

11.1.8 The president will undertake tours etc. in the interests of the federation whenever required.

11.1.9 The president shall operate the Bank accounts of the federation jointly with the the secretary general and the treasurer of the federation.

11.1.10 The tenure of the president shall be for one year from one annual conference to the next annual conference, if held on schedule. The president elect will automatically take over as the president in the next annual conference of the federation. In case of

the annual conference not being held in the ensuing year, the president elect shall automatically assume charge by the 1st November of the same year.

11.1.11 President shall represent the federation at all meetings including those of the government bodies and will represent the federation at the international meetings. He/ she will be entitled economy class airfare once in a year if going to attend such meeting on official invitation to transact the business of IFUMB.

11.1.12 The President shall instruct office bearers of the college and the journal if they are not fulfilling their duties satisfactorily.

11.1.13 In the event of an emergency arising by reason of any cause such as death, detention, resignation or absence for a considerable period out of the country of the president the duties of the president shall be carried out by the vice president. This will be executed only after acceptance from the executive committee. The vice President shall act as the president until as such time as the next annual conference when the president elect officially takes over the office of the President.

11.2 President elect:

11.2.1 The president elect shall be elected by the valid Members of IFUMB as per rules laid down for elections.

11.2.2 The President elect 1 and President Elect 2, will automatically succeed as the president of IFUMB in the subsequent following federation year.

11.2.3 The President elect shall be a Member of the Executive committee.

11.2.4 The President elect shall co-ordinate with the president on all matters pertaining to the management of the federation.

11.3 Vice-President:

11.3.1 The Vice President shall hold the office for only one term of 2 years.

11.3.2 The Vice President shall help the president by supervising the academic and other business of the IFUMB.

11.3.3 The Vice president shall carry out the duties of president in the event of emergency arising by reason of any cause, such as death, detention, resignation or absence for a considerable period out of the country of the president. This will be executed only after acceptance from the executive committee. The Vice President shall act as the president until such time as the next annual conference when the president elect officially takes over the office of the President.

11.4 Secretary General:

11.4.1 Shall be in charge of the central office and employees of the federation. The secretary

shall be responsible for all administrative work related to the IFUMB and for carrying out the directions of the executive committee and as laid down in the memorandum of the federation and its rules and regulations.

11.4.2 Convene meetings of the executive committee.

11.4.3 Have administrative control of all the affairs of the IFUMB.

11.4.4 Have charge of the correspondence in relation to the federation.

11.4.5 Shall have general supervision of accounts and pass all bills for payment.

11.4.6 Keep accurate minutes of all meetings of the IFUMB, executive committee and all other meetings.

11.4.7 Shall get annual statement of accounts of the federation and the city chapters prepared by the treasurer duly audited by the approved auditors for adoption by the executive committee and the general body.

11.4.8 Prepare the annual report of the IFUMB for presentation to the general body.

11.4.9 Be in charge of all documents, property and other assets of the federation.

11.4.10 Collect all the dues of the IFUMB and deposit all the amounts into the Bank accounts of the IFUMB and inform the treasurer of the money so deposited.

11.4.11 Shall have the rights to spend a maximum amount of Rupees 50,000/- for the purposes of activities of the federation without prior consent of the executive committee at any given time during the one federation year.

11.4.12 The term of the secretary will be for a period of two years, however he/she shall be eligible for re-election for a second term, no person shall be secretary for more than two consecutive terms.

11.4.13 Perform all such duties as are incidental to his/her office.

11.5 Secretary ICMU and Journal:

11.5.1 The Secretary General of the IFUMB will work as the Secretary of the ICMU and the Journal.

11.6 Joint Secretary:

11.6.1 The Joint Secretary will be nominated by the President and will co-ordinate between the president and the Secretary General for all their administrative activities.

11.6.2 the term of the joint secretary will be for one year.

11.7 Treasurer:

11.7.1 The treasurer shall be elected from amongst the members of the federation.

11.7.2 Shall hold office for a maximum period of 2 years, after which he/she shall be eligible for re election for a second term.

11.7.3 No person shall be elected to the post of the treasurer for more than two consecutive terms.

11.7.4 The treasurer shall have charge and custody of, and be responsible for all funds and financial security of the federation.

11.7.5 He/She shall receive and give receipts for money due and payable in the name of the federation from any source whatsoever and deposit such money in the designated bank accounts as decided by the executive committee and will perform such other duties as from time to time may be assigned to him/her.

11.7.6 The treasurer shall maintain complete accounts of the funds and other assets of the federation including that of the college, the journal and of funds and other assets connected with or any way controlled by the federation.

11.7.7 The cheques shall be signed by two office bearers of whom one shall be either the president or the secretary general and the other shall always be the treasurer.

11.7.8 Due changes of the office bearers and signatories shall be notified to the banks as per the banking laws within one month of assuming the charge.

11.8 Editor in chief (Journal):

11.8.1 Shall be incharge of the journal of the federation.

11.8.2 Shall recommend the names of the members of the editorial board, which shall be duly approved by the executive committee after fulfilling the necessary eligibility criteria.

11.8.3 Maximum number of the editorial Board shall not exceed seven.

11.8.4 Shall with the editorial board be responsible for regular publication and management of the journal and other scientific publications either in hard copy or digital version or both.

11.8.5 Shall with the help of the editorial board have the discretion of editing, condensing, correcting or refusing to publish any articles and other matters received for publication.

11.8.6 Shall follow the directions and guidance from the president and the secretary general with respect to administrative issues such as accounts, non-receipt of the journal, financial matters and major issues concerning the journal.

11.9 Dean I.C.M.U. :

11.9.1 Will formulate all academic activities of the federation e.g..

a) Decision of topics and workshop for annual conference in collaboration with members of the scientific committee of the conference.

b) One Zonal conference (mid term) by rotation with decision of theme, topics and workshops.

c) Zonal speciality workshop by rotation.

11.9.2 Recommend the names of the Orators for the annual conference.

11.9.3 Recommend the names of members for fellowship of ICMU.

11.9.4 Ensure publication of journal in collaboration with editor in chief, whenever needed.

11.9.5 Review training courses, centres and syllabus for training.

11.9.6 All the decisions must be approved by the executive committee of IFUMB and the general body of IFUMB.

12. EXECUTIVE COMMITTEE & ITS MEETINGS.

12.1 The executive committee shall consist of ten members, who shall be elected from amongst the life members of federation.

12.2 No executive committee member shall be nominated or co-opted.

12.3 Executive committee shall meet three/four times in a year to transact business of the IFUMB.

12.4 At least one meeting of the executive committee will be held at the time of annual conference before the general body meeting, one meeting should be at the president's place or preferably at a mutually agreeable place where the members can convene easily.

12.5 Nine members shall constitute a quorum. If there is no quorum, within 15 minutes of the time when a meeting is called, the meeting shall stand adjourned for a period of 15 minutes. At the end of 15 minutes, the meeting stands dissolved if the number of members present is less than six.

12.6 The secretary general with the consent of the president may call for an-extra ordinary meeting of the executive committee if the president deems it necessary. A notice of the meeting shall be circulated at least 10 days in advance and only the circulated agenda shall be discussed and valid at such meetings.

12.7 The members of the executive committee will be reimbursed one way economy air fare by the shortest route or one way fare equivalent to first class A.C. train fare. No reimbursement should be done for attending the meeting held during the annual conference.

12.8 Additions/alterations to the list of elected members of the executive committee should hold office for a term of not more than 2 years.

12.9 Meetings of the executive committee:

The meetings of the executive committee shall be as under:

12.9.1 All resolutions & amendments proposed and passed by the executive committee during the year shall be ratified by the general body during the annual conference before they become effective.

12.9.2 Those executive committee members who do not attend three consecutive executive committee meetings shall be declared ineligible to further partake in any executive committee meetings during their tenure. Members who submit leave of application with valid reasons, shall be pardoned.

12.9.3 The proceedings of the executive committee meeting shall be recorded by any convenient means.

12.9.4 Notice of the executive committee meetings will be sent to members at least 30 days before the proposed date of meeting.

12.10 Powers of the Executive committee:

12.10.1 The executive committee shall be the executive authority of the federation and as such shall have the powers to carry into effect the policies and administration of the federation as laid down by the general body and shall be responsible there to.

12.10.2 the accounts of the central office of IFUMB, its journal and the college shall be presented and passed by the executive committee before they are placed in the general body.

13. ANNUAL GENERAL BODY MEETING OF IFUMB.

13.1 The general body shall consist of all life members of the federation and shall partake in the decision taken in the general body meeting.

13.2 The honorary and associate members shall not be eligible to participate in the proceedings of the general body meeting.

13.3 The general body shall be the supreme body of the federation and shall exercise overall control over the affairs of the executive committee with power to overrule in any matter whatsoever the decision of executive committee and in particular, exercise supreme control over the affairs of federation including that of the college and the journal, ratify the decision which the executive committee has taken from time to time, may take during the current federation year.

13.4 Ordinarily the general body meeting shall be convened at least once a year preferably at the time of the annual conference of federation, at a time and place fixed by the governing body.

13.5 An extra ordinary general body meeting may be convened at any time by the secretary general under the direction of the president for an specific or an important matter of which due notice has been given. The meeting can be called after 15 minutes of the general body meeting. Agenda circulated for such extra ordinary general body meeting will only be discussed in such meeting.

13.6 The quorum for the general body meeting should be of at least 75 life members.

13.7 The quorum for the extra ordinary general body meeting should be of at least 50 life members.

13.8 The notice of the general body meeting should be sent to all life members at least 30 days before the proposed date of meeting.

13.9 The notice of the extra ordinary general body meeting should be sent to all life members at least 15 days before the proposed date of meeting.

13.10 An extra ordinary general body meeting to discuss any matter of grave concern may be called

15 minutes after the general body meeting no notice is needed for such meeting.

13.11 In all meetings if the quorum is not present within 15 minutes of the appointed time, the meeting shall stand adjourned for a period of 15 minutes and then be convened again to transact the business. If the quorum is not present of the adjourned meeting, the members present whatever their number, shall form the quorum and the meeting will be convened.

13.12 The proceedings of the meeting should be recorded by any convenient means.

13.13 In the absence of the president, the vice president will conduct the meeting.

13.14 In absence of both president and vice president, any member of the governing body may be called upon to conduct the meeting whenever necessary.

13.15 The agenda of the annual general body meeting will be circulated to all members at least 30 days before the meeting along with notice of annual general body meeting.

13.16 The agenda of the annual general body meeting will be as follows :

13.16.1 To receive and adopt the annual report of the governing body as given by the secretary general on the working of the IFUMB for the preceding year.

13.16.2 To receive and adopt the accounts balance sheet and auditors's report for the preceding year.

13.16.3 To approve the appointment of auditor as recommended by the executive committee.

13.16.4 To receive and adopt the budget for the coming year.

13.16.5 Declaration of the results of elections held.

13.16.6 To transact such other business that may be permitted by the chair.

13.16.7 Any matter to be discussed and ratified by the general body.

14. ANNUAL CONFERENCE:

14.1 The annual conference of the federation shall be held every year at a suitable time and place decided by the general body, after recommendation by the executive committee, preferably in the month of October every year.

14.2 The applications for inviting the annual conference must be made to the central office by a city chapter or at least 10 life members of the federation from the given state or a city in the absence of city chapters by a written request to the secretary general two years earlier. This will be ratified and confirmed by the general body for the decision on the final venue.

14.3 The accounts of the annual conference must be submitted to the central office within a period of two months after the annual conference.

14.4 The organizing committee shall use the same pan card number as that of the IFUMB, if the local chapter is not registered as a society.

14.5 Annual general body meeting and one meeting of executive committee shall normally be convened at the time and place of the annual conference. The local organizing chairman & secretary of conference shall be invited as a non-voting member to such meetings held at the time and place of the conference.

14.6 Seating arrangement on the dais at the time of inauguration.

- a) President
- b) President Elect
- c) Chairman local organizing committee.
- d) Secretaries of IFUMB
- e) Secretary local organizing committee.
- f) Editor in Ghief Journal
- g) Dean ICMU
- h) Dean Elect
- i) Invited dignitaries for Inauguration.
- j) Treasurer

14.7 It shall be mandatory that the organizing secretary of the conference will keep informed all details of the the conference and any other arrangements to the central office which shall be duly inspected by the president or his/her representative or the secretary general.

14.8 The Academic programme must be approved by an academic committee headed by the Dean ICMU, at least three months prior to the conference.

14.9 A sum of Rs. 200,000/- (Interest free) may be advanced by the federation to the organizers of the conference. This must be duly returned within a period of two months of completion of the proceedings of the conference.

15. CITY CHAPTERS.

15.1 Any city or town or a group of towns having at least thirty (30) valid life members of the federation can apply to form a city chapter and conduct local academic activities to promote the science of ultrasound.

15.2 All city branches will be governed by the constitution of the federation.

15.2a. All city chapters will be independently registered bodies with their constitution and bylaws in accordance with the model constitution approved by the central executive committee. They will be called as ----- (city name) Society of Ultrasound in Medicine and Biology.

15.2b All city chapters will be governed by the constitution of the federation as applicable.

15.2c One city can have only one city chapter.

15.3 The head of the city chapter will be designated as the 'chairperson' and not the 'President'. In addition there will be 1 vice chairperson, 1-treasurer, 1- Secretary, 1-joint secretary and 4 members of executive committee.

15.4 Primary life membership/associate membership of the federation is mandatory to become a member of the city chapter.

15.5 All the members must pay their membership dues to the city chapter. The city chapter will send the central office share within a month of receiving such fees. (This becomes effective from the date the chapters acquire their own PAN number and open new bank accounts with this PAN number. Till such time the membership fees is to be collected by DD in the name of Indian Federation of Ultrasound in Medicine and Biology, payable at Mumbai. The entire membership fees, goes into central account as at present.)

However the city branch may collect a separate subscription for running the local academic activities.

15.6 All activities of the city chapters must be duly informed to the secretary general's office of federation. The city branch must send the annual report of their activities to the centre at least a month prior to the annual conference.

15.7 All city chapter shall have their own PAN number. The account of city branches must be audited and sent to the central office before 30th Sep every year.

15.8 The city branch can organize national and international conferences in Ultrasound under the banner of IFUMB with the prior approval from the general body.

The chapter (society) will pay the central office share as whichever is the larger sum of the following: a) Rs 10 Lacs b) 20% of Registration fees plus 25% of the surplus.

The chapter will have to give an undertaking to this effect at the time of allotment of the conference and promise to make the payments from own funds in next three years in case the conference does not generate any surplus. Proper decorum should be maintained by inviting the

President, secretary general, treasurer of IFUMB, Dean and Secretary of ICMU to such National and International conferences.

15.9 All the chapters can organize state level or regional CMEs. The city chapter organizing the CME will use their own PAN numbers for the same. They will make sure to maintain proper records taking care of the Service Tax and Income Tax formalities. They will share 25% of the profits from the state and regional level CMEs with the central office.

15.10 The central executive committee is empowered to dismiss the office bearers of the city chapter, if the chapter/office bearer disregards, violates or does not abide by the constitution of the federation or the directives given by the central executive committee, after serving them due notice and a hearing with the central executive committee.

15.11 These dismissed office bearers will not be eligible for re-election to any executive committee post in the city branch nor eligible for any posts in National executive committee of the IFUMB or the ICMU for a period of 5 years.

15.12 The general body will have the power to add or alter any provisions in the above rules (Rules No. 15) on the recommendations of the executive committee.a

16. INDIAN COLLEGE OF MEDICAL ULTRASOUND (ICMU)

16.1 The name of the college shall be the Indian college of medical ultrasound hence forth called as ICMU.

16.2 The head quarters of the college shall be at the office of the IFUMB.

16.3 Aims and objectives:

16.3.1 To promote academic, teaching and training activities of the federation (IFUMB).

16.3.2 To organize CMEs, workshops and other educational activities throughout the year in the country for promoting and teaching ultrasound and allied sciences.

16.3.3 To publish monographs and other educational materials with the assistance of the editor-in-chief of the Indian journal of ultrasound.

16.3.4 To perform academic and scientific research.

16.3.5 To seek affiliations with national and international bodies/federations to further the interests and goals of the college.

16.3.6 To generate funds to carry out the objectives of the college and its activities.

16.3.7 To confer fellowship of the college as per rules laid down.

16.3.8 To take such action as shall be consistent with furthering the aims and objectives of the college.

16.4 Executive Council of ICMU :

16.4.1 The affairs of the college shall be managed by the executive council of the college, duly elected by the valid members of IFUMB as per rules laid down for elections (Vide Rule No. 10).

16.4.2 The faculty/office bearers of the college will be as follows:

- a) The Dean
- b) The Dean - Elect 1
- c) The Dean Elect 2
- c) Secretary (Secretary General of IFUMB) 1

16.4.3 Credential committee:

There shall be a credential committee of the college consisting of 5 members, nominated by the Dean ICMU. The committee will remain in office for a period of one year.

16.4.4 Ex officio members :

The past Dean ICMU shall be ex-officio member of ICMU Executive council.

16.4.5 The meetings of the executive council of ICMU will be held along with the meetings of IFUMB. Executive Committee.

16.5 Eligibility of members of executive council of the ICMU.

16.5.1 Dean & Dean Elect :

Should be uninterrupted member of IFUMB for 12 years. He/She must have served on the executive committee of IFUMB/ICMU as an elected office bearer or executive member for at least two terms of 2 years. The Dean and Dean elect of ICMU will remain in office for one year..

16.6 Fellowship of ICMU :

Those members who are eligible to be enrolled as fellows of ICMU must fulfil the criteria as per rules set by the executive committee/general body of IFUMB.

16.6.1 Eligibility for fellowship :

- a) Any person seeking the fellowship of college must have a minimum experience of 10 years in the practice of ultrasound after post graduation.
- b) Must be a life member of IFUMB for a minimum period of 7 years continuously.
- c) He/she should have made significant contribution to the science of ultrasound.
- d) Should have made significant contribution to the federation by way of scientific and organizational work.
- e) Should have at least 2 ultrasound publications in any reputed medical journal.

16.6.2 Award of fellowship :

- a) The secretary of the college shall invite nominations from members of IFUMB in a

prescribed form by 1st July every year.

- b) The nominations shall be duly scrutinized at the college office for eligibility.
- c) The nominations will be forwarded to the credential committee for considered opinion.
- d) The recommendations of the committee should reach the head office not later than 31st July each year. Such decision shall be final and binding.
- e) All the nominations must be duly proposed and seconded by two fellows of the college.
- f) The awardees of fellowship will receive their certificates at the inaugural ceremony of annual conference each year.
- g) Fellowship fees (as and when decided by the executive committee) will be payable once in life time to ICMU.

16.7 Guidelines for Dr. S.K. Sharma Oration :

The following procedure will be followed while selecting the Dr. S.K. Sharma Oration.

16.7.1 The Orator shall be selected by a committee consisting of

- a) Dr. S.K. Sharma or his nominee.
- b) President IFUMB
- c) Dean ICMU
- d) Any two previous DR. S. K. Sharma orators nominated by the credential committee of ICMU.

16.7.2 The orator selected shall deliver his/her oration in person, which shall be an unpublished and original work in the Science of ultrasound.

16.7.3 The oration shall be published in the journal published by IFUMB. (Indian Journal of Ultrasound). When the orator accepts the oration, he/she will also agree to publish the oration in the journal. The acceptance will be in writing. The article will be submitted to the journal office not later than one month following the conference.

16.7.4 The committee for selection of Dr. S.K. Sharma should be fixed by 30th June every year.

16.7.5 The orator shall receive a medal and a Citation immediately before the oration. The citation should be drafted in uniformity every year and presented in plaque form.

16.7.6 The funds for the medal and other expenditure incurred for oration shall be born by Dr. S.K. Sharma oration corpus fund.

16.7.7 A corpus of 10 lacs will be deposited in the federation accounts by Dr. S.K. Sharma as per ruling of the general body to create a corpus fund account for oration.

16.8 Medals and Awards :

Dr. R.N. Goel has instituted following medals and cash awards to be awarded at USCON for Best Papers and Posters in different categories. The medals for these awards will be supplied by Dr. R.N. Goel at each USCON and the cash prize will be paid by IFUMB from the interest of the corpus fund created for the same by Dr. R.N. Goel in the IFUMB Accounts.

a) Dr. Manjula Goel Memorial Gold Medal plus cash prize of Rs.1500/- for the Best Paper on Obs/Gyn Ultrasound.

b) Dr. R.N. Goel Gold Medal for Best Paper on Abdomen Ultrasound.

c) Dr. Shashi Goel Gold Medal for Best Paper on Soft Parts / Vascular Ultrasound.

d) Dr. Anubhav Goel Gold Medal for Best Poster Presentation.

Dean ICMU, Organizing Chairman, and Chairman Scientific Committee of USCON and Dr. R.N. Goel will appoint judges for selecting the above awards from the presenters of Papers and Posters in the USCON. The decision of judges will be final and binding to all.

17. AMENDMENTS :

These rules and regulations may be amended by two-thirds of those life members who cast a valid vote.

18. FINANCIAL YEAR :

The financial year of the federation shall be from April 1st to the last day of March of the following year.

19. AUDITORS OF THE FEDERATION :

The General body shall appoint, and fix the fee of the auditor who shall be a recognized chartered account, as per recommendations of the executive committee of IFUMB.

20. SETTLEMENT OF DISPUTES :

In case of dispute between a member and the federation or its city/state chapters, the matter will be examined by a committee appointed by the president. The decision of this committee will be placed before the executive committee of the federation but the ratification will be done by the general body, whose decision shall be final and binding.

21. DISSOLUTION OF FEDERATION:

If seventy five percent of the members are in favour of dissolution of the federation, then the federation will be dissolved and the assets will be donated to the Indian Association of the Blind. This constitution document was passed and approved by General Body in its meeting held on 26th October 2013 at Hotel Ananda Inn, Pondy chery during USCON XXII.

The constitutional amendments were passed and approved at the Extra-ordinary General Body Meeting of IFUMB held on 1st March 2015 at 3.00pm at the K S Sanjivi Auditorium, VHS hospital, Rajiv Gandhi salai, Taramani, Chennai

The constitutional amendments were passed and approved at the Extra-ordinary General Body Meeting of IFUMB held at Hotel Taj Lands End Bandra Mumbai on 3rd Oct 2015



President

Dr. R N Goel



Secretary General

Dr Sudheer Gokhale

